

Enrolled Memorandum of the Meeting
Study Session/Meeting (Convened Electronically/Hybrid)
Thirtieth Town Council of Highland
Monday, January 14, 2024

The Thirtieth Town Council of the Town of Highland, Lake County, Indiana met in a study session on **Monday, January 15, 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 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. All councilors were simultaneously seen and heard. Councilor Turich, Councilor Alex Robertson, Councilor Philip Scheeringa all participated in person. Councilor George Georgeff and Councilor Tom Black were absent.

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

Officials Present: Metropolitan Police Chief Ralph Potesta, IT Director Ed Dabrowski were in person.

General Substance of Matters Discussed.

x. Discussion: 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: Currently held by Olga Briseno, (D) term ending 1st Monday January 2024. No more than two (2) of any party. Current composition is two (2) Republicans, one (1) Democrat. There can be no more than 2 of the same party.*
2. **Advisory Board of Zoning Appeals:** (1) appointment to be made by Town Council President. This appointment only necessary if there is a change to the appointment on the Plan Commission. It must be a member of the Plan Commission and not the same one appointed by the Plan Commission. *(Note: Currently held by Doug Turich term is co-extensive with his plan commission term for which there is no fixed term)*
3. **Waterworks Board of Directors:** (1) appointment to be made by Town Council President. *(Note: Formerly held by Curt Schroeder (D), term ending 1st Monday*

January 2025). Current composition of the board is two Republicans and two Democrats. No more than three of any one party under state law.

Home Rule Commissions or Boards

4. **Main Street Bureau Board of Directors.** Town Council President appointment. (1) Appointment. Town Council Representative must be a member of the Town Council. *Term co-extensive with term of appointee. (Note: Currently serving: vacant)*
5. **Tree Board:** (3) appointments, to be made by the municipal executive, but requiring nomination from the Town Council. *(Positions currently held by Joan Roback, Bernie Zemen and Mary Ann Brunt.)*
 - 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.)*
 - **Tree Board Chairperson.** The Town Council President also appoints the Chairperson to be selected from the membership of the board. (See HMC Section 8.25.030 (C)) *(Currently held by James Colias.)*

Legislative Appointments

1. **Municipal Plan Commission** (2) appointments to be made by Town Council. *(Note: Appointee may be elected or appointed official or employees of the Town. Currently no vacancies. **No action necessary** as incumbents continue to serve unless the legislative body acts to change. Currently serving: Morgan Wright (employee);*

Home Rule Commissions

2. **Main Street Bureau Board:** (6) 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, Ben Reinhart, Renee Reinhart, Allan Simmons, Diane Barr-Roumbus, James Roumbus, Sandra McKnight, Teri Yovkovich, Sandy Ray, Kathy Smailis and Ben Tomera.*
3. **Community Events Commission** *Multi-year positions:* (1) appointment to be made by the Town Council. **Term: 4 years.** *(Note: Currently vacant)*

Single year positions: (6) appointments to be made by the Town Council. **Term: 1 year.** *(Note: Currently serving, Rachael Carter, Olga Briseno, Kathy Camp-Burke)*
4. **Traffic Safety Commission:** (5) appointments, which must be comprised of 1 representative from the Fire Department, (1) representative from the Public Works Department (Agency), (1) member from the Town Board of Metropolitan Police Commissioners, and (2) members from the Police Department. Also note,

HMC Chapter 10.45 provides that the Police Chief serves as Chief of the Commission regardless of being a member of the commission. (*Currently serving, Mike Pipta, Fire Department Representative; Mark Knesek Public Works Department (Agency) representative; Steve Jurczak, Town Board of Metropolitan Police Commissioners representative; Commander John Banasiak, Police Department representative; and Chief Ralph J. Potesta, Police Department representative.*)

"The commission shall also consist of a representative from the town council, which may be held by a single member or alternating between several members of the town council as the town council may direct. Only one member at any given time may participate in a meeting of the traffic safety commission

- x. **Discussion:** Ordinance 1792-A: AN ORDINANCE to AMEND ORDINANCE No. 1792 to ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA PARTICULARLY REGARDING CHANGE to the STAFFING AUTHORITY of the METROPOLITAN POLICE DEPARTMENT and AUTHORIZING MODIFICATION to the SPECIALITY PAY PROVISIONS.

ORDINANCE No. 1792-A
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE to AMEND ORDINANCE No. 1792 to ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA PARTICULARLY REGARDING CHANGE to the STAFFING AUTHORITY of the METROPOLITAN POLICE DEPARTMENT and AUTHORIZING MODIFICATION to the SPECIALITY PAY PROVISIONS.

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

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

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

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

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

WHEREAS, The Town Council of the Town of Highland, as the Town Legislative body, now desires to amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2024 and thereafter as amended;

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, has been advised that it is necessary create the position in the Metropolitan Police Department of: **VIPS Coordinator**; and

WHEREAS, The Town Council of the Town of Highland, as the Town Legislative body has been further advised to further modify the **Specialty Pay Provisions** to include the **VIPS Coordinator** and that the monthly payment should be \$75 per month, beginning January 1, 2024; and

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

Section 1. That in Section 10(H) of Ordinance No. 1792 be amended by repealing it in its entirety and replacing with a successor subdivision, to be styled as Section 10 subdivision (I) which shall read as follows:

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

(H) Specialty Pay Provisions:

Specialty Pay:

(4)	Range Officers	\$ 75.00 per month
(8)	Field Training Officers	\$ 75.00 per month
(1)	VIPS Coordinator	\$ 75.00 per month

Specialty payments to be made for those months as prescribed by the Chief of Police in each category. Range instructors are paid only during the months May through October.

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

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

Section 5. (A) That an emergency exists for the immediate taking effect of this Ordinance which, shall become effective and shall remain in full force and effect from and *after the date of its passage and adoption* pursuant to any constrains currently in force in Ordinance No. 1792 and until its repeal or amendment by subsequent enactment;

(B) That this ordinance shall become effective and shall remain in full force and effect January 1, 2024 and after the date of its passage and adoption.

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

Introduced and Filed on 22nd day of January 2024. Consideration on same day or at same meeting of introduction sustained a vote of in favor and opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 22nd Day of January 2024, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of in favor and opposed.

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

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

Attest:

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

x. **Discussion:** Resolution No. 2024-02: A Resolution Authorizing Temporary Interfund Loan or Transfer Pursuant to IC 36-1-8-4 of the Indiana Code and Section 3.20.040 of the

Highland Municipal Code for, the Corporation Bond and Interest Fund, The Park District Bond and Interest Fund, the Sanitary District Bond and Interest Fund and the Waterworks District Bond & Interest Fund.

x. **Discussion: Appropriation Enactment No. 2024-01** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Redevelopment Capital Fund and for the M CCD Fund, all pursuant to I.C. 6-1.1-18, I.C. 36-5-3-5, et seq.

. Town of Highland
APPROPRIATION ENACTMENT
Enactment No. 2024-01

An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Redevelopment Capital Fund and for the M CCD Fund, all pursuant to I.C. 6-1.1-18, I.C. 36-5-3-5, et seq.

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Redevelopment Capital Fund**, and the **M CCD Fund**;

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levy set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

NOW, THEREFORE BE IT ENACTED 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 additional sums of money are hereby appropriated and ordered set apart out of the **Redevelopment Capital Fund** and for the purposes herein specified, subject to the laws governing the same:

REDEVELOPMENT CAPITAL FUND

Increase accounts:

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>
Total for 300 Series:	\$	277,124.00

Increase accounts:

4406-0000-42012 Indiana Placemaking Grant Match \$	25,000.00
<i>Total for 400 Series:</i>	\$ 25,000.00
TOTAL for FUND:	<u>\$ 302,124.00</u>

Section 2. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **MCCD Fund** and for the purposes herein specified, subject to the laws governing the same:

MCCD FUND

Acct. 4402-0000-43009 MCCD Coumputer/Printers	<u>\$ 44,000.00</u>
Total:	\$ 44,000.00
TOTAL for the FUND:	<u>\$ 44,000.00</u>

Section 3. That the Clerk-Treasurer is hereby authorized and instructed to inform the Indiana Department of Local Government Finance of this action and that these moneys be made available for expenditure **subject to an order** of the Commissioner, pursuant to IC 6-1.1-18.

Section 4. That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 22nd Day of January 2024. Consideration on the same day or at same meeting of introduction sustained a vote of in favor and opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 22nd Day of January 2024, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of in favor and opposed.

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

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

ATTEST:

Mark Herak

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

Councilor Scheeringa asked if there were any additional agenda items. Hearing none, he adjourned the meeting at 7:40 p.m.