

**Enrolled Memorandum of the Meeting  
Study Session/Meeting (In person)  
Thirtieth Town Council of Highland  
Monday, September 14, 2026**

The Thirtieth Town Council of the Town of Highland, Lake County, Indiana met in a study session on **Monday, September 14, 2026**, at 8:00 o'clock P.M., in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

**\*\*Pursuant to Enrolled House Bill 1167**, this meeting is convened as an in person meeting and live 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. If you are in the audience and unwilling to be recorded and live streamed, we ask you to depart the meeting now, otherwise your continued presence is your consent to be recorded and live streamed.

\*All Councilors were simultaneously seen and heard. Councilor George Georgeff, Councilor Doug Turich, Councilor Alex Robertson, Councilor Tom Black and Councilor Scheeringa all participated in person.

***Silent Roll Call:*** Councilors George Georgeff, Doug Turich, Alex Robertson, Tom Black and Philip Scheeringa were present in person as indicated. Clerk-Treasurer, Mark Herak was present to memorialize the proceedings. *A quorum was attained.*

***Officials Present:*** IT Director Ed Dabrowski, Redevelopment Director Maria Becerra and Fire Chief Glenn Schlessler, Metropolitan Police Ralph Potesta were in person.

**x. Discussion:** Appointments. None

*Unless otherwise noted, all terms expire on the 1<sup>st</sup> Monday in January 2026 and or until a successor is appointed or qualified, not exceeding ninety (90) days.*

**• Statutory Boards and Commissions**

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

**• Regional Statutory Appointments**

***Home Rule Commissions or Boards***

**• Legislative Appointments**

**• Regional Statutory Appointments**

**• Home Rule Commissions or Boards**

Place Holders should the Council decide to take up:

1. **Main Street Bureau Board:** (17) appointments to be made by the Town Council.  
Term: Two years ending 1 Jan 2027. *Currently only 8 of 17 appointed.*

*(Note: Current Appointees are: Diane Barr-Roumbus, James Roumbus, Sandy McKnight, Al Simmons, Sandy Ray, Ben Tomera, and Desiree Biro, term ending 1<sup>st</sup> Monday January 2027).Term is for two (2) years.*

- x. Discussion: FOP Presentation, *Discussion of requests for consideration of the Town Council.* The FOP President of the Donald Sheppard Memorial Fraternal Order of Police Lodge 122, Officer Jim Glidewell to discuss the needs of the current and retired Police employees .

FOP President Jim Glidewell passed out and discussed this handout:

**COMPARISON OF PENSION BASE RATES AROUND THE "REGION" 2026**

|                     | Base Salary          | Longevity          | PENSION RATE (COMPARED TO 2025)              |
|---------------------|----------------------|--------------------|----------------------------------------------|
| CEDAR LAKE          | \$76,131             | \$1,950.00         | \$78,081 (NO CHANGE)                         |
| CHESTERTON          | \$80,000             | \$2,500.00         | \$82,500 (NO CHANGE)                         |
| <b>CROWN POINT</b>  | <b>\$93,897</b>      | <b>\$2,000.00</b>  | <b>\$95,897 (\$4,471 SALARY INCREASE)</b>    |
| <b>DYER</b>         | <b>\$85,614</b>      | <b>\$6,000.00</b>  | <b>\$91,614 (\$2,494 SALARY INCREASE)</b>    |
| <b>GRIFFITH</b>     | <b>\$72,711</b>      | <b>\$18,600.00</b> | <b>\$91,311 (\$720 SALARY INCREASE)</b>      |
| HAMMOND             | \$81,608             | \$3,732.00         | \$85,340 (RAISES OVER NEXT 3YRS)             |
| <i>HIGHLAND</i>     | <i>\$79,334</i>      | <i>\$10,000</i>    | <i>\$89,334 (\$7,005 20YR LONG INCREASE)</i> |
| LAKE STATION        | \$85,486             | \$2,500.00         | \$87,986 (\$2,000 SALARY INCREASE)           |
| <b>LOWELL</b>       | <b>\$88,006</b>      | <b>\$4,160.00</b>  | <b>\$90,526 (\$2,520 SALARY INCREASE)</b>    |
| <i>MERRILLVILLE</i> | <i>\$93,920 2026</i> | <i>\$10,000</i>    | <i>\$103,920 (\$11,701 SALARY INCREASE)</i>  |
|                     |                      |                    | <b>(\$7,500 LONGEVITY INCREASE)</b>          |
| <b>MUNSTER</b>      | <b>\$85,923</b>      | <b>\$6,250.</b>    | <b>\$92,173 (\$1,684 SALARY INCREASE)</b>    |
| <b>PORTAGE</b>      | <b>\$90,700</b>      | <b>\$3,628</b>     | <b>\$94,328 (\$13,101 SALARY INCREASE)</b>   |
|                     |                      |                    | <b>(\$525 LONGEVITY INCREASE)</b>            |
| PORTER              | \$84,490             | \$2,500.00         | \$86,990 (NO CHANGE)                         |
| SCHERERVILLE        | \$77,249             | \$1,800.00         | \$79,029 (\$2,249 SALARY INCREASE)           |
| ST. JOHN            | \$92,317             | \$2,500.00         | \$94,817 (\$2,686 SALARY INCREASE)           |

## CURRENT & PROPOSED SALARIES FOR 2027

**Proposed 5% raise for all positions excluding 3<sup>rd</sup> & 2<sup>nd</sup>  
class patrolman**

| Rank        | Current Bi-Weekly | Bi-Weekly (+5%) | Current Yearly | Yearly (+5%) |
|-------------|-------------------|-----------------|----------------|--------------|
| 1st Class   | \$3,050.86        | \$3,203.40      | \$79,495.40    | \$83,470.17  |
| Corporal    | \$3,289.54        | \$3,454.02      | \$85,528.17    | \$89,804.58  |
| Sergeant    | \$3,484.92        | \$3,659.17      | \$90,608.15    | \$95,138.56  |
| Dep Cmdr    | \$3,582.58        | \$3,761.71      | \$93,147.32    | \$97,804.69  |
| (Div) Comdr | \$3,680.30        | \$3,864.32      | \$95,687.86    | \$100,472.25 |
| Patrol Cmdr | \$4,126.62        | \$4,332.95      | \$107,292.27   | \$112,656.88 |
| Chief       | \$4,425.79        | \$4,647.08      | \$115,070.59   | \$120,824.12 |

| Rank        | Annual Increase |
|-------------|-----------------|
| 1st Class   | +\$3,974.77     |
| Corporal    | +\$4,276.41     |
| Sergeant    | +\$4,530.41     |
| Dep Cmdr    | +\$4,657.37     |
| (Div) Cmdr  | +\$4,784.39     |
| Patrol Cmdr | +\$5,364.61     |
| Chief       | +\$5,753.53     |

**2027 PROPOSED SALARY SCALE**

| Rank                 | 2027 Bi-Weekly | 2027 Yearly  |
|----------------------|----------------|--------------|
| 1st Class            | \$3,203.40     | \$83,470.17  |
| Corporal             | \$3,454.02     | \$89,804.58  |
| Sergeant             | \$3,659.17     | \$95,138.56  |
| Deputy Commander     | \$3,761.71     | \$97,804.69  |
| (Division) Commander | \$3,864.32     | \$100,472.25 |
| Patrol Commander     | \$4,332.95     | \$112,656.88 |
| Chief                | \$4,647.08     | \$120,824.12 |

3<sup>rd</sup> class-3 no change

2<sup>nd</sup> class- 0 no change

1<sup>st</sup> class-20 **+\$79,495.40**

Corporal- 8 **+\$34,211.28**

Sergeant- 3 **+\$13,591.23**

Deputy Commander-1 **+\$4,657.37**

Division Commander-2 **+\$9,568.78**

Patrol Commander-1 **+\$5,364.61**

Chief- 1 **+\$5,753.53**

**TOTAL: \$152,642.20** in salary increases

- x. Discussion: Proposed Ordinance No. 1857: An Ordinance to Prohibit the Commercial Use of Public Records from Electronic Data Storage Systems.

The Council asked to delay proposed Ordinance No. 1857 until Attorney Reed has had a chance to review.

## Ordinance No. 1857

### **AN ORDINANCE To PROHIBIT the COMMERCIAL USE of PUBLIC RECORDS FROM ELECTRONIC DATA STORAGE SYSTEM**

WHEREAS, Ind. Code 5-14-3, the Access to Public Records Act, provides that a person has the right to access information regarding the government and the official acts of public officials and employees, and that government officials have a responsibility to provide that information;

WHEREAS, the Town of Highland ("the Town") makes every effort to comply with the Indiana Access to Public Records Act;

WHEREAS, the Town receives requests for public records from individuals and entities that use or intend to use public records from the Town's electronic data storage systems for commercial purposes;

WHEREAS, in order to respond to a request for public records, contained in the Town's electronic data storage systems, to be used for commercial purposes, the Town commits considerable, time, resources, and taxpayer money;

WHEREAS, Ind. Code 5-14-3(e) specifically permits the Town to prohibit the use of public records from electronic storage systems requested under Ind. Code 5-14-3-3(d) for commercial purposes;

WHEREAS, pursuant to Ind. Code 5-14-3-3 "commercial purpose" includes: "to sell, advertise, or solicit the purchase of merchandise, goods, or services, or sell, loan, give away, or otherwise deliver the information obtained by the request to any person for these purposes;" and

WHEREAS, the provision of public records for commercial purposes is not an essential function of a representative government, and such provision unnecessarily exhausts public resources for the benefit of for-profit businesses.

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

**Section 1.** Any individual or entity receiving public records or information, pursuant to a request made under Ind. Code 5-14-3-3(d), shall not use the records or information for commercial purposes. This prohibition does not apply to the use of such records in connection with the preparation or publication of news, for nonprofit activities, or for academic research.

**Section 2.** This Ordinance shall be in full force and effect from and after its passage, approval and publication according to law.

**Section 3.** A person who uses information in a manner contrary to this ordinance shall be prohibited from obtaining a copy or any further data under Ind. Code 5-14-3-3(d).

Introduced and filed on the 14th day of September, 2026. Consideration on the same day or at the same meeting of introduction sustained by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed, pursuant to I.C. 36-5-2-9.8.

**DULY ORDAINED and ADOPTED** this 14 day of September, 2026, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

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

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George Georgeff, President (IC 36-5-2-10)

Attest:

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

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- x. Discussion: Proposed Works Board Order No. 2026-22: An Order authorizing and approving an Agreement between Medium Shot Media and the Town of Highland to perform Professional Communications and Media Support Services for the Municipality.

The Council asked to delay Works Board Order No. 2026-22 until Attorney Reed has had a chance to review.

**The Town of Highland  
Board of Works  
Order of the Works Board No. 2026-22**

An Order Authorizing and Approving An agreement between Medium Shot Media and the Town of Highland to perform Professional Communications and Media support services for the Municipality

**Whereas,** The Town of Highland, through its Town Council, which is the Works Board of the Municipality has heretofore determined that a need exists to provide communication and media support throughout the Town;

**Whereas,** The Town has heretofore determined that a need exists to engage professional communication and media consultant to support the several websites and social media outlets used by the several departments of the Town; and

**Whereas,** Medium Shot Media, Inc, a media and videographer firm, has consented to provide professional services related to certain support needs related to the communication and media support services for several departments of the municipality; and

**Whereas,** As purchasing agency, the Town Council may purchase services using any procedure it considers appropriate, pursuant to IC 5-22-6-1 and Section 3.05.090 of the Municipal Code; and

**Whereas,** There are sufficient and available appropriations balances on hand to support the payments for these services under the agreement, pursuant to IC 5-22-17-3(e); and

**Whereas,** The Town of Highland, through its Town Council now desires to accept and approve the agreement for services as herein described,

**Now Therefore be it Ordered** by the Town Council of the Town of Highland, Lake County, Indiana:

**Section 1.** That the contract proposal serving as an agreement (incorporated by reference and made a part of this Order) between Medium Shot Media, and the Town of Highland, to provide professional communication and media support services for the period beginning *11 August 2026 through to 31 December 2026* as described in the contract proposal from 2026 is hereby approved, adopted and ratified in each respect, with the following exceptions:

(A) That regardless the billing frequency, payments will be made once each month in the amount described in the contract proposal;

(B) That only those provisions that are consistent with Federal or State law will be binding upon the parties;

**Section 2.** That the charges under the agreement for the services, which include functioning as the Town of Highland's Media Manager by performing professional communication and media services to assist and support the provision of greater information to the public regarding the operations and services of the municipality through the development and promulgation of the Media Manager position, which are identified in the contract proposal and other related service are found to be reasonable, all pursuant to IC 5-22-6-1 and Section 3.05.090 of the Municipal Code;

**Section 3.** That the charges under the terms of the agreement for all the services, will be paid as a monthly fee to Medium Shot Media, in the monthly amount of One thousand dollars (\$1,000);

**Section 4.** That the Town of Highland, through its Town Council, reserves the right to terminate this contract at any time for any reason or for no reason;

**Section 5.** That the executive departments of municipality may use the services according to the terms of the agreement;

**Section 6.** That, notwithstanding any provision in the contract offer, the Town of Highland through its Town Council reserves its discretion and authority provided under IC 5-22-17-5;

**Section 7.** That the Town Council President be authorized to execute any agreement under the terms of this order with his signature as attested thereto by the Clerk-Treasurer.

**Be it so Ordered.**

**DULY, PASSED, ADOPTED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 28th day of September 2026 having passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

**WORKS BOARD of the TOWN of  
HIGHLAND, INDIANA**

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George Georgeff, President (IC 36-5-2-10)

Attest:

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

x. Discussion: Attorney Review of the Agreement with Medium Shot Media

The Council asked to delay the contract adoption with Medium Shot Media until Attorney Reed had a chance to review.



**MEDIUM SHOT MEDIA**

Contract Submitted September 14, 2026



**MEDIA MANAGEMENT**

Contact:  
Ben Tomera, Owner  
[ben@mediumshotmedia.com](mailto:ben@mediumshotmedia.com)  
(219) 718-9412

**OVERVIEW:**

Medium Shot Media LLC will provide digital communications and marketing messaging management for the Town of Highland's Facebook page and YouTube account, sharing content from the Town of Highland's page to relevant department pages as needed.

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**SCOPE:**

Medium Shot Media LLC will work in collaboration with the Town of Highland's council members, department heads, and designated staff liaisons to execute specific digital communications and marketing functions, such as:

- Proactively identifying topics for promotion on social media, posting messaging regularly with corresponding updates on the Town of Highland's Facebook page and YouTube account.
  - Integrating existing town media with the Town of Highland's Facebook page and YouTube account.
  - Overseeing the [mediamanager@highland.in.gov](mailto:mediamanager@highland.in.gov) email inbox, forwarding incoming emails to the appropriate council member(s), department head(s), and/or other town official(s).
  - Maximizing opportunities to share positive news happening within the town.
  - Providing custom videography and photography for social media use — not including extensive coverage of events, which would be subject to additional fees.
- 

**ACCURACY AND INFORMATION SOURCING:**

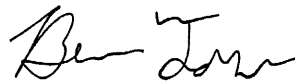
Medium Shot Media LLC relies on the factual accuracy, completeness, and legality of all data, text, updates, and directives provided by the Town of Highland's designated council members, department heads, or liaisons. Medium Shot Media LLC is under no legal obligation to independently verify or audit information provided by town officials.

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**FEES:**

Medium Shot Media LLC Monthly Retainer: \$1,000.00/month

This agreement may be cancelled by either party upon such party providing the other party thirty (30) days written notice.



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Town of Highland

Date signed:

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Ben Tomera, Medium Shot Media LLC

Date signed: 9/14/2026

- x. Discussion: Proposed Ordinance No. 1842-F: An Ordinance to Amend Ordinance No. 1842 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 change to the Staffing Authority of the Building and Inspection Department as it pertains to the authorized strength of the Building and Inspection Secretary and the Staffing Authority of the Clerk-Treasurer's Office as it pertains to the authorized strength of the Payroll Supervisor.

The Council President advised to have the document placed on the next plenary meeting agenda. The Council was fine with temporarily increasing manpower to plan for anticipated retirements.

- x. Discussion: Fire Inspector job posting

The Fire Chief explained the position and explained his time frame. The Clerk-Treasurer raised a concern that with the recent adoption of Ordinance 1626-A raising the fees on business licenses from \$30 to \$100 & 200 respectively, the Town might experience a decline in revenue, similar to what happened with dog licenses. People are not buying dog licenses. The Clerk-Treasurer said the dog licensing ordinance, similar to the business licensing ordinance, has no teeth to force people to buy a license and they don't. In the case of a dog license, it is sort of like, if the Town catches me, fine, then I'll buy a license, otherwise I'm not going to buy one.

The Council asked the Clerk-Treasurer that they thought the \$30 remained for home businesses. He advised that the ordinance drafted and adopted by the Council has \$100 "Any person maintaining, operating or conducting any business, business activity, occupation or commercial establishment, or doing business, or engaging in any service or occupation within the town, including but not limited to acting as lessor for residential" and \$200 if commercial. The Council decided that they wanted to revisit the ordinance and to make modifications. Some questions arose on how to define residential and commercial. Councilor Scheeringa gave examples of definitions from the City of Hammond's code, for example square footage. The Fire Chief said there are definitions in the uniform fire code regarding bricks and mortars. The Council decided to have Attorney Reed review ordinance 1626-A make the necessary changes and they will re-adopt. .

- x. Discussion: Fire Code Draft – Attorney Reed to review

The Fire Chief began by going through the code. He was stopped by the Council saying they didn't have a problem with the code as presented but wanted Attorney Reed to put the code into ordinance form so the Council could adopt.

- x. Discussion: Proposed Ordinance No. 1845: 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, particularly creating a Residency Stipend Provision in the Public Works Department (Agency) and the Parks and Recreation Department.

Councilor Scheeringa asked to put this and Ordinance No. 1845 on hold, as the Park Superintendent was going to be proposing some modifications to both at this Thursday's Park Board meeting.

- x. Discussion: Proposed Ordinance No. 1842-A: An Ordinance to Amend Ordinance No. 1842 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 creating a Residency Provision in the Parks and Recreation Department and the Public Works Department (Agency).

Councilor Scheeringa asked to put this and Ordinance No. 1842-A on hold, as the Park Superintendent was going to be proposing some modifications to both at this Thursday's Park Board meeting.

- x. Discussion: Proposed Ordinance No. 1839 – Violations Bureau Payable Fines

\*this Ordinance is on hold, until Ordinance 1852 is adopted with penalties for E-Bikes & E-Scooters can be incorporated.

- x. Discussion: Lamar Grant of License Agreement

The Council asked to delay the Grant of License Agreement with TLC Properties until Attorney Reed has had a chance to review.

GRANT OF LICENSE AGREEMENT      \* UNITED STATES OF AMERICA  
\*  
\*  
BY: TOWN OF HIGHLAND              \* STATE OF INDIANA  
\*  
TO: TLC PROPERTIES, LLC           \* COUNTY OF LAKE

\*\*\*\*\*

This Grant of License ("Agreement") is made this \_\_\_\_ day of \_\_\_\_\_, 2026, by and between **TOWN OF HIGHLAND**, whose address is 3333 RIDGE ROAD, IN 46322 ("Licensor"), and **TLC PROPERTIES, LLC**, a Louisiana limited liability company, whose address is 5321 Corporate Boulevard, Baton Rouge, LA 70808 (TIN: 72-0640751) ("Licensee").

The Licensor, its successors and assigns, do hereby grant, sell and convey unto Licensee, its successors and assigns, an irrevocable license for an outdoor advertising structure and all necessary or desirable appurtenances on, over and upon Licensor's real property described as follows:

1. **A parcel identified as parcel number 45-07-32-281-009.000-026, commonly known as 9960 Indianapolis Boulevard, Highland, Indiana 46322 (Hereinafter, Highland Water Tower License)**

The license granted herein shall consist of (i) a license for the location, construction, maintenance and operation of an outdoor advertising structure, the base of which shall be located within the area described in Exhibit "A" attached hereto and incorporated herein (the "Sign Location license") as well as (ii) licenses for access, maintenance, visibility, utility services, and overhang (the "Access, Maintenance, Visibility, Utility, and Overhang license") on, over and upon Licensor's property (licensed site) described in Exhibit "B" attached hereto and incorporated herein (the Licensed Site). Collectively, the Sign Location License and the Access, Maintenance, Visibility, Utility, and Overhang Easement are herein referred to as the "Site License or the Highland Water Tower Licenses."

Upon payment of the license fees, the Licensor herein grants the (perpetual) Licenses subject to the following terms and conditions:

The Licenses shall consist of (perpetual) licenses/permission of use that run with the land and shall include the right to construct, repair, service, maintain, improve and modify the outdoor advertising structure to have as many advertising faces as are allowed by local and state law, including changeable copy faces and/or electronic faces and to replace or rebuild any outdoor advertising structure within the Sign Location License. The Licenses shall include but not be limited to a right of ingress and egress, a

right of overhang for the outdoor advertising structure, a right to install, repair, replace and maintain underground and/or above ground electrical service to the outdoor advertising structure, a right to maintain telecommunication devices as it relates to the outdoor advertising structure only and a right of view, prohibiting vegetation or improvements on the licensed site(s) described herein that would obstruct the view of the outdoor advertising structure from the adjoining roadway. Licensor agrees that Licensee may trim or remove any or all trees and vegetation in, on or about the Licensed sites as often as Licensee deems necessary to prevent obstruction or to improve the appearance of the outdoor advertising structure. Licensee, its successors and assigns hereby specifically hold Licensor, its successors and assigns, free and harmless from any damages or injuries to any person or property caused by Licensee's construction or maintenance activities on the Licensed sites.

Licensor warrants that it is the sole record owner of the immovable licensed site over which these Licenses are created, that such immovable licensed site is not subject to any mortgages or liens, that such immovable licensed site is not encumbered by any restrictions, easements, covenants, leases or other rights that are in any way conflicting with or inconsistent with the license herein granted, and that Licensor has the right and authority to execute these Licenses and to grant the real rights and permissions set forth herein to Licensee.

Upon receipt of notice to condemn the property (parcels), or any part thereof, by proper authorities or relocation of the highway that adversely impacts the Licenses herein granted, Licensee shall have the right to relocate the outdoor advertising structure and related licensed permissions onto Licensor's remaining proximate site (property), provided it is acceptable to the Licensor as a licensed site. The Licensor herein specifies that it accepts a duty as a condition of this license to exercise all reasonable means and effort to permit a reasonable relocation to another mutually acceptable licensed site to the Licensee and the Licensor.

The terms and provisions of this License Agreement shall be binding upon and shall inure to the benefit of the heirs, successors, assigns, and legal representatives of Licensor and Licensee.

This License Agreement may be executed in any number of counterparts, each of which shall be deemed an original as against any party whose signature appears thereon, and all of which shall together constitute one and the same instrument. If executed in multiple counterparts, this License Agreement shall become binding when two or more counterparts hereto, individually or taken together, bear the signatures of all of the parties reflected hereon as the signatories.

*[SIGNATURES ON FOLLOWING PAGE]*

Memorandum of Meeting  
Monday, September 14, 2026

THIS GRANT OF LICENSE AGREEMENT is executed by the undersigned parties as of the dates set forth below but effective as of the date first set forth above.

**TOWN of HIGHLAND,  
LAKE COUNTY INDIANA  
As LICENSOR**

\_\_\_\_\_  
**George Georgnoff, Town Council President**

ATTEST:

\_\_\_\_\_  
**Mark Herak  
Clerk-Treasurer (IC 33-42-9-7; IC 36-5-6-5)**

This Instrument Prepared By:  
James R. McIlwain  
5321 Corporate Blvd  
Baton Rouge, LA 70808

**EXHIBIT "A"**

**Legal Description of the Sign Location Easement**

**EXHIBIT "B"**

**Legal Description of the Property**

x. Discussion: Preliminary discussion of the 2027 budget

The Clerk-Treasurer began by describing the time line with the introduction of the budgets was scheduled for September 28<sup>th</sup> and with adoption on the Council October 12<sup>th</sup> plenary meeting. He advised the Council that he has to advertise in Gateway by Thursday, September 17<sup>th</sup>, at which time no modifications to increasing the lines could be made, only reductions.

The Council asked that a line be added to handle the lawn care as discussed earlier for maintenance of the police and fire stations and the Town Hall. They asked the Fire Chief and Police Chief to get quotations and provide them to the Clerk-Treasurer. The Council also asked the Police Chief to up the authorized strength to 42 and increase the respective line items and provide to the Clerk-Treasurer by Thursday.

The Clerk-Treasurer gave an overview of the various budgets submitted by the departments heads and went over the Form 4B. He showed in the below chart what the 2026 certified levy. The state allowed the 2027 levy to grow by 6% and he showed them the 2027 with 6% growth. He also showed what the projected tax caps will be in 2027.

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| DIGF Fund                       | GENERAL   | POLICE PENSION | MVH   | PARK & REC | CCD    | REDEV-GEN | SOL  |
|---------------------------------|-----------|----------------|-------|------------|--------|-----------|------|
| DIGF Fund Code                  | 0101      | 0342           | 0708  | 1301       | 2391   | 2430      |      |
| Property Tax Max Levy Type      | Civil     | Civil          | Civil | Civil      | Civil  | Civil     |      |
| Data Entry Method               | Levy      | Levy           | Levy  | Levy       | Rate   | Levy      | Levy |
| 2027 Amount                     | 7,715,819 | 0              | 0     | 1,608,575  | 0.0500 | 374,550   |      |
| 2026 Certified Amount           | 7,269,641 | 0              | 0     | 1,517,223  | 0.0500 | 353,349   |      |
| 2027 Property Tax Cap Estimates | 751,085   | 0              | 0     | 156,586    | 84,459 | 36,460    |      |

Memorandum of Meeting  
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**2027 Projected Cash Flow**

| DLGF Fund                                              | GENERAL    | POLICE PENSION | NAVH      | PARK & REC | CCD       | RENEW-GEN | SC |
|--------------------------------------------------------|------------|----------------|-----------|------------|-----------|-----------|----|
| 11. Property Tax Levy (2027)                           | 7,715,819  | 0              | 0         | 1,608,575  | 807,623   | 374,550   |    |
| 12. Estimated Property Tax Cap Allow (2027)            | -751,095   | 0              | 0         | -156,516   | -54,459   | -36,460   |    |
| 13. Non-Property Tax Revenues (2027)                   | 2,375,815  | 842,478        | 1,021,775 | 1,257,960  | 77,000    | 436,656   |    |
| 14. 2027 Total Revenues                                | 9,340,539  | 842,478        | 1,021,775 | 2,709,019  | 830,164   | 774,746   |    |
| 15. Budget (2027)                                      | 11,216,121 | 880,122        | 1,028,270 | 3,106,803  | 934,560   | 945,822   |    |
| 16. Transfers Out and Temporary Loan Repayments (2027) | 0          | 0              | 0         | 0          | 0         | 0         |    |
| 17. 2027 Total Expenditures                            | 11,216,121 | 880,122        | 1,028,270 | 3,106,803  | 934,560   | 945,822   |    |
| 18. 2027 Estimated December 31 Cash Balance            | 6,284,745  | 751,252        | 1,445,967 | 841,443    | 2,181,605 | 321,911   |    |
| 2027 Estimated Change in Cash Reserves                 | -1,675,582 | -37,644        | -6,495    | -476,854   | -104,396  | -171,016  |    |
| <b>2027 Calculated Tax Rate and Assessed Values</b>    |            |                |           |            |           |           |    |

He told them that the budgets as submitted would be accepted by the DLGF as the Highland has very good cash reserves. He showed them the effects on the cash reserves from the various funds, if the budgets were adopted as is, with no cuts.

The Council said they would like to spend some time with the departments heads after the 28<sup>th</sup> meeting and ask them to make cuts before the adoption meeting on October 12<sup>th</sup>.

Plenary Business Meeting of Monday September 28, 2026

- Minutes of the Meeting of Monday, September 14, 2026.
- Accounts Payable Voucher
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