## Agenda

# Third Regular or Special Meeting of the Thirtieth Town Council of Highland

# Regular Plenary Meeting of Monday, February 26, 2024 at 6:30 p.m. Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code

Topic: Town of Highland, IN - Town Council Plenary Meeting Time: February 26, 2024 06:30 PM Central Time (US and Canada)

\*This meeting is convened as an in person meeting and lived streamed to the Town of Highland Facebook. Facebook permits the public to observe and record the proceedings but allows no interaction between and among the Town Council and members of the public. The public is able to participate in person.

Prayer:	Alex Robertson
Pledge of	Alex Robertson
Allegiance:	
Roll Call:	
TT7	George Georgeff
HIGHIAND	Doug Turich
A GREAT PLACE TO CALL HOME	Alex Robertson
TO CALL HOME	Thomas (Tom) Black
	Philip Scheeringa
Minutes of	
Previous Session:	Minutes of the Regular Meeting of 12 February 2024.
Special Orders:	
COMMENTS FROM	This portion of the Town Council Meeting is reserved for persons who desire to
THE PUBLIC or	address the Town Council regarding matters on the agenda Persons addressing
VISITORS	the Town Council are requested to limit their presentations to <b>two (2) minutes</b> and encouraged to avoid repetitious comments.
Staff Reports:	Building & Inspection Report.
p o	• Fire Department Report.
	Workplace Safety Report.

**Communications:** Announcing the passing of former Fire Chief Barney Swinford.

# **Appointments:**

• Statutory Boards and Commissions

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

**Regional Statutory Commissions or Boards** 

- 1. Municipal Plan Commission (1) appointment to be made by Town Council President. (Note: Currently held by Olga Briseno, (D) term ending 1<sup>st</sup> Monday January 2024. No more than two (2) of any party. Current composition is two (2) Republicans, one (1) Democrat. There can be no more than 2 of the same party.
- 2. Advisory Board of Zoning Appeals: (1) appointment to be made by Town Council President. This appointment only necessary if there is a change to the appointment on the Plan Commission. It must be a member of the Plan Commission and not the same one appointed by the Plan Commission. (co-extensive with their plan commission term)
- 3. Waterworks Board of Directors: (1) appointment to be made by Town Council President. (Note: Formerly held by Curt Schroeder (D), term ending 1<sup>st</sup> Monday January 2025). Current composition of the board is two Republicans and two Democrats. No more than three of any one party under state law.
- Little Calumet River Basin Project Advisory Board: (1) appointment to be made by Town Council President

## Home Rule Boards and Commissions

- **5.** Tree Board: (2) appointments, to be made by the municipal executive, but requiring nomination from the Town Council. (*Positions currently held by Joan Roback and Bernie Zemen.*)
  - **a.** Nomination by the Town Council. *(The council would pass a motion to nominate.)*
  - **b.** Appointment by executive. (If nominee is acceptable, the Town Council President may appoint.)
- 6. Shared Ethics Advisory Commission. (1) appointment to be made by Town Council President. (Note: Fill vacancy made by resignation of Rev. Tim Huizenga.) (Made pursuant to Article 5, Subdivision (A) of the Interlocal Cooperation Agreement Establishing the Shared Ethics Entity. Qualifications are to be persons who live work or hold property in the county. Further persons appointed must be of good character and not hold any positions within the local government.)

# Legislative Appointments

Regional Statutory Commissions or Boards

Home Rule Commissions

- 1. Main Street Bureau Board: (17) appointments to be made by the Town Council. Term: Two years ending 1 Jan 2025. There are currently 13 of the 17 in place and serving. Currently serving are Rhonda Bloch, Teri Yovkovich, Renee Reinhart, Alex Robertson, Diane Barr-Roumbus, James Roumbus Sandy McKnight, Al Simmons, Ben Reinhart, Sandy Ray, Kathy Smailis, Ben Tomera and Laura Pilewski.
- 2. Community Events Commission *Multi-year positions*. (4) appointments to be made by the Town Council. Term: 4 years. (Note: Currently vacant)

Single year positions: (9) appointments to be made by the Town Council. Term: 1 year. There are currently 5 of the 9 in place and serving. (Note: Currently serving, Jack Rowe, Linda Carter, Rachael Carter, Kathy Burke and Olga Briseno)

# Unfinished Business & General Orders:

None

## **NEW BUSINESS:**

- 1. Renewal of Group Dental Plan. Pursuant to HMC Section 3.05.040 (D), the Town Council is the exclusive purchasing authority for all insurance. Current provider, MetLife rates are proposed for renewal at Employee only at \$38.59; Employee and Spouse at \$79.66; Employee plus children \$79.69 and for Employee and family at \$130.92 per month;. If approved, Brown Insurance Group would be agent of record. Renewal is effective March 1, 2024.
- 2. Authorizing the proper officer to publish legal notice of a public hearing: Public Hearing to consider additional appropriations in the amount of \$18,000 in the MCCD Fund; in the amount of \$3,500 in the General Fund;
- 3. Works Board Order No. 2024-11: An Order Finding And Determining Certain Personal Property Of The Municipality As No Longer Needed For The Purposes For Which Originally Acquired Or Have Been Left In The Custody

Of An Officer Or Employee Of The Town Of Highland And Have Remained Unclaimed For More Than One (1) Year Or Have Been Deemed Worthless And Of No Market Value.

- 4. Works Board Order Number 2024-12: An Order of the Works Board Accepting the Performance Agreements with: Mike Green for Mike Green; Mike Nueman for Jump - Van Halen Tribute; Eliezer Hernandez for Eli and the Elements; Mark Mybeck for Nomad Planets; Ray Flores for Together; Jimmy Holmes of Déjà vu Tributes, LLC, for Jimmy Holmes; Joe Zannelli for Change of Habit Tribute Band, LLC.; Nicolas Kubacki for Stern Approval; Thomas Rezgtheo of Enterprise Network Services, Inc., for The Smiley Tillmon Band.; Frank Livingston for Kashmir; Linda Walla for Pawnz; Jeffrey Gajewski of Sapphire Entertainment for Dick Diamond and the Dusters; Jeremy Andrews of Eclipse Entertainment, LLC. for Mr. Funnyman; James Bulanda for James Bulanda; Dennis Pizzuto for Michelle Velez and The Dam Band; James Cairo of And Beyond Music LLC., for Anthem; Doug Clapp, Lou Samaniego, Shane Samaniego, Chris Sulcer, Bob Heckler, Jennifer Cimbala, Jim Croke for Small Town; Tim Cichon for Visions of Santana; Frank Venturella for I'm with Frank; Brian Wynn of Sounds Cool Live Audio LLC; for Professional Entertainment and Stage Services for the Town of Highland Associated with the Independence Day Festivities and to comply with IC 22-5-1.7 et seq.
- 5. Works Board Order 2024-8: Approving and Authorizing the Purchase of Certain Public Safety Communications Equipment, as Identified by the Metropolitan Police Chief, from Carrier & Cable, of Farmington, MI and finding it to be a Special Purchase pursuant to IC 5-22-10 and Chapter 3.05.065 (I) of the Municipal Code.
- **6. Works Board Order 2024-9**: Approving and Authorizing the Purchase of Certain Public Safety Communications Equipment, as Identified by the Metropolitan Police Chief, from Motorola Solutions, Inc., of Chicago, Illinois and finding it to be a Special Purchase pursuant to IC 5-22-10 and Chapter 3.05.065 (I) of the Municipal Code.
- 7. Works Board Order No. 2024-13: An Order of the Works Board Accepting a Proposal from H3 Concrete, for Road Materials and Supplies (Concrete Work) for the Year 2024 in the amount of Seventy-Seven Thousand Three Hundred Fifty-Two Dollars and no Cents (\$77,352).
- 8. **Works Board Order No. 2024-14:** An Order of the Works Board Accepting a Proposal from Dave's Tree Services, for Tree Removal for the Year 2024 in

the amount of Seventy Thousand One Hundred Thirty Dollars and no Cents (\$70,130).

- 9. Works Board Order No. 2024-15: An Order of the Works Board Accepting a Proposal from Dean's Lawn & Landscaping, LLC, for Landscape Maintenance Services in Downtown Highland and Three (3) Welcome to Highland Sign Planters for the Year 2024 in the amount of Thirty Thousand Four Hundred Forty-Five Dollars and no Cents (\$30,445).
- 10. Works Board Order No. 2024-16: An Order Approving and Authorizing the Fire Chief to Purchase from Fire Services, Inc. related Fire Equipment and Equipment Mounting Services, all pursuant to I.C. 5-22 et seq., and HMC Chapter 3.05.

Comments or
Remarks from the
Town Council:
(Good of the Order)

**Councilor George Georgeff** 

**Councilor Doug Turich** 

Councilor Alex Robertson

Councilor Tom Black

Councilor Philip Scheeringa

# COMMENTS FROM THE PUBLIC or VISITORS

This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council. Depending on the nature of the comments, the Town Council may direct the staff to address the topic or follow-up on matters that may arise from public comments. If necessary, the matter may be set for action at a future meeting. Persons addressing the Town Council are requested to limit their presentations to **two (2) minutes** and encouraged to avoid repetitious comments.

# ACTION TO PAY Accounts Payable Vouchers

Accounts payable vouchers February 14, 2024 to February 27, 2024 in the amount of \$401,553.93.

General Fund, \$241,500.91; MVH Fund, \$62,337.33; Information and Communications Technology Fund, \$10,483.81; MCCD, \$3,086.12; Law Enforce Con't ED, \$3,077.10; Public Safety Income Tax, \$10,725.00; Donation, \$799.92; Police Pension \$67,695.41;

Payroll Docket for payday of February 29, 2024 by fund:

Total Payroll by fund: \$81,039.84.

Payroll Docket for payday of February 29, 2024:

Boards & Commissions. \$10,779.12; Police Pension, \$69,436.09;

Total Payroll: \$80,215.21.

Payroll Docket for payday of February 23, 2024 by fund:

General, \$288,499.41

Payroll Docket for payday of February 23, 2024:

Office of Clerk-Treasurer, \$17,024.56; Building and Inspection Department, \$10,814.99; Metropolitan Police Department, \$129,272.31; Public Works Department (Agency), \$76,966.85; Fire Department, \$1,993.60 and Information and Technology Department, \$4,205.42; Total Payroll: \$240,277.76.

**ADJOURNMENT** 

The Town Council may meet in study session immediately following the Regular Meeting.

Posted pursuant to IC 5-14-1.5-4(a)

02/23/2024 12:42 PM User: GLM DB: Highland

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# INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND EXP CHECK RUN DATES 02/14/2024 - 02/27/2024 BOTH JOURNALIZED AND UNJOURNALIZED BOTH OPEN AND PAID Ref # Vendor Invoice Descrip

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	180.84 367.00	CAR 4 HEADL: OF AED PADS	WEBB FORD INC SAFETY TRAINING SERVICES		ADS OF AE	1101-0009-36001
	6,800.00	WATER USE 12/27- 1/24 FOR 3315 RI LABOR TO INSTALL NEW EQUIP ON 4 N	TOWN OF HIGHLAND UTILITIES NWI EMERGENCY OUTFITTERS, LL	107743 N 107739	WATER USE 12/27- 1/24 LABOR TO INSTALL EQUIP ON 4	1101-0009-35005
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	8.99	VEHICLE SUPPLIES ACT 33740275	AUTO-WARES	6 107795	SUPPLIES- INVOICE 44	1101-0007-22004
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	2,323.46	GAZEBO EXPRESS DEC 23 WEBSITE UPD	THE IDEA FACTORY, INC	107580	GAZEBO EXPRESS DEC 2023	1101-0001-39004
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	5,735.50 1,198.06	BABY BOX ADVERTISEMENT FEB 2024 GAZEBO EXPRESS PRINTING	LAMAR TEXAS LIMITED PARTNER LITHOGRAPHIC COMMUNICATIONS	107589 107686	ADVERTISEMENT INSERTING GAZEBO INTO BILLS	1101-0001-38613 1101-0001-39004
	13,703.00		FROST BROWN TODD LLC		PROFESSIONAL SERVICES THROUGH	1101-0001-31001
	) 60.00					Dept 0001 TOWN COUNCIL 1101-0001-20001
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	Fund 2240 PUBLIC SAFETY INCOME		23004 23004 23004 31004 31002 33002 33002	Fund 2228 LAW ENFORCE CON'T		Dept 0017 MVH CONSTRUCTION/RECONSTRUCT/PRESER(CRP) 2201-0017-22004 SEMSOR 2201-0017-23002 COLD MIX 2201-0017-23005 ROAD SALT 2201-0017-23006 SAFETY GLASSES		Dept 0016 MVH ADMIN/MAINT 2201-0016-33001 AD 2201-0016-33001 AD 2201-0016-33001 AD		Fund 2201 MVH Dept 0000 2201-0000-45200 MVH			Dept 0012 TOWN HALL 1101-0012-22005 TUBE		-35005 -35005 -35007 -35007	Dest 0011 SERVICES & WORKS	Fund 1101 GENERAL Dept 0009 POLICE DEPARTMENT 1101-0009-39005 3 BJ 1101-0009-39005 DOG
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INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
EXP CHECK RUN DATES 02/14/2024 - 02/27/2024

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Fund 8802 POLICE PENSION

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
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Total For Fund 8802 POLICE PENSION

Invoice Description

69,543.74

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Fund Totals: Fund 1101 GENERAL
Fund 2201 MVH
Fund 2201 EAW ENFORCE CON'T ED
Fund 2220 PUBLIC SAFETY INCOME TA
Fund 2302 DONATION
Fund 4402 MCCD
Fund 7701 ICT FUND
Fund 8802 POLICE PENSION 241,500.91 62,337.33 3,077.10 10,725.00 799.92 3,086.12 10,483.81 69,543.74