

**Enrolled Minutes of the Eighteenth Regular Meeting or Special Meeting  
For the Thirtieth Highland Town Council Regular Plenary  
Business Meeting (In person) Monday, September 23, 2024**

The Thirtieth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, September 23, 2024 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. Councilor Georgeff, Councilor Doug Turich, Councilor Alex Robertson, Councilor Tom Black and Councilor Philip Scheeringa all participated in person.

Pursuant to HMC Section 2.05.130(A)(2), the Town Council considered and reviewed the agenda in an informal proceeding in the plenary meeting room before the president called the meeting to order.

The Town Council President Philip Scheeringa presided over the meeting. The Town Clerk-Treasurer, Mark Herak, was present to memorialize the proceedings. The meeting was opened with Councilor Phil Scheeringa reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

**Roll Call:** Present on roll call were Councilors George Georgeff, Doug Turich, Alex Robertson, Thomas Black, Philip Scheeringa were present. Clerk-Treasurer, Mark Herak was also present. A quorum was attained.

**Additional Officials Present:** Alex Brown, CPRP Superintendent of Parks; Metropolitan Police Chief Ralph Potesta; John Reed, Attorney with Abrahamson, Reed & Bilsle; Mike Pipta, Fire Chief; Ed Dabrowski, Director of Information Technology, Kenneth J. Mika, Building Commissioner, Kim Webb, Assistant Public Works Director, and Redevelopment Director Maria Becerra were present. Public Works Director Mark Knesek was absent.

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

**Minutes of the Previous Meetings:** The minutes of the September 9, 2024 Plenary meeting were approved by general consent.

**Special Orders:**

1. **Consideration of Proposed Additional Appropriations:** (controlled and non-controlled funds): Proposed Additional Appropriations in Excess of the 2024 Budget for the Community Crossing Matching Grant Fund in the amount of \$855,000, for the Special Events Fund in the amount of \$15,000 and MCCD Fund in the amount of \$500.

- (a) Attorney verification of Proofs of Publication: The TIMES 11 September 2024.



## AFFIDAVIT OF PUBLICATION

Northwest Indiana Times  
601 W. 45th Ave.  
(219) 933-3333

State of Florida, County of Duval, ss:

I, Casey Allen, of lawful age, being duly sworn upon oath depose and say that I am an agent of Column Software, PBC, duly appointed and authorized agent of the Publisher of Northwest Indiana Times, a publication that is a "legal newspaper" as that phrase is defined for the city of Munster, for the County of Lake, in the state of Indiana, that this affidavit is Page 1 of 1 with the full text of the sworn-to notice set forth on the pages that follow, and that the attachment hereto contains the correct copy of what was published in said legal newspaper in consecutive issues on the following dates:

**Publication Dates:**

- Sep 11, 2024

Notice ID: 6DaqTds7LW5ofvaDFzu0

Publisher ID: 122573

Notice Name: Additional Appropriations September 23, 2024

Publication Fee: \$47.61

*Casey Allen*

Agent

**VERIFICATION**

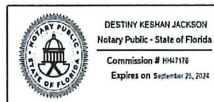
State of Florida  
County of Duval

Signed or attested before me on this: 09/11/2024

*Destiny Jackson*

Notary Public

Notarized remotely online using communication technology via Procf.



**TOWN OF HIGHLAND  
NOTICE TO TAXPAYERS OF PRO-  
POSED  
ADDITIONAL APPROPRIATIONS**

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at 6:30 p.m. on the 23rd day of September 2024, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

**MCCD Fund**

Acct. 4402-0000-11133 Rehabilitation Labor \$450.00  
Acct. 4402-0000-11201 General FICA & Medicare \$50.00

**TOTAL for the FUND: \$500.00**

**Community Crossing Matching Grant Fund**

Acct. 2405-0000-41027 CCMG Projects - 2024 \$855,000

**Total 400 Series: \$855,000**

**TOTAL for the FUND: \$855,000**  
Special Events Fund

Acct. 2505-0000-33012 Printing & Promotion \$1,000.00  
Acct. 2505-0000-34017 Event Insurance \$ 5,000.00  
Acct. 2505-0000-38006 Sanitation \$ 500.00  
Acct. 2505-0000-38601 Sales Tax/ CEC Rentals \$4,000.00  
Acct. 2505-0000-38608 Parades \$1,500.00  
Acct. 2505-0000-39003 PR Donations \$3,000.00

**Total 300 Series: \$15,000.00**

Funds to support these additional appropriations in the Community Crossing Matching Grant Fund, the MCCD Fund and the Special Events Fund shall be supported by miscellaneous revenue, unreserved unobligated fund balance on deposit to the credit of the fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon.

The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its review. The Department of Local Government Finance shall make a written determination of the sufficiency of funds within fifteen days of receipt of a certified copy of the action taken.

**TOWN COUNCIL of HIGHLAND**  
Philip Scheeringa, President

By: Mark Herak  
Clerk-Treasurer  
9/11 - 122573

HSPAXLP

(b) **Public Hearing:** There were no comments from the public or visitors.

c) Action on **Appropriation Enactment No. 2024-23:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the **Community Crossing Grant Fund**, the **Special Events Fund** and the **MCCD Fund**, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5

Councilor Black introduced and moved for the consideration of Appropriation Enactment No. 2024-23 at the same meeting of its introduction. Councilor Robertson seconded. Upon a roll call vote, a unanimous vote being necessary, there were five (5) affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of its introduction.

Councilor Black moved for the passage of Appropriation Enactment No. 2024-23 at the same meeting of its introduction. Councilor Robertson seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five (5) affirmatives and no (0) negatives. The motion passed. The enactment was passed and adopted upon the signature of the municipal executive at the same meeting of its introduction.

**Town of Highland  
Appropriation Enactment  
Enactment No. 2024-23**

**AN ENACTMENT APPROPRIATING ADDITIONAL MONIES IN EXCESS OF THE ANNUAL BUDGET for the COMMUNITY CROSSING MATCHING GRANT FUND, MCCD FUND AND THE SPECIAL EVENTS FUND ALL PURSUANT TO I.C. 6-1.1-18, and I.C. 36-5-3-5.**

**WHEREAS**, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Community Crossing Matching Grant Fund MCCD Fund and the Special Events Fund**;

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

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

**Section 1.** That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of **the Community Crossing Matching Grant Fund** herein named and for the purposes herein specified, subject to the laws governing the same:



COMMUNITY CROSSING MATCHING GRANT FUND

|                                             |                     |
|---------------------------------------------|---------------------|
| Acct. No. 2405-0000-41027 2024 CCMG Project | \$855,000.00        |
| <i>Total 400 Series:</i>                    | \$855,000.00        |
| <b>Fund Total:</b>                          | <b>\$855,000.00</b> |

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

MCCD FUND

|                           |                         |                 |
|---------------------------|-------------------------|-----------------|
| Acct. No. 4402-0000-11133 | Rehabilitation Labor    | \$450.00        |
| Acct. No. 4402-0000-11201 | General FICA & Medicare | \$50.00         |
| <i>Total 100 Series:</i>  |                         | \$500.00        |
| <b>Fund Total:</b>        |                         | <b>\$500.00</b> |

**Section 3.** That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the Special Events Fund herein named and for the purposes herein specified, subject to the laws governing the same:

SPECIAL EVENTS FUND

|                           |                                 |             |
|---------------------------|---------------------------------|-------------|
| Acct. No. 2505-0000-33012 | Printing and Promotion          | \$1,000.00  |
| Acct. No. 2505-0000-34017 | Event Insurance                 | \$5,000.00  |
| Acct. No. 2505-0000-38006 | Spc Events Sanitation           | \$ 500.00   |
| Acct. No. 2505-0000-38601 | Sales Tax/CEC Rentals           | \$4,000.00  |
| Acct. No. 2505-0000-38608 | Parades                         | \$1,500.00  |
| Acct. No. 2505-0000-39003 | Spc Events Public Relations/Don | \$3,000.00  |
| <i>Total 300 Series:</i>  |                                 | \$15,000.00 |

**Section 4.** That the Clerk-Treasurer is hereby authorized and instructed to inform the Department of Local Government Finance of this action and that these monies be made available for expenditure pursuant to I.C. 6-1.1-18.

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

Introduced and Filed on 23rd day of September 2024. Consideration on same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED AND ADOPTED** this 23rd Day of September 2024, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

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

ATTEST:

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

Comments from the Public or Visitors: None

**Staff Reports:** None

**Communications:**

Main Street Bureau Restaurant Crawl – September 24<sup>th</sup> from 4:00 to 9:00  
Main Street Bureau Maker's Market – October 5<sup>th</sup>  
Fire Department Open House – Saturday, October 5<sup>th</sup> 11:00 am. to 3:00 pm.  
Fall Clean Up – Tuesday, October 22<sup>nd</sup> Backyard BBQ Fest at Main Square – September 13<sup>th</sup>  
– 15<sup>th</sup>

**Appointments:**

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

Regional Statutory Commissions or Boards

**Home Rule Boards and Commissions**

1. **Shared Ethics Advisory Commission.** (1) appointment to be made by Town Council President. (Note: Fill vacancy made by resignation of Rev. Tim Huizenga.) (Made pursuant to Article 5, Subdivision (A) of the Interlocal Cooperation Agreement Establishing the Shared Ethics Entity. Qualifications are to be persons who live work or hold property in the county.

*Further persons appointed must be of good character and not hold any positions within the local government.)*

### ***Legislative Appointments***

Regional Statutory Commissions or Boards

### **Home Rule Commissions**

1. **Main Street Bureau Board:** (17) appointments to be made by the Town Council. Term: Two years ending 1 Jan 2025. *There are currently 11 of the 17 in place and serving. Currently serving are Renee Reinhart, Alex Robertson, Diane Barr-Roumbus, James Roumbus Sandy McKnight, Al Simmons, Ben Reinhart, Sandy Ray, Kathy Smailis, Ben Tomera and Laura Pilewski.*

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

*Single year positions:* (9) appointments to be made by the Town Council. **Term: 1 year.** *There are currently 6 of the 9 in place and serving. (Note: Currently serving, Jack Rowe, Linda Carter, Rachael Carter, Kathy Burke, Olga Briseno and Kelly Bridges)*

### **General Orders and Unfinished Business:**

1. **Proposed Ordinance No. 1798:** An Ordinance to Amend the Compensation, Benefits and Personnel Program of the Municipality, known as the Compensation and Benefits Ordinance, Commonly Called the Municipal Employee Handbook Particularly Regarding Frequency of Employer Health Savings Account Contributions and Repealing Prior Ordinances and Enactments in Conflict Therewith, Pursuant to IC 36-1-3 and other relevant Statutes.

Councilor Turich introduced and moved for the consideration of Ordinance No. 1798 at the same meeting of its introduction. Councilor Georgeff seconded. Upon a roll call vote, a unanimous vote being necessary, there were five (5) affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of its introduction.

Councilor Turich moved for the passage adoption of Ordinance No. 1798 at the same meeting of its introduction. Councilor Georgeff seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five (5) affirmatives and no (0) negatives. The motion passed. The Ordinance was passed and adopted upon the signature of the municipal executive at the same meeting of its introduction.

ORDINANCE NO. 1798  
OF THE  
TOWN OF HIGHLAND, INDIANA

An Ordinance to Amend the Compensation, Benefits and Personnel Program of the Municipality, known as the Compensation and Benefits Ordinance, Commonly Called the Municipal Employee Handbook Particularly Regarding Frequency of Employer Health Savings Account Contributions and Repealing Prior Ordinances and Enactments in Conflict Therewith, Pursuant to IC 36-1-3 and other relevant Statutes.

**WHEREAS,** The Town Council is the fiscal and legislative body of the Town of Highland;

**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,** IC 36-1-4, sections 14 and 15 provide in pertinent parts for the establishment of a system of employment for any class of employee and for fixing the level of compensation of its officers and employees; and

**WHEREAS,** IC 5-10 in several pertinent chapters further authorizes Indiana political subdivisions to participate in and provide for certain compensation plans, and group benefits for its public workforce and officers, some of which have been duly adopted and established by ordinance of the Town; and

**WHEREAS,** IC 36-5, Chapters 3 and 4 provide additional authority and guidelines for fixing the level of compensation of officers and employees in towns; and

**WHEREAS,** The Town Council has determined that an amendment of a program for compensation, benefits and personnel management for its public workforce, particularly regarding group insurance premiums paid by workers would be of benefit to support and carryout the public purposes of the municipality; and

**WHEREAS,** The Town Council now desires to make such an amendment;

**NOW, THEREFORE, BE IT HEREBY ORDAINED BY** the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That the established compensation, benefits and personnel program of the municipality pursuant to and consistent with the provisions of the relevant governing law, is found and determined to require certain modification;

**Section 2.** That the ordinance, with the short title styled as styled as the "Compensation and Benefits Ordinance" and commonly called Municipal Employee Handbook is hereby amended revising **Section § 6.03.03** to read as follows:

§ 6.03.03      **Health Savings Accounts (HSA Accounts)**

The Town of Highland will provide a HIGH DEDUCTIBLE option in its group health insurance to support worker establishment of a *Health Savings Account* pursuant to and as outlined in the relevant sections of the Internal Revenue Code. The plan option will only be available to **eligible employees of the town hereinafter defined** who may elect the higher deductible option for the group health insurance plan. The Town of Highland as employer will make a financial contribution to the individual health saving account of the **eligible employees of the town hereinafter defined** that elect to participate. The **eligible employees of the town hereinafter defined** must not be covered by any other group health insurance plan. Details of the plan shall be maintained as a plan document and retained on file. The financial contribution will be paid in **two semi-annual** installments **scheduled by the Clerk-Treasurer** and be based upon the high deductible group health plan elected by the participating **eligible employees of the town hereinafter defined** as follows:

Group Health Insurance High Deductible (HSA) Plan Employer Contribution

|                                          | Employer<br>Semi Annual<br>Contribution | Annualized  |
|------------------------------------------|-----------------------------------------|-------------|
| Employee Single Coverage                 | \$590.50                                | \$ 1,181.00 |
| Employee With Children                   | \$1,098.00                              | \$2,196.00  |
| Employee With Spouse                     | \$1,098.00                              | \$2,196.00  |
| Family Coverage with Spouse and Children | \$1,596.00                              | \$3,192.00  |

**Section 3.** That amendments adopted by the passage of this ordinance, in its substantive parts shall be compiled into a complete and simplified version, excluding its preambles or formal recitals, featuring a cover and brief narratives regarding the municipality and inserted in to a presented in handbook or similar form, to be distributed to employees and officers of the municipality and may be referred to as the *Employee Handbook*;

**Section 4.** That this ordinance is to be construed as a companion ordinance complimentary to any ordinance passed from time to time establishing wages and rates of pay and known as the salary ordinance;

- (a) That this ordinance shall be effective to the extent that it is not in conflict with Federal or State law;
- (b) That all other ordinances and resolutions related to the subject matter of this ordinance and not in conflict with its provisions, and the enabling instruments dealing with wellness programs, remain in full force and effect;

- (c) That all other ordinances and resolutions in conflict with the provisions of this ordinance are hereby repealed and have no further force or effect;

**Section 5.** That any actions made lawful by this amendment carried-out consistent with its provisions but exercised before its adoption, are hereby approved, authorized and ratified pursuant to I.C. 36-1-4-16;

**Section 6.** That this ordinance shall become and remain in full force and effect from and after the date of its passage and adoption upon its signature by the executive as attested thereto by the clerk-treasurer, in the manner prescribed by IC 36-5-2-10(a).

Introduced and Filed on the 23rd day of September 2024. Consideration on same day or at same meeting of introduction experienced a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED and ADOPTED** this 23rd Day of September 2024 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

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

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

Attest:

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

**New Business:**

**1. Authorizing the proper officer to publish legal notice of a public hearing:** Authorize a public hearing to consider proposed additional appropriations for Monday, October 14, 2024. Park B&I Non-Exempt Fund in the amount of \$104,565.00.

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

TOWN OF HIGHLAND  
NOTICE TO TAXPAYERS OF PROPOSED  
ADDITIONAL APPROPRIATIONS

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at 6:30 p.m. on the 14th day of October 2024, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

Park B&I Non-Exempt Fund

|                       |                          |              |
|-----------------------|--------------------------|--------------|
| Acct. 4418-0000-39011 | Payment of Principal     | \$3,585.00   |
| Acct. 4418-0000-39012 | Bond Payment of Interest | \$100,980.00 |

TOTAL for the FUND: \$104,565.00

Funds to support these additional appropriations in the Park B&I Non-Exempt Fund shall be supported by miscellaneous revenue, unreserved unobligated fund balance on deposit to the credit of the fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its review. The Department of Local Government Finance shall make a written determination of the sufficiency of funds within fifteen days of receipt of a certified copy of the action taken.

TOWN COUNCIL OF HIGHLAND  
Philip Scheeringa, President

By: Mark Herak  
Clerk-Treasurer

2. Authorizing the proper officer to publish legal notice of a public hearing: Authorize a public hearing to consider proposed additional appropriations for Monday, October 14, 2024. Redevelopment General Fund in the amount of \$75,000.00.

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

TOWN OF HIGHLAND  
NOTICE TO TAXPAYERS OF PROPOSED  
ADDITIONAL APPROPRIATIONS

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at 6:30 p.m. on the 14th day of October 2024, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

Redevelopment General Fund

|                       |                     |             |
|-----------------------|---------------------|-------------|
| Acct. 2216-0000-35111 | Decorative Lighting | \$75,000.00 |
|-----------------------|---------------------|-------------|

TOTAL for the FUND: \$75,000.00

Funds to support these additional appropriations in the Redevelopment General Fund shall be supported by miscellaneous revenue, unreserved unobligated fund balance on deposit to the credit of the fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its review. The Department of Local Government Finance shall make a written determination of the sufficiency of funds within fifteen days of receipt of a certified copy of the action taken.

TOWN COUNCIL of HIGHLAND  
Philip Scheeringa, President

By: Mark Herak  
Clerk-Treasurer

**3. Controlled Event Permit.** Action regarding permission to conduct a car show on a public

way submitted by the Highland Fire Fighter's Association as part of their annual Fire Department Open House to be held on October 5, 2024.

*This is a controlled event under Chapter 5.25. Section §5.25.020(B) requires action by the Town Council in an open regular or special session. .*



- (b) Request from Highland Fire Fighters' Association seeking permission for its event of October 5, 2024 as a controlled event.

When the applicant is the municipality, through its executive departments, its administrative bodies, or agencies, no formal application is required provided that a request shall be filed in sufficient time to permit the town council to act in a regular or special meeting in advance of the event.

The town council must act in a regular or special meeting upon the application or request, where it may, in its discretion, issue such permit and likewise, in its discretion, may refuse the issuance of a permit.

\*\*The motion should be to move to approve the special event without alcohol permit (SEAP) for the Highland Fire Fighter's Association Car Show to be held on October 5, 2024. The Street Closure will be Highway Avenue from 5<sup>th</sup> Street to 4<sup>th</sup> Street.

Councilor Georgeff moved to approve the request from the Highland Fire Fighter's Association to conduct a controlled event, where alcohol will not be dispensed on Highway Avenue, a public way, from 4<sup>th</sup> Street to 5<sup>th</sup> Street during the hours of 11 o'clock a.m. till 3 o'clock p.m. Councilor Black seconded. Upon a roll call vote, there were four (4) affirmatives and no negatives and one (1) abstention with Councilors Georgeff, Robertson, Black and Scheeringa voting in the affirmative and Councilor Turich abstaining. . The motion passed. The controlled event permit on a public way for the day of October 5, 2024 was granted.

4. Works Board Order Number 2024-45: An Order of the Works Board Accepting the Quote from Site Services to Hot Rubber Crack-sealing, Sealcoating and Striping the parking lot in front of the Police Station and the parking lot behind the Town Hall, pursuant to I.C. 5-22-8-2.

Councilor Robertson moved the passage and adoption of Works Board No. 2024-45. Councilor Turich seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. The order was adopted pending the signature of the Town Executive.

Town of Highland  
BOARD OF WORKS  
ORDER OF THE WORKS NO. 2023-45

An Order of the Works Board Accepting the Quote from Site Services for Hot Rubber Crack-sealing, Sealcoating and Striping the parking lot in front of the Police Station and the parking lot behind the Town Hall, pursuant to I.C. 5-22-8-2.

**Whereas,** The Town Council, as the Board of Works of the municipality, has deemed it necessary to solicit a quote for services in order to hot rubber crack-sealing, sealcoating and striping the parking lot in front of the Police Station and the parking lot behind the Town Hall; and

**Whereas,** The Town Council, pursuant to §3.05.030 (A)(2)(5)(6) of the HMC, serves as purchasing agency for the Metropolitan Police Department, Office of the Clerk-Treasurer and the Office of the Town Council; and

**Whereas,** The Clerk-Treasurer, pursuant to §3.05.050(D)(10) of the HMC, serves as the Purchasing Agent for the Offices of the Town Council and the Clerk-Treasurer; and

**Whereas,** The purchase price exceeds \$15,000.00 and pursuant to §3.05.050(B) of the HMC exceeds the purchase authority of the purchasing agent and requires the express approval of the purchasing agency; and

**Whereas,** The Purchasing Agent, pursuant to §3.05.060(G)(2) of the HMC, expected that the purchase, in aggregate, to be at less than \$50,000 therefore could:

1). May make the purchase in the open market without inviting or receiving quotes; and

**Whereas,** The Clerk-Treasurer has solicited a quote to hot rubber crack-seal, sealcoat and strip the parking lots in front of the Police Station and behind the Town Hall; and

**WHEREAS, THE FOLLOWING QUOTE WAS RECEIVED:**

**Whereas,** the following quotes were received:

| <u>Bidder</u> | <u>Proposal</u> |
|---------------|-----------------|
| Site Services | \$15,260.00     |

**Whereas,** the Building Commissioner has reviewed the quote and found it be reasonable and appropriate; and

**Now, Therefore, Be it Ordered,** by the Town Council of Highland, Indiana as follows:

**Section 1.** That the Works Board hereby finds and determines the quote for hot rubber crack-sealing, sealcoating and striping of the parking lots in front of the Police Station and behind the Town Hall is accepted as being reasonable and appropriate as follows:

Site Services  
10117 Kennedy Avenue

Highland, IN 46322  
\$15,260.00

Section 5. The Clerk-Treasurer is hereby authorized to execute agreements and all documents necessary to implement the work and then file these documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-4-14.

**Duly, Passed and Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 23rd day of September 2024 having passed by a vote of 5 in favor and 0 opposed.

Works Board of the Town  
Highland, Indiana

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

Attest:

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



10117 KENNEDY AVE  
HIGHLAND, IN 46322  
T: (219) 924-9944  
F: (219) 924-9947

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Date: 9/9/2024 Pages: 2  
To: Ralph Potesta - Highland Police Phone: 219-237-5565  
From: Seth Wiltjer Phone: 219-924-9944  
Proposal #: 241327

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Subject: Highland Police 3315 Ridge Rd Highland IN

**We Propose the Following:**

**Hot Rubber Cracksealing**

- The cracks will be blown clean.
- We use **Hot Rubber** sealants specifically designed for sealing cracks in asphalt.
- The sealant material is indirectly heated to 370 degrees in an oil jacketed melter.
- The melted rubber is then pumped into the prepared crack using a hand wand.
- A steel disk slides along the crack to leave a uniform band.
- This forms a firm but flexible seal which stands up to the summer heat and winter freeze.
- Seam cracks and random secondary cracks will be cracksealed.

Price for the Cracksealing work: Red Lot: \$ 1,175.00  
Yellow Lot: \$ 2,480.00

**Sealcoating**

- Areas will be blocked off with barricades and caution tape.
- The pavement will be cleaned using forced air blowers and sweeping tools.
- The sealer will be applied using squeegees to push the material into the asphalt.
- The coating protects the asphalt against moisture and sunlight.
- Site Services uses coal tar or asphalt base sealer, latex additives and sand.
- The lot will be closed overnight to allow the sealer to cure.

Price for the Sealcoating work: Red Lot: \$ 3,440.00  
Yellow Lot: \$ 6,590.00

**Striping**

- Existing parking lots will be re-striped in the same pattern and colors.
- The markings will be measured and chalk lines will be snapped as guidelines for painting.
- Site Services uses Graco line laser airless spray equipment to apply the paint.
- The material used is Acrylic traffic marking paint. 1 coat of paint will be applied.
- All lines, Handicapped Symbols and Stenciling will be painted.

Price for the Striping work: Red Lot: \$ 650.00  
Yellow Lot: \$ 925.00



**Terms:** 50% of the contract value due with the order. Balance due upon completion, Net 30 days. Interest of 1½% per month will be added to all past due, unpaid balances. Customer is responsible for the costs of collection of past due accounts, including but not limited to court costs and attorney fees. Note: we will accept payment by credit card, but there is a 3% additional charge above the contract price. If a permit is required, the cost of obtaining the permit will be added to the price of the project. Prices are firm for 30 days from the date of the proposal.

**Warranty:** Site Services warranties against defects in products or workmanship for a period of one (1) year from the date of installation. The warranty is limited to the repair or replacement of the defect. The warranty specifically excludes Damage from Acts of God, accidents, excessive traffic loads and snowplowing.

**Site Services** We will work closely with you to schedule this project in a way that will minimize the inconvenience involved for everyone. We have completed thousands of projects since 1982. Please check our website at [siteservicesonline.com](http://siteservicesonline.com) or call for the location of projects in your area.

Cordially,

*Seth Wiltjer*

Seth Wiltjer

#### PROPOSAL ACCEPTANCE

To accept this proposal, sign below and send a copy back to me. Work will only be scheduled after the signed proposal has been returned, or a purchase order has been issued.

Accepted by: Town of Highland Title: \_\_\_\_\_ Date: 9/24/2024

Authorized Signature: [Signature] Print Name: MARK HEROLD

Options Selected: Asph - Red / Yellow Total Contract Price: \$15,260

Billing Information: Chad Kinney 3333 Ridge Road - Highland, IN 46322

**SCHEDULING** – After the proposal is signed and returned, I will make a work order for the operations manager. You will then be contacted regarding a proposed schedule for the project. Please indicate any issues that will affect our scheduling of this project. Indicate the hours the facility is open and any dates of special events. Please remember that Site Services does not work on Sunday.

THANK YOU FOR CHOOSING SITE SERVICES!

5. **Works Board Order Number 2024-02:** An Order of the Works Board Accepting the Quote

from Great Lakes Roofing for the Roof Replacement over the Central Fire Station, 2901 Highway Avenue pursuant to I.C. 5-22-8-2.

Councilor Black moved the passage and adoption of Works Board No. 2024-02.

Councilor Robertson seconded. Upon a roll call vote, there were four (4) affirmatives and

no negatives and one (1) abstention, with Councilors Georgeff, Robertson, Black and Scheeringa voting in the affirmative and Councilor Turich abstaining. The motion passed.

The order was adopted pending the signature of the Town Executive.

**Town of Highland  
BOARD OF WORKS  
ORDER OF THE WORKS NO. 2024-02**

**An Order of the Works Board Accepting the Quote from Great Lakes Roofing for the Roof Replacement over the Central Fire Station, 2901 Highway Avenue pursuant to I.C. 5-22-8-2.**

**Whereas,** The Town Council, as the Board of Works of the municipality, has deemed it necessary to solicit quotes for services in order to replace the roof on the Central Fire Station, 2901 Highway Avenue; and

**Whereas,** The Town Council, pursuant to §3.05.030 (A)(3) of the HMC, serves as purchasing agency for the Fire Department; and

**Whereas,** The Fire Chief, pursuant to §3.05.050(D)(4) of the HMC, serves as the Purchasing Agent for the Fire Department; and

**Whereas,** The purchase price exceeds \$15,000.00 and pursuant to §3.05.050(B) of the HMC exceeds the purchase authority of the purchasing agent and requires the express approval of the purchasing agency; and

**Whereas,** The Purchasing Agent, pursuant to Section 3.05.060 (F)(1)(3) of the Highland Municipal Code, expects that the repairs would be more than \$50,000 and less than \$150,000 therefore could:

1). Invite quotes from at least three (3) persons known to deal in lines or classes of supplies to be purchased; or

2). If the purchasing agent receives a satisfactory quote, the purchasing agent shall award a contract to the lowest responsible and responsive offer;

Whereas, The Fire Chief has solicited quotes for the roof replacement of the Central Fire Station ; and

**WHEREAS, THE FOLLOWING QUOTES WERE RECEIVED:**

| <u>Bidder</u>                            | <u>Proposal</u> |
|------------------------------------------|-----------------|
| Great Lakes Roofing & Construction, Inc. | \$109,998.00    |
| Gluth Brothers Roofing Co, Inc.          | \$113,578.00    |
| Korellis Roofing, Inc                    | \$185,378.00    |

Whereas, The quotes were received as set forth in the attached Exhibit A;

Whereas, The roof repairs will be supported by the Municipal Capital Cumulative Fund (MCCD);

Whereas, The Fire Chief has reviewed the quotes and made recommendation for award the work based on being the lowest responsive and responsible bids,

Now, Therefore, Be it Ordered, by the Town Council of Highland, Indiana as follows:

**Section 1.** That the Works Board hereby finds and determines the quote for the roof replacement of the Central Fire Station, 2901 Highway Avenue is accepted as the lowest responsive and responsible quote as follows:

**Great Lakes Roofing**  
1334 Field Street  
Hammond, IN 46325  
\$109,998.00

Section 5. The Fire Chief is hereby authorized to execute agreements and all documents necessary to implement the work and then file these documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-4-14.

**Duly, Passed and Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 23rd day of September 2024 having passed by a vote of 4 in favor and 0 opposed and 1 abstention.

**Works Board of the Town**

**Highland, Indiana**

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

**Attest:**

---

Mark Herak  
Clerk Treasurer (IC 33-42-4-1; IC 36-5-6-5)  
**Exhibit A:**

Bidder Proposal

|                                          |              |
|------------------------------------------|--------------|
| Great Lakes Roofing & Construction, Inc. | \$109,998.00 |
| Gluth Brothers Roofing Co, Inc.          | \$113,578.00 |
| Korellis Roofing, Inc.                   | \$185,378.00 |





*Roof Proposal For:*  
*Denise Kucer-Beck*  
**HIGHLAND FIRE DEPARTMENT**  
**Highland, IN**



**Roof Project Location:**  
Fire Station #1  
2901 Highway Avenue,  
Highland, IN 46322



Prepared by:  
Ross Petersen

# Great Lakes



To: Highland Fire Department      Date: 5/8/24  
Attn: Denise Kucer-Beck  
Email: d.beck@highland.in.gov  
Address: 2901 Highway Avenue, Highland, IN 46322  
Phone: (219)228-0798  
Job Name: Highland Fire Department\_Fire Station #1  
Job Location: 2901 Highway Avenue, Highland, IN 46322

We hereby propose to provide all necessary material, labor, equipment, supervision, and insurance required for the work at the above referenced project location.

**ROOF SPECIFICATIONS:**

PARTIAL TEAROFF, INSTALL JOHNS MANVILLE 2-INCH INSULATION & 60 MIL TPO

**Part 1 – Safety Procedures:**

- 1.01. Furnish and install safety equipment in compliance with Great Lakes Roofing's written safety program.
- 1.02. Install warning lines at the roof perimeter, as well as on the ground where roofing related activities shall be performed.
- 1.03. Store roof materials, evenly distributed, onto the roof in accordance to good construction practices. SURROUNDING AREA TO BE KEPT NEAT AND CLEAN THROUGHOUT THE PROJECT.

**Part 2 – Roof Preparation:**

- 2.01. Remove all existing EPDM membrane, and dispose.
- 2.02. Remove all parapet wall flashings, and dispose.
- 2.03. On the main garage roof (FD4), as well as the tower roof (FD5), remove existing gravel-stop, and dispose.
- 2.04. Install new wood-nailer around perimeters of FD4 and FD5 to match the height of the new insulation.
- 2.05. Remove any unused or unwanted stacks, vents, and penetrations, and deck over holes with new. If owner chooses to remove any extra penetrations, depending on size and difficulty, it may be done on a time and material basis. Time will be figured at \$94.50 per man-hour, and material will be figured at cost plus 20% for procurement.

**Part 3 – Insulation Application:**

- 3.01. Mechanically Fasten (1) Layer of 2.0-inch Johns Manville Polyisocyanurate insulation the entire roof area.
  - Insulation shall be installed using manufacturer-approved fasteners and plates.
  - End joints of the insulation shall be staggered so that they are offset at least 12" from the end joints.

**Part 4 – Membrane Application:**

- 4.01. Starting at the low point of the roof, install Johns Manville 60 mil TPO Roof Membrane in strict accordance to the manufacturer Application and Specifications Manual.
  - TPO Sheets shall be laid in shingle fashion, so that the seams avoid back-water laps.
  - All TPO seams shall be sealed using a hot-air welder, creating a permanently bonded sheet.
- 4.02. Fully adhere all flashings, including walls and miscellaneous roof penetrations, using a separate layer of membrane. All flashings shall be adhered at their connections with the roofing membrane.
  - Apply TPO Reinforced Corner Flashings to all outside/inside corner details.
  - Install new pre-molded pipe boots at all soil stack penetrations.



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Hammond, IN 46325  
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700 State Street  
Calumet City, IL 60409  
P 708 • 862 • 1550  
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To: Highland Fire Department Date: 5/8/24  
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Address: 2901 Highway Avenue, Highland, IN 46322  
Phone: (219)228-0798  
Job Name: Highland Fire Department\_Fire Station #1  
Job Location: 2901 Highway Avenue, Highland, IN 46322

We hereby propose to provide all necessary material, labor, equipment, supervision, and insurance required for the work at the above referenced project location.

#### INVESTMENT SUMMARY

##### ROOF OPTIONS:

Option 1: Tear off EPDM Membrane, Install JM 2.0-Inch Insulation & 60 mil TPO -

- \$109,998.00
- Includes JM 20-Year NDL (No Dollar Limit) Warranty.
- Includes Great Lakes Roofing 2-Year Contractor's Guarantee.
- Includes (2) Free Years of Great Lakes Roofing's Maintenance Program, a value of \$4,496.00.

*Payment Terms: 50% deposit, 40% upon completion of roof, 10% upon delivery of warranty.*

##### Please note the following regarding this proposal:

Base pricing assumes project being awarded on or before June 10<sup>th</sup>, 2024. The following price increase factors should be considered if the project is delayed: material costs, labor costs, scope of work, and insurance costs.

Great Lakes Roofing is a licensed roofing contractor in The Town of Highland. Any necessary permits will be obtained by Great Lakes Roofing and will be added to the final billing. A copy of the receipt from the building department shall be supplied to the owner.

Warranties - In conjunction with the above-specified manufacturer's warranty, Great Lakes Roofing will provide a Contractor's Warranty as stated in the investment summary.

No tuck-pointing, plumbing, electrical, carpentry, or mechanical work was included in this proposal. Any alteration or deviation from the above specifications will become an extra cost to the contract.

No Interior protection was included in this proposal. Interior protection includes, but is not limited to, spotters, safety netting, and plastic coverings. Any alteration or deviation from the above specifications will become an extra cost to the contract.

Some or all of the existing HVAC units might need to be raised to account for the new insulation height. The raising of HVAC units is not included in this proposal. If units are not raised, the NDL warranty may be affected.

The above pricing assumes Great Lakes Roofing will be allowed to block one of the North bay doors for access and staging. Any alteration or deviation from the above specifications will become an extra cost to the contract.

Great Lakes Roofing was unable to inspect the tower roof at the date of inspection. Though we don't anticipate a change in the above pricing, an inspection must be carried out prior to the execution of this contract.



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Job Name: Highland Fire Department\_Fire Station #1  
Job Location: 2901 Highway Avenue, Highland, IN 46322

We hereby propose to provide all necessary material, labor, equipment, supervision, and Insurance required for the work at the above referenced project location.

Great Lakes Roofing & Const. Co. Inc. shall not be responsible to determine structural soundness and shall have no liability to the owners or others for failure of roof deck or supporting structure to support men, materials, equipment, ice, snow, and water or for any damages or injuries resulting from said failures.

The above pricing does not include winter rates (months of December through March). If job is to be done during these months, notify Great Lakes Roofing as soon as possible for potential price increases.

The above pricing does not include an allowance for snow or ice removal. If owner or owner's representative determines that GLR must remove snow or ice from the roof surface, it will be done on a time and material basis. Time will be figured at \$94.50 per man-hour, and material will be figured at cost plus 20% for procurement.

While GLR has made every reasonable effort to determine existing conditions, GLR is not responsible for unforeseen conditions encountered during the roofing process including, but not limited to, asbestos removal, structural deck repair, masonry work, damaged drain components, electrical work and/or conduit hidden within the roof system, mold removal, and conditions deemed unacceptable to the roof system manufacturer related to the existing structure.

Great Lakes Roofing & Const. Co. Inc. shall assume no liability for ponding water unless otherwise indicated.

Great Lakes Roofing will not be responsible for the installation of soffit, fascia, or structural supports. Any alteration or deviation from the above specifications will become an extra cost to the contract.

The TERMS AND CONDITIONS set forth on the reverse side of this page are attached hereto and are incorporated herein by reference as if fully set forth herein. All of said TERMS AND CONDITIONS shall be a part of this agreement and shall apply to this agreement.

Ross Petersen

Ross Petersen (Great Lakes Roofing)

Accepted by: Denise Kucer-Beck (Highland Fire Department)

Date:

Acceptance: The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as above. I agree to pay for the costs, including reasonable attorney fees and expenses, for the filing of a mechanic's lien or any legal action necessary to recover payment. A finance charge of 1 1/2% per month will be added to all past due balances.



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#### TERMS & CONDITIONS

- 1) Contractor is not responsible for locating or repairing leaks caused by other trades or leaks which do not originate from the roof system such as skylights, mortar joints, HVAC units, ductwork, vents, vent caps, parapet caps, chimneys, adjacent walls and roofs, windows, etc. Should leaks occur after completion of the roofing system, inspections or repairs performed by Contractor shall be treated as emergency matters, and such circumstances shall not be grounds for withholding payment. Contractor shall have no responsibility for water penetration or mold growth that occurs as a result of moisture contained in the old, or former, roofing system, deck or insulation.
- 2) Contractor shall not be responsible for damages caused by (a) water penetration into the building resulting from moisture contained or trapped in or under the existing roof surface, which is released during tear-off, and (b) penetration of dirt, dust or mold spores into the building resulting from the tear-off. Contractor shall not be responsible for damages from leaks through any area of the existing (present) roof surface where Contractor has not performed work.
- 3) If structures of any kind are to be installed on the roof membrane after its application, such installation shall be entirely at the risk of Owner unless Contractor is given reasonable notice in writing of the time and date of such installation and is permitted to supervise or conduct the cutting and sealing of the roof membrane necessary for such installation. Contractor shall be paid on a time and material basis for such supervision or performance of work. Damage occurring to the installed roofing membrane, resulting from acts of other contractors or persons authorized by Owner to conduct operations above or upon the installed membrane, shall be the responsibility of Owner.
- 4) Contractor shall take all reasonable safety precautions with respect to its work. Contractor shall not be responsible for the safety and health of any persons present at the job site who are not employees of Contractor. Contractor accepts no liability to indemnify or hold Owner harmless for damages to person or property, except those that are the direct result of Contractor's negligent error or omission which occur during performance of Contractor's work.
- 5) Contractor's price includes furnishing all labor, materials and equipment necessary to complete the contract, subject only to latent conditions of the work area, which could not be reasonably anticipated by the examination of core samples, or the visual inspection ordinarily employed in the roofing trade. If such latent conditions such as but not limited to deteriorated decking, structural members or masonry, electrical or other piping running above or below roof deck cause or require additional labor or material in the performance of the contract, Contractor shall promptly notify Owner of such condition, and such additional material and work will be supplied and performed on a time and material basis by Contractor. Contractor is not responsible for the damage caused to utility piping, wire or cable hidden below or above the roof deck.
- 6) Owner agrees that the balance of all sums due under this contract shall be immediately due and payable upon completion of work by Contractor, and that Contractor may charge interest at the annual rate of eighteen percent (18%) on any sum due under this contract which is not paid within thirty (30) days of its due date. If payments are not made when due, interest and costs including reasonable attorney's fees and expenses for the filing of a mechanic's lien or any legal action necessary to recover payment shall be added to the unpaid balance.
- 7) Contractor shall not be required to perform its work while snow or other moisture conditions exist on the roof surface unless Owner provides for removal or curing of such conditions.
- 8) Owner understands and agrees that Contractor shall have no responsibility at any time after completion of the work for damages of any kind to persons or property located below the installed roof membrane, whether or not such damages result from (a) leaks or other weather-oriented sources, or (b) mold growth.
- 9) Owner will rely exclusively upon the warranty, if any, of the manufacturer of any materials that are not specifically described and included in the "sample warranty" attached hereto.
- 10) Drain assemblies deteriorate over time. If drain assemblies are not replaced in conjunction with reroofing of Customer's building, the pre-existing drain assemblies may shift, loosen, deteriorate, crack or otherwise fail during the normal roof replacement process. Contractor is not responsible for any leaks or other damages that may arise out of or relate to any such shifting, loosening, deteriorating, cracking, or failure of pre-existing drain assemblies.
- 11) If, in order for Contractor to perform its work under this contract, it becomes necessary to disconnect, remove, relocate or otherwise deal with any mechanical or other equipment located on the deck or other surface on which Contractor's work is to be performed, Owner or Owner's agent shall provide for the disconnection, removal, relocation or other appropriate action with respect to such mechanical or other equipment and further, shall provide for the reconnection, replacement or relocation of such mechanical or other equipment following completion of Contractor's work. Contractor shall have no responsibility with respect to any such rooftop equipment, unless it is specifically provided otherwise in this Agreement.
- 12) To the extent permitted by law, Owner shall defend, indemnify and hold Contractor harmless from any and all penalties, actions, liabilities, costs, expenses and damages arising from or relating to the presence of (a) asbestos or similar hazardous materials or (b) mold of such type or in such quantity as to require remediation (hereafter "potentially harmful material") at this work site, including without limitation, installation, disturbance or removal of any product containing potentially harmful materials or violation of governmental regulations relating to such potentially harmful materials. Owner releases Contractor from all claims and liabilities relating to such potentially harmful materials at this work site, including claims for subrogation. Should Contractor undertake to locate, abate, encapsulate and remove any potentially harmful materials present at this work site, Owner agrees to exonerate, indemnify, defend and hold harmless Contractor from and against all claims, demands and lawsuits and all damages, expenses and losses incurred by Contractor's removal of potentially harmful materials from Owner's building and work site. Without limitation of the foregoing, this indemnification shall include any and all claims, damages, fines, judgments, penalties, costs, response costs, liabilities, or losses (including, without limitation, any and all sums paid for settlement of claims, attorneys, consultant and expert fees) incurred by Contractor resulting from Contractor's removal, transportation and disposal of potentially harmful materials from Owner's building and work site, and specifically including any and all costs incurred because of any investigation of the site at which such materials are disposed of by Contractor or any cleanup, removal, remediation or restoration of such site mandated by a federal, state, or local agency or political subdivision.
- 13) All disputes, claims and questions regarding the rights and obligations of the parties under the terms of this Agreement are subject to arbitration. Either party may make a demand for arbitration by filing such demand in writing with the other party within thirty (30) days after the dispute first arises. Thereafter, arbitration shall be conducted in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then in effect.
- 14) Owner understands and agrees that flat roofs pond water and although a tapered system, either full or partial, may have been installed, ponding will exist. Contractor accepts no liability for ponding water.
- 15) This document, when accepted by Owner, will constitute the entire agreement between the parties hereto, there being no promises or agreements, written or oral, except as herein set forth. Within thirty (30) days from the date hereof, but not thereafter, Owner may accept this proposal by executing the same in the place provided and returning to Contractor.
- 16) If owner terminates this contract before work has started owner shall pay contractor 25% of the total contract price as liquidated damages and not as penalty. If owner terminates this contract after work has started, owner shall pay contractor that portion of the contract price equal to the portion of the work completed including changes and additions plus a sum equal to 25% of the total contract.
- 17) Any wood replaced by contractor will not be primed or painted unless otherwise noted.
- 18) Great Lakes Roofing is not responsible for costs of repair or damages including disruption of service resulting from damage to unshielded or recessed electrical or other utility lines or electrical conduit or other materials embedded within the roof assembly or attached directly to the underside or topside of the roof deck. Owner will indemnify Great Lakes Roofing from personal injury and other claims and expenses if Owner fails to turn off power so as to avoid injury to Great Lakes Roofing personnel or resulting from the presence of concealed electrical conduit and live electrical power.



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## **HIGHLAND FIRE** **DEPARTMENT** **PROPOSAL NOTES**

**Please note the following regarding the attached revised proposal:**

- 1) We will still honor our original price if both sections are signed at the same time, however if the sections are signed at separate times, the overall cost will raise. This is due to additional setups & breakdowns, additional freight, additional NDL warranty, etc.
- 2) We need a signed proposal before the end of this week (9/27 deadline) to ensure a spot on our schedule in 2024.
- 3) I have modified my proposal to allow for the use of either Johns Manville or Carlisle materials. With Winter fast-approaching, we need the flexibility to choose the more readily available material to meet our deadlines. JM and Carlisle's quality & pricing is identical.

**2901 Highway Avenue,  
Highland, IN 46322**









To: Highland Fire Department Date: 9/23/24  
Attn: Denise Kucer-Beck  
Email: d.beck@highland.in.gov  
Address: 2901 Highway Avenue, Highland, IN 46322  
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P 708 • 862 • 1550  
F 708 • 862 • 1553



To: Highland Fire Department      Date: 9/23/24  
Attn: Denise Kucer-Beck  
Email: d.beck@highland.in.gov  
Address: 2901 Highway Avenue, Highland, IN 46322  
Phone: (219)228-0798  
Job Name: Highland Fire Department\_Fire Station #1  
Job Location: 2901 Highway Avenue, Highland, IN 46322

We hereby propose to provide all necessary material, labor, equipment, supervision, and insurance required for the work at the above referenced project location.

Part 5 – Drain Detail:

- 5.01. Dismantle (2) existing drains.
- 5.02. Remove the clamping ring and bolts to expose the drain flashings.
- 5.03. Prime the existing drain bowl. Apply new membrane to drain area.
- 5.04. Re-install clamping ring and bolts to create permanent seal.

Part 6 – Sheet Metal & Edge Detail:

- 6.01. Fabricate and install new 24 ga., pre-finished, steel gravel-stop on applicable perimeter edges.
  - Approximately 430-lineal feet of gravel-stop.
  - Color to be chosen by owner or owner's representative. Non-stock colors may warrant extra charges.
- 6.02. Fabricate and install new 24 ga., pre-finished, steel gutter on applicable perimeter edges.
  - Approximately 50-lineal feet of gutter
  - Include (2) matching 4"x5" corrugated steel downspouts.
  - Color to be chosen by owner or owner's representative. Non-stock colors may warrant extra charges.

Part 7 – Miscellaneous:

- 7.01. Prior to the start of the project, Great Lakes Roofing shall meet with owner or owner's representative to discuss the access and staging areas.
- 7.02. Remove all roofing material and debris from roof and jobsite upon completion.



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#### INVESTMENT SUMMARY

##### ROOF OPTIONS:

Bay & Hose Tower: Tear off EPDM Membrane, Install 2.0-Inch Insulation & 60 mil TPO -

- \$73,682.00\*
- Includes 20-Year NDL (No Dollar Limit) Warranty.
- NDL Warranty will be issued by either Johns Manville or Carlisle.
- Includes Great Lakes Roofing 2-Year Contractor's Guarantee.
- Includes (2) Free Years of Great Lakes Roofing's Maintenance Program, a value of \$4,496.00.

Administration Building: Tear off EPDM Membrane, Install 2.0-Inch Insulation & 60 mil TPO -

- \$39,349.00\*
- Includes 20-Year NDL (No Dollar Limit) Warranty.
- NDL Warranty will be issued by either Johns Manville or Carlisle.
- Includes Great Lakes Roofing 2-Year Contractor's Guarantee.
- Includes (2) Free Years of Great Lakes Roofing's Maintenance Program, a value of \$4,496.00.

*\*If both building sections are signed at the same time, Great Lakes Roofing will subtract \$3,033.00 from the combined total.*

*Payment Terms: 50% deposit, 40% upon completion of roof, 10% upon delivery of warranty.*

##### Please note the following regarding this proposal:

Base pricing assumes project being awarded on or before September 27<sup>th</sup>, 2024. The following price increase factors should be considered if the project is delayed: material costs, labor costs, scope of work, and insurance costs.

Great Lakes Roofing is a licensed roofing contractor in The Town of Highland. Any necessary permits will be obtained by Great Lakes Roofing and will be added to the final billing. A copy of the receipt from the building department shall be supplied to the owner.

Warranties - In conjunction with the above-specified manufacturer's warranty, Great Lakes Roofing will provide a Contractor's Warranty as stated in the Investment summary.

No tuck-pointing, plumbing, electrical, carpentry, or mechanical work was included in this proposal. Any alteration or deviation from the above specifications will become an extra cost to the contract.



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We hereby propose to provide all necessary material, labor, equipment, supervision, and insurance required for the work at the above referenced project location.

No interior protection was included in this proposal. Interior protection includes, but is not limited to, spotters, safety netting, and plastic coverings. Any alteration or deviation from the above specifications will become an extra cost to the contract.

Some or all of the existing HVAC units might need to be raised to account for the new insulation height. The raising of HVAC units is not included in this proposal. If units are not raised, the NDL warranty may be affected.

The above pricing assumes Great Lakes Roofing will be allowed to block one of the North bay doors for access and staging. Any alteration or deviation from the above specifications will become an extra cost to the contract.

Great Lakes Roofing was unable to inspect the Hose Tower roof at the date of inspection. Though we don't anticipate a change in the above pricing, an inspection must be carried out prior to the execution of this contract.

Great Lakes Roofing & Const. Co. Inc. shall not be responsible to determine structural soundness and shall have no liability to the owners or others for failure of roof deck or supporting structure to support men, materials, equipment, ice, snow, and water or for any damages or injuries resulting from said failures.

The above pricing does not include winter rates (months of December through March). If job is to be done during these months, notify Great Lakes Roofing as soon as possible for potential price increases.

The above pricing does not include an allowance for snow or ice removal. If owner or owner's representative determines that GLR must remove snow or ice from the roof surface, it will be done on a time and material basis. Time will be figured at \$94.50 per man-hour, and material will be figured at cost plus 20% for procurement.

While GLR has made every reasonable effort to determine existing conditions, GLR is not responsible for unforeseen conditions encountered during the roofing process including, but not limited to, asbestos removal, structural deck repair, masonry work, damaged drain components, electrical work and/or conduit hidden within the roof system, mold removal, and conditions deemed unacceptable to the roof system manufacturer related to the existing structure.

Great Lakes Roofing & Const. Co. Inc. shall assume no liability for ponding water unless otherwise indicated.

Great Lakes Roofing will not be responsible for the installation of soffit, fascia, or structural supports. Any alteration or deviation from the above specifications will become an extra cost to the contract.

The TERMS AND CONDITIONS set forth on the reverse side of this page are attached hereto and are incorporated herein by reference as if fully set forth herein. All of said TERMS AND CONDITIONS shall be a part of this agreement and shall apply to this agreement.

Ross Petersen

Ross Petersen (Great Lakes Roofing)

Accepted by: Denise Kucer-Beck (Highland Fire Department)

Date:

Acceptance: The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as above. I agree to pay for the costs, including reasonable attorney fees and expenses, for the filing of a mechanic's lien or any legal action necessary to recover payment. A finance charge of 1 1/2% per month will be added to all past due balances.



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#### TERMS & CONDITIONS

- 1) Contractor is not responsible for locating or repairing leaks caused by other trades or leaks which do not originate from the roof system such as skylights, master joints, HVAC units, downspouts, vents, vent caps, parapet caps, chimneys, adjacent walls and roofs, windows, etc. Should leaks occur after completion of the roofing system, inspections or repairs performed by Contractor shall be treated as warranty matters, and such circumstances shall not be grounds for withholding payment. Contractor shall have no responsibility for water penetration or mold growth that occurs as a result of moisture contained in the old, or former, roofing system, deck or insulation.
- 2) Contractor shall not be responsible for damages caused by (a) water penetration into the building resulting from moisture contained or trapped in or under the existing roof surface, which is released during tear-off, and (b) penetration of dust, dirt or mold spores into the building resulting from the tear-off. Contractor shall not be responsible for damages from leaks through any area of the existing (present) roof surface where Contractor has not performed work.
- 3) If structures of any kind are to be installed on the roof membrane after its application, such installation shall be entirely at the risk of Owner unless Contractor is given reasonable notice in writing of the time and date of such installation and is permitted to supervise or conduct the cutting and sealing of the roof membrane necessary for such installation. Contractor shall be paid on a time-and-material basis for such supervision or performance of work. Damage occurring to the installed roofing membrane, resulting from acts of other contractors or persons authorized by Owner to conduct operations above or upon the installed membrane, shall be the responsibility of Owner.
- 4) Contractor shall take all reasonable safety precautions with respect to its work. Contractor shall not be responsible for the safety and health of any persons present at the job site who are not employees of Contractor. Contractor accepts no liability to indemnify or hold Owner harmless for damages to persons or property, except those that are the direct result of Contractor's negligent error or omission which occur during performance of Contractor's work.
- 5) Contractor's price includes furnishing all labor, materials and equipment necessary to complete the contract, subject only to latent conditions of the work area, which could not be reasonably anticipated by the examination of core samples, or the visual inspection ordinarily employed in the roofing trade. If such latent conditions such as but not limited to deteriorated decking, structural members or masonry, electrical or other piping running above or below roof deck cause or require additional labor or material in the performance of the contract, Contractor shall promptly notify Owner of such conditions, and such additional material and work will be supplied and performed on a time and materials basis by Contractor. Contractor is not responsible for the damage caused to utility piping, wire or cable hidden below or above the roof deck.
- 6) Owner agrees that the balance of all sums due under this contract shall be immediately due and payable upon completion of work by Contractor, and that Contractor may charge interest at the annual rate of eighteen percent (18%) on any sum due under this contract which is not paid within thirty (30) days of its due date. If payments are not made when due, interest and costs including reasonable attorney's fees and expenses for the filing of a mechanic's lien or any legal action necessary to recover payment shall be added to the unpaid balance.
- 7) Contractor shall not be required to perform its work while snow or other moisture conditions exist on the roof surface unless Owner provides for removal or curing of such conditions.
- 8) Owner understands and agrees that Contractor shall have no responsibility at any time after completion of the work for damages of any kind to persons or property located below the installed roof membrane, whether or not such damages result from (a) leaks or other weather-oriented sources, or (b) mold growth.
- 9) Owner will rely exclusively upon the warranty, if any, of the manufacturer of any materials that are not specifically described and included in the "sample warranty" attached hereto.
- 10) Drain assemblies deteriorate over time. If drain assemblies are not replaced in conjunction with reroofing of Customer's building, the pre-existing drain assemblies may shift, loosen, deteriorate, crack or otherwise fail during the normal roof replacement process. Contractor is not responsible for any leaks or other damages that may arise out of or relate to any such shifting, loosening, deteriorating, cracking, or failure of pre-existing drain assemblies.
- 11) If, in order for Contractor to perform its work under this contract, it becomes necessary to disconnect, remove, relocate or otherwise deal with any mechanical or other equipment located on the deck or other surface on which Contractor's work is to be performed, Owner or Owner's agent shall provide for the disconnection, removal, relocation or other appropriate action with respect to such mechanical or other equipment and further, shall provide for the reconnection, replacement or relocation of such mechanical or other equipment following completion of Contractor's work. Contractor shall have no responsibility with respect to any such rooftop equipment, unless it is specifically provided otherwise in this Agreement.
- 12) To the extent permitted by law, Owner shall defend, indemnify and hold Contractor harmless from any and all penalties, actions, liabilities, costs, expenses and damages arising from or relating to the presence of (a) asbestos or similar hazardous materials or (b) mold of such type or in such quantity as to require remediation (hereinafter "potentially harmful materials") at this work site, including without limitation, installation, disturbance or removal of any product containing potentially harmful materials or violation of governmental regulations relating to such potentially harmful materials. Owner releases Contractor from all claims and liabilities relating to such potentially harmful materials at this work site, including claims for subrogation. Should Contractor undertake to locate, abate, encapsulate and remove any potentially harmful materials present at this work site, Owner agrees to exonerate, indemnify, defend and hold harmless Contractor from and against all claims, demands and lawsuits and all damages, expenses and losses incurred by Contractor's removal of potentially harmful materials from Owner's building and work site. Without limitation of the foregoing, this indemnification shall include any and all claims, damages, fines, judgments, penalties, costs, response costs, liabilities, or losses (including, without limitation, any and all sums paid for settlement of claims, attorneys, consultant and expert fees) incurred by Contractor resulting from Contractor's removal, transportation and disposal of potentially harmful materials from Owner's building and work site, and specifically including any and all costs incurred because of any investigation of the site at which such materials are disposed of by Contractor or any cleanup, removal, remediation or restoration of such site mandated by a federal, state, or local agency or political subdivision.
- 13) All disputes, claims and questions regarding the rights and obligations of the parties under the terms of this Agreement are subject to arbitration. Either party may make a demand for arbitration by filing such demand in writing with the other party within thirty (30) days after the dispute first arises. Thereafter, arbitration shall be conducted in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then in effect.
- 14) Owner understands and agrees that flat roof pond water and although a tapered system, either full or partial, may have been installed, ponding will exist. Contractor accepts no liability for ponding water.
- 15) This document, when accepted by Owner, will constitute the entire agreement between the parties hereto, there being no promises or agreements, written or oral, except as herein set forth. Within thirty (30) days from the date hereof, but not thereafter, Owner may accept this proposal by executing the same in the place provided and returning to Contractor.
- 16) If owner terminates this contract before work has started owner shall pay contractor 25% of the total contract price as liquidated damages and not as penalty. If owner terminates this contract after work has started, owner shall pay contractor that portion of the contract price equal to the portion of the work completed including changes and additions plus a sum equal to 25% of the total contract.
- 17) Any wood replaced by contractor will not be primed or painted unless otherwise noted.
- 18) Great Lakes Roofing is not responsible for costs of repair or damages including disruption of service resulting from damage to undischarged or concealed electrical or other utility lines or electrical conduit or other materials embedded within the roof assembly or attached directly to the underside or top side of the roof deck. Owner will indemnify Great Lakes Roofing from personal injury and other claims and expenses if Owner fails to turn off power so as to avoid injury to Great Lakes Roofing personnel or resulting from the presence of concealed electrical conduit and live electrical power.



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Attn: Denise Kucer-Beck  
Email: d.beck@highland.in.gov  
Address: 2901 Highway Avenue, Highland, IN 46322  
Phone: (219)228-0798  
Job Name: Highland Fire Department Fire Station #1  
Job Location: 2901 Highway Avenue, Highland, IN 46322

We hereby propose to provide all necessary material, labor, equipment, supervision, and insurance required for the work at the above referenced project location.

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Ross Petersen

Ross Petersen (Great Lakes Roofing)

Accepted by: Denise Kucer-Beck (Highland Fire Department) Michael P. Date: 9-24-24

Acceptance: The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as above. I agree to pay for the costs, including reasonable attorney fees and expenses, for the filing of a mechanic's lien or any legal action necessary to recover payment. A finance charge of 1 1/2% per month will be added to all past due balances.



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Brian Gluth  
H. Russell Gluth  
Eric Gluth  
Randall X. Gluth



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Hammond, IN 46323  
(219) 844-5536  
(800) 82-GLUTH  
Fax: (219) 845-6953  
[www.gluthbrothersroofing.com](http://www.gluthbrothersroofing.com)

March 25, 2024

Highland Fire Department  
2904 Highway Ave.  
Highland, IN 46322

Project: Central Station

*We hereby submit specifications and estimates for:*

**RE: Roof Replacement**

We propose to provide labor, material, equipment and supervision to complete the following work:

**A. Safety Procedures**

1. Furnish and install safety equipment in compliance with Gluth Brothers Roofing Company's written safety policy, a copy of which is available upon request.
2. We shall utilize a fixed mounted Safety Rail System, Safety Flags, Safety Monitors, and Body Harnesses with tie off points to provide protection from falls that exceeds OSHA requirements.
3. We will furnish and install warning lines for ground related roofing activities to safeguard areas of public and customer access.
4. Project materials will be stored on the job site in accordance with good construction practices. If stored on the roof, materials will be distributed throughout the entire roof area with care for weight placement.
5. Gluth Brothers Roofing Company, Inc's Experience Modification Rate (EMR) is .67

**B. Roof Preparation & Demolition**

1. Remove all existing parapet wall flashings and haul away.
2. Remove all existing perimeter membrane flashings and curb flashings and haul away.
3. Score cut the existing membrane in 10'-0" x 10'-0" grid pattern prior to installation of the new roof system.
4. Remove existing gutters and downspouts and haul away.
5. Remove roof related sheet metal flashings and counter flashings and haul away.
6. Remove all construction debris associated with our scope of work and haul away.

**C. Wood Blocking**

1. We will install new wood blocking as needed to equal the height of the new roof insulation.
  - a. The wood blocking will be fastened every 24-inches on center with new mechanical fasteners.

**D. Insulation**

1. Install over the entire roof area, Carlisle's 2-inch isocyanurate rigid roof insulation
  - a. The 2-inches of insulation will be accomplished in one layer of 2-inch insulation, installed in continuous 4' x 8' sheets.
  - b. The insulation will be mechanically fastened into the structural decking with Carlisle's screws and plates per the manufacturer's specifications.

**Since 1886**

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#### E. Roofing

1. Install over the entire roof area, Carlisle SynTec Systems RhinoBond 60 mil thick WHITE Sure-Weld polyester reinforced TPO roof system.
  - a. The TPO membrane will be induction welded to the RhinoBond TPO fastening plates, eliminating membrane flutter, per the manufacturer's written specifications.
  - b. All field seams will be constructed utilizing hot air welding technology fusing the surfaces together, creating a permanently bonded sheet for a long-term water tight seal. (no adhesive or taped seams).
2. At all perimeter parapet wall locations on the lower roof areas, we will complete the following work:
  - a. The Carlisle Sure-Weld membrane will extend the wall to the back side of the existing sheet metal coping cap.
  - b. The Carlisle membrane will be fully adhered to the wall with Carlisle's TPO bonding adhesive.
  - c. Install Carlisle's RhinoBond TPO fastening plates to eliminate future bridging of the new TPO field membrane. The fastening plates will be mechanically fastened 12-inches on center utilizing Carlisle's screws.
3. At all roof to wall transition locations, we will complete the following work:
  - a. The Carlisle Sure-Weld membrane will extend up the wall to the existing flashing heights.
  - b. The Carlisle membrane will be fully adhered to the wall with Carlisle's bonding adhesive.
  - c. Install Carlisle's SecurTape reinforced perimeter fastening strip to eliminate future bridging of the new EPDM field membrane. The fastening strip will be mechanically fastened 12-inches on center utilizing Carlisle's screws and plates.
  - d. Mechanically fasten the top of the flashing membrane for additional securement.
4. At all roof mounted curbs, we will complete the following work:
  - a. Install Carlisle's SecurTape reinforced perimeter-fastening strip to eliminate future bridging of the new TPO field membrane. The fastening strip will be mechanically fastened 12-inches on center utilizing Carlisle's screws and plates.
  - b. Flash all sides of the curbs according to Carlisle's written specifications with Carlisle's TPO membrane hot air welded to the field membrane and fully adhered to the roof curb with Carlisle's TPO bonding adhesive.
  - c. Mechanically fasten the top of the flashing membrane for additional securement.
5. Flash all "standard" roof penetrations with Carlisle's TPO form flash unreinforced and accessories hot air welded to the field membrane.
6. At all "non-standard" roof penetrations, we will complete the following work:
  - a. Fabricate a sheet metal penetration pocket or utilize Carlisle's penetration pocket and install around the non-standard roof penetration.
  - b. Flash the base and all sides of the penetration pocket with Carlisle's hot air welded unreinforced form flashing TPO.
  - c. Fill the inside of the pocket with Carlisle's polyurethane pourable sealer.

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7. At all round pipe penetrations 6 1/2-inches wide or less (soil pipes):
  - a. Install Carlisle's one-piece TPO pre-fabricated pipe flashing hot air welded to the field membrane.
  - b. Furnish a stainless-steel clamping ring at the top of the flashing and seal with Carlisle's all purpose sealant for additional weather protection.
8. At all internal roof drains, we will complete the following work:
  - a. Remove the existing clamping/compression rings and store on site for reinstallation.
  - b. The field membrane will be installed and sealed to the flange of the drain bowl with Carlisle's water block sealant.
  - c. We will reinstall the clamping/compression ring and furnish and install new clamp bolts.
  - d. After inspection of the existing roof drain head and drain line, any repair / replacement needed will be done at an additional cost as directed by the owner.
9. Where the mechanical unit exists:
  - a. We will slightly lift/move the unit in order to install the new roof membrane.
  - b. We will reset the unit on pressure treated lumber and Carlisle's heavy-duty protection pads so the lumber does not rest on the new roof membrane.
  - c. Please note: Care will be taken to minimize any potential damage to the mechanical lines. Usually, this work is completed without any damage occurring. However, due to the age and/or positioning of these lines, sometimes damage is unavoidable. Gluth Brothers Roofing Company, Inc. has no allowance in the Base Bid Price for any mechanical work, unless specifically stated.
10. At the roof access location and on the service side of the roof top unit we shall install Carlisle's heavy duty protection pads for additional membrane protection.

#### F. Sheet Metal

1. Fabricate out of 24-gauge Kynar coated metal sheets (color of metal to be chosen from manufacturer's standard colors) in Gluth Brothers Roofing's sheet metal shop and install at the job site, the following:
  - a. A new commercial size gutter with a built in gutter flashing to eliminate any potential for ice and water backing up and leaking into the building. We will strip in the gutter flashing with Carlisle's semi-cured TPO flashing system.
  - b. New pre-painted downspouts and accessories where the existing ones were removed.
  - c. Around the upper roof areas, a new two-piece clip-on fascia system to be installed around the entire perimeter of the building. The two-piece fascia system will be fabricated from 24-gauge Kynar coated metal sheets and come complete with a galvanized starter cleat.
  - d. Around the inside low roof areas, a new sheet metal counter flashings to slid under the leading edge of the existing sheet metal coping cap secured and sealed.

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March 25, 2024

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Project: Central Station

**G. Miscellaneous**

1. A temporary watertight seal will be made each evening until the project is completed.
2. Reasonable care will be taken to protect sidewalks and landscaping as much as is possible/practical.

**H. Warranties**

1. Upon completion a Carlisle technical representative will thoroughly inspect your roof to ensure that it complies with their rigid standards.
2. **Twenty-year warranty** on defective materials from Carlisle SynTec Systems.
3. **Twenty-year, no dollar limit, non pro-rated warranty** issued by Carlisle SynTec Systems, covering leaks caused by improper installation and/or defective materials.
4. Twelve months after completion of work, we will follow up with one free inspection. This service is done to ensure proper performance and provide maintenance and recommendations. This type of inspection and repair is recommended by all roofing manufacturers as well as most professional roofing trade organizations and associations.

**For The Sum Of: \$ 113,578.00**

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March 25, 2024

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I. Bid Clarifications:

1. We have NOT included any sales tax.
2. No tuck-pointing, plumbing, electrical, or mechanical work was included in this proposal.
3. Note: If there are conduit and or wires attached to or near the bottom of the roof decking, there is a potential for roofing screws to puncture and or penetrate the wire causing damage. We have no allowances in our bid price to cover these damages.
4. Gluth Brothers Roofing Company, Inc. is a licensed roofing contractor. Gluth Brothers Roofing will obtain necessary permits. The cost of the permit and associated inspection fees for our work will be added to the final billing.
5. Our bid prices will only be honored up to 30 days from the proposal date.
6. Terms 30 days from invoice date / completion

*All license and applicable taxes included.*

*A certificate of insurance will be furnished upon request.*

Gluth Brothers Roofing Co., Inc. will maintain workers compensation, general liability and auto liability insurance. A certificate of insurance will be furnished upon request. NOTE: This proposal may be withdrawn by us if not accepted within 30 days. Upon completion our technical representative will thoroughly inspect your roof to ensure that it complies with our rigid standards. Payment upon completion, unless otherwise stated. Price subject to change if not accepted within thirty (30) days. A mechanic's lien will be filed within 55 days of completion if account is not paid in full. A finance charge of 3% per month (36% per annum) will be added to all past due balances; cancellation fee of ten percent (10%) of total price. The above prices, specifications, and conditions are satisfactory and hereby accepted. I hereby represent and acknowledge that I am the owner or agent for the owner of the property and hereby authorize you to perform the work as specified. I agree to pay for the costs, including reasonable attorney fees and expenses, for the filing of a mechanic's lien or any legal action necessary to recover payments as outlined above. In the event litigation arises out of this contract, and Gluth Brothers Roofing Co., Inc. is the prevailing party, all attorney fees will be paid by the owner or representing agent. Any alteration or deviation from the above specifications involving extra costs and will become an extra charge over and above the estimate. Time is not of the essence for the Contractor. Standard Workmanship Guarantee to be one year as per the Gluth Brothers Roofing Co., Inc. guarantee form.

ACCEPTED:

BY: \_\_\_\_\_ DATE: \_\_\_\_\_ Estimator: Eric Gluth

PRINT NAME: \_\_\_\_\_

Last 4 Digits Soc. Sec. # \_\_\_\_\_

Or Driver's License # \_\_\_\_\_

Signature: \_\_\_\_\_

Since 1886

"Experience and a name you can trust!"







1333 – 169<sup>th</sup> Street  
Hammond, IN 46324

4050 W 4<sup>th</sup> Avenue  
Gary, IN 46406

[www.korellis.com](http://www.korellis.com)

100 % Employee Owned

## Specifications & Proposals

*Presented to*

## Highland Fire Department

For  
2901 Highway Ave.  
Highland, IN 46322



May 13, 2024

# CONTENTS

## Highland Fire Department Roof Replacement

Proposal  
Roof Drawing  
Photographs  
Korellis Qualifications  
References  
Product Information  
Sample Warranty  
Contractor Comparison  
Insurance Certificate





Hammond: 219.844.1400  
Gary: 219.979.1400  
Illinois: 708.607.3200

May 13, 2024

Highland Fire Department  
Attn: Denise Beck  
2901 Highway Avenue  
Highland, IN 46322

Re: Roof Replacement

Mr. Denise Beck,

I would like to thank you for the opportunity to bid this work. Enclosed is the estimate, per your request. I feel confident that our Director of Sales, Phil Junge, has addressed the information you need to make a decision about proceeding with the roofing work.

Because we offer our customers the best value, I can personally guarantee a satisfactory job that will be installed and backed by our team of professionals. If you have any questions or concerns, please do not hesitate to contact Phil or myself. I am available anytime at (219) 746-0018 or email to [jziolkowski@korellis.com](mailto:jziolkowski@korellis.com).

I look forward to hearing from you soon.

Best regards,

**KORELLIS**

John Ziolkowski  
President/CEO



Page 1 of 4

DATE May 13, 2024

PROPOSAL #PJ240513B



100% Employee Owned

1333 169<sup>th</sup> St., Hammond, IN  
Hammond: 219.844.1400  
Illinois: 708.607.3200  
www.korellis.com

*Proposal submitted to:*  
Highland Fire Department  
2901 Highway Ave.  
Highland, IN 46322

Attn: Denise Beck  
Phone: 219-923-9876

*Job location:*

Email: d.beck@highland.in.gov

*We hereby submit specifications and estimates for:*

**Roof Replacement**  
(See Attached Diagram for Roof Locations)

Korellis is pleased to provide the following detailed proposal for the scope of work as described below. This proposal includes all necessary materials, equipment, and labor. **All labor will be completed by Korellis' employees. No labor component of any specified roofing, sheet metal, carpentry, and masonry will be subcontracted.**

**A. Safety Procedures**

1. Furnish and install safety equipment in compliance with Korellis' written safety policy, a copy of which is available upon request.
2. We will furnish and install warning lines for ground related roofing activities to safeguard areas of public and customer access.
3. Project materials will be stored on the job site in accordance with good construction practices. If stored on the roof, materials will be distributed throughout the entire roof area with care for weight placement.

**B. Roof Preparation & Demolition**

1. Remove the existing EPDM membrane and 1-1/2" insulation directly below it down to the original built up asphalt-roofing system. The built up asphalt-roofing system will remain in place.
2. Remove all existing parapet wall flashings and haul away.
3. Remove perimeter sheet-metal roof edge flashings and haul away.
4. Remove existing gutters and downspouts and haul away.
5. Remove the deteriorated wood siding just above the lower northwest roof and install a new wood siding.

**C. Insulation**

1. Install over the entire roof area, Elevate's (Firestone) 1.5-inch isocyanurate rigid roof insulation.
  - a. The 1.5-inches of insulation will be accomplished in one layer of 1.5-inch insulation, installed in continuous 4' x 8' sheets.
  - b. The insulation will be mechanically fastened into the structural roof decking with Elevate's (Firestone) screws and plates.
  - c. The new insulation will have an R-value of 8.55.

**D. Roofing**

1. Install over the entire roof area, Elevate's (Firestone) fully adhered .060 mil thick RubberGard EPDM roof system.
  - a. The EPDM membrane will be fully adhered to the insulation with Elevate's (Firestone) solvent based contact adhesive.
  - b. All field seams will be constructed utilizing Elevate's (Firestone) self-adhering 3-inch splice tape (no adhesive seams).

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DATE May 13, 2024

PROPOSAL #PJ240513B



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2. At all parapet/transition wall locations, we will complete the following work:
  - a. Install Elevate's (Firestone) "base tie-in" detail, to eliminate future bridging of the new EPDM field and flashing membrane. The "base tie-in" detail will be mechanically fastened 12-inches on center utilizing Elevate's (Firestone) screws and 2-inch seam plates.
  - b. The Elevate (Firestone) Rubbergard membrane will extend up and over the parapet walls, and up the transition walls approximately 8 -12 inches.
  - c. The Elevate (Firestone) membrane will be fully adhered to the wall with Elevate's (Firestone) BA-2004 bonding adhesive.
3. At all roof mounted curbs, we will complete the following work:
  - a. Install Elevate's (Firestone) "base tie-in" detail, to eliminate future bridging of the new EPDM field and flashing membrane. The "base tie-in" detail will be mechanically fastened 12-inches on center utilizing Elevate's (Firestone) screws and 2-inch seam plates.
  - b. Flash all sides of the curbs with Elevate's (Firestone) EPDM curb flashing adhered to the roof curb with Elevate's (Firestone) solvent based contact adhesive and sealed to the roof membrane with Elevate's (Firestone) self-adhering 3-inch splice tape.
  - c. Flash all corners of the curbs with Elevate's (Firestone) self-adhering uncured form flashing with factory laminated seam tape.
  - d. Mechanically fasten the top of the flashing membrane as required for additional securement.
4. Flash all "standard" roof penetrations with Elevate's (Firestone) self-adhering uncured form flashing with factory laminated seam tape.
5. At all internal roof drains:
  - a. Remove the existing clamping/compression rings and store on site for reinstallation.
  - b. The field membrane will be installed and sealed to the flange of the drain bowl with Elevate's (Firestone) water block sealant.
  - c. We will reinstall the clamping/compression ring and furnish and install new clamp bolts.
6. Where the mechanical units are set on sleepers:
  - a. We will slightly lift/move the unit in order to install the new roof membrane.
  - b. We will reset the unit on pressure treated sleepers and Elevate's (Firestone) heavy-duty rubber protection pads, so the lumber does not rest on the new roof membrane.
  - c. **Please note:** Care will be taken to minimize any potential damage to the mechanical lines. Usually, this work is completed without any damage occurring. However, due to the age and/or positioning of these lines, sometimes damage is unavoidable. Korellis has no allowance in the Base Bid Price for any mechanical work, unless specifically stated. In order to ensure absolutely no damage, a mechanical contractor should be contracted to disconnect and/or evacuate any of the associated mechanical "lines".
7. At all "non-standard" roof penetrations:
  - a. Fabricate a sheet metal penetration pocket or utilize Elevate's (Firestone) QS6 penetration pocket and install around the non-standard roof penetration.
  - b. Flash the base and all sides of the penetration pocket with Elevate's (Firestone) self-adhering uncured form flashing with factory laminated seam tape.
  - c. Fill the inside of the penetration pocket with Elevate's (Firestone) 2-part polyurethane pourable sealer.

#### E. Sheet Metal

1. Install Elevate's (Firestone) extruded aluminum termination bar at the top of the flashings at the roof to wall intersections and mechanically fasten every 12 inches on center.
  - a. Seal the top of the termination bar with Elevate's (Firestone) General-Purpose rubberized sealant.



Page 3 of 4

DATE May 13, 2024

PROPOSAL #PJ240513B



1333 169<sup>th</sup> St., Hammond, IN  
Hammond: 219.844.1400  
Illinois: 708.607.3200  
www.korellis.com

2. Fabricate out of 24-gauge Kynar coated metal sheets (color of metal to be chosen from manufacturer's standard colors) in Korellis' ES-1 certified sheet metal fabrication shop and install at the job site, the following:
  - a. Where the existing gutters and downspouts were removed, we will install a new 7-inch commercial size gutter with a built-in gutter flashing to eliminate any potential for ice and water backing up and leaking into the building. The 7-inch gutter will come complete with heavy duty gutter stiffeners installed every 2' on-center. We will strip in the gutter flashing with Firestone's 5" semi-cured EPDM flashing with factory laminated seam tape.
  - b. Furnish and install new pre-painted downspouts and accessories where the existing ones were removed.
  - c. Along the outer edges of the building a new two-piece sheet metal clip-on fascia system complete with a 22-gauge galvanized continuous starter cleat.

**F. Miscellaneous**

1. Reasonable care will be taken to protect sidewalks and landscaping as much as is possible/practical. However, due to the fact this work will require the use of heavy equipment such as a crane and boom lift, we cannot predict the extent of damage this equipment may cause, and any such repairs are excluded from this proposal.
2. A temporary watertight seal will be made each evening until the project is completed.
3. All license, permit fees and applicable taxes included.
4. Korellis will maintain workers' compensation, general liability, and auto liability insurance. A certificate of insurance will be furnished upon request.
5. Korellis' Experience Modification Rate (EMR) is .68.

**G. Warranties**

1. Upon completion an Elevate (Firestone) technical representative will thoroughly inspect your roof to ensure that it complies with their rigid standards.
2. Included in the base bid price is two-years (2) of our "KRIMP" (Korellis' Maintenance Program). This program consists of semi-annual maintenance inspections and repairs. This type of inspection and repair is required by almost all roofing manufacturers per their warranty guidelines.
3. **Twenty-year (20), no dollar limit, non pro-rated warranty** issued by Elevate (Firestone), covering leaks caused by improper installation and/or defective materials.

Base Bid Price for the High Bay Roof:       \$ 95,047.00

Base Bid Price for the Lower West Roof:       \$ 75,730.00

Base Bid Price for the Tower Roof:       \$ 14,601.00



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DATE May 13, 2024

PROPOSAL #PJ240513B



1333 169<sup>th</sup> St., Hammond, IN  
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**Bid Clarifications**

1. This proposal is contingent upon approval by the local governing municipality. In most cases local building codes will dictate a minimum R-Value for roofing systems.
2. We have no allowance in the base bid for any electrical or mechanical disconnects or reconnects if needed.

I have read and agree to the bid clarifications above. \_\_\_\_\_

(Initial)

We propose hereby to furnish material and labor complete in accordance with above specifications and the terms/conditions contained herein and on the reserve side.  
*Standard Workmanship Guarantee to be Two (2) Years per Korellis' guarantee unless otherwise stated.*

Any alteration or deviation from the above specifications involving extra costs and will become an extra charge over and above the estimate.

\_\_\_\_\_  
Phil Junge, Director of Sales

Our workers are fully covered by Worker's Compensation Insurance. *NOTE: This proposal may be withdrawn by us if not accepted within 30 days.*

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment to be made as follows: Thirty (30) days from invoice date, unless otherwise stated. Visa, Discover, Amex and MasterCard credit cards and debit cards will be accepted. For all card transactions of \$10,000 or greater, Korellis will assess a 3.5% non-refundable convenience fee.

Acceptance  
of Proposal

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_





6. **Enactment No. 2024-24:** An Enactment Reducing Appropriations In The Annual Budget For the District Solid Waste Management Fund, Pursuant To I.C. 6-1.1-18, I.C. 36-5-3-5, Et Seq.

Councilor Black introduced and moved for the consideration of Reducing Appropriation Enactment No. 2024-24 at the same meeting of its introduction. Councilor Turich seconded. Upon a roll call vote, a unanimous vote being necessary, there were five (5) affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of its introduction.

Councilor Black moved for the passage adoption of Reducing Appropriation Enactment No. 2024-24 at the same meeting of its introduction. Councilor Turich seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five (5) affirmatives and no (0) negatives. The motion passed. The enactment was passed and adopted upon the signature of the municipal executive at the same meeting of its introduction.

TOWN of HIGHLAND  
APPROPRIATION ENACTMENT  
ENACTMENT NO. 2024-24

An Enactment Reducing Appropriations in the Annual Budget for DISTRICT SOLID WASTE MANAGEMENT FUND, Pursuant to I.C. 6-1.1-18, i.c. 36-5-3-5, et seq.

**WHEREAS**, It has been determined that it is now necessary to reduce appropriations from what was appropriated in the budget for the District Solid Waste Management Fund;

**WHEREAS**, It has been determined that such diminished and reduced appropriations as may be approved by this enactment, will neither increase nor decrease the levy set under I.C. 6-1.1-17 and in the course of collection for FY 2024, however such reduction will return the resources dedicated to support such reduced appropriations to the cash on deposit to the credit of the District Solid Waste Management Fund; and

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

**Section 1.** That for the expenses of said municipality, the following appropriations of money are hereby reduced and ordered returned and reverted to the funds herein named and for the purposes herein specified, subject to the laws governing the same:

DISTRICT SOLID WASTE MANAGEMENT FUND:

|                                                  |                            |
|--------------------------------------------------|----------------------------|
| Reduce Account 6604-0000-37001 Equipment Leases: | <u>\$31,375.00</u>         |
| Total Reduction to 300 Series:                   | \$31,375.00                |
| <b>Total Reduction for the Fund:</b>             | <u><b>\$ 31,375.00</b></u> |

**Section 2.** That the Clerk-Treasurer is hereby authorized and instructed to inform the Indiana Department of Local Government Finance of this action and that these reductions be depicted in the proper documentation accompanying the filing of the Year 2024 Budget, pursuant to IC 6-1.1-17.

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

Introduced and Filed on the 23rd day of September 2024. Consent to consider this enactment on same day or at same meeting of introduction sustained a vote of 5 in Favor and 0 opposed, pursuant to IC 36-5-2-9.8.

**Duly Passed and Adopted** this 23rd Day of September 2024, by the Town Council of the Town of Highland, Indiana. Having passed by a vote of 5 in favor and 0 opposed, with a duly constituted enactment, all pursuant to I.C. 36-5-2-9.6; I.C. 36-5-3-5; I.C. 36-5-4-2.

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

---

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

*Attest:*

---

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

**7. Appropriation and Cash Transfer Resolution No. 2024-25:** in the amount of \$60,000. Redevelopment General Matching Grant Fund to Safe Street Grant Fund pursuant to IC 6-1.1-18-6.

Councilor Georgeff moved the passage and adoption of Appropriation Transfer Resolution 2024-25. Councilor Black seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. The order was adopted pending the signature of the Town Executive.

**TOWN OF HIGHLAND  
APPROPRIATION and Cash TRANSFER RESOLUTION NO. 2024-25**

**AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION and CASH BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS to**

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

**WHEREAS**, It has been determined that certain exigent conditions have developed since adoption of the original budget and it is now necessary to transfer certain appropriations into different categories than were initially appropriated for the various functions to the **Safe Street Grant Fund**;

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

**Section 1.** That for the expenses of said municipality, the following appropriations are hereby transferred and set apart out of the funds hereinafter named for the purposes specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law;

**Section 2.** That is has been shown that certain existing unobligated appropriations of the **Redevelopment General Fund** which are not needed at this time for the purposes for which originally appropriated, and may be transferred to a category of appropriation in order to satisfy an existing need, as follows:

**REDEVELOPMENT GENERAL FUND**

**REDEVELOPMENT GENERAL Fund**

Reduce Account: #2216-0000-310.27 Safe Street Local Match \$60,000.00

*Total 300 Series Reductions*

\$60,000.00

**Safe Street Grant Fund**

Increase Account: #2219-0000-310.27 Safe Street Grant Fund \$60,000.00

*Total 200 Series Increase* \$60,000.00

**Total of All Fund Decreases: \$60,000.00**

**Total of All Fund Increases: \$60,000.00**

**DULY RESOLVED and ADOPTED** this 23rd Day of September 2024 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of**

---

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

Attest:

---

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

8. **Ordinance No. 1804:** An Ordinance to Amend the Chapter 9.05 of the Highland Municipal Code entitled *Fire Department*, making modifications and technical corrections. (introduce only)

Councilor Black introduced and filed. There was no further action.

**ORDINANCE No. 1804**  
**of the**  
**TOWN of HIGHLAND, INDIANA**

**AN ORDINANCE AMENDING CHAPTER 9.05 OF THE HIGHLAND MUNICIPAL CODE ENTITLED FIRE DEPARTMENT**

**WHEREAS**, In consequence of the execution of its public safety powers, set forth in IC 36-1-4, and IC 36-8, the Town of Highland through its Fire Department, the Town Provides Fire prevention, suppression, life and limb and other emergency public safety services; and

**WHEREAS**, I.C. 36-1-3-4 et sequitur, provides that a unit of town government possesses all powers granted it by statute and all other powers necessary or desirable in the conduct of its affairs, even though not granted by statute; and

**WHEREAS**, It has been determined that several provisions of Chapter 9.05 need to be modified and enhanced to reflect the current job description for the Fire Chief; and

**WHEREAS**, The Town Council has determined the municipal code requires amendment in order to the current job description of the Fire Chief.

**NOW, THEREFORE, BE IT HEREBY ORDAINED BY** the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That Chapter 9.05; Section 9.05.03(B) of the Highland Code of Ordinances is hereby amended by repealing it in its entirety and replacing which shall read as follows:

(B) The fire chief shall be a full-time position subject to the following:

- (1) **The Fire Chief** shall be appointed by and serve at the pleasure of the Town Council upon receiving a recommendation from the Personnel Committee of the Highland Firemen's Association. The Town Council reserves the right to reject any recommendation from the Personnel Committee and direct that another recommendation, be made.
- (2) The Fire Chief shall have a minimum of ten (10) years' experience in the Fire Service, with an extensive background in; fire operations, fire cause and origin, fire inspection, firefighting training and emergency management operations. (An extensive background is defined as a combination of actual experience, education and training that can be demonstrated by action and educational documents received and evaluated by the Personnel Committee).
- (3) The Fire Chief shall have a minimum of five (5) years as a Lieutenant, Captain, Operations Chief or Chief.
- (4) The Fire Chief shall enter into a contract with the town with regard to the services to be performed and the full-time Fire Chief position shall be a PERF covered position.
- (5) The Fire Chief's position shall also include all of the duties of the fire inspector, the Chief Fire Code Official as defined in section 103.1-103.4.1 of the Indiana Fire Code with the authority listed in section 104.1-104.11.3 of the 2006 International Fire Code, the Fire/Rescue/EMS training administrator, the Town Disaster and EMS Management Director and the EMS services and contracts administrator. The Fire Chief shall be paid in the amount and manner set forth in the most recently adopted wage and salary ordinance as may be amended from time to time for the performance of the duties associated with the position.

**Section 2.** That Chapter 9.05; Section 9.05.07(3) of the Highland Code of Ordinances is hereby amended by repealing it in its entirety and replacing which shall read as follows:

(3) Machines, Tools, Equipment, Software.

Machines, Tools, Equipment, Software. The fire chief must have a knowledge of and ability to operate various firefighting apparatuses and equipment, computer terminal, telephone, two-way radio, computer hardware, computer software and various office supplies.

**Section 3.** That Chapter 9.05; Section 9.05.07(4) of the Highland Code of Ordinances is hereby amended by repealing it in its entirety and replacing which shall read as follows:

(4) Licenses, Certificates, Age, Residency.

The fire chief should possess a minimum of National Fire Prevention Association (NFPA) Fire Officer 1 certificate, Instructor 1 certificate, Fire Officer Strategy/Tactics certificate, Fire Inspector 1 Certificate, (preferred) Associate Degree in Fire science, (preferred) Current EMT certification, NIMS 100, 200, 300, 400 & 700, a valid hazardous material technician certificate, a valid Indiana driver's license, live in the Town of Highland within 18 months of hire date and should be at least 21 years of age.

**Section 4.** All provisions of ordinances in conflict with the provisions hereof are hereby repealed and of no further force nor effect.

**Section 5.** This ordinance shall become and be in full force and effect from and after its adoption, passage and publication in the manner prescribed by law and until its subsequent amendment or repeal by proper ordinance.

Introduced and Filed on the 23rd day of September 2024. Consideration on same day or at same meeting of introduction was not considered, pursuant to IC 36-5-2-9.8.

**Duly Ordained and Adopted** this 14th Day of October 2024 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of in favor opposed and abstention.

**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)

**9. Pre-Adoption Hearing of the Proposed Fiscal Year 2025 Budget for the Town of Highland.**



- (a) Acknowledgement of Publication: (Under current law, no publication by unit just by Department of Local Government Finance online Gateway. The proposed components of budget must be submitted to the Gateway at least 10 days before the Preliminary Hearing. The proposed budget notice was filed with the Gateway on September 12, 2024) (See IC 6-1.1-17-3)
- (b) Introduction of **Proposed Ordinance No. 1800**: An Ordinance of Appropriations and Budget Levies and Rates for the 2025 Budget of the Civil Town.

Introduction of Proposed Ordinance No. 1800: An Ordinance of Appropriations and Budget Levies and Rates for the 2025 Budget of the Civil Town. Councilor Black introduced and filed the proposed Ordinance 1800. There was no further action to I.C. 6-1.1-17-3(a); I.C. 6-1.1-17-5(a)(8) and I.C. 36-5-3-4.

(c) **Public Hearing.**

The below statements were read by the Council President prior to the Public Hearing.

Pursuant to IC 6-1.1-17 et seq., consideration of the proposed ordinance for adoption cannot take place sooner than ten (10) days following the pre-adoption hearing. Consideration for passage and adoption of the Proposed Ordinance will be at the regular meeting of the **Town Council, Monday, October 14, 2024 at 6:30 p.m.**

In all cases above, ten (10) or more taxpayers may object to a budget, a tax rate or tax levy by filing a petition with the Office of the Clerk-Treasurer not more than seven (7) days following these hearings. (Tuesday, October 1, 2024) The objection petition must identify the provisions of the budget, tax rate or tax levy to which taxpayers object. If a petition is filed, the Town Council shall adopt with the budget a finding concerning the objections in the petition and the testimony presented

Enrolled Minutes  
Highland Town Council  
September 23, 2024  
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9/20/24, 2:08 PM

gateway.ifonline.org/Budget/BudgetNoticeReport.aspx?type=p&mode=ALL&pre=0

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Prescribed by the Department of Local Government Finance  
Approved by the State Board of Accounts

Budget Form No. 3 (Rev. 2019)  
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NOTICE TO TAXPAYERS

The Notice to Taxpayers is available online at [www.budgetnotices.in.gov](http://www.budgetnotices.in.gov) or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at 3333 Ridge Road, Highland, Indiana, 46322.

Notice is hereby given to taxpayers of HIGHLAND CIVIL TOWN, Lake County, Indiana that the proper officers of Highland Civil Town will conduct a public hearing on the year 2025 budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of Highland Civil Town not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, Highland Civil Town shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of Highland Civil Town will meet to adopt the following budget:

|                                  |                                                                       |                           |                                                                  |
|----------------------------------|-----------------------------------------------------------------------|---------------------------|------------------------------------------------------------------|
| Public Hearing Date              | Monday, September 23, 2024                                            | Adoption Meeting Date     | Monday, October 14, 2024                                         |
| Public Hearing Time              | 6:30 PM                                                               | Adoption Meeting Time     | 6:30 PM                                                          |
| Public Hearing Location          | Highland Municipal Building, 3333 Ridge Road, Highland, Indiana 46322 | Adoption Meeting Location | Highland Municipal Building, 3333 Ridge Road, Highland, IN 46322 |
| Estimated Civil Max Levy         | \$9,500,880                                                           |                           |                                                                  |
| Property Tax Cap Credit Estimate | \$530,000                                                             |                           |                                                                  |

| 1<br>Fund Name                                   | 2<br>Budget Estimate | 3<br>Maximum Estimated Funds to be Raised (Including appeals and levies exempt from maximum levy limitations) | 4<br>Excessive Levy Appeals | 5<br>Current Tax Levy | 6<br>Levy Percentage Difference (Column 3 / Column 5) |
|--------------------------------------------------|----------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------|-------------------------------------------------------|
| 0101-GENERAL                                     | \$10,750,684         | \$6,992,846                                                                                                   | \$0                         | \$6,722,928           | 4.01%                                                 |
| 0180-DEBT SERVICE                                | \$727,500            | \$877,300                                                                                                     | \$0                         | \$808,329             | 8.53%                                                 |
| 0254-LOCAL INCOME TAX                            | \$695,746            | \$0                                                                                                           | \$0                         | \$0                   |                                                       |
| 0342-POLICE PENSION                              | \$869,687            | \$1,578                                                                                                       | \$0                         | \$1,517               | 4.02%                                                 |
| 0706-LOCAL ROAD & STREET                         | \$434,797            | \$0                                                                                                           | \$0                         | \$0                   |                                                       |
| 0708-MOTOR VEHICLE HIGHWAY                       | \$1,096,434          | \$0                                                                                                           | \$0                         | \$0                   |                                                       |
| 1151-CONTINUING EDUCATION                        | \$71,500             | \$0                                                                                                           | \$0                         | \$0                   |                                                       |
| 1301-PARK & RECREATION                           | \$2,999,063          | \$1,460,512                                                                                                   | \$0                         | \$1,404,338           | 4.00%                                                 |
| 1380-PARK BOND                                   | \$1,369,347          | \$1,320,415                                                                                                   | \$0                         | \$1,248,132           | 5.79%                                                 |
| 2379-CUMULATIVE CAPITAL IMP (CIG TAX)            | \$90,000             | \$0                                                                                                           | \$0                         | \$0                   |                                                       |
| 2391-CUMULATIVE CAPITAL DEVELOPMENT              | \$673,200            | \$768,568                                                                                                     | \$0                         | \$703,686             | 9.22%                                                 |
| 2411-ECONOMIC DEV INCOME TAX CREDIT              | \$680,000            | \$0                                                                                                           | \$0                         | \$0                   |                                                       |
| 2430-REDEVELOPMENT - GENERAL                     | \$409,653            | \$342,258                                                                                                     | \$0                         | \$329,094             | 4.00%                                                 |
| 2482-REDEVELOPMENT BOND                          | \$0                  | \$0                                                                                                           | \$0                         | \$0                   |                                                       |
| 6421-DISTRICT SOLID WASTE MANAGEMENT             | \$192,725            | \$0                                                                                                           | \$0                         | \$0                   |                                                       |
| 9500-Information & Communication Technology Fund | \$410,592            | \$0                                                                                                           | \$0                         | \$0                   |                                                       |

Enrolled Minutes  
Highland Town Council  
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|                                   |              |              |     |              |  |
|-----------------------------------|--------------|--------------|-----|--------------|--|
| 9501-VIPS/Park Public Safety Fund | \$6,000      | \$0          | \$0 | \$0          |  |
| 9502-Special Events Non-Reverting | \$153,150    | \$0          | \$0 | \$0          |  |
| Totals                            | \$21,630,078 | \$11,763,477 | \$0 | \$11,218,024 |  |

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)  
Approved by the State Board of Accounts, 2015  
Prescribed by the Department of Local Government Finance

Budget Form No. 4  
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Ordinance / Resolution Number: 1800

Be it ordained/resolved by the **Town Council of the Town of Highland** that for the expenses of **HIGHLAND CIVIL TOWN** for the year ending December 31, **2025** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **HIGHLAND CIVIL TOWN**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the **Town Council of the Town of Highland**.

| Name of Adopting Entity / Fiscal Body | Type of Adopting Entity / Fiscal Body | Date of Adoption |
|---------------------------------------|---------------------------------------|------------------|
| Town Council of the Town of Highland  | Town Council                          | 10/14/2024       |

| Funds     |                                  |                |                  |                  |
|-----------|----------------------------------|----------------|------------------|------------------|
| Fund Code | Fund Name                        | Adopted Budget | Adopted Tax Levy | Adopted Tax Rate |
| 0101      | GENERAL                          | \$10,750,684   | \$6,992,846      | 0.4691           |
| 0180      | DEBT SERVICE                     | \$727,500      | \$877,300        | 0.0588           |
| 0254      | LOCAL INCOME TAX                 | \$695,746      | \$0              | 0.0000           |
| 0342      | POLICE PENSION                   | \$869,687      | \$1,578          | 0.0001           |
| 0706      | LOCAL ROAD & STREET              | \$434,797      | \$0              | 0.0000           |
| 0708      | MOTOR VEHICLE HIGHWAY            | \$1,096,434    | \$0              | 0.0000           |
| 1151      | CONTINUING EDUCATION             | \$71,500       | \$0              | 0.0000           |
| 1301      | PARK & RECREATION                | \$2,999,063    | \$1,460,512      | 0.0980           |
| 1380      | PARK BOND                        | \$1,369,347    | \$1,320,415      | 0.0886           |
| 2379      | CUMULATIVE CAPITAL IMP (CIG TAX) | \$90,000       | \$0              | 0.0000           |
| 2391      | CUMULATIVE CAPITAL DEVELOPMENT   | \$673,200      | \$768,568        | 0.0464           |
| 2411      | ECONOMIC DEV INCOME TAX CREDIT   | \$680,000      | \$0              | 0.0000           |
| 2430      | REDEVELOPMENT - GENERAL          | \$409,653      | \$342,258        | 0.0230           |
| 2482      | REDEVELOPMENT BOND               | \$0            | \$0              | 0.0000           |
| 6421      | DISTRICT SOLID WASTE MANAGEMENT  | \$192,725      | \$0              | 0.0000           |
|           |                                  | \$21,060,336   | \$11,763,477     | 0.7840           |

| Home-Ruled Funds (Not Reviewed by DLGF) |                                             |                |
|-----------------------------------------|---------------------------------------------|----------------|
| Fund Code                               | Fund Name                                   | Adopted Budget |
| 9500                                    | Information & Communication Technology Fund | \$410,592      |
| 9501                                    | VIPS/Park Public Safety Fund                | \$6,000        |
| 9502                                    | Special Events Non-Reverting                | \$153,150      |
|                                         |                                             | \$569,742      |

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)  
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 Prescribed by the Department of Local Government Finance

Budget Form No. 4  
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| Name              |                                                                                                  | Signature |
|-------------------|--------------------------------------------------------------------------------------------------|-----------|
| George Georgeff   | Aye <input type="checkbox"/><br>Nay <input type="checkbox"/><br>Abstain <input type="checkbox"/> |           |
| Doug Turich       | Aye <input type="checkbox"/><br>Nay <input type="checkbox"/><br>Abstain <input type="checkbox"/> |           |
| Alex Robertson    | Aye <input type="checkbox"/><br>Nay <input type="checkbox"/><br>Abstain <input type="checkbox"/> |           |
| Thomas Black      | Aye <input type="checkbox"/><br>Nay <input type="checkbox"/><br>Abstain <input type="checkbox"/> |           |
| Philip Scheeringa | Aye <input type="checkbox"/><br>Nay <input type="checkbox"/><br>Abstain <input type="checkbox"/> |           |

ATTEST

| Name       | Title                    | Signature |
|------------|--------------------------|-----------|
| Mark Herak | Highland Clerk-Treasurer |           |

MAYOR ACTION (For City use only)

| Name |                                                                   | Signature | Date |
|------|-------------------------------------------------------------------|-----------|------|
|      | Approve <input type="checkbox"/><br>Veto <input type="checkbox"/> |           |      |

In accordance with IC 6-1.1-17-16(k), we state our intent to issue debt after December 1 and before January 1

Yes ☐ No ☒

In accordance with IC 6-1.1-17-16(k), we state our intent to file a shortfall appeal after December 1 and before December 31

Yes ☐ No ☒

10. **Pre-Adoption Hearing of the Proposed Fiscal Year 2025 Budget of the Sanitary District, pursuant to IC 6-1.1-17-20.** *Under amendments to IC 6-1.1-17-20, the proper officers shall submit the proposed budget and property tax levies to the municipal fiscal body. The fiscal body of the city, town, or county (whichever applies) shall review each budget and proposed tax levy and adopt a final budget and tax levy for the taxing unit. The fiscal body may reduce or modify but not increase the proposed budget or tax levy. The final adoption vests with the Town Council. The Town Council should take its final action at its meeting of October 14, 2024.*

(a) Acknowledgement of Publication: *(Under current law, no publication by unit just by Department of Local Government Finance online Gateway. The proposed components of budget must be submitted to the Gateway at least 10 days before the Preliminary Hearing. The proposed budget notice was filed with the Gateway on September 11, 2024). (See IC 6-1.1-17-3)*

(b) **Introduction of Proposed Ordinance No. 1801: An Ordinance of Appropriations and Budget Levies and Rates for the 2025 Budget of the Sanitary District.**

Introduction of Proposed Ordinance No. 1801: An Ordinance of Appropriations and Budget Levies and Rates for the 2025 Budget of the Sanitary District. Councilor Turich introduced and filed the proposed Ordinance 1801. There was no further action to I.C. 6-1.1-17-3(a); I.C. 6-1.1-17-5(a)(8) and I.C. 36-5-3-4.

(c) **Public Hearing.**

The below statements were read by the Council President prior to the Public Hearing.

Pursuant to IC 6-1.1-17 et seq., consideration of the proposed ordinance for adoption cannot take place sooner than ten (10) days following the pre-adoption hearing. Consideration for passage and adoption of the Proposed Ordinance will be at the regular meeting of the **Town Council, Monday, October 14, 2024 at 6:30 p.m.**

In all cases above, ten (10) or more taxpayers may object to a budget, a tax rate or tax levy by filing a petition with the Office of the Clerk-Treasurer not more than seven (7) days following these hearings. (Tuesday, October 1, 2024) The objection petition must identify the provisions of the budget, tax rate or tax levy to which taxpayers object. If a petition is filed, the Town Council shall adopt with the budget a finding concerning the objections in the petition and the testimony presented



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NOTICE TO TAXPAYERS

The Notice to Taxpayers is available online at [www.budgetnotices.in.gov](http://www.budgetnotices.in.gov) or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at 3333 Ridge Road, Highland, IN 46322.

Notice is hereby given to taxpayers of HIGHLAND SANITARY DISTRICT, Lake County, Indiana that the proper officers of Town Council of the Town of Highland will conduct a public hearing on the year 2025 budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of Town Council of the Town of Highland not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, Town Council of the Town of Highland shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of Town Council of the Town of Highland will meet to adopt the following budget:

|                                  |                                                                  |
|----------------------------------|------------------------------------------------------------------|
| Public Hearing Date              | Monday, September 23, 2024                                       |
| Public Hearing Time              | 6:30 PM                                                          |
| Public Hearing Location          | Highland Municipal Building, 3333 Ridge Road, Highland, IN 46322 |
| Estimated Civil Max Levy         | \$272,013                                                        |
| Property Tax Cap Credit Estimate | \$93,000                                                         |

|                           |                                                                  |
|---------------------------|------------------------------------------------------------------|
| Adoption Meeting Date     | Monday, October 14, 2024                                         |
| Adoption Meeting Time     | 6:30 PM                                                          |
| Adoption Meeting Location | Highland Municipal Building, 3333 Ridge Road, Highland, IN 46322 |

| 1<br>Fund Name                     | 2<br>Budget Estimate | 3<br>Maximum Estimated Funds to be Raised (Including appeals and levies exempt from maximum levy limitations) | 4<br>Excessive Levy Appeals | 5<br>Current Tax Levy | 6<br>Levy Percentage Difference (Column 3 / Column 5) |
|------------------------------------|----------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------|-------------------------------------------------------|
| 8201-SPECIAL SANITARY GENERAL      | \$2,511,965          | \$272,013                                                                                                     | \$0                         | \$260,849             | 4.28%                                                 |
| 8280-SPECIAL SANITARY DEBT SERVICE | \$2,046,945          | \$1,737,718                                                                                                   | \$0                         | \$1,803,194           | -3.63%                                                |
| Totals                             | \$4,558,910          | \$2,009,731                                                                                                   | \$0                         | \$2,064,043           |                                                       |

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)  
Approved by the State Board of Accounts, 2015  
Prescribed by the Department of Local Government Finance

Budget Form No. 4  
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Ordinance / Resolution Number: 1801

Be it ordained/resolved by the Town Council of the Town of Highland that for the expenses of HIGHLAND SANITARY DISTRICT for the year ending December 31, 2025 the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of HIGHLAND SANITARY DISTRICT, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the Town Council of the Town of Highland.

| Name of Adopting Entity / Fiscal Body | Type of Adopting Entity / Fiscal Body | Date of Adoption |
|---------------------------------------|---------------------------------------|------------------|
| Town Council of the Town of Highland  | Town Council                          | 10/14/2024       |

Funds

| Fund Code | Fund Name                     | Adopted Budget | Adopted Tax Levy | Adopted Tax Rate |
|-----------|-------------------------------|----------------|------------------|------------------|
| 8201      | SPECIAL SANITARY GENERAL      | \$2,511,965    | \$272,013        | 0.0182           |
| 8280      | SPECIAL SANITARY DEBT SERVICE | \$2,046,945    | \$1,737,718      | 0.1166           |
|           |                               | \$4,558,910    | \$2,009,731      | 0.1348           |

| Name              |                                                                                                  | Signature |
|-------------------|--------------------------------------------------------------------------------------------------|-----------|
| Philip Scheeringa | Aye <input type="checkbox"/><br>Nay <input type="checkbox"/><br>Abstain <input type="checkbox"/> |           |
| Doug Turich       | Aye <input type="checkbox"/><br>Nay <input type="checkbox"/><br>Abstain <input type="checkbox"/> |           |
| Tom Black         | Aye <input type="checkbox"/><br>Nay <input type="checkbox"/><br>Abstain <input type="checkbox"/> |           |
| George Georgeff   | Aye <input type="checkbox"/><br>Nay <input type="checkbox"/><br>Abstain <input type="checkbox"/> |           |
| Alex Robertson    | Aye <input type="checkbox"/><br>Nay <input type="checkbox"/><br>Abstain <input type="checkbox"/> |           |

ATTEST

| Name       | Title           | Signature |
|------------|-----------------|-----------|
| Mark Herak | Clerk-Treasurer |           |

In accordance with IC 6-1.1-17-16(k), we state our intent to issue debt after December 1 and before January 1

Yes ☐ No ☐

Yes ☐ ☒

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-16)  
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In accordance with IC 6-1.1-17-16(k), we state our intent to file a shortfall appeal after December 1 and before December 31

No

11. **Pre-Adoption Hearing of the Proposed Fiscal Year 2025 Budget of the Waterworks District, pursuant to IC 6-1.1-17-20.** *Under amendments to IC 6-1.1-17-20, the proper officers of the special taxing district shall submit the proposed budget and property tax levies to the municipal fiscal body. The fiscal body of the city, town, or county (whichever applies) shall review each budget and proposed tax levy and adopt a final budget and tax levy for the taxing unit. The fiscal body may reduce or modify but not increase the proposed budget or tax levy. The final adoption vests with the Town Council. The final adoption vests with the Town Council. The Town Council should take its final action at its meeting of October 14, 2024.*
- (a) **Acknowledgement of Publication:** *(Under current law, no publication by unit just by Department of Local Government Finance online Gateway. The proposed components of budget must be submitted to the Gateway at least 10 days before the Preliminary Hearing. The proposed budget notice was filed with the Gateway on September 11, 2024). (See IC 6-1.1-17-3)*

- (b) Introduction of **Proposed Ordinance No. 1802**: An Ordinance of Appropriations and Budget Levies and Rates for the 2025 Budget of the Waterworks District.

Introduction of Proposed Ordinance No. 1802: An Ordinance of Appropriations and Budget Levies and Rates for the 2025 Budget of the Sanitary District. Councilor Black introduced and filed the proposed Ordinance 1802. There was no further action to I.C. 6-1.1-17-3(a); I.C. 6-1.1-17-5(a)(8) and I.C. 36-5-3-4.

(c) **Public Hearing.**

The below statements were read by the Council President prior to the Public Hearing.

Pursuant to IC 6-1.1-17 et seq., consideration of the proposed ordinance for adoption cannot take place sooner than ten (10) days following the pre-adoption hearing. Consideration for passage and adoption of the Proposed Ordinance will be at the regular meeting of the **Town Council, Monday, October 14, 2024 at 6:30 p.m.**

In all cases above, ten (10) or more taxpayers may object to a budget, a tax rate or tax levy by filing a petition with the Office of the Clerk-Treasurer not more than seven (7) days following these hearings. (Tuesday, October 1, 2024) The objection petition must identify the provisions of the budget, tax rate or tax levy to which taxpayers object. If a petition is filed, the Town Council shall adopt with the budget a finding concerning the objections in the petition and the testimony presented

Enrolled Minutes  
Highland Town Council  
September 23, 2024  
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NOTICE TO TAXPAYERS

The Notice to Taxpayers is available online at [www.budgetnotices.in.gov](http://www.budgetnotices.in.gov) or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at 3333 Ridge Road, Highland, IN 46322.

Notice is hereby given to taxpayers of HIGHLAND WATER DISTRICT, Lake County, Indiana that the proper officers of Town Council of the Town of Highland will conduct a public hearing on the year 2025 budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of Town Council of the Town of Highland not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, Town Council of the Town of Highland shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of Town Council of the Town of Highland will meet to adopt the following budget:

|                                  |                                                                  |                           |                                                                  |
|----------------------------------|------------------------------------------------------------------|---------------------------|------------------------------------------------------------------|
| Public Hearing Date              | Monday, September 23, 2024                                       | Adoption Meeting Date     | Monday, October 14, 2024                                         |
| Public Hearing Time              | 6:30 PM                                                          | Adoption Meeting Time     | 6:30 PM                                                          |
| Public Hearing Location          | Highland Municipal Building, 3333 Ridge Road, Highland, IN 46322 | Adoption Meeting Location | Highland Municipal Building, 3333 Ridge Road, Highland, IN 46322 |
| Estimated Civil Max Levy         | \$0                                                              |                           |                                                                  |
| Property Tax Cap Credit Estimate | \$9,300                                                          |                           |                                                                  |

| 1<br>Fund Name                   | 2<br>Budget Estimate | 3<br>Maximum Estimated Funds to be Raised (Including appeals and levies exempt from maximum levy limitations) | 4<br>Excessive Levy Appeals | 5<br>Current Tax Levy | 6<br>Levy Percentage Difference (Column 3 / Column 5) |
|----------------------------------|----------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------|-------------------------------------------------------|
| 8383-WATER DISTRICT DEBT SERVICE | \$262,923            | \$226,911                                                                                                     | \$0                         | \$407,956             | -44.38%                                               |
| Totals                           | \$262,923            | \$226,911                                                                                                     | \$0                         | \$407,956             |                                                       |

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)  
Approved by the State Board of Accounts, 2015  
Prescribed by the Department of Local Government Finance

Budget Form No. 4  
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Ordinance / Resolution Number: 1802

Be it ordained/resolved by the Town Council of the Town of Highland that for the expenses of HIGHLAND WATER DISTRICT for the year ending December 31, 2025 the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of HIGHLAND WATER DISTRICT, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the Town Council of the Town of Highland.

| Name of Adopting Entity / Fiscal Body | Type of Adopting Entity / Fiscal Body | Date of Adoption |
|---------------------------------------|---------------------------------------|------------------|
| Town Council of the Town of Highland  | Town Council                          | 10/14/2024       |

| Funds     |                             |                |                  |                  |
|-----------|-----------------------------|----------------|------------------|------------------|
| Fund Code | Fund Name                   | Adopted Budget | Adopted Tax Levy | Adopted Tax Rate |
| 8383      | WATER DISTRICT DEBT SERVICE | \$262,923      | \$226,911        | 0.0152           |
|           |                             | \$262,923      | \$226,911        | 0.0152           |

| Name              |                                                                                                  | Signature |
|-------------------|--------------------------------------------------------------------------------------------------|-----------|
| Philip Scheeringa | Aye <input type="checkbox"/><br>Nay <input type="checkbox"/><br>Abstain <input type="checkbox"/> |           |
| Doug Turich       | Aye <input type="checkbox"/><br>Nay <input type="checkbox"/><br>Abstain <input type="checkbox"/> |           |
| Tom Black         | Aye <input type="checkbox"/><br>Nay <input type="checkbox"/><br>Abstain <input type="checkbox"/> |           |
| George Georgeff   | Aye <input type="checkbox"/><br>Nay <input type="checkbox"/><br>Abstain <input type="checkbox"/> |           |
| Alex Robertson    | Aye <input type="checkbox"/><br>Nay <input type="checkbox"/><br>Abstain <input type="checkbox"/> |           |

| ATTEST     |                 |           |
|------------|-----------------|-----------|
| Name       | Title           | Signature |
| Mark Herak | Clerk-Treasurer |           |

In accordance with IC 6-1.1-17-16(k), we state our intent to issue debt after December 1 and before January 1

Yes ☐ No ☒

In accordance with IC 6-1.1-17-16(k), we state our intent to file a shortfall appeal after December 1 and before December 31

Yes ☐ No ☒



In all cases above, ten (10) or more taxpayers may object to a budget, a tax rate or tax levy by filing a petition with the Office of the Clerk-Treasurer not more than seven (7) days following these hearings. (Monday, October 7, 2024) The objection petition must identify the provisions of the budget, tax rate or tax levy to which taxpayers object. If a petition is filed, the Town Council shall adopt with the budget a finding concerning the objections in the petition and the testimony presented

**Comments from the Town Council:**

*(Good of the order)*

• **Councilor George Georgeff:** *Chamber of Commerce; • Liaison to the Board of Water Works • Co-Chair Town Board of Metropolitan Police Commission • Redevelopment Commission Member*

Councilor Georgeff acknowledged Metropolitan Police Chief Ralph Potesta went over the last two (2) weeks crime statistics:

Police Notes for Town Council Meeting - 09/23/2024:

0 – Burglaries / 0 – Rapes / 0 – Robberies / 0 – Auto Thefts

3 Assaults – No arrests

Responded to 7 Domestic Disturbances – 0 Arrests.

1 traffic stop resulting in a drug arrest – Possession of Heroin and Paraphernalia.

5 DUI Arrests

41 Accidents covered – 4 involved Personal Injury

2 unlocked vehicles broken into. iPhone and Parking pass stolen.

1 Catalytic Converter theft.

2 license plates stolen off of vehicles.

Fraud:

Resident attempted to purchase a K9 through FaceBook. Sent \$400.00. "Seller" ceased communications after money sent. This is a common scam.

Resident checked his bank account online and observed numerous unauthorized charges. \$2,500.00 loss. ROUTINELY CHECK YOUR BANK ACCOUNTS.

Middle Eastern male came to resident's door selling AT&T products. Resident purchased, and eventually received, the equipment he agreed to buy from AT&T. Resident decided he needed another remote so he contacted the Middle Eastern salesman again and resident provided him with his credit card number. Soon thereafter, resident was notified by his bank that numerous unauthorized transaction were attempted at a Best Buy and over \$250.00 in other unauthorized purchases were made at other businesses using the residents name but the salesman's cell phone number. Detectives are investigating.

I've noticed reports around the area where residents are getting photos of their homes sent to their cell phones and the unknown senders use this to try to scare you and extort money from you. Delete and do not respond. These house photos are taken off of the internet from sites such as Zillow or Google Earth.

16 cases of Retail Theft with 7 arrests being made.

Only one suspect was from Highland. The rest were from:

Merrillville / Homewood IL / Hammond / Dolton and Riverdale IL / Chicago

Dolton suspect has 3 separate cases of stealing over \$1000.00 in alcohol from Meijer – Charges being filed.

Chicago suspect stole over \$7,000.00 in merchandise from Best Buy – Great leads on this case – charges are forthcoming.

Another case of Venezuelans from Chicago stealing from stores in our mall. 4 males stole over \$1,200 in merchandise from Ulta and Macy's. All were booked then released pending more investigation and information from the involved stores. We got a call a short time later of a theft of a package from a porch on north Kennedy Avenue. Upon our officers arrival, they came into contact with this same group of Venezuelans. It was one of the males in this group that stole the package off the porch. He was charged and transported out to the Lake County Jail.

Had a retail theft case where a mother and father out of the Whiting / East Chicago area sent their juvenile aged children into Kohl's to steal clothing. The father stayed in the vehicle and the mother wandered around inside the store while the children made 3 trips in and out of Kohl's stealing a total of over \$580 in merchandise. All were trespassed and released per Kohl's request and CPS was notified.

Had a couple school threats the past few weeks. A couple students located some concerning messages on Snapchat and took screenshots of them. Vague messages...no direct threats to our school system. Rumors started circulating that there was going to be a shooting in the Choir Room. School investigated and found no real threat to our particular school system. We provided extra patrols anyways. Crown Point and Hamilton County Schools received the exact same threats. Our Detectives are looking into this matter.

Rookies in week 9 of 16

Ofc. Orth - Cone Enforcement

Mon 9<sup>th</sup> - Mon 23<sup>rd</sup>

11 working DAY

10 Traffic Stops School Zone on Kennedy

83 Junk vehicles tagged

83 Self Initiated Activity

25 cases / Complaints

Total 108 cases

87 Junk vehicles Follow ups

2 Tows for Junk vehicles

Councilor Georgeff then acknowledged Redevelopment Director Maria Becerra who gave the following up:

Sept 23 2024 Redevelopment Update

Big Crawl - Tomorrow outside events canceled due to the rain Crawl is still on.  
Maker Markets 10-5 hours 10-4  
Safe Street public meeting will be schedule in October  
Comprehensive Plan - Public meeting will be scheduled December 13<sup>th</sup> 6-7:30 PM  
Lincoln Center

Commercial Grants

The Counter 2933 Highway has opened at their new location  
Grindhouse Café 3805 Ridge Road have their new Signs are up should be opening in Oct.

Ongoing Developments

7944-50 Kennedy Acquisition

Phase I ordered pending report

8113, 8119, 8200 Indianapolis Disposition

Legal posting for offerings

Downtown Decorative String Lighting Proposals

A Contractor has been selected pending additional appropriation

2815 Jewett – Contract signed to Repair and Pain the old Murals that is in disrepair

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

Councilor Turich began by asking the Metropolitan Police Chief which roads would be impacted by the upcoming Veterans Motorcycle Ride? The Chief said that the ride will start around 11:00, leaving Wicker Park and heading east on Ridge Road to Cline Avenue. Ridge Road will be blocked from north/south traffic for roughly two (2) hours. Fire Chief Pipta said he will have central stationed manned during the ride to prevent delays of fire fighters responding to a call.

Councilor Turich acknowledged Building Commissioner Ken Mika who said the BZA Meeting scheduled for this month has been cancelled due to no business on the agenda. At last week's Plan Commission, Traditions had a public hearing on their overlay district developmental plan. They received a favorable review from the Plan Commission. He said the architect will now prepare the final drawings which he will have to submit to the state for their review and issue a construction design release. The contractor stated with it being this late in the season and by the time they received design release, construction will not begin to next year. They are shooting for ground breaking in early spring. Ken said he issued an occupancy last Friday to the Grindhouse. They are planning on opening this Wednesday. He said they did a nice job cleaning up the property. He said the boutique hotel at Cardinal Campus continues to move along as the foundations are in place. Once the steel arrives, they will begin framing the building. He said the owner of the new Dunkin Donuts has begun demolition of the building that was on the site. He said a foundation has been poured that will house a new freezer in the rear of the new building.

Councilor Turich then acknowledged the Superintendent of Parks and Recreation Alex Brown. He said the second annual fall night bike ride is scheduled for October 11<sup>th</sup>. On October 12<sup>th</sup> is a monster Arts and Crafts Fair in the Field House. The contractor is trying to finish up on the pickle ball and tennis courts. Both courts passed their second flood test last Friday. He said the Park Board approved at their last Thursday's meeting modifications to the five (5) concession stands to make them ADA accessible. The concession stand at Shepard won't be modified till soccer season is over and Sharp until the softball season is over. The Park Board also approved new lights at the softball field at Sankowski Field. The existing lights are over forty (40) years old and in need of replacing. He said they purchased three (3) additional portable lights standards to be used by Pop Warner. They were delivered last Friday. He is glad to see their program growing.

• **Councilor Alex Robertson:** *Sanitary Board Liaison • Redevelopment Commission Member • Council of Community Events Commission Liaison • Public Works Liaison • Liaison to Main Street Bureau • Liaison to the Tree Board • Liaison to the Highland Neighbor for Sustainability.*



Councilor Robertson began by acknowledging Assistant Public Works Director Kim Webb, who was filling in for Public Works Director Mark Knesek who was on vacation. Kim gave the following report:

09/23/2024

Public Works Report

CCMG – Area 2 milling is scheduled for 9/26 through 10/2. Paving is scheduled for 9/27 to 10/5.

SSO Remedial Project – Crews will begin installation of the 42" sewer pipe on Parrish by Homestead Park, working south, this week.

Leaf Pickup – Crews will begin the leaf vac route starting October 7<sup>th</sup>. Place leaves loose in the parkway and do not mix them with branches.

Fall Clean-up – Fall cleanup will be Tuesday, October 22<sup>nd</sup> – Republic will have extra crews out to dispose of extra garbage.

- **Councilor Tom Black:** *Redevelopment Commission Liaison and Member • Member of the Lake County Solid Waste Management District Board • Member of the Northwestern Indiana Regional Planning Commission (NIPRC) • Shared Ethics Representative • Liaison Traffic Safety*

Councilor Black said NIPRC had a presentation from the State Board of Accounts on updated accounting principles adopted by the State which NIPRC will also need to adopt.

He said the Lake County Solid Waste Board had a presentation from Republic Services on the state of recycling, cost and trends, and how they are impacting communities. Tom said they would be happy to come to a Town's study session and give the same presentation. He said the Lake County Solid Waste District Board is sponsoring a Halloween Costume Party on Saturday, October 5<sup>th</sup>, from 8:00 o'clock am till Noon. The event will take place at the Lake County Solid Waste Management District Office, 8695 Broadway. It will be a shop and shop. Tom said to bring something and take something. They ask that you only bring clean items. He said if you wanted more information, please call (219) 853-2420.

• **Town Council President Philip Scheeringa:** *Town Executive (I.C. 36-1-2-5-(4); I.C. 36-5-2-2; I.C. 36-5-2-7); • Board of Trustees of the Police Pension Fund, Chair (By Law) • Budget Committee Chairman • Redevelopment Commission Member • Co-Chair Town Board of Metropolitan Police Commission • Fire Department Liaison • Information Communications and Technology Department Liaison • Building and Inspection Department Liaison.*

Councilor Scheeringa began by acknowledging Fire Chief Mike Pipta who recapped the fire activity since the September 9<sup>th</sup> meeting. He said they had 19 calls since the last meeting, making the number of calls for the month 31. He reminded everyone that the Fire Department Open House and Car Show is October 5<sup>th</sup>, from 11:00 o'clock am to 3:00 o'clock pm. He said he is anxiously awaiting till to hear whether Highland qualified for the walkie grant.

Councilor Scheeringa then acknowledged IT Director Ed Dabrowski who said he has no public comments but would answer any questions anyone might have. There were no questions.

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

#### **Comments from Visitors or Residents:**

Sophia Ortiz, Munster, a senior at Munster High School and in a government class that requires as her project to attend a Town Council Meeting and she chose Highland. Council President had his picture taken with Sophia and signed an agenda she could take back to class.

Jeff Rosignol, Highland, said he came to the Town Hall about two (2) months ago, regarding the house directly across the street from him. He said this past week, there was another short term stay living there. This stay was maybe two (2) or three (3) days. He then asked Town Attorney John Reed that when they last spoke, maybe three (3) months ago and he was going to look into it. He wondered where John stood with his research? He then said he understood the state statute says short term stays are ten (10) days and this owner, who he believes lives in California, hasn't complied with state statute.

Building Commissioner Mika said Highland's Ordinance is stricter as Highland's Ordinance requires the owner of the property to live on the premises.

Mr. Rosignol then asked Councilor Georgeff if he say any listings for the house as there was a for sale sign in the front yard but only for a short period of time. He said it was up for maybe a week and there was one (1) showing but the sign is gone. Councilor Georgeff said he hadn't seen any listing for the property. He then asked Attorney Reed is there anyway the Town can file and injunction or could he send the property owner a cease and desist letter. Attorney Reed said he will get with Ken Mika and then get back to Mr. Rosignol.

Councilor Scheeringa asked if there were any other comments. Hearing none, he closed comments from the public and brought it back to the Council. He then asked for a motion to pay claims.

Payment of Accounts Payable Vouchers. There being no further comments from visitors or residents, Councilor Robertson moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period September 11, 2024 through September 24, 2024. Councilor Black seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified, the payroll dockets listed were ratified and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

September 24, 2024 in the amount of **\$1,171,646.95.**

**General Fund, \$249,691.43; MVH Fund, \$20,436.70; LR&S, \$10,460.99;  
LAW Enforcement Continuing Education Training and Supply Fund, \$3,486.70;  
Public Safety Income Tax, \$49,257.00; Community Crossing Grant, \$564,080.01;  
American Rescue Plan Grant, \$ 108,852.43; Special Events, \$37,809.37; Corporation  
Bond- Exempt, \$1,500.00; MCCD, \$35,834.84; Information and Communications  
Technology Fund, \$20,598.82; Police Pension, \$69,638.66;**

Payroll Docket for payday of September 20, 2024 by fund:

General, \$329,897.22

Payroll Docket for payday of September 20, 2024;

Office of Clerk-Treasurer, \$15,362.63; Building and Inspection Department,  
\$8722.75; Metropolitan Police Department, \$159,020.13; Public Works  
Department (Agency), \$79,121.56; Fire Department, \$1,911.68 and  
Information and Technology Department, \$4,205.45;  
Total Payroll: \$268,344.20.

Payroll Docket for payday of September 30, 2024 by fund:

Total Payroll by fund: \$81,365.66.

Payroll Docket for payday of September 30, 2024:

Boards & Commissions. \$10,933.62; Police Pension, \$69,531.01;

Total Payroll: \$80,524.63.

Adjournment of Plenary Meeting. There being no further business on the agenda, the Town Council President declared the regular plenary meeting of the Town Council of Monday, September 23, 2024, adjourned at 7:25 o'clock p.m. He then announced the Town Council would be going into a study session which was properly advertised.

Mark Herak  
Clerk-Treasurer

Approved by the Town Council at its meeting of October 14, 2024.