

**Enrolled Minutes of the Eighty-Sixth Regular or Special Meeting  
For the Twenty-Seventh Highland Town Council  
Regular Meeting  
Monday, April 27, 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 27, 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, Steve Wagner, Konnie Kuiper and Dan Vassar were present. Owing to a South Shore rail delay, Councilor Mark Herak texted that he would be so delayed as to miss the meeting. 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 Redevelopment Director sought the general impressions of the councilors regarding an inquiry posed by the operators of Milestone Therapy located at 4<sup>th</sup> Street and Highway Avenue. It was considering conducting a beer tent on its parking lot a private property, to run while the second annual car cruise occurred. The Council did not offer any favorable responses.

The study session ended at 6:59 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 27, 2015 at 7:00 clock P.M. in the regular place, the plenary meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

The Town Council Vice President, Bernie Zemen, as Acting President, presided and the Town Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. The meeting opened with Councilor Bernie 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, Steve Wagner, Konnie Kuiper and Dan Vassar. Councilor Mark Herak was absent owing to a South Shore rail delay. The Clerk-Treasurer, Michael W. Griffin memorialized the proceedings. A quorum was attained.

**Additional Officials Present:** Rhett L. Tauber, Town Attorney; John M. Bach, Public Works Director; Peter T. Hojnicky, Metropolitan Police Chief; Alex M. Brown, CPRP, Parks and Recreation Superintendent; William R. Timmer, Jr., CFOD, Fire Chief; Kenneth J. Mika, Building Commissioner; and Cecile Petro, Redevelopment Director were present.

Also present: Randy Bowman, Assistant Inspector for Electric; Ed Dabrowski, IT Consultant (Contract); and Steve Mileusnich and Susan Murovic of the Advisory Board of Zoning Appeals were also present.

**Minutes of the Previous Meetings:**

The minutes of the regular meeting of 13 April 2015 were approved by general consent.

**Special Orders:**

1. **Public Hearing:** Considering the matter of the proposed establishment of a General Improvement District to be associated with a project to improve, replace and repair as needed Town-WIDE to be known as the **Sidewalk Repair and Replacement Project** financing the cost of these improvements through the Municipal General Improvement Fund. (*Works Board Order No. 2015-05 was passed and adopted at the Town Council meeting of March 23, 2015, giving approval to the project and the General Improvement District, subject to this public hearing.*)
  - (a) *Verification of Proofs of Publication.* (IC 5-3-1; 36-9-17) The TIMES: 16 April 2015. The Town Attorney indicated that the proof was in compliance with IC 5-3-1.
  - (b) **Public Hearing on Issue:** Whether the benefits that will accrue to the property liable to be assessed for the improvement will equal to (or greater than) the maximum estimated cost of the improvement. The Acting President called the public hearing to order. The following comments were received:
    1. Sue Fowler, 2832 Duluth Street, Highland, stated that she had received a letter from 2014 regarding the Sidewalk replacement program. She asked for clarification regarding that program and the one proposed by establishing a General Improvement District town-wide for sidewalk repair.
    2. Karen Glasgow, 7938 Glenwood Street, Highland, indicated that she had received a letter regarding sidewalk repair and inquired how she would respond if she could not afford the costs of repair. She asked whether she could elect to allow the payment to be made through her property taxes.

With leave from the Town Council, the Public Works Director offered clarifications and further explanations about the distinctions between the sidewalk replacement program and the current proposed General Improvement District.

There was no further comments and the hearing was closed.

- (c) **Consideration of Works Board Order No. 2015-09: An Order Confirming Works Board Order No. 2015-06 Entitled "Preliminary Order for the Community Wide Sidewalk Repair and Replacement Project and Financing thereof through Municipal General Improvement Fund and Special Assessments from Property Owners Benefiting from such Improvements**

**The Town Council elected to consider the matter further and no action was taken on the works board order.**

2. Acknowledgement of the **Knights of Columbus Msgr. Alvin J. Jasinski Council 8080** for a presentation of a monetary gift in support of body cameras for Highland police officers.

Knights of Columbus President John Breslin and others from the Alvin Jasinski Council 8080, were present and tendered to the Metropolitan Police Chief a check in the amount of one thousand dollars (\$1,000) to be used toward the purchase of body cameras. The Acting Town Council President thanked the members for their kindness and generosity.

**Unfinished Business & General Orders:**

1. **Proposed Ordinance No. 1590.1587-A:** An Ordinance to Amend the Wage and Salary Ordinance Particularly Regarding Staffing Authority for Several Departments of the Municipality.

Councilor Vassar introduced and moved the consideration of Ordinance No. 1590.1587-A at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a unanimous vote being necessary, there were 4 affirmatives and no negatives. The motion passed. The ordinance could be considered at the same meeting of its introduction.

Councilor Kuiper moved the passage and adoption of Ordinance No. 1590.1587-A at the same meeting of its introduction. Councilor Vassar seconded. Upon a roll call vote, a two-thirds vote being necessary, there were 4 affirmatives and no negatives. The motion passed. The ordinance was passed and adopted at the same meeting of its introduction.

**ORDINANCE No. 1590.1578-A  
of the  
TOWN of HIGHLAND, INDIANA**

**AN ORDINANCE to AMEND ORDINANCE No. 1578, AN ORDINANCE TO ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA, PARTICULARLY REGARDING CHANGE TO THE STAFFING AUTHORITY of OFFICE OF THE CLERK-TREASURER, in the METROPOLITAN POLICE DEPARTMENT and the FIRE DEPARTMENT.**

**WHEREAS**, Title 36, Article 1 Chapter 4 of the Indiana Code confers certain general corporate powers on the several units of government in Indiana;

**WHEREAS**, Section fifteen of that chapter specifically provides that a unit of government may fix the level of compensation of its officers and employees; and

**WHEREAS**, I.C. 36-5-3-2 further provides in pertinent part that the town legislative body shall provide reasonable compensation for the other town officers and employees;

**WHEREAS**, I.C. 36-5-3-2(b), still further provides that the Town Legislative body shall, by ordinance fix the compensation of its own members and the Town Clerk-Treasurer;

**WHEREAS**, I.C. 36-5-3-2(c) still further provides that the compensation of an elected town officer may not be changed in the year for which it is fixed, nor may it be reduced below the amount fixed for the previous year; and

**WHEREAS**, The Town Council of the Town of Highland, as the town legislative body, now desires to amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2015;

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

**Section 1.** That Section 7 (C) of Ordinance No. 1578 be amended by repealing Section 7(C) of that Ordinance in its entirety and replacing with the following section, which shall be numbered as Section 7(C) and read as follows:

**Section 7.** That subject to the provisions of this ordinance, the salary and wages for the elected officers, non-elected officers and employees of the Town of Highland are hereby fixed for its **Office of the Clerk-Treasurer** as follows:

**(C) Associate Employees and Staff**

	<b>Starting Rate</b>	<b>Incumbent Rate</b>
<b>(1) Effective January 4, 2015 (hourly):</b>		
Associate Clerk, Payroll & Personnel	( 1 ) \$17.36	\$17.36 hr.
Encumbering Officer	( 1 ) \$17.36	\$17.36 hr.
Chancery / Bursar Clerk, Senior	( 1 ) \$16.69	\$16.69 hr.

Chancery / Bursar Clerk	(1) (2)	\$16.43	\$16.43 hr.
<del>Chamberlain Clerk</del>	<del>(1)</del>	<del>\$14.02</del>	<del>\$14.02 hr.</del>
Chamberlain Clerk (part-time)		\$14.02	\$14.02 hr.
Chancery & Bursar Aide (part-time)		\$ 7.25-14.00 hr.	\$7.25-14.00 hr.
Lead Utility Clerk	(1)	\$17.36	\$17.36 hr.
Utility Systems Clerk	(2) <sup>u</sup>	\$16.43	\$16.43 hr.
<b>(2) Effective June 21, 2015 (hourly):</b>			
Associate Clerk, Payroll & Personnel	(1)	\$17.75	\$17.75hr.
Encumbering Officer	(1)	\$17.75	\$17.75hr.
Chancery / Bursar Clerk, Senior	(1)	\$17.06	\$17.06 hr.
Chancery / Bursar Clerk	(1)(2)	\$16.80	\$16.80 hr.
<del>Chamberlain Clerk</del>	<del>(1)</del>	<del>\$14.33</del>	<del>\$14.33 hr.</del>
Chamberlain Clerk (part-time)		\$14.33	\$14.33 hr.
Chancery & Bursar Aide (part-time)		\$ 7.25-14.00 hr.	\$7.25-14.00 hr.
Lead Utility Clerk	(1)	\$17.75	\$17.75hr.
Utility Systems Clerk	(2) <sup>u</sup>	\$16.80	\$16.80 hr.

<sup>u</sup>Once or if a worker is assigned the **Lead Utility Clerk** position, the authorization for this position is reduced to one (1).

Information Technology Coordinator (part-time) \$15.00 hr. \$15.00 hr.

For the purpose of training or special assistance, retired senior staff or separated staff may be paid as part-time workers at the hourly rate equivalent of the approved position held at separation including longevity and certification pay prior to retirement or separation.

**Section 2.** That Section 10 (F)(4) of Ordinance No. 1578 be amended by repealing Section 10(F)(4) of that Ordinance in its entirety and replacing with the following section, which shall be numbered as Section 10(F)(4) and read as follows:

**Section 10.** That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Metropolitan Police Department** as follows:

**(F) Other Associate Staff and Public Safety Employees**

		<b>Starting Rate</b>	<b>Incumbent Rate</b>
(4) Effective January 4, 2015 (hourly):			
*Lead Support Services Clerk	(1)	\$15.32	\$16.32
*Lead Support Services/ Training Coordinator	(1)	\$15.32	\$16.32
* Support Services Clerk	(1)	\$14.32	\$15.32
* Support Services Clerk (part-time)		\$14.32	\$15.32

\* For initial appointments the appointing authority may start employees at the incumbent rate. All subsequent appointments shall be subject to the starting rate.

<b>Systems Administrator/ IT &amp; Training Officer</b>	<b>(1)</b>	<b>\$1,615.38 – 2,230.77 bi-weekly</b>	
Animal Warden (part-time)		\$ 8.00 hr. -	\$ 15.00 hr.
Crossing Guard (part-time)		\$9.66 hr. -	\$10.76 hr.
Sub Crossing Guard (part-time)		\$9.66 hr. -	\$10.76 hr.
<b>Systems Administrator/ IT &amp; Training Officer (interim)</b>		<b>\$28.00 hr.</b>	<b>\$28.00 hr.</b>
Metropolitan Police Chaplain ( 4 )			no pay
Matron or Clerk Duty (call-out) hourly rate - 2 hour minimum			
Off-Duty Court Time (2 hour minimum) hourly rate			

**Section 3.** That Section 12 (B) of Ordinance No. 1578 be amended by repealing Section 12(B) of that Ordinance in its entirety and replacing with the following section, which shall be numbered as Section 12(B)

and read as follows:

**Section 12.** That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Fire Department** as follows:

(B) Supervisory Staff or Specialty Employees

	<b>Starting Rate</b>	<b>Incumbent Rate</b>
<b>(1) Effective January 4, 2015 quarterly:</b>		
Assistant Chief for Logistics (1)		\$ 383.44 per quarter
<del>Assistant Chief for Safety (1)</del>		<del>\$ 383.44 per quarter</del>
Assistant Chief for Planning (1)		\$ 306.75 per quarter
Assistant Chiefs for Operations (3)		\$ 306.75 per quarter
Station Captains (2)		\$ 127.81 per quarter
Lieutenants <del>(4)</del> (7)		\$ 89.47 per quarter
Mechanics (1)		\$ 127.81 per quarter
<b>(2) Effective June 21, 2015 quarterly:</b>		
Assistant Chief for Logistics (1)		\$ 392.06 per quarter
<del>Assistant Chief for Safety (1)</del>		<del>\$ 392.06 per quarter</del>
Assistant Chief for Planning (1)		\$ 313.65 per quarter
Assistant Chiefs for Operations (3)		\$ 313.65 per quarter
Station Captains (2)		\$ 130.69 per quarter
Lieutenants <del>(4)</del> (7)		\$ 91.48 per quarter
Mechanics (1)		\$ 130.69 per quarter

**Section 4.** That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

**Section 5.** That the provisions set forth in Section 3, shall be effective from January 4, 2015 and continue thereafter until amended , modified or repealed by passage and adoption of a successor ordinance.

**Section 6.** (A) That an emergency exists for the immediate taking affect of this Ordinance, which, subject to the provisions of this ordinance, shall become effective and shall remain in full force and effect from and after the date of its passage and adoption pursuant to any effective dates herein described and until its repeal or amendment by subsequent enactment;

(B) That the Clerk-Treasurer shall have authority to implement the provisions of this ordinance pursuant to the authority expressly conferred in IC 36-5-6-6 (a) (3) & (4).

Introduced and Filed on the 27<sup>th</sup> day of April 2015. Consideration on same day or at same meeting of introduction sustained a vote of 4 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED and ADOPTED** this 27<sup>th</sup> Day of April 2015 , by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

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

Bernie Zemen, Acting 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)

2. **Proposed Ordinance No. 1591:** An Ordinance to Amend Section 10.30.020 of the Highland Municipal Code Particularly Clarifying Certain Speed Zones of the Town of Highland.

Councilor Wagner introduced and moved the consideration of Ordinance No. 1591 at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a unanimous vote being necessary, there were 4 affirmatives and no negatives. The motion passed. The ordinance could be considered at the same meeting of its introduction.

Councilor Wagner moved the passage and adoption of Ordinance No. 1591 at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a two-thirds vote being necessary, there were 4 affirmatives and no negatives. The motion passed. The ordinance was passed and adopted at the same meeting of its introduction.

**ORDINANCE No. 1591**  
**of the**  
**TOWN of HIGHLAND, INDIANA**

**AN ORDINANCE to AMEND CHAPTER 10.30 of the HIGHLAND MUNICIPAL CODE RELATING to MOTOR VEHICLES and TRAFFIC, PROVIDING for the ENFORCEMENT THEREOF, REPEALING ALL ORDINANCES in CONFLICT THEREWITH, and DECLARING an EMERGENCY**

**WHEREAS**, The Traffic Safety Commission has conducted a study and investigation as to the amendments to Chapter 10.30 of the Highland Municipal Code within the Town of Highland;

**WHEREAS**, I.C. 9-21-1 *et sequitur* authorizes the Town of Highland, through its Town Council as a local authority to adopt local regulations regarding traffic; and

**WHEREAS**, I.C. the Town Council is interested in amending the Speed Zone Schedule to protect the public health, safety and welfare with regard to traffic; and

**WHEREAS**, It would be and is in the best interest of the Town of Highland to amend the following section of the Highland Municipal Code;

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

**Section 1.** That Section 10.30.020, Schedule II "*Speed Zones*" of the Highland Municipal Code be amended by adding the following for clarification purposes:

Street	Location	Speed Limit	Ord. No.	Date Passed
Indianapolis Boulevard	North Terminus at Hammond/Highland Corporate Boundary, South Terminus at Main Street	35	1591	
Cline Avenue	North Terminus at 8300 Block, South Terminus at Highway Avenue	45	1591	
Cline Avenue	North Terminus at Highway Avenue, South Terminus at 45 <sup>th</sup> Street	35	1591	

**Section 2.** That the proper officer be hereby directed to erect appropriate signs, properly citing the traffic or parking regulation herein, to support the enforcement of the provisions herein;

**Section 3.** All provisions of ordinances in conflict with the provisions hereof are hereby repealed.

**Section 4.** Whereas an emergency exists, this Ordinance shall become and be in full force and effect from and after the date of its adoption, passage and publication in the manner prescribed by law and until its subsequent amendment or repeal by proper ordinance.

Introduced and Filed on the 27<sup>th</sup> Day of April 2015. Consideration on same day or at same meeting of introduction sustained a vote of 4 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED and ADOPTED** this 27<sup>th</sup> Day of April 2015, by the Town Council of the Town of Highland,

Lake County, Indiana, having been passed by a vote of 4 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)

**3. Works Board Order No. 2015-10: An Order of the Works Board Accepting Certain Bids for Road Materials, Supplies, and Services for the Year 2015.**

Councilor Wagner moved, seconded by Councilor Vassar the passage and adoption of Works Board Order No. 2015-10. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The order was adopted.

**Town of Highland  
 BOARD OF WORKS  
 ORDER OF THE WORKS NO. 2015-10**

**An Order of the Works Board Accepting Certain Bids for Road Materials, Supplies, and Services for the Year 2015**

**Whereas,** The Town Council, as the Board of Works of the municipality, has deemed it necessary to solicit bids for road materials, supplies, and services (work) in order to construct, repair, and maintain public ways throughout the Town; and

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

**Whereas,** The purchase price exceeds \$15,000.00 and pursuant to §3.05.040 (C) of the HMC requires the express approval of the purchasing agency; and

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

**Whereas,** The Purchasing Agent, pursuant to §3.05.060(H) of the HMC, expected that the purchase, aggregate, would be more than \$150,000 and invited bids in accordance with Section §3.05.060(H) of the HMC; and

**Whereas,** The Public Works Director has prepared bid specifications for the work anticipated for the year 2015 and the work was bid in accordance with §3.05.060(H) of the HMC; and

**Whereas,** The following bids were received at 10:00 a.m. of March 31,2015:

Bids received on March 31, 2015 for Material and Supplies	Unit	Hooks Concrete & Construction Co.	Rieth-Riley Construction Co., Inc.	COEX, Inc.	Gariup Construction	Rex Construction	Big Concrete and Excavation
Bid Surety		x	x	x	x	x	x
Form 96		x	x	x	x	x	x
Highback Curb (<100LF)	LF	\$ 28.50	\$ 81.00	\$ 27.00	\$ 38.00	\$ 25.00	\$ 16.00

Highback Curb (>100LF)	LF	\$ 25.75	\$ 50.00	\$ 28.50	\$ 31.00	\$ 25.00	\$ 16.00
Rollback Curb (<100LF)	LF	\$ 26.65	\$ 62.50	\$ 25.00	\$ 39.00	\$ 25.00	\$ 16.00
Rollback Curb (>100LF)	LF	\$ 23.95	\$ 45.00	\$ 26.00	\$ 33.00	\$ 20.00	\$ 16.00
4" Sidewalk (<500SF)	SF	\$ 6.00	\$ 30.50	\$ 6.00	\$ 12.00	\$ 6.50	\$ 4.00
4" Sidewalk (>500SF)	SF	\$ 4.85	\$ 19.15	\$ 6.50	\$ 9.00	\$ 4.50	\$ 4.00
6" Driveway	SF	\$ 6.30	\$ 15.50	\$ 7.00	\$ 12.00	\$ 5.50	\$ 4.50

**Whereas**, the Public Works Director has reviewed the bids and made recommendation for award on the various classes of work based on being the lowest responsive and responsible bids.

**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 bid for concrete work (highback and rollback curb, sidewalk, and driveways) from Big Concrete and Excavating be rejected as unresponsive and unresponsive pursuant to §3.15.100 of the Highland Municipal Code as follows:

- a. Does not participate in an applicable apprenticeship program;
- b. Does not provide fringe benefit – Health and Welfare;
- c. Does not provide fringe benefit – Retirement Plan.

**Section 2.** That the bid for concrete (highback and rollback curb, sidewalk, and driveways) from Rex Construction Company, Inc. 700 Schiller Avenue, Schererville, Indiana 46375 be accepted as the lowest responsive and responsible bid as follows:

Concrete – Highback Curb (< 100 LF)	\$15.00 per LF
Concrete – Highback Curb (> 100 LF)	\$14.00 per LF
Concrete – Rollback Curb (< 100 LF)	\$16.00 per LF
Concrete – Rollback Curb (> 100 LF)	\$15.00 per LF
Concrete – 4" Sidewalk (< 500 SF)	\$ 4.00 per SF
Concrete – 4" Sidewalk (> 500 SF)	\$ 3.50 per SF
Concrete – 6" Driveway	\$ 4.50 per SF

**Section 3.** The Public Works Director is hereby authorized to execute any agreements and all documents necessary to implement the work.

**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 27<sup>th</sup> day of April 2015 having passed by a vote of 4 in favor and 0 opposed.

**WORKS BOARD of the TOWN of  
HIGHLAND, INDIANA**

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

Attest:

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

4. **Works Board Order No. 2015-11:** An Order of the Works Board Authorizing and Approving a Professional Landscaping Services Agreement with Tim's Landscaping in the Amount of \$32,705.

Councilor Vassar moved, seconded by Councilor Kuiper the passage and adoption of Works Board Order No. 2015-11. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The order was adopted.

TOWN of HIGHLAND  
Board of Works  
Order of the Works Board No. 2015-11

AN ORDER OF THE WORKS BOARD ACCEPTING A PROPOSAL FROM TIM'S LANDSCAPE SERVICES, INC. FOR LANDSCAPE MAINTENANCE SERVICES IN DOWNTOWN HIGHLAND AND THREE (3) WELCOME TO HIGHLAND SIGN PLANTERS IN THE AMOUNT OF THIRTY-TWO THOUSAND SEVEN HUNDRED FIVE DOLLARS AND NO CENTS (\$32,705)

**Whereas,** The Department of Public Works has determined to outsource the landscape maintenance functions to qualified landscape service contractors in downtown Highland and at three (3) Welcome to Highland sign planters in 2015; and

**Whereas,** The Public Works Director has prepared specifications and schedule of services to be performed throughout the course of year and has solicited bids from five (5) landscape services contractors, pursuant to the specifications and schedule of services; and

**Whereas,** The following bids/proposals were received at 4:00 p.m. on Monday, April 6, 2015:

<u>Bidder</u>	<u>Quote</u>
Tim's Landscape Services	\$32,705.00
Dean's Landscape	\$37,680.15
Allen Landscape Construction	No Proposal
Angotti Landscaping	No Proposal
R.A.L. Landscaping	No Proposal

**Whereas,** The Public Works Director has reviewed the proposals and determined that the proposal from of Tim's Landscape Services, Inc. in the amount of Thirty-two Thousand Seven Hundred Five Dollars and no Cents (\$32,705.00) to be the lowest responsive and responsible bid; and

**Whereas,** Section 3.15.180 of the Highland Municipal Code provides that for a public work for the routine operation, routine repair, or routine maintenance of existing structures, buildings or real property in which the cost of the public work is estimated to be less than \$150,000, the board may award a contract for that public work in the manner provided in IC 5-22;

**Whereas,** IC 5-22-8-2(b) provides that if the purchase is estimated to be below \$50,000 in cost, then the purchase can be made pursuant to rules of made by the governmental body and such rules are evidenced in the Highland Municipal Code, Section 3.05.060 (G), which provides that in the case of a purchase of less than \$50,000, a purchasing agent may solicit quotes from at least three persons known to deal in the lines sought;

**Whereas,** Section 3.05.040 (C) of the Highland Municipal Code further provides that no purchase that exceeds the purchasing value limits set forth in Section 3.05.050 (B)(3), which in this case is \$15,000, may not be executed without the express approval of the purchasing agency;

**Whereas,** Section 3.05.030 (A)(1)(a) identifies the Town Council as the Works Board of the town as the purchasing agency for the public works department;

**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 acting as the Works Board, now desires to accept the recommendation of the Public Works Director and award a contract to Tim's Landscape Services, Inc. for the Downtown Highland and three (3) Welcome to Highland sign planters landscape maintenance services,

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

**Section 1.** That the proposal of Tim's Landscape Services, Inc. Landscape Maintenance Services in Downtown Highland and Three (3) Welcome to Highland sign Planters in the amount of Thirty-two Thousand Seven Hundred Five Dollars and no Cents (\$32,705) is hereby accepted and approved as the lowest responsive and responsible quote;

**Section 2.** That the Public Works Director is hereby authorized to execute the agreement and all documents necessary to implement the project.

**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 27<sup>th</sup> day of April 2015 having passed by a vote of 4 in favor and 0 opposed.

**WORKS BOARD of the TOWN of  
HIGHLAND, INDIANA**

Bernie Zemen, Acting President (IC 36-5-2-10)

Attest:

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

5. **Works Board Order No. 2015-12:** An Order of the Works Board Authorizing and Approving the Street Resurfacing Program for 2015 in the estimated amount of \$1,663,580, subject to identifying adequate and suitable financial resources.

Councilor Kuiper moved, seconded by Councilor Wagner the passage and adoption of Works Board Order No. 2015-12. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The order was adopted.

**TOWN of HIGHLAND  
Board of Works  
Order of the Works Board No. 2015-12**

**AN ORDER OF THE WORKS BOARD IDENTIFYING SEVERAL STREETS AND PUBLIC WAYS FOR MAINTENANCE AND RESURFACING AND APPROVING A STREET RESURFACING PROGRAM FOR 2015**

**Whereas,** IC 36-9-2-5 provides that a unit may establish, vacate, maintain, and operate public ways; and

**Whereas,** IC 36-1-2-24(4) defines the Town Council as the works board of the municipality; and

**Whereas,** IC 36-1-3-4(b) confers so-called "Home Rule Powers on the municipality, providing that the Town has " all powers granted it by statute and all powers necessary or desirable in the conduct of its affairs even though not granted by statute;

**Whereas,** pursuant to the forgoing provisions, the Town of Highland through its legislative body established by ordinance establishing the office of Public Works Director, particularly set forth in Chapter 2.20 of the Highland Municipal Code;

**Whereas,** In pertinent part, Section 2.20.040 (B) of the Highland Municipal Code, expressly states: "The director of public works shall have charge of and be responsible for the operation and functioning of the sanitation department, *the street department*, the water department, and the sewer department;" and

**Whereas**, Pursuant to custom and practice, the Town Council as the Works Board of the Town, supervises the streets, alleys, and public grounds not under the express jurisdiction of another department, and other property of the municipality, and works to keep them in repair and good condition;

**Whereas**, The Public Works Director has catalogued a series of streets and public ways in need of resurfacing, modest repair and on-going maintenance and presented this as a project list, complete with estimated cost for each element of the project list for the consideration and favor of the Town Council, and

**Whereas**, The Town of Highland, through its Town Council acting as the Works Board, now desires to accept the foregoing project list of the Public Works Director cataloging a series of streets and public ways in need of resurfacing, modest repair and on-going maintenance for the 2105 season, in the estimated total cost of One million, six hundred, sixty-three thousand, five hundred eighty dollars and no cents (\$1,663,580.00);

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

**Section 1.** The Public Works Director catalogue of a series of streets and public ways in need of resurfacing, modest repair and on-going maintenance and presented as a project list, complete with estimated cost for each element of the project list totaling One million, six hundred, sixty-three thousand, five hundred eighty dollars and no cents (\$1,663,580.00), and styled as the 2015 Street Program and attached as an exhibit to this Works Board Order, is hereby authorized and approved;

**Section 2.** That the authorization to fully implement and execute the 2015 Street Program is subject to the identification of adequate and suitable financial resources to carry out the entire program as approved;

**Section 3.** That the Public Works Director is hereby instructed to consult with the proper officers and employees and prepare a recommendation regarding adequate and suitable financial resources to carry out the entire program as approved for consideration of the Town Council.

**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 27<sup>th</sup> day of April 2015 having passed by a vote of 4 in favor and 0 opposed.

**WORKS BOARD of the TOWN of  
HIGHLAND, INDIANA**

Bernie Zemen, Acting President (IC 36-5-2-10)

Attest:

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



amount of \$5,000 and in the Municipal Cumulative Street Fund in the amount of \$25,000.

Councilor Kuiper moved to authorize the proper officer to publish legal notice as indicted. Councilor Vassar seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The publication and hearing were authorized.

**Comments or Remarks from the Town Council:**

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

Councilor Vassar acknowledged the Redevelopment Director who reported that a dedication or unveiling ceremony for the Gateway Sign near the intersection of 81<sup>st</sup> Street and Indianapolis Boulevard, was scheduled for May 27 at 7:00 p.m.

She further reported that the Main Street Bureau was conducting its second Car Cruise in the downtown area on May 30 from 3-7 p.m.

Councilor Vassar also reported on Highland resident Lauren Bultema, who while at her first year of college has taken ill and the nature of the illness is not identified. Councilor Vassar asked for prayers and affirming thoughts for her and her family.

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

Councilor Wagner acknowledged the IT Consultant who reported that the Police Department had returned to AT&T telephone services, migrating from the voice over internet telephony of Comcast.

Councilor Wagner acknowledged the Building Commissioner who offered a cursory overview of Advisory Board of Zoning Appeals matters.

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

Councilor Kuiper has no comments.

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

Councilor Zemen acknowledged the Public Works Director who offered a brief survey of projects from the Board of Waterworks and the Board of Sanitary Commissioners.

Councilor Zemen acknowledged the Parks and Recreation Superintendent who offered cursory survey of recreation programs featured by the Parks and Recreation Department, including reporting on the success of the Park Pride Day. He also reminded all of the Police Memorial for May 9 at 9 a.m.

**Payment of Accounts Payable Vouchers.** There being no comments from the public, Councilor Vassar moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period April 14, 2015 through April 27, 2015 as well as the payroll docket for the payday of April 3, 2015. Councilor Kuiper seconded. Upon a roll call vote, there were four 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, \$210,373.69; Motor Vehicle Highway and Street (MVH) Fund, \$32,922.95; Law Enforcement Training and Supply Fund, \$1,165.51; Flexible Spending Account (FSA) Agency Fund, \$1,034.56; Information and Communications Technology Fund, \$8,687.66; Special Events Non Reverting Fund, \$800.00; Police Pension 1925 Trust Fund, \$63,497.86; Municipal Cumulative Capital Development Fund, \$7,572.26; Traffic and Law Violations Trust Fund, \$3,035.50; Gaming Revenue Sharing Fund, \$27,186.90; Corporation Capital Fund, \$3,420.00; Total: \$359,696.89.**

**Payroll Docket for payday of April 3, 2015:**

**Council, Boards and Commissions, \$0.00; Office of Clerk-Treasurer, \$12,450.75; Building and Inspection Department, \$7,852.31; Metropolitan Police Department, \$100,157.50; Fire Department, \$3,085.71; Public Works Department (Agency), \$64,611.90 and 1925 Police Pension Plan Pension Fund, \$0.00; Total Payroll: \$188,158.17.**

**Adjournment.** Councilor Kuiper 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 27, 2015 was adjourned at 7:34 O'clock p.m.

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