

**Enrolled Minutes of the Eighty-Fifth Regular or Special Meeting
For the Twenty-Seventh Highland Town Council
Regular Meeting
Monday, April 13, 2015**

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 13, 2015 at 6:45 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 Bernie Zemen, Mark Herak, Dan Vassar, Steve Wagner, and Konnie Kuiper were present. The Clerk-Treasurer, Michael W. Griffin 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 and Councilor Vassar noted the scheduled annual Police Memorial Service, to be conducted this year at Markley Park at May 9. The Town Council discussed its hope that the appointed Park Liaison would convey the Council's hope that the park is made ready aesthetically in time for the event to the Parks and Recreation Department.
3. The Town Council discussed an inquiry posed by Councilor Kuiper regarding whether some contractors would work on weekends to evade Code enforcement and building regulation. It was noted that the Building Commissioner schedules enforcement staff on the weekends.
4. The Town Council discussed the status of a code enforcement action upon alleged nuisance violations cited at a resident located at the corner of Parrish and Fifth Street.

The study session ended at 7:01 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 13, 2015 at 7:04 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, Mark A. Herak, presided and the Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Council President Mark Herak 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, Steve Wagner, and Konnie Kuiper. The Clerk-Treasurer, Michael W. Griffin 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; Kenneth Mika, Building Commissioner; William R. Timmer, Jr., CFOD, Fire Chief; and Cecile Petro, Redevelopment Director were present.

Also present: Steve Mileusnich and Susan Murovic of the Advisory Board of Zoning Appeals; Bob Johnsen, Assistant Public Works Director; Ed Dabrowski IT Director (Contract); and Randy Bowman, Assistant Inspector for Electrical; and Keith Bruxvoort of the Board of Waterworks Directors were also present.

Minutes of the Previous Meetings:

The minutes of the regular meeting of March 23, 2015 were approved by general consent.

Special Orders:

1. Public Hearing: Proposed Additional Appropriations in Excess of the 2015 Budget for the *Special Economic Development Fund*.

- (a) Attorney verification of Proofs of Publication: The TIMES 26 March 2015. The Town Attorney indicated that the proof of publication was in compliance with IC 5-3-1.
- (b) **Public Hearing.** The Town Council President called the public hearing to order. There were no comments. The hearing was closed.
- (c) Action on **Appropriation Enactment No. 2015-15:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the **Special Economic Development Fund** in the amount of \$14,500, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Zemen introduced and moved the consideration of **Enactment No. 2015-15** at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of its introduction.

Councilor Zemen moved the passage and adoption of **Enactment No. 2015-15** at the same meeting of its introduction. Councilor Wagner seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment was passed and adopted at the same meeting of its introduction.

**Town of Highland
Appropriation Enactment
Enactment No. 2015-15**

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the SPECIAL ECONOMIC DEVELOPMENT 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 **Special Economic Development 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 **Special Economic Development Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

SPECIAL ECONOMIC DEVELOPMENT FUND

Acct. No. 4XX.XX Gateway Sign (North US 41):	\$ 14,500.00
<i>Total Series:</i>	\$ 14,500.00
Fund Total:	\$ 14,500.00

Section 2. 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 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 13th Day of April 2015. Consideration on the 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 13th Day of April 2015, 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

/s/Mark A. Herak, President (IC 36-5-2-10)

ATTEST:

/s/Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

2. **Public Hearing:** Proposed Additional Appropriations in Excess of the 2015 Budget for the **Redevelopment General Fund** in the amount of \$24,471.
 - (a) Attorney verification of Proofs of Publication: The TIMES 26 March 2015. The Town Attorney indicated that the proof of publication was in compliance with IC 5-3-1.
 - (b) **Public Hearing.** The Town Council President called the public hearing to order. There were no comments. The hearing was closed.
 - (c) Action on **Appropriation Enactment No. 2015-16:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the **Redevelopment General Fund** in the amount of \$24,471, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Wagner introduced and moved the consideration of **Enactment No. 2015-16** at the same meeting of its introduction. Councilor Vassar seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of its introduction.

Councilor Wagner moved the passage and adoption of **Enactment No. 2015-16** at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment was passed and adopted at the same meeting of its introduction.

Town of Highland
APPROPRIATION ENACTMENT
Enactment No. 2015-16

An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Redevelopment General Fund, all pursuant to I.C. 6-1.1-18, I.C. 36-5-3-5, et seq.

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 **Redevelopment General Fund;**

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levy 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 **Redevelopment General Fund** and for the purposes herein specified, subject to the laws governing the same:

REDEVELOPMENT GENERAL FUND

Increase

Acct. No. 1XX.XX Clerical (part-time) Wages:	\$ 15,300.00
Acct. No. 1XX.XX Clerical FICA:	\$ 1,171.00
<i>Total Series:</i>	\$ 16,471.00

Increase

Acct. No. 3XX.XX Acquired Properties Utilities:	\$ 9,000.00
<i>Total Series:</i>	\$ 9,000.00

Fund Total: \$ 25,471.00

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 moneys be made available for expenditure **subject to an order** of the Commissioner, pursuant to IC 6-1.1-18.

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 13th Day of April 2015. Consideration on the 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, ENACTED AND ADOPTED this 13th Day of April 2015, 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**

Mark A. Herak, President (IC 36-5-2-10)

ATTEST:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

3. **Public Hearing:** Public Comments for Proposed Uses of Community Development Block Grant Allocation for Fiscal Year 2015, approximately set for \$102,130.00.

(a) Verification of the Proofs of Publication. TIMES: 23 March 2014. The Town Attorney indicated that the proof of publication was in compliance with IC 5-3-1.

(b) **Public Hearing and Comment.** The Town Council President asked the Clerk-Treasurer to read the following into the record:

Each spring, the Lake County Community Economic Development Department applies to the U.S. Department of Housing and Urban Development (HUD) for new funding through the Community Development Block Grant program (CDBG).

One of the application requirements is to hold public hearings in the communities where CDBG funding is allocated in order to obtain input from the local citizens on the proposed use(s) of the new funding. For FY 2015-16, the Town of Highland CDBG allocation is \$102,130.00.

The most common use of CDBG funds is for infrastructure, including street reconstruction, sanitary sewers, water line extensions, storm drainage improvements, sidewalks, and projects to remove architectural barriers (handicapped access), such as curb cuts and wheelchair ramps. CDBG funds

may also be used to eliminate slums and blight through demolition of unsafe buildings or other clearance activities.

CDBG funded infrastructure projects may only be done in areas where the neighborhood is at least 51% low/moderate income according to HUD guidelines. In most cases, an income survey must be done to qualify the area for funding eligibility. The income information taken by the survey is strictly confidential, and is used solely for the purpose of determining the area's eligibility for CDBG funding.

Handicapped access projects and demolition may be done anywhere in a community, without the need for area income determinations.

The public hearing is just the start of the application process for Lake County. There are a series of legal advertisements and comment periods that take place during the summer, prior to final grant approval from HUD in late August. New CDBG funding is released to the County and its entitlement communities on or around September 1st, and needs to be expended by June 30th of the following year.

Finally Project Applications, and supporting documentation, need to be submitted no later than May 8th, 2015 for review by Lake County. The floor is open for comments.

The Town Council President called the hearing to order. There were no comments. The hearing was closed.

(c) Resolution No. 2015-17: A Resolution Authorizing and Directing the Town Council President of the Town of Highland to Submit a project Proposal for Urban County Community Development Block Grant Fund for Federal Fiscal Year 2015.

Councilor Wagner moved the passage and adoption of Resolution No. 2015-17. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negative. The motion passed. The resolution was adopted.

TOWN of HIGHLAND
TOWN COUNCIL RESOLUTION NO. 2015-17

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 2015

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 23rd Day of April 2015. Having passed by a vote of 5 in favor and 0 opposed.

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

/s/ Mark A. Herak, President

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer

Section 3 Understanding

The U.S. Department of Housing and Urban Development (HUD) issued regulations that provide the directive to creative job opportunities for low-income persons when HUD funds are expended on a construction project. These regulations are known as Section 3 policy. The purpose of the Section 3 policy is to ensure that the employment and other economic opportunities generated by Federal financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low and very low-income persons.

Section 3 covered projects are construction, reconstruction, conversion, or rehabilitation of housing, including reduction and abatement of lead based paint hazards, or other public construction which includes building and improvements assisted with HUD housing and community development assistance. Section 3 covered contracts do not include contracts for purchase of supplies and materials. However, whenever a contract for materials includes the installation of the materials, the contract constitutes a Section 3 covered event.

Fund recipients and contractors must show compliance with the numerical goals set forth by the regulations. The numerical goals for new hires apply only to the number of new hires generated because of the financial assistance for the HUD programs. The numerical goals are not absolute numerical requirements. They are goals that each recipient and contractor should try to reach. The goals, if not met, do not trigger sanctions against the recipient or contractor. However, if challenged on the issue of compliance with Section 3, the recipient or contractor should be ready to demonstrate that they tried to reach these goals. The goals are as follows:

30% of all covered new hires for the year FY 2015-2016

In addition, recipients and contractors are required to show compliance with the goal that at least 10% of any building trade activity, which is subcontracted, and 3% of non-building trade activity (construction management, etc.) is awarded to eligible Section 3 business concerns.

Further information regarding these requirements may be found in the Federal Regulations at 24 CFR 135 and the Lake County Section 3 Plan.

I certify that I have read the information above and understand the Section 3. requirements and numerical goals.

Name: _____
Mark A. Herak

Date: 13 April 2015

Title: Town Council President

**AFFIRMATIVE ACTION PROGRAM
IMPLEMENTING SECTION 3 OF THE
HOUSING AND URBAN DEVELOPMENT ACT OF 1968**

SPECIFIC AFFIRMATIVE ACTION STEPS

TOWN OF HIGHLAND agrees to implement the following specific affirmative action steps directed at increasing the utilization of lower income residents and project area businesses.

- A. To ascertain from the HUD Area Office Director the exact boundaries of the Section 3 covered project area and where advantageous, seek the assistance of the local officials of the department in preparing and implementing the affirmative action plan.
- B. To attempt to recruit from the appropriate areas the necessary number of lower income residents through: local advertising media, signs placed at the proposed site for the project, and community organizations and public or private institutions operating within or serving the project area such as Service Employment and Redevelopment (SER), Opportunities Industrialization Center (OIC), Urban League, Concentrated Employment Program, Hometown Plan or the U.S. Employment Service.
- C. To maintain a list of all lower income area residents who have applied either on their own or on referral from any source and to employ such persons, if otherwise eligible and if a vacancy exists.
- D. To insert this affirmative action plan in all bid documents, and to require all bidders to submit a Section 3 affirmative action plan including utilization goals and the specific steps planned to accomplish the goals.
- E. To insure that contracts which are typically let on a negotiated rather than a bid basis in areas other than Section 3 covered project area, are also let on a negotiated basis, wherever feasible when let in a Section 3 covered project area.
- F. To formally contact unions, subcontractors and trade associations, to secure their cooperation for this program.
- G. To insure that all appropriate project are business concerns are notified of pending contractual opportunities.
- H. To maintain records including copies of correspondence, memoranda, etc., which document that all of the above affirmative action steps have been taken.
- I. To appoint or recruit an executive official of the company or agency as Equal Opportunity Officer to coordinate the implementation of this Section 3 affirmative action plan.

Mark A. Herak
Town Council President

4. **Executive Proclamation:** A Proclamation in Recognition of May 12, 2015 as Fibromyalgia Awareness Day in the Town of Highland. The Clerk-Treasurer read the proclamation aloud. The Town Council President indicated that he would execute the proclamation with his signature.

**TOWN OF HIGHLAND
PROCLAMATION OF the TOWN EXECUTIVE**

A PROCLAMATION IN RECOGNITION OF MAY 12, 2015 AS FIBROMYALGIA AWARENESS DAY

WHEREAS, An estimated 10 million people in the United States and millions of people worldwide have been diagnosed with fibromyalgia, a disease for which there is no known cause or cure;

WHEREAS, It often takes an average of five years to receive a diagnosis of fibromyalgia, and medical professionals frequently are inadequately educated on the diagnosis and treatment of fibromyalgia;

WHEREAS, Fibromyalgia is a chronic pain disorder—becoming an increasingly common diagnosis and taking a toll emotionally, financially and socially on patients, their family, friends, co-workers and community;

WHEREAS Fibromyalgia is life-altering, preventing patients from contributing to society at the level they once did because of a myriad of symptoms that can come and go unpredictably and vary in severity;

WHEREAS, People with fibromyalgia are never completely symptom-free; they are always in pain; this pain impacts every area of their life and others must step up to fill in the voids left when all the patients' efforts are focused on just getting through the day, showing just how much fibromyalgia truly hurts everyone;

WHEREAS, The chronically ill place a larger burden on the health care and insurance industries and businesses that must cover the costly expenses associated with their treatment, medications and sometimes hospitalizations;

WHEREAS, Increased awareness and expanded knowledge of the realities of life with fibromyalgia will allow the community at large to better support patients and their family, friends, co-workers and employers who struggle with the challenges of this chronic pain disorder; and

WHEREAS, Fibromites Unite, the National Fibromyalgia & Chronic Pain Association, the Fibromyalgia Network, and other groups around our country have joined to promote fibromyalgia awareness and support - including improved education, diagnosis, research, and treatment,

Now, Therefore, I, Mark A. Herak, by virtue of the authority vested in me as President of the Town Council of the Town of Highland, Lake County, Indiana, now hereby proclaim May 12, 2015, as **Fibromyalgia Awareness Day** in the Town of Highland;

Be it Further Proclaimed, That the citizens of Highland are hereby encouraged to support the search for a cure and assist those individuals and families who deal with this devastating disorder on a daily basis.

In Witness Whereof, I have hereunto set my hand and caused the Corporate Seal to be affixed at the Highland Municipal Building this 13th day of April in the year 2015.

TOWN of HIGHLAND, INDIANA
BY ITS TOWN COUNCIL PRESIDENT

/s/Mark A. Herak

Attest:

/s/Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
 Clerk-Treasurer

Staff Reports: The following staff reports were received and filed.

• **Building & Inspection Report for March 2015**

Permit Type	Numb	Residential	Commercial	Est. Cost	Fees
Commercial Buildings:	3	0	3	\$2,385,000.00	\$27,221.00
Commercial Additions or Remodeling:	13	0	13	\$3,035,434.00	\$35,789.50
Signs:	3	0	3	\$27,513.00	\$1,086.00
Single Family:	0	0	0	\$0.00	\$0.00
Duplex/Condo:	0	0	0	\$0.00	\$0.00
Residential Additions:	0	0	0	\$0.00	\$0.00
Residential Remodeling:	57	57	0	\$316,842.00	\$6,028.75
Garages:	1	1	0	\$16,227.00	\$382.50
Sheds:	3	3	0	\$3,050.00	\$327.00
Decks & Porches:	3	3	0	\$11,035.00	\$609.00
Fences	6	6	0	\$18,175.00	\$592.00
Swimming Pools	0	0	0	\$0.00	\$0.00
Drain Tile/ Waterproofing	3	3	0	\$12,243.00	\$340.00
Miscellaneous	2	2	0	\$24,000.00	\$128.00
TOTAL:	94	75	19	\$5,849,519.00	\$72,503.75
Electrical Permits	24	15	9		\$2,480.50
Mechanical Permits	14	5	9		\$114.50
Plumbing Permits	17	5	12		\$2,463.00
Water Meters	5	3	2		\$1,990.00
Water Taps	1	0	1		\$330.00
Sewer/Storm Taps	3	0	3		\$1,500.00
TOTAL Plumbing:	26	8	18		\$6,283.00

March Code Enforcement:

Investigations: 122
 Citations: 08

March Inspections:

Building: 26 Electrical: 26 Plumbing: 20 HVAC 11
 Electrical Exam: 1

• Fire Department Report for March 2015

	Month	1st half of year
General Alarms	9	21
Still Alarms	4	17
Paid still alarms	6	15
Total:	19	

• Workplace Safety Report for March 2015

There was no incidents to report for March. The following incident summary was filed:

Department	Injuries this Month	Year to Date 2015	Total in 2014	Restricted Days 2015	Lost Workdays This Year (2015)	Restricted Days Last Year (2014)	Lost Workdays Last Year (2014)
Parks	0	0	1	0	0	0	0
Fire	0	0	0	0	0	0	0
Police	0	0	2	0	0	0	1
Street	0	2	2	0	0	0	0
Water & Sewer	0	0	7	0	0	170	56
Maint.	0	0	3	0	0	35	47
Other	0	0	1	0	0	0	0
TOTALS	0	2	16	0	0	205	104

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.

Unfinished Business and General Orders:

- 1. Works Board Order No. 2015-07:** An Order Authorizing, and Approving the Payment of Elective Honoraria or Stipends to the Several Bands and other Special Groups in Recognition of and in Goodwill for their Appearance and Public Performance in the Annual Highland Independence Day Twilight Parade.

Councilor Kuiper moved the passage and adoption of Works Board Order No. 2015-07. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

THE TOWN of HIGHLAND
 WORKS BOARD ORDER NO. 2015-07

AN ORDER AUTHORIZING, AND APPROVING THE PAYMENT OF ELECTIVE HONORARIA OR STIPENDS to the SEVERAL BANDS AND OTHER SPECIAL GROUPS in Recognition of and in Goodwill for their APPEARANCE AND PUBLIC PERFORMANCE IN THE ANNUAL HIGHLAND INDEPENDENCE DAY TWILIGHT PARADE.

Whereas, The Town Council for the Town of Highland is the Legislative and Fiscal Body of the Municipality as well as the works board pursuant to IC 36-1-2 et seq.,

Whereas, The Highland Community Events Commission, did organize and marshal the annual Independence Day Parade; and

Whereas, The Highland Community Events Commission did invite several high school marching bands as well as other special groups to participate in the parade;

Whereas, The Highland Community Events Commission has informed the Town Council that it has been customary for the payment of an honorarium or stipend to some of the participating marching bands as well as other special groups, having acted at its meeting of January 8, 2015;

Whereas, The Highland Community Events Commission has further recommended, requested and identified appropriations in the Special Events Non Reverting Fund be authorized to support the payment of these honoraria and stipends;

Whereas, The Town Council has been reliably advised that the bands as well as other special groups perform as volunteers without remuneration, but do expend time, labor and creative process to support the Town of Highland's public parade and patriotic demonstration; and,

Whereas, Under its authority of IC 36-1-3, The Town passed and adopted Section 2.35.030 of the Highland Municipal Code which provides in pertinent part that the Town Council is authorized to budget and appropriate funds from the general fund of the town to pay the expenses incurred in promoting the best interests of the town and that such expenses may include, but not necessarily be limited to those incurred in developing relations with other units of government or any other expenses of civic or governmental nature deemed by the Town Council to be in the interests of the Town; and

Whereas, The Town Council has reviewed the matter, and now desires to make findings and determinations related to these recommendations and requests and to favor the recommendation and request of the Community Events Commission;

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

Section 1. That the following bands and special groups which participated in the most recent **Independence Day Twilight Parade**, be paid an elective honorarium, in appreciation and recognition of their participation, as follows:

(A)	Hobart Shrine Club 2130 Capitol Street, Portage, IN 46368	\$150.00
(B)	Ladies Oriental Shrine No. 9 9524 Saric Drive Highland, IN 46322	\$150.00
(C)	Highland High School Band 9145 Kennedy Avenue, Highland, IN 46322	\$200.00
(D)	Morton High School Band 9615 Grand Avenue, Hammond, IN 46320	\$ 150.00
(E)	Bishop Noll Institute Band 1519 Hoffman Street, Hammond, IN 46327;	\$ 150.00

Section 2. That the Town Council hereby finds and determines that the forgoing activities and items of expense are lawful and proper expenses incurred in promoting the best interests of the Town as set forth in Section §33.03 of the Highland Municipal Code which reads as follows:

Section 2.35.030 AUTHORITY OF TOWN COUNCIL TO REIMBURSE TOWN OFFICIALS FOR CERTAIN EXPENSES.

The Town Council is hereby authorized to budget and appropriate funds from the general fund of the town to pay the expenses of, and to reimburse, town officials for expenses incurred in promoting the best interests of the town. Such expenses may include, but not necessarily be limited to meals, decorations, memorabilia, awards, expenses incurred in interviewing job applicants, expenses incurred in promoting industrial, commercial, and residential development, expenses incurred in developing relations with other units of government, and any other expenses of civic or governmental nature deemed by the Town Council to be in the interests of the town.

Section 3. That the Town Council further finds and determines that the activities and expenses as described herein, while not paid from the Corporation General Fund, are uses and expenditures consistent with

the purposes of the **Special Events Non Reverting Fund**, when proper appropriations are accordingly approved;

Section 4. That the Clerk-Treasurer is hereby authorized and instructed to prepare sufficient accounts payable vouchers against the appropriate fund and account for the benefit of each of the several bands as well as special groups which participated in the most recent **Independence Day Twilight Parade**, as may be identified by the Community Events Commission, depicting the expense as an Honorarium or Stipend, in the amount herein fixed, and to take such other measures to carry-out the purposes and objects of this order.

Section 5. That any actions taken by public officers in advance and in anticipation of the passage and adoption of this order, are hereby ratified, all pursuant to IC 36-1-4-16.

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 13th day of April 2015 having passed by a vote of 5 in favor and 0 opposed.

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

/s/Mark A. Herak, President (IC 36-5-2-10)

Attest:

/s/Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-16-4-1;IC 36-5-6-5)

- 2. Works Board Order No. 2015-08:** An Order Approving and Authorizing An agreement between The Arsh Group, Inc., and the Town of Highland to perform Professional Planning Consulting Services in the amount of \$42,045.

Councilor Kuiper moved the passage and adoption of Works Board Order No. 2015-08. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**TOWN OF HIGHLAND
BOARD OF WORKS
ORDER OF THE WORKS BOARD NO. 2015-08**

AN ORDER APPROVING AND AUTHORIZING AN AGREEMENT BETWEEN THE ARSH GROUP, INC., AND THE TOWN OF HIGHLAND TO PERFORM PROFESSIONAL PLANNING CONSULTING SERVICES IN THE AMOUNT OF \$42,045.

Whereas, The Town Council and the Plan Commission has heretofore determined that a need exists to review, update, reorganize and revise the Comprehensive Zoning Code and the Subdivision Control Code; and

Whereas, The Plan Commission solicited request for appropriate proposals for the services described and selected *The Arsh Group, Incorporated*, as the most desirable consultant to review, update, reorganize and revise the Comprehensive Zoning Code and the Subdivision Control Code;

Whereas, *The Arsh Group, Incorporated* (Consultant) has offered and presented a professional services agreement to provide and furnish professional planning consultation services in consideration for fees to be charged and billed monthly based upon a lump sum of the value of the additional services completed, in an amount estimated at Forty-one Thousand Four Hundred Forty-Five Dollars and 00/100 Cents (\$41,445) and expenses estimated at about Six Hundred Dollars and 00/100 Cents (\$600); and

Whereas, There are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

Whereas, The Town of Highland, through its Town Council now desires to approve the project and to accept and approve the agreement for services as herein described,

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

Section 1. That the Professional Planning Consultation Services Agreement, (incorporated by reference and made a part of this Order) between The Arsh Group, Incorporated and the Town of Highland to review, update, reorganize and revise the Comprehensive Zoning Code and the Subdivision Control Code, is hereby approved, adopted and ratified in each and every respect;

I, the undersigned, authorized representative, authorized officer or agent of **THE ARSH GROUP, INCORPORATED**, hereinafter called "contractor", which has a contract for services or goods with the Town of Highland, Lake County, Indiana, having given solemn affirmation, hereby depose(s) and say(s), that the contractor does not knowingly employ an unauthorized alien.

FURTHERETH AFFIANT SAYETH NOT.

Signed: _____, Affiant.
TAGHI ARSHAMI, PRINCIPAL

3. **Resolution No. 2015-18:** A Resolution Authorizing and Approving Reimbursement to the Public Building Corporation of A Mistaken Payment Made by it to a Contractor that was to instead be Paid by the Town for Construction Services Associated with the Police Station Construction Project in the amount of \$3,420.

Councilor Kuiper moved the passage and adoption of Resolution No. 2015-18. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**The Town of Highland
Town Council Resolution No. 2015-18**

A Resolution Authorizing and Approving Reimbursement to the Public Building Corporation of A Mistaken Payment Made by it to a Contractor that was to instead be Paid by the Town for Construction Services Associated with the Police Station Construction Project.

Whereas, The Town Council of the Town of Highland authorized an established the Public Building Corporation, an entity erected to facilitate and finance the Police Station Construction Project; and

Whereas, The Town Council did assign all the construction contracts to the Public Building Corporation except for that of Lazzaro Companies, Inc., and Kwiatkowski Masonry, which were retained by the Town;

Whereas, The Town Clerk-Treasurer was advised by the treasury authority of the Public Building Corporation, that after review, it was found that it had made a payment in error to the Lazzaro Companies, Incorporated, duplicating a payment already made by the Town of Highland, in the amount of \$3,420; and

Whereas, The Town Clerk-Treasurer was further advised by the treasury authority of the Public Building Corporation, that rather than stop payment on its check, it had contacted the Lazzaro Companies, Incorporated, and requested that it send back rather than deposit the check it received from the Town of Highland and pursuant to the request, the Lazzaro Companies did return the Town of Highland payment; and,

Whereas, The Public Building Corporation has made a payment that should have been made by the Town of Highland, and now the Town's payment is returned, restoring the Town of Highland, the Public Building Corporation seeks to be reimbursed for its payment effectively made on behalf of the Town of Highland; and,

Whereas, The Town Clerk-Treasurer reports that he has received the returned check, and took the steps to return the proceeds of the returned check to the proper fund of the municipality; and

Whereas, The Town Clerk-Treasurer recommends that the Town Council favor the request of the Public Building Corporation and authorize a reimbursement payment be made in the amount of \$3,420; and

Whereas, The Town Council wishes to accept the recommendation of the Town Clerk-Treasurer, favoring the request of the Public Building Corporation,

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

- Section 1.** That the Town Council hereby finds and determines:
(A) That the Public Building Corporation, made a payment in error to the Lazzaro Companies, Incorporated, duplicating a payment already made by the Town of Highland, in the amount of \$3,420;

(B) That pursuant to a request from the Public Building Corporation, Lazzaro Companies, Incorporated, did return the Town of Highland payment, warrant number 00000034656, dated March 10, 2015 drawn on the Corporation Capital Fund, in the amount of \$3,420;

(C) That the Public Building Corporation has made a payment that should have been made by the Town of Highland and the Public Building Corporation seeks to be reimbursed for its payment effectively made on behalf of the Town of Highland;

Section 2. That pursuant to the forgoing, a reimbursement to the Public Building Corporation in the amount of \$3,420 is authorized and approved;

Section 3. The Clerk-Treasurer is hereby authorized to prepare a proper claim, once allowed to then issue a warrant drawn upon the proper fund in the named amount payable to the Public Building Corporation in care of its treasury authority, Huntington National Bank .

Duly, Adopted, and Resolved by the Town Council of the Town of Highland, Lake County, Indiana this 13th day of April 2015 having passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

/s/Mark A. Herak, President (IC 36-5-2-10)

ATTEST:

/s/Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

4. Resolution No. 2015-19: A Resolution Regarding The Transfer Of The Dormant Fund Balance In The Redevelopment District Exempt Bond And Interest Fund And The Disposition Of That Fund Following Transfer

Councilor Kuiper moved the passage and adoption of Resolution No. 2015-19. Councilor Wagner seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

TOWN of HIGHLAND
RESOLUTION NO. 2015-19

A RESOLUTION REGARDING THE TRANSFER OF THE DORMANT FUND BALANCE IN THE REDEVELOPMENT DISTRICT EXEMPT BOND AND INTEREST FUND AND THE DISPOSITION OF THAT FUND FOLLOWING TRANSFER

WHEREAS, Indiana Code 36-1-8-5 provides that whenever funds of the unit are raised by a general or special tax levy and the purposes of the tax levy have been fulfilled, and an unused, unencumbered balance remains in the fund, the fiscal body of the political subdivision shall order the balance of the fund to be transferred to the general fund of the municipality, unless a statute provides that it be transferred otherwise;

WHEREAS, The Redevelopment Department has a special taxing district acting as a political subdivision, styled as the Redevelopment District of the Town of Highland;

WHEREAS, The purpose for which a special levy was raised in the Redevelopment District Exempt Bond and Interest Fund has been fulfilled, and there remains and unused, unencumbered balance in the fund in the amount of **\$5,916.80**;

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

Section 1. That the Town Council of the Town of Highland, as the fiscal body of the municipality now finds and determines the following:

(A) That the purposes for which the special tax levy in the Redevelopment District Exempt Bond and Interest Fund, a fund of the political subdivision, have been fulfilled; and

(B) That there exists an unencumbered, unused, unreserved unassigned balance in the fund in the amount of **\$5,916.80**;

Section 2. That owing to the foregoing finding and determination, the unused, unencumbered balance on deposit to the credit of the Redevelopment District Exempt Bond and Interest Fund, a fund of the political subdivision, in the amount Five thousand, nine hundred-sixteen dollars and eighty cents (\$5,916.80) be transferred to the **Redevelopment General Fund, pursuant to IC 36-1-8-5(b)(4)**;

Section 3. That the Redevelopment District Exempt Bond and Interest Fund be defeased and abolished immediately following the transfer of the dormant fund but not before an audit is performed by the Indiana State Board of Accounts for the year ended December 31, 2015;

DULY RESOLVED and ADOPTED this 13th Day of April 2015 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**

Mark A. Herak, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-16-4-1;IC 36-5-6-5;IC 36-5-2-10.2)

- Proposed Ordinance No. 1588:** An Ordinance To Amend Section 8.10.080 of the Highland Municipal Code Regarding Repair and Maintenance of Sidewalks and Driveways, All Pursuant To IC 36-1-5 Et Seq.

Councilor Vassar introduced and filed Ordinance No. 1588. There was no further action.

- Proposed Ordinance No. 1589:** An Ordinance Transferring Dormant Fund Balances Not raised by Either a General or Special Taxing Levy, and Authorizing the Funds' Defeasance and Abolition, Pursuant to IC 36-1-3 et Sequitur.

Councilor Wagner introduced and moved the consideration of **Ordinance No. 1589** at the same meeting of its introduction. Councilor Vassar seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of its introduction.

Councilor Wagner moved the passage and adoption of **Ordinance No. 1589** at the same meeting of its introduction. Councilor Vassar seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was passed and adopted at the same meeting of its introduction.

**ORDINANCE No. 1589
of the
TOWN of HIGHLAND, INDIANA**

AN ORDINANCE TRANSFERRING DORMANT FUND BALANCES NOT RAISED BY EITHER A GENERAL OR SPECIAL TAXING LEVY, AND AUTHORIZING THE FUNDS' DEFEASANCE AND ABOLITION, PURSUANT TO IC 36-1-3 ET SEQUITUR.

WHEREAS, The Town of Highland is a local unit of general government governed by a Town Council which is both the fiscal and legislative body of the Town;

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;

WHEREAS, I.C. 36-1-8-5 provides expressly for the transfer of dormant fund balances existing in funds of the municipality which raised funds through either a general or special tax levy but is silent for those funds whose balances were not raised from any general or special tax levy;

WHEREAS, The Town Council has been advised of some dormant funds of the unit without a cash balance, which funds remain on account to the municipality *but which balances when raised were not raised by any general or special tax levy on the unit;*

WHEREAS, The Town Council has been further advised of some dormant funds of the unit, which balance is currently on account to the municipality *but which was not raised by any general or special tax levy on the unit;*

WHEREAS, The Town Council has been still further advised that the purposes for which the balances were raised for the subject funds have been fulfilled, abandoned, or assumed by another fund of the unit; and

WHEREAS, The Town Council has been still further advised that since these funds were not raised by any general or special tax levy of the unit, the provisions of IC 36-1-8-5, which would ordinarily be relied upon to address these dormant balance, does not apply; and,

WHEREAS, The Town of Highland, through its Town Council now desires to dispose of the dormant fund balances, under its authority conferred by IC 36-1-3 et seq., as if these funds were governed by IC 36-1-8-5;

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

Section 1. That the Town Council hereby finds and determines the following:

(A) That there is an unused, unencumbered balance on deposit to the credit of the *Building Acquisition Project Fund*, a fund created by the Town Council to account for the proceeds of a revenue note, authorized by Ordinance No. 1401, to finance the acquisition of the residence at 3315 Ridge Road, Highland, Indiana;

(B) That the unused, unencumbered balance on deposit to the credit of the Building Acquisition Project Fund is Four thousand, nine hundred dollars (\$4,900); and,

(C) That the Sanitary District Public Safety Fund and the Sanitary District Judgment Bonds Fund have no unused or encumbered cash on deposit to their credit but the purposes for which these funds were created have been fulfilled;

(D) That the purposes for which the Building Acquisition Project Fund was established have been fulfilled;

Section 2. That owing to the foregoing findings and determinations, the unused, unencumbered balance on deposit to the credit of the Building Acquisition Project Fund in the amount Four thousand, nine hundred dollars (\$4,900) be transferred to the **Rainy Day Fund of the Corporation;**

Section 3. That the *Building Acquisition Project Fund* be hereby defeased and abolished, provided such defeasance and abolition not be executed before an external audit of the State Board of Accounts has been conducted;

Section 4. That the *Sanitary District Judgment Bond Fund* be hereby defeased and abolished, provided such defeasance and abolition not be executed before an external audit of the State Board of Accounts has been conducted;

Section 5. That provided the Clerk-Treasurer has exercised his authority to defease and abolish the fund pursuant to Section 12.15.200(B) of the municipal code, Sections 12.15.160, 12.15.170, 12.15.180, 12.15.190, and 12.15.200 are hereby repealed and the Clerk-Treasurer is authorized cause the code to be amended to reflect this repeal;

Section 6. That the clerk-treasurer as municipal fiscal officer, is hereby directed and authorized to perform such duties and keep such accounts as to fulfill the purpose of the fund and to carry-out the provisions of this ordinance;

Section 7. Whereas an emergency exists for the immediate taking effect of this Ordinance, it shall become and be in full force and effect from and after the date of its passage and adopted upon its signature by the executive in the manner prescribed by IC 36-5-2-10(a).

Introduced and Filed on the 13th day of April 2015. Consideration on First Reading Sustained a vote of 5 in Favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 13th Day of April 2015, 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.

Mark A. Herak, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-16-4-1;IC 36-5-6-5;IC 36-5-2-10.2)

7. **Release of Retainage.** Action to Accept and Approve the Recommendation of the Construction Engineer for the Release and Payment of Contract Retainage in the Amount of \$46,113.44 to Walsh & Kelly, Inc., for work associated with the 98th Street Reconstruction Project.

Councilor Zemen moved, seconded by Councilor Kuiper to accept the recommendation of the Construction Engineer and release the contract retainage as indicated. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The retainage was released.

8. **Action to approve pay for employee at higher than starting pay for the range of the position, pursuant to Section 2 (a) of Ordinance No. 1578 the Wage and Salary Ordinance, as amended.** Assistant Public Works Director wishes to hire of Daniel Jacobs to the position of part-time Laborer in Public Works Department (Agency) at a rate of pay of \$9.00 per hour. The pay for this position is in a range starting at \$7.25 and ending at \$11.64.

Councilor Kuiper moved to permit the hiring of Daniel Jacobs at the rate of \$9.00 per hour, which is higher than the starting rate. Councilor Wagner seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The Hire at the rate of \$9 per hour was approved.

9. **Action to approve appointment or employment of full-time employee, pursuant to Section §3.03 of the Compensation and Benefits Ordinance.** Assistant Public Works Director recommends the hiring of Lisa Stacy, to the full-time position of Dispatch Clerk in Public Works Department (Agency) at a rate of pay of \$15.22 per hour.

Councilor Vassar moved to approve the hiring of Lisa Stacy as Dispatch Clerk. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The full-time hiring was approved.

10. **Action to approve Letters of Commendation for exemplary public service leading to the award of a single paid day off for 3 workers in the public works department (agency), as part of the Employee of the Month Program of that Department (Agency).** Pursuant to Section 4.13 of the Compensation and Benefits Ordinance, for the day off to be effective requires the approval of the board of jurisdiction and the Town Council. In this case, as the Town Council is also works board for the municipality, its approval alone is all that is required.

Councilor Wagner moved to commendation letters naming Paul Bartok as February 2015 Employee of the Month, Keith Peterson, as March 2015 Employee of the Month and Chris Geary, as April 2015 Employee of the Month, allowing all a paid day off as indicated. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The letters of commendation were approved.

11. **Acknowledge Encumbrance Report.** Clerk-Treasurer has filed encumbrances report for from 2014 into 2015. Action to acknowledge the filing and to authorize the report's contents to be included in the minutes of the meeting.

Councilor Wagner moved to acknowledge and file the Encumbrance Report as presented by the Clerk-Treasurer. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The encumbrance report was acknowledged and approved.

Purchase Orders From 2014 into 2015

Corporation General Fund:

(departmentalized)

Office of the Town Council

Personnel Services	\$-
Supplies	\$-
Other Services & Charges	\$11,113.13
Capital Outlays	\$-
Department Total:	\$11,113.13

Advisory Board of Zoning Appeals

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

VIPS

Personnel Services	\$35
Supplies	\$-
Other Services & Charges	\$10.00
Capital Outlays	\$-
Department Total:	\$45.42

Office of the Clerk-Treasurer

Personnel Services	\$1,925.25
Supplies	\$58.71
Other Services & Charges	\$-
Capital Outlays	\$-
Department Total:	\$1,983.96

Building Inspection Department

Personnel Services	\$6,799.53
Supplies	\$1,385.27
Other Services & Charges	\$440.00
Capital Outlays	\$-
Department Total:	\$8,624.80

<i>Plan Commission Dept.</i>	
Personnel Services	\$-
Supplies	\$-
Other Services & Charges	\$3,500.00
Capital Outlays	\$-
Department Total:	<u><u>\$3,500.00</u></u>

<i>Fire Department</i>	
Personnel Services	\$26,869.68
Supplies	\$12,659.51
Other Services & Charges	\$15,794.04
Capital Outlays	\$9,612.63
Department Total:	<u><u>\$64,935.86</u></u>

<i>Metropolitan Police Department</i>	
Personnel Services	\$92,536.28
Supplies	\$104,254.70
Other Services & Charges	\$3,512.46
Capital Outlays	\$75,254.00
Department Total:	<u><u>\$275,557.44</u></u>

<i>Services & Works Board Dept.</i>	
Personnel Services	\$-
Supplies	\$-
Other Services & Charges	\$36,115.95
Capital Outlays	\$-
Department Total:	<u><u>\$36,115.95</u></u>

<i>Town Hall and Monuments Dept.</i>	
Personnel Services	\$-
Supplies	\$-
Other Services & Charges	\$214.17
Capital Outlays	\$-
Department Total:	<u><u>\$214.17</u></u>

Fund Total:	<u><u>\$402,090.73</u></u>
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Motor Vehicle Highway Fund	
Personnel Services	\$11,988.61
Supplies	\$8,737.71
Other Services & Charges	\$4,697.40
Capital Outlays	\$-
Fund Total:	<u><u>\$25,423.72</u></u>

Parks and Recreation Fund

Personnel Services	\$24,132.03
Supplies	\$7,839.91
Other Services & Charges	\$878.92
Capital Outlays	\$-
Fund Total:	\$32,850.86

Parks and Recreation Capital Fund

Personnel Services	\$-
Supplies	\$-
Other Services & Charges	\$-
Capital Outlays	\$1,566.11
Fund Total:	\$1,566.11

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

Personnel Services	\$-
Supplies	\$6,861.60
Other Services & Charges	\$714.36
Capital Outlays	\$-
Fund Total:	\$7,575.96

Redevelopment General Fund

Personnel Services	\$1,997.99
Supplies	\$-
Other Services & Charges	\$8,378.10
Capital Outlays	\$-
Fund Total:	\$10,376.09

Redevelopment Capital Fund:

Supplies	\$-
Other Services & Charges	\$22,955.50
Capital Outlays	\$-
Fund Total:	\$22,955.50

Economic Development Fund

Personnel Services	\$-
Supplies	\$-
Other Services & Charges	\$-
Capital Outlays	\$14,439.66
Fund Total:	\$14,439.66

Rainy Day Fund

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

Fund Total: \$4,000.00

General Improvement Fund

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

Special Public Safety Fund

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

Special Events Non Reverting

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

Sexual Predator Grant Fund

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

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

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

Information & Comm Tech

Personnel Services	\$-
Supplies	\$-

Solid Waste District Grant Fund

Personnel Services	
Supplies	\$2,413.33
Other Services & Charges	\$-
Capital Outlays	\$-

Fund Total: \$2,413.33

Civil Donation Fund

Non Specific \$-

Fund Total: \$-

Fund Total: \$-

Special Events Non Reverting

Supplies \$-

Other Services & Charges \$-

Capital Outlays \$-

Information Communications Technology

Supplies \$-

Other Services & Charges \$7,805.64

Capital Outlays \$-

Fund Total: \$7,805.64

**Municipal Cumulative Cap
Dev**

Supplies \$-

Other Services & Charges \$77,062.48

Capital Outlays \$23,538.00

Fund Total: \$100,600.48

Corporation Capital Fund

Supplies \$-

Other Services & Charges \$-

Capital Outlays \$-

Fund Total: \$-

Total of All Civil Funds: \$627,822

Enterprise or Utility Funds

Sanitary District Special Operating Fund

Administration Department

Personnel Services \$1,875.46

Supplies \$-

Other Services & Charges \$-

Capital Outlays \$-

Department Total: \$1,875.46

Sanitation Department

Personnel Services \$5,524.50

Supplies \$-

Other Services & Charges	\$-
Capital Outlays	\$-
Department Total:	\$5,524.50
Fund Total:	\$7,399.96

Sanitary District Capital Fund

Personnel Services	\$-
Supplies	\$-
Other Services & Charges	\$-
Capital Outlays	\$44,972.84
Fund Total:	\$44,972.84

Sewage Works Operating Fund

Personnel Services	\$110,867.80
Supplies	\$-
Other Services & Charges	\$-
Capital Outlays	\$-
Fund Total:	\$110,867.80

Sewage Works Improvement Fund

Supplies	\$-
Other Services & Charges	\$-
Capital Outlays	\$245,753.40
Fund Total:	\$245,753.40

Water Works Operating Fund

Personnel Services	\$49,527.73
Supplies	\$-
Other Services & Charges	\$-
Capital Outlays	\$-
Fund Total:	\$49,527.73

Water Works Improvement Fund

Supplies	
Other Services & Charges	\$119,075.30
Capital Outlays	\$464,260.87
Fund Total:	\$583,336.17

Water Works Capital Fund

Supplies	
Other Services & Charges	\$-
Capital Outlays	\$-
Fund Total:	\$-

Total of All Enterprise Utility Funds:	\$1,041,857.90
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Total of ALL FUNDS \$1,669,679.51

12. **Consideration of the Compliance with the Statement of Benefits as filed and represented by Reliable Parts (formerly Bell Parts Supply, Inc.), 2609 45th Avenue, Highland.** At its meeting of April 28, 2008, the Highland Town Council approved Bell Parts Supply's application for property tax abatement upon the increase in assessed value in consequence of construction of a new building addition and façade improvements at 2609 Forty Fifth Street, for a period of time not to exceed ten (10) calendar years, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. This represents the fifth review of compliance for this property. The Town Council conducted its first review at its meeting of February 28, 2011, its second at its meeting of February 27, 2012, its third on February 25, 2013 and its fourth on February 10, 2014. The Town Council found the applicant in compliance at each meeting.

Recommendation. The Redevelopment Director reviewed the elements and data on the Compliance Statement. She recommended finding the applicant in compliance and approving the continuation of the abatement.

Councilor Kuiper moved to accept the recommendation, find the applicant in compliance, and to approve continuation of the abatement status. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The applicant was found to be in compliance and the abatement status was approved for another year.

13. **Consideration of the Compliance with the Statement of Benefits as filed and represented by SVT, LLC., 2244-45th Avenue, Highland.** At its meeting of March 26, 2012, the Highland Town Council approved this application for property tax abatement upon the increase in assessed value in consequence of construction of a new building SVT, LLC Headquarters, 2244 45th Avenue, Highland, for a period of time not to exceed ten (10) calendar years, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. This represents the first review of compliance for this property.

Recommendation. The Redevelopment Director reviewed the elements and data on the Compliance Statement. She recommended finding the applicant in compliance and approving the abatement.

Councilor Kuiper moved to accept the recommendation, find the applicant in compliance, and to approve the abatement status. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The applicant was found to be in compliance and the abatement status was approved.

14. **Consideration of the Compliance with the Statement of Benefits as filed and represented by Druktenis Realty, LP dba CIRCLE GMC/BUICK, 2440-45th Avenue, Highland.** At its meeting of July 19, 2010, the Highland Town Council approved this application for property tax abatement upon the increase in assessed value in consequence of conversion of existing building Circle GMC/Buick, 2440 45th Avenue, Highland, for a period of time not to exceed ten (10) calendar years, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. This represents the first review of compliance for this property.

Recommendation. The Redevelopment Director reviewed the elements and data on the Compliance Statement. She also introduced *Mr. Wayne Druktenis*, the petitioner, who

shared that business was so successful in the Highland location, that his dealership was recently recognized by GMC to be the largest in the Midwest. She recommended finding the applicant in compliance and approving the abatement.

Councilor Vassar moved to accept the recommendation, find the applicant in compliance, and to approve the abatement status. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The applicant was found to be in compliance and the abatement status was approved.

Comments or Remarks from the Town Council:

(For the Good of the Order)

- **Councilor Bernie Zemen:** *Chamber of Commerce Co-Liaison • Liaison to the Board of Waterworks Directors; Liaison to the Park and Recreation Board; Town Board of Metropolitan Police Commissioners, Liaison.*

Councilor Zemen Acknowledged the Parks and Recreation Superintendent who reported on the Park Pride Clean-up day slated for the coming weekend.

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

Councilor Vassar thanked the representatives from SVT, LLC and Circle/GMC/Buick for their investment in the community and congratulated both on their success.

Councilor Vassar recognized the Redevelopment Director who offered a cursory overview of on-going redevelopment activities. The Redevelopment Director further reported that there would be a meeting of the Town Theater Board of Directors , April 16, 2015 at 4:30 p.m.

- **Councilor Steve Wagner:** *• Advisory Board of Zoning Appeals Liaison; Information Technology Liaison.*

Councilor Wagner commended the Police Chief for his hand in dealing with the transfer from the COMCAST telephones service to AT&T Service.

Councilor Wagner commented favorably on the Work Force Safety report and its news of no incidents or injuries for the month of March.

Councilor Wagner also acknowledged the Building Commissioner who offered a brief survey of matters associated with Advisory Board of Zoning Appeals. It was noted that a members from the Advisory Zoning Appeals could be part of the informal working sessions along with the Plan Commission as the Arsh Group performs its review of the current zoning code.

- **Councilor Konnie Kuiper:** *• Fire Department, Liaison • Chamber of Commerce Co-Liaison.*

Councilor Kuiper acknowledged the Fire Chief who offered a brief report of Fire Department activity. The Fire Chief also reported that the Town Fire Department retained the ISO 4 rating.

- **Council President Mark Herak:** *Municipal Executive • Budget and Finance Chair • Liaison to the Board of Sanitary Commissioners • Liaison to the Community Events Commission • Liaison to the Board of Waterworks Directors.*

Council President Herak acknowledged the Public Works Director, who reported on the status of the Whistle-Free Zone Project for the Railroad crossing at Kennedy Avenue.

The Council President noted that the recently solicited quotes for concrete services would be discussed at the study session next Monday.

Comments from Visitors or Residents:

1. Ms. Daisy Chandler, 2047 Bluebird Lane, Highland, expressed concerns about some previously performed sidewalk work, in which a tree was removed but at the stump. She reported that the root system seems to endure and is popping up and affecting her sidewalk adversely. Ms. Chandler requested the Town to assist with fixing her driveway aprons or assist by removing the tree remnant.

Payment of Accounts Payable Vouchers. There being no further comments from the public, Councilor Zemen moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period March 24, 2015 through April 13, 2015 as well as the payroll docket for the payday of March 20, 2015. Councilor Wagner seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The accounts payable vouchers for vendors and payroll dockets were allowed, payments allowed in advance were ratified, and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

Vendors Accounts Payable Docket:

General Fund, \$269,915.87; Motor Vehicle Highway and Street (MVH) Fund, \$29,575.97; Federal Forfeited and Seized Assets Fund, \$99.00; Law Enforcement Training and Supply Fund, \$800.01; FSA Agency Fund, \$1,034.56; Insurance Premium Fund, \$131,190.86; Information and Communications Technology Fund, \$8,320.64; Solid Waste District Grant Fund, \$112.80; Civil Donation Fund, \$318.85; Municipal Cumulative Capital Development Fund, \$1,693.00; Traffic Violations and Law Enforcement Agency Fund, \$6,840.50; Gaming Revenue Sharing Fund, \$14,808.20; Total: \$465,468.92.

Payroll Docket for payday of March 20, 2015:

Council, Boards and Commissions, \$10,602.00; Office of Clerk-Treasurer, \$13,862.37; Building and Inspection Department, \$8,220.14; Metropolitan Police Department, \$112,328.03; Fire Department, \$3,560.83; Public Works Department (Agency), \$57,642.81 and 1925 Police Pension Plan Pension Fund, \$63,417.12; Total Payroll: \$269,633.30.

Adjournment. Councilor Vassar moved that the plenary meeting be adjourned. Councilor Wagner seconded. Upon a vote *viva voce*, the motion passed. The regular plenary meeting of the Town Council of Monday, April 13, 2015 was adjourned at 8:03 O'clock p.m. No study session followed the plenary meeting.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer