Agenda

Sixth Regular or Special Meeting of the Thirtieth Town Council of Highland

Regular Plenary Meeting of Monday, March 25, 2024 at 6:30 p.m. Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code

Topic: Town of Highland, IN - Town Council Plenary Meeting Time: March 25, 2024 06:30 PM Central Time (US and Canada)

*This meeting is 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.

Prayer:		Tom Black
Pledge of		Tom Black
Allegiance:		Tolli Bleck
Roll Call:		
Non Cam		George Georgeff
Flightand		Doug Turich
A GREAT PLACE		Alex Robertson
TO CALL HOME		Thomas (Tom) Black
		Philip Scheeringa
Minutes of	-	
Previous Session:		Minutes of the Regular Meeting of 11 March 2024.
Special Orders:	1.	Administration of Oath of Office for Police Officer Candidates Tyler A. Wilson was appointed by the Town Board of Metropolitan Police Commissioners at its meeting of 7 March 2024, with the appointment to be effective March 17, 2024, but not earlier than approval by Indiana Public Retirement System (INPRS).
		(a) Instruction and Administration of Oath.(b) Presentation of Badges by Metropolitan Police Commission Chair and/or Town Council President or the Metropolitan Police Chief.

- *The motion The Town Council of Highland hereby determines that the herein named candidate meets 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 the 25th day of March 2024.
- **2.** Consideration of Proposed Additional Appropriations: (controlled and non-controlled funds): Proposed Additional Appropriations in Excess of the 2024 Budget for the Law Enforcement Continuing Ed Fund in the amount of \$19,000.
- (a) Attorney verification of Proofs of Publication: The TIMES 8 March 2024.
- (b) Public Hearing.
- c) Action on **Appropriation Enactment No. 2024-03**: An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the **Law Enforcement Continuing Ed Fund**, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5
- **3. Proposal Opening:** On March 18th, the Highland Council of Community Events advertised in the Times Newspaper (via their Legal Notice Department) that we were accepting proposals for a Beer Vendor to operate the Beer Tent for the 4th of July Festival. All proposals were due at the Town Hall by 4 o'clock p.m. Friday, March 22nd, 2024, with the proposals to be opened at the Town Council's 6:30 o'clock p.m. plenary meeting of Monday, March 25th, 2024 (proof of publication attached). The publication notifying the change in date for submission was hand delivered to Langel's, Amici's, Growler's, Bridges, Big Frank's. Leroy received the change via a telephone call.

*The motion - The Town Council will take the proposals under review.

4. Commendation Letter for Sgt. Brian Stanley #204: Action to approve Letter of Commendation for Sgt. Brian Stanley for putting together a new Defensive Tactics Curriculum as a result of significant changes to State of Indiana Training Requirements.

*The motion -The Town Council hereby approves the Letter of Commendation for Sgt. Brian Stanley and authorizes the Town Council to sign the letter of commendation.

COMMENTS FROM	This portion of the Town Council Meeting is reserved for persons who desire to
THE PUBLIC or	address the Town Council regarding matters on the agenda Persons addressing
VISITORS	the Town Council are requested to limit their presentations to two (2) minutes
	and encouraged to avoid repetitious comments.
Staff Reports:	Building & Inspection Report.
•	• Fire Department Report.
	Workplace Safety Report.
Communications:	Town Hall and Offices will be closed Friday, March 29, 2024 in observance of
	Easter.

Appointments:

• Statutory Boards and Commissions

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

Regional Statutory Commissions or Boards

1. 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 Boards and Commissions

2. Shared Ethics Advisory Commission. (1) appointment to be made by Town Council President. (Note: Fill vacancy made by resignation of Rev. Tim Huizenga.) (Made pursuant to Article 5, Subdivision (A) of the Interlocal Cooperation Agreement Establishing the Shared Ethics Entity. Qualifications are to be persons who live work or hold property in the county. Further persons appointed must be of good character and not hold any positions within the local government.)

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 13 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, Kathy Smailis, Ben Tomera and Laura Pilewski.
- 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: (9) appointments to be made by the Town Council. **Term: 1 year.** There are currently 5 of the 9 in place and serving. (Note: Currently serving, Jack Rowe, Linda Carter, Rachael Carter, Kathy Burke and Olga Briseno)

Unfinished Business & General Orders:

1. **Proposed Ordinance No. 1795:** An Ordinance to Make Technical Amendments To The Current Code of Ordinances for The Town of Highland, Amending Title 15, particularly modifying or amending Chapter 15.20.020(G) regarding fee and payment schedule of the assistant inspector for plumbing, repealing all Ordinances in conflict therewith and declaring an emergency, All Pursuant To IC 36-1-5 and IC 36-1-27 Et Seq.

(Councilor George Georgeff introduced the ordinance at the meeting of the Town Council of Monday, March 11, 2024).

NEW BUSINESS:

1. Action to approve pay for employee who is temporarily replacing another employee at a higher grade level, after thirty full days in the position, pursuant to Section § 4.01 of the Compensation and Benefits Ordinance. Clerk-Treasurer is reporting he had assigned Susan Davila to acting Lead Utility Clerk.

The Clerk-Treasurer made the assignment effective 2.14.2024 and Mrs. Davila held the position from that date through March 14, 2024. Susan Davila will be construed as eligible for the pay of a Lead Utility Clerk effective March 17, 2024, provided it is approved.

§ 4.11 Pay for Temporarily Replacing another Employee at a Higher Grade Level

If a regular full time employee is assigned to temporarily replace another Employee at a higher grade-level for an extended period of time, that employee will begin to receive a greater rate of pay after completing thirty (30) calendar days in that position.

The actual rate will be subject to approval by the Town Council. All other Benefits remain the same.

- 2. Authorizing the proper officer to publish legal notice of a public hearing: Public Hearing to consider additional appropriations in the amount of \$5,057,410.84 in the American Rescue Plan Grant Fund; (the money from the ARPA fund and bond issue to be spent on the Sanitary Board Sewer Project)
- 3. Works Board Order Number 2024-19: An Order of the Works Board Authorizing the Metropolitan Police Chief to enter into a five (5) year lease/purchase agreement with Axon Enterprise, Inc. 17800 N. 85th Street, Scottdale, Arizona 85255 for a total cost less trade-ins of \$141,226.00 in five (5) annual payments. The money will come out of either Public Safety or MCCD
- **4. Works Board Order 2024-20**: An Order Approving and Authorizing the Public Works Director to Purchase from Runnion Equipment Company, 6201 East Avenue, Hodgkins, IL 60525 PURCHASE OF ONE (1) 2023 FORD F550 4 x 4 TRUCK EQUIPPED WITH DURA-A-LIFT DTAX2-39FP AERIAL UNIT, and finding it a Special Purchase pursuant to I.C. 5-22-10 and Section 3.05.060(F)(3) and Section 3.05.065(I)(2) of the Highland Municipal Code.
- **5.** Appropriation and Cash Transfer Resolution No. 2024-05: AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION and CASH BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS

to the REDEVELOPMENT GENERAL FUND as REQUESTED BY THE PROPER OFFICER AND FORWARDED to the TOWN COUNCIL for its ACTION PURSUANT TO IC 6-1.1-18-6.

Comments or	Councilor George Georgeff											
Remarks from the Town Council:	Councilor Doug Turich											
(Good of the Order)	Councilor Alex Robertson											
	Councilor Tom Black											
	Councilor Philip Scheeringa											
COMMENTS FROM THE PUBLIC or VISITORS	This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council. Depending on the nature of the comments, the Town Council may direct the staff to address the topic or follow-up on matters that may arise from public comments. If necessary, the matter may be set for action at a future meeting. Persons addressing the Town Council are requested to limit their presentations to two (2) minutes and encouraged to avoid repetitious comments.											
ACTION TO PAY Accounts Payable Vouchers	Accounts payable vouchers March 13, 2024 to March 26, 2024 in the amount of \$397,597.37.											
	General Fund, \$212,648.79; MVH Fund, \$60,271.31; LR&S, \$3,388.65; Information and Communications Technology Fund, \$10,034.00; Traffic Violations \$250.00; Law Enforce Con't ED, \$2,433.06; Police Pension, \$69,543.74; Donation, \$77.80; Public Safety Income Tax \$38,950.02;											
ADJOURNMENT	The Town Council may meet in study session immediately following the Regular Meeting. Posted pursuant to IC 5-14-1.5-4(a)											

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INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
EXP CHECK RUN DATES 03/13/2024 - 03/26/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Ref # Vendor Invoice Descrip

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Invoice Description

Amount

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	212,648.79	ı	Total For Fund 1101 GENERAL		
	1,470.00	LL	Total For Dept 0012 TOWN HALL		
	1,470.00	GENERAL CLEANING SERVICES FOR FEB	GLOBAL MAINTENANCE & CO.	FEB CLEANING SERVICE 108143	Dept 0012 TOWN HALL 1101-0012-36004
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	5,000.00	PROF SERVICES 12/18/23-1/16/24	BAKER TILLY MUNICIPAL ADVIS	SPROF SERVICES 12/18/23-1/16/2 107978	Dept 0011 SERVICES & WORKS 1101-0011-32008 PF
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	588.72	WATER SERVICE 1/24-2/21 3315 RIDG	UTILITI	WATER SERV 1/24-2/21 108169	1101-0009-35005
	416.00	P SERVICE FOR CS 24-13	ED SEF	24-1379	1101-0009-23004
	743.56	PRAKES. ROTORS. PADS FOR CARS 209	NAPA AUTO PARTS	Z STOCK ALK FILTERS FOR CAR 5 1081/6	1101-0009-22004
	173.84	FEB STMT OF VEH PARTS AND SUPPLIE	-WARES	2379901 ADJSTMT	1101-0009-22004
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	757.00	NEW CARD READER TRAINING ROOM	PHIL & SON, INC	NEW CARD READER TRAINING ROOM 108027	1101-000/-36003
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	9.00	G & INSPECTION -	Total For Dept 0006 BUILDING		
	9.00	EASY CLEAN CAR INV 6761 FOR FEBRU	EASY CLEAN CAR WASH, INC	INSPECTION EASY CLEAN CAR INV 6761 FOR F 107980	Dept 0006 BUILDING & INS: 1101-0006-39007
	1,033.28	REASURER	Total For Dept 0004 CLERK-TR		
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	17.39 115.89	HALL	AMAZON AMAZON	FFICE SUPPLIES FOR TOWN HALL	Dept 0004 CLERK-TREASURER 1101-0004-20003 C 1101-0004-20003 C
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INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND EXP CHECK RUN DATES 03/13/2024 - 03/26/2024 BOTH JOURNALIZED AND UNJOURNALIZED BOTH OPEN AND PAID

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Fund 2240 PUBLIC SAFETY		0001	Find 2229 TRAFFIC VIOLATIONS		2228-0000-31004 2228-0000-31004	2228-0000-23004 2228-0000-31004	2228-0000-23004 2228-0000-23004 2228-0000-23004	Fund 2228 LAW ENFORCE C			Fund 2202 LR&S Dept 0000 2202-0000-31002			Dept 0017 MVH CONSTRUCT 2201-0017-21002 2201-0017-22004 2201-0017-22004 2201-0017-22004 2201-0017-22004 2201-0017-23003 2201-0017-23004 2201-0017-23004 2201-0017-23004 2201-0017-23004 2201-0017-23004 2201-0017-23004 2201-0017-23006 2201-0017-23006 2201-0017-36006 2201-0017-36006	Dept 0000 2201-0000-45200
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		Fund 8802 POLICE PENSION Dept 0000 8802-0000-45200			7701-0000-45200	7701-0000-38006	7701-0000-32003	7701-0000-32003	7701-0000-32003	7701-0000-32003	7701-0000-32003	7701-0000-32003	7701-0000-32003	7701-0000-32003	7701-0000-32003	7701-0000-32003	7701-0000-32003	Dept 0000 7701-0000-32003	Fund 7701 ICT FUND			Fund 2302 DONATION Dept 0009 POLICE DEP? 2302-0009-00200			2240-0000-43608	2240-0000-43008 2240-0000-43008	Fund 2240 PUBLIC SAFETY	
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Fund Totals: Fund 1101 GENERAL
Fund 2201 MVH
Fund 2202 LR&S
Fund 2228 LAW ENFORCE CON'T ED
Fund 2228 TRAFFIC VIOLATIONS
Fund 2229 TRAFFIC VIOLATIONS
Fund 2240 PUBLIC SAFETY INCOME TA
Fund 2302 DONATION
Fund 7701 ICT FUND
Fund 8802 POLICE PENSION 212,648.79 60,271.31 3,388.65 2,433.06 250.00 38,950.00 38,950.00 10,034.00 69,543.74

397,597.37