

**Enrolled Minutes of the Thirty-Fifth Regular or Special Meeting
For the Twenty-Seventh Highland Town Council
Regular Meeting
Monday, April 8, 2013**

Study Session. The Twenty-Seventh Town Council of the Town of Highland, Lake County, Indiana met in a study session preceding the regular meeting on Monday, April 8, 2013 at 6:35 O'clock P.M. in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Silent Roll Call: Councilors Mark Herak, Dan Vassar, Brian Novak, Konnie Kuiper and Bernie Zemen were present. The Deputy Clerk-Treasurer, Katy Dowling was present to memorialize the proceedings. A quorum was attained.

General Substance of Matters Discussed.

1. The Town Council discussed the agenda of the imminent regular meeting.
2. The Town Council discussed informally the pending appointments of the executive as well as of the legislative body.

The study session ended at 6:57 O'clock p.m.

Regular meeting. The Twenty-Seventh Town Council of the Town of Highland, Lake County, Indiana met in its regular session on Monday, April 8, 2013 at 7:00 O'clock P.M. in the regular place, the plenary meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

The Town Council President, Brian J. Novak, presided and the Town Deputy Clerk-Treasurer, Katy Dowling, was present to memorialize the proceedings. The meeting was opened with Councilor Zemen 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 Bernie Zemen, Mark Herak, Dan Vassar, Brian Novak, and Konnie Kuiper. The Deputy Clerk-Treasurer, Katy Dowling was present to memorialize the proceedings. A quorum was attained.

Additional Officials Present: Rhett L. Tauber, Town Attorney; John Bach, Public Works Director; Peter Hojnicky, Metropolitan Police Chief; Alex M. Brown, CPRP, Parks and Recreation Superintendent; and Cecile Petro, Redevelopment Director were present.

Minutes of the Previous Meetings:

The minutes of the regular meeting of March 25, 2013 were approved by general consent.

Special Orders:

1. **Public Hearing:** Proposed Additional Appropriations in Excess of the 2013 Budget for the Special Public Safety Fund, Economic Development Fund, and the Redevelopment Capital Fund.
 - (a) Attorney verification of Proofs of Publication: The TIMES 28 March 2013. The Town Attorney indicated that the proofs complied with IC 5-3-1.
 - (b) **Public Hearing.** The Town Council President called the hearing to order. There were no comments written or spoken. The hearing was closed.
 - (c) Action on **Appropriation Enactment No. 2013-11:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Special Public Safety Fund, Economic Development Fund, and the Redevelopment Capital Fund.

Councilor Vassar introduced and moved for the consideration of Appropriation Enactment No. 2013-11 at the same meeting of introduction. Councilor Kuiper seconded. Upon a roll call vote, Councilors Zemen, Vassar, Kuiper, and Novak in favor of and Councilor Herak against. The enactment could not be considered at the same meeting of introduction. Councilor Vassar introduced Appropriation Enactment No. 2013-11 and asked that it be on the next plenary meeting agenda for adoption.

2. **Public Hearing:** Public Comments for Proposed Uses of Community Development Block Grant Allocation for Fiscal Year 2013, approximately set for \$102,130.00.
 - (a) Attorney verification of Proofs of Publication: The TIMES: 18 March 2013. The Town Attorney indicated that the proofs complied with IC 5-3-1.
 - (b) **Public Hearing.** The Town Council President called the hearing to order. The Public Works Director introduced Mr. Mitch King, administrator of Lake County Community Development Block Grants. Mr. King asked that the opening remarks and the resolution be read aloud. Attorney Tauber read the opening remarks aloud. Councilor Herak read aloud Resolution No. 2013-12. There were no additional comments written or spoken. The hearing was closed.
 - (c) Action on **Resolution No. 2013-12:** A Resolution Authorizing and Directing the Town Council President of the Town of Highland to Submit a Project Proposal for the Urban County Community Development Block Grant Fund for Federal Fiscal Year 2013.

Councilor Herak moved for the passage and adoption of Resolution No. 2013-12. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

TOWN of HIGHLAND
TOWN COUNCIL RESOLUTION NO. 2013-12

A RESOLUTION AUTHORIZING and DIRECTING the TOWN COUNCIL PRESIDENT of the TOWN OF HIGHLAND TO SUBMIT A PROJECT PROPOSAL FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS for FEDERAL FISCAL YEAR 2013

Whereas, Under the provisions of Title I of the Housing and Community Development Act of 1974, as amended to date, Lake County, Indiana, is authorized to provide financial assistance to units of general local government for undertaking and carrying out community development activities; and,

Whereas, It is provided in such act that the unit of general local government shall provided a satisfactory assurance prior to submission of its application, that it has held one public hearing to obtain the views of citizens on community development needs; and,

Whereas, It is desirable and in the public interest that Highland, Indiana, hereinafter called "Town", undertake and carry out community development activities; and,

Whereas, The Town is proposing a project for assistance, under the Housing and Community Development Act of 1974, as amended to date, and proposes to undertake and make available a total project cost of \$102,130.00;and,

Whereas, The Town has held one formal public hearing on the proposed program and has made available to the general public, through the mass media and other sources, information concerning the program; and,

Whereas, The Town has general knowledge of the proposed uses of such funds and is cognizant of the conditions that are imposed in the undertaking and carrying out of community development activities and undertaking with federal financial assistance under Title I, including those prohibiting discrimination because of race, color, creed, sex, or national origin;

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

Section 1. That the President of the Highland Town Council is hereby authorized to file a Project Proposal for Funds under Title I of the Housing and Community Development Act of 1974, as amended to date, with Lake County, Indiana and provide all information and assurances as may be necessary under the Act;

Section 2. That the Affirmative Action Program associated with this application is hereby approved and the Town Council President is authorized to execute by his signature such documents as may be necessary to support and implement this application;

PASSED AND ADOPTED by the Town Council of the Town of Highland, Lake County, Indiana, this 8th Day of April 2013. Having passed by a vote of 5 in favor and 0 opposed.

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

Brian J. Novak, President

Attest:

Katy Dowling, IAMC/CMC/CPFIM
Deputy Clerk-Treasurer

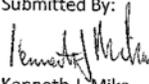
Staff Reports:

- **Building & Inspection Report for March 2013**

Building Report March, 2013

| PERMIT TYPE | # | Res. | Comm. | Est. Cost | Fee Collected |
|-------------------------------|-----------|-----------|----------|----------------------|--------------------|
| Commercial Buildings | 0 | 0 | 0 | \$ - | \$ - |
| Comm. Additions/Remodel | 2 | 0 | 2 | \$ 183,000.00 | \$ 2,573.00 |
| Signs | 4 | 0 | 4 | \$ 7,328.00 | \$ 1,073.00 |
| Single Family | 0 | 0 | 0 | \$ - | \$ - |
| Duplex/Condo | 0 | 0 | 0 | \$ - | \$ - |
| Residential Additions | 0 | 0 | 0 | \$ - | \$ - |
| Residential Remodeling | 50 | 50 | 0 | \$ 289,105.00 | \$ 5,403.00 |
| Garages | 0 | 0 | 0 | \$ - | \$ - |
| Sheds | 1 | 1 | 0 | \$ 2,945.00 | \$ 95.00 |
| Decks & Porches | 2 | 2 | 0 | \$ 1,760.00 | \$ 254.00 |
| Fences | 2 | 2 | 0 | \$ 5,202.00 | \$ 190.00 |
| Above/In ground pools | 0 | 0 | 0 | \$ - | \$ - |
| Drain Tile/Waterproofing | 0 | 0 | 0 | \$ - | \$ - |
| * Misc | 0 | 0 | 0 | \$ - | \$ - |
| Total Building Permits | 61 | 55 | 6 | \$ 489,340.00 | \$ 9,588.00 |
| <hr/> | | | | | |
| Electrical Permits | 11 | 7 | 4 | \$ - | \$ 1,021.50 |
| <hr/> | | | | | |
| Mechanical Permits | 8 | 4 | 4 | \$ - | \$ 636.00 |
| <hr/> | | | | | |
| Plumbing Permits | 6 | 2 | 4 | \$ - | \$ 726.70 |
| Water Meters | 1 | 1 | 0 | \$ - | \$ 230.00 |
| Water taps | 0 | 0 | 0 | \$ - | \$ - |
| Sewer/Storm Taps | 0 | 0 | 0 | \$ - | \$ - |
| Total Plumbing Permits | 7 | 3 | 4 | \$ - | \$ 956.70 |

March 2013 Code Enforcement: 146 Investigations and 17 Citations were issued.
Inspections done for the month of March 2013 were as follows: 28 Building Inspections,
12 Plumbing Inspections, 5 HVAC inspections and 23 Electrical Inspections. There were no Electrical Exams given.

Submitted By:

Kenneth J. Mika

• Fire Department Report for March 2013

| | Month | 1st half of yr. |
|-------------------|-----------|-----------------|
| General Alarms | 9 | 26 |
| Still Alarms | 4 | 10 |
| Paid still alarms | 5 | 14 |
| Total: | 18 | |

• Workplace Safety Report for January 2013

There were four incidents. The following incident summary was filed:

| Department | Injuries this Month | Year to Date 2013 | Total in 2012 | Restricted Days 2013 | Lost Workdays This Year | Restricted Days Last Year (2012) | Lost Workdays Last Year (2012) |
|---------------|---------------------|-------------------|---------------|----------------------|-------------------------|----------------------------------|--------------------------------|
| Parks | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| Fire | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| Police | 1 | 2 | 10 | 0 | 0 | 0 | 0 |
| Street | 0 | 1 | 7 | 0 | 0 | 0 | 0 |
| Water & Sewer | 0 | 0 | 4 | 0 | 0 | 2 | 0 |
| Maint. | 0 | 0 | 1 | 0 | 0 | 0 | 0 |

| | | | | | | | |
|---------------|----------|----------|-----------|----------|----------|----------|----------|
| Other | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| TOTALS | 1 | 5 | 22 | 0 | 0 | 2 | 0 |

Effective January 1, 2002, OSHA changed the record keeping guidelines. The municipality now counts the number of days lost from the day after the injury until the employee returns to work. Weekend, holidays, vacation days or other days scheduled off are included in the lost days count to a maximum of 180 days.

Communications:

- 1. Controlled Event Permit Request.** Action regarding a letter presenting a request for permission to conduct a beer garden on a public way submitted by the Chamber of Commerce for the Midwest Zest Fest, September 6 – 7, 2013.

A motion was made by Councilor Herak to approve the Controlled Event Permit for the Highland Chamber of Commerce for the Midwest Zest Fest on September 6 – 7, 2013. Councilor Zemen seconded the motion. Upon a roll call vote, Councilors Zemen, Herak and Novak voted in favor of the motion. Councilors Kuiper and Vassar voted against the motion. The motion passed by a vote of 3-2. The controlled event permit request was approved.

Appointments:

Legislative Appointments

Home Rule Commissions

- 3. Main Street Bureau Board:** (10 of 17) appointments to be made by the Town Council. Term: two years ending 1 Jan 2015. (*Note: 7 vacancies.*)

Councilor Vassar moved, seconded by Councilor Kuiper that Dawn Diamantopoulos be appointed to the Main Street Board of Directors. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Dawn Diamantopoulos was appointed.

Unfinished Business and General Orders:

- 1. Works Board Order No. 2013-17:** An order of the Works Board Authorizing and Directing the Public Works Director to Participate in the State of Indiana, OneIndiana Purchasing Program, for procurement of Untreated Road Salt during the 2013/2014 Winter Season.

Councilor Kuiper moved the passage and adoption of Works Board Order No. 2013-17. Councilor Vassar seconded.

Under discussion, Councilor Herak inquired as to the quantity that the Town was required to purchase as a condition of the agreement. The Public Works Director explained that the Town is required to purchase as little as 80 or as much as 120 percent of our estimated use. The Public Works Director also indicated that the estimate he would be utilizing was lower than in previous years.

Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

Town of Highland
Board of Works
Order of the Works No. 2013-17

An Order of the Works Board Authorizing and Directing the Public Works Director to Participate in the State of Indiana, OneIndiana Purchasing Program, for procurement Untreated Road Salt during the 2013/2014 Winter Season

Whereas, the Public Works Director, pursuant to Section 3.05.050(D)(1) of the HMC, serves as the Purchasing Agent for the Public Works Department; and

Whereas, Pursuant to Section 3.05.060 (I)(17), a purchasing agent for a political subdivision may purchase supplies if the purchase is made from a person who has a contract with a state agency and the person's contract with the state requires the person to make supplies available to political subdivisions, as provided in IC 4-13-1.6 or 5-22-17-9; and

Whereas, The State of Indiana, through its "OneIndiana" program, an initiative to leverage the purchasing power of state agencies to ultimately save money for Indiana taxpayers, allows local units of government to take advantage of state-negotiated or bid Quantity Purchasing Agreements (QPAs); and

Whereas, The Purchasing Agent has deemed it necessary to procure Road Salt for ice and snow control on the Town's public thoroughfares for the 2013/2014 winter season and believes that participating in the State of Indiana OneIndiana program is in the best interest of the Town of Highland; and

Whereas, Participation in the One Indiana program requires a commitment from local public agency to purchase a minimum of 80% of the requested tonnage of road salt and are eligible to purchase up to a maximum of 120% of the tonnage requested, at the price accepted as the lowest responsible and responsive bid, as determined by the State of Indiana; and

Whereas, The Public Works Director has determined that the amount of untreated road salt to be purchased, owing to the existing inventories on hand and obligated purchase commitments from the 2012/2013 winter season, is 1,800 tons; and

Whereas, The Town Council, as the Board of Works of the municipality, pursuant to Section 3.05.030(A)(1)(a) of the HMC, serves as purchasing agency for the Public Works Department; and

Whereas, The aggregate purchase price of Road Salt during the 2013/2014 winter season shall likely exceed \$10,000.00 during the term of the Agreement, and pursuant to Section 31.18(C), of the HMC requires the express approval of the purchasing agency; and

Whereas, the Board of Works now desires to accept the recommendation of the Public Works Director to procure 1,800 tons of untreated road salt through the State of Indiana OneIndiana Program.

Now, Therefore, Be it Hereby Ordered, by the Town Council of Highland, Indiana, acting as the Works Board, that:

1. Participation in the State of Indiana OneIndiana Program is hereby approved and authorized in each and every respect for the purchase of a minimum of 1,440 tons and maximum 2,160 tons of untreated road salt for the 2013/2014 winter season, at the bid price determined by the State of Indiana as the lowest responsive and responsible bid;
2. The Public Works Director is hereby authorized to execute agreements and all documents necessary to implement the process and participate in the State of Indiana OneIndiana Program;
3. The Public Works Director is hereby authorized to procure quantities of untreated road salt, throughout the term of the agreement, in sufficient quantities to maintain adequate inventories for ice and snow control throughout the 2013/2014-winter season;

Be It So Ordered.

Duly, Passed and Ordered by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 8th day of April, 2013 having passed by a vote of 5 in favor and 0 opposed.

Brian J. Novak, President (IC 36-5-2-10)

Attest:

Katy Dowling, IAMC/CMC/ CPFIM
Deputy Clerk Treasurer (IC 33-16-4-1; IC 36-5-6-5)

2. **Works Board Order No. 2013-18:** A Preliminary Order for the 3200 block of Condit Street Reconstruction Project and Financing thereof through the Municipal General Improvement Fund and Special Assessments from Property Owners Benefitting from such Improvements.

Councilor Vassar moved the passage and adoption of Works Board Order No. 2013-18. Councilor Kuiper seconded.

Under discussion, Councilor Herak inquired if this project would address issues with backyard flooding. The Public Works Director indicated that the scope of this project did not include those items. Councilor Vassar asked if the 3300 block of Condit Street would be the next project. Mr. Bach indicated that he would like to "piggyback" those projects.

Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

TOWN OF HIGHLAND
Order of the Works Board No. 2013 - 18

A PRELIMINARY ORDER FOR THE 3200 BLOCK OF CONDIT STREET RECONSTRUCTION PROJECT
AND FINANCING THEREOF THROUGH MUNICIPAL GENERAL IMPROVEMENT FUND AND SPECIAL
ASSESSMENTS FROM PROPERTY OWNERS BENEFITTING FROM SUCH IMPROVEMENTS

Whereas, Pursuant to IC 36-1-2-24, the Town Council is the works board for the Town of Highland, Indiana (the "Town"); and

Whereas, Pursuant to Ordinance No. 1084, adopted by the Town Council on March 23, 1998, the Town has established a Municipal General Improvement Fund to provide monies to construct, repair, reconstruct or improve certain streets, alleys, sidewalks, curbs, gutters and sewers within the Town; and

Whereas, Several residents of the **3200 blocks of Condit Street** have requested consideration of the Town of Highland to install concrete curbs and to replace substandard sidewalks; and

Whereas, The cost for curb and sidewalk replacement shall be paid for by the adjoining property owners based upon front footage of their property through a special assessment pursuant to the Special General Improvement District statute; and,

Whereas, The Town Council desires to proceed with the **Condit Street Reconstruction Project** and to finance the portion of the cost of such projects relating to reconstruction of curbs and sidewalks (each such portion of a project, an "Improvement") through the Municipal General Improvement Fund; and

Whereas, The Town has retained Garcia Consulting to prepare plans and specifications for the **Condit Street Reconstruction Project**; and

Whereas, The Town desires to finance the costs of the improvements pursuant to assessments to be collected from the property owners benefited by the respective proposed improvements as set forth in IC 36-9-36.

Now Therefore, be it ordered by the Town Council of the Town of Highland, Lake County, Indiana, acting as the works board, as follows:

Section 1. That the Town Council hereby makes a preliminary determination to proceed with the **Condit Street Reconstruction Project** and to finance the cost of the improvements through the Municipal General Improvement Fund and the collection of special assessments from property owners benefited by the respective improvements pursuant to IC 36-9-36;

Section 2. That the Town Council hereby adopts the plans and specifications for the projects and directs the Project Engineer to place on file cross-sections, general plans and specifications for each of the improvements;

Section 3. That the Town Council hereby adopts the estimate of the maximum cost of each of the improvements attached hereto as Exhibit A and directs the Clerk Treasurer to place such estimate of maximum costs on file in the office of the Town Council;

Section 4. That the Town Council hereby determines to hold a public hearing regarding each of the improvements and whether the benefits that will accrue to the property liable to be assessed for the respective improvements will equal the maximum estimated cost of each of the improvements, which public hearing will be held at the regular meeting place of the Town Council at **7:00 P.M. on April 23, 2013**, and the Town Council further directs the Clerk Treasurer to publish notice of such hearing and to mail notice of such hearing to property owners affected by the respective improvements.

Be it So Ordered.

Duly adopted by the Town Council of the Town of Highland, Lake County, Indiana, this 8th day of April, 2013 by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL OF THE TOWN OF
HIGHLAND, INDIANA**

Brian J. Novak, President

Attest:

Katy Dowling, IAMC/CMC/ CPFIM
Deputy Clerk-Treasurer

3. **Works Board Order No. 2013-19:** An Order Approving, and Authorizing the Metropolitan Police Chief to Purchase from LakeShore Ford of Chesterton, IN through the State of Indiana three (3) 2013 Ford Sport Utility AWD Interceptors, pursuant to IC 5-22.

Councilor Kuiper moved the passage and adoption of Works Board Order No. 2013-19. Councilor Vassar seconded.

Under discussion, Councilor Herak asked if this order needed to be moved to the next plenary meeting because Appropriation Enactment 2013-11 was only introduced, not introduced and approved. Ms. Dowling advised him that this order could still be approved.

Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

**Town of Highland
Board of Works
Order of the Works Board 2013-19**

An Order Approving and Authorizing the Metropolitan Police Chief to Purchase from Lakeshore Ford of Chesterton, IN through the State of Indiana (3) three 2013 Ford Utility AWD Interceptors pursuant to I.C. 5-22.

Whereas, The Town of Highland Metropolitan Police Department, as part of its public duties, has a responsibility for patrol, public safety and protection of life and property throughout the Town of

Highland and, from time to time, it is necessary to purchase and or lease materials and supplies in order to carry out the functions of the department; and

Whereas, The Metropolitan Police Chief has determined a need to replace certain equipment and supplies and has further determined the purchase price will be below \$75,000.00.

Whereas, the Metropolitan Police Chief has identified Lakeshore Ford of Chesterton, IN through the State of Indiana to be a desirable source vendor for the purchase of three (3) 2013 Ford Utility Police Interceptors at price of \$77,274.00 minus the trade-ins of \$11,400.00 for a total of \$65,874.00.

Whereas, the price for the purchase exceeds \$50,000.00 and, pursuant to Section 3.05.040 (C) as well as Section 3.05.050 (B)(1)(b) of the Highland Municipal Code requires the express approval of the purchasing agency; and

Whereas, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (A)(1)(b) of the Highland Municipal Code serves as the purchasing agency for the Metropolitan Police Department; and

Whereas, The Metropolitan Police Chief, pursuant to Section 3.05.050 (D)(2) of the Highland Municipal Code, serves as the Purchasing Agent for the Metropolitan Police Department; and

Whereas, The Purchasing Agent, pursuant to Section 3.050.060 (F) of the Highland Municipal Code, expected that the purchase would not be in excess of \$75,000.00 and therefore, would like to purchase in the open market in accordance with 3.05.060 (F)(1)(3) of the Highland Municipal Code; and

Whereas, The purchase of the vehicle will be supported by the Municipal Cumulative Capital Development Fund (MCCD) and the Special Public Safety Fund.

Whereas, The Town Council now desires to approve and authorize the Police Chief to complete the purchase pursuant to the terms and stated herein.

Now, Therefore Be It Ordered by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board of Municipality:

Section 1: That the Works Board hereby finds and determines that the purchase as an individual purchase represents a duly executed purchase pursuant to IC 5-22 and Section 3.05.06 (F)(1)(3) of the Highland Municipal Code;

Section 2: That the Metropolitan Police Chief is now authorized and approved to execute the purchase agreement and any additional documents in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-4-14.

Be It So Ordered.

DULY, PASSED, ADOPTED AND ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 8th day of April 2013 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL OF THE
TOWN OF HIGHLAND, INDIANA**

Brian J. Novak, President (IC 36-5-2-10)

Attest:

Katy Dowling, IAMC/CMC/CPFIM
Deputy Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

4. **Grant Appropriation Enactment No. 2013-13:** An Enactment Appropriating Additional Monies in Excess of the Annual Budget from Monies Received as a Grant from the State or Federal Government, pursuant to IC 6-1.1-18-7.5, IC 36-5-3-5 et seq.

Councilor Herak introduced and moved for the consideration of Grant Appropriation Enactment No. 2013-13 at the same meeting of introduction. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of introduction.

Councilor Herak moved for the passage and adoption of Grant Appropriation Enactment No. 2013-13 at the same meeting of introduction. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The enactment was adopted at the same meeting of introduction.

Town of Highland
APPROPRIATION ENACTMENT
ENACTMENT NO. 2013-13

An Enactment Appropriating Additional Monies in Excess of the Annual Budget From Monies Received as a Grant from the State or Federal Government, pursuant to i.c. 6-1.1-18-7.5, i.c. 36-5-3-5 et seq.

WHEREAS, IC 6-1.1-18-7.5 provides that notwithstanding any other law, the appropriating body of a political subdivision may appropriate any funds received as a grant from the state or the federal government without using the additional appropriation procedures under IC 6-1.1-18-5, if the funds are provided or designated by the state or the federal government as a reimbursement of an expenditure made by the political subdivision;

WHEREAS, The Town Council has been informed of the receipt of funds from a grant of the **Federal High Intensity Drug Traffic Area Domestic Highway Enforcement Task Force**, particularly represented on Clerk-Treasurer's receipt number 129793 in the total amount of \$ 764.84 as reimbursement in support of overtime costs for detailed personnel and certain equipment maintenance;

WHEREAS, The Town Council has been further informed that these funds were provided or designated by the state or the federal government as a reimbursement of an expenditure made by the political subdivision;

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

Section 1. That for the actual overtime personnel expenses of said municipality related to the Domestic Highway Enforcement Initiative (DHE) funded by **Federal High Intensity Drug Traffic Area** to reimburse the municipality for its actual over time expenses incurred by the assigned person, or for equipment maintenance, the following additional sums of money, received as a grant from the state or the federal government and designated as a reimbursement of an expenditure made by the political subdivision, are hereby appropriated and ordered set apart out of the funds herein named:

CORPORATION GENERAL FUND

Metropolitan Police Department

| | |
|--|------------------|
| Increase Account: #111.30 Sworn Overtime | \$ 764.84 |
| <i>Total 100 Series Increases</i> | \$ 764.84 |
| Total of All Fund Increases: | \$ 764.84 |

Section 2. 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 8th day of April 2013. 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 ENACTED AND ADOPTED this 8th Day of April 2013, 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**

Brian J. Novak, President (IC 36-5-2-10)

Attest:

Katy Dowling, IAMC/CMC/CPFIM
Deputy Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

- 5. Enactment No. 2013-14:** An Enactment Authorizing and Approving a Wellness Initiative for the Municipal Workforce for the Health and Wellness Program of the IACT Medical Trust, for its Participating Members, Establishing a Limited Group Health and Wellness benefit for Municipal Employees and their Covered Spouses, and Establishing a Compensatory Incentive under the terms of the Compensation and Benefits Ordinance, Pursuant to IC 36-1-3 and other relevant statutes.

Councilor Herak introduced and moved for the consideration of Enactment No. 2013-14 at the same meeting of introduction. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of introduction.

Councilor Herak moved for the passage and adoption of Enactment No. 2013-14 at the same meeting of introduction. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The enactment was adopted at the same meeting of introduction.

**TOWN OF HIGHLAND
ENACTMENT (ORDINANCE)
ENACTMENT NO. 2013-14**

AN ENACTMENT AUTHORIZING and APPROVING A WELLNESS INITIATIVE FOR THE MUNICIPAL WORKFORCE the HEALTH and WELLNESS PROGRAM OF THE IACT MEDICAL TRUST, FOR ITS PARTICIPATING MEMBERS, ESTABLISHING A LIMITED GROUP HEALTH AND WELLNESS BENEFIT FOR MUNICIPAL EMPLOYEES AND THEIR COVERED SPOUSES, AND ESTABLISHING A COMPENSATORY INCENTIVE UNDER THE TERMS OF THE COMPENSATION AND BENEFITS ORDINANCE, 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 5-10-8 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 the establishment of a program for Health and Wellness services for its public workforce, consistent with Indiana Statutes, would be of benefit to support and carryout the public purposes of the municipality; and

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

Section 1. That there is established for the municipality a program for Health and Wellness services for its public workforce pursuant to and consistent with the provisions of the relevant governing law;

Section 2. That *Franciscan Working Well*, has presented a proposal to operate and provide a program of health and wellness services to the Town of Highland's municipal workforce and covered spouses, who are enrolled in either the PPO or the HDHP of the United Health Care group medical insurance plan, in which *Franciscan Working Well* will provide delivery of wellness services, particularly in performing health and wellness education sessions, preventative screenings, and related services, subject to a co-pay or an hourly fee, for the primary covered employee and the covered spouse, to be paid by the local government;

Section 3. That the Town Council further hereby authorizes and approves the payment of the identified individual session fee, as part of the program, in an amount not to exceed \$150, for the Clerk-Treasurer, every employee and their spouses covered by the group health plan, who also participate in the **health and wellness education sessions**, and finds and determines the session cost to be a reasonable and allowable fee to be paid on behalf of the participants in the group health plan as employees by the Town of Highland as employer;

Section 4. That the Town Council further hereby authorizes and approves the payment of the identified unit fee, as part of the program, in an amount not to exceed \$30, for the Clerk-Treasurer, every employee and their spouses covered by the group health plan, who also participates in the **audiograms (hearing) screenings**, and finds and determines the unit payment to be a reasonable and allowable fee to be paid on behalf of the participants in the group health plan as employees by the Town of Highland as employer;

Section 5. That the Town Council further hereby authorizes and approves the payment of the identified hourly fee, as part of the program, in an amount not to exceed \$25 per health booth, for the Clerk-Treasurer, every employee and their spouses covered by the group health plan, who also participate in the **"Know Your Numbers" mini health fair**, and finds and determines the cost to be a reasonable and allowable fee to be paid on behalf of the participants in the group health plan as employees by the Town of Highland as employer;

Section 6. That the Town Council further hereby authorizes and approves the payment of the identified fee, as part of the program, in an amount not to exceed \$50, for the Clerk-Treasurer, every employee and their spouses covered by the group health plan, who also participate in a **blood pressure screening**, and further finds and determines the hourly cost to be a reasonable and allowable fee to be paid on behalf of the participants in the group health plan as employees by the Town of Highland as employer;

Section 7. That the Town Council further hereby authorizes and approves the payment of the identified unit fee, as part of the program, in an amount not to exceed \$30 per blood screening and not to exceed \$25 for each corresponding test, for the Clerk-Treasurer, every employee and their spouses covered by the group health plan, who also participate in **basic blood screenings** and **corresponding age appropriate tests**, and finds and determines the unit cost to be a reasonable and allowable fee to be paid on behalf of the participants of the group health plan as employees by the Town of Highland as employer;

Section 8. That the Town Council further hereby authorizes and approves the purchase of nominal incentives designed to encourage participation in the wellness events, while also creating awareness of the wellness initiative, as part of the wellness program, in an amount not to exceed \$10 per item, for the Clerk-Treasurer, every employee and their spouses covered by the group health plan, and finds and determines the cost of such **nominal wellness items** to be a reasonable and allowable fee to be paid on behalf of the participants in the group health plan as employees by the Town of Highland as employer;

Section 9.

- (A) That the source of the funding for this program shall be the properly identified appropriation in Office of the Town Council in the Corporation General Fund which is established to support wellness expenses.
- (B) That the Clerk-Treasurer shall take the steps necessary to carry out the administration of this program from the fund and account identified herein, including causing any additional appropriations hearing(s) that may be necessary, and properly encumbering the amount of money necessary to cover the liability likely to be incurred under the terms of this ordinance.

(C) That the payment of the fee by the municipality for the covered spouse of a covered employee and the Clerk-Treasurer is subject to sufficiency of appropriations available for expenditure pursuant to I.C. 6-1.1-18.

Section 10.

(A) That all employees covered by the group health plan are required to obtain a preventative medical exam with all age-appropriate testing, complete the United Healthcare online health risk assessment (HRA), and participate in one (1) town-sponsored wellness event by *November 30, 2013*;

(B) That any employee that fails to complete the requirements of the wellness plan will pay an increased amount towards

(C) That in order to incentivize and encourage greater participation by the employees of the municipality, a financial incentive as described in subdivision (D) and (F) of this section shall be authorized;

(D) That the provisions of the Compensation and Benefits Ordinance commonly known as the Municipal Employees handbook, particularly Section §6.03.04 is hereby amended to read as follows:

§ 6.03.04 Employee Contribution for Certain Group Insurance Premiums

(A) All full-time employees and the Clerk-Treasurer shall share the cost of the group health premium, which are to be paid through a salary reduction (payroll deduction) taken as a pre-tax payment according to the terms of a duly authorized IRC Section 125 Plan for the Town of Highland. The amount of the shared premium shall be fixed by ordinance as may be passed from time to time. All employees and elected officers may elect to include dependents under their group coverage.

(B) All full-time employees and the Clerk-Treasurer who elect to participate in the group health insurance shall pay the identified share of the group premium based upon the type of enrolled coverage selected by the employee or the clerk-treasurer for the duration of such coverage. These identified shares only apply to those employees newly hired by the municipality who have not yet had an opportunity to participate in a town-sponsored wellness plan. The identified share of the group premium will be calculated as a percentage share of the annual gross base wage or salary of the covered employee, excluding longevity or overtime and then fixed as a flat amount to be paid bi-weekly, according to the following schedule:

Employee Share of Health Insurance Premium

| | |
|--|----------------|
| Employee Single Coverage | 1% of Base Pay |
| Employee With Children | 2% of Base Pay |
| Employee With Spouse | 2% of Base Pay |
| Family Coverage with Spouse and Children | 3% of Base Pay |

(C) **Participants in the Town of Highland Wellness Program.** All full-time employees and the Clerk-Treasurer who participate in the group health insurance and who have **completed the online health risk assessment (HRA), obtained a medical preventative exam with all age-appropriate testing, and have participated in one (1) Town-sponsored wellness event**, shall pay the identified share of the group premium based upon the type of enrolled coverage selected by the employee or the clerk-treasurer for the duration of such coverage, **at a reduced rate for coverage in the year 2014.** The identified share of the group premium will be calculated as a percentage share of the annual gross base wage or salary of the covered employee, excluding longevity or overtime and then fixed as a flat amount to be paid bi-weekly, according to the following schedule:

**Employee Share of Health Insurance Premium
 for Wellness Program Participants**

| | |
|--------------------------|-----------------|
| Employee Single Coverage | .5% of Base Pay |
|--------------------------|-----------------|

| | |
|--|------------------|
| Employee With Children | 1.5% of Base Pay |
| Employee With Spouse | 1.5% of Base Pay |
| Family Coverage with Spouse and Children | 2.5% of Base Pay |

(D) Non-Participants in the Town of Highland Wellness Program. All full-time employees and the Clerk-Treasurer who elect to participate in the group health insurance, but **fail to comply with the mandatory requirements of the wellness program**, shall pay the identified share of the group premium based upon the type of enrolled coverage selected by the employee or the clerk-treasurer for the duration of such coverage. **The contribution percentage will be adjusted to that of participants of the Town of Highland wellness program on the first pay after compliance is determined.** The identified share of the group premium will be calculated as a percentage share of the annual gross base wage or salary of the covered employee, excluding longevity or overtime and then fixed as a flat amount to be paid bi-weekly, according to the following schedule:

**Employee Share of Health Insurance Premium
 for Non-Participants in the Wellness Program**

| | |
|--|----------------|
| Employee Single Coverage | 2% of Base Pay |
| Employee With Children | 4% of Base Pay |
| Employee With Spouse | 4% of Base Pay |
| Family Coverage with Spouse and Children | 6% of Base Pay |

(E) That the reduced employee group health premium shall be effective and apply to all paydays occurring on or from January 1, 2014 and before January 1, 2015. The amendment to Section 6.03.04 of the Compensation and Benefits Ordinance shall be expire on January 1, 2015, after which, only subdivisions (A) and (B) shall remain in effect. For those employees who received this reduction in a previous year which but for this enactment would be expiring, they are eligible to maintain the reduction provided they participate in the wellness program described in and authorized by this enactment until such time as a successor enactment may be adopted.

(F) That any covered employee that attends Town-sponsored wellness events will be entered into a raffle each time they attend, excluding the blood screenings and age appropriate tests. Three (3) names will be drawn at or after each wellness event. The raffle winners will be awarded a nominal prize that will not exceed \$10 and will be designed to support and further awareness of the wellness initiative.

Section 11. Subject to the approving action of the Highland Park and Recreation Board, all covered employees who participate in the well program will be eligible to obtain an individual membership at the Highland Parks & Recreation Fitness Center at a modified fee to provide further incentive to participation in the IACT Medical Trust Wellness Program.

Section 12. That this enactment is to be construed as a companion enactment complimentary to any ordinance or enactment passed from time to time establishing compensation and benefits, known as the Compensation and Benefits Ordinance and commonly promulgated as the Municipal Employees Handbook;

- (A) That this enactment shall be effective to the extent that it is not in conflict with Federal or State law;
- (B) That all other ordinances, enactments and resolutions related to the subject matter of this enactment and not in conflict with its provisions, remain in full force and effect;

Section 14. That this authorization shall be construed as an elective group benefit and **not** an entitlement;

Section 15. That this enactment 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 8th day of April 2013. 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 8th Day of April 2013 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.

Brian J. Novak, President (IC 36-5-2-10)

Attest:

Katy Dowling, IAMC/CMC/CPFIM
Deputy Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

- 6. Works Board Order No. 2013-20:** An Order of the Works Board Authorizing an Agreement with BS&A Software, Inc. to Acquire Software Licensing and Implementation Services for General Ledger, Payroll, Special Assessments, Utility Billing and Associated Accounting Systems for the Governmental Offices, Departments and Associated Utilities of the Town of Highland.

Councilor Zemen moved the passage and adoption of Works Board Order No. 2013-20. Councilor Herak seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

TOWN OF HIGHLAND
Order of the Works Board No. 2013-20

AN ORDER OF THE WORKS BOARD AUTHORIZING THE CLERK-TREASURER TO EXECUTE AN AGREEMENT WITH BS&A SOFTWARE, INC. TO ACQUIRE SOFTWARE LICENSING AND IMPLEMENTATION SERVICES FOR GENERAL LEDGER, PAYROLL, SPECIAL ASSESSMENTS, UTILITY BILLING AND ASSOCIATED ACCOUNTING SYSTEMS FOR THE GOVERNMENTAL OFFICES, DEPARTMENTS AND ASSOCIATED UTILITIES OF TOWN OF HIGHLAND.

WHEREAS, THE OFFICE OF THE CLERK-TREASURER HAS DETERMINED A NEED TO ACQUIRE GENERAL LEDGER, PAYROLL, SPECIAL ASSESSMENTS, UTILITY BILLING AND ASSOCIATED ACCOUNTING SYSTEMS FOR THE GOVERNMENTAL OFFICES, DEPARTMENTS AND ASSOCIATED UTILITIES OF TOWN OF HIGHLAND TO SUCCEED A EXISTING SOFTWARE SYSTEMS, WHICH WERE ORIGINALLY ACQUIRED IN 1988 AND HAVE BECOME FUNCTIONALLY OBSOLETE;

WHEREAS, THE CLERK-TREASURER IN CONSULTATION WITH THE IT DIRECTOR (CONTACT) SEARCHED FOR SOFTWARE VENDORS DEEMED ABLE TO PROVIDE ACCORDING TO THE MUNICIPALITY'S REASONABLE REQUIREMENTS, HIGH QUALITY GENERAL LEDGER, PAYROLL, SPECIAL ASSESSMENTS, UTILITY BILLING AND ASSOCIATED ACCOUNTING SYSTEMS THAT WOULD ALSO SUPPORT THE PREPARATION OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT, PROVIDE GREATER FLEXIBILITY, AND SUPPORT CERTAIN TRANSPARENCY OBJECTIVES RELATED TO FINANCIAL, BUDGETARY AND CONTRACT INFORMATION, ACCORDING TO THE MUNICIPALITY'S REASONABLE REQUIREMENTS;

WHEREAS, QUALIFIED AND DESIRABLE VENDORS WERE DISTILLED TO TWO, THOSE BEING *NEW WORLD SYSTEMS* AND *BS&A SOFTWARE*, AS VENDORS IDENTIFIED FROM THE SEARCH, KNOWN TO PROVIDE ACCORDING TO THE MUNICIPALITY'S REASONABLE REQUIREMENTS HIGH QUALITY GENERAL LEDGER, PAYROLL, SPECIAL ASSESSMENTS, UTILITY BILLING AND ASSOCIATED ACCOUNTING SYSTEMS THAT WOULD ALSO SUPPORT THE PREPARATION OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT, PROVIDE GREATER FLEXIBILITY, AND SUPPORT CERTAIN TRANSPARENCY OBJECTIVES RELATED TO FINANCIAL, BUDGETARY AND CONTRACT INFORMATION;

WHEREAS, FOLLOWING FURTHER DUE DILIGENCE, THE CLERK-TREASURER RECOMMENDS, *BS&A SOFTWARE*, AS HAVING ACQUITTED ITSELF AS THE SOLE VENDOR BEST ABLE AND MOST LIKELY TO PROVIDE ACCORDING TO THE MUNICIPALITY'S REASONABLE REQUIREMENTS, HIGH QUALITY GENERAL LEDGER, PAYROLL, SPECIAL ASSESSMENTS, UTILITY BILLING AND ASSOCIATED ACCOUNTING SYSTEMS THAT WOULD ALSO SUPPORT THE PREPARATION OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT, PROVIDE GREATER FLEXIBILITY, AND SUPPORT CERTAIN TRANSPARENCY OBJECTIVES RELATED TO FINANCIAL, BUDGETARY AND CONTRACT INFORMATION;

WHEREAS, Section 3.05.030 (A) of the Highland Municipal Code provides that the Town Council as the Works Board of the municipality, shall serve as the purchasing agency for the municipality and its executive departments;

WHEREAS, Section 3.05.030 (B) of the Highland Municipal Code further provides that the Town Council as the Works Board of the municipality, may act *in the stead of the board of directors of the waterworks and the board of*

sanitary commissioners when any purchase involves materials or supplies that will be purchased at a shared cost or will be jointly used by the civil government and the utilities; and

WHEREAS, Section 3.05.050(9) of the Highland Municipal Code still further provides that the Clerk-Treasurer or his/her designee is the purchasing agent for the Office of the Clerk-Treasurer and all executive departments of the municipality;

WHEREAS, The acquisition price exceeds \$10,000.00 and, pursuant to Section 3.05.040 (C) of the Highland Municipal Code requires the express approval of the purchasing agency; and

WHEREAS, The Town Council, acting as the Works Board for the Town of Highland now desires to approve and authorize the proposal presented by BS&A Software and to further authorize the Clerk-Treasurer to complete the purchase pursuant to the terms stated herein.

NOW, THEREFORE, BE IT HEREBY ORDERED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA ACTING AS THE WORKS BOARD OF THE MUNICIPALITY AS FOLLOWS:

Section 1. That the proposal from BS&A Software, as finally presented on March 20, 2013, to provide *according to the municipality's reasonable requirements*, high quality general ledger, payroll, special assessments, utility billing and associated accounting systems that would also support the preparation of the Comprehensive Annual Financial Report, provide greater flexibility, and support certain transparency objectives related to financial, budgetary and contract information, which includes services associated with implementation and services associated with the licensing and acquisition of software, presented as discrete modules, is hereby approved in all respects;

Section 2. That the Town Council as the works board, hereby finds and determines that the vendor constitutes a single source that meets the municipality's reasonable requirements for software and data processing, and thereby eligible for special purchasing methods, pursuant to Section 3.05.060 (I)(8) of the Highland Municipal Code and I.C. 5-22-10;

Section 3. That the following fees and services as set forth in the agreement with BS&A Software, as finally proposed on March 20, 2013, which is attached and incorporated herein by reference are hereby found and determined to be reasonable and fair, are approved as follows:

- (A) For services associated with implementation, fees which shall not exceed in the aggregate one hundred forty-one thousand, three hundred eighty-five dollars (\$141,385);
- (B) For acquisition and licensing associated with software, fees shall not exceed in the aggregate one hundred eighty-six thousand, three hundred forty-five dollars (\$186,345);

Section 4. That the annual service (maintenance) fees, escalator and terms as set forth in the agreement with BS&A Software, as finally proposed on March 20, 2013, which is attached and incorporated herein by reference are hereby found and determined to be reasonable and fair, and are approved;

Section 5. For all fees herein described, fifty-six percent (56%) shall be apportioned and charged to a governmental fund source, nineteen percent (19%) shall be apportioned and charged to the water utility, and twenty-five percent (25%) shall be apportioned to the sanitary district utilities;

Section 6. That the Clerk-Treasurer is hereby authorized to acquire optional cash receipting and other hardware subject to the provisions of Chapter 3.05 of the Highland Municipal Code;

Section 7. That pursuant to Section 3.05.030 (B) of the Highland Municipal Code, the Clerk-Treasurer as purchasing agent shall communicate this action to the Board of Waterworks Directors and the Board of Sanitary Commissioners for its concurrence and ratification as affected agencies; and

Section 8. That the Clerk-Treasurer as purchasing agent is authorized to execute such documents, cause such publications, and schedule such hearings as may be necessary or desirable to carry out the purposes of this order.

BE IT SO ORDERED

DULY, PASSED, ADOPTED, AND ORDERED by the Town Council of the Town of Highland, Lake County, Indiana this 8th day of April 2013 having passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of

Brian J. Novak, President (IC 36-5-2-10)

Attest:

Katy Dowling, IAMC/CMC/ CPFIM
 Deputy Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

7. Action to acknowledge the filing of the encumbrance report for 2012 into 2013 and to authorize the reports contents to be included in the minutes of the meeting.

Councilor Zemen made a motion to acknowledge the filing of the encumbrance report for 2012 into 2013 and authorized the reports contents to be included in the minutes of the meeting. Councilor Herak seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed.

| Encumbrance Report | |
|--|--------------------|
| Purchase Orders From 2012 into 2013 | |
| Corporation General Fund: | |
| (departmentalized) | |
| <i>Office of the Town Council</i> | |
| Personnel Services | \$ - |
| Supplies | \$ - |
| Other Services & Charges | \$ 9,151.00 |
| Capital Outlays | \$ - |
| Department Total: | \$ 9,151.00 |
| <i>Volunteers in Policing</i> | |
| Personnel Services | \$ - |
| Supplies | \$ 200.00 |
| Other Services & Charges | \$ - |
| Capital Outlays | \$ - |
| Department Total: | \$ 200.00 |
| <i>Office of the Clerk-Treasurer</i> | |
| Personnel Services | \$ 2,218.37 |
| Supplies | \$ 693.53 |
| Other Services & Charges | \$ 275.00 |
| Capital Outlays | \$ - |
| Department Total: | \$ 3,186.90 |
| <i>Building Inspection Department</i> | |
| Personnel Services | \$ 6,210.93 |
| Supplies | \$ 473.16 |
| Other Services & Charges | \$ 364.00 |
| Capital Outlays | \$ - |
| Department Total: | \$ 7,048.09 |

Plan Commission Dept.

| | | |
|--------------------------|-----------|--------------|
| Personnel Services | \$ | - |
| Supplies | \$ | - |
| Other Services & Charges | \$ | 10.11 |
| Capital Outlays | \$ | - |
| Department Total: | \$ | 10.11 |

Fire Department

| | | |
|--------------------------|-----------|------------------|
| Personnel Services | \$ | 27,678.93 |
| Supplies | \$ | 11,965.65 |
| Other Services & Charges | \$ | 6,207.19 |
| Capital Outlays | \$ | 9,903.67 |
| Department Total: | \$ | 55,755.44 |

Metropolitan Police Department

| | | |
|--------------------------|-----------|-------------------|
| Personnel Services | \$ | 76,472.06 |
| Supplies | \$ | 33,265.16 |
| Other Services & Charges | \$ | 740.24 |
| Capital Outlays | \$ | - |
| Department Total: | \$ | 110,477.46 |

Services & Works Board Dept.

| | | |
|--------------------------|-----------|------------------|
| Personnel Services | \$ | - |
| Supplies | \$ | - |
| Other Services & Charges | \$ | 40,341.82 |
| Capital Outlays | \$ | - |
| Department Total: | \$ | 40,341.82 |

Town Hall and Monuments Dept.

| | | |
|--------------------------|-----------|---------------|
| Personnel Services | \$ | 498.63 |
| Supplies | \$ | - |
| Other Services & Charges | \$ | - |
| Capital Outlays | \$ | - |
| Department Total: | \$ | 498.63 |

Fund Total: \$ 226,669.45

Redevelopment General Fund:

| | | |
|--------------------------|-----------|-----------------|
| Personnel Services | \$ | 444.64 |
| Supplies | \$ | 468.49 |
| Other Services & Charges | \$ | 8,534.58 |
| Capital Outlays | \$ | - |
| Fund Total: | \$ | 9,447.71 |

Rainy Day Fund

| | | |
|--------------------------|----|----------|
| Personnel Services | \$ | - |
| Supplies | \$ | - |
| Other Services & Charges | \$ | 4,000.00 |
| Capital Outlays | \$ | - |

Fund Total: \$ 4,000.00

Parks and Recreation Fund:

| | | |
|--------------------------|-----------|-------------------------|
| Personnel Services | \$ | 17,867.95 |
| Supplies | \$ | 3,640.93 |
| Other Services & Charges | \$ | 8,153.11 |
| Capital Outlays | \$ | - |
| Fund Total: | \$ | <u>29,661.99</u> |

Park Capital Non-Reverting Fund

| | | |
|--------------------|-----------|--------------------------|
| Capital Outlays | \$ | 237,339.65 |
| Fund Total: | \$ | <u>237,339.65</u> |

Forefeited and Seized Assets Fund

| | | |
|--------------------------|-----------|-----------------|
| Personnel Services | \$ | - |
| Supplies | \$ | - |
| Other Services & Charges | \$ | - |
| Capital Outlays | \$ | - |
| Fund Total: | \$ | <u>-</u> |

Motor Vehicle Highway Fund

| | | |
|--------------------------|-----------|-------------------------|
| Personnel Services | \$ | 12,972.00 |
| Supplies | \$ | 1,954.94 |
| Other Services & Charges | \$ | 2,235.70 |
| Capital Outlays | \$ | - |
| Fund Total: | \$ | <u>17,162.64</u> |

Law Enf. Ed.,Trng., & Supply Fund

| | | |
|--------------------------|-----------|------------------------|
| Personnel Services | \$ | - |
| Supplies | \$ | 1,284 |
| Other Services & Charges | \$ | - |
| Capital Outlays | \$ | - |
| Fund Total: | \$ | <u>1,283.93</u> |

Innkeeper Tax Fund

| | | |
|--------------------------|-----------|------------------------|
| Supplies | \$ | - |
| Other Services & Charges | \$ | 4,508.00 |
| Capital Outlays | \$ | - |
| Fund Total: | \$ | <u>4,508.00</u> |

Information & Comm Tech

| | | |
|--------------------------|-----------|------------------------|
| Personnel Services | \$ | - |
| Supplies | \$ | - |
| Other Services & Charges | \$ | 3,538.00 |
| Capital Outlays | \$ | - |
| Fund Total: | \$ | <u>3,538.00</u> |

Solid Waste District Grant Fund

| | | |
|--------------------------|-----------|-------------------|
| Personnel Services | | |
| Supplies | \$ | - |
| Other Services & Charges | \$ | 119,261.61 |
| Capital Outlays | \$ | - |
| Fund Total: | \$ | 119,261.61 |

Gaming Revenue Sharing Fund

| | | |
|--------------------------|-----------|------------------|
| Supplies | \$ | - |
| Other Services & Charges | \$ | - |
| Capital Outlays | \$ | 15,492.96 |
| Fund Total: | \$ | 15,492.96 |

Municipal Cumulative Cap Dev

| | | |
|--------------------------|-----------|-----------------|
| Supplies | \$ | - |
| Other Services & Charges | \$ | 1,211.00 |
| Capital Outlays | \$ | 5,185.00 |
| Fund Total: | \$ | 6,396.00 |

Total of All Civil Funds: \$ 674,762

Enterprise or Utility Funds

Sanitary District Special Operating Fund

Administration Department

| | | |
|--------------------------|-----------|-----------------|
| Personnel Services | \$ | 1,842.65 |
| Supplies | \$ | - |
| Other Services & Charges | \$ | 6,028.52 |
| Capital Outlays | \$ | - |
| Department Total: | \$ | 7,871.17 |

Sanitation Department

| | | |
|--------------------------|-----------|------------------|
| Personnel Services | \$ | 6,584.63 |
| Supplies | \$ | 175.18 |
| Other Services & Charges | \$ | - |
| Capital Outlays | \$ | - |
| Department Total: | \$ | 6,759.81 |
| Fund Total: | \$ | 14,630.98 |

Sanitary District Capital Fund

| | | |
|--------------------------|-----------|-------------------|
| Personnel Services | \$ | - |
| Supplies | \$ | - |
| Other Services & Charges | \$ | - |
| Capital Outlays | \$ | 108,732.08 |
| Fund Total: | \$ | 108,732.08 |

Sewage Works Operating Fund

| | | |
|--------------------------|----|------------|
| Personnel Services | \$ | 268,417.60 |
| Supplies | \$ | - |
| Other Services & Charges | \$ | 5,775.00 |

| | | |
|--------------------|-----------|-------------------|
| Capital Outlays | \$ | - |
| Fund Total: | \$ | 274,192.60 |

Sewage Works Improvement Fund

| | | |
|--------------------------|-----------|------------------|
| Supplies | \$ | - |
| Other Services & Charges | \$ | - |
| Capital Outlays | \$ | 81,047.97 |
| Fund Total: | \$ | 81,047.97 |

Water Works Operating Fund

| | | |
|--------------------------|-----------|------------------|
| Personnel Services | \$ | 28,327.51 |
| Supplies | \$ | 2,350.00 |
| Other Services & Charges | \$ | - |
| Capital Outlays | \$ | - |
| Fund Total: | \$ | 30,677.51 |

Water Works Improvement Fund

| | | |
|--------------------------|-----------|-----------------|
| Supplies | | |
| Other Services & Charges | \$ | 9,815.18 |
| Capital Outlays | \$ | - |
| Fund Total: | \$ | 9,815.18 |

Water Works Capital Fund

| | | |
|--------------------------|-----------|-----------------|
| Supplies | | |
| Other Services & Charges | \$ | - |
| Capital Outlays | \$ | 2,032.46 |
| Fund Total: | \$ | 2,032.46 |

| | | |
|---|-----------|---------------------|
| Total of All Enterprise Utility Funds: | \$ | 521,128.78 |
| Total of ALL FUNDS | \$ | 1,195,890.72 |

Comments from the Town Council Members

(For the Good of the Order)

- **Councilor Bernie Zemen:** *Chamber of Commerce Liaison • Liaison to the Board of Waterworks Directors.*

Councilor Zemen noted that he had recently completed a grant writing seminar and that hopes he will be able to assist the Town is obtaining grants.

- **Councilor Mark Herak:** *Park and Recreation Board Liaison • Budget and Finance Chair • Liaison to the Board of Sanitary Commissioners • Liaison to the Community Events Commission • Liaison to the Park and Recreation Board.*

Councilor Herak recognized the Parks and Recreation Superintendent who thanked the Public Works Director for getting a recyclable bin at the Public Works Facility. Councilor Herak recognized the Public Works Director who briefed the Town Council on the final EPA report that was recently submitted.

Councilor Herak inquired with the Public Works Director as to the timing of the pedestrian signal by the Post Office on Kennedy Avenue. Councilor Herak also asked that asphalt dumping by the railroad tracks be investigated. Councilor Herak thanked the Public Works Director for the paving listing and also indicated that some of the bulbs on the retro "Welcome to Highland" sign are in need of replacement.

Councilor Herak opined that the sidewalk replacement program is in need of "teeth" so that the town can compel residents with sidewalk in disrepair to remediate it.

- **Councilor Dan Vassar:** • *Redevelopment Commission Liaison.*

Councilor Vassar inquired as to the status of LED directional lights for Lincoln Center.

Councilor Vassar recognized the Redevelopment Director who offered a cursory overview of on-going redevelopment activities and the status of the new window art program.

Councilor Vassar asked about work vehicles that are currently parked by Markley Park. He indicated that these vehicles are leaking oil. Councilor Vassar inquired as to the legality of these vehicles being parked in the park. The Police Chief requested the address so that he could follow-up.

Councilor Vassar recognized Sara Hoffman who is attempting to ear the Girl Scout gold award project. The project is funded through the purchase of paver bricks at a cost of \$5.00 each.

- **Councilor Konnie Kuiper:** • *Fire Department, Liaison • Town Board of Metropolitan Police Commissioners Liaison • Chamber of Commerce Liaison.*

Councilor Kuiper recognized the vast improvement that Culver's has made to the southwest corner of the intersection of Ridge Road and Cline Avenue.

- **Council President Brian Novak:** *Advisory Board of Zoning Appeals, Liaison • Municipal Executive • Chairman of the Board of Trustees of the Police Pension Fund (1925 Law).*

Councilor Novak offered no report.

Comments from Visitors or Residents:

1. Michael Blisky, 9636 – 5th Place, Highland, asked for additional information on when the new garbage and recycling containers would be distributed. The Public Works Director reviewed the delivery and size options available.

Payment of Accounts Payable Vouchers and Approval of Payroll Dockets. There being no further comments from the public, Councilor Kuiper moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period March 20, 2013 through April 2, 2013 and approval of the payroll dockets from paydays February 8, February 22, March 8, and March 22, 2013. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion

passed. The accounts payable vouchers for vendors were allowed and the Deputy Clerk-Treasurer was authorized to make payment.

Vendors Accounts Payable Docket:

General Fund, \$165,232.82; Motor Vehicle Highway and Street (MVH) Fund, \$17,291.71; Local Road and Street (LRS) Fund, \$9,900.00; Law Enforcement Continuing Education, Training and Supply Fund, \$529.89; FSA Agency Fund, \$2,429.38; Insurance Premium Fund, \$142,324.06; Information and Communications Technology Fund, \$1,115.73; Special Events Fund, \$5,000.00; General Improvement Fund, \$118.00; Traffic Violations and Law Enforcement Agency Fund, \$6,250.00; Payroll Fund, \$1.69. Total: \$350,193.28.

Payroll Dockets:

Payroll Docket for payday of February 8, 2013 - \$186,138.08
Payroll Docket for payday of February 22, 2013 - \$246,352.61
Payroll Docket for payday of March 8, 2013 - \$175,182.71
Payroll Docket for payday of February 8, 2013 - \$264,292.46

Adjournment. Councilor Kuiper moved that the plenary meeting be adjourned. Councilor Vassar seconded. Upon a vote *viva voce*, the motion passed. The regular plenary meeting of the Town Council of Monday, April 8, 2013 was adjourned at 8:28 O'clock p.m. No study session followed the plenary meeting.

Katy Dowling, IAMC/CMC/CPFIM
Deputy Clerk-Treasurer