

Enrolled Memorandum of the Meeting
Study Session/Meeting (Convened Electronically/Hybrid)
Thirtieth Town Council of Highland
Monday, February 5, 2024

The Thirtieth Town Council of the Town of Highland, Lake County, Indiana met in a study session on **Monday, February 5, 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 Georgeff, Councilor Turich, Councilor Alex Robertson, Councilor Black, Councilor Philip Scheeringa all participated in person.

Silent Roll Call: Councilors George Georgeff, Doug Turich, Alex Robertson, Tom Black, Philip Scheeringa, were present in person as indicated. 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. *(term is co-extensive with their 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:** (2) appointments, to be made by the municipal executive, but requiring nomination from the Town Council. *(Positions currently held by Joan Roback, Bernie Zemen.)*
 - 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.)*

6. **Economic Development Commission.** (1) Appointment to be made by the municipal executive, but requiring nomination from the County Fiscal Body nominee. Term ends just before February 1st. *This term does not expire until February 1, 2024.)*
 - a. Nomination by the County Fiscal Body
 - b. Appointment by executive.

LAKE COUNTY COUNCIL

LAKE COUNTY GOVERNMENT CENTER
2293 NORTH MAIN STREET
CROWN POINT, INDIANA 46307
219-755-3280
FAX: 219-755-3283



1ST DISTRICT
DAVID HAMM

January 29, 2024

★

2ND DISTRICT
CLORUS L. LAY

Mr. Mark A. Herak
Clerk-Treasurer
Town Hall
3333 Ridge Road
Highland, IN 46322-3351

★

3RD DISTRICT
CHARLIE BROWN

Dear Mr. Herak:

★

4TH DISTRICT
PETE LINDEMULDER

The Lake County Council, at our January 9, 2024 meeting, reappointed Mr. David Beanblossom to the Highland Economic Development Commission for a four (4) year term.

★

If you have any questions regarding his reappointment, please contact our office at (219) 755-3280.

5TH DISTRICT
CHRISTINE CID

Respectfully,

★

Christine Cid
President
Lake County Council

6TH DISTRICT
TED F. BILSKI

★

CC:cc
cc: Mr. David Beanblossom

7TH DISTRICT
RANDALL NIEMEYER

★

- 7. 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

Home Rule Commissions

1. **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: (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, Rachael Carter, Olga Briseno, Kathy Camp-Burke, Linda Carter and Jack Rowe)*

Councilor Turich as the Clerk-Treasurer to prepare a list of all the applications remaining who have not been selected to a Board or Commission.

- x. **Discussion:** The February 19, 2024 Highland Town Council Standing Study Session falls on President's Day, does the Council wish to cancel the February 19th standing study session? The February 26, 2024 Plenary Business Meeting remains on schedule.

Councilor Georgeff said he will not be able to attend the February 19, 2024 study session.

Councilor Black asked if there was anything pressing and if not, there's no reason to hold the meeting.

The Clerk-Treasurer advised the Council that no decision could be made tonight as it is a study session but could be taken up at the February 12, 2024 plenary meeting. The decision to cancel could be made at that meeting.

The Council President advised to place the item on the February 12, 2024 plenary meeting agenda.

- x. **Discussion:** The Lake County Board of Elections and Registration has requested the use of the Highland Municipal Building as a voting site for the May 7, 2024 and November 5, 2024 elections.

Attorney Reed advised the Council that the Director of Lake County Board of Elections and Registration has a nice way of asking the question but since the Town Hall is a municipal building; the Town Council really has no choice but to accept.



LAKE COUNTY BOARD OF ELECTIONS AND REGISTRATION

January 29, 2024

RE: Polling Place Usage Primary and General Election

Thank you for allowing us to use your facility in the past. We would once again like to request usage for the Primary and General Elections to be held on Tuesday, May 7, 2024, and November 5, 2024.

We are asking you to approve the request and confirm that our contact information is correct. If the information is incorrect, please update accordingly. The emergency contact should be for a person who has keys to the building and can provide information if needed, as to when and where to deliver the machines. All machines are to be kept in a secure location, to avoid any tampering. Please be sure that the machines are available for the poll workers on the Monday before the election. The facility will need to be open on Tuesday Election Day at 5:00 a.m. You can return the portion below in the self-addressed envelope or you can fax it to 219-755-3801 or email it to fajmamr@lakecountyin.org.

Thank you in advance for allowing us to use your facility on Election Day.

Sincerely,

Michelle R. Fajman
Director Lake County Board of Elections and Registration
219-755-3819

Location has been approved _____
Denied/Only private locations can be Denied _____
IC 3-11-8-4 School buildings, fire stations, and all other public buildings shall be made available without charge to a county for holding an election.

INFORMATION IS CORRECT: YES _____ OR NO _____

HL 11 HIGHLAND TOWN HALL
3333 RIDGE RD HIGHLAND IN 46322
219-838-1080 Email: mknesek@highland.in.gov
Emergency Contact: Mark Knesek 219-689-6664

Special Instructions _____

Government Center • 2293 North Main Street • Rm. A-205 • Crown Point, IN 46307-1854
Phone (219) 755-3795 • Fax (219) 755-3801



The Council President advised to place the item on the February 12, 2024 plenary meeting agenda.

- x. **Discussion:** Ordinance No. 1794: An Ordinance to Amend Chapter 12.20 Article III, Section 12.20.220 and Section 12.20.230 of the Highland Municipal Code Regarding Modifying and Establishing Discharge Regulations for Sewers and Sewage Disposal Pursuant to IC 36-9-25 Et Sequitur.

Public Works Director Mark Knesek advised the Council that this request which originated with the Sanitary Board at the request of the EPA to have Highland's Discharge Regulations conform to the EPA standards. Director Knesek explained that it really didn't affect

Highland as the range applied mainly to industrial customers and Highland doesn't have many industrial customers.

**ORDINANCE No. 1794
of the
TOWN of HIGHLAND, INDIANA**

An Ordinance to Amend Chapter 12.20 Article III, Section 12.20.220 and Section 12.20.230 of the Highland Municipal Code Regarding Modifying and Establishing Discharge Regulations for Sewers and Sewage Disposal Pursuant to IC 36-9-25 Et Sequitur.

Whereas, IC 36-1-3-2 confers upon all local units the powers that they need for the effective operation of government as to local affairs;

Whereas, IC 36-1-3-6 (b)(1) prescribes that any such exercise of power shall be authorized through enactment of an ordinance passed by the legislative body; and

Whereas, The Town of Highland, is a Municipal Government which may pass and codify ordinances for the operation of the government, all pursuant to IC 36-1-4 and IC 36-1-5;

Whereas, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Town of Highland, is a municipality located in Lake County which operates a Department of Public Sanitation, which has been continuously governed by the provisions of IC 36-9-25 et seq. at least since 1970; and,

Whereas, The Board of Sanitary Commissioners adopted its January 16, 2024 meeting, Resolution No. 2024-4 recommending desirable and necessary changes to modify Chapter 12.20, Article III, Section 12.20.220 and Section 12.20.230 of the Highland Municipal Code related to the discharge of certain wastes into the sewage works and recommends to the Town Council for it favor and action; and,

Whereas, The Town Council of the Town of Highland is in receipt of Resolution No. 2024 - 4 adopted January 16, 2024 by the Board of Sanitary Commissioners, which makes desirable and necessary changes to Chapter 12.20 of the Highland Municipal Code relating to Discharge Regulations for Sewers and Sewage Disposal, which supports its management of the sewage works as well as the stormwater and watercourses of the Town of Highland, to be effective provided the Town Council as the legislative body approves; and,

Whereas, The Board of Sanitary Commissioners, has requested that the Town

Council of the Town of Highland as the legislative body favor approve and adopt these recommended modifications of Chapter 12.20 as it relates to discharge regulations for sewers pursuant to IC 36-9-25-11 and thereby put them into force and effect; and,

Whereas, The Town of Highland, through its Town Council now wishes to still further perfect its own organization as well as that of the Department of Public Sanitation and make certain amendments to the ordinance establishing and governing the rates and charges of the Sanitary District pursuant to IC 36-9-25-11; and

Whereas, the Town Council now desires to favor the recommendations for amendment to the Highland Municipal Code as recommended by the board of Sanitary Commissioners for Chapter 12.20 by making these amendments as commended,

Now, Therefore, Be it hereby ordained by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That Section 12.20, Article III, Section 12.20.220 and Section 12.20.230 of the Highland Municipal Code be hereby amended by repealing in its entirety that section and replacing it with a new section to be numbered as Section 12.20, Article III, Section 12.20.220 and Section 12.20.230, which shall read as follows:

Chapter 12.20
SEWERS AND SEWAGE DISPOSAL

Article III. Discharge Regulations

12.20.220 Certain harmful wastes totally prohibited.

No person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewers:

(A) Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid or gas; and

(B) Any waters or wastes containing toxic or poisonous solids, liquids, or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals, create a public nuisance, or create any hazard in the receiving waters of the sewage treatment plant; and

(C) Any waters or wastes having a pH lower than 5.0, greater than 9.5, or having corrosive properties capable of causing damage or hazard to structures, equipment, and personnel of the sewage works; and

(D) Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the sewage works such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, paunch manure, hair and fleshings, entrails and paper dishes, cups, milk containers, and the like, either whole or ground by garbage grinders.

12.20.230 Discharges superintendent may regulate or prohibit.

(A) The admission into the public sewers of any waters or wastes having:

- (1) A five-day biochemical oxygen demand greater than 220 milligrams per liter by weight; or
- (2) Containing more than 260 milligrams per liter by weight of suspended solids; or
- (3) Containing any quantity of substances having the characteristics described in subsection (C) of this section; or
- (4) An average daily flow greater than five percent of the average daily sewage flow of the district;

shall be subject to the review and approval of the superintendent.

(B)(1) Where necessary in the opinion of the superintendent, the owner shall provide at his expense such preliminary treatment as may be necessary to:

- (a) Reduce the biochemical oxygen demand to 220 milligrams per liter and the suspended solids to 260 milligrams per liter by weight; or
- (b) Reduce objectionable characteristics or constituents to within the maximum limits provided in subsection (C) of this section; or
- (c) Control the quantities and rates of discharge of such waters or wastes.

(2) Plans, specifications and any other pertinent information relating to proposed preliminary treatment facilities shall be submitted for the approval of the superintendent and of the Stream Pollution Control Board of the state, and no construction of such facilities shall be commenced until said approval is obtained in writing.

(C) No person shall discharge or cause to be discharged the following described substances, materials, waters or wastes except if it appears likely in the opinion of the superintendent that such wastes will not harm either the sewers, sewage treatment process or equipment, nor have an adverse effect on the receiving stream, nor can otherwise endanger life, limb, or public property nor constitute a nuisance. In forming his opinion as to the acceptability of these wastes, the superintendent will give consideration to such factors as the quantities of subject wastes in relation to flows and velocities in the sewers, materials of construction of the sewers, nature of the sewage treatment process, capacity of the sewage treatment plant, degree of treatability of wastes

in the sewage treatment plant and other pertinent factors. Included, but not limited to, the substances not acceptable are the following:

- (1) Any liquid or vapor having a temperature higher than 150 degrees Fahrenheit, 65 degrees centigrade.
- (2) Any garbage that has not been properly shredded. The installation and operation of any garbage grinder (other than in a residence) may be subject to the review and approval of the superintendent.
- (3) Any waters or wastes containing strong acid iron pickling wastes, or concentrated plating solutions whether neutralized or not.
- (4) Any waters or wastes exceeding the following maximum allowable limits: 2.0 mg/l of boron, 10.0 mg/l of chromium (hexavalent), 25.0 mg/l of chromium (trivalent), 5.0 mg/l of copper, 10.0 mg/l of cyanide, 50 mg/l of iron fez, 0.5 mg/l of lead, 10.0 mg/l of nickel, 100 mg/l of oil and grease, and the like (hexane solubles), temperature not over 150 degrees Fahrenheit (65 degrees centigrade), free acids and alkalis pH between 5.0 and 9.5, 10.0 mg/l of zinc, 2.0 mg/l of cadmium, and 30.0 mg/l of chlorine demand.
- (5) Any waters or wastes containing phenols or other taste- or odor-producing substances after treatment of the composite sewage, in such concentrations exceeding limits which may be established by the superintendent as necessary to meet the requirements of the state, federal or other public agencies of jurisdiction for such discharge to the respective waters.
- (6) Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the superintendent in compliance with applicable state or federal regulations.
- (7) Any waters or wastes having a pH less than 5.0 or in excess of 9.5.
- (8) Materials which exert or cause:
 - (a) Unusual concentration of inert, suspended solids (such as, but not limited to, fuller's earth, lime slurries and lime residues) or of dissolved solids (such as, but not limited to, sodium chloride and sodium sulfate).
 - (b) Excessive discoloration (such as, but not limited to, dye wastes and vegetable tanning solutions).
 - (c) Unusual BOD, chemical oxygen demand, or chlorine requirements in such quantities as to constitute a significant load on the sewage treatment plant.
 - (d) Unusual volume of flow or concentration of wastes constituting "slugs" as defined herein.
- (9) Waters or wastes containing substances which are not amenable to treatment or reduction by the sewage treatment processes employed, or are amenable to treatment only to such degree that the sewage treatment plant effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters.

(D) All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made in this section shall be determined in accordance with Standard Methods.

(E) If any waters or wastes are discharged, or are proposed to be discharged, to the public sewers, which waters contain the substances or possess the characteristics enumerated in subsection (C) of this section, and which in the judgment of the superintendent may have a deleterious effect upon the sewage works, processes, equipment or receiving waters, or which otherwise create a hazard to life or constitute a public nuisance, the superintendent shall:

- (1) Require new industries or industries with significant increase in discharges to submit information on wastewater characteristics and obtain prior approval for discharges;
- (2) Require other methods of disposal; and/or
- (3) Require pretreatment to an acceptable condition for discharge to the public sewers; and/or
- (4) Require control over the quantities and rates of discharge; and/or
- (5) Require facilities to prevent accidental discharge of any unacceptable wastes; and
- (6) Require payment to cover the added cost of handling and treating the wastes not covered by sewer charges under the provisions of this chapter and all ordinances amendatory thereof and supplemental thereto, and any fines, penalties or damages assessed against the district for discharge of such wastes.

Section 2. The provisions of this Ordinance amending the municipal code shall become and be in full force and effect from and after the date of its passage and adoption upon its signature by the executive in the manner prescribed by IC 36-5-2-10(a), provided as follows:

Introduced and Filed on the 15th day of February 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 15th Day of February 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 33-16-4-1; IC 36-5-6-5)

x. **Discussion:** Advertisement for Bids (Road Materials and Supplies (Concrete Work))

ADVERTISEMENT FOR BIDS
TOWN OF HIGHLAND
ROAD MATERIALS AND SUPPLIES (CONCRETE WORK)

Notice is hereby given that the Town Council of the Town of Highland, Lake County, Indiana, will receive sealed bids for the following road materials, supplies and services for the year 2024:

Concrete Curb and Gutter (Rollback and Highback)
Concrete Sidewalk
Concrete Driveway

Bids will be received at the Highland Public Works Facility, 8001 Kennedy Avenue, Highland, Indiana, 46322 until 10:00 a.m. (local time), Thursday, February 22, 2024, at which time all bids will be opened and read aloud. The bid documents, including specifications, are on file at the office of the Public Works Director of the Town of Highland, 8001 Kennedy Avenue, Highland, Indiana and may be obtained upon request. All bids are to be furnished in accordance with the bid documents on file in the office of the Public Works Director.

Bidders shall execute their bids on forms prescribed by the Town of Highland and shall include the Indiana State Board of Accounts Form 96, Certification Regarding Unauthorized Aliens, Town of Highland Responsible & Responsive Bidder – Affidavit of Compliance, signed copies of Addenda (if issued) and satisfactory bid security.

Each Bidder must ensure that all employees and applicants for employment are not discriminated against because of their race, creed, color, sex, or national origin.

Each bid shall be accompanied by an acceptable certified check or cashier's check made payable to the Town of Highland or an acceptable bid bond, executed by an incorporated surety company in good standing and qualified to do business in the State of Indiana, in an amount equal to 5 percent of the total bid price.

The successful bidder will be required to furnish, execute, and deliver to the Town of Highland a satisfactory performance bond in the amount of their bid to guarantee the faithful performance of the contract.

The successful Contractor and his or her subcontractors shall be a licensed "Specialty Contractor" with the Town of Highland pursuant to Chapter 5.20 "Licensing of Building Contractors" of the Highland Municipal Code.

The Town Council of the Town of Highland reserves the right to reject any and all bids.

Mark J. Knesek
Public Works Director
Highland, Indiana

The Council President advised to place the item on the February 12, 2024 plenary meeting agenda.

x. **Discussion:** Advertisement for Bids (Tree removal services)

**ADVERTISEMENT FOR BIDS
TOWN OF HIGHLAND
TREE REMOVAL SERVICES**

Notice is hereby given that the Town Council of the Town of Highland, Lake County, Indiana, will receive sealed bids for Tree Removal Services for the year 2024. Services include scheduled tree removal; emergency tree removal with 2-hour response time; and stump grinding including removal of grindings within 2 weeks of tree removal. Said tree removal shall be furnished when requested by the Public Works Director.

Bids will be received at the Highland Public Works Facility, 8001 Kennedy Avenue, Highland, Indiana, 46322 until 10:15 a.m. (local time), Thursday, February 22, 2024, at which time all bids will be opened and read aloud. The bid documents, including specifications, are on file at the office of the Public Works Director of the Town of Highland, 8001 Kennedy Avenue, Highland, Indiana and may be obtained upon request. All bids are to be furnished in accordance with the bid documents on file in the office of the Public Works Director.

Bidders shall execute their bids on forms prescribed by the Town of Highland and shall include the Indiana State Board of Accounts Form 96, Certification Regarding Unauthorized Aliens, Town of Highland Responsible & Responsive Bidder – Affidavit of Compliance, signed copies of Addenda (if issued) and satisfactory bid security.

Each Bidder must ensure that all employees and applicants for employment are not discriminated against because of their race, creed, color, sex, or national origin.

Each bid shall be accompanied by an acceptable certified check or cashier's check made payable to the Town of Highland or an acceptable bid bond, executed by an incorporated surety company in good standing and qualified to do business in the State of Indiana, in an amount equal to 5 percent of the total bid price.

The successful bidder will be required to furnish, execute, and deliver to the Town of Highland a satisfactory performance bond in the amount of their bid to guarantee the faithful performance of the contract.

The successful Contractor and his or her subcontractors shall be a licensed "Specialty Contractor" with the Town of Highland pursuant to Chapter 5.20 "Licensing of Building Contractors" of the Highland Municipal Code.

The Town Council of the Town of Highland reserves the right to reject any and all bids.

Mark J. Knesek
Public Works Director
Highland, Indiana

The Council President advised to place the item on the February 12, 2024 plenary meeting agenda.

- x. **Discussion:** Advertisement for Bids (Downtown Landscape Maintenance services)

ADVERTISEMENT FOR BIDS
TOWN OF HIGHLAND
DOWNTOWN LANDSCAPE MAINTENANCE SERVICES

Notice is hereby given that the Town Council of the Town of Highland, Lake County, Indiana, will receive sealed bids for Downtown Landscape Maintenance Services for the downtown business area of Highland and (3) Welcome to Highland sign planters. Services include fall/spring clean-up, planting/removal of spring annuals, periodic trimming and weeding, removal of existing mulch, application of new mulch and blowing of sidewalks. Said services shall be performed during the period of April 1, 2024 through November 30, 2024.

Bids will be received at the Highland Public Works Facility, 8001 Kennedy Avenue, Highland, Indiana, 46322 until 10:30 a.m. (local time), Thursday, February 22, 2024, at which time all bids will be opened and read aloud. The bid documents, including specifications, are on file at the office of the Public Works Director of the Town of Highland, 8001 Kennedy Avenue, Highland, Indiana and may be obtained upon request. All bids are to be furnished in accordance with the bid documents on file in the office of the Public Works Director.

Bidders shall execute their bids on forms prescribed by the Town of Highland and shall include the Indiana State Board of Accounts Form 96, Certification Regarding Unauthorized Aliens, Town of Highland Responsible & Responsive Bidder – Affidavit of Compliance, signed copies of Addenda (if issued) and satisfactory bid security.

Each Bidder must ensure that all employees and applicants for employment are not discriminated against because of their race, creed, color, sex, or national origin.

Each bid shall be accompanied by an acceptable certified check or cashier's check made payable to the Town of Highland or an acceptable bid bond, executed by an incorporated surety company in good standing and qualified to do business in the State of Indiana, in an amount equal to 5 percent of the total bid price.

The successful bidder will be required to furnish, execute, and deliver to the Town of Highland a satisfactory performance bond in the amount of their bid to guarantee the faithful performance of the contract.

The successful Contractor and his or her subcontractors shall be a licensed "Specialty Contractor" with the Town of Highland pursuant to Chapter 5.20 "Licensing of Building Contractors" of the Highland Municipal Code.

The Town Council of the Town of Highland reserves the right to reject any and all bids.

Mark J. Knesek
Public Works Director
Highland, Indiana

The Council President advised to place the item on the February 12, 2024 plenary meeting agenda.

X. DISCUSSION: ACTION TO APPROVE APPOINTMENT OR EMPLOYMENT OF FULL-TIME EMPLOYEE, PURSUANT TO SECTION §3.03 OF THE COMPENSATION AND BENEFITS ORDINANCE. PUBLIC WORKS DIRECTOR RECOMMENDS THE FOLLOWING:

- (A) *THE HIRING OF AUSTIN SPEARS, TO THE FULL-TIME POSITION OF UTILITY WORKER B IN PUBLIC WORKS DEPARTMENT (AGENCY) AT A RATE OF PAY OF \$15.87 PER HOUR.*

THIS WILL NOT INCREASE THE FULL-TIME WORKFORCE GREATER THAN THE AUTHORIZED WORK FORCE STRENGTH.

TOWN OF HIGHLAND
PERSONNEL-EMPLOYMENT NOTICE

Name: Austin Spears Employee Payroll # _____
Address: 300 47 40th St Phone #: 219-789-1311
Department: Public Works Account #: water
Email address: aspears1771@gmail.com

NEW HIRE (Not currently on the payroll in any status) Date Effective: 2-13-24
Remind new hires they will need to show their original social security card when they complete their employment forms.
***NEW HIRE PERSONNEL NOTICE MUST BE FILED WITH THE CLERK-TREASURER'S OFFICE *BEFORE EMPLOYEE STARTS WORKING/HIRE DATE!**

For EEOC purposes, please indicate: Caucasian Black Hispanic Native American
Multi-racial Other: _____ Male Female

Job Title: Utility Wkr B Bi-weekly Salary/Hourly Rate: 16.66

Characterize the Employment:
Full-Time Part-Time Summer Temporary/Seasonal: _____
Minor (under age 18) Work Permit Received (Date Season Ends)

Full-Time Only:
This position succeeds: David Pry (if applicable)
The current workforce level is 2 as of the date of this notice.
This position will not increase authorized full-time work force levels.

PAY RATE CHANGE OR CHANGE IN STATUS Date Effective: _____
Current:
Job Title: _____ Account: _____
Base Bi-weekly/Hourly Rate: _____ Longevity: _____
Proposed:
Job Title: _____ Account: _____
Base Bi-weekly/Hourly Rate: _____ Longevity: _____
This position succeeds: _____

Characterize the Increase or Status Change:
Merit Promotion Returning Summer Brevet/Acting Appt. Per Ordinance _____
Administrative Leave (department head requesting must detail rationale on reverse of form)

SEPARATION Last Day Worked: _____ Effective Last Day: _____
Resignation Discharge Retirement Other _____
(Details for Discharge may be found in personnel file of the department)

To be paid last direct deposit or payroll check (Detail on back of this page if necessary):
Vacation Pay: _____ Comp Pay: _____ Personal Day Pay: _____
Severance Pay: _____ Holiday Pay: _____ Other Pay Allowed: _____

SUPERVISOR SIGNATURE: [Signature] Date: 1-25-24

TOWN COUNCIL/BOARD OF JURISDICTION ACTION: APPROVED DISAPPROVED
(if applicable)

Date: _____

Date of Revision: 4/2020
Approved by Clerk-Treasurer pursuant to IC36-5-6-6(a)(3)

The Council President advised to place the item on the February 12, 2024 plenary meeting agenda

- x. **Discussion:** (this originally came before the Council on March 13, 2023) The petitioner was proposing a use variance for property located 8141 Indianapolis Boulevard, Highland. The petitioner wanted to develop the property as a mixed-use retail/climate-controlled storage facility. HMC Section 18.55.050 prohibits this activity without a use variance. The property is currently zoned as B-3 General Business District/Indianapolis Boulevard overlay district in which climate-controlled facilities are

not permitted. A use variance is being sought under HMC Section 18.115.050. Petitioner: **Mitch Feldman**, 3323 NE 163rd Street, Ste. 506, North Miami Beach, FL The Advisory Board of Zoning Appeals by a vote of four (4) in favor and zero (0) opposed acted to **UNFAVORABLY recommend the request for the use variance** for the property.

Mr. Patel advised that do to a scheduling conflict, he would not be able to attend but asked to be placed on the March 4, 2024 study session agenda.

x. Discussion: Councilor Turich said that Kathy Burke had reached out to him regarding extending the hours of the upcoming Fourth of July event, in particular July 4th. Councilor Turich inquired if there was an opportunity to review those hours of operation. He said that the festival shut down early on the 4th because of the fireworks and the HCCE would like to extend the hours of operation.

Chief Potesta said the police had requested shutting down the midway at 9:30 o'clock p.m. because after that, there is nothing but trouble but that it was something the police department would be happy to discuss with the Council and the HCCE.

x. Discussion: Councilor Turich said that heard through the grapevine that we cannot do the fireworks at the normal location this year. He was surprised when it did not come up early in conversation as he heard it through a resident.

Public Works Director Knesek started to explain the reason that the park will be all torn up because of the sewer project but Councilor Turich said he understood the reasoning but why wasn't this brought up earlier to the Council? Public Works Director Knesek said he found out about it maybe two weeks ago and notified Council President Scheeringa.

Councilor Robertson said the HCCE is on this and have three (3) alternate sites picked-out. He said the HCCE has already received approval to use Highland Christian School and the high school and is waiting to hear from Wicker Park. He said he and Sandy McKnight met with the Mad Bomber and visited the Highland Christian site. The Mad Bomber gave his thumbs up to the Highland Christian site.

Councilor Georgeff expressed concerns over the Highland Christian site as that would tax our police department.

Sandy McKnight said she liked the Highland Christian site because the festival at Main Square could be kept open during the fireworks. The fireworks would be downtown again.

Councilor Turich asked what criteria is being used to evaluate the different sites and choose the best site?

Councilor Georgeff said he's done quite a bit of research on this. He talked to the chief and its going to tax the manpower and the parking will be an issue as there's not

enough parking. He added that the idea that you could see the fireworks from Main Square doesn't hold water because the trees at Main Square will be in full bloom so the festival goers won't be able to see the fireworks between the trees and will have to walk across Ridge Road to watch the fireworks. He added that the debris could fall on the newly constructed addition to the school. He said he was told that in order to safely protect the building, you would have to place fireman on the roof of the building.

Ms. McKnight said that Mad Bomber had suggested that a fire truck should be placed on the school grounds just in case debris from the fireworks started a fire. She said Highland Christian would be the biggest win for Highland as the festival could remain open a little longer and the police.

The Clerk-Treasurer said that normally the 4th of July is the climax of the festival but how it falls this year, the 4th is like the second day of the festival and if the park could remain open longer, it would a win win for everyone.

Councilor Robertson said whereas Wicker Park would be less taxing on the police department, there might be some issues with the staffing at Wicker Park as that is a holiday and they'll have to be paid overtime.

Councilor Turich said it would be interesting to see what the actual cost savings would be for each site. He asked the HCCE to prepare a presentation of the positives and negatives of each site and present at the March 4th study session.

Councilor Scheeringa said since this is a two or three project, he would want some type of agreement that Wicker Park doesn't try to do their own fireworks in the future and competing against Highland.

Sandy McKnight said having fireworks at Highland Christian is no different than having fireworks at Main Square. The logistics are the same. You have the Presbyterian Church right behind and the house that does all the decorations kitty corner to them. Our Lady of Grace is right across the street. The Mad Bomber uses 2 or 3 inch shells which he will use at Christian School. You can see the fireworks clearly at Main Square of New Year's Eve. I live four doors down from here and I can see the fireworks clearly.

Councilor Georgeff said you are not going to have room for everyone to park at the Christian School. He said, I worked the security at 5th and Glenwood for 15 years. I had to shut the street down for 10 to 15 min, because the entire street is filled with people streaming out of that park. Those people will not fit in Main Square.

Councilor Turich said he thought Sandy's was a great idea but again he'd like to see the pros and cons. Bring the list to the Council to evaluate and make a decision. He asked Sandy when the next HCCE Meeting and she said this upcoming Wednesday. He asked if the group would be able to put their ideas together and report back to the Council at the March 4th study session. He said as he read the ordinance, there's a shall statement and that there shall be somebody from each department within the Town at the HCCE

meetings and it seems like that's not happening right now. He asked why would that not be happening, especially because the word shall is in the ordinance. If it read should, it'd be up to the discretion of the department head but being a shall statement in the ordinance, why isn't a representative of every department at the HCCE meetings?

Councilor Robertson said the HCCE just reviewed the by-laws at their last meeting and that was one of the points raised by Alex Brown and I think that was one of the lines struck by the HCCE.

Councilor Turich asked who's not being represented there? He was advised that only representatives from the Park Department are present. He said we need to make sure those liaisons we serve on, that a representative attends the HCCE meetings.

Councilor Robertson asked the Council, if they wouldn't consider the changes made by the HCCE to the by-laws?

Councilor Scheeringa said he thought it best that the Town Attorney reviews them first.

Attorney Reed agreed to review but he said the Council has a better feel on what language you want as mandatory

Councilor Robertson brought up that Sandy has been talking with a lot of bands and he would like to bring the band contracts forth for the Council to approve. He then passed out a list as prepared by Sandy.

Highland 4th of July Festival Entertainment Schedule - \$24,650.00

Wednesday - July 3rd - \$6200.00

- 5:00 - 6:30 / I'm With Frank - \$1000.00 - Kimberly - 219-671-7235
- 7:00 - 8:30 / Mike Green - \$500.00 - Ann Green - 219-902-9833
- 9:00 - 10:30 / Jump Van Halen Tribute - \$5300.00 - **513-898-9190**
gregg@transamericantalent.com / CONTRACT SENT 2/3/24

Thursday - July 4th - \$8550.00

- 2:00 - 3:00 / Nomad Planets - \$600.00 - Mark - 219-677-1579
- 3:30 - 5:00 / Ed Hernandez - \$450.00 - 219-308-5056
- 5:30 - 7:00 / Together - \$2500.00 - Ray Flores - 219-789-2691
- 7:30 - 9:00 / Elvis Tribute - \$5000.00 - Kay Shannon - 214-683-1403

Friday - July 5th - \$6100.00

- 2:30 - 4:00 / Stern Approval - \$500.00 - Nick - 219-677-5992
- 4:30 - 6:00 / Smiley Tillman - \$1000.00 - Tom Rezetko - 630-513-2283
- 6:30 - 8:00 / Visions of Santana - \$1600.00 - 219-213-2125
- 8:30 - 10:30 / Kashmir - \$3000.00 - John Livingston - 219-895-1180

Saturday - July 6th - \$7000.00

- 2:30 - 4:00 / Got Issues - \$1000.00 - Dave Trump - 219-789-1301
- 4:30 - 6:00 / Pawnz - \$1000.00 - Linda Walla - 219-242-2389
- 6:30 - 8:00 / Mr. Funnyman / \$2500.00 - Jeremy - 219-669-9239
- 8:30 - 10:30 / Dick Diamond - \$2500.00 - Jeff Gajewski - CONTRACT

Sunday - July 7th - \$6200.00

- 2:00 - 3:00 / Jim Bulanda - \$500.00 - Frank - Rat Pack - 219-718-7503
- 3:30 - 5:00 / This DAM Band - \$1200.00
- 5:30 - 7:00 / Anthem - \$2000.00 - Jim Cairo - 630-306-1054
- 7:30 - 9:00 / Smalltown - \$2500.00 - Douglas Clapp - 219-776-3131

Sandy McKnight and Kathy Burke gave a brief description of each of the bands on the list.

Alex asked if this was something the Council would like to consider for the next meeting or would the Council like to discuss it first in a study session.

Councilor Turich brought up about extending the hours again. He said he is just one person but he felt there was interest in extending the hours. The 4th of July festival is one of the largest events in the area and Highland prides itself on its festival. There were times last year when my friends were just getting started and went down to Main Square as the activities are ending. How do we overcome the challenges of overtime? Can we have a special shift?

Attorney Reed said that now that the law was changed so that the Redevelopment money can be used for public safety, maybe the Redevelopment Commission can allocate some money for overtime?

Chief Potesta said it isn't always about the money. It is hard getting bodies to work the 4th of July. The officers would prefer being home with their families.

Councilor Georgeff gave this scenario. The officer works afternoons. He has to stay over an hour so the officer at Main Square can work that extra hour. When the officer finishes at Main Square he/she has to go work midnights and he/she has already put 4 or 5 hours at Main Square. This is all taking place during shift change.

Doug said he's not looking to solve this tonight. We should take this off-line and look for solutions. Then come back with solutions on how to expand festival hours. I don't want to force someone into anything. I'm open to every option. Put it down on paper. Maybe we can hire officers from different departments to work?

Ms. McKnight said she made a call to ATC and spoke with an Office Taylor. For Highland to do the beer garden themselves, it would be \$50 a day a permit. All that is required is for them to approve the Main Square layout. She said she then called Calumet Breweries and for a refrigerated truck, with 14 taps, it would be \$300 a day. There is a set-up fee of \$150 and the awning is included. She said the kegs range in price from \$95 to \$115 and the truck holds up to 260 kegs. It is COD but they would work with us on what we would need. Whatever kegs that aren't tapped, can be returned for full reimbursement. She said that last year it was 50/50 and the profit was roughly \$42,000. By doing it ourselves, we would get a bigger profit.

Councilor Turich asked Sandy to bring all that information to the March 4th study session. He said it sounds like we'd want to do a comparison to working with the vendor versus doing it on our own. Is there a way to maybe present the information in slides? You put some presentations together. Kind of allow some visuals for us to review and see and talk about and we have some things to thumb through and make notes on, just, you know, just to help us with that process.

Councilor Robertson said he asked the HCCE to take a look to see if vendors would bid and see what price they would charge to run and do a comparison on what Town could do it for. It doesn't necessarily have to be this year but maybe next year the Town could actually manage the beer garden. He said maybe it won't be for the 4th of July starting out but a lesser festival like the BBQ fest. He didn't think any vendors had been contacted.

Councilor Scheeringa said he would prefer to review both the bands and beer garden and the next study session as there are a lot of legalities and financials that we need to go over and I don't want to end up in the same boat as a neighboring municipality. He didn't want anyone to question how the funds were spent as they did to the neighboring community.

Councilor Scheeringa continued on regarding the possibility of his daughter's Girl Scout Troop to present the colors, do the pledge of allegiance and say the prayer. He had already talked with the Clerk-Treasurer who said it has been done many times in the past but he wanted to be transparent with the Council. It will allow the Girl Scouts to earn their government badge. None of the Council had a problem with it.

Councilor Turich said the Council wants to meet the department heads to review their goals and see what their vision is for the upcoming year. He asked Attorney Reed, how the Council accomplish this.

Attorney Reed said this type of meeting doesn't qualify as an executive session and needs to be done public. He said the Council might consider a special meeting. When he's been part of a group discussing a master plan, you hold the meeting in a school or auditorium. You can have the department heads coming in one at a time and then bring them all in to discuss any conflicting goals.

Doug said he envisions about spending an hour with each department head, asking where is there department currently and where do you envision it going forward. Does the department head have any KPI's or score cards? How are things reported out? He suggested Friday afternoon as his work week ends at 10:00 o'clock a.m. By doing it then, we are not asking them to come in and take time off from their personal time. He asked the Department Heads to pick a day and time during they're by-weekly call that works best for them. He reiterated the purpose of the meeting is open discussions to find out their challenges. What are your goals for the year? What do you measure? What's important to you? How is that important to us as leadership? How do we convey that message out? What kind of scorecard. I'd like to get into every public meeting as the police chief and IT Director discuss what they've accomplished. Let's turn it into a celebration. What have you accomplished within the last 2 weeks so the public knows what you are working on and what your goals are.

Councilor Scheeringa asked if there were any additional agenda items. Hearing none, he adjourned the meeting at 8:10 p.m.

**Enrolled Memorandum of the Meeting
Study Session/Meeting (Convened Electronically/Hybrid)
Thirtieth Town Council of Highland
Monday, February 5, 2024**

The Thirtieth Town Council of the Town of Highland, Lake County, Indiana met in a study session on **Monday, February 5, 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 Georgeff, Councilor Turich, Councilor Alex Robertson, Councilor Black, Councilor Philip Scheeringa all participated in person.

Silent Roll Call: Councilors George Georgeff, Doug Turich, Alex Robertson, Tom Black, Philip Scheeringa, were present in person as indicated. 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. *(term is co-extensive with their 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:** (2) appointments, to be made by the municipal executive, but requiring nomination from the Town Council. *(Positions currently held by Joan Roback, Bernie Zemen.)*
 - 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.)*

6. **Economic Development Commission.** (1) Appointment to be made by the municipal executive, but requiring nomination from the County Fiscal Body nominee. Term ends just before February 1st. *This term does not expire until February 1, 2024.)*
 - a. Nomination by the County Fiscal Body
 - b. Appointment by executive.

LAKE COUNTY COUNCIL

LAKE COUNTY GOVERNMENT CENTER
2293 NORTH MAIN STREET
CROWN POINT, INDIANA 46307
219-755-3280
FAX: 219-755-3283



LAKE COUNTY GOVERNMENT CENTER
CROWN POINT, INDIANA



1ST DISTRICT
DAVID HAMM

January 29, 2024

★

2ND DISTRICT
CLORIOUS L. LAY

Mr. Mark A. Herak
Clerk-Treasurer
Town Hall
3333 Ridge Road
Highland, IN 46322-3351

★

3RD DISTRICT
CHARLIE BROWN

Dear Mr. Herak:

★

The Lake County Council, at our January 9, 2024 meeting, reappointed Mr. David Beanblossom to the Highland Economic Development Commission for a four (4) year term.

4TH DISTRICT
PETE LINDEMULDER

If you have any questions regarding his reappointment, please contact our office at (219) 755-3280.

★

5TH DISTRICT
CHRISTINE CID

Respectfully,

Christine Cid
President
Lake County Council

★

6TH DISTRICT
TED F. BILSKI

CC:cc
cc: Mr. David Beanblossom

★

7TH DISTRICT
RANDALL NIEMEYER

★

7. **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

Home Rule Commissions

1. **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: (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, Rachael Carter, Olga Briseno, Kathy Camp-Burke, Linda Carter and Jack Rowe)*

Councilor Turich as the Clerk-Treasurer to prepare a list of all the applications remaining who have not been selected to a Board or Commission.

- x. **Discussion:** The February 19, 2024 Highland Town Council Standing Study Session falls on President's Day, does the Council wish to cancel the February 19th standing study session? The February 26, 2024 Plenary Business Meeting remains on schedule.

Councilor Georgeff said he will not be able to attend the February 19, 2024 study session.

Councilor Black asked if there was anything pressing and if not, there's no reason to hold the meeting.

The Clerk-Treasurer advised the Council that no decision could be made tonight as it is a study session but could be taken up at the February 12, 2024 plenary meeting. The decision to cancel could be made at that meeting.

The Council President advised to place the item on the February 12, 2024 plenary meeting agenda.

- x. **Discussion:** The Lake County Board of Elections and Registration has requested the use of the Highland Municipal Building as a voting site for the May 7, 2024 and November 5, 2024 elections.

Attorney Reed advised the Council that the Director of Lake County Board of Elections and Registration has a nice way of asking the question but since the Town Hall is a municipal building; the Town Council really has no choice but to accept.



LAKE COUNTY BOARD OF ELECTIONS AND REGISTRATION

January 29, 2024

RE: Polling Place Usage Primary and General Election

Thank you for allowing us to use your facility in the past. We would once again like to request usage for the Primary and General Elections to be held on Tuesday, May 7, 2024, and November 5, 2024.

We are asking you to approve the request and confirm that our contact information is correct. If the information is incorrect, please update accordingly. The emergency contact should be for a person who has keys to the building and can provide information if needed, as to when and where to deliver the machines. All machines are to be kept in a secure location, to avoid any tampering. Please be sure that the machines are available for the poll workers on the Monday before the election. The facility will need to be open on Tuesday Election Day at 5:00 a.m. You can return the portion below in the self-addressed envelope or you can fax it to 219-755-3801 or email it to fajmamr@lakecountyin.org.

Thank you in advance for allowing us to use your facility on Election Day.

Sincerely,

Michelle R. Fajman
Director Lake County Board of Elections and Registration
219-755-3819

Location has been approved _____
Denied/Only private locations can be Denied _____
IC 3-11-8-4 School buildings, fire stations, and all other public buildings shall be made available without charge to a county for holding an election.

INFORMATION IS CORRECT: YES _____ OR NO _____
HL 11 HIGHLAND TOWN HALL
3333 RIDGE RD HIGHLAND IN 46322
219-838-1080 Email: mknesek@highland.in.gov
Emergency Contact: Mark Knesek 219-689-6664

Special Instructions _____

Government Center • 2293 North Main Street • Rm. A-205 • Crown Point, IN 46307-1854
Phone (219) 755-3795 • Fax (219) 755-3801



The Council President advised to place the item on the February 12, 2024 plenary meeting agenda.

x. **Discussion:** Ordinance No. 1794: An Ordinance to Amend Chapter 12.20 Article III, Section 12.20.220 and Section 12.20.230 of the Highland Municipal Code Regarding Modifying and Establishing Discharge Regulations for Sewers and Sewage Disposal Pursuant to IC 36-9-25 Et Sequitur.

Public Works Director Mark Knesek advised the Council that this request which originated with the Sanitary Board at the request of the EPA to have Highland's Discharge Regulations conform to the EPA standards. Director Knesek explained that it really didn't affect

Highland as the range applied mainly to industrial customers and Highland doesn't have many industrial customers.

**ORDINANCE No. 1794
of the
TOWN of HIGHLAND, INDIANA**

An Ordinance to Amend Chapter 12.20 Article III, Section 12.20.220 and Section 12.20.230 of the Highland Municipal Code Regarding Modifying and Establishing Discharge Regulations for Sewers and Sewage Disposal Pursuant to IC 36-9-25 Et Sequitur.

Whereas, IC 36-1-3-2 confers upon all local units the powers that they need for the effective operation of government as to local affairs;

Whereas, IC 36-1-3-6 (b)(1) prescribes that any such exercise of power shall be authorized through enactment of an ordinance passed by the legislative body; and

Whereas, The Town of Highland, is a Municipal Government which may pass and codify ordinances for the operation of the government, all pursuant to IC 36-1-4 and IC 36-1-5;

Whereas, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Town of Highland, is a municipality located in Lake County which operates a Department of Public Sanitation, which has been continuously governed by the provisions of IC 36-9-25 et seq. at least since 1970; and,

Whereas, The Board of Sanitary Commissioners adopted its January 16, 2024 meeting, Resolution No. 2024-4 recommending desirable and necessary changes to modify Chapter 12.20, Article III, Section 12.20.220 and Section 12.20.230 of the Highland Municipal Code related to the discharge of certain wastes into the sewage works and recommends to the Town Council for it favor and action; and,

Whereas, The Town Council of the Town of Highland is in receipt of Resolution No. 2024 - 4 adopted January 16, 2024 by the Board of Sanitary Commissioners, which makes desirable and necessary changes to Chapter 12.20 of the Highland Municipal Code relating to Discharge Regulations for Sewers and Sewage Disposal, which supports its management of the sewage works as well as the stormwater and watercourses of the Town of Highland, to be effective provided the Town Council as the legislative body approves; and,

Whereas, The Board of Sanitary Commissioners, has requested that the Town

Council of the Town of Highland as the legislative body favor approve and adopt these recommended modifications of Chapter 12.20 as it relates to discharge regulations for sewers pursuant to IC 36-9-25-11 and thereby put them into force and effect; and,

Whereas, The Town of Highland, through its Town Council now wishes to still further perfect its own organization as well as that of the Department of Public Sanitation and make certain amendments to the ordinance establishing and governing the rates and charges of the Sanitary District pursuant to IC 36-9-25-11; and

Whereas, the Town Council now desires to favor the recommendations for amendment to the Highland Municipal Code as recommended by the board of Sanitary Commissioners for Chapter 12.20 by making these amendments as commended,

Now, Therefore, Be it hereby ordained by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That Section 12.20, Article III, Section 12.20.220 and Section 12.20.230 of the Highland Municipal Code be hereby amended by repealing in its entirety that section and replacing it with a new section to be numbered as Section 12.20, Article III, Section 12.20.220 and Section 12.20.230, which shall read as follows:

Chapter 12.20
SEWERS AND SEWAGE DISPOSAL

Article III. Discharge Regulations

12.20.220 Certain harmful wastes totally prohibited.

No person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewers:

(A) Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid or gas; and

(B) Any waters or wastes containing toxic or poisonous solids, liquids, or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals, create a public nuisance, or create any hazard in the receiving waters of the sewage treatment plant; and

(C) Any waters or wastes having a pH lower than 5.0, greater than 9.5, or having corrosive properties capable of causing damage or hazard to structures, equipment, and personnel of the sewage works; and

(D) Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the sewage works such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, paunch manure, hair and fleshings, entrails and paper dishes, cups, milk containers, and the like, either whole or ground by garbage grinders.

12.20.230 Discharges superintendent may regulate or prohibit.

(A) The admission into the public sewers of any waters or wastes having:

- (1) A five-day biochemical oxygen demand greater than 220 milligrams per liter by weight; or
- (2) Containing more than 260 milligrams per liter by weight of suspended solids; or
- (3) Containing any quantity of substances having the characteristics described in subsection (C) of this section; or
- (4) An average daily flow greater than five percent of the average daily sewage flow of the district;

shall be subject to the review and approval of the superintendent.

(B)(1) Where necessary in the opinion of the superintendent, the owner shall provide at his expense such preliminary treatment as may be necessary to:

- (a) Reduce the biochemical oxygen demand to 220 milligrams per liter and the suspended solids to 260 milligrams per liter by weight; or
- (b) Reduce objectionable characteristics or constituents to within the maximum limits provided in subsection (C) of this section; or
- (c) Control the quantities and rates of discharge of such waters or wastes.

(2) Plans, specifications and any other pertinent information relating to proposed preliminary treatment facilities shall be submitted for the approval of the superintendent and of the Stream Pollution Control Board of the state, and no construction of such facilities shall be commenced until said approval is obtained in writing.

(C) No person shall discharge or cause to be discharged the following described substances, materials, waters or wastes except if it appears likely in the opinion of the superintendent that such wastes will not harm either the sewers, sewage treatment process or equipment, nor have an adverse effect on the receiving stream, nor can otherwise endanger life, limb, or public property nor constitute a nuisance. In forming his opinion as to the acceptability of these wastes, the superintendent will give consideration to such factors as the quantities of subject wastes in relation to flows and velocities in the sewers, materials of construction of the sewers, nature of the sewage treatment process, capacity of the sewage treatment plant, degree of treatability of wastes

in the sewage treatment plant and other pertinent factors. Included, but not limited to, the substances not acceptable are the following:

- (1) Any liquid or vapor having a temperature higher than 150 degrees Fahrenheit, 65 degrees centigrade.
- (2) Any garbage that has not been properly shredded. The installation and operation of any garbage grinder (other than in a residence) may be subject to the review and approval of the superintendent.
- (3) Any waters or wastes containing strong acid iron pickling wastes, or concentrated plating solutions whether neutralized or not.
- (4) Any waters or wastes exceeding the following maximum allowable limits: 2.0 mg/l of boron, 10.0 mg/l of chromium (hexavalent), 25.0 mg/l of chromium (trivalent), 5.0 mg/l of copper, 10.0 mg/l of cyanide, 50 mg/l of iron fez, 0.5 mg/l of lead, 10.0 mg/l of nickel, 100 mg/l of oil and grease, and the like (hexane solubles), temperature not over 150 degrees Fahrenheit (65 degrees centigrade), free acids and alkalis pH between 5.0 and 9.5, 10.0 mg/l of zinc, 2.0 mg/l of cadmium, and 30.0 mg/l of chlorine demand.
- (5) Any waters or wastes containing phenols or other taste- or odor-producing substances after treatment of the composite sewage, in such concentrations exceeding limits which may be established by the superintendent as necessary to meet the requirements of the state, federal or other public agencies of jurisdiction for such discharge to the respective waters.
- (6) Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the superintendent in compliance with applicable state or federal regulations.
- (7) Any waters or wastes having a pH less than 5.0 or in excess of 9.5.
- (8) Materials which exert or cause:
 - (a) Unusual concentration of inert, suspended solids (such as, but not limited to, fuller's earth, lime slurries and lime residues) or of dissolved solids (such as, but not limited to, sodium chloride and sodium sulfate).
 - (b) Excessive discoloration (such as, but not limited to, dye wastes and vegetable tanning solutions).
 - (c) Unusual BOD, chemical oxygen demand, or chlorine requirements in such quantities as to constitute a significant load on the sewage treatment plant.
 - (d) Unusual volume of flow or concentration of wastes constituting "slugs" as defined herein.
- (9) Waters or wastes containing substances which are not amenable to treatment or reduction by the sewage treatment processes employed, or are amenable to treatment only to such degree that the sewage treatment plant effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters.

(D) All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made in this section shall be determined in accordance with Standard Methods.

(E) If any waters or wastes are discharged, or are proposed to be discharged, to the public sewers, which waters contain the substances or possess the characteristics enumerated in subsection (C) of this section, and which in the judgment of the superintendent may have a deleterious effect upon the sewage works, processes, equipment or receiving waters, or which otherwise create a hazard to life or constitute a public nuisance, the superintendent shall:

- (1) Require new industries or industries with significant increase in discharges to submit information on wastewater characteristics and obtain prior approval for discharges;
- (2) Require other methods of disposal; and/or
- (3) Require pretreatment to an acceptable condition for discharge to the public sewers; and/or
- (4) Require control over the quantities and rates of discharge; and/or
- (5) Require facilities to prevent accidental discharge of any unacceptable wastes; and
- (6) Require payment to cover the added cost of handling and treating the wastes not covered by sewer charges under the provisions of this chapter and all ordinances amendatory thereof and supplemental thereto, and any fines, penalties or damages assessed against the district for discharge of such wastes.

Section 2. The provisions of this Ordinance amending the municipal code shall become and be in full force and effect from and after the date of its passage and adoption upon its signature by the executive in the manner prescribed by IC 36-5-2-10(a), provided as follows:

Introduced and Filed on the 15th day of February 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 15th Day of February 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 33-16-4-1; IC 36-5-6-5)

- x. **Discussion:** Advertisement for Bids (Road Materials and Supplies (Concrete Work))

**ADVERTISEMENT FOR BIDS
TOWN OF HIGHLAND
ROAD MATERIALS AND SUPPLIES (CONCRETE WORK)**

Notice is hereby given that the Town Council of the Town of Highland, Lake County, Indiana, will receive sealed bids for the following road materials, supplies and services for the year 2024:

Concrete Curb and Gutter (Rollback and Highback)
Concrete Sidewalk
Concrete Driveway

Bids will be received at the Highland Public Works Facility, 8001 Kennedy Avenue, Highland, Indiana, 46322 until 10:00 a.m. (local time), Thursday, February 22, 2024, at which time all bids will be opened and read aloud. The bid documents, including specifications, are on file at the office of the Public Works Director of the Town of Highland, 8001 Kennedy Avenue, Highland, Indiana and may be obtained upon request. All bids are to be furnished in accordance with the bid documents on file in the office of the Public Works Director.

Bidders shall execute their bids on forms prescribed by the Town of Highland and shall include the Indiana State Board of Accounts Form 96, Certification Regarding Unauthorized Aliens, Town of Highland Responsible & Responsive Bidder – Affidavit of Compliance, signed copies of Addenda (if issued) and satisfactory bid security.

Each Bidder must ensure that all employees and applicants for employment are not discriminated against because of their race, creed, color, sex, or national origin.

Each bid shall be accompanied by an acceptable certified check or cashier's check made payable to the Town of Highland or an acceptable bid bond, executed by an incorporated surety company in good standing and qualified to do business in the State of Indiana, in an amount equal to 5 percent of the total bid price.

The successful bidder will be required to furnish, execute, and deliver to the Town of Highland a satisfactory performance bond in the amount of their bid to guarantee the faithful performance of the contract.

The successful Contractor and his or her subcontractors shall be a licensed "Specialty Contractor" with the Town of Highland pursuant to Chapter 5.20 "Licensing of Building Contractors" of the Highland Municipal Code.

The Town Council of the Town of Highland reserves the right to reject any and all bids.

Mark J. Knesek
Public Works Director
Highland, Indiana

The Council President advised to place the item on the February 12, 2024 plenary meeting agenda.

- x. **Discussion:** Advertisement for Bids (Tree removal services)

**ADVERTISEMENT FOR BIDS
TOWN OF HIGHLAND
TREE REMOVAL SERVICES**

Notice is hereby given that the Town Council of the Town of Highland, Lake County, Indiana, will receive sealed bids for Tree Removal Services for the year 2024. Services include scheduled tree removal; emergency tree removal with 2-hour response time; and stump grinding including removal of grindings within 2 weeks of tree removal. Said tree removal shall be furnished when requested by the Public Works Director.

Bids will be received at the Highland Public Works Facility, 8001 Kennedy Avenue, Highland, Indiana, 46322 until 10:15 a.m. (local time), Thursday, February 22, 2024, at which time all bids will be opened and read aloud. The bid documents, including specifications, are on file at the office of the Public Works Director of the Town of Highland, 8001 Kennedy Avenue, Highland, Indiana and may be obtained upon request. All bids are to be furnished in accordance with the bid documents on file in the office of the Public Works Director.

Bidders shall execute their bids on forms prescribed by the Town of Highland and shall include the Indiana State Board of Accounts Form 96, Certification Regarding Unauthorized Aliens, Town of Highland Responsible & Responsive Bidder – Affidavit of Compliance, signed copies of Addenda (if issued) and satisfactory bid security.

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The successful Contractor and his or her subcontractors shall be a licensed "Specialty Contractor" with the Town of Highland pursuant to Chapter 5.20 "Licensing of Building Contractors" of the Highland Municipal Code.

The Town Council of the Town of Highland reserves the right to reject any and all bids.

Mark J. Knesek
Public Works Director
Highland, Indiana

The Council President advised to place the item on the February 12, 2024 plenary meeting agenda.

- x. **Discussion:** Advertisement for Bids (Downtown Landscape Maintenance services)

ADVERTISEMENT FOR BIDS
TOWN OF HIGHLAND
DOWNTOWN LANDSCAPE MAINTENANCE SERVICES

Notice is hereby given that the Town Council of the Town of Highland, Lake County, Indiana, will receive sealed bids for Downtown Landscape Maintenance Services for the downtown business area of Highland and (3) Welcome to Highland sign planters. Services include fall/spring clean-up, planting/removal of spring annuals, periodic trimming and weeding, removal of existing mulch, application of new mulch and blowing of sidewalks. Said services shall be performed during the period of April 1, 2024 through November 30, 2024.

Bids will be received at the Highland Public Works Facility, 8001 Kennedy Avenue, Highland, Indiana, 46322 until 10:30 a.m. (local time), Thursday, February 22, 2024, at which time all bids will be opened and read aloud. The bid documents, including specifications, are on file at the office of the Public Works Director of the Town of Highland, 8001 Kennedy Avenue, Highland, Indiana and may be obtained upon request. All bids are to be furnished in accordance with the bid documents on file in the office of the Public Works Director.

Bidders shall execute their bids on forms prescribed by the Town of Highland and shall include the Indiana State Board of Accounts Form 96, Certification Regarding Unauthorized Aliens, Town of Highland Responsible & Responsive Bidder – Affidavit of Compliance, signed copies of Addenda (if issued) and satisfactory bid security.

Each Bidder must ensure that all employees and applicants for employment are not discriminated against because of their race, creed, color, sex, or national origin.

Each bid shall be accompanied by an acceptable certified check or cashier's check made payable to the Town of Highland or an acceptable bid bond, executed by an incorporated surety company in good standing and qualified to do business in the State of Indiana, in an amount equal to 5 percent of the total bid price.

The successful bidder will be required to furnish, execute, and deliver to the Town of Highland a satisfactory performance bond in the amount of their bid to guarantee the faithful performance of the contract.

The successful Contractor and his or her subcontractors shall be a licensed "Specialty Contractor" with the Town of Highland pursuant to Chapter 5.20 "Licensing of Building Contractors" of the Highland Municipal Code.

The Town Council of the Town of Highland reserves the right to reject any and all bids.

Mark J. Knesek
Public Works Director
Highland, Indiana

The Council President advised to place the item on the February 12, 2024 plenary meeting agenda.

X. DISCUSSION: ACTION TO APPROVE APPOINTMENT OR EMPLOYMENT OF FULL-TIME EMPLOYEE, PURSUANT TO SECTION §3.03 OF THE COMPENSATION AND BENEFITS ORDINANCE. PUBLIC WORKS DIRECTOR RECOMMENDS THE FOLLOWING:

- (A) THE HIRING OF AUSTIN SPEARS, TO THE FULL-TIME POSITION OF UTILITY WORKER B IN PUBLIC WORKS DEPARTMENT (AGENCY) AT A RATE OF PAY OF \$15.87 PER HOUR.**

THIS WILL NOT INCREASE THE FULL-TIME WORKFORCE GREATER THAN THE AUTHORIZED WORK FORCE STRENGTH.

TOWN OF HIGHLAND
PERSONNEL-EMPLOYMENT NOTICE

Name: Austin Spears Employee Payroll # _____
Address: 3047 40th St Phone #: 219-789-1311
Department: Public Works Account #: water
Email address: aspears177@gmail.com

NEW HIRE (Not currently on the payroll in any status) Date Effective: 2-13-24
Remind new hires they will need to show their original social security card when they complete their employment forms.
***NEW HIRE PERSONNEL NOTICE MUST BE FILED WITH THE CLERK-TREASURER'S OFFICE
*BEFORE EMPLOYEE STARTS WORKING/HIRE DATE!**

For EEOC purposes, please indicate: Caucasian Black Hispanic Native American
Multi-racial Other: _____ Male Female

Job Title: Utility Wkr B Bi-weekly Salary/Hourly Rate: 16.66

Characterize the Employment:
Full-Time Part-Time Summer Temporary/Seasonal: _____
Minor (under age 18) Work Permit Received (Date Season Ends)

Full-Time Only:
This position succeeds: David Arx (If applicable)
The current workforce level is 2 as of the date of this notice.
This position will/will not increase authorized full-time work force levels.

PAY RATE CHANGE OR CHANGE IN STATUS Date Effective: _____

Current:
Job Title: _____ Account: _____
Base Bi-weekly/Hourly Rate: _____ Longevity: _____

Proposed:
Job Title: _____ Account: _____
Base Bi-weekly/Hourly Rate: _____ Longevity: _____
This position succeeds: _____

Characterize the Increase or Status Change:
Merit Promotion Returning Summer Brevet/Acting Appt. Per Ordinance
Administrative Leave (department head requesting must detail rationale on reverse of form)

SEPARATION Last Day Worked: _____ Effective Last Day: _____

Resignation Discharge Retirement Other _____
(Details for Discharge may be found in personnel file of the department)

To be paid last direct deposit or payroll check (Detail on back of this page if necessary):

Vacation Pay: _____ Comp Pay: _____ Personal Day Pay: _____
Severance Pay: _____ Holiday Pay: _____ Other Pay Allowed: _____

SUPERVISOR SIGNATURE: [Signature] Date: 1-25-24

TOWN COUNCIL/BOARD OF JURISDICTION ACTION: APPROVED DISAPPROVED
(If applicable)

Date: _____

Date of Revision: 4/2020
Approved by Clerk-Treasurer pursuant to IC36-5-6-6(a)(3)

The Council President advised to place the item on the February 12, 2024 plenary meeting agenda

- x. **Discussion:** (this originally came before the Council on March 13, 2023) The petitioner was proposing a use variance for property located 8141 Indianapolis Boulevard, Highland. The petitioner wanted to develop the property as a mixed-use retail/climate-controlled storage facility. HMC Section 18.55.050 prohibits this activity without a use variance. The property is currently zoned as B-3 General Business District/Indianapolis Boulevard overlay district in which climate-controlled facilities are

not permitted. A use variance is being sought under HMC Section 18.115.050. Petitioner: **Mitch Feldman**, 3323 NE 163rd Street. Ste. 506, North Miami Beach, FL The Advisory Board of Zoning Appeals by a vote of four (4) in favor and zero (0) opposed acted to **UNFAVORABLY recommend the request for the use variance** for the property.

Mr. Patel advised that do to a scheduling conflict, he would not be able to attend but asked to be placed on the March 4, 2024 study session agenda.

x. Discussion: Councilor Turich said that Kathy Burke had reached out to him regarding extending the hours of the upcoming Fourth of July event, in particular July 4th. Councilor Turich inquired if there was an opportunity to review those hours of operation. He said that the festival shut down early on the 4th because of the fireworks and the HCCE would like to extend the hours of operation.

Chief Potesta said the police had requested shutting down the midway at 9:30 o'clock p.m. because after that, there is nothing but trouble but that it was something the police department would be happy to discuss with the Council and the HCCE.

x. Discussion: Councilor Turich said that heard through the grapevine that we cannot do the fireworks at the normal location this year. He was surprised when it did not come up early in conversation as he heard it through a resident.

Public Works Director Knesek started to explain the reason that the park will be all torn up because of the sewer project but Councilor Turich said he understood the reasoning but why wasn't this brought up earlier to the Council? Public Works Director Knesek said he found out about it maybe two weeks ago and notified Council President Scheeringa.

Councilor Robertson said the HCCE is on this and have three (3) alternate sites picked-out. He said the HCCE has already received approval to use Highland Christian School and the high school and is waiting to hear from Wicker Park. He said he and Sandy McKnight met with the Mad Bomber and visited the Highland Christian site. The Mad Bomber gave his thumbs up to the Highland Christian site.

Councilor Georgeff expressed concerns over the Highland Christian site as that would tax our police department.

Sandy McKnight said she liked the Highland Christian site because the festival at Main Square could be kept open during the fireworks. The fireworks would be downtown again.

Councilor Turich asked what criteria is being used to evaluate the different sites and choose the best site?

Councilor Georgeff said he's done quite a bit of research on this. He talked to the chief and its going to tax the manpower and the parking will be an issue as there's not

enough parking. He added that the idea that you could see the fireworks from Main Square doesn't hold water because the trees at Main Square will be in full bloom so the festival goers won't be able to see the fireworks between the trees and will have to walk across Ridge Road to watch the fireworks. He added that the debris could fall on the newly constructed addition to the school. He said he was told that in order to safely protect the building, you would have to place fireman on the roof of the building.

Ms. McKnight said that Mad Bomber had suggested that a fire truck should be placed on the school grounds just in case debris from the fireworks started a fire. She said Highland Christian would be the biggest win for Highland as the festival could remain open a little longer and the police.

The Clerk-Treasurer said that normally the 4th of July is the climax of the festival but how it falls this year, the 4th is like the second day of the festival and if the park could remain open longer, it would a win win for everyone.

Councilor Robertson said whereas Wicker Park would be less taxing on the police department, there might be some issues with the staffing at Wicker Park as that is a holiday and they'll have to be paid overtime.

Councilor Turich said it would be interesting to see what the actual cost savings would be for each site. He asked the HCCE to prepare a presentation of the positives and negatives of each site and present at the March 4th study session.

Councilor Scheeringa said since this is a two or three project, he would want some type of agreement that Wicker Park doesn't try to do their own fireworks in the future and competing against Highland.

Sandy McKnight said having fireworks at Highland Christian is no different than having fireworks at Main Square. The logistics are the same. You have the Presbyterian Church right behind and the house that does all the decorations kitty corner to them. Our Lady of Grace is right across the street. The Mad Bomber uses 2 or 3 inch shells which he will use at Christian School. You can see the fireworks clearly at Main Square of New Year's Eve. I live four doors down from here and I can see the fireworks clearly.

Councilor Georgeff said you are not going to have room for everyone to park at the Christian School. He said, I worked the security at 5th and Glenwood for 15 years. I had to shut the street down for 10 to 15 min, because the entire street is filled with people streaming out of that park. Those people will not fit in Main Square.

Councilor Turich said he thought Sandy's was a great idea but again he'd like to see the pros and cons. Bring the list to the Council to evaluate and make a decision. He asked Sandy when the next HCCE Meeting and she said this upcoming Wednesday. He asked if the group would be able to put their ideas together and report back to the Council at the March 4th study session. He said as he read the ordinance, there's a shall statement and that there shall be somebody from each department within the Town at the HCCE

meetings and it seems like that's not happening right now. He asked why would that not be happening, especially because the word shall is in the ordinance. If it read should, it'd be up to the discretion of the department head but being a shall statement in the ordinance, why isn't a representative of every department at the HCCE meetings?

Councilor Robertson said the HCCE just reviewed the by-laws at their last meeting and that was one of the points raised by Alex Brown and I think that was one of the lines struck by the HCCE.

Councilor Turich asked who's not being represented there? He was advised that only representatives from the Park Department are present. He said we need to make sure those liaisons we serve on, that a representative attends the HCCE meetings.

Councilor Robertson asked the Council, if they wouldn't consider the changes made by the HCCE to the by-laws?

Councilor Scheeringa said he thought it best that the Town Attorney reviews them first.

Attorney Reed agreed to review but he said the Council has a better feel on what language you want as mandatory

Councilor Robertson brought up that Sandy has been talking with a lot of bands and he would like to bring the band contracts forth for the Council to approve. He then passed out a list as prepared by Sandy.

Highland 4th of July Festival Entertainment Schedule - \$34,650.00

Wednesday - July 3rd - \$6800.00

- 5:00 - 6:30 / I'm With Frank - \$1000.00 - Kimberly - 219-671-7235
- 7:00 - 8:30 / Mike Green - \$500.00 - Ann Green - 219-902-9833
- 9:00 - 10:30 / Jump Van Halen Tribute - \$5300.00 - **513-898-9190**
gregg@transamericantalent.com / CONTRACT SENT 2/3/24

Thursday - July 4th - \$6550.00

- 2:00 - 3:00 / Nomad Planets - \$600.00 - Mark - 219-677-1579
- 3:30 - 5:00 / Ed Hernandez - \$450.00 - 219-308-5056
- 5:30 - 7:00 / Together - \$2500.00 - Ray Flores - 219-789-2691
- 7:30 - 9:00 / Elvis Tribute - \$5000.00 - Kay Shannon - 214-983-1403

Friday - July 5th - \$6100.00

- 2:30 - 4:00 / Stern Approval - \$500.00 - Nick - 219-677-5902
- 4:30 - 6:00 / Smiley Tillman - \$1000.00 - Tom Rezetko - 630-518-2283
- 6:30 - 8:00 / Visions of Santana - \$1600.00 - 219-218-2125
- 8:30 - 10:30 / Kashmir - \$3000.00 - John Livingston - 219-695-1180

Saturday - July 6th - \$7000.00

- 2:30 - 4:00 / Got Issues - \$1000.00 - Dave Trump - 219-789-1301
- 4:30 - 6:00 / Pawnz - \$1000.00 - Linda Walla - 219-242-2389
- 6:30 - 8:00 / Mr. Funnyman / \$2500.00 - Jeremy - 219-686-9239
- 8:30 - 10:30 / Dick Diamond - \$2500.00 - Jeff Gajewski - CONTRACT

Sunday - July 7th - \$6200.00

- 2:00 - 3:00 / Jim Bulanda - \$500.00 - Frank - Rat Pack - 219-718-7503
- 3:30 - 5:00 / This DAM Band - \$1200.00
- 5:30 - 7:00 / Anthem - \$2000.00 - Jim Cairo - 630-308-1054
- 7:30 - 9:00 / Smalltown - \$2500.00 - Douglas Clapp - 219-776-3131

Sandy McKnight and Kathy Burke gave a brief description of each of the bands on the list.

Alex asked if this was something the Council would like to consider for the next meeting or would the Council like to discuss it first in a study session.

Councilor Turich brought up about extending the hours again. He said he is just one person but he felt there was interest in extending the hours. The 4th of July festival is one of the largest events in the area and Highland prides itself on its festival. There were times last year when my friends were just getting started and went down to Main Square as the activities are ending. How do we overcome the challenges of overtime? Can we have a special shift?

Attorney Reed said that now that the law was changed so that the Redevelopment money can be used for public safety, maybe the Redevelopment Commission can allocate some money for overtime?

Chief Potesta said it isn't always about the money. It is hard getting bodies to work the 4th of July. The officers would prefer being home with their families.

Councilor Georgeff gave this scenario. The officer works afternoons. He has to stay over an hour so the officer at Main Square can work that extra hour. When the officer finishes at Main Square he/she has to go work midnights and he/she has already put 4 or 5 hours at Main Square. This is all taking place during shift change.

Doug said he's not looking to solve this tonight. We should take this off-line and look for solutions. Then come back with solutions on how to expand festival hours. I don't want to force someone into anything. I'm open to every option. Put it down on paper. Maybe we can hire officers from different departments to work?

Ms. McKnight said she made a call to ATC and spoke with an Office Taylor. For Highland to do the beer garden themselves, it would be \$50 a day a permit. All that is required is for them to approve the Main Square layout. She said she then called Calumet Breweries and for a refrigerated truck, with 14 taps, it would be \$300 a day. There is a set-up fee of \$150 and the awning is included. She said the kegs range in price from \$95 to \$115 and the truck holds up to 260 kegs. It is COD but they would work with us on what we would need. Whatever kegs that aren't tapped, can be returned for full reimbursement. She said that last year it was 50/50 and the profit was roughly \$42,000. By doing it ourselves, we would get a bigger profit.

Councilor Turich asked Sandy to bring all that information to the March 4th study session. He said it sounds like we'd want to do a comparison to working with the vendor versus doing it on our own. Is there a way to maybe present the information in slides? You put some presentations together. Kind of allow some visuals for us to review and see and talk about and we have some things to thumb through and make notes on, just, you know, just to help us with that process.

Councilor Robertson said he asked the HCCE to take a look to see if vendors would bid and see what price they would charge to run and do a comparison on what Town could do it for. It doesn't necessarily have to be this year but maybe next year the Town could actually manage the beer garden. He said maybe it won't be for the 4th of July starting out but a lesser festival like the BBQ fest. He didn't think any vendors had been contacted.

Councilor Scheeringa said he would prefer to review both the bands and beer garden and the next study session as there are a lot of legalities and financials that we need to go over and I don't want to end up in the same boat as a neighboring municipality. He didn't want anyone to question how the funds were spent as they did to the neighboring community.

Councilor Scheeringa continued on regarding the possibility of his daughter's Girl Scout Troop to present the colors, do the pledge of allegiance and say the prayer. He had already talked with the Clerk-Treasurer who said it has been done many times in the past but he wanted to be transparent with the Council. It will allow the Girl Scouts to earn their government badge. None of the Council had a problem with it.

Councilor Turich said the Council wants to meet the department heads to review their goals and see what their vision is for the upcoming year. He asked Attorney Reed, how the Council accomplish this.

Attorney Reed said this type of meeting doesn't qualify as an executive session and needs to be done public. He said the Council might consider a special meeting. When he's been part of a group discussing a master plan, you hold the meeting in a school or auditorium. You can have the department heads coming in one at a time and then bring them all in to discuss any conflicting goals.

Doug said he envisions about spending an hour with each department head, asking where is there department currently and where do you envision it going forward. Does the department head have any KPI's or score cards? How are things reported out? He suggested Friday afternoon as his work week ends at 10:00 o'clock a.m. By doing it then, we are not asking them to come in and take time off from their personal time. He asked the Department Heads to pick a day and time during they're by-weekly call that works best for them. He reiterated the purpose of the meeting is open discussions to find out their challenges. What are your goals for the year? What do you measure? What's important to you? How is that important to us as leadership? How do we convey that message out? What kind of scorecard. I'd like to get into every public meeting as the police chief and IT Director discuss what they've accomplished. Let's turn it into a celebration. What have you accomplished within the last 2 weeks so the public knows what you are working on and what your goals are.

Councilor Scheeringa asked if there were any additional agenda items. Hearing none, he adjourned the meeting at 8:10 p.m.