

**Enrolled Minutes of the First Meeting
For the Thirtieth Town Council of Highland
Monday, January 8, 2024**

The Thirtieth Town Council of the Town of Highland, Lake County, Indiana met in its inaugural meeting for the purposes of administering the oath of office to the elected officers of the Town of Highland, who were elected in the Municipal Election, conducted November 7, 2023 and to organize itself, on Wednesday, January 8, 2024 at 6:30 O'clock P.M. in the regular place, the plenary meeting chambers of 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 George Georgeff, Councilor Doug Turich, Councilor Alex Robertson, Councilor Tom Black and Councilor Philip Scheeringa all participated in person.

Additional Officials Present: Mark Knesek, Public Works Director; Ralph J. Potesta, Metropolitan Police Chief; Alex M. Brown, CPRP, Parks and Recreation Superintendent; Mike Pipta, Fire Chief; Kenneth J. Mika, Building Commissioner; Maria Becerra, Redevelopment Director; Ed Dabrowski, IT Director were present.

Also present: John R. Reed, Attorney with Abrahamson, Reed & Bilse; Larry Kondrat and Rick Volbrecht of the Board of Waterworks Directors; David Jones and Kathy DeGuilio-Fox of the Highland Board of Sanitary Commissioners; Sandy McKnight and Carol Parker of the HCCE were also present.

Guests: Rev. Tim Huizenga, Senior Pastor of Faith Church, Highland; Theresa Badovich of the Idea Factory were also present.

The public safety chiefs, Ralph J. Potesta, Police Chief and Mike Pipta, Fire Chief, jointly led all in offering the pledge of allegiance to the United States Flag.

The session was opened with the Reverend Tim Huizenga, Senior Pastor of Faith Church Highland, pronouncing the invocation.

Opening Ceremony:

1. **Administration of the Oath of Office for the Clerk-Treasurer and the Five Town Councilors.** At the municipal election of November 7th, 2024, Councilor George Georgeff, Councilor Doug Turich, Councilor Alex Robertson, Councilor Tom Black and Councilor Philip Scheeringa elected to the Town Council and Mark Herak was elected to the office of Clerk-Treasurer. The official start of the new terms of office is Noon, January 1, 2024.

A. Oath of Office for the Eighth Clerk-Treasurer.

Hon. Jon DeGuilio
United States District Judge
Northern Indiana District

Clerk-Treasurer -Elect Mark Herak offered a sworn oath. Having been duly sworn on his official oath, the Clerk-Treasurer took his place on the dais.

B. Presentation of Town Councilors-Elect and Administration of the Oath of Office.

Oaths of Office to be administered by:

Hon. Jon DeGuilio
United States District Judge
Northern Indiana District

Councilors-Elect George Georgeff, Doug Turich, Alex Robertson, Tom Black and Phil Scheeringa offered a sworn oath. Having been duly sworn on their official oath, the Town Council Members took their place on the dais.

Pursuant to IC 36-5-2-7 and Section 2.05.040(D), the Clerk-Treasurer called the meeting to order for the purposes of electing the Town Council President.

Roll Call: Present on roll call were Councilors George Georgeff, Doug Turich, Alex Robertson, Tom Black, and Philip Scheeringa.

Special Orders:

1. Election of the **Town Council President** for 2024, pursuant to Section 2.05.040 of the Highland Municipal Code. *(Once elected, Clerk-Treasurer will transfer gavel.)*

Councilor Georgeff nominated Phil Scheeringa for Town Council President in 2024. There were no further nominations. Councilor Black moved that nominations be closed, and a unanimous ballot be cast in favor Councilor Philip Scheeringa as the 2024 Town Council President. Councilor Turich seconded. Upon a roll call vote, there were five affirmatives (5) and no negatives. The motion passed. Councilor Philip Scheeringa was elected the 73rd Town Council President and he assumed the chair.

2. Election of the **Town Council Vice President** for 2024, pursuant to Section 2.05.040.

Councilor Black nominated Doug Turich for Town Council Vice President in 2024. There were no further nominations. Councilor Georgeff moved that nominations be closed, and a unanimous ballot be cast in favor Councilor Doug Turich as the 2024 Town Council Vice President. Councilor Robertson seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. Councilor Doug Turich was elected to serve as Town Council Vice President.

- (3) *Appoint Attorney for Town Attorney.*

Councilor Robertson moved to re-appoint **John P. Reed** and the firm of *Abrahamson, Reed and Bilse*, 8230 Hohman Avenue, Munster, Indiana 46321 as Town Attorney and Town solicitor (ordinance prosecutor). Councilor Turich seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. The appointment of John P. Reed and firm of Abrahamson, Reed and Bilse, was approved. Mr. Reed was present and took his place on the dais.

Minutes of the Previous Meetings: The minutes of the December 27, 2023 Plenary meeting were approved by general consent.

Communications:

The passing of former Town Council Member Dennis Tobin.


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

Building Report December, 2023

PERMIT TYPE	#	Res.	Comm.	Est. Cost	Fee Collected
Commercial Buildings	2		2	\$ 6,344,186.00	\$ 106,492.50
Comm. Additions/Remodel	2		2	\$ 89,345.00	\$ 2,061.00
Signs	3		3	\$ 11,479.00	\$ 637.50
Single Family	0				
Duplex/Condo	0				
Residential Additions	0				
Residential Remodeling	32	32		\$ 497,604.00	\$ 10,534.50
Concrete/Asphalt/Flatwork	0				
Garages	0				
Sheds	0				
Decks & Porches	0				
Fences	6	6		\$ 24,695.00	\$ 1,011.00
Above/In ground pools	0				
Drain Tile/Waterproofing	3	3		\$ 35,794.00	\$ 901.50
Misc: Solar Panels (1)	1	1		\$ 23,180.00	\$ 577.50
Total Building Permits	49	42	7	\$ 7,026,283.00	\$ 122,215.50
Electrical Permits	7	5	2	\$ -	\$ 880.00
Mechanical Permits	15	12	3	\$ -	\$ 1,738.00
Plumbing Permits	6	5	1	\$ -	\$ 1,142.60
Water Meters	0			\$ -	
Water taps	0			\$ -	\$ -
Sewer/Storm Taps	0			\$ -	\$ -
Total Plumbing Permits	6	5	1	\$ -	\$ 1,142.60

December 2023 Code Enforcement: 82 Investigations, 45 Warnings and 2 Citations were issued. Inspections done for the month of December 2023 were as follows: 9 Building Inspections, 14 Plumbing Inspections, 9 HVAC and 15 Electrical Inspections. There was 1 Electrical Exams given.

Submitted By:


Kenneth J. Milka

2023
 TOWN OF HIGHLAND INJURIES FOR THE MONTH
December

CASE	DATE	DEPARTMENT	DESCRIPTION	Record Only	OSHA Recordable	Not OSHA Recordable	Filed with WC Insurance
	OF INJURY			No Med Treatment			
			No Injuries for the Month				

RO = Record Only

DEPT	2023		2022	2023		RESTRICTED DAYS 2022	LOST DAYS 2022
	INJURIES	YEAR TO		RESTRICTED	LOST DAYS		
	THIS MONTH	DATE	Total Injuries Last Year	DAYS THIS YEAR	THIS YEAR		
PARK & REC			3	8	219		25
FIRE		1					
POLICE		6	7	80	66		67
STREET WATER SEWER			1				44
		1	1				
MAINTENANCE			5				77
OTHER							
TOTALS	0	8	17	88	285	0	213

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

Mark Herak

From: Denise Beck
Sent: Friday, January 5, 2024 1:09 PM
To: Mark Herak; Chad Kinley
Cc: Michael Pipta
Subject: December Fire Department Stats

Good Morning Mark and Chad,

December 2023 Stats

Types of Calls:	2023	YTD
General Alarms	12	126
Paid Still Alarms	30	397
Totals	46	523

Denise Beck

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

Appointments: • Statutory Boards and Commissions
Executive Appointments (May be made in meeting or at another time)

- 1. Municipal Plan Commission** (1) appointment to be made by Town Council President. *(Note: Formerly held by Mario Martini(R), term ending 1st Monday January 2027). No more than two (2) of any party. Current composition is one (1) Republican, one (1) Democrat. There can be no more than 2 of the same party.*

Action. The Town Council President as municipal executive announced the appointment of **Peter J. Severson (R)**, 8110 W. 4th Place, Highland to fill the unexpired term of Mario Martini. The Clerk-Treasurer noted he would prepare the proper certificates of appointment to be executed by the Town Council President.

2. **Municipal Plan Commission** (1) appointment to be made by Town Council President. *(Note: Formerly held by Hunter Balczo, Esq., (D) term ending 1st Monday January 2025). No more than two (2) of any party. Current composition is two (2) Republican, one (1) Democrat. There can be no more than 2 of the same party.*

Action. The Town Council President as municipal executive announced the appointment of **Toya Smith (D)**, 8822 5th Street, Highland to fill the unexpired term of Hunter Balczo. The Clerk-Treasurer noted he would prepare the proper certificates of appointment to be executed by the Town Council President.

3. **Municipal Plan Commission** (1) appointment to be made by Town Council President. *(Note: Currently held by Olga Briseno, (D) term ending 1st Monday January 2028). No more than two (2) of any party. Current composition is two (2) Republican, two (2) Democrats. There can be no more than 2 of the same party.*

Action. The Town Council President as municipal executive announced the appointment of **Bernie Zemen (D)**, 2736 43rd Street, Highland, with the term running until the 1st Monday January 2028. The Clerk-Treasurer noted he would prepare the proper certificates of appointment to be executed by the Town Council President.

4. **Waterworks Board of Directors:** (3) appointments to be made by Town Council President. *(Note: Currently serving Jason Tharp (D) and George Smith (R) and formerly held by Curt Schroeder (D), term ending 1st Monday January 2025). Current composition of the board is two Republicans and three Democrats. No more than three of any one party under state law.*

Action. The Town Council President as municipal executive announced the re-appointment of **George Smith (R)**, 3221 O'Day Drive, Highland and the appointment of **Bernie Zemen (D)**, 2736 43rd Street, Highland to the Board of Waterworks Directors. Terms are 3 years and until a successor is appointed and qualified, subject to the limitation in IC 36-1-15-10(d)(1). The Clerk-Treasurer noted he would prepare the proper certificates of appointment to be executed by the Town Council President.

5. **Board of Sanitary Commissioners:** (1) appointment to be made by Town Council President. *(Note: currently serving, David Jones (R). Current composition is two Republicans, three Democrats. Current law provides no more than three of any one party.*

Action. The Town Council President as municipal executive announced the re-appointment of **David Jones (R)**, 3705 41st Lane, Highland to the Board of Board of

Sanitary Commissioners. Terms are 4 years and until a successor is appointed and qualified, subject to the limitation in IC 36-1-15-10(d)(1). The Clerk-Treasurer noted he would prepare the proper certificate of appointment to be executed by the Town Council President.

Regional Statutory Commissions or Boards

6. **Northwestern Indiana Regional Planning Commission (NIRPC):** (1) appointment to be made by Town Council President. *(Note: No action is necessary as the appointment continues unless the Town Council President wishes to change appointment. Appointee must be an elected official of the community represented. Currently serving, Tom Black.)*

Action. The Town Council President as municipal executive noted that no action was necessarily required if no change was desired. However, the Town Council President wished to affirm and acknowledge the continuing appointment of **Tom Black, 3515 Garfield Avenue, Highland** to the Northwestern Indiana Regional Planning Commission. Terms are in force until the appointing authority appoints a successor. The Clerk-Treasurer further noted he would prepare the proper certificate of appointment to be executed by the Town Council President.

7. **Economic Development Commission.** (1) Appointment to be made by the municipal executive, but requiring nomination from the Lake County Council. Term ends just before February 1, 2024. *Should instruct proper officer to ask for the County Council to submit its nomination in writing. Currently serving is Dave Beanblossom.*

Action. The Town Council President as municipal executive noted that before he may act, he requires a nomination from the Lake County Council. The matter was delayed for the receipt of County Council instructions.

- (1) Appointment to be made by the municipal executive, but requiring nomination from the Town Council. Unexpired term of John Bach, term ending 1st Monday February 2025.

Action. Councilor Black moved to nominate **Blane Roberts, 8842 Branton Avenue** to the Town Council President for appointment to the Economic Development Commission to fill the unexpired term of John Bach, seconded by Councilor Robertson. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. Blane Roberts was nominated. Term expiring February 1, 2025

The Town Council President accepted the nomination and announced his appointment of Blane Roberts to the Economic Development Commission filling the unexpired term of John Bach.

- (1) Appointment to be made by the municipal executive. Vacancy created by the resignation of Matt Reardon.

Action. The Town Council President as municipal executive announced the appointment of **Ray Borowiec**, 9434 Parkway Drive, Highland to fill the unexpired term of Matt Reardon on the Economic Development Commission. Term expiring February 1, 2026

8. **Community Events Commission** *Multi-Year position.* (1) appointment to be made by the Town Council President. **Term: 4 years.** (*Positions currently held by Sandy McKnight & Jacqueline Herrera*)

The Town Council President announced his appointment of Carol Parker, 9056 Hook Street to the Community Events Commission. Term expiring January 1, 2025.

9. **Redevelopment Commission** (3) appointments to be made by Town Council President. (*Note: Currently held by George Georgeff, Sean Conley and the seat vacated by Alex Robertson, all expiring 1st Monday in January 2024 and up to 90 days after term expires if no action*)

Action. The Town Council President as municipal executive announced the appointments of **Alex Robertson**, 2914 Highway Avenue, Highland; **George Georgeff**, 2251 Oakdale, Highland, and **Tom Black**, 3515 Garfield Avenue, Highland to the Redevelopment Commission. Terms are 1 year and until a successor is appointed and qualified, subject to the limitation in IC 36-1-15-10(d)(1). The Clerk-Treasurer noted he would prepare the proper certificates of appointment to be executed by the Town Council President.

9. **Joint Board of Delegates of the Interlocal Ethics Entity.** Appointed by Municipal Executive. (*Current serving: Tom Black*). (*Note: No action is necessary as the appointment continues unless the Town Council President wishes to change appointment.*)

Action. The Town Council President as municipal executive noted that no action was necessarily required if no change was desired. However, The Town Council President wished to affirm and acknowledge the continuing appointment of **Tom Black**, 3515 Garfield Avenue, Highland as Highland's appointment to the Shared Ethics Entity, Joint Board of Delegates. Terms are in force until the appointing authority appoints a successor.

11. **Committee and Liaison Assignments.** *Assignments made by Town Council President. (Custom and Convention)*

- **George Georgeff:** *Chamber of Commerce; • Liaison to the Board of Water Works • Co-Chair Town Board of Metropolitan Police Commission • Redevelopment Commission Member*
- **Doug Turich:** *Park and Recreation Board Liaison • Liaison and Plan Commission Member • Advisory Board of Zoning Appeals Liaison • Redevelopment Commission Member*
- **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.

- **Thomas (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*

- **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 • Information Communications and Technology Department Liaison.*

Legislative Appointments

1. **Park and Recreation Board.** (1) appointments to be made by the Town Council. (*Note: Current appointee is Chris Ray (R). (Current composition is 2 democrats and 2 republicans. Not more than 2 members may be of the same party.)*)

Action. Councilor Turich moved the re-appointment of **Chris Ray** (R), 9027 Parrish, Highland, to a four year term, on the Park and Recreation Board. Councilor Georgeff seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. Chris Ray was re-appointed to the Park and Recreation Board as indicated. The Clerk-Treasurer noted he would prepare the required certification of appointment as required.

3. **Town Board of Metropolitan Police Commissioners.** (2) appointments to be made by Town Council. (*Note: currently serving Steve Jurczak (D) and Danny Stombaugh (D)*)

Action. Councilor Black moved the re-appointment **Steve Jurczak** (D), 9035 Orchard Drive, Highland and **Danny Stombaugh** (D), 2049 Port De Leau Court, #203, Highland to a three-year term on the Town Board of Metropolitan Police Commissioners, subject to the limitation in IC 36-1-15-10(d)(1). Councilor Robertson seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. Steve Jurczak and Danny Stombaugh were re-appointed to the Town Board of Metropolitan Police Commissioners as indicated. The Clerk-Treasurer noted he would prepare the required certification of appointment as required in the statute.

4. **Redevelopment Commission** (2) appointments to be made by Town Council. (*Note: Currently held by Tom Black and Bill Leep (vacant)*)

Action. Councilor Robertson moved the appointment of **Doug Turich**, 9336 4th Place, Highland, and the appointment of **Philip Scheeringa**, 3327 George Street, Highland both

to a term of one-year and until a successor is appointed and qualified, subject to the limitation in IC 36-1-8-10, on the Redevelopment Commission. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Doug Turich and Philip Turich were appointed to the Redevelopment Commission as indicated. The Clerk-Treasurer noted he would prepare the required certifications of appointment as required.

Regional Statutory Appointments

5. Lake County Solid Waste Management District Board of Directors. (1) appointment to be made by Town Council. (Note: currently held by Tom Black. Must be a member of the Town Council (1) No action necessary unless a change is desired. Term is co-extensive with term on council unless legislative body acts otherwise.

Action. Councilor Georgeff moved the appointment of Councilor **Thomas Black**, 3515 Garfield Avenue, Highland, to a term co-extensive with term on the legislative body, unless the Town Council acts otherwise, to the Lake County Solid Waste Management District Board of Directors. Councilor Robertson seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. Councilor Tom Black was appointed to the Solid Waste Management District Board of Directors as indicated. The Clerk-Treasurer noted he would prepare the required certifications of appointment as required.

Home Rule Commissions

7. **Main Street Bureau Board:** (8) appointments (vacant or unfilled positions) to be made by the Town Council. Term: Two years ending 1 Jan 2025. There are currently 9 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.*

Action. Councilor Robertson moved the appointment of Ben Tomera, 2913 Parkway Drive, Highland, to the Main Street Bureau. Term expiring January 1, 2025. Councilor Black seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. Ben Tomera was appointed to the Main Street Bureau. The Clerk-Treasurer noted he would prepare the required certification of appointment as required

8. **Community Events Commission:**

(4) appointments to be made by the Town Council. **Term: 4 years.** *(Note: All Vacant)*

(9) appointments to be made by the Town Council. **Term: 1 year.** *(Note: There are currently 7 of the 9 in place and serving. Currently serving, Jack Rowe, Carol Parker, Maria Armagast, Michelle Coon, Linda Carter, Rachael Carter and Erica Fizer Katsepas)*

Action. Councilor Robertson moved the appointments of Rachael Carter, 2047 44th Street, Highland, Olga Briseno, 3354 Maple Drive, Highland and Kathy Camp-Burke, 2302

Terrace Drive, Highland to the Highland Community Events Commission. Councilor Turich seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. Rachael Carter, Olga Briseno and Kathy Camp-Burke were appointed to the Highland Community Events Commission. The Clerk-Treasurer noted he would prepare the required certification of appointment as required

Unfinished Business and General Orders: None

New Business:

1. Resolution No. 2024-01: A Resolution of the Fiscal Body Approving & Fixing the Official Charges for Information and Communication Technology Services Provided by the Municipality to its Executive Departments and Offices and Accounted in the Information and Communication Technology Fund.

Councilor Black moved the passage and adoption of Resolution No. 2024-01. Councilor Robertson seconded. Upon a roll call vote, there five (5) affirmatives and no negatives. The motion passed. The resolution was adopted pending the signature of the municipal executive.

TOWN of HIGHLAND
Town Council Resolution No. 2024-01

A RESOLUTION of the FISCAL BODY of the TOWN of HIGHLAND APPROVING and FIXING the OFFICIAL CHARGES or FEES for INFORMATION and COMMUNICATION TECHNOLOGY SERVICES PROVIDED BY THE MUNICIPALITY TO ITS EXECUTIVE DEPARTMENTS and OFFICES and ACCOUNTED in the INFORMATION and COMMUNICATION TECHNOLOGY FUND

WHEREAS, The Town Council of the Town of Highland serves as both the legislative and fiscal body of the municipality, all pursuant to I.C. 36-1-2-6, I.C. 36-1-1-2-9 and I.C. 36-5-2-2;

WHEREAS, IC 36-1-3-2 and IC 36-1-3-6(b)(1) confer upon local units of government the powers that they need for the effective operation of government as to local affairs and prescribe the manner and form of enactment for any such exercise of power;

WHEREAS, The Highland Town Council did adopt and establish an Information and Communication Technology Fund, by adoption of Ordinance No. 1323, amending the Highland Municipal Code by adding a new section § 31.08 (now codified as Section 3.45.110), which provides for an internal service fund as an accounting entity to which the resources and costs associated with providing information and communication technology services to the municipality will be accounted; and,

WHEREAS, Section 3.45.110 (F) (1) particularly provides that resources or revenue for these services supported by the internal service fund may consist of *“interdepartmental charges, contributions, cost shares or assessments levied against funds or departments of the municipality to support the lawful purposes and budget of the Information and Communication Technology Fund;”*

WHEREAS, Section 3.45.110 (F) (1) (a) still further provides that the *“charges and rates shall be developed and recommended by the proper officers of the municipality and fixed and approved by the Town Council”*;

WHEREAS, The proper officers of the municipality have developed and now recommend charges and rates for **FY 2024** to support the costs associated with the provision of information and communication technology services to the municipality and its several executive departments and utilities; and,

WHEREAS, The Town Council now desires to fix and adopt the charges and rates as recommended,

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

Section 1. That the proper officer(s) of the municipality have developed and now recommend the following annual charge for services for the fiscal year **2021** as follows:

(a) For information and communication technology services provided to the several departments reposed in the **Corporation General Fund**, the annual charge is allocated at **25% of costs or \$93,750.00**;

(b) For information and communication technology services provided to the department reposed in the **Park and Recreation Fund**, the annual charge is allocated at **20% of costs or \$75,000.00**;

(c) For information and communication technology services provided to the department reposed in the **Redevelopment General Fund**, the annual charge is allocated at **4% of costs or \$17,009.00**;

(d) For information and communication technology services provided to the Waterworks Utility, the annual charge is allocated at **25% of costs or \$97,847.00**;

(e) For information and communication technology services provided to the Wastewater/Stormwater Utility, the annual charge is allocated at **26% of costs or \$97,848.00**;

Section 2. That the Town Council hereby finds and determines that the rates and charges as recommended are consistent with IC 36-1-3-8(a)(6), calculated to include

reasonable costs associated with those purposes outlined in Section 3.45.110 (D) of the Highland Municipal Code;

Section 3. That the Town Council hereby now fixes and approves the annual rates and charges as set forth herein, and authorizes the municipal fiscal officer to take such lawful measures to charge and collect the fees herein, either as a single lump sum fee or collected periodically until fully collected, and then to deposit these charges into the **Information and Communication Technology Fund;**

DULY RESOLVED and ADOPTED this 8th Day of January 2024, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 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)

- 2. Authorizing the proper officer to publish legal notice of a public hearing:** A Public Hearing to consider additional appropriations in the amount of \$302,124.00 in the Redevelopment Capital Fund and \$44,000 in the MCCD Fund. If approved, the public hearing will be held on January 22, 2024, at 6:30 P.M. O'clock in the Municipal Building, 3333 Ridge Road, Highland.

Councilor Turich moved to authorize the proper officer to publish legal notice of a public hearing to consider proposed additional appropriations as indicated. Councilor Georgeff seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. The proper officer was authorized to publish the legal notice.

Town of Highland • Office of the Town Clerk-Treasurer
Highland Municipal Building • 3333 Ridge Road • Highland, Indiana 46322

Friday January 5, 2024

ATTENTION LEGAL NOTICES

Ms. Nicole Muscari
Amanda Koepp
Christina Palama
Customer Service Representative
The Times
601- 45th Avenue
Munster, Indiana 46321

Sent Via Facsimile & Electronic Transmission

Re: Legal Notice for Hearing on Proposed Additional Appropriations in the Redevelopment Capital Fund and the MCCD Fund

Dear Nicole Muscari, Amanda Koepp, Christina Palma:

Hello. Attached, please find one (1) notice for a public hearing regarding proposed additional appropriations in the Redevelopment Capital Fund and the MCCD Fund as indicated. Please publish this notice one (1) time in satisfaction of I.C. 6-1.1-18-5 *et seq.* and I.C. 5-3-1-2(b). *I have also sent this request by electronic mail.*

The enclosed notice should be published *on or before* Tuesday, January 9, 2024. As always, please *send two (2)* proofs of publication for our files. We should have these proofs as soon as possible following their publication in order to permit the Town Attorney to review them prior to the hearing. Our hearing is set for *Monday, January 22, 2024.*

If you have any questions, please feel free to contact me. Thank you for the processing of these requests. Also, if you will, please confirm your receipt by e-mailing me mherak@highland.in.gov.

Again, I thank you very much.

Sincerely,

Mark Herak
Clerk-Treasurer
Enclosures:
(1) Notice for Redevelopment Capital Fund
(1) Notice for MCCD Fund

**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 22nd day of January 2024, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

Redevelopment Capital Fund

4406-0000-31007 Maintenance & Repair	\$	12,000.00
4406-0000-31008 Tree Replacement	\$	13,000.00
4406-0000-31009 Landscape Services	\$	40,000.00
4406-0000-34002 Facade Improvement Grant	\$	100,000.00
4406-0000-39019 Legal Services Land Acquisition	\$	43,000.00
4406-0000-39025 Property Appraisal Services	\$	67,000.00
4406-0000-39040 Community Garden Services	\$	<u>2,124.00</u>
<i>Total for 300 Series:</i>	\$	277,124.00

Increase accounts:

4406-0000-42012 Indiana Placemaking Grant Match	\$	25,000.00
<i>Total for 400 Series:</i>	\$	<u>25,000.00</u>

Total for the Fund **\$302,124.00**

MCCD Fund

Acct. 4402-0000-43009 MCCD Computers/Printers	\$	<u>44,000.00</u>
Total:	\$	44,000.00

TOTAL for the FUND: **\$ 44,000.00**

Funds to support these additional appropriations in the Redevelopment Fund and MCCD 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
Phillp Scheeringa, President

By: Mark Herak
Clerk-Treasurer

Authorizing the proper officer to publish legal notice of a public hearing: Public Hearing to consider additional appropriations in the amount of \$302,124.00 in the Redevelopment Capital Fund and in the amount of \$44,000.00 in the MCCD Fund.

Remarks from the Town Council:
(For the Good of the Order)

• **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 began by thanking everyone for coming out tonight. He said he looked forward to a lot of good things to come from this council. I think we're all gonna work together to get some things done here in Town and hopefully everyone will see the progress that we make. As we move along, we look forward to your support in in our efforts here.

He then acknowledged Public Works Director Mark Knesek and asked him to update the Council on projects before the Water Board. Mark Knesek said the Water Board is just beginning to look at projects for 2024. He said they are looking at replacing some water mains next year, as they've been having a few water main breaks and it makes sense to

replace the lines. They've experienced some breaks over the last couple of days, one off of 45th and other even ruining the Park Departments freshly paved parking lot at the Sharp Athletic Complex.

Councilor Georgeff said he will be meeting with the Chamber of Commerce tomorrow. He will be speaking on behalf of Councilor Scheeringa who will be unable to attend do to a work commitment. He said the school superintendent will be there. He said he is looking forward to working together with the school on some projects. He felt it was important to have a good relationship with the schools. He asked Metropolitan Police Chief Ralph Potesta, who deferred to the next public meeting with the 2024 stats.

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

Councilor Turich echoed Councilor Georgeff's comments and thanked everyone for attending tonight and he looked forward to the upcoming year. He said in the next 100 days, I'm looking forward to continuing to meet with the residents in the Town of Highland to understand their concerns and understand what their needs are. I'd also like to spend a lot of time learning with members of the leadership in our Town and scheduling meetings, to discuss and better understand their objectives for the upcoming year and look for ways that we can help them as a Council. I think there's a lot of learning that'll be done in the next 100 days and then we'll be able to hit the ground running.

He then acknowledged Ken Mika, Building Commissioner who said the Plan Commission met last week in study session to review a preliminary plat for a three (3) unit subdivision. At next Wednesday's meeting, the developer will be going for primary and secondary approval. He said at the next BZA meeting, the BZA will be hearing the petitioners who were continued from last month.

He then acknowledged Park Superintendent Alex Brown who said the field house will be closed next Wednesday and Thursday, as Highland will once again be participating in the great American Blood Drive through ABC Channel 7. Channel 7 will be at Lincoln Center all day next Wednesday and Thursday, doing live remotes. We were just a one day location last year but they collected so many pints of blood, they made us a 2 day location this year. He acknowledged that we've having a lot of trouble getting approval for the replacement of the playground at Brantwood Park. It's starting month five (5) of that issue. He said 2023 was a good year in that the programs of the Park Department brought in about \$1.2 million dollars in revenue, which covered 49% of our operating budget, which is really good in terms of revenue. It was our third highest year ever.

Councilor Turich thanked the Park Department and the HCCE on the Twelfth Night. It was a huge success. There was a great turn-out and a lot of fun.

Alex Brown thanked the Fire Department for their assistance during the Twelfth Night.

• **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 began by thanking everyone for allowing him to serve. He said he is excited and humbled at the same time. He said he welcomes everyone's comments or suggestions for improvement, especially when it comes to getting involved in the community and the events that we hold. He said he hoped that he could see more of you at some of these meetings. He said the HCCE will be meeting is this Wednesday. He said the Main Street Bureau will be also meeting that night. Both will be having the election of new officers.

• **Thomas (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 also thanked everyone for coming out tonight and sharing the evening with us. He offered special thanks to Amber Smith, my better half. He said, she wasn't able to attend tonight but you can't do this job without someone special beside you. She's real important part of this and really gotta give her credit.

He then acknowledged Redevelopment Director Maria Becerra who said she continues to have conversations with developers. She said she and a couple of Councilman who met with a developer who is definitely interested in opening up a small business here in Highland. They would like to ground break within the next thirty (30) or sixty (60)days. She said besides that, she continues to prepare the annual report.

• **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 thanked everyone for coming out tonight. He personally thanked Pastor Huizenga for doing the innovation and benediction and thanked Judge Jon DeGuilio for swearing the new Council in. He said he feels very grateful for this, grateful to see all the people out here, especially grateful that my wife and two (2) daughters are here. My son is at his usual place baseball practice. Obviously, we can't do it without our families and the support of everyone in this room. We want to thank you all for that.

He then acknowledged Chief Mike Pipta who said for the month of December, the Fire Department ended up running 46 calls, giving us a grand total of 523 calls for the year. Truck 2 has been placed in service and awaiting to complete the sale of Truck 1 to Danville, Indiana. The new Dodge Durango has been stripped and awaiting to have the light bar installed He said other than that, we're looking forward to a strong year.

He then Attorney Reed on the update of the sale of Truck 1 to Danville.

Attorney Reed said he had an email with the Danville's Town Attorney. He said he sent the Works Board Order and the Resolution to the Attorney for Danville. Their attorney are attorneys with the TAFT Law Firm in Indianapolis. He said he has not heard anything back from them but the Town of Danville has to pass a companion resolution and works board order that Highland passed.

He then acknowledged Ed Dabrowski, IT Director who then thanked the Council for adopting Resolution 2024-01. Without funding the IT Budget, we couldn't have technology. Technology plays a big part in our lives.

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

Comments from Visitors or Residents:

Rick Volbrecht, Highland, said this issue may have already been addressed and I hate to dredge up it again. This is about the unfortunate incident that took place on November 13th and I was wondering if the Town's technology expert has addressed this situation to his satisfaction and that controls are in place to prevent this unfortunate incident from happening again?

IT Director Ed Dabrowski said that controls are in place to prevent this incident from happening again but by doing so, it took away the public's ability to interact directly with the Council at public meetings. With the internet, when a person dials in, there is no guarantee that that person is who they said they are.

Rick Volbrecht thanked the IT Director for answering his question.

Reverend Tim Huizenga from Faith Church in Highland said he wanted to share with the Council, on behalf of the Church's leadership, that they really appreciate Clerk-Treasurer Herak, the Council, first responders and other's willingness to serve and continue to make this Town a very desired zip code. We're just pleased to be a part of this Town. I think it's pretty cool that First Christian was incorporated in 1908, which is two (2) years before even the Town was incorporated. We've just enjoyed being here and as we continue to grow as a church, we hope to grow along right along with Highland. He mentioned that his Church facilities and our people are always available in any way that we can to help you and help this Town.

Carlos Aburto, Highland began by congratulating the Town Council and Clerk-Treasurer. He commended them for having the courage to take the leadership role in the Town. He wanted the Council to know that a lot of good people want this Council to succeed, including himself. He said he was excited about the youth on the Council, I really am. I think fresh, young minds, who can speak to the latest technology and have a good vision. He said he is really encouraged and God speed with you guys.

Councilor Scheeringa 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 Black moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period **December 29, 2023 through January 9, 2025.** Councilor Robertson seconded. Upon a roll call vote, there were five (5) 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 29, 2023 to January 9, 2024 in the amount of \$854,716.19.

General Fund, \$368,128.77; MVH Fund, \$13,463.99; Information and Communications Technology Fund, \$46,440.46; Traffic Violations, \$250.00; MCCD, \$1,235.56; Communication Crossing Grant, \$132,722.88; Special Events, \$300.81; Police Pension, \$67,695.41; Insurance Premium, \$224,728.31;

Payroll Docket for payday of December 29, 2023 by fund:

General, \$314,251.79

Payroll Docket for payday of December 29, 2023:

Office of Clerk-Treasurer, \$15,853.04; Building and Inspection Department, \$10,354.22; Metropolitan Police Department, \$157,777.66; Public Works Department (Agency), \$76,514.65; Fire Department, \$2,204.25 and Information and Technology Department, \$4,009.55;
Total Payroll: \$266,713.37.

Payroll Docket for payday of December 29, 2023 by fund:

Total Payroll by fund: \$79,044.79

Payroll Docket for payday of December 29, 2023

Boards & Commissions. \$10,911.82; Police Pension \$67,587.76;
Total Payroll: \$78,499.58.

It was announced that a reception for the public and guests would immediately follow the meeting in the Community Room of the Highland Police Station.

The Reverend Tim Huizenga, Senior Pastor of Faith Church, Highland, pronounced the benediction.

Adjournment: There being no further business to conduct on the agenda, Council President Scheeringa declared the meeting **January 8, 2024** adjourned at 7:12 p.m.

Mark Herak
Clerk-Treasurer

Approved by the Town Council at its meeting of January 22,2024.