

**Enrolled Minutes of the Twenty-Second Regular Meeting or Special Meeting
For the Thirtieth Highland Town Council Regular Plenary
Business Meeting (In person) Monday, December 23, 2024**

The Thirtieth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, December 23, 2024 at 6:30 O'clock P.M. in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

*This meeting was convened as an in person meeting and lived streamed to the Town of Highland Facebook. Facebook permits the public to observe and record the proceedings but allows no interaction between and among the Town Council and members of the public. The public is able to participate in person. Councilor Georgeff, Councilor Turich, Councilor Alex Robertson, Councilor Tom Black all participated in person. Councilor Scheeringa was absent.

Pursuant to HMC Section 2.05.130(A)(2), the Town Council considered and reviewed the agenda in an informal proceeding in the plenary meeting room before the president called the meeting to order.

The Town Council Vice-President Doug Turich presided over the meeting. The Town Clerk-Treasurer, Mark Herak, was present to memorialize the proceedings. The meeting was opened with Councilor Tom Black reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

Roll Call: Present on roll call were Councilors George Georgeff, Doug Turich, Alex Robertson, and Thomas Black were present. Councilor Philip Scheeringa was absent. Clerk-Treasurer, Mark Herak was also present. A quorum was attained.

Additional Officials Present: Alex Brown, CPRP Superintendent of Parks; Metropolitan Police Chief Ralph Potesta; Mike Pipta, Fire Chief; Ed Dabrowski, Director of Information Technology, Kenneth J. Mika, Building Commissioner, Mark Knesek, Public Works Director were present. John Reed, Attorney with JPR Legal Services and Redevelopment Director Maria Becerra were absent.

Guests: Theresa Badovich (remotely) and Robin Carlascio (remotely) of the Idea Factory were also present.

Minutes of the Previous Meetings: The minutes of the December 9, 2024 Plenary meeting were approved by general consent.

Special Orders:

1. Presentation Accepting the Voluntary Contribution of ten (10) pagers from the Highland Elks Lodge 981 to the Highland Volunteer Fire Department.

Councilor Georgeff moved to accept the Voluntary Contribution of ten (10) pagers from the Highland Elks Lodge 981 to the Highland Volunteer Fire Department. Councilor Robertson seconded. Upon a roll call vote, there were three (3) affirmatives and no negatives and one (1) abstention, with Councilors Georgeff, Robertson and Black voting in the affirmative and Councilor Turich abstaining. . The motion passed.

Presentation:

Chief Mike Pipta began by thanking Elks Member Tom Beck for initiating the purchase of ten (10) Motorola pagers and for all of Highland Elks Lodge 981 for supporting it. He said it will be a great help in notifying the firefighters in the event of an emergency. He said that every firefighter carries a pager. He said this is how we get notified. Whether sleeping at night, the pager is on our dresser. If we are out, we carry it on our person. When the 911 call center gets a notification, that call is then sent to each of the fire fighters pagers.

Highland Elk Lodge 981 member Tom Beck, said it is the Lodges privilege to be able to help out the Highland Fire Department.

Councilor Georgeff made mention that Chief Pipta's late father was a member of the Elks Lodge 981.

3. Advisory Board of Zoning Appeals Docket: Petition for a Use Variance request by David and Mary Beth Lubarski, for the location commonly referred to as 8830 Kennedy Avenue (Art House), for the purpose of allowing the petitioner the use of a portion of the building for a tattoo studio. The property is located in a B-2/ Central Business District, in which a tattoo studio is not a listed, permitted use within this zoned district.

The Town of Highland Advisory Board of Zoning Appeals met in regular session on Wednesday, October 23, 2024. As part of their agenda, by a vote of four (4) in favor and zero opposed, the Board voted to send an Favorable Recommendation to the Town Council for the petitioner's Use Variance Request. The ABZA, as part of their motion, stipulated the following:

1. That there be standard hours of operation, so as not to interfere with neighboring resident activities.
2. That there be customer by appointment only.
3. That once the tattoo use is determined, the entire property/building becomes a business and there be no residential use of the second floor.
4. That they obtain the necessary licensing for the tattoo studio.
5. That they obtain a State Commission Design Release (CDR) due to the change in occupancy use.

The Findings of Fact were memorialized and approved by the Advisory Board of Zoning Appeals at its meetings of December 11, 2024. (90 days ends March 11, 2025). This tolls from the making of the recommendation which could be the meeting at which the ABZA acts bit when filed.

(A) Opportunity for Comment

The Clerk-Treasurer said that at the last study session, Councilor Robertson asked that the Council remove or revise stipulations no. 3 & 5. Attorney Reed said he was fine with removing them as the use variance request applied to the building located at 8830 Kennedy Avenue and not a room. He said he would draw up a motion to that effect and distribute to the Council.

Vice-President Turich asked the Clerk-Treasurer if he had received the documentation from the Town Attorney. The Clerk-Treasurer advised he had not. Councilor Turich continued that his recommendation is to table and continue until the 1st meeting in January, giving Councilor Scheeringa an opportunity to be present during the discussion. He told the petitioners that I know

it is unfortunate and not something you want to hear tonight but without the proper documentation, I want to make sure we do it properly so a delay is appropriate.

Councilor Robertson asked if the Council would accept the recommendation of the ABZA, contingent upon Attorney Reed getting the paperwork as this wouldn't delay the petitioner as this process started in October of this year.

The petitioner, Mary Beth Lubarski, said their biggest concern is the fact that their son is driving back and forth from Valparaiso. They were hoping by being able to convert one of the rooms on the first floor that is not being used and to make it his tattoo parlor, they would be able to eliminate stipulation no. 3, as the property taxes on the building would almost double if the whole building became a business and not be required to get another CDR. She said the architect already approved the existing layout including meeting the ADA requirements. She also expressed concern about waiting another month.

Councilor Turich said he understood where the petitioner was coming from but the ABZA hasn't even had a chance to review it. He wanted to be sure the correct course of action was taken.

Councilor Black reiterated what Councilor Turich had said earlier, that he thought delay it one month so that Councilor Scheeringa could participate in the discussion as Councilor Scheeringa felt a new CDR would be required.

When asked Building Commissioner Mika said, that he didn't feel a new CDR would be required because you are not changing the occupancy. But he added, if a document was to be prepared by the Town Attorney that was in conflict with the Findings of Fact approved by the ABZA, he is of the opinion to wait until the documentation is prepared by the Attorney Reed.

Councilor Georgeff said he is okay with the delay but wants it addressed at the next study session and then put back on the plenary agenda for the 13th of January. He said he doesn't want to come across as the Town isn't friendly with business.

(B) Action on the Recommendation

The Council, having ninety days to act, chose to take no action tonight.

*Pursuant to IC 36-7-4-918.6, the Town Council may either **accept the favorable recommendation** and GRANT the requested use variance or it may **reject (over rule) the favorable recommendation** and DENY the use variance. If not acted upon by the Town Council within 90 days after the ABZA certifies its recommendation, the action of the Advisory Board of Zoning Appeals stands.*



TOWN OF HIGHLAND

Highland Municipal Building • 3333 Ridge Road
Highland, Indiana 46322
219-838-1080 • Fax 219-972-5097



Population 23,696
Incorporated in 1910

November 1, 2024

Phillip Scheeringa, President
Highland Town Council
3333 Ridge Road
Highland, IN 46322

RE: CERTIFICATION OF ACTION TAKEN BY THE TOWN OF HIGHLAND BOARD OF ZONING APPEALS CONCERNING A USE VARIANCE REQUEST BY DAVID & MARY BETH LUBARSKI, FOR THE LOCATION COMMONLY REFERRED TO AS 8830 KENNEDY AVENUE (ART HOUSE), FOR THE PURPOSE OF ALLOWING THE PETITIONER THE USE OF A PORTION OF THE BUILDING FOR A TATTOO STUDIO. THE PROPERTY IS LOCATED IN A B-2/CENTRAL BUSINESS DISTRICT, IN WHICH A TATTOO STUDIO IS NOT A LISTED, PERMITTED USE WITHIN THIS ZONED DISTRICT.

The Town of Highland Advisory Board of Zoning Appeals met in regular session on Wednesday, October 23, 2024. As part of their agenda, by a vote of four (4) in favor and zero (0) opposed, the Board voted to send a **Favorable Recommendation** to the Town Council for the petitioner's Use Variance request. The BZA, as part of their motion, stipulated the following:

1. That there be standard hours of operation, so as not to interfere with neighboring resident activities.
2. That there be customer by appointment only.
3. That once the tattoo use is determined, the entire property/building becomes business, and there be no residential use of the second floor.
4. That they obtain the necessary licensing for the tattoo studio.
5. That they obtain a State Construction Design Release (CDR) due to the change in occupancy use.

HIGHLAND BOARD OF ZONING APPEALS
Minutes of the Meeting of
October 23, 2024

The Highland Board of Zoning Appeals met in the meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, IN 46322 on October 23rd, 2024. Commissioner Thomas called the meeting to order at 6:30 p.m. The meeting opened with the Pledge of Allegiance led by Commissioner Thomas.

ROLL CALL: Present were Commissioners Helms, Smith, Wright, and Thomas. Commissioner Murovic was absent. Also present were the Building Commissioner/ Zoning Administrator, Ken Mika, and the Town Attorney, John Reed.

MINUTES: The minutes of the August 28th, 2024, meeting were approved as posted.

ANNOUNCEMENTS: The date of the next Board of Zoning Appeals meeting will be December 11th, 2024, combining both November and December's meetings, due to the upcoming holidays.

COMMUNICATIONS: None.

Old Business: None.

New Business: Public Hearing for David and Marybeth Lubarski, 9022 Parrish Avenue, Highland, IN, requesting a Use Variance for a Tattoo Studio located within an existing business at 8830 Kennedy Avenue, Highland, IN 46322. {HMC 18.40.030} Listed Permitted Uses in a B-2 zoned district do not include Tattoo Studios.

Commissioner Thomas asked Mr. Reed if the Proof of Publication for this hearing had been advertised correctly. Mr. Reed confirmed that it had, and that it had been published on October 3rd, 2024. Mr. Mika also confirmed that the sign had been posted on the property correctly.

Commissioner Thomas then asked if there was anyone to present the petition for Use Variance. Mrs. Marybeth Lubarski stepped forward and introduced herself and her husband, David, and stated that they were the owners of the property at 8830 Kennedy Avenue. She then passed out a survey of the property to each of the Board Members. She proceeded to introduce the other family members present, which were her son David, who helped them out at the Art House, her son Zachary, who was the tattoo artist, and Zachary's wife, Brie. Marybeth continued to say that she and her husband had purchased the property in 2015 with the intent of turning it into an art gallery with an apartment upstairs for their three children, who were all artists. She continued to say that it has now become a gallery for the community, and it is used in quite a few different ways. She then asked that her son, David, continue to explain the ways the gallery, called Promise

You Art House, is used. David stated that they describe it as an eclectic hub for art and art services where they support local art groups. He added that they were part of the Highland Arts Council, the Highland Neighbors for Sustainability and other local environmental groups. They also host field trips for local youth activities, offer Boy Scout and Girl Scout badge activities, and they invite local musicians and artists often to support them and their art. They also have book readings and other community events. Mrs. Lubarski then explained that the reason they were here tonight was to ask that their son, Zachary, could join them at the Promise You Art House by using one of the rooms upstairs as a Tattoo Studio. She added that David had passed out a floor plan, showing where they would like to add the studio. She then asked her son, Zachary, to continue by explaining his plans. Zachary stated that his goal was to open up a private tattoo studio upstairs in the Promise You Art House. He added that it would be different than a typical tattoo studio in that he would be the only artist working in the studio and there would be only one client at a time. He stated he had been doing tattoos for seven years and that he kept everything very professional. His clients ranged from pastors to veterinarians and all types of different people. He said he strives to make people feel comfortable and welcome, which is in keeping with the Promise You Art House, so he'd like to join in on that with his expertise and what he does.

Commissioner Thomas opened the meeting to the public. Hearing no remonstrance, he closed the public meeting and brought the discussion back to the Board.

Commissioner Helms pointed out that because this hearing was a Use Variance request, the Board of Zoning Appeals would only be giving a recommendation to the Town Council this evening and would not actually be deciding the outcome. Mr. Reed added that this was a positive or negative recommendation and then the Town Council would take over the decision. Mrs. Lubarski asked if they would have to give the same presentation to the Town Council at their meeting. Mr. Reed stated that they would have the opportunity to make comments and answer questions at the Town Council meeting, but generally it would not be as involved as the BZA meeting presentation. Mr. Mika added that Attorney Reed would be preparing Findings of Fact that would have to be approved at the next BZA meeting on December 11th, then their Use Variance petition would be added to the next Town Council meeting, which would likely be the last meeting of December.

Commissioner Helms asked if the upper floor was used as a residential area any longer. Mrs. Lubarski said that it was not and hadn't been used in that way for a year. Mr. Mika asked if they had been using the upstairs for anything else as it pertains to their commercial business. Mrs. Lubarski replied that they were not using it for anything else at this time.

Commissioner Thomas asked Zachary if he was a licensed tattoo artist in the State of Indiana. Zachary replied that he was, through the licensed tattoo shops that he has been working at. In order to be on his own, he said he will have to go through the State to obtain a license for his shop, also. Commissioner Thomas asked them about the parking situation and where his future clients would be parking. Zachary responded that they

would be using the street parking and if the art house was closed, they would also be utilizing the driveway. Commissioner Thomas asked how many parking spaces they had now. Mr. Lubarski responded that they currently have 5 – 6 parking spaces on the driveway. Commissioner Wright asked if they were planning any build-out for the studio, or if they were keeping the space, which was a bedroom, the same as it is now. Mr. Lubarski replied that it would be kept the same, and that they didn't want to make any drastic changes in case it may need to be utilized as an apartment in the future. Mr. Mika stated, in this zoned district, this would be allowed legally.

Commissioner Thomas asked what the business hours would be for the tattoo studio. Zachary replied that they did vary, because of the fact that he had private sessions, but his typical hours were 10 – 4, or 10 – 6 p.m. He added that he liked to get home by six or earlier to spend the evening with his family; they had a two-year-old and another baby on the way. Commissioner Wright asked Mr. Mika if there was any additional fire protection that was required on the second floor. Mr. Mika replied that in this case, because they are changing from a residential use to a commercial use in a building that was built in 1910, they would have to hire a design professional (architect) to put plans together and file them with the State of Indiana, for what is referred to as a Construction Design Release because they are changing the occupancy from a residential use to a commercial use. Commissioner Wright asked if there would be anything else required from an ADA standpoint. Mr. Mika replied that they may have to get into that with the State when they apply for the CDR and that he couldn't say at this point that it wouldn't be necessary. The design professional would have to evaluate the whole project.

Mrs. Lubarski mentioned that they were lifelong residents of Highland and wanted to stay in Highland and make their business a family run business. She continued to say that the rental income would help them support the art house and they would, in turn, be helping out a family member by providing a space for his art and livelihood. She also pointed out that their hardship was the fact that they were not collecting the income from the apartment any longer, and the income from the rental of the studio would help them financially to keep the Promise You Art House thriving, and to pay their taxes.

Commissioner Helms motioned to give a favorable recommendation to the Town Council with the conditions/restrictions that there be standard hours of operation, so as to not interfere with neighboring residents activities; that there be customers by appointment only; that once it was determined to be a tattoo studio, the entire property becomes only a business and there will be no residential use of the second floor; that they obtain the necessary licensing for the tattoo studio and the Construction Design Release from the State, due to the change of occupancy. Commissioner Wright seconded, and the motion passed unanimously with a 4 – 0 roll call vote.

BUSINESS FROM THE FLOOR: None.

ADJOURNMENT: Motion: Mr. Helms Second: Mr. Wright Time: 6:54 p.m.

HIGHLAND BOARD OF ZONING APPEALS

Petitioners:	Property Location:
David & Marybeth Lubarski	8830 Kennedy Avenue
9022 Parrish Avenue	Highland, IN 46322

**FINDINGS OF FACT FOR FAVORABLE
RECOMMENDATION OF A USE VARIANCE
IN A LEGAL NON-CONFORMING B-2 ZONING DISTRICT**

1) The Petitioner is requesting a Use Variance to establish a Tattoo Studio at the location of 8830 Kennedy Avenue. This proposed use requires a use variance from HMC 18.40.030. The requested use does not fall within the permitted uses in the B-2 zoning district. The ability to obtain a use variance from this section of the HMC is contained in HMC 18.40.040, under the procedures found in HMC 18.115.050.

2) This matter came before the Highland Board of Zoning Appeals for public hearing on October 23, 2024. Petitioners appeared in person. Petitioners presented proof of notice and publication as required by law.

3) Chairperson Murovic asked attorney John Reed if the proofs of publication were in order. Mr. Reed stated that the Proof of Publication was in order, and that the same was properly published for the meeting of October 23, 2024. Additionally, staff confirmed that the signage was correctly posted on the subject property.

4) The Petitioners then made the presentation for the requested use variance as shown on Exhibit A, hereto.

5) The Chairperson then opened the meeting to the public. Hearing no remonstrance, the Chairperson closed the meeting to the public and brought the discussion back to the Board of Zoning Appeals.

6) See Exhibit B, attached hereto, for the additional discussion.

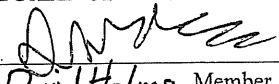
8) Board member Helms motioned to give a favorable recommendation to the Town Council with the conditions/restrictions that there be: (1) standard hours of operation, so as to not interfere with neighboring residents activities, (2) that there be customers by appointment only, (3) that once the subject space is determined to be a tattoo studio, the entire property become only a business and there be no residential use of the second floor, (4) that Petitioners obtain the necessary licensing for the tattoo studio from the State of Indiana, and (5) that the Petitioners obtain a Construction and Design Release from the State of Indiana, due to the change of occupancy. Board Member Wright seconded, and the motion passed unanimously with a 4 – 0 roll call vote.

9) Pursuant to the testimony and facts submitted to the Board, which are a part of the record herein, the Board of Zoning Appeals makes the following Findings of Fact:

- A. The Town of Highland Zoning Ordinance, HMC 18.40.030 lists the uses and limitations of uses permitted in the B-2 Zoning District.
- B. Unless a Use Variance is granted, the subject property could not be utilized as a Tattoo Studio as the same is not permitted in the B-2 Zoning District.
- C. Due to the fact that most of the surrounding properties are dissimilar in nature, and the proposed Use Variance would change the general nature of use for the subject property from its current status within the legal non-conforming nature of the property in a former B-2 Zoning District, create potential hazards for the public, and generally be of a character different and deleterious to the other uses in the immediate vicinity, the Petitioner's request would be unreasonable. However, the limitations suggested by the Petitioners alleviate the aforementioned issues.
- D. That the proposed Use Variance would not subvert the general purposes served by the Highland Zoning Ordinance, (HMC 18.40.030), would not materially or permanently injure other property or uses in the same zoning district and vicinity, and would not be injurious to the public health, safety, morals and general welfare of the community.
- E. That the proposed use, with the limitations aforementioned, is compatible with the allowable uses and layout of the subject property in general, and the other similarly situated properties in the area, and the proposed use will not adversely affect neighboring properties.

WHEREFORE, based upon the above Findings of Fact, the Highland Board of Zoning Appeals, by a vote of four (4) in favor and none (0) opposed, voted to MAKE A FAVORABLE RECOMMENDATION to the Highland Town Council for the Use Variance requested. Action taken to give a FAVORABLE RECOMMENDATION to the Town Council on October 23, 2024. Findings of Fact approved the 11th day of December, 2024.

**TOWN OF HIGHLAND
BOARD OF ZONING APPEALS**



David Helms, Member
Town of Highland Board of Zoning Appeals

EXHIBIT A

Commissioner Thomas then asked if there was anyone to present the petition for Use Variance. Mrs. Marybeth Lubarski stepped forward and introduced herself and her husband, David, and stated that they were the owners of the property at 8830 Kennedy Avenue. She then passed out a survey of the property to each of the Board Members. She proceeded to introduce the other family members present, which were her son David, who helped them out at the Art House, her son Zachary, who was the tattoo artist, and Zachary's wife, Brie. Marybeth continued to say that she and her husband had purchased the property in 2015 with the intent of turning it into an art gallery with an apartment upstairs for their three children, who were all artists. She continued to say that it has now become a gallery for the community, and it is used in quite a few different ways. She then asked that her son, David, continue to explain the ways the gallery, called Promise You Art House, is used. David stated that they describe it as an eclectic hub for art and art services where they support local art groups. He added that they were part of the Highland Arts Council, the Highland Neighbors for Sustainability and other local environmental groups. They also host field trips for local youth activities, offer Boy Scout and Girl Scout badge activities, and they invite local musicians and artists often to support them and their art. They also have book readings and other community events. Mrs. Lubarski then explained that the reason they were here tonight was to ask that their son, Zachary, could join them at the Promise You Art House by using one of the rooms upstairs as a Tattoo Studio. She added that David had passed out a floor plan, showing where they would like to add the studio. She then asked her son, Zachary, to continue by explaining his plans. Zachary stated that his goal was to open up a private tattoo studio upstairs in the Promise You Art House. He added that it would be different than a typical tattoo studio in that he would be the only artist working in the studio and there would be only one client at a time. He stated he had been doing tattoos for seven years and that he kept everything very professional. His clients ranged from pastors to veterinarians and all types of different people. He said he strives to make people feel comfortable and welcome, which is in keeping with the Promise You Art House, so he'd like to join in on that with his expertise and what he does.

EXHIBIT A

EXHIBIT B

Commissioner Helms pointed out that because this hearing was a Use Variance request, the Board of Zoning Appeals would only be giving a recommendation to the Town Council this evening and would not actually be deciding the outcome. Mr. Reed added that this was a positive or negative recommendation and then the Town Council would take over the decision. Mrs. Lubarski asked if they would have to give the same presentation to the Town Council at their meeting. Mr. Reed stated that they would have the opportunity to make comments and answer questions at the Town Council meeting, but generally it would not be as involved as the BZA meeting presentation. Mr. Mika added that Attorney Reed would be preparing Findings of Fact that would have to be approved at the next BZA meeting on December 11th, then their Use Variance petition would be added to the next Town Council meeting, which would likely be the last meeting of December.

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EXHIBIT B

Comments from the Public or Visitors:

Larry Kondrat, Highland, questioned why the petitioner was even required to get a variance as they already operate a business at that location and especially since the ground floor, where they are proposing to put the tattoo parlor, is already a business?

The Clerk-Treasurer explained that the building was located in a B2/Central Business District, in which a tattoo studio is not listed as a permitted use within this zoned district.

Staff Reports: None

Communications:

Restaurant Crawl for December cancelled
Government Offices closed in observance of Christmas December 24,25th
New Year's Eve Fireworks – Tuesday, December 31st at Midnight
12th Night Tree Burning – Monday, January 6, 2025 at 6:00 o'clock p.m.
Little Calumet River Basis Development Commission awarded a \$15,000 grant
All on-street parking is banned when there is more the 2 inches of snow

Appointments:

• **Statutory Boards and Commissions**

Executive Appointments (May be made in meeting or at another time)

Regional Statutory Commissions or Boards

Home Rule Boards and Commissions

Legislative Appointments

Regional Statutory Commissions or Boards

Home Rule Commissions

1. **Main Street Bureau Board:** (17) appointments to be made by the Town Council. Term: Two years ending 1 Jan 2025. *There are currently 10 of the 17 in place and serving. Currently serving are Renee Reinhart, Alex Robertson, Diane Barr-Roumbus, James Roumbus Sandy McKnight, Al Simmons, Ben Reinhart, Sandy Ray, Ben Tomera, Laura Pilewski and Desiree Biro.*
2. **Community Events Commission Multi-year positions:** (4) appointments to be made by the Town Council. **Term: 4 years.** *(Note: Currently there is one vacancy)*

Single year positions: (9) appointments to be made by the Town Council. **Term: 1 year.** *There are currently 6 of the 9 in place and serving. (Note: Currently serving, Jack Rowe, Linda Carter, Rachael Carter, Kathy Burke, Olga Briseno and Kelly Bridges)*

General Orders and Unfinished Business:

1. Proposed Ordinance Number 1774-G: An Ordinance to Amend Ordinance No. 1774-F to establish the wage and salary rates of the Elected Officers, the Non-Elected Officers, and the Employee of the Town of Highland, Indiana particularly regarding extending the position of paid-on-call interim Fire Chief until December 31 30, 2025, sunseting earlier if the Town Council decides to reinstate the full-time Fire Chief position. *Introduced at the Town Council plenary meeting of December 9, 2024*

Councilor Black moved for the passage adoption of Ordinance No. 1774-G. Councilor Robertson seconded. Upon a roll call vote, there were three (3) affirmatives and no negatives and one (1) abstention, with Councilors Georgeff, Robertson and Black voting in the affirmative and Councilor Turich abstaining. The motion passed. Ordinance 1774-G was passed and adopted upon the signature of the Vice-President.

**ORDINANCE No. 1774-G
of the
TOWN of HIGHLAND, INDIANA**

AN ORDINANCE to AMEND ORDINANCE No. 1774-F to ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA PARTICULARLY REGARDING THE PAID-ON-CALL INTERIM FIRE CHIEF POSITION WHICH SUNSETS ON DECEMBER 31, 2024 AND EXTENDING IT TO DECEMBER 31, 2025, SUNSETTING EARLIER IF THE TOWN COUNCIL DECIDES TO REINSTATE THE FULL TIME FIRE CHIEF/FIRE INSPECTOR POSITION EARLIER THAN DECEMBER 31, 2025.

WHEREAS, Title 36, Article 1 Chapter 4 of the Indiana Code confers certain general corporate powers on the several units of government in Indiana;

WHEREAS, Section fifteen of that chapter specifically provides that a unit of government may fix the level of compensation of its officers and employees;

WHEREAS, I.C. 36-5-3-2 provides in pertinent part that the town legislative body shall provide reasonable compensation for the other town officers and employees;

WHEREAS, I.C. 36-5-3-2(b), further provides that the Town Legislative body shall, by ordinance fix the compensation of its own members and the Town Clerk-Treasurer;

WHEREAS, I.C. 36-5-3-2(c) still further provides that the compensation of an elected town officer may not be changed in the year for which it is fixed, nor may it be reduced below the amount fixed for the previous year;

WHEREAS, The Town Council of the Town of Highland, as the Town Legislative body, now desires to amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2023 and thereafter as amended;

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake

County, Indiana, that the Staffing Authority of the Fire Department is modified and fixed, pursuant to the provisions indicated herein and as follows:

Section 1. That Section 12 of Ordinance No. 1774-F be amended by repealing Section 12 (A) of that Ordinance in its entirety and replacing with the following section, which shall be numbered as Section 12 (A) and read as follows:

Section 12. *Fire Department.* That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Fire Department** as follows:

Fire Calls

(A) Interim Fire Chief (1) \$ 20.00 hr.

*the Interim Fire Chief position is extended from December 31, 2024 until December 31, 2025, sunseting earlier if the full-time Fire Chief is reinstated by the Town Council.

Section 2. That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

Section 3. That a job description of Interim Fire Chief is on file for any position created and authorized by this ordinance and maintained on file with the Fire Department and the Office of the Clerk-Treasurer;

Section 4. That except where otherwise noted herein, other compensation and benefits matters not expressly provided herein for salaried and hourly employees and the Clerk-Treasurer shall be as set forth in the Compensation and Benefits Ordinance, commonly called the Employee Handbook as amended from time to time;

Section 5. (A) That an emergency exists for the immediate taking effect of this Ordinance which, shall become effective and shall remain in full force and effect from and *after the date of its passage and adoption* pursuant to any constraints currently in force in Ordinance No. 1774 and until its repeal or amendment by subsequent enactment as evidenced by the signature of the Town Council President and attested thereto by the Clerk-Treasurer, all pursuant to IC 36-5-2-10;

(B) That the Clerk-Treasurer shall have authority to implement the provisions of this ordinance pursuant to the authority expressly set forth in IC 36-5-6-6 (a) (3) & (4).

Introduced and Filed on the 9th day of December 2024. Consideration on same day or at same meeting of introduction was not considered, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 23rd Day of December 2024, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 3 in favor and 0 opposed and 1 abstention.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Philip Scheeringa, President (IC 36-5-2-10)

Attest:

Mark Herak
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5; IC 36-5-2-10.2)

2. Proposed Ordinance No. 1807: An Ordinance To Amend the Compensation, Benefits And Personnel Program Of The Municipality, To Be Known As The Compensation And Benefits Ordinance Commonly Known as the Employees Handbook, Pursuant To IC 36-1-3 And Other Relevant Statutes, and Amending Some portions of Wage and Salary Ordinance. (longevity) *Introduced at the Town Council plenary meeting of December 9, 2024*

Councilor Black moved for the passage adoption of Ordinance No. 1807. Councilor Robertson seconded. Upon a roll call vote, there were four (4) affirmatives and no negatives. The motion passed. Ordinance 1807 was passed and adopted upon the signature of the Vice-President.

**ORDINANCE NO. 1807
OF THE
TOWN OF HIGHLAND, INDIANA**

AN ORDINANCE TO AMEND THE COMPENSATION, BENEFITS AND PERSONNEL PROGRAM OF THE MUNICIPALITY, TO BE KNOWN AS THE COMPENSATION AND BENEFITS ORDINANCE COMMONLY KNOWN AS THE EMPLOYEES HANDBOOK, PURSUANT TO IC 36-1-3 AND OTHER RELEVANT STATUTES, AND AMENDING SOME PORTIONS OF WAGE AND SALARY ORDINANCE.

WHEREAS, The Town Council is the fiscal and legislative body of the Town of Highland;

WHEREAS, IC 36-1-3-2 confers upon all local units the powers that they need for the effective operation of government as to local affairs;

WHEREAS, IC 36-1-3-6 (b)(1) prescribes that any such exercise of power shall be authorized through enactment of an ordinance passed by the legislative body; and

WHEREAS, IC 36-1-4, sections 14 and 15 provide in pertinent parts for the establishment of a system of employment for any class of employee and for fixing the level of compensation of its officers and employees; and

WHEREAS, IC 5-10 in several pertinent chapters further authorizes Indiana political subdivisions to participate in and provide for certain compensation plans, and group benefits for its public workforce and officers, some of which have been duly adopted and established by ordinance of the Town; and

WHEREAS, IC 36-5, Chapters 3 and 4 provide additional authority and guidelines for fixing the level of compensation of officers and employees in towns; and

WHEREAS, The Town Council has determined that certain modifications to the program for compensation, benefits and personnel management for its public workforce, consistent with Indiana Statutes, would be of benefit to support and carryout the public purposes of the municipality; and

WHEREAS, The Town Council now desires to authorize and establish such a compensation, benefits and personnel program;

NOW, THEREFORE, BE IT HEREBY ORDAINED BY the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That **Section 4.04** of the Compensation and Benefits Ordinance Commonly Known as the Municipal Employees Handbook be repealed in its entirety and replaced with a successor section, to be numbered 4.04, which shall read as follows:

§ 4.04 Longevity Pay

All regular full-time employees from all departments who have completed a specified consecutive number of years of service, subject to Section 3.20 regarding Bridging of Service, and who have not taken the elective waiver for this benefit will be paid a longevity benefit. Longevity pay will be combined with the regular hourly or bi-weekly rate of pay to create a composite rate of pay. This composite rate of pay will begin and increase, as scheduled beginning with the payroll period in which the associated pay date will be the first full pay period following the employee's service anniversary date. The composite rate shall be the base rate for the purposes of calculating any overtime premium where such premium applies. For the purposes of establishing the value of the longevity benefit for the purposes of IC 36-8 et seq., generally and IC 36-8-83(d) in particular, the annual longevity benefit will be as set forth in this section. The composite rate for longevity shall be applied according to the following schedule:

Years of Service Completed	Current Hourly	Bi-Weekly
1	\$ 0.09	\$ 7.2
2	\$ 0.14	\$ 11.2
3	\$ 0.19	\$ 15.2
4	\$ 0.24	\$ 19.2
5	\$ 0.39	\$ 31.2
6	\$ 0.44	\$ 35.2
7	\$ 0.49	\$ 39.2
8	\$ 0.54	\$ 43.2
9	\$ 0.59	\$ 47.2
10	\$ 0.74	\$ 59.2
11	\$ 0.79	\$ 63.2
12	\$ 0.84	\$ 67.2
13	\$ 0.89	\$ 71.2
14	\$ 0.94	\$ 75.2
15	\$ 1.09	\$ 87.2
16	\$ 1.14	\$ 91.2
17	\$ 1.19	\$ 95.2
18	\$ 1.24	\$ 99.2
19	\$ 1.29	\$ 103.2
20	\$ 1.44	\$ 115.2
21	\$ 1.49	\$ 119.2
22	\$ 1.54	\$ 123.2
23	\$ 1.59	\$ 127.2
24	\$ 1.64	\$ 131.2
25	\$ 1.79	\$ 143.2
26	\$ 1.84	\$ 147.2
27	\$ 1.89	\$ 151.2
28	\$ 1.94	\$ 155.2
29	\$ 1.99	\$ 159.2
30	\$ 2.14	\$ 171.2
31	\$ 2.19	\$ 175.2
32	\$ 2.24	\$ 179.2

Elected Officials who have completed a specified number of years of service, and who have not taken the elective waiver for this benefit will be paid a longevity benefit according to the following schedule:

Completion of 4 consecutive years	\$ 10 per month
Completion of 7 consecutive years	\$ 30 per month
Completion of 10 consecutive years	\$ 40 per month
Completion of 13 consecutive years	\$ 50 per month
Completion of 16 consecutive years	\$ 60 per month
Completion of 18 consecutive years	\$ 70 per month
Completion of 20 consecutive years	\$ 85 per month
Completion of 22 consecutive years	\$100 per month

Section 4. That this ordinance is to be construed as a companion ordinance complimentary to any ordinance passed from time to time establishing wages and rates of pay and known as the salary ordinance;

(A) That this ordinance shall be effective to the extent that it is not in conflict with Federal or State law;

(B) That all other ordinances and resolutions related to the subject matter of this ordinance and not in conflict with its provisions, and the enabling instruments dealing with public employee retirement plans, remain in full force and effect;

(C) That all other ordinances and resolutions in conflict with the provisions of this ordinance are hereby repealed and have no further force or effect;

Section 5. That this ordinance shall become and remain in full force and effect from and after the date of its passage and adoption upon its signature by the executive as attested thereto by the clerk-treasurer, in the manner prescribed by IC 36-5-2-10(a).

Introduced on the 9th day of December 2024. Consideration on same day or at same meeting of introduction was not considered, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 23rd Day of December 2024, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Philip Scheeringa, President (IC 36-5-2-10)

Attest:

Mark Herak
Clerk-Treasurer (IC 33-16-4-1;IC 36-5-6-5)

3. Proposed Ordinance No. 1808: An Ordinance to Establish the Wage and Salary Rates of the Elected Officers, The Non-Elected Officers, And The Employees Of The Town Of Highland, Indiana for FY 2025. *This ordinance consolidates current ordinance and all amendments, converted all paid board and commissions to monthly that were quarterly and makes a change to the town council salaries. Introduced at the Town Council plenary meeting of December 9, 2024*

Councilor Robertson moved for the passage adoption of Ordinance No. 1808. Councilor Black seconded. Upon a roll call vote, there were three (3) affirmatives and no negatives and one (1) abstention, with Councilors Georgeff, Robertson and Black voting in the affirmative and Councilor Turich abstained. The motion passed. Ordinance 1808 was passed and adopted upon the signature of the Vice-President.

ORDINANCE No. 1808
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE to ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA.

WHEREAS, Title 36, Article 1 Chapter 4 of the Indiana Code confers certain general corporate powers on the several units of government in Indiana;

WHEREAS, Section fifteen of that chapter specifically provides that a unit of government may fix the level of compensation of its officers and employees; and

WHEREAS, I.C. 36-5-3-2 further provides in pertinent part that the town legislative body shall provide reasonable compensation for the other town officers and employees;

WHEREAS, I.C. 36-5-3-2(b), still further provides that the Town Legislative body shall, by ordinance fix the compensation of its own members and the Town Clerk-Treasurer;

WHEREAS, Pursuant to IC 36-8-9-5, the town legislative body shall appropriate a sum sufficient to pay the salaries of the members of the town police department;

WHEREAS, Pursuant to IC 36-8-9-4(b), the town legislative body shall determine the compensation to be paid to members of the police department in amounts that are just and reasonable;

WHEREAS, I.C. 36-5-3-2(c) still further provides that the compensation of an elected town officer may not be changed in the year for which it is fixed, nor may it be reduced below the amount fixed for the previous year; and,

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now

desires to fix the compensation of its elected officers, appointed officers and employees of the Town for the year ensuing and thereafter,

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana, that the Wages, Salaries, and special detail levels of the Officers and Employees of the Town of Highland, are hereby established and fixed, pursuant to the provisions indicated herein and as follows:

Section 1. (A) That except as otherwise expressly provided in this ordinance or the compensation and benefits ordinance, the base salary or wage outlined in this ordinance is hereby authorized for all regular full-time employees of the municipality who occupy an authorized position of the municipality at the time of its passage and adoption, with any changes set forth herein to be effective from the date indicated in this ordinance or at the conclusion of an authorized medical disability leave;

(B) That department heads and the Clerk-Treasurer are hereby authorized to grant an increase in the amount of up to 5 %, at the department head's or the clerk-treasurer's discretion, for regular part-time, non-temporary employees and street crossing guards currently in service with the municipality in their position as of this enactment's passage, *provided* such increase remains within prescribed ranges or terms of this ordinance;

(C) That no other wage or salary increases not otherwise provided by statute or by ordinances of the Municipality may be distributed to any single employee or officer, unless specifically approved by the Town Council or proper board of jurisdiction;

Section 2. (A) That unless otherwise provided by this ordinance, all new employees will start at the identified starting wage or salary for their job position unless approved by the Town Council or authorized board of jurisdiction to do otherwise. Where no starting wage or salary is depicted, the Town Council or authorized board of jurisdiction shall fix such pay by proper enactment prior to the payment of wages or salary. Department heads shall notify the Clerk-Treasurer in writing of all individual raises and their effective dates;

(B) Further, department heads shall report all rates and wages as a rate per hour for all hourly wage earners and a bi-weekly rate for all salaried wage earners as set forth in this ordinance. Such other increases or change of biweekly or hourly pay executed pursuant to this ordinance shall not be made effective earlier than the month in which the change is reported and is properly filed;

(C) That still further, pursuant to IC 36-5-3-2(d), for the compensation of services performed for the town and are connected with the operation or a municipally owned utility or function, the salaries and wages fixed for the officers and employees in the Office of the Clerk-Treasurer and the Public Works Department (Agency) are hereby fixed in this ordinance but the governing bodies of the municipal utilities shall authorize the payment from utility resources the amounts that will support the payments authorized in this ordinance;

(D) *Incumbent defined.* Further, except as otherwise provided in the compensation and benefits ordinance regarding acting pay, the term "*Incumbent rate*" as used in this ordinance shall be construed to mean a rate or wage applied to a worker in the position for *more than one year*;

Section 3. That supervisors will receive no overtime pay except as provided in the most recently adopted compensation and benefits ordinance, as amended. Supervisors and Department Heads are further advised as follows:

(A) Temporary employee is defined in compensation and benefits ordinance, commonly called the Employee Handbook, as amended. Returning temporary employee is defined as an employee who has once previously worked for the Town of Highland. Experienced temporary employee is defined as an employee who has previously worked for the Town of Highland more than once.

(B) For the purposes of this ordinance, references to department head or supervisor shall be construed to include the Clerk-Treasurer when acting in that capacity.

(C) *Master's Degree Pay.* Department heads and senior supervisory workers who earn a graduate degree from an accredited University or College in a discipline relevant to their administrative responsibilities, shall have an additional compensatory adjustment added to the base rate in the bi-weekly amount of \$112.32;

Section 4. *Approved workforce levels.* That the approved staffing levels for certain positions in the various offices and departments are hereby *approved* as indicated by a parenthetical number. However, the staffing levels set forth in this ordinance should not be construed in derogation of the approved positions for the Highland Metropolitan Police Department which remains governed by the authorized force strength provisions of Highland Municipal Code 9.10.010 (C) as may be amended or any other department for which its authorized staff strength is fixed by ordinance;

Section 5. *Compensation of Legal Counsel.* In addition to those provisions providing for a salary for the duly appointed attorney of the various boards or commissions of the municipality, the duly appointed attorney is authorized to bill for legal services performed outside the scope of the retained services salary for hours spent on lawful business of the municipality according to the rates and terms of a letter of acceptance placed on file with the municipal clerk;

Section 6. *Town Legislative Body, Boards and Commissions.* That subject to the provisions of this ordinance, the salary and wages for the elected officers, non-elected officers and employees of the Town of Highland are hereby fixed for its departments and offices as follows:

(A) Office of the Town Council

Town Council President(1)	\$ 1,696.14 per month*
Town Council Member (3)	\$ 1,610.66 per month*
Town Council Member 4 th (1)	\$1,500 per month**
Town Council Attorney	paid at an hourly rate according to terms set forth in

attorney's letter of acceptance on file.

*the annual compensation for the Office of the Town Council will increase equal to the percentage increase awarded to the Town Employees, each year a raise is given and is self-implementing without any specific vote by the Town Council, unless disapproved by the Legislative Body. When a different percentage increase is given to different Town Employees, the increase for the Office of the Town Council will be the lesser of the two increases

**the annual compensation for the Office of the Town Council for the 4th Ward will be \$1,500 per month. The monthly salary is co-extensive with the legislative body term and reverts back to the adopted salary of the other Town Council members once the office is vacated.

(B) Advisory Board of Zoning Appeals

Chairman	(1)	\$150 per month
Members	(4) each	\$100 per month

Attorney paid at an hourly rate according to terms set forth in attorney's letter of acceptance on file.

Recording Secretary \$150 per month

(C) Municipal (Advisory) Plan Commission

Chairman (Citizen member)	(1)	\$150-per month
Citizen Member Secretary	(1)	\$100 per month
Citizen Members	(2)	\$100 per month
Legislative Body appointees	(3)	see below

If legislative body appointees are elected or appointed officials of the municipality, they are not entitled to pay for service on municipal plan commission in order to be consistent with the purposes of Article 2, Section 5 of the Indiana Constitution.

Attorney paid at an hourly rate according to terms set forth in

attorney's letter of acceptance on file.

Recording Secretary \$150 per month

(D) Town Board of Metropolitan Police Commissioners

Chairman (1) \$150 per month

Members (4) \$100 per month

Attorney \$ 200 per month

Recording Secretary \$150 per month

(Commissioners salaries are payable monthly. Pursuant to State law; Confer IC 36-8-9-3.1(g))

(E) Board of Sanitary Commissioners

The Town Council hereby incorporates by reference and approves the compensation for each individual commissioner of the Board of Sanitary Commissioners pursuant to the provisions of I.C. 36-9-25-3(e) which reads: "The appointed commissioners are entitled to a salary of not less than three thousand six hundred dollars (\$3,600) a year during actual construction and not less than six hundred dollars (\$600) a year in other years:

(1) During Actual Construction:

President (1) \$ 4,500.00 per year (\$375.00 mo.)

Commissioners (4) each \$ 3,600.00 per year (\$300.00 mo.)

(2) During other years:

President (1) \$ 150.00 per month

Commissioners (4) each \$ 100.00 per month

Recording Secretary \$154.50 per month

(F) Water Works Board of Directors

President (1) \$150 per month

Citizen Members (4) each \$100 per month

Recording Secretary \$150 per month

(G) Park and Recreation Board

President	(1)	\$150 per month
Citizen Members	(3) each	\$100 per month
Member appointed by School Board	(1)	See below
Member appointed by Library Board	(1)	See below
Recording Secretary		\$150 per month

Authority to Fix this compensation: IC 36-10-3-9(a). The salary of any board members whose appointing authority is other than the **Town Legislative Body** will not be paid from the Municipal Treasury but may be paid from the treasury of the appointing authority, subject to law. However, any Board member whose appointing authority is other than the **Town Legislative Body** has all other rights of members appointed by the **Town Legislative Body** including the payment of actual expenses as provided in IC 36-10-3-9(b).

(H) Redevelopment Commission

Redevelopment Commissioners who do not otherwise hold a lucrative office for the purpose of Article 2, Section 5 of the Indiana Constitution shall receive the salary, which is hereby fixed as follows:

President	(1)	\$150 per month
Vice President	(1)	\$100 per month
Secretary	(1)	\$100 per month
Members	(2)	\$100 per month

All Redevelopment Commissioners are entitled to reimbursement for expenses necessarily incurred in the performance of their duties. (Pursuant to State law; Confer IC 36-7-14-7(f)(g));

Section 7. *Office of the Clerk-Treasurer.* That subject to the provisions of this ordinance, the salary and wages for the elected officers, non-elected officers and employees of the Town of Highland are hereby fixed for its **Office of the Clerk-Treasurer** as follows:

(A) Elected Officer Clerk-Treasurer

That the salary of the clerk-treasurer shall be paid biweekly and shall be hereby fixed as set forth below:

(1) That subject to subdivision (D), the compensation for a Clerk-Treasurer possessing a **baccalaureate** level degree in a related field granted from an accredited University or College is hereby fixed at \$3,401.48 bi-weekly;

(2) That, subject to subdivision (D), the compensation for a Clerk-Treasurer possessing an associate's level degree or less from an accredited University or College is hereby fixed at \$3,299.49 bi-weekly;

(B) Deputy Clerk-Treasurer

(1) That, subject to subdivision (D), the base compensation for a deputy clerk-treasurer with an associates level degree or less granted from an accredited University or College is hereby fixed as follows:

Starting Rate	Incumbent Rate (after 1 year)
\$2,205.68	bi-weekly \$2,310.62

(2) That, subject to subdivision (D), the compensation for a deputy clerk-treasurer possessing a **baccalaureate** level degree in a relevant field granted from an accredited University or College is hereby fixed as follows:

Starting Rate	Incumbent Rate
\$2,464.41	\$2,464.41 bi-weekly

(C) Associate Employees and Staff

(1) Fiscal Analyst

(1)

That the person selected for this position must possess at least a baccalaureate level degree in a relevant field granted from an accredited University or College. Subject to subdivision (D), the base compensation for a fiscal analyst is hereby fixed as a biweekly salary as follows:

\$2,464.41	\$2,526.66
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(2) Encumbering Officer	(1)	\$23.13	\$23.13 hr.
(3) Associate Clerk, Payroll & Personnel	(1)	\$23.13	\$23.13 hr.
(4) Chancery / Bursar Clerk, Senior	(1)	\$22.27	\$22.27 hr.
(5) Chancery / Bursar Clerk	(2)	\$21.90	\$21.90 hr.
(6) Lead Utility Clerk	(1)	\$23.13	\$23.13 hr.
(7) Utility Systems Clerk	(2) ^{xx}	\$21.90	\$21.90 hr.
(8) Chamberlain Clerk (part-time)	(X)	\$17.71 -	\$18.22 hr.
(9) Chancery & Bursar Aide (part-time)	(X)	\$10.53 -	\$18.22 hr.

^{xx}If a worker is assigned the **Lead Utility Clerk** position, the authorization for this position is reduced to one (1).

(10) For the purpose of training or special assistance, retired senior staff or separated staff may be paid as part-time workers at the hourly rate equivalent of the approved position held at separation including longevity and certification pay prior to retirement or separation.

(D) *Certifications:* That a full-time worker described in subsection (B) and (C), or the officer and employee described in subsection (A) possessing a relevant professional certification from a generally accepted professional association including **but not limited to** Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Association of Public Treasurers, Government Finance Officers Association, Society of Management Accountants, the American Society of Public Accounts, the American Water Works Association, or the American Payroll Association as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

		<i>Salaried adds</i>	<i>Hourly adds</i>
Indiana Accredited Municipal Clerk	(IAMC)	\$42.40 bi-weekly	53¢ per hour
Certified Municipal Clerk	(CMC)	\$52.80 bi-weekly	66¢ per hour
Master Municipal Clerk	(MMC)	\$79.26 bi-weekly	99¢ per hour
<i>(MMC pay substitutes and replaces the CMC pay. Pursuant to IIMC rules, the MMC replaces the CMC and that latter designation is dropped)</i>			
Fundamental Payroll Certification	(FPC)	\$52.80 bi-weekly	66¢ per hour
Certified Payroll Professional	(CCP)	\$78.96 bi-weekly	99¢ per hour

(E) *Special assignment.* Pursuant to and not in derogation of the authority conferred in I.C. 36-5-6-7, the clerk-treasurer may designate up to two (2) positions described subsections (B) or (C) as

senior staff, part of supervisory succession, eligible to receive the following amount to be added to base pay: Senior Staff assignment eighty cents per hour.

(F) Additional provisions Training and Transition.

For any position described in subsections (B) and (C), a duly selected or promoted successor employee may be paid at the new position's pay rate even when the position is still occupied by a departing incumbent employee for the purposes of training by the incumbent employee. The foregoing training pay arrangement may not be for a period of longer than ninety (90) days.

Section 8. Building and Inspection Department. That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Building and Inspection Department** as follows:

	Starting Rate	Incumbent Rate
(A) Chief Inspector/Building Commissioner (1)	\$3,312.13	\$3,312.13

(B) Assistant Inspectors:

- (1) Code Enforcement Officer (1) \$23.39 - \$30.99 per hr.
- (2) Assistant Inspector for Electrical (part-time) \$27.58 - \$36.15 per hr.
- (3) Notwithstanding the provisions of Section § 2.05 of the Compensation and Benefits Ordinance, the hourly part-time employee(s) performing enforcement duties are regular part-time employees, however they may regularly work up to 78 hours in a pay period.

(Fee based compensation)

- (4) Assistant Inspector for Plumbing (part-time) \$18.00 for each one-unit plumbing examination proctored as provided in § Section 15.20.020 (G)(1), and thus hereby amended.
- \$28.00 for each inspection performed as described in Section 15.20.020 (G)(2) of the Highland Municipal Code, and thus hereby amended.

(C) Associate Employees and Staff

	Starting Rate	Incumbent Rate
(1) Inspection Clerk (1)	\$21.90	\$21.90
(2) Inspection Secretary (1)	\$22.48	\$22.48

(D) Certifications: That a full-time worker described in Section 8 possessing a relevant

professional certification from a generally accepted professional association including **but not limited to** International Code Council, as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

	<i>Salaried adds</i>	<i>Hourly adds</i>
Inspector Designations (B5,E5,M5 or P5)	\$50.40 bi-weekly	63¢ per hour
Code Specialists Designations (B8,E8, FA, M8,P8 or H8)	\$50.40 bi-weekly	63¢ per hour
Master Code Professional (MCP)	\$75.20 bi-weekly	94¢ per hour
Master of Special Inspection (MSI)	\$75.20 bi-weekly	94¢ per hour
Certified Building Official (CBO)	\$101.60 bi-weekly	\$1.27 per hour

Section 9. *Public Works Department (Agency).* That subject to the provisions of this ordinance, the salary and hourly wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Public Works Department** as follows:

(A) Supervisory Employees

		Starting Rate	Incumbent Rate
(1) Public Works Director	(1)		
With an employer provided vehicle:		\$3,980.83	\$3,980.83
Without an employer provider vehicle:		\$4,181.74	\$4,181.74
(2) Assistant Public Works Director*	(1)		
With an employer provided vehicle:		\$3,322.27	\$3,322.27
Without an employer provider vehicle:		\$3,522.06	\$3,522.06
(3) Operations Director	(1)		
With an employer provided vehicle:		\$3,322.27	\$3,322.27
Without an employer provider vehicle:		\$3,522.06	\$3,522.06
(4) Division Supervisors			
Supervisor Streets	(1)	\$3,088.40	\$3,088.40
Supervisor Water & Sewer	(1)	\$3,088.40	\$3,088.40

Supervisor Maintenance	(1)	\$3,088.40	\$3,088.40
Supervisor Facilities*	(0)	\$ 3,088.40	\$ 3,088.40

**if the position of Lead Pump Operator is filled, the position of Supervisor Facilities must be vacant*

(B) Associate Staff and Employees

	Starting Rate
(1) Secretary(1)	\$20.68 - \$22.48
(2) Utility Worker /Equipment Operator (5)	\$26.42 - \$28.22
(3) Senior Utility Technician (1)	\$25.65 - \$27.60
(4) Utility Technician (2)	\$21.37 - \$23.18
(5) Utility Worker Driver (9)	\$24.62 - \$26.42
(6) Utility Worker (4)	\$18.54 - \$20.34
(7) Lead Pump Station Operator (1)	\$28.15- \$29.95
(8) Pump Station Operator (1)	\$24.63 - \$26.43

	Starting Rate
(9) Senior Mechanic (1)	\$25.65 - \$27.45
(10) Mechanic (2)	\$23.79 - \$25.60
(11) Sign & Traffic Control Technician (1)	\$22.92 - \$24.72
(12) Street Sweeper Operator (1)	\$22.92 - \$24.72
(13) Custodian (1)	\$16.79 - \$18.59
(14) Secretary (part-time)	\$10.85 - \$22.48
(15) Laborer (not truck driver)(part-time)	\$10.85 - \$14.03

(16) Temporary (Fall Help)	\$11.33 –\$14.83
(17) Driver C Seasonal (must have a CDL)	\$19.11 -\$19.11
(18) Temporary (Summer Help)	\$11.33 - 14.83

(C) Additional provisions.

For any position described in subsection (B) a duly selected or promoted successor employee may be paid at the new position’s pay rate even when the position is still occupied by a departing incumbent employee for the purposes of training by the incumbent employee. The foregoing training pay arrangement may not be for a period of longer than ninety (90) days.

(D) *Certifications.* A full-time worker described below possessing a relevant professional certification from a generally accepted professional association as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

- (1) The positions *Pump Station Operator, Utility Technician, Utility Worker, Sign & traffic Control Technician* are eligible for the following certification pay:

Commercial Driver’s License add to the hourly base pay: \$ 0.77

- (2) The position *Pump Station Operator* is eligible for the following certification pay:

CT Operator’s License add to the hourly base pay: \$ 1.50

- (3) The position *Senior Utility Technician, Utility Technician, Utility Worker/Equipment Operator, Utility Worker/Driver and Utility Worker* are eligible for the following certification pay:

DSL Operators’ License add to the hourly base pay: \$ 1.50

- (4) The positions of *Senior Mechanic and Mechanic* are eligible for the following certification pay:

ASE Certification add to the hourly base pay: \$ 1.25

- (E) *Stand-by Duty.* During particular work periods workers in the Public Works Department (Agency) will be scheduled to stand-by, which may mean the worker will be engaged to wait

for mobilization. The Public Works Director will publish written guidelines regarding administration of this duty. There is an authorized rate that shall be fixed at an hourly rate to be applied by the number of hours of stand-by duty that is assigned in a bi-weekly period. It shall be uniform for all workers. The rate is now fixed at \$1.21 per hour.

Section 10. *Metropolitan Police Department.* That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Metropolitan Police Department** as follows:

	Starting Rate	Incumbent Rate
(A) Chief of the Department (1) (biweekly)	\$3,967.92	\$4,255.58
(B) The following ranks of Sergeant are authorized as indicated:		

	Starting Rate	Incumbent Rate
(1) Sergeants* (4) Bi-weekly	\$3,484.93	\$3,484.93

** If position(s) of deputy commander is filled, the authorized strength of sergeants must be reduced by the number of deputy commanders.*

(2) The following ranks of Sergeant are deemed placeholder ranks. These are authorized ranks that are being held in place for department members who hold that service rank and held it before their appointment in an upper policy-making policy position, or an assignment named in (E)(5) of this ordinance, pursuant to IC 36-8-3-4 (b),(m) and IC 36-8-9-6:

	Starting Rate	Incumbent Rate
(a) Sergeants (4) (placeholders)	\$3,484.93	\$3,484.93
	Starting Rate	Incumbent Rate
(c) Corporals (10) (biweekly)	\$3,289.55	\$3,289.55

(D) **Special Assignment.** In the event that the Town Board of Metropolitan Police Commissioners determines that it is desirable or necessary to assign or detail an officer holding the rank or grade of **Sergeant** or **Corporal** to a specialty assignment or division transfer to the Crime Impact Unit of the Highland Police Department (CIU/HPD) or participates in a Multi-Jurisdictional law enforcement assignment (GRIT/FBI), while in that detail or on that assignment, the officer is to be paid at the rate set forth below, without loss of rank, and provided that the assignment and associated pay is *position-directed*, or *economically based*, and *non-disciplinary* in purpose:

- (1) Sergeant will be paid at the rate of Corporal
- (2) Corporal will be paid at the rate of Lance Corporal
- (3) An assignment as described above will not modify in any way the authorized limit for the rank of Sergeant or Corporal as set forth in subdivisions B or C of this section.

(E) **Other Police Officers and Assignments.**

- (1) All initial appointments to the Metropolitan Police Department, regardless of previous law enforcement experience, shall be probationary for twelve (12) months from their date of hire pursuant to Regulation 11 of the Metropolitan Police Department and under the authority of IC 36-8-9-7. The basis for promotion to the several grades (classes) will be based upon written guidelines, rules or regulations determined by the Town Board of Metropolitan Police Commissioners.
- (2) A candidate possessing no Law Enforcement Academy certification is only eligible for initial appointment to Police Officer class 3 unless waived by the Town Board of Metropolitan Police Commission. Pursuant to Regulation (SOP #1.1) and under authority of IC 36-8-9-7, all initial appointments to the Metropolitan Police Department, having no previous law enforcement or academy experience (L/E), are eligible for initial appointment to Police Officer 3rd Class for a period of twelve (12) months. After the successful completion of twelve (12) months at 3rd Class, the Officer becomes eligible for promotion to 2nd Class. After the successful completion of twelve (12) months at 2nd Class, the Officer becomes eligible for promotion to 1st Class. All promotions must be approved by the Police Commission. The basis for promotion will be based upon written guidelines, rules or regulations determined by the Town Board of Metropolitan Police Commissioners. All hires are PROBATIONARY for 12 months from their date of hire.
- (3) A candidate/officer possessing a Law Enforcement Academy Certification but less than twelve (12) months of full-time of continuous law enforcement experience (L/E) is eligible, pursuant to Regulation (SOP #1.1) and under authority of IC 36-8-9-7, for initial appointment to Police Officer 3rd Class unless waived by the Town Board of Metropolitan Police Commission. After, successful completion of FTO program, plus ninety (90) days of service to the Police Department, the officer becomes eligible for promotion to 2nd Class. After the successful completion of twelve (12) months at 2nd Class, the Officer becomes eligible for promotion to 1st Class. All promotions must first be approved

by the Town Board of Metropolitan of Police Commissioners. The basis for promotion will be based upon written guidelines, rules or regulations determined by the Town Board of Metropolitan Police Commissioners. All hires are PROBATIONARY for 12 months from their date of hire.

- (4) Pursuant to Regulation (SOP #1.1) and under authority of IC 36-8-9-7, a candidate/officer possessing twelve (12) months to twenty-four (24) months of full-time law enforcement experience (L/E) and with Law Enforcement Academy certification is eligible for initial appointment to Police Officer 3rd Class unless waived by the Town Board of Metropolitan Police Commission. After, successful completion of FTO program, the officer becomes eligible for promotion to 2nd Class. After the successful completion of twelve (12) months at 2nd Class, the Officer becomes eligible for promotion to 1st Class. All promotions must first be approved by the Town Board of Metropolitan Police Commissioners. The basis for promotion will be based upon written guidelines, rules or regulations determined by the Town Board of Metropolitan Police Commissioners. All hires are PROBATIONARY for 12 months from their date of hire.
- (5) A candidate/officer possessing more than twenty-four (24) months of full-time law enforcement experience (L/E) and with Law Enforcement Academy certification is eligible, pursuant to Regulation (SOP#1.1) and under authority of IC 36-8-9-7, for initial appointment to Police Officer 2nd Class unless waived by the Town Board of Metropolitan Police Commission. After, successful completion of FTO program, plus, ninety (90) days of service to the Police Department, the officer becomes eligible for promotion to 1st Class. All promotions must first be approved by the Town Board of Metropolitan Police Commission. The basis for promotion will be based upon written guidelines, rules or regulations determined by the Town Board of Metropolitan Police Commissioners. All hires are PROBATIONARY for 12 months from their date of hire.

	Starting Rate	Incumbent Rate
(4) Patrol Officers:		
Police Officer 1	\$3,051.34	\$3,051.34
Police Officer 2	\$2,612.84	\$ 2,612.84
Police Officer 3 (no LEA certification)	\$2,446.600	\$2,446.60

(5) The following represent assignments in the Metropolitan Police Department for which the following salaries are authorized. Persons so assigned shall be paid the greater of the assigned person's pay attached to person's actual service rank or grade, or the pay associated with the listed assignments depicted as follows:

	Starting Rate	Incumbent Rate
Patrol Commander (1)	\$3,967.92	\$3,967.92

Division Commander (2)	\$3,680.28	\$3,680.28
Deputy Commander* (2-1)	\$3,582.59	\$3,582.59

**If position of deputy commander is filled, the equivalent number of sergeants must remain unfilled.*

(F) Other Associate Staff and Public Safety Employees

	Starting Rate	Incumbent Rate
(1) Support Services Administrator (1)	\$2,351.61	\$2,415.35
	Rate	Starting Rate
(2) Systems Administrator/ IT & Training Officer (part-time)	\$36.34hr.	\$37.85hr.
	Starting Rate	Incumbent Rate
(3) Administrative Assistant*	\$2,204.20	\$2,204.20.
(4) Secretary * (1)	\$22.48	\$22.48 hr.
(5) Lead Support Services Training Coordinator (1)	\$19.96	\$22.27 hr.
(6) Support Services Clerk (2)	\$18.65	\$20.40 hr.
Support Services Clerk (part-time)	\$18.65	\$20.40 hr.
Animal Warden (part-time)	\$15.45hr. -	\$18.54 hr.
Crossing Guard (part-time)	\$16.48 hr. -	\$18.53 hr.
Sub Crossing Guard (part-time)	\$16.48 hr. -	\$18.53 hr.
Secretary (part-time)	\$21.41	\$24.80 hr.

**If position of administrative assistant is filled, the position of metropolitan police secretary must be vacant.*

Metropolitan Police Chaplain (4)

no pay

Matron or Clerk Duty (call-out) hourly rate - 2 hour minimum
Off-Duty Court Time (2 hour minimum) hourly rate

- * That if the incumbent in the position of Systems Administrator/IT & Training Officer as of the date of the passage and adoption of this ordinance, is appointed to the position or performs in the position as a part-time worker, that person shall be paid at the rate denoted for an incumbent based upon composite pay that person earned when holding the position previously.

(G) Special Detail Pay Provisions:

- (1) *Special Patrol Zone Details.* Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the Special duty/Highland Grove or other Special Patrol Zone detail will be paid at the following described rate:

Fixed at an hourly rate as set forth in an agreement or memorandum approved and authorized by ordinance of the municipality providing for special patrol zones and related agreements, pursuant to and as provided in Sections 9.10.250 through 9.10.280 of the Highland Municipal Code, which authorize Special Patrol Zones. A copy of such agreement must be on file in the office of the Clerk-Treasurer, pursuant to IC 36-5-4-14.

- (2) *Select Details.* Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the following special assignments or details will be paid at 1.5 times the actual composite rate of pay of the assigned officer provided that officers above the rank of sergeant shall be paid at the rate associated with the rank of sergeant, plus the actual longevity.

- (a) Special Community Events sponsored by the Municipality by one or more of its executive Departments, agencies, or councils;
- (b) Mobile Park Patrol
- (c) Special patrol

- (3) *Other details.* Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, any special assignments or details not otherwise described herein for which no other provision applies, such special details or overtime assignments will be paid at 1.5 times the actual composite rate of pay of the assigned officer provided that officers above the rank of sergeant shall be paid at the rate associated with the rank of sergeant plus the actual longevity.

- (4) *Grant Supported Details.* Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the following special assignments or details will be paid at 1.5 times the composite rate (base rate plus longevity rate) of the assigned officer for hours performing the special assignment, provided such rate is lawful and authorized under the terms of the supporting grant and the actual rate is fully funded by the grant source:

- (a) Lake County Task Drug Task Force
 - (b) Grant Supported Special Law Enforcement Detail(s) or Patrols
 - (c) (OWI; DWI; Sobriety Checks/Domestic Violence Duties/)
- (5) No rate of pay may be fixed for any regular duty or special detail or described employment, regardless of the source of funds, that has not been authorized or provided for in this Wage and Salary Ordinance as amended in effect or the Compensation and Benefits Ordinance as amended and in effect;

(H) Specialty Pay:

(4)	Range Officers	\$ 75.00 per month*
(8)	Field Training Officers	\$ 75.00 per month
(1)	VIPS Coordinator	\$75.00 per month
(7)	General Topic Instructors	\$75.00 per month**

Specialty payments to be made for those months as prescribed by the Chief of Police in each category.

*Range instructors are paid only during the months May through October.

**General Topic Instructors are paid only during the months they teach.

- (I) *Stand-by Duty.* During particular work periods workers in the Police Department (Agency) will be scheduled to stand-by, which may mean the worker will be engaged to wait for mobilization. The Police Department will publish written guidelines regarding administration of this duty. There is an authorized rate that shall be fixed at an hourly rate to be applied by the number of hours of stand-by duty that is assigned in a bi-weekly period. It shall be uniform for all workers. The rate is now fixed at \$1.17 per hour not to exceed \$1,100.00 per year.

Section 11. *Parks and Recreation Department.* That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Parks and Recreation Department** as follows:

(A) **Supervisory Staff or Employees**

		Starting Rate	Incumbent
(1) Superintendent of Parks and Recreation (1)			
With an employer provided vehicle:			\$3,371.65
Without an employer provider vehicle:			\$3,571.46
(2) Director of Recreation	(1)	\$2,410.57	\$2,410.57
(3) Recreation Supervisor	(3)	\$1,738.64 –\$1,792.72	

(4) Director of Parks (1) \$2,794.79 \$2,794.79

(B) Associate Staff and Employees

		Starting Rate	Incumbent Rate(s)
(1) Park Secretary	(1)	\$22.48 per hr.	
(2) Park Repairs Specialist	(1)	\$20.93 per hr.	
(3) Park Specialist I	(3)	\$19.26 per hr.	
(4) Park Specialist II	(4)	\$17.72 per hr.	
(5) Custodians	(3)	\$17.72 per hr.	
(6) Part-time workers:			
Office Clerks	(part-time)	\$11.90 - \$ 21.63 per hr.	
Building Supervisors	(part-time)	\$12.98 - \$25.96 per hr.	
Custodians	(part-time)	\$9.73 - \$14.83 per hr.	
Recreation Leaders	(part-time)	\$9.73 - \$15.08 per hr.	
Recreation Program Instructors	(part-time)	\$9.73 - \$57.93 per hr.	
Temporary workers for parks division		\$11.00 - \$14.40 per hr.	

Temporary Workers reference above refers to Outside summer crew (Summer Help)

Pursuant to IC 36-10-3-10(b), the Park and Recreation Board shall fix the compensation of the positions in which a range for salaries or wages are indicated in this Ordinance.

(C) Certifications. A full-time worker described below possessing a relevant professional certification from a generally accepted professional association as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

	<i>Salaried adds</i>	<i>Hourly adds</i>
Certified Park & Recreation Executive (CPRE)	\$84.89 bi-weekly	

Certified Park & Recreation Professional (CPRP)	\$53.79 bi-weekly	
Certified Playground Safety Inspector (CPSI).....	\$53.79 bi-weekly	67¢ per hour
Certified Master Gardener.....	\$42.02 bi-weekly	53¢ per hour

Pursuant to IC 36-10-3-10(b), in the event of an accreditation not listed herein, the Park and Recreation Board shall fix the additional adjustment in a range not lower than that paid to a Certified Master Gardener and not higher than that fixed for the CPRE.

Section 12. *Fire Department.* That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Fire Department** as follows:

	Starting Rate	Incumbent Rate
(A) Chief of Department/Fire Inspector (1)	\$3037.48	\$ 4,038.46
(A) Interim Fire Chief	\$20.00	\$20.00 hr.
(B) Associate Supervisory Staff or Specialty Employees		

		Starting Rate	Incumbent Rate
Assistant Chief for Logistics	(1)	\$500.00 per quarter	
Assistant Chief for Planning	(1)	\$ 500.00 per quarter	
Assistant Chiefs for Operations	(3)	\$ 500.00 per quarter	
Station Captains	(2)	\$ 375.00 per quarter	
Lieutenants	(7)	\$ 250.00 per quarter	

(C) *Supervisory and Regular Employee pay treatment.* Except as otherwise provided for the Fire Chief, the compensation for the positions listed above shall be considered in addition to any and all such compensation earned as a firefighter. However, full-time Town employees who are also members of the Highland Fire Department shall not be entitled to additional compensation when responding to fire or ambulance calls while on duty at their regular full-time position.

(D) *Fire Chief Limitations.* The Fire Chief shall not be entitled to additional compensation apart from his base pay plus longevity and adjustments when responding to fire or ambulance calls nor for any training nor inspection participation.

(E) Support staff

	Starting Rate	Incumbent Rate
Administrative Assistant*	\$2,204.20	\$2,204.20.

**If position of administrative assistant is filled, the position of secretary must be vacant.*

Secretary (1)	\$ 22.48 per hr.
Custodian (part-time)	\$7.84 – \$16.87 per hr.

(F) Fire Fighters compensation

Firefighters' compensation shall be paid quarterly as follows effective on the date in the column:

	January 1, 2025
(1) Fire Calls <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	\$20.00 hr.
(2) Training <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	\$20.00 hr.
(3) Special Preparedness duties/details <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	\$20.00 hr.
(4) Special Maintenance (non-custodial) duties/details <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	\$20.00 hr.
(5) Inspection <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	\$20.00 hr.
(6) Interim Fire Chief <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	\$20.00 hr.

(G) Special Pay Protocols

(1) Monthly General Membership Meeting:

\$ 1.12 per member in attendance as certified by the Fire Chief or his/her designee.

(1) Monthly Stipend:

The Interim Fire Chief, in addition to being paid-on-call, shall be entitled to a monthly stipend of \$1,500 which shall be additional compensation apart from his hourly fire call rate of pay.

(H) Clothing Allowance

(1) The Interim Fire Chief shall be entitled to a quarterly clothing allowance of \$244.63

Section 13. *Information Communications Technology Department.* That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed as biweekly pay unless stated otherwise for its Information Communications Technology Department as follows:

	Starting Rate	Incumbent Rate
(A) Director of Information Technology (1)	\$ 4,150.83	\$ 4,150.83

Section 14. That Section 4.04 of the Compensation and Benefits Ordinance commonly called the Employees Handbook be hereby amended to read as follows:

§ 4.04 Longevity Pay

All regular full-time employees from all departments who have completed a specified consecutive number of years of service, subject to Section 3.20 regarding Bridging of Service, and who have not taken the elective waiver for this benefit will be paid a longevity benefit. Longevity pay will be combined with the regular hourly or bi-weekly rate of pay to create a composite rate of pay. This composite rate of pay will begin and increase, as scheduled beginning with the payroll period in which the associated pay date will be the first **full pay period following** the employee's service anniversary date. The composite rate shall be the base rate for the purposes of calculating any overtime premium where such premium applies. For the purposes of establishing the value of the longevity benefit for the objects of IC 36-8 et seq., generally and IC 36-8-8-3(d) in particular, the annual longevity benefit will be as set forth in this section. The composite rate for longevity shall be applied according to the following schedule:

Years of Service Completed	Current Hourly	Bi-Weekly
1	\$ 0.09	\$ 7.2
2	\$ 0.14	\$ 11.2
3	\$ 0.19	\$ 15.2
4	\$ 0.24	\$ 19.2
5	\$ 0.39	\$ 31.2
6	\$ 0.44	\$ 35.2
7	\$ 0.49	\$ 39.2
8	\$ 0.54	\$ 43.2
9	\$ 0.59	\$ 47.2
10	\$ 0.74	\$ 59.2
11	\$ 0.79	\$ 63.2
12	\$ 0.84	\$ 67.2
13	\$ 0.89	\$ 71.2
14	\$ 0.94	\$ 75.2
15	\$ 1.09	\$ 87.2
16	\$ 1.14	\$ 91.2
17	\$ 1.19	\$ 95.2
18	\$ 1.24	\$ 99.2
19	\$ 1.29	\$ 103.2
20	\$ 1.44	\$ 115.2
21	\$ 1.49	\$ 119.2
22	\$ 1.54	\$ 123.2
23	\$ 1.59	\$ 127.2
24	\$ 1.64	\$ 131.2
25	\$ 1.79	\$ 143.2
26	\$ 1.84	\$ 147.2
27	\$ 1.89	\$ 151.2
28	\$ 1.94	\$ 155.2
29	\$ 1.99	\$ 159.2
30	\$ 2.14	\$ 171.2
31	\$ 2.19	\$ 175.2
32	\$ 2.24	\$ 179.2

Elected Officials who have completed a specified number of years of service, and who have not taken the elective waiver for this benefit will be paid a longevity benefit according to the following schedule:

Completion of 4 consecutive years	\$ 10 per month
Completion of 7 consecutive years	\$ 30 per month
Completion of 10 consecutive years	\$ 40 per month
Completion of 13 consecutive years	\$ 50 per month
Completion of 16 consecutive years	\$ 60 per month
Completion of 18 consecutive years	\$ 70 per month
Completion of 20 consecutive years	\$ 85 per month
Completion of 22 consecutive years	\$100 per month

Section 15. That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

Section 16. That except where otherwise noted herein, other compensation and benefits matters not expressly provided herein for salaried and hourly employees and the Clerk-Treasurer shall be as set forth in the Compensation and Benefits Ordinance, commonly called the Employee Handbook as amended from time to time. The pay period is hereby defined as bi-weekly. The bi-weekly term for such pay represents the fourteen (14) day period, commencing at 12:01 a.m. Sunday and extending to and concluding just before Midnight of the second, following Saturday, immediately preceding the week of the scheduled payday; beginning on December 24, 2023 and continuing thereafter;

Section 17. (A) That an emergency exists for the immediate taking effect of this ordinance, which, shall become effective and shall remain in full force and effect from and after the date of its passage and adoption, subject to any express provisions of this ordinance, in all other instances not sooner than January 5, 2025, and except to any express effective dates herein described to the contrary and until its repeal or amendment by subsequent enactment;

(B) That the Clerk-Treasurer shall have authority to implement the provisions of this ordinance pursuant to the authority expressly set forth in IC 36-5-6-6 (a) (3) & (4).

Introduced and Filed 9th day of December 2024. Consideration on same day or at same meeting of introduction was not considered pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 23rd Day of December 2024, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 3 in favor and 0 opposed and 1 abstention.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Philip Scheeringa, President (IC 36-5-2-10)

Attest:

Mark Herak
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5; IC 36-5-2-10.2)

New Business:

1. Authorizing the proper officer to publish legal notice of a public hearing: A Public Hearing to consider additional appropriations in the amount of \$51,000.00 in the General Fund. If approved, the public hearing will be held on January 13, 2025, at 6:30 P.M. O'clock in the Municipal Building, 3333 Ridge Road, Highland.

Councilor Georgeff moved to authorize the proper officer to publish legal notice as indicated. Councilor Robertson seconded. Upon a roll call vote, there were three (3) affirmatives and no negatives and one (1) abstention, with Councilors Georgeff, Robertson and Black voting in the affirmative and Councilor Turich abstaining. The motion passed. The proper officer was authorized to publish the notice as indicated.

Mark Herak

From: Denise Beck
Sent: Monday, November 18, 2024 8:40 AM
To: Mark Herak
Cc: Chief Michael Pipta; George Georgeff; Phil Scheeringa
Subject: RE: Truck Sales Money

Importance: High

Mark,

I made a mistake. Please use these amounts.

Gym:	\$15,370.36
South Bay Doors:	\$16,595.00
Lockers:	\$ 6,876.00
South Door Card Readers:	<u>\$12,106.21</u>
	\$50,947.57

I am so sorry for the mix up on my end.

Thanks again for all your help,

Denise Beck

Highland Fire Department
2901 Highway Ave.
Highland, IN 46322
(219)-923-9876

From: Denise Beck
Sent: Monday, November 18, 2024 8:14 AM
To: Mark Herak <mherak@highland.in.gov>
Cc: Chief Michael Pipta <m.pipta@highland.in.gov>; George Georgeff <g.georgeff@highland.in.gov>; Phil Scheeringa <pscheeringa@highland.in.gov>
Subject: Truck Sales Money

Good morning Mark,

Per Chief Pipta, can you please transfer \$58,403.57 from the truck sales money to accounts for the following:

Gym:	\$15,370.36
South Bay Doors :	\$16,595.00
Lockers:	\$ 6,876.00
South Door Card Readers:	\$12,106.21
Equipment:	\$ 5,900.00
Boots:	<u>\$ 1,556.00</u>
	\$58,403.57

TOWN OF HIGHLAND
NOTICE TO TAXPAYERS OF PROPOSED
ADDITIONAL APPROPRIATIONS

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at 6:30 p.m. on the 13th day of January 2025, will consider the following additional appropriations in excess of the budget for the current year in the following fund:

General Fund

Acct. 1101-0007-36001	Fire Depart Equipment Repairs	\$22,246.36
Acct. 1101-0007-36003	Fire Depart Building Repairs	\$28,753.64

TOTAL for the FUND: \$51,000.00

Funds to support these additional appropriations in the General Fund shall be supported by miscellaneous revenue, unreserved unobligated fund balance on deposit to the credit of the fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its review. The Department of Local Government Finance shall make a written determination of the sufficiency of funds within fifteen days of receipt of a certified copy of the action taken.

TOWN COUNCIL of HIGHLAND
George Georgeff, President

By: Mark Herak
Clerk-Treasurer

2. Proposed Ordinance No. 1810: An Ordinance to Amend the Compensation, Benefits and Personnel Program of the Municipality, to be known as the Compensation and Benefits Ordinance Commonly known as the Employee Handbook, Pursuant to IC 36-1-3 and other Relevant Statutes. (increasing the clothing allowance and car allowance for active and participating members of the Highland Fire Department).

Councilor Robertson introduced and filed. There was no further action.

**ORDINANCE NO. 1810
OF THE
TOWN OF HIGHLAND, INDIANA**

AN ORDINANCE TO AMEND THE COMPENSATION, BENEFITS AND PERSONNEL PROGRAM OF THE MUNICIPALITY, TO BE KNOWN AS THE COMPENSATION AND BENEFITS ORDINANCE COMMONLY KNOWN AS THE EMPLOYEES HANDBOOK, PURSUANT TO IC 36-1-3 AND OTHER RELEVANT STATUTES.

WHEREAS, The Town Council is the fiscal and legislative body of the Town of Highland;

WHEREAS, IC 36-1-3-2 confers upon all local units the powers that they need for the effective operation of government as to local affairs;

WHEREAS, IC 36-1-3-6 (b)(1) prescribes that any such exercise of power shall be authorized through enactment of an ordinance passed by the legislative body; and

WHEREAS, IC 36-1-4, sections 14 and 15 provide in pertinent parts for the establishment of a system of employment for any class of employee and for fixing the level of compensation of its officers and employees; and

WHEREAS, IC 5-10 in several pertinent chapters further authorizes Indiana political subdivisions to participate in and provide for certain compensation plans, and group benefits for its public workforce and officers, some of which have been duly adopted and established by ordinance of the Town; and

WHEREAS, IC 36-5, Chapters 3 and 4 provide additional authority and guidelines for fixing the level of compensation of officers and employees in towns; and

WHEREAS, The Town Council has determined that certain modifications to the program for compensation, benefits and personnel management for its public workforce, consistent with Indiana Statutes, would be of benefit to support and carryout the public purposes of the municipality; and

WHEREAS, The Town Council now desires to authorize and establish such a compensation, benefits and personnel program;

NOW, THEREFORE, BE IT HEREBY ORDAINED BY the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That *Section 5.20.02* of the Compensation and Benefits Ordinance Commonly Known as the Municipal Employees Handbook be repealed in its entirety, which shall read as follows:

§ 5.20.02 Clothing Allowance

§ 5.20.02 Clothing Allowance: A Clothing Allowance for all other active and participating member Firefighters of the Highland Fire Department in the amount of Two Hundred (\$200) per year shall be paid in the third quarter.

Section 2. That *Section 5.20.04* of the Compensation and Benefits Ordinance Commonly Known as the Municipal Employees Handbook be repealed in its entirety, which shall read as follows:

§ 5.20.04 Automotive Allowance

§ 5.20.04 Automotive Allowance: **Each active and participating** member Firefighter of the Highland Fire Department shall be paid an automobile allowance in the amount of Two Hundred (\$200) per year for the use of the member's automobile in the line of duty, to be paid in the third quarter.

Section 3. That this ordinance is to be construed as a companion ordinance complimentary to any ordinance passed from time to time establishing wages and rates of pay and known as the salary ordinance;

(A) That this ordinance shall be effective to the extent that it is not in conflict with Federal or State law;

(B) That all other ordinances and resolutions related to the subject matter of this ordinance and not in conflict with its provisions, and the enabling instruments dealing with public employee retirement plans, remain in full force and effect;

(C) That all other ordinances and resolutions in conflict with the provisions of this ordinance are hereby repealed and have no further force or effect;

Section 3. That this ordinance shall become and remain in full force and effect from and after the date of its passage and adoption upon its signature by the executive as attested thereto by the clerk-treasurer, in the manner prescribed by IC 36-5-2-10(a).

Introduced on the 23rd day of December 2024. Consideration on same day or at same meeting of introduction was not considered, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 13th Day of January 2025, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of in favor and opposed and abstention.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Philip Scheeringa, President (IC 36-5-2-10)

Attest:

Mark Herak
Clerk-Treasurer (IC 33-16-4-1;IC 36-5-6-5)

3. Proposed Ordinance No. 1811: An Ordinance To Amend The Compensation, Benefits And Personnel Program Of The Municipality, To Be Known As The Compensation And Benefits Ordinance Commonly Known as the Employees Handbook, Pursuant To IC 36-1-3 And Other Relevant Statutes. (vacation buy back)

Councilor Georgeff introduced and moved the consideration of Ordinance No. 1811 at the same meeting of introduction. Councilor Black seconded. Upon a roll call vote, a unanimous vote being necessary to consider the Ordinance on the same night of introduction, there were four (4) affirmatives and no negatives. The motion passed. The Ordinance could be considered at the same meeting of its introduction.

Councilor Georgeff moved the passage and adoption of Ordinance No. 1811 at the same meeting of its introduction. Councilor Black seconded. Upon a roll call vote, a two-thirds vote being necessary, there were four (4) affirmative votes and no negatives. The motion passed. Ordinance No. 1811 was passed and adopted upon the signature of the municipal executive at the same meeting of its introduction.

**ORDINANCE NO. 1811
OF THE
TOWN OF HIGHLAND, INDIANA**

AN ORDINANCE TO AMEND THE COMPENSATION, BENEFITS AND PERSONNEL PROGRAM OF THE MUNICIPALITY, TO BE KNOWN AS THE COMPENSATION AND BENEFITS ORDINANCE COMMONLY KNOWN AS THE EMPLOYEES HANDBOOK, PURSUANT TO IC 36-1-3 AND OTHER RELEVANT STATUTES.

WHEREAS, The Town Council is the fiscal and legislative body of the Town of Highland;

WHEREAS, IC 36-1-3-2 confers upon all local units the powers that they need for the effective operation of government as to local affairs;

WHEREAS, IC 36-1-3-6 (b)(1) prescribes that any such exercise of power shall be authorized through enactment of an ordinance passed by the legislative body; and

WHEREAS, IC 36-1-4, sections 14 and 15 provide in pertinent parts for the establishment of a system of employment for any class of employee and for fixing the level of compensation of its officers and employees; and

WHEREAS, IC 5-10 in several pertinent chapters further authorizes Indiana political subdivisions to participate in and provide for certain compensation plans, and group benefits for its public workforce and officers, some of which have been duly adopted and established by ordinance of the Town; and

WHEREAS, IC 36-5, Chapters 3 and 4 provide additional authority and guidelines for fixing the level of compensation of officers and employees in towns; and

WHEREAS, The Town Council has determined that certain modifications to the program for compensation, benefits and personnel management for its public workforce, consistent with Indiana Statutes, would be of benefit to support and carryout the public purposes of the municipality; and

WHEREAS, The Town Council now desires to authorize and establish such a compensation, benefits and personnel program;

NOW, THEREFORE, BE IT HEREBY ORDAINED BY the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That *Section 5.00 Employment Benefits* of the Compensation and Benefits Ordinance Commonly Known as the Municipal Employees Handbook, be amended and adding another section titled *5.02.095 Vacation Buy-Back Unusual and Mitigating Circumstances*, which shall read as follows:

§ 5.02.095 Vacation Buy-Back – Unusual and Mitigating Circumstances

If the Town Council determines that Unusual and Mitigating Circumstances exist, the Town Council, at its sole discretion, may buy back a number greater than that listed in section 5.02.090 of an employee's remaining unused vacation days.

Section 2. That this ordinance is to be construed as a companion ordinance complimentary to any ordinance passed from time to time establishing wages and rates of pay and known as the salary ordinance;

(A) That this ordinance shall be effective to the extent that it is not in conflict with Federal or State law;

(C) **That all other ordinances and resolutions related to the subject matter of this ordinance and not in conflict with its provisions, and the enabling instruments dealing with public employee retirement plans, remain in full force and effect;**

(C) That all other ordinances and resolutions in conflict with the provisions of this ordinance are hereby repealed and have no further force or effect;

Section 3. That this ordinance shall become and remain in full force and effect from and after the date of its passage and adoption upon its signature by the executive as attested thereto by the clerk-treasurer, in the manner prescribed by IC 36-5-2-10(a).

Introduced on the 23rd day of December 2024. Consideration on same day or at same meeting of

introduction sustained a vote of 4 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 23rd Day of December 2024, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Philip Scheeringa, President (IC 36-5-2-10)

Attest:

Mark Herak
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

4. Proposed Ordinance No. 1792-G: An Ordinance to Amend Ordinance No. 1792 to establish the wage and salary rates of the Elected Officers, the Non-Elected Officers, and the Employee of the Town of Highland, Indiana particularly regarding a one-time appreciation bonus for the active and participating members of the Highland Fire Department for period of January 1, 2024 through November 30, 2024.

Councilor Black introduced and filed. There was no further action.

**ORDINANCE No. 1792-G
of the
TOWN of HIGHLAND, INDIANA**

AN ORDINANCE to AMEND ORDINANCE No. 1792 to ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA PARTICULARLY REGARDING a ONE-TIME APPRECIATION BONUS for the ACTIVE AND PARTICIPATING MEMBERS OF THE HIGHLAND FIRE DEPARTMENT FOR THE PERIOD OF JANUARY 1, 2024 THROUGH NOVEMBER 30, 2024.

WHEREAS, Title 36, Article 1 Chapter 4 of the Indiana Code confers certain general corporate powers on the several units of government in Indiana;

WHEREAS, Section fifteen of that chapter specifically provides that a unit of government may fix the level of compensation of its officers and employees; and

WHEREAS, I.C. 36-5-3-2 further provides in pertinent part that the town legislative body shall provide reasonable compensation for the other town officers and employees; and

WHEREAS, I.C. 36-5-3-2(b), further provides that the Town Legislative body shall, by ordinance fix the compensation of its own members and the Town Clerk-Treasurer; and

WHEREAS, I.C. 36-5-3-2(c) still further provides that the compensation of an elected town officer may not be changed in the year for which it is fixed, nor may it be reduced below the amount fixed for the previous year; and

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to further fix the compensation of the active and participating members of the Highland Fire Department by providing a *one-time appreciation bonus*, in appreciation for and in recognition of the commendable service to the municipality during the calendar year 2024; and

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana, that the wages, salaries, and special detail levels of the officers and employees of the Town of Highland, are hereby further established and fixed, pursuant to the provisions indicated herein and as follows:

Section 1. (A) That for the paid on call active and participating members of the Town of Highland, there shall be a paid one-time appreciation bonus for the months of January 1, 2024 through to November 30, 2024;

(B) That the one-time appreciation bonus authorized by this ordinance shall be calculated on making 10% to 19% of fire calls a flat rate of one hundred dollars (\$100) and between 20% and above of fire calls a flat rate of two dollars (\$200), in the service period described in this section to be paid in a lump sum and not to exceed \$7,650; and

(C) That the provisions of this ordinance will apply to paid on call firefighters of the Town of Highland, the names listed in the attached exhibit to this ordinance, who are active and participating members on the date of passage and adoption of this ordinance;

Section 2. That Section 12 (G) Fire Fighters Compensation of Ordinance No. 1792 be amended by adding Section 12 (G)(7) of that Ordinance by adding the following section, which shall be numbered as Section 12 (G)(7) and read as follows:

Section 12(G). Fire Fighters Compensation. That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Fire Department** as follows:

Fire Calls Made

(7) Appreciation Bonus (34) 10% - 19% a flat fee of \$100

20% and above a flat fee of \$250

*the Appreciation Bonus is a one-time bonus and applies to the calendar year of 2024, from January 1, 2024 through November 30, 2024. Further bonuses are at the discretion of the Town Council and funds availability.

Section 3. That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

Section 4. That except where otherwise noted herein, other compensation and benefits matters not expressly provided herein for salaried and hourly employees and the Clerk-Treasurer shall be as set forth in the Compensation and Benefits Ordinance, commonly called the Employee Handbook as amended from time to time;

Section 5. (A) That an emergency exists for the immediate taking effect of this Ordinance which, shall become effective and shall remain in full force and effect from and *after the date of its passage and adoption* pursuant to any constraints currently in force in Ordinance No. 1792 and until its repeal or amendment by subsequent enactment as evidenced by the signature of the Town Council President and attested thereto by the Clerk-Treasurer, all pursuant to IC 36-5-2-10;

(B) That the Clerk-Treasurer shall have authority to implement the provisions of this ordinance pursuant to the authority expressly set forth in IC 36-5-6-6 (a) (3) & (4).

(C) That all payments authorized by this ordinance shall be subject to an additional appropriation of *unreserved, undesignated* fund balance on deposit to the credit of the Corporation General Fund, paid from this approved appropriation to all employees subject to this ordinance's terms regardless of the assigned office or department of the eligible worker;

Section 6. That this ordinance is intended to be complementary and a companion to and in support of the existing ordinances governing wages, salaries and compensation and shall not be construed as abridging those provisions except as expressly set forth in Section 4 of this ordinance;

Section 6. (A) That the provisions of this ordinance, shall become effective and shall remain in full force and effect from and after the date of its passage and adoption, and until its repeal or amendment by subsequent enactment;

Introduced and Filed on the 23rd day of December 2024. Consideration on same day or at same meeting of introduction was not considered pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 13th Day of January 2025, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of in favor and opposed and abstention.

TOWN COUNCIL of the TOWN of

Philip Scheeringa, President (IC 36-5-2-10)

Attest:

Mark Herak
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5; IC 36-5-2-10.2)

5. Works Board Order No. 2024-57: An Order of the Works Board Accepting the Performance Agreement for Professional Entertainment and Stage Services for the Town of Highland, Associated with the New Year's Eve Fireworks Celebration and to Comply with the Provisions of IC 22-5-1.7 ET SEQ.

Councilor Black moved the passage and adoption of Works Board No. 2024-57. Councilor Robertson seconded. Upon a roll call vote, there were four (4) affirmatives and no negatives. The motion passed. The order was adopted pending the signature of the Vice-President.

Town of Highland
Board of Works
Order of the Works Board 2024-57

An Order of the Works Board Accepting the Performance Agreement for Professional Entertainment and Stage Services for the Town of Highland, Associated with the New Year's Eve Fireworks Celebration, and to Comply with the Provisions of IC 22-5-1.7 et seq.

Whereas, The Town of Highland, as part of its exercise of public powers related to culture and recreation, generally conferred in IC 36-10-2, with appropriate festivals including live musical performance as entertainment;

Whereas, The Community Events Commission has received a Performance Agreement for professional entertainment and stage services for the Town of Highland to be conducted during the 2024 New Year's Eve Fireworks Celebration;

Whereas, The Community Events Commission favorably recommends to the purchasing agency, the approval of a Performance Agreement for professional entertainment and stage services for the Town of Highland to be conducted during the 2024 New Year's Eve Fireworks Celebration;

Whereas, These professional services owing to their unique requirements and character, as a service, may be purchased in a manner that is determined to be reasonable, pursuant to Section 3.05.090 of the HMC and IC 5-22-6;

Whereas, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (A)(1) of the HMC serves as purchasing agency for the Municipality and its executive departments except those executive departments which are expressly subject to the purchasing authority of a relevant governing board of jurisdiction; and

Whereas, The aggregate fee for Professional Entertainment and Stage Services for the Town of Highland's 2024 New Year's Eve Fireworks Celebration requires the express approval of the purchasing agency; and

Whereas, The purchase of services will be supported by the several funds of the Town and there is sufficient appropriation or resources in order to support the purchase of services; and

Whereas, The Town Council now desires to approve, authorize and allow the purchase of services pursuant to the terms stated herein,

Now Therefore Be it Ordered by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, as follows:

Section 1. That the Performance Agreement for professional entertainment services as set forth in the agreements, for the New Year's Eve Fireworks Celebration, for: Vincent P. Mancich; is hereby accepted, approved and adopted;

Section 2. That the Town Council finds and determines that the manner of purchase for these professional services owing to their unique requirements and character as a service, are both reasonable and appropriate, pursuant to Section 3.05.090 of the HMC and IC 5-22-6;

Section 3. That the Clerk-Treasurer is hereby authorized to issue and to execute all documents necessary to implement the purchase of services thereof;

Section 4. That the proper officers of the municipality are hereby authorized to identify the proper funds of the municipality that may be lawfully expended in order to support and implement the purchase of these services.

Be it so Ordered.

DULY, PASSED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 23rd day of December 2024 having passed by a vote of 4 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

Philip Scheeringa, President (IC 36-5-2-10)

Attest:

Mark Herak
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

Name of Act	Contract Price
Vincent P. Mancich	\$350

PERFORMANCE AGREEMENT

Town of Highland - Town Council
3333 Ridge Road
Highland, IN 46322

Date: December 12, 2024

Entertainer:
Band Name: DJ Vincent Mancich
Address: 2049 38th Street
City, State Zip: Highland, IN 46322
Phone: 219-512-2163

For: New Year's Eve Fireworks Celebration
Highland Main Square
3001 Ridge Road, Highland, IN 46322
Date: December 31, 2024 / 10pm – 12:30am
Highland Council of Community Events

Description

This agreement is for the personal services of performers on the engagement described below, is made on December 12, 2024 between Town of Highland - Town Council (hereinafter "Purchaser") and Vincent Mancich (hereinafter "Artist").

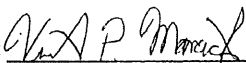
1. Name and address of place of performance: New Year's Eve Fireworks Celebration
3001 Ridge Road, Highland, IN 46322.
2. Date of Performance: December 31, 2024
3. Performance time: 10:00pm – 12:30am
4. Contact: Sandy McKnight, (219) 545-3800
5. Type of Event: New Year's Eve Fireworks Celebration
6. Sound System provided by: Vincent Mancich
7. Special provisions: None
8. Contract price: \$ 350.00 , flat guarantee, made payable to
Vincent P. Mancich after the concert.
9. It is understood that this contract agreement is binding on both Purchaser and Artist. If Purchaser cancels the engagement for any reason other than an Act of God, including, but not limited to, a pandemic, the full amount is due to the Artist. If the engagement is cancelled by the Artist for any reason other than an Act of God, they are to provide alternate entertainment.
10. No Reliance on Outside Representations. The Parties represent and warrant that in making their decision to enter into this Agreement they have been represented by their own counsel and that they have not, except as herein stated, relied upon any express or implied representations of the other's agents or representatives concerning any matter related to this Agreement. The Parties acknowledge that they either: (a) have fully obtained whatever information and advice they desire regarding the effect of this Agreement; or (b) are willing to go forward with this Agreement without that information or advice and to assume whatever risks that decision may entail.

11. **Binding Effect:** This Agreement will be binding on the parties and will inure to the benefit of and bind their respective heirs, personal representatives, successors and assigns.
12. **Attorneys' Fees:** In any action brought by any party to enforce the obligations of the other party or parties under this Agreement, the prevailing party will be entitled to collect such party's or parties' reasonable outside counsel fees, costs and other litigation expenses in such action. The prevailing party is the party who receives substantially the relief sought by said party, whether by final un-appealable order, dismissal or settlement, including any mediation or arbitration.
13. **Severability:** If any provision of this Agreement is determined by a court having jurisdiction to be illegal, invalid or unenforceable under any present or future law, the remainder of this Agreement will not be affected thereby. It is the intention of the parties that if any provision is so held to be illegal, invalid or unenforceable, there will be added in lieu thereof a provision agreed to by the parties that is similar in terms to such provision as is possible that is legal, valid and enforceable.
14. **Headings:** The headings used in this Agreement are for ease in reference only and are not intended to affect the interpretation of this Agreement in any way.
15. **Counterpart Execution:** This Agreement may be executed in multiple counterparts with the same effect as if the parties had signed the same document. All counterparts will be construed together and will constitute one agreement. This document will not be binding on or constitute evidence of a contract among the parties until such time as a counterpart of this document has been executed by each party and a copy thereof delivered to each other party to this Agreement.
16. **Governing Law, Venue & Jurisdiction:** This Agreement is being executed, delivered and is intended to be performed in Lake County, Indiana, and the substantive laws of Indiana will govern the validity, construction and enforcement of this Agreement. This Agreement is to be construed according to the laws of the State of Indiana applicable to contracts and workmanship to be performed entirely within the State of Indiana. The parties irrevocably and unconditionally consent to the venue and jurisdiction (both subject matter and personal) of any Indiana State Court sitting in Lake County, Indiana, in any action brought to enforce the terms of this Agreement. The parties irrevocably and unconditionally waive: (a) any objection any party might now or hereafter have to the venue in any such court; and (b) any claim that any action or proceeding brought in any such court has been brought in an inconvenient forum.

WHEREFORE, the Parties hereunto set their hands and seals on the dates written below:

Purchaser: Town of Highland – Town Council Artist/Manager

By: _____
Phillip Scheeringa, President

By: 
Printed Name: VINCENT P. MANCICH

Dated: _____

Dated: 12-13-24

6. Appropriation Transfer Resolution No. 2024-37: An Exigent Resolution Providing for the Transfer of Appropriation Balances from and Among Major Budget Classifications to the Municipal Cumulative to the Municipal Cumulative Capital Development Fund (MCCD) Requested by the Proper Officer and forwarded to the Town Council or its Action Pursuant to IC 6-1.1-18-6.

Councilor Robertson moved the passage and adoption of Appropriation Transfer Resolution 2024-37. Councilor Black seconded. Upon a roll call vote, there were four (4) affirmatives and no negatives. The motion passed. The order was adopted pending the signature of the Vice-President.

TOWN OF HIGHLAND
APPROPRIATION TRANSFER
RESOLUTION NO. 2024-37

AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS to the Municipal Cumulative Capital Development Fund (MCCD) REQUESTED BY THE PROPER OFFICER AND FORWARDED to the TOWN COUNCIL for its ACTION PURSUANT TO IC 6-1.1-18-6.

WHEREAS, It has been determined that certain exigent conditions have developed since adoption of the original budget and it is now necessary to transfer certain appropriations into different categories than were initially appropriated for the various functions to the **Municipal Cumulative Capital Development Fund**;

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Highland, Lake County, Indiana as follows:

Section 1. That for the expenses of said municipality, the following appropriations are hereby transferred and set apart out of the funds hereinafter named for the purposes specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law;

Section 2. That it has been shown that certain existing unobligated appropriations of the **Municipal Cumulative Capital Development Fund** which are not needed at this time for the purposes for which originally appropriated, and may be transferred to a category of appropriation in order to satisfy an existing need, as follows:

Municipal Cumulative Capital Development Fund:

Municipal Cumulative Capital Development Fund

Reduce Account:	#4402-0000-390.15 Election Expenses	<u>14,500.00</u>
	<i>Total 300 Series Reductions</i>	14,500.00

Municipal Cumulative Capital Development Fund:

Increase Account:	#4402-0000-430.02 MCCD PD CARS	<u>14,500.00</u>
	<i>Total 400 Series Increase</i>	<i>14,500.00</i>

Total of All Fund Decreases:	14,500.00
Total of All Fund Increases:	14,500.00

DULY RESOLVED and ADOPTED this 23th Day of December 2024 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Philip Scheeringa, President (IC 36-5-2-10)

Attest:

Mark Herak
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

7. Works Board Order No. 2024-58: An Order of the Works Board reducing Purchase Authorized under Works Board Order No. 2024-46 and then Approving and Authorizing the Metropolitan Police Chief to Purchase from Webb Ford Inc. of Highland, IN (1) 2022 KIA K5 4 door Sedan and Purchase from 45th Street Motors of Highland, IN (1) 2019 Jeep Cherokee pursuant to I.C.5-22-8-2.

Councilor Black moved the passage and adoption of Works Board No. 2024-58. Councilor Georgeff seconded. Upon a roll call vote, there were four (4) affirmatives and no negatives. The motion passed. The order was adopted pending the signature of the Vice-President.

**Town of Highland
Board of Works
Order of the Works Board 2024-58**

An Order of the Works Board reducing Purchase Authorized under Works Board Order No. 2024-46, and then Approving and Authorizing the Metropolitan Police Chief to Purchase from Webb Ford Inc. of Highland, IN (1) 2022 KIA K5 4 door Sedan and Purchase from 45th Street Motors of Highland, IN (1) 2019 Jeep Cherokee pursuant to I.C. 5-22-8-2.

Whereas, The Town of Highland Metropolitan Police Department, as part of its public duties, has a responsibility for patrol, public safety and protection of life and property throughout the Town of Highland and, from time to time, it is necessary to purchase and or lease materials and supplies in order to carry out the functions of the department;

Whereas, The Metropolitan Police Chief has determined a need to replace certain equipment and supplies and has further determined the purchase price will be no more than \$50,000.00;

Whereas, The Metropolitan Police Chief had identified Community Ford of Bloomington, IN through the State of Indiana to be a desirable source vendor for the purchase of six (6) 2025 White Police Interceptor Utility AWD Base (K8A) V6 EcoBoost vehicle at an each price of **\$45,000.00**, the purchase of which was approved by the passage of Works Board Order No. 2024-46A, at the Town Council plenary meeting of 28 October 2024;

Whereas, The Metropolitan Police Chief has advised the Town Council, that purchase from Community Ford of Bloomington be reduced from six (6) vehicles to five (5) vehicles and two (2) used SUV be purchased instead, not exceeding the purchase price of \$50,000; and

Whereas, The Metropolitan Police Chief has now identified **Webb Ford of Highland, IN (1) 2022 KIA K5 4 door Sedan at a price of \$23,000 and Purchase from 45th Street Motors of Highland, IN (1) 2019 Jeep Cherokee at a price of \$22,200;**

Whereas, The price for the purchase exceeds \$15,000.00 and, pursuant to Section 3.05.040 (E) as well as Section 3.05.050 (B) as well as Section 3.05.060 D (1) of the Highland Municipal Code, such purchase requires the express approval of the purchasing agency;

Whereas, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (A)(2) of the Highland Municipal Code serves as the purchasing agency for the Metropolitan Police Department;

Whereas, The Metropolitan Police Chief, pursuant to Section 3.05.050 (D)(2) of the Highland Municipal Code, serves as the Purchasing Agent for the Metropolitan Police Department;

Whereas, The Purchasing Agent, pursuant to Section 3.05.060 (G)(2) of the Highland Municipal Code, expects that the purchase would be less than \$50,000 and therefore would be purchased in the open market without inviting or receiving bids;

Whereas, The Purchasing Agent, elected to purchase in the open market pursuant to Section 3.05.060 (G)(2) of the Highland Municipal Code, with a dollar amount as follows:

45th Street Motors, 3201 45th Street, Highland Indiana at a unit price **\$22,200.00** for the purchase of one (1) vehicle, 2019 Black Jeep Cherokee;

Webb Ford Inc., 9809 Indianapolis Boulevard, Highland Indiana at a unit price **\$23,000.00** for the purchase of one (1) vehicle, 2022 KIA K5 4 Door Sedan;

Whereas, The purchase of the vehicle will be supported by the Municipal Capital Cumulative Fund (MCCD); and,

Whereas, The Town Council now desires to approve and authorize the Police Chief to complete the purchase pursuant to the terms and stated herein,

Now, Therefore Be It Ordered by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board of Municipality:

Section 1. That the Works Board hereby reduces the purchase authorization made in **Works Board Order No. 2024-46**, by one (1), passed on 28 October 2024;

Section 2. That the Works Board now hereby authorizes and approves the purchase from 45th Street Motors of Highland, IN for the purchase of one (1) 2019 Jeep Cherokee at the price of **\$22,200.00**;

Section 3. That the Works Board hereby finds and determines that the offer from 45th Motors of Highland, IN to be the lowest responsive and responsible offered at the total price of **\$22,200.00**, all pursuant to IC 5-22-8-2 and Section 3.05.060 (G)(2) of the Highland Municipal Code;

Section 4. That the Works Board now hereby authorizes and approves the purchase from Webb Ford Inc. of Highland, IN for the purchase of one (1) 2022 KIA K4 4 Door Sedan at the price of **\$23,000.00**;

Section 5. That the Works Board hereby finds and determines that the offer from Webb Ford Inc. of Highland, IN to be the lowest responsive and responsible offered at the total price of **\$23,000.00**, all pursuant to IC 5-22-8-2 and Section 3.05.060 (G)(2) of the Highland Municipal Code;

Section 6. That the Metropolitan Police Chief is now authorized and approved to execute the purchase agreements and any additional documents in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-4-14.

Be It So Ordered.

DULY, ADOPTED and ORDERED BY the Town Council of the Town of Highland, Lake County, Indiana, acting as the Board of Works, this 23rd day of December 2024 having passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Philip Scheeringa, President (IC 36-5-2-10)

Attest:

Mark Herak

Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

8. To accept the recommendation of Baker Tilley to adjust the General Fund Balance by \$72,156.33. This adjustment comes from the culmination of the extensive reconciliation work performed by the Clerk-Treasurer and Baker Tilley. This adjustment also addresses the State Board of Accounts Comments in the last two (2) audit reports and completes our final corrective action plan item concerning current bank reconciliations. With this adjustment, the books and records of the Town are reconciled as of October 31, 2024, and we have a process in place for timely reconciliations going forward.

Councilor Georgeff moved to accept the recommendation of Baker Tilly to adjust the General Fund by \$72,156.33. Councilor Black seconded. Upon a roll call vote, there four (4) affirmatives and no negatives. The motion passed.

9. **Resolution No. 2024-38:** A Resolution Authorizing Temporary Interfund Loan or Transfer Pursuant to IC 36-1-8-4 of the Indiana Code and Section 3.20.040 of the Highland Municipal Code for the Waste Water Construction Fund.

Councilor Black moved the passage and adoption of Resolution No. 2024-38. Councilor Robertson seconded. Upon a roll call vote, there four (4) affirmatives and no negatives. The motion passed. The resolution was adopted pending the signature of the President Pro-Temp.

TOWN of HIGHLAND
RESOLUTION NO. 2024-38

A RESOLUTION AUTHORIZING TEMPORARY INTERFUND LOAN or TRANSFER PURSUANT to IC 36-1-8-4 OF THE INDIANA CODE AND SECTION 3.20.040 OF THE HIGHLAND MUNICIPAL CODE FOR, THE WASTE WATER CONSTRUCTION FUND.

Whereas, The Clerk-Treasurer has advised the Town Council that cash balances in the **Waste Water Construction Fund** are not sufficient to meet their regular expenses prior to the issuance of 2025 Bonds for the Sanitary Overflow Remedial Project so it has become necessary to temporarily borrow money to enhance the fund;

Whereas, The Clerk-Treasurer has further advised that there is sufficient money on deposit to the credit of the **Commercial Corridor Allocation Area Fund** that can be temporarily transferred, pursuant to IC 36-1-8-4 and HMC Section 3,20.040;

Now, Therefore Be it Resolved by the Town Council of the Town of Highland, Lake County, Indiana as follows:

Section 1. That the amount of **\$2,000,000.00** be borrowed for the **Waste Water Construction Fund** with the amount of **\$2,000,000.00** to be loaned by the **Commercial Corridor Allocation Area Fund**, as authorized by HMC Section 3.20.040 and IC 36-1-8-4;

Section 2. That said loan in the amount **\$2,000,000.00** be repaid to the **Commercial Corridor Allocation Area Fund** of the Town of Highland upon receipt of sufficient tax proceeds or other monies in the **Waste Water Construction Fund** with such loan to be repaid no later than December 31, 2025, subject to IC 36-1-8-4(b).

Section 3. That for the temporary loans made by the Town of Highland to the Waste Water Construction Fund for the purposes of HMC Section 3.20.040(B)(1), this resolution shall serve as evidence of the obligation and that under Section 3.20.040(B)(4) no interest will attain.

Duly Adopted by the Town Council of the Town of Highland, Lake County, Indiana, this 23rd day of December 2024. Having been passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Philip Scheeringa. President (IC 36-5-2-10)

Attest:

Mark Herak
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

Comments from the Town Council:

(Good of the order)

- **Councilor George Georgeff:** *Chamber of Commerce; • Liaison to the Board of Water Works • Co-Chair Town Board of Metropolitan Police Commission • Redevelopment Commission Member*

Councilor Georgeff acknowledged Metropolitan Police Chief Ralph Potesta went over the last two (2) weeks crime statistics:

Town Council Meeting Notes – Police – 12/09/2024 thru 12/23/2024

0 – Burglaries / 0 – Robberies / 0 – Rapes / 0 – Assaults / 0 – Auto Thefts

4 DUI arrests made

45 Accidents Handled – 4 of these involved Personal Injury

1 of our officers struck a deer in his squad car – officer uninjured. Squad is still drivable and will need repairs.

Responded to 32 Disturbance calls - 23 of those were Domestic in nature - 4 arrests made

2 more checks stolen out of the mail – both checks were ‘washed’ and cashed for higher amounts than what was originally written.

9 Retail Thefts – 6 arrests made – 1 was a juvenile – No Highland residents involved

Loss ranged from \$295 all the way up to \$3,100

Suspects came from: Chicago – Matteson IL – East Chicago – Crown Point

3 incidents of delivered packages being stolen – all at various apartment complexes in town.

Wallet theft from one of our south end retail stores. Pick pocket type of incident. Victims credit cards were used right after the theft occurred.

2 cars broken into – Medications and a gun stolen – No signs of forced entry to either vehicle.

Officer Orth has been on vacation so no report from him.

New officers FTO going great. All have moved on to the next phase.

Redevelopment Director Maria Becerra was on vacation so no report was given.

Councilor Georgeff then acknowledged Highland Volunteer Fire Chief who said they had nineteen calls since the last public meeting. He then gave the following report:

TOWN COUNCIL MEETING

THANK TOM BECK FOR INIATING THE PURCHASE OF 10 MOTOROLA PAGERS AND FOR THE HIGHLAND ELKS FOR SUPPORTING IT. IT WILL BE A GREAT HELP IN NOTIFYING FIREFIGHTERS IN THE EVENT OF A EMERGENCY.

KEITH ED
DAVE

19 CALLS SINCE LAST PUBLIC MEETING.

FROSTIVAL WENT WELL.

SHOP WITH A FIRE FIGHTER EVENT WENT VERY WELL.

8 FAMILIES
NO KILLS

STUART ANDERKO NEWEST FIREFIGHTER GRADUATED FIRE ACADEMY.

Councilor Georgeff then acknowledged Catherine Perrin of the Highland Neighbors for Sustainability who gave the following report:

Highland Neighbors for Sustainability 2024 Report

Rewilding and Restoration to increase pollinator habitat

- Conducted Winter Sowing Workshop for native plants in February
- Donated 50 hours of volunteer time to maintain two acre meadow near Erie Lackawanna bike trail "Great results for a first year meadow" Steve Barker NIPSCO. "We love looking at the flowers" middle-aged couple who regularly walk the bike trail
- Weeded native plant gardens in Depot Parking Lot and near Police Station, planting additional plants in median parking strip in Depot Parking Lot
- New native plant garden in Johnson School Courtyard "Seven teachers have expressed interest in creating lesson plans using the native plant garden as a resource."
- Milkweed seed giveaways at multiple tabling events
- Improved area around Wicker Park Manor sign (off of Indianapolis Boulevard & 81st)
- Planted native plants along the river at the Highland Rookery with The Nature Conservancy
- Removed invasive species with CISMA Cooperative Invasive Species Management Assoc.

Education

- 70 participants welcomed to the first annual Migration Celebration at Highland's Heron Rookery. Seasoned birder guides led participants around the Rookery pointing out various bird species. "Grammy, this is so much fun. I'm keeping a list of all the birds I saw." 8 year old participant. Other conservation groups that supported this event were The Nature Conservancy, Dunes Calumet Audubon Society, Sand Ridge Audubon Club, Alex Ross Photographer, the Wetlands Initiative, Humane Indiana
- Supported Highland Arts Council in design of native plants mural in downtown Highland
- Composting workshop at Community Garden during Restaurant Crawl
- Tree Huggers Book Club
- Plastic-free July suggestions on Facebook page
- Children activities at Highland Arts Council Arts Walk
- Pet Blessing at Community Garden
- Tabled at Insectival at Oak Ridge Prairie with Lake County Parks
- Limited Food Composting at Merkley School during summer lunch program

Gardening for Local Food Security

- Planted, maintained, and donated fresh vegetables to St James Church food pantry and local residents from Highland Community Garden
- Gleaned 10 lbs of blueberries also donated to St James Church food pantry

Advocacy

- Attendance at the Highland Town Council, Park Board, Tree Board, School Board and Arts Council meetings
- Marched in costumes made with recycled materials, pulled a trailer with new park bench made from recycled plastic film and reclaimed sawdust that was decorated with recycled and reused materials in the Highland 3rd of July Twilight Parade and passed out free seeds.
- Participated in the Sustainable Steel Cohort conducted by the non-profit Industrious Labs, learning about the new processes of making steel that cut pollution and greenhouse gas emissions and using this knowledge to bring community pressure to bear on the industry to use these processes at NWI steel mills to make a healthier environment for all of NW Lake County.
- Lobbied state legislators on community solar on Renewable Energy Day in Indianapolis.
- Sent postcards to citizens advocating voting in presidential election
- Sent postcards to Legislators advocating for Solar Power in Indiana
- Spoke at IDEM public meetings and public hearings on permit renewals for the steel mills and the refinery.
- Spoke at IDEM's Indiana Climate Action Plan meeting

Recycling

- Reached 1000 lb plastic film recycling NexTrex goal, installed new park bench in Community Garden & donated excess plastic to Munster and Save the Dunes
- Kept 210 pairs of sneakers from the landfill through gotsneakers.com and Chicago Textile Recycling resulting in close to 450,000 gallons of water saved and nearly 6000 lbs of carbon dioxide not released to the atmosphere
- Recycled an 8 cubic yard dumpster of aluminum cans, plastic bottles and cardboard at Highland's 4th of July festival. Recycled 3 van loads of cans and bottles at St. James Festival
- The Pumpkin Smash event kept almost 1800 lbs of pumpkins out of the landfill instead went to feed farm animals in a local sanctuary. *"It was so satisfying to hit the right spot and have the pumpkin break up into pieces"* 9-year participant wielding a rubber mallet. *"We came here specifically to recycle our pumpkins"* older couple without kids.
- Composted restaurant food waste from The Green Witch Café which was used to enrich the Community Garden and a local member's garden
- Donating bread tags to Munster Sustainable and Green for a free wheelchair (Danielle Cares for Chairs)

Collaboration

- Worked with the Highland Tree Board to get more trees planted in Highland
- Collaborated with the Highland Arts Council by promoting "My Indiana Muse" and provided student music performances, Labor Day musical program and sustainable art projects at Highland Arts Council Arts Walk.
- Mentored other grassroots environmental groups including: Munster, Sustainable & Green, Citizens for a Sustainable Hobart, Green EC, and Whiting Robertsdale Environmental Neighbors.
- Being a resource for St Paul Episcopal Church in Munster to start their church on the sustainability path
- We supported the work of other local groups including The Nature Conservancy, Shirley Heintz Land Trust, Lake County Parks, Lake County Cooperative Invasive Species Management Associates, Hessville Dune Dusters, Munster Monarch City, Festival de la Monarca East Chicago, Living Green Garden, My Brother's Keeper, Lake County Master Gardeners, Plastic Reduction Alliance of NWI, Wild Ones Gibson Woods Chapter, Beach Cleanup at Marquette Park, Just Transition of NWI, Save the Dunes, NWI Region Resilience, GARD.

Councilor Georgeff concluded by wishing everybody a safe and happy holiday season.

• **Councilor Doug Turich:** *Park and Recreation Board Liaison • Liaison and Plan Commission Member • Advisory Board of Zoning Appeals Liaison • Redevelopment Commission Member*

Councilor Turich acknowledged Building Commissioner Ken Mika who said he had no report.

Councilor Turich then acknowledged the Superintendent of Parks and Recreation Alex Brown who reminded everyone of the New Year's Fireworks on Tuesday, December 31st at Midnight at Main Square. He also reminded everyone of the 12th Night Tree burning to be held at Main Square, starting at 6:00 o'clock pm on January 6th. He said the winter spring brochure hit the streets last week and a lot of residents are already calling the park office and signing up for programs.

Councilor Turich said they had a great Park Board Meeting the other night as they ironed out several items that will be introduced beginning in January. He said there is a lot of momentum and a lot of changes coming. He asked Park Superintendent Brown on the status of the fence, as the goal is to have the fence in place by the 4th of July. He said Nies Engineering is planning on attending the Redevelopment Meeting on January 6th. He said two (2) park board members plan on attending that meeting. He said, once the decision on material is made on material, Nies will development the pricing. He said the Park Board is leaning toward aluminum. Councilor Turich then echoed Councilor Georgeff's comments wishing everyone a Merry Christmas and urged them to be safe over the holidays.

• **Councilor Alex Robertson:** *Sanitary Board Liaison • Redevelopment Commission Member • Council of Community Events Commission Liaison • Public Works Liaison • Liaison to Main Street Bureau • Liaison to the Tree Board • Liaison to the Highland Neighbor for Sustainability.*

Councilor Robertson acknowledged Public Works Director Mark Knesek who said that leaf and branch pick-up will conclude at the end of this week or December 27th. He too wished everyone a Merry Christmas and a Happy Holiday.

• **Councilor Tom Black:** *Redevelopment Commission Liaison and Member • Member of the Lake County Solid Waste Management District Board • Member of the Northwestern Indiana Regional Planning Commission (NIPRC) • Shared Ethics Representative • Liaison Traffic Safety*

Councilor Black said he had no report but wanted to wish everyone a Merry Christmas and a safe and healthy New Year. He made it a point to congratulate the Park Department on the new decorations in Main Square. He said he had been receiving a lot of compliments.

• **Town Council President Philip Scheeringa:** *Town Executive (I.C. 36-1-2-5-(4); I.C. 36-5-2-2; I.C. 36-5-2-7); • Board of Trustees of the Police Pension Fund, Chair (By Law) • Budget Committee Chairman • Redevelopment Commission Member • Co-Chair Town Board of Metropolitan Police Commission • Fire Department Liaison • Information Communications and Technology Department Liaison • Building and Inspection Department Liaison.*

Councilor Scheeringa was absent and Vice-President Turich acknowledged IT Director who said he had no report but he too wanted to wish everyone a Merry Christmas and a Happy New Year.

That concluded comments from the Council and Vice-President Turich then turned it over to comments from visitor's or residents, reminding them to limit it to 2 minutes.

Comments from Visitors or Residents: There were no comments

Councilor Turich asked if there were any other comments. Hearing none, he closed comments from the public and brought it back to the Council. He then asked for a motion to pay claims.

Payment of Accounts Payable Vouchers. There being no further comments from visitors or residents, Councilor Robertson moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period December 11, 2024 through December 24, 2024. Councilor Black seconded. Upon a roll call vote, there were four (4) affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified, the payroll dockets listed were ratified and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

Accounts payable vouchers December 11,2024- December 24, 2024 in the amount of **\$518,576.00.**

General Fund, \$290,295.62; MVH Fund, \$59,415.17; LR & S, \$7,785.67; LAW Enforcement Continuing Education Training and Supply Fund, \$7,281.45; Public Safety Income Tax Fund , \$42,176.53; Special Events \$68.55; MCCD, \$63,213.59; Information and Communications Technology Fund, \$10,501.38; Gasoline Fund, \$21,876.40; Police Pension, \$15,961.64;

Payroll Docket for payday of December 13,2024 by fund:

GENERAL, \$329,622.89

Payroll Docket for payday of December 13, 2024 by fund:

Office of Clerk-Treasurer, \$17,000.90; Building and Inspection Department, \$9,487.16; Metropolitan Police Department, \$162,983.92,; Public Works Department (Agency), \$81,071.41; Fire Department, \$2,481.68 and Information and Technology Department, \$4,255.45;

Total Payroll: \$277,280.52.

Adjournment of Plenary Meeting. There being no further business on the agenda, the Town Council President declared the regular plenary meeting of the Town Council of Monday, December 23, 2024, adjourned at 7:19 o'clock p.m.

Mark Herak
Clerk-Treasurer

Approved by the Town Council at its meeting of January 13, 2024.