

**Enrolled Minutes of the Ninety-Seventh Regular Meeting or Special Meeting  
For the Twenty-Ninth Highland Town Council Regular Plenary  
Business Meeting (Electronic/In person Hybrid) Monday, June 10, 2023**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, July 10, 2023 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 both an in person and an electronic meeting. Some persons were participating remotely on a Zoom platform that allowed for real time interaction, and supported the public's ability to observe and record the proceedings. People were able to participate in person and remotely. When the agenda item provided for public comment, this was supported as well. Councilor Zemen and Councilor Toya Smith were present and Councilor Tom Black participated by zoom. , Councilor Roger Sheeman and Councilor Mark Schocke were 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 Bernie Zemen preceded over the meeting to facilitate the meeting as President Black was participating via zoom. The Town Clerk-Treasurer, Mark Herak, was present to memorialize the proceedings. The meeting was opened with Councilor Toya Smith 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 Bernie Zemen, Toya Smith, Thomas Black were present, Councilors Mark. J. Schocke and Roger Sheeman were absent. Clerk-Treasurer, Mark Herak was also present. A quorum was attained.

**Additional Officials Present:** Alex Brown, CPRP, Superintendent of Parks and Recreation; Mark Knesek, Public Works Director and Metropolitan Police Chief Ralph Potesta were remote. John Reed, Attorney with Abrahamson, Reed & Bilse, William R. Timmer, Jr., CFOD, Fire Chief; Kenneth J. Mika, Building Commissioner; Redevelopment Director Maria Becerra and Ed Dabrowski, Director of Information Technology were present..

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

**Minutes of the Previous Meetings:** The minutes of the June 26, 2023 Plenary meeting were approved by general consent.

**Special Orders:**

1. **Administration of Oath of Office** for Police Officer Candidates **Jesse Guerrero and Alejandro J. Anaya** were appointed by the Town Board of Metropolitan Police Commissioners at its meeting of 8 June 2023, with the appointment to be effective July 9, 2023, but not earlier than approval by Indiana Public Retirement System (INPRS).

Councilor Smith moved that the Town Council of Highland hereby determined that the herein named candidates meet the qualifications for such position, as determined by the Town Board of Metropolitan Police Commissioners and as now approved by the Highland Town Council which is the Town Legislative Body on this 10<sup>th</sup> day of July, 2023. Councilor Zemen seconded the motion. Upon a roll call vote of the elected officials, there three (3) affirmatives and no negatives. The motion passed.

STATE OF INDIANA    )  
                                  )SS:  
COUNTY OF LAKE    )

**CERTIFICATE of APPOINTMENT**

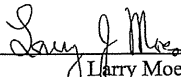
This is to certify that the Town Board of Metropolitan Police Commissioners for the Town of Highland, acting in accordance with applicable law, on the 8th day of June 2023 in the Town of Highland in said County and State, in which it is set forth and declared Alejandro J Anaya being of good moral character, was duly appointed to the position of Police Officer, subject to a probationary period, in and for said Town to serve during the probationary or regular appointment if conferred, only during good behavior, subject to the terms and provisions of the Rules, Regulations and Standard Operating Procedures duly adopted and in force for the Highland Metropolitan Police Department and for the citizens of the Town of Highland, all pursuant to I.C. 36-8-9 et seq., with said appointment to be effective, upon its approval, beginning on the 9th day of July, 2023.

IN WITNESS WHEREOF, I have hereunto set my hand and send this certification to be made part of the records of the Town of Highland, Lake County, Indiana this 8th day of June 2023.

**By: Town Board of Metropolitan  
Police Commissioners of Highland**



Michael Danko, Vice Chairman



Larry Moes, Secretary

Pursuant to IC 5-4-1-2 (a), the oath which is to be signed by the person taking the oath, and certified to by the officer before whom the oath was taken, may be found attached to this certificate or affixed to its reverse side.

**OATH OF OFFICE**

I, **Alejandro J. Anaya** do solemnly (swear or affirm) that I will support the Constitution of the United States, and the Constitution of the State of Indiana, and that I will faithfully and impartially discharge my duties as Police Officer of the Town of Highland, Indiana, according to law, and to the best of my ability, so help me God.

\_\_\_\_\_  
Alejandro J. Anaya

IN WITNESS WHEREOF as subscribed and sworn/affirmed before me, I hereunto set my hand and Corporate seal of the Town of Highland, Indiana this 10 day of July, 2023. I certify that I am the duly elected, qualified, acting and serving Clerk-Treasurer for the Town of Highland, and as such empowered pursuant to IC 33-16-4-1; IC 36-5-6-5 to make acknowledgments.

Authority Expiration: The Director of the Lake County Combined Board Certified the Election of March 2, 2022, officially on March 18, 2022. I was qualified to office upon my oath administered March 3, 2022, to serve for a term of twenty-two months commencing at noon March 3, 2022 and concluding before noon January 1, 2024 and until a successor is elected and qualified. IC 36-5-6-2(b)

\_\_\_\_\_  
Mark A. Herak  
Town of Highland Clerk-Treasurer



I.C. 36-8-9-4(a)(c)Highland Municipal Code § 51; I.C. 5-4-1-1



STATE OF INDIANA    )  
                                  )SS:  
COUNTY OF LAKE    )

**CERTIFICATE of APPOINTMENT**

This is to certify that the Town Board of Metropolitan Police Commissioners for the Town of Highland, acting in accordance with applicable law, on the 8th day of June 2023 in the Town of Highland in said County and State, in which it is set forth and declared Jesse Guerrero being of good moral character, was duly appointed to the position of Police Officer, subject to a probationary period, in and for said Town to serve during the probationary or regular appointment if conferred, only during good behavior, subject to the terms and provisions of the Rules, Regulations and Standard Operating Procedures duly adopted and in force for the Highland Metropolitan Police Department and for the citizens of the Town of Highland, all pursuant to I.C. 36-8-9 et seq., with said appointment to be effective, upon its approval, beginning on the 25<sup>th</sup> day of ~~June~~ <sup>July</sup>, 2023. *gm 23*

IN WITNESS WHEREOF, I have hereunto set my hand and send this certification to be made part of the records of the Town of Highland, Lake County, Indiana this 8th day of June 2023.

**By: Town Board of Metropolitan  
Police Commissioners of Highland**

*[Signature]*  
\_\_\_\_\_  
Michael Danko, Vice Chairman

*[Signature]*  
\_\_\_\_\_  
Larry Moes, Secretary

Pursuant to IC 5-4-1-2 (a), the oath which is to be signed by the person taking the oath, and certified to by the officer before whom the oath was taken, may be found attached to this certificate or affixed to its reverse side.


**OATH OF OFFICE**

I, **Jesse Guerrero** do solemnly (swear or affirm) that I will support the Constitution of the United States, and the Constitution of the State of Indiana, and that I will faithfully and impartially discharge my duties as Police Officer of the Town of Highland, Indiana, according to law, and to the best of my ability, so help me God.

\_\_\_\_\_  
Jesse Guerrero

IN WITNESS WHEREOF as subscribed and sworn/affirmed before me, I hereunto set my hand and Corporate seal of the Town of Highland, Indiana this 10 day of July, 2023. I certify that I am the duly elected, qualified, acting and serving Clerk-Treasurer for the Town of Highland, and as such empowered pursuant to IC. 33-16-4-1; IC 36-5-6-5 to make acknowledgments.

Authority Expiration: The Director of the Lake County Combined Board Certified the Election of March 2, 2022, officially on March 18, 2022. I was qualified to office upon my oath administered March 3, 2022, to serve for a term of twenty-two months commencing at noon March 3, 2022 and concluding before noon January 1, 2024 and until a successor is elected and qualified. IC 36-5-6-2(b)

  
Mark A. Herak  
Town of Highland Clerk-Treasurer



I.C. 36-8-9-4(a)(c) Highland Municipal Code § 51; I.C. 5-4-1-1

**Comments from the Public or Visitors:** None

**Communications:** None

**Staff Reports:** The following staff reports were received and filed.

Building Report June, 2023

PERMIT TYPE	#	Res.	Comm.	Est. Cost	Fee Collected
Commercial Buildings	0			\$ -	\$ -
Comm. Additions/Remodel	6		6	\$ 1,119,836.00	\$ 19,636.50
Signs	0				
Single Family	0				
Duplex/Condo	0				
Residential Additions	0				
Residential Remodelling	53	53		\$ 617,448.00	\$ 13,465.50
Concrete/Asphalt/Flatwork	16	16		\$ 127,080.00	\$ 3,642.00
Garages	1	1		\$ 43,934.00	\$ 961.50
Sheds	2	2		\$ 5,179.00	\$ 282.00
Decks & Porches	12	12		\$ 95,539.00	\$ 4,221.00
Fences	30	30		\$ 136,557.00	\$ 5,253.00
Above/In ground pools	4	4			\$ 216.00
Drain Tile/Waterproofing	0				
Misc: Demo's (1); R. Cuts (9)	10	10			\$ 2,038.50
<b>Total Building Permits</b>	<b>134</b>	<b>128</b>	<b>6</b>	<b>\$ 2,145,573.00</b>	<b>\$ 49,716.00</b>
<b>Electrical Permits</b>	<b>15</b>	<b>12</b>	<b>3</b>	<b>\$ -</b>	<b>\$ 2,295.00</b>
<b>Mechanical Permits</b>	<b>44</b>	<b>42</b>	<b>2</b>	<b>\$ -</b>	<b>\$ 5,194.00</b>
<b>Plumbing Permits</b>	<b>19</b>	<b>16</b>	<b>3</b>	<b>\$ -</b>	<b>\$ 3,845.60</b>
Water Meters	2	1	1	\$ -	\$ 776.15
Water taps	0			\$ -	
Sewer/Storm Taps	0			\$ -	
<b>Total Plumbing Permits</b>	<b>21</b>	<b>17</b>	<b>4</b>	<b>\$ -</b>	<b>\$ 4,621.75</b>

June 2023 Code Enforcement: 120 Investigations were done, 7 Citations & 63 Warnings were issued. Inspections done for the month of June 2023 were as follows: 30 Building Inspections, 17 Plumbing Inspections, 10 HVAC and 19 Electrical Inspections. There were 2 Electrical Exams given.

Submitted By:

  
 Kenneth J. Milka

**2023**  
TOWN OF HIGHLAND INJURIES FOR THE MONTH  
**JUNE**

CASE	DATE OF INJURY	DEPARTMENT	DESCRIPTION	Record Only	OSHA	Not OSHA	Filed with WC Insurance
				No Med Treatment	Recordable	Recordable	
62905	6/22/23	Police	Ofc stepped out of his vehicle & stepped on something, twisting Right Knee.	X		X	X
62955	6/16/23	Fire	Cat Jumped from other Rescuer's hands, cat bit FF on the Right hand.	X		X	X

RO = Record Only

DEPT	2023		2023		Last Year		
	INJURIES	YEAR TO	RESTRICTED	LOST DAYS	RESTRICTED	LOST DAYS	
	THIS MONTH	DATE	DAYS THIS YEAR	THIS YEAR	DAYS 2022	2022	
			Total Injuries Last Year				
PARK & REC			3	8	51	25	
FIRE	1	1					
POLICE	1	5	7	33	49	67	
STREET WATER SEWER		1	1			44	
MAINTENANCE			5			77	
OTHER							
<b>TOTALS</b>	<b>2</b>	<b>7</b>	<b>17</b>	<b>41</b>	<b>100</b>	<b>0</b>	<b>213</b>

Effective January 1, 2002 OSHA changed the recordkeeping guidelines. We now count the number of days lost from the day after the injury until the employee returns to work. Weekends, holidays, vacation days or other days scheduled off are included in the lost days count to a maximum of 180 days

**Appointments:**

• **Statutory Boards and Commissions**

*Executive Appointments*

1. **Economic Development Commission.** (1) Appointment to be made by the municipal executive, but requiring nomination from the Town Council. Term ends just before February 1<sup>st</sup>. *(Currently the position is vacant)*
  - a. Nomination by the Town Council. *(The council would pass a motion to nominate.)*



- b. Appointment by executive. *(If nominee is acceptable, the Town Council President may appoint.)*

The Town Council President, as municipal executive, said he would delay this appointment until a later date.

### Home Rule Boards and Commissions

- 2. **Community Events Commission** *Multi-Year position.* (1) appointment to be made by the Town Council President. **Term: 4 years.** *(Positions currently held by Jacqui Herrera and Sandy McKnight)*
- 3. • **Tree Board:** (1) appointments, to be made by the municipal executive, but requiring nomination from the Town Council. *(Position currently held by Natalie Stromberg.)*
  - a. Nomination by the Town Council. *(The council would pass a motion to nominate.)*
  - b. Appointment by executive. *(If nominee is acceptable, the Town Council President may appoint.)*
- 4. **Municipal Plan Commission** (1) (vacancy) appointment to be made by Town Council President. *(Note: Unexpired term of Hunter Balczon, Esq., (D), term ending 1<sup>st</sup> Monday January 2025) No more than two of any party. Current composition is 2 Republicans, 1 Democrat.*

*Council President Black said he would not make the appointment but rather let the new Council make the appointment.*

### 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 11 of the 17 in place and serving. Currently serving are Rhonda Bloch, Teri Yovkovich, Renee Reinhart, Alex Robertson, Diane Barr-Roumbus, James Roumbus, Sandy McKnight, Al Simmons, Ben Reinhart, Sandy Ray and Kathy Smailis.*

Councilor Smith moved the appointment of the following persons to a new eighteen month term, expiring on January 1, 2025 on the Main Street Board of Directors, seconded by Councilor Black. Upon a roll call vote, there were three (3) and no negatives. The motion passed. The following persons were appointed to the Main Street Board of Directors:

- (1) Sandy Ray, 9027 Parrish Avenue, Highland
- (2) Kathy Smailis, 8754 Parkway Drive, Highland

2. **Community Events Commission** *Multi-year positions:* (4) appointments to be made by the Town Council. **Term: 4 years.** (*Note: Currently vacant*)

*Single year positions:* (8) appointments to be made by the Town Council. **Term: 1 year.** (*Note: There are currently 7 of the 8 in place and serving, Jack Rowe, Carol Parker, Maria Armagast, Michelle Coon, Linda Carter, Rachael Carter, Erica Fizer Katsepas* )

The Town Council President, as municipal executive, said he would delay appointments until a later date.

**General Orders and Unfinished Business:** None

**New Business:**

1, Transfer Resolution No. 2023-11: An Exigent Resolution Providing For The Transfer Of Appropriation Balances From and Among Major Budget Classifications In the LR&S Fund As Requested By The Proper Officer And Forwarded To The Town Council For Its Action Pursuant To IC 6-1.1-18-6.

Councilor Smith moved the passage and adoption of Appropriation Transfer Resolution No. 2023-11. Councilor Black seconded. Upon a roll call vote of the elected officials, there were three (3) affirmatives and no negatives. The motion passed. Appropriation Transfer Resolution 2023-11 was adopted pending the signature of the municipal executive

**TOWN OF HIGHLAND  
APPROPRIATION TRANSFER RESOLUTION  
RESOLUTION NO. 2023-11**

**AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS to the COMMUNITY CROSSINGS GRANT FUND as 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 **Community Crossing Grant 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 is has been shown that certain existing unobligated appropriations of the **Community Crossing Grant 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:

COMMUNITY CROSSING GRANT FUND

**LR&S Fund**

Reduce Account: #2202-0000-390.09 LR&S Constr. Reconstr Sts. \$246,294.00  
*Total 300 Series Reductions* \$246,294.00

**Community Crossing Grant Fund**

Increase Account: #2405-0000-410.23 CCMG Projects 2023 \$216,794.00

Increase Account: #2405-0000-410.22 CCMG Engineering (CE) 29,500.00  
*Total 400 Series Increases*

<b>Total of All Fund Decreases:</b>	<b>\$246,294.00</b>
<b>Total of All Fund Increases:</b>	<b>\$246,294.00</b>

**DULY RESOLVED and ADOPTED** this 10<sup>th</sup> Day of July 2023 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.

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

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Tom Black, President (IC 36-5-2-10)

Attest:

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

2. Approval and instruction. Action to approve the letter of agreement for Highland Grove Mall Security Services dated June 30 and instruct the Town Council President to affix signature to the Letter of Agreement between the Town of Highland and B33 Highland Grove II, LLC for Highland Grove Mall Security Service.

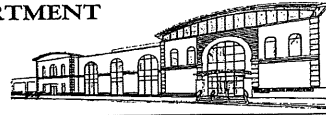
Councilor Smith moved to approve the letter of agreement with B33 Highland Grove II, LLC dated June 30, 2023 and to authorize the Town Council President to sign it. Councilor Black seconded. Upon a roll call vote, there were three (3) affirmatives and no negatives. The motion passed. The letter was approved and the signature was authorized.



**HIGHLAND POLICE DEPARTMENT**

3315 RIDGE ROAD  
HIGHLAND, IN 46322-2097  
(219) 838-3184

RALPH J. POTESTA, CHIEF OF POLICE



June 30, 2023

Ann Marie Queen/Property Manager  
B33 Highland Grove II, LLC  
9330 W. Sahara Ave., Suite 270  
Las Vegas, NV 89117

Re: Letter of Agreement for Highland Grove Mall Security Services

Dear Ann Marie Queen,

The purpose of this letter is to follow up on conversations you had both in person on June 27, 2023 and on the phone on June 30, 2023 with Commander John Banasiak regarding security services provided by the Highland Police Department at the Highland Grove Mall.

You advised that your employer, B33 Highland Grove II, LLC, is now the owner of the Highland Grove Mall after having purchased the property from Site Centers. There has been a contract between the Highland Police Department and Site Centers for the Highland Police Department to provide security at the property with the parameters as outlined by the agreement which consisted of a uniformed off-duty Highland Police Officer in a marked police unit to patrol the property daily from 5:00pm to 10:00pm, except on the days that they determined that the mall will be closed and not in need of our services. That current contract, which began on January 1, 2023, has the security rate of \$44.00 per hour, of which the officer receives \$40.00 per hour and the town of Highland will recoup the remaining \$4.00 per hour for associated vehicle costs.

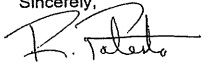
This letter of agreement will serve as to authorize the Highland Police Department to enforce any traffic and/or parking issues, solicitor complaints and any other violations of criminal law on your property. It will also serve as your approval to continue with the above hourly service rate with the parameters as outlined above through December 31, 2025. An invoice will be emailed to the agreed upon person on a monthly basis.

In closing, let me thank you for your willingness to work with the Town of Highland as I feel we have had a longtime commitment to providing security services at this property and we desire to continue this commitment and continue this crime prevention service.



Please call or write if you have any questions. If you find these terms acceptable, please sign below and return a signed copy to my attention at the Highland Police Department. Thank you.

Sincerely,



Ralph J. Potesta, Chief of Police  
Highland Police Department

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Tom Black, Council President  
Town of Highland, Lake County, Indiana

Attest:

\_\_\_\_\_  
Mark A. Herak, Clerk Treasurer

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2023

B33 Highland Grove II, LLC

By: Rudolph Alberta  
Signature

Rudolph Alberta  
Printed Name

Vice President, Property Management  
Title

6/30/23

Date

3. Works Board Order No. 2023-24: An Order of the Works Board Approving and authorizing the Metropolitan Police Chief to Purchase from Community Ford of Bloomington, IN through the State of Indiana seven (7) 2023 Ford Interceptor Utility AWD Base pursuant to the Provisions of IC 5-22-10-8.2 et seq.

Councilor Smith moved the passage and adoption of Works Board No. 2023-24.  
Councilor Sheeman seconded.

Upon a roll call vote, there were three (3) affirmatives and no negatives. The motion passed. The order was adopted pending the signature of the Town Executive.

**Board of Works  
Order of the Works Board 2023-24**

An Order Approving and Authorizing the Metropolitan Police Chief to Purchase from Community Ford of Bloomington, IN through the State of Indiana QPA Program (7) seven 2023 Ford Police Interceptor Utility AWD Base and finding it a Special Purchase pursuant to I.C. 5-22-10-8.2 and Section 3.05.065(I).

**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; and

**Whereas**, The Metropolitan Police Chief has determined a need to replace certain equipment and supplies and has further determined the purchase price will be above \$150,000.00.

**Whereas**, the Metropolitan Police Chief has identified Community Ford of Bloomington, IN through the State of Indiana to be a desirable source vendor for the purchase of seven (7) 2022 Ford Police Interceptor Utility AWD Base at price of \$42,847.25 each for a total of \$299,930.75 for all seven (7) vehicles.

**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) of the Highland Municipal Code, such purchase requires the express approval of the purchasing agency; and

**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; and

**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; and

**Whereas**, The Purchasing Agent, pursuant to Section 3.050.060(H) of the Highland Municipal Code, expected that the purchase would be more than \$150,000.00 and went through the State of Indiana's QPA Program and pursuant to HMC Section 3.050.065(I) only one source meets the using agency's reasonable requirements for delivery and is considered a special purchase; and

**Whereas**, the purchase of the vehicle will be supported by a duly approved appropriation in the Public Safety Fund; 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 authorizes and approves the purchase from Community Ford of Bloomington for the purchase of seven (7) 2023 Ford Police Interceptor Utility AWD Base at the price of \$42,847.25 each, for a total of \$299,930.75; pursuant to IC 5-22-10-8.2 and Section 3.05.065 (I)(2) of the Highland Municipal Code;

**Section 2:** That the Metropolitan Police Chief is now authorized and approved to execute the purchase agreement 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, PASSED, ADOPTED AND ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 10th day of July, 2023 having passed by a vote of 3 in favor and 0 opposed.

TOWN COUNCIL OF THE  
TOWN OF HIGHLAND, INDIANA

\_\_\_\_\_  
Thomas Black, President (IC36-5-2-10)

Attest:

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

**4. 4. Action regarding Community Crossings Grant Project for 2023.**

- (a) Works Board Order No. 2023-22: An Order of the Works Board Accepting the Bid of Milestone Contractors North, Inc. for the 2023 Community Crossing Matching Grant Street Improvement Project Being the most responsive in the amount of Four Hundred Thirty-Three Thousand Five Hundred Eighty-seven Dollars and seventy-five cents (\$433,587.75).

Councilor Smith moved the passage and adoption of Works Board No. 2023-22.  
Councilor Black seconded.



Upon a roll call vote, there were three (3) affirmatives and no negatives. The motion passed. The order was adopted pending the signature of the Town Executive.

**TOWN of HIGHLAND**  
**Board of Works**  
**Order of the Works Board No. 2023-22**

AN ORDER OF THE WORKS BOARD ACCEPTING THE BID OF MILESTONE CONTRACTORS NORTH, INC. FOR THE 2023 COMMUNITY CROSSING MATCHING GRANT STREET IMPROVEMENT PROJECT BEING THE LOWEST RESPONSIVE AND RESPONSIBLE BID IN THE AMOUNT OF FOUR HUNDRED THIRTY-THREE THOUSAND FIVE HUNDRED EIGHTY-SEVEN DOLLARS AND 75 CENTS (\$433,587.75)

**Whereas**, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has determined a need to improve the certain roadway sections, listed in Appendix A, attached hereto and made a part of this Order, compiled into one (1) project identified as the 2023 Community Crossings Match Grant Street Improvement Project, Des. No. 2300396 (Project); and

**Whereas**, The Town had applied and was successfully awarded a Community Crossings Matching Grant for the Project from the State of Indiana in the amount of Two Hundred Seventy-four Thousand Four Hundred Thirty-eight Dollars and no cents (\$274,438.00) to be used toward the street improvement project; and

**Whereas**, NIES Engineering, Incorporated had prepared plans and specifications for the Project and the project was bid in accordance with I.C. 36-1-12 *et seq.* and notice was published in accordance with I.C. 5-3-1; and

**Whereas**, The following bids were received at 10:00 a.m. on June 29, 2023:

<u>Bidder</u>	<u>Base Bid</u>
1. Rieth-Riley Construction Co., Inc.	\$417,292.75
2. Milestone Contractors North, Inc.	\$433,587.75
Engineer's Estimate	\$545,999.00

**Whereas**, NIES Engineering and the Director of Public Works have reviewed the bids and determined that the bid submitted by Rieth-Riley

Construction Co., Inc. is non-responsive due to failure to include the required Bid Security and the Contractor's Bid for Public Work – Form 96; and

**Whereas**, NIES Engineering, Incorporated and the Director of Public Works have determined that the bid of Milestone Contractors North, Inc. in the amount of Four Hundred Thirty-three Thousand Five Hundred Eighty-seven Dollars and 75 Cents (\$433,587.75) to be the lowest most responsive and responsible bid; and

**Whereas**, There are sufficient and available appropriations balances on hand to support the payments 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 the recommendation of the Public Works Director and award a construction contract to Milestone Contractors North, Inc. for the 2023 Community Crossings Match Grant Street Improvement Project.

**Now, Therefore, Be It Resolved**, by the Town Council of the Town of Highland, Indiana that the bid of Milestone Contractors North, Inc. for the 2023 Community Crossings Match Grant Street Improvement Project in the amount of Four Hundred Thirty-three Thousand Five Hundred Eighty-seven Dollars and 75 Cents (\$433,587.75) is hereby accepted as the lowest responsive and responsible bid. Further, the Public Works Director is hereby authorized to execute the agreement and all documents necessary to implement the project.

**Duly Adopted**, Resolved and Ordered by the Highland Town Council, Lake County, Indiana, this 10<sup>th</sup> day of July, 2023. Having been passed by a vote of 3 in favor and 0 opposed.

**BOARD OF WORKS OF THE TOWN OF**

**HIGHLAND, INDIANA**

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**Tom Black, President**

*Attest:*

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**Mark Herak, Clerk-Treasurer**

**Appendix A**  
**2023 Community Crossings Matching Grant Project List**

<u>Route Name</u>	<u>From</u>	<u>To</u>	
<u>Estimate Cost</u>			
Branton Ave	Terrace Dr	99 <sup>th</sup> St	\$46,614.50
Teakwood Ln	Cedar Ln	Prairie Av	\$55,014.25
Cedar Ln	Briarwood Ln	Teakwood Ln	\$23,406.00
Teakwood Cir	Teakwood Ln	Dead End	\$8,595.00
Delaware Pl	Lakeside Dr	97 <sup>th</sup> Pl	\$204,700.00
98 <sup>th</sup> St	Dead End	Delaware Pl	\$23,814.50
98 <sup>th</sup> Pl	Dead End	Delaware Pl	\$23,814.50
99 <sup>th</sup> St	Dead End	Delaware Pl	\$23,814.50
99 <sup>th</sup> Pl	Dead End	Delaware Pl	\$23,814.50

\$433,587.75

- (b) **Works Board Order No. 2023-23:** An Order Approving and Authorizing An agreement between NIES Engineering, Incorporated and the Town of Highland to perform Professional Engineering Services during Construction for the 2023 Community Crossings Matching Grant (CCMG) Street Improvement Project in the amount not-to-exceed \$29,500.

Councilor Smith moved the passage and adoption of Works Board No. 2023-23. Councilor Black seconded.

Upon a roll call vote, there were three (3) affirmatives and no negatives. The motion passed. The order was adopted pending the signature of the Town Executive.

**TOWN OF HIGHLAND**  
**BOARD OF WORKS**  
**ORDER OF THE WORKS BOARD NO. 2023-23**

**AN ORDER APPROVING AND AUTHORIZING AN AGREEMENT BETWEEN NIES ENGINEERING, INCORPORATED AND THE TOWN OF HIGHLAND TO PERFORM PROFESSIONAL ENGINEERING SERVICES DURING CONSTRUCTION FOR THE**

2023 COMMUNITY CROSSINGS MATCHING GRANT (CCMG) STREET  
IMPROVEMENT PROJECT IN THE AMOUNT NOT-TO-EXCEED \$29,500

**Whereas,** The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has determined a need to improve certain roadway sections, listed in Appendix A, attached hereto and made a part of this Order, compiled into one (1) project identified as the 2023 Community Crossings Match Grant Street Improvement Project (Project); and

**Whereas,** the Town had applied and was successfully awarded a Community Crossings Matching Grant for the Project from the State of Indiana in the amount of Two Hundred Seventy-four Thousand Four Hundred Thirty-eight Dollars and no cents (\$274,438.00), which represents fifty percent of the estimated construction cost; and

**Whereas,** NIES Engineering, Inc. had prepared plans and specifications for the Project and the project was bid in accordance with I.C. 36-1-12 *et seq.* and notice was published in accordance with I.C. 5-3-1; and

**Whereas,** The Town has heretofore awarded a construction contract to Milestone Contractors North, Inc. in the amount of Four Hundred Thirty-three Thousand Five Hundred Eighty-seven Dollars and 75 Cents (\$433,587.75) to be the lowest responsive and responsible bid and has further determined a need to engage professional engineering services during construction to supervise, inspect, and manage the construction activities on the Project on behalf of the Town; and

**Whereas,** NIES Engineering, Inc. (Consultant) has offered and presented an agreement to provide and furnish professional engineering services during construction for the Project in consideration for fees to be charged and billed monthly based upon a lump sum of the value of the services in the amount of Twenty-nine Thousand Five Hundred Dollars and no Cents (\$29,500.00); and

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

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

**Now Therefore Be It Resolved** by the Town Council of the Town of Highland, Lake County, Indiana;

**Section 1.** That the Professional Engineering Services during Construction Agreement, (incorporated by reference and made a part of this Order) between NIES Engineering, Inc. and the Town of Highland for the 2023 Community Crossings Match Grant Street Improvement Project, is hereby approved, adopted and ratified in each and every respect;

**Section 2.** That the terms and charges under the agreement for Professional Engineering Services during Construction in the not to exceed fee amount of Twenty-nine Thousand Five Hundred Dollars and no Cents (\$29,500.00) is found to be reasonable and fair;

**Section 3.** That the Town of Highland, through its Town Council, believes that NIES Engineering, Inc. has demonstrated professional competence and has the qualifications to perform the particular professional engineering services called for in the Agreement and associated project, pursuant to I.C. 5-16-11.1-5;

**Section 4.** That the President of the Town Council be authorized to execute the Agreement with his signature as attested thereto by the Clerk-Treasurer.

**DULY, PASSED AND ADOPTED** by the Town Council of the Town of Highland, Lake County, Indiana this 10<sup>th</sup> day of July, 2023 having passed by a vote of 3 in favor and 0 opposed.

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

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Tom Black, President

Attest:

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Mark Herak, Clerk-Treasurer

**Appendix A**  
**2023 Community Crossings Matching Grant Project List**

<u>Route Name</u>	<u>From</u>	<u>To</u>	
<u>Estimate Cost</u>			
Branton Ave	Terrace Dr	99 <sup>th</sup> St	\$46,614.50
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98 <sup>th</sup> St	Dead End	Delaware Pl	\$23,814.50
98 <sup>th</sup> Pl	Dead End	Delaware Pl	\$23,814.50
99 <sup>th</sup> St	Dead End	Delaware Pl	\$23,814.50
99 <sup>th</sup> Pl	Dead End	Delaware Pl	\$23,814.50
			\$433,587.75

5. Works Board Order No. 2023-25: An Order Authorizing, and Approving the Payment of Elective Honoraria to the Municipal Departments and Select Event Participants in Recognition of and in their Goodwill for their Assistance and Support of the Events under the Community Events Commission and Authorizing the Payment of Elective Honoraria for Their Participation in the Annual Highland Independence Day Festival.

Councilor Smith moved the passage and adoption of Works Board No. 2023-25. Councilor Black seconded.

Upon a roll call vote, there were three (3) affirmatives and no negatives. The motion passed. The order was adopted pending the signature of the Town Executive.

THE TOWN of HIGHLAND  
 WORKS BOARD ORDER NO. 2023-25

An Order Authorizing, and Approving the Payment of Elective Honoraria to the Municipal Departments and Select Event Participants in Recognition of and in Goodwill for their Assistance and Support of the Events under the Aegis of the Community Events Commission and Authorizing the Payment of Elective Honoraria for Their Participation in the Annual Highland Independence Day Festival.

**Whereas,** The Town Council for the Town of Highland is the Legislative and Fiscal Body of the Municipality as well as the works board pursuant to IC 36-1-2 et seq.,

**Whereas,** The Highland Community Events Commission and the Town Council of Highland did rely on the support and special services of the Highland Parks and Recreation Department, the Public Works Department (Agency) and many volunteers from community groups in carrying out its programming for the year;

**Whereas,** The Town Council has been reliably advised that it has been customary and is highly desirable for the payment of an honorarium or stipend to some of the participating municipal departments and community groups in recognition of their laudable support and contribution to the special event programming during the recent festival;

**Whereas,** The Town Council has been further reliably advised that many employees of the Highland Parks and Recreation Department and the Public Works Department (Agency) and many volunteers from community groups did expend time, labor and creative process to support the Town of Highland's community programming during the Independence Day Festival;

**Whereas,** Under its authority of IC 36-1-3, the Town Council passed and adopted Section §2.35.030 of the Highland Municipal Code which provides in pertinent part that the Town Council is authorized to budget and appropriate funds from the general fund of the town to pay the expenses incurred in promoting the best interests of the town and that such expenses may include, but not necessarily be limited to those incurred in developing relations with other units of government or any other expenses of civic or governmental nature deemed by the Town Council to be in the interests of the Town; and,

**Whereas,** The Town Council has reviewed the matter, and now desires to make findings and determinations related to the support and authorization of the awarding of honoraria to certain groups,

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

**Section 1.** That the following named municipal department be paid an elective honorarium in the amount specified, in appreciation and recognition of their contribution and support for the year's Independence Day Festival, as follows:

(A)	Parks and Recreation Department	\$ 1,500.00
(B)	Highland Public Works Department	\$ 1,500.00

**Section 1.** That the following named groups, bands or individuals, which participated in the most recent **Independence Day**, as identified be paid an elective honorarium in the amount specified, in appreciation and recognition of this participation as follows:

(A)	Highland Wrestling Club Inc.	\$ 2,000.00
(B)	Highland Parents Club	\$ 1,850.00
(C)	Highland Cheerleading (School Town of Highland)	\$ 1,850.00
(D)	Highland Adult Athletic Booster	\$ 1,500.00
(E)	Highland Cross Country (School Town of Highland)	\$ 1,500.00
(F)	Highland Volunteers Firefighters Association	\$ 1,500.00
(G)	Highland FOP Lodge 122	\$ 1,500.00

**Section 3.** That the Town Council hereby finds and determines that the forgoing activities and items of expense are lawful and proper expenses incurred in promoting the best interests of the Town as set forth in Section §2.23.030 of the Highland Municipal Code which reads as follows:

§ 2.35.030 AUTHORITY OF TOWN COUNCIL TO REIMBURSE TOWN OFFICIALS FOR CERTAIN EXPENSES.

*The Town Council is hereby authorized to budget and appropriate funds from the general fund of the town to pay the expenses of, and to reimburse, town officials for expenses incurred in promoting the best interests of the town. Such expenses may include, but not necessarily be limited to meals, decorations, memorabilia, awards, expenses incurred in interviewing job applicants, expenses incurred in promoting industrial, commercial, and residential development, expenses incurred in developing relations with other units of government, and any other expenses of civic or governmental nature deemed by the Town Council to be in the interests of the town.*

**Section 4.** That the Town Council further finds and determines that the activities and expenses as described herein, if not paid from the Corporation General Fund, are uses and expenditures consistent with the purposes of the Special Events Non Reverting Fund, when proper appropriations are accordingly approved;

**Section 5.** That the Clerk-Treasurer is hereby authorized and instructed to prepare sufficient accounts payable vouchers against the appropriate fund and accounts for the benefit of each of the several identified groups, depicting the expense as an Honorarium, in the amount herein fixed, to be paid to the proper donation fund for the Parks and Recreation Department, for its benefit, to pay all other groups as indicated and to take such other measures to carry-out the purposes and objects of this order;



**Section 6.** That the Clerk-Treasurer is hereby authorized and instructed to prepare sufficient accounts payable vouchers against the appropriate fund or funds and accounts for the benefit of each of the several named parties herein identified, depicting the expense as an Honorarium or Stipend, in the amount herein fixed, to be paid according to law;

**Section 7.** That any actions taken by public officers in advance and in anticipation of the passage and adoption of this order, are hereby ratified, all pursuant to IC 36-1-4-16.

**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 10<sup>th</sup> day of July 2023, having passed by a vote of 3 in favor and 0 opposed.

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

---

Tom Black, 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)

6. Authorizing the proper officer to publish legal notice of a public hearing: A Public Hearing to consider additional appropriations in the amount of \$172,000.00 in the Public Safety Income Tax Fund – Police Cars and \$3,289.56 in the Redevelopment Capital Fund and \$14,000 in the Special Events Public Relations/Donation Fund. If approved, the public hearing will be held on August 14, 2023, at 6:30 P.M. O'clock in the Municipal Building, 3333 Ridge Road, Highland.

Councilor Smith moved to authorize the publication of a legal notice of a public hearing to consider proposed additional appropriations in the Public Safety Income Tax Fund in the amount of \$172,000; the Redevelopment Capital Fund in the amount of \$3,289.56; the Special Events Public Relations/Donations Fund in the amount of \$14,000 as indicated. Councilor Smith seconded.

Upon a roll call vote, there were three (3) affirmatives and no negatives. The motion passed. The publication and hearing were approved. The meeting will take place on the 14th day of August. The meeting is scheduled to begin at 6:30.

**Comments from the Town Council:**

*(Good of the order)*

- **Councilor Bernie Zemen:** *Liaison to the Board of Water Works Directors • Liaison and Plan Commission Member • Liaison to the Tree Board • Liaison to the Highland Neighbors for Sustainability.*

Councilor Zemen began by continuing where Councilor Black left off and wanted to thank everyone for all their hard work in making the 4<sup>th</sup> of July very successful. He said the HCCE did a great job in organizing the parade. This was probably the biggest parade in a long, long time, maybe ever. I know there were a lot of headaches in setting the parade up, as well as, the different vendors and the rides. I heard nothing but success stories about the festival from the people I spoke to. He thanked Mr. Herak for a very successful beer garden and the bands were fantastic. A great selection of bands. He also thanked Jeff Bridges from Bridges Scoreboard for doing a fantastic job with the beer garden. Unfortunately, the rain on Sunday, did put a damper on things. He surmised, with the rain it caused less fires. He too thanked the various departments but gave special recognition to Trever Kinley of the Park Department. Trever was out there constantly, much on his own time, making sure everything ran smoothly from making sure the garbage cans were emptied to the recycling bins being taken care of. The festival was a 100% success.

**Councilor Toya Smith:** • *Sanitary Board Liaison • Public Works Liaison • Advisory Board of Zoning Appeals Liaison • Liaison to the Building and Inspections.*

Councilor Smith began by acknowledging Ken Mika, Building Commissioner who said the BZA will be meeting in two (2) weeks and have two (2) items on the agenda. One is for a use variance. A karate school wants to relocate to a building located in an industrial area, which is in a non-permitted use. The other petitioner has two (2) vacant lots on 40<sup>th</sup> Street. The petitioner needs a variance on the width of both lots because of the width of the lots, make them non-conforming.

Councilor Smith then acknowledged Mark Knesek, Public Works Director who thanked the Council for approving the money for Community Crossings. He wanted to clarify that Rieth Riley was actually low bid but they had an incomplete bid package. They were missing a bid bond and their State Form 96. Their bid was rejected and that of Milestone was accepted. Milestone was approximately \$7,000 more. He wanted to be transparent with the bids.

**Councilor Mark Schocke:** • *Park and Recreation Board Liaison • Council of Community Events Commission Liaison • Liaison to Main Street Bureau .*

Councilor Schocke was on a family vacation.

Councilor Zemen called upon Alex Brown who said they have over 400 runners for the All-American Mile this year. This was a record number of runners. He said the summer concert series continues this Wednesday evening. This Wednesday's band is the international Polka Band. It is always a big draw. This Saturday is a fishing contest at the pond at Meadows Park. Next week, the Park Department is hosting the Chicago Bulls Summer Camp. All of the morning sessions for the younger kids and all of the afternoon sessions for older kids are completely sold out. There is no more room to fit any more kids in the fieldhouse. This Thursday, work is going to begin at Main Square to replace the irrigation system. This should take several weeks.

- **Councilor Roger Sheeman:** *Town Board of Metropolitan Police Commissioners Liaison • Fire Department, Liaison • Chamber of Commerce Liaison • • Information Communications and Technology Department Liaison.*

Councilor Sheeman was on vacation.

Councilor Zemen began by acknowledging Fire Chief, Bill Timmer , who said the 4<sup>th</sup> of July went fairly well. They did have a couple of brush fires that he suspected were caused by fireworks. Other than that, it was a fairly quiet 4<sup>th</sup> of July. He thanked everyone for their cooperation.

Councilor Zemen then called upon Ralph Potesta, Metropolitan Police Chief who wanted to reiterate that the 4<sup>th</sup> of July was very successful from the Police Departments point of view. The Police Department made one (1) arrest. A person was intoxicated and tried to enter the fest. He ended up getting arrested as he got into a fight with Officer Durocher. As Chief Potesta stated last week, there was zero tolerance and the person was taken directly to Lake County Jail. This being his first year, he was concerned about the juveniles because of what has happened at other festivals in the area but we had no incidents and no arrests. He continued that he couldn't be prouder of our guys. They all stayed visible. Everyone stayed involved which meant they spent time away from their families. They sacrificed a lot. I am really proud of them. Call volumes remain the same with a lot of fireworks call, loud music at parties but nothing major.

Councilor Zemen said the Council appreciates everything the police did. They know all of the hard work the guys did during the festival. He said he saw a lot of positive posts on face book.

He then recognized IT Director, Ed Dabrowski who said:

For the week beginning June 26th through July 9th, there were 16 tech calls for service. Two (2) were from the police department, five (5) from the Clerk-Treasurer's office, zero (0) from Public Works, two (2) from Parks, zero (0) from the Fire Department, zero (0) from Redevelopment, four (4) from Building and Inspection and three (3) town wide. Luckily, most of them were low in nature, with 2 being medium. There were 2-1/2 (2-1/2) hours spent in that time period on just basic administrative duties, like paying bills. There were no hours spent in training.

	6/26/2023	6/12/2023
	7/9/2023	6/25/2023
CT	5	6
PD	2	3
PW	0	1
Parks	2	3
Bldg	4	4
Fire	0	1
Redev	0	1
Town	3	4
	16	23
High	0	0
Medium	0	0
Low	23	23
	2.5 hrs Admin Duties	1.5 hrs Admin Duties
	0.0 hr online training	2.0 hr online training
		25% increase in usage of the EV chargers

- **Town Council President Tom Black:** *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 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.*

Councilor Black began by thanking all those who made the 4<sup>th</sup> of July a success. He recognized the various departments (Police, Fire, Park, Public Works) the HCCE and the Clerk-Treasurer on doing a great job.

He then acknowledged Redevelopment Director Maria Becerra was gave the following report.

MARIA BECERRA

July 10<sup>th</sup> TOWN COUNCIL MTG

OUR TOWN OF HIGHLAND WAYFINDING MAP IS UP AN THE MUNICIPAL PARKING LOT

WE HAVE 50 PANELS FOR OUR SMALL DOWNTOWN BUSINESS IN THE WORKS FOR THE FIRST BATCH THAT WILL BE ORDERED.

THE THURSDAY MARKET WAS SUCCESSFUL LAST WEEK WITH ABOUT 25 VENDORS IT WAS WELL ATTENDED

MAIN STREET-AUGUST 29<sup>TH</sup> WILL BE HOLDING THE BIG RESTAURANT CRAWL AND MAKERS MARKET EVENT OCTOBER 7<sup>TH</sup>, 2023

OUR COMMERCIAL GRANT AWARDEE NORTHWEST INDIANA PARKINSONS HAS COMPLETED THE WORK THE NEW SIGNS LOOK GREAT.

THE COMMISSION ALONG WITH THE ATTORNEY ARE FINALIZING THE COMMERCIAL GRANT REVISIONS FOR PRESENTATION TO THE TOWN COUNCIL.

She added that Northwest Indiana Parkinson's did complete the small grant and have already ordered the signs. They really look nice. She said Attorney Reed is finalizing the Commercial Grant revisions and will present to the Commission and then the Council.

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

**Comments from Visitors or Residents:**

Cathy Perrin, Highland, summarized the hours worked recycling at the 4<sup>th</sup> of July Festival by the Highland Neighbors for Sustainability:

**Mark Herak**

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**From:** Catherine Perrin <ctperrin@sbcglobal.net>  
**Sent:** Monday, July 10, 2023 8:16 PM  
**To:** Mark Herak  
**Subject:** HNS Recycling Report 7/10/23

Recycling at the 4th of July Festival.

12 HNS volunteers worked 48 hrs recycling and 1 hr at kiddie parade = 49 volunteer hours  
8 yards of recyclables were kept out of the landfill.

She thanked Councilor Zemen for his help in going into the garbage cans and retrieving beer cans to prevent them from going into the landfill.

Connie Wachala, Highland read from a prepared statement from Janine Harrison who was unable to attend tonight's Town Council Meeting:

Solar Array Tour - Highland Town Council

From: Janine Harrison (janineharrison@gmail.com)  
To: ctperrin@sbcglobal.net; csowa2@sbcglobal.net  
Date: Monday, July 10, 2023 at 06:09 PM CDT

Hi, Connie and Cathy,

I'm unable to attend the meeting tonight due to a family commitment.

If you or someone else would like to read the following statement, though, I'd be happy to participate that way:

I am looking forward to attending the Solar Array Tour. I've been interested in putting solar panels on my house for several years now, but it's a rather daunting process and I have many questions. I know that regulations vary by state and that there are three different types of panels. I have friends in Illinois who love their panels and have since purchased an EV and added a powering station to their garage. I would love to not only attend the Tour but also see more public-facing events of this nature to encourage Highland residents to take actions that support sustainability.

Thanks,  
Janine

--

Janine Harrison, M.A., M.F.A.  
(She/Her)  
Freelance Writer  
<https://janineharrison.com>

Linda Carter, Highlandand President of the HCCE said the HCCE had a donation jar for the Sustainability Group that net \$33. She then gave the jar to Cathy Perrin. She then thanked everybody who helped out with the festival. It really turned out really good. The parade had 86 entries. She commented that Alex Brown said this was the first time he had to use his cell phone to read the script at 9 o'clock at night.

Councilor Zemen asked how he and Councilor Schocke did in the ticket booth and were they short. Linda said they were short every night but that's expected because we have all volunteers.

Linda continued that the HCCE is planning on having a BBQ Festival August 18<sup>th</sup> & 19<sup>th</sup>. She has already contacted Assistant Chief Vassar and they have received approval from the Park Board.

Olivia Johnson, Highland wanted to compliment the Town for such a wonderful 4<sup>th</sup> of July parade.

Councilor Zemen 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 Smith moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period **June 28, 2023 through July 11, 2023**. 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 June 28, 2023 to July 11, 2023 in the amount of **\$871,100.78**.

**General Fund, \$339,965.54; MVH Fund, \$16,051.82; LAW Enforcement Continuing Education, Training and Supply Fund, \$7,487.46; Information and Communications Technology Fund, \$8,087.64; LR&S, \$15,849.70; Special Events, \$43,315.68; MCCD, \$73,920.70; Traffic Violations, \$250.00; Public Safety Income Tax, \$56,541.75; Community Crossing Grant, \$18,940.74; Police Pension, \$68,187.06; Insurance Premium, \$222,502.69.**

Payroll Docket for payday of June 30, 2023 by fund:

General, \$286,046.43

Payroll Docket for payday of June 30, 2023:

Office of Clerk-Treasurer, \$16,331.79; Building and Inspection Department, \$10,620.83; Metropolitan Police Department, \$127,411.97; Public Works Department (Agency),



\$75,437.25; Fire Department, \$5,330.55 and Information and Technology Department, \$4,009.55; Total Payroll: \$239,141.94.

Payroll Docket for payday of June 30, 2023 by fund:

Total Payroll by fund: \$79,328.26

Payroll Docket for payday of June 30, 2023:

Boards & Commissions. \$10,991.82; Police Pension, \$67,495.61;  
Total Payroll: \$78,487.43.

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, July 10, 2023, adjourned at 7:05 O'clock p.m.

Mark Herak  
Clerk-Treasurer

Approved by the Town Council at its meeting of July 24, 2023.