



**Town of Highland Board or Commission  
Candidate Information and Application**

Please return completed form to Office of the Clerk-Treasurer

Name: \_\_\_\_\_

Home address: \_\_\_\_\_

Telephone Number (Home): \_\_\_\_\_ (If unlisted, please leave blank)

Alternative Number: \_\_\_\_\_

Home-mail address: \_\_\_\_\_

Work e-mail address: \_\_\_\_\_

Vocation: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

If applicable, please indicate who referred you: \_\_\_\_\_

Indicate the Board or Commission in which you are interested in serving:  
(You may indicate more than one)

- Advisory Board of Zoning Appeals  
Members of a BZA may not hold other elective or appointive office in municipal, county or state government, except as permitted by I.C. 36-7-4-902. Member must be a resident
- Board of Sanitary Commissioners  
Silent on qualifications
- Board of Waterworks Directors  
Silent on qualifications

Park and Recreation Board

Members shall be appointed on the basis of their interest in and knowledge of parks and recreation.

Redevelopment Commission

Member must be 18 years old & reside in unit

Economic Development Commission

Members of an Economic is required to disclose pecuniary interests. One of three is nominated by County Council; one of three is nominated by Town Council; all are appointed by Town Council President. See I.C. 36-7-12.

Plan Commission

Citizen members shall be appointed because of the member’s knowledge and experience in community affairs, the members’ awareness of the social, economic, agricultural, and industrial problems of the area and the member’s interest in the development of and integration of the area. Further, citizen members may not hold other elective or appointive office in municipal, state or county government and must be a resident.

Community Events Commission

No person shall be appointed as voting member of the Commission who has not attained the age of 18 years, who is not a resident of Highland or who holds any other town office by appointment or election.

Highland Main Street Organization

This council, the details of which are still being formulated, will be dedicated to promoting growth, development, and stability in the Highland downtown and to utilize public/private partnerships to achieve these goals. Members will strive to effectively and efficiently develop steps to restore, revitalize and promote the downtown of Highland. The four tenants of the Main Street Program, are (1) Promotion, (2) Organization, (3) Design and (4) Economic Restructuring.

Town Board of Metropolitan Police Commissioners

Appointees must be of good moral character and legal residents of the Town

Lake County Convention and Visitors Bureau

No appointee may hold an elective or appointed political office while serving on the bureau. Appointing Authority shall give sole consideration to individuals who are knowledgeable about or employed as executives or managers in following businesses: Hotel, Motel, Restaurant, Travel, Transportation, Convention, Trade Show, Riverboat, banking, real estate, and construction.

**Please provide a brief written statement** regarding why you wish to serve on the commission or board you have checked above. You may attach added paper if needed. Further, you may attach a resume.

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Do you know of any reason why you may not be able to be covered by a surety bond?

Yes

No

**Please provide a list of previous or present involvement or service** in the Town of Highland or elsewhere.

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**Please return** your completed application (pages 1-3) to the Town of Highland, Office of the Clerk-Treasurer • 3333 Ridge Road • Highland, Indiana 46322. E-mail: [mgriffin@highland.in.gov](mailto:mgriffin@highland.in.gov)

## Party Affiliation Certification

Indiana law in some cases requires that a candidate's partisan affiliation be considered when making appointments to certain boards and commissions. For the boards or commissions affected, the state law requires that no one partisan affiliation be permitted to hold all slots. In fact, reasonable partisan balance is the requirement. It is owing to this, that a candidate for appointment needs to complete the following certification.

I \_\_\_\_\_ do attest and certify that in the most recent Primary Election which occurred on \_\_\_\_\_, \_\_\_\_, \_\_\_\_\_, and prior to the date of the appointment for which I am being considered, I affiliated with or sought to nominate persons in the \_\_\_\_\_ party. I am registered to vote and I live in precinct \_\_\_\_\_.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(voter's signature)

Partisan affiliation information is **not required** for the following boards or commissions:

Redevelopment Commission  
Economic Development Commission  
Advisory Board of Zoning Appeals  
Community Events Commission  
Main Street Organization

**If these are the only boards or commissions for which you are applying, this certificate is unnecessary for filing. If you are applying for any board or commission not listed above, you will need to complete this certification.**

## **Board and Commissions Appointment Policy Requirements**

### **Town of Highland September 2010**

The Town Council of the Town of Highland believes that it is good public policy to communicate its expectations of candidates for position openings on all Boards and Commissions of the Town. These policy requirements will apply to all appointed positions, whether the appointment vests with the Town Council, the Town Council President or a multiple jurisdiction. Further, positions for service as an appointed officer on a board or commission should be seen as opportunities for service.

A candidate for appointment must file a complete application with the Town Clerk-Treasurer prior to the announced deadline.

Candidates must be available for interviews.

Qualifications for appointment are fixed by law and vary in some cases depending on the board or commission. In most cases, candidates must reside within the municipal boundaries of the Town of Highland. When statutory provisions are silent regarding residency, it is still preferred unless the appointment is shared with other jurisdictions or is regional in nature. The candidate in the form of driver's license, voter registration record, or other acceptable documentation must validate residency.

Candidate voting records may be reviewed at the Lake County Voter Registration Board. In some cases, party affiliation must be considered for appointment, due to Indiana law. A letter from the chairman of the county party of your expressed affiliation may be necessary if voter records cannot determine party affiliation. Again, this would only be necessary if party affiliation is a statutory requirement for the board/commission position you may be seeking.

If appointed, candidates are expected to attend all regular and special meetings of the commission or board to which they are appointed. *Attendance records will be kept and reviewed from time to time. Continued and regular service to the commission or board will be highly considered for term re-appointment purposes.*

In many cases, board and commission members receive a modest salary, paid monthly or quarterly. *You must be willing to be paid by direct deposit.*

If appointed, candidates are expected to dress and act accordingly in all public meeting venues. As an appointed member to a board or commission, you represent the Town of Highland in all your actions and dealings with the public to which you serve. You are encouraged to remember this.

All questions concerning your duties, expectations, regulations, laws, and the like should be directed to one of the following people: The department head that serves as staff to the Commission or Board on which you serve; or the Town Council President; or the Clerk-Treasurer; or the attorney for your board or commission.

### **Brief Description of Boards and Commissions**

#### **□ Board of Sanitary Commissioners**

The board of sanitary commissioners as currently constituted is a five (5) member panel, all of whom are appointed by the municipal executive (The Town Council President by law) for a term of four years, no more than three (3) of whom may be of the same political party. The department's administrator is a Superintendent of Sanitary District, appointed on the basis of his training or fitness to administer the utility to which he is assigned, who is the Public Works Director by virtue of his office.

In addition to managing the sewage works, the board of sanitary commissioners has jurisdiction over a special taxing district referred to as the sanitary district of Highland, which is coterminous with the corporate boundaries of the Municipality. In addition, it is empowered to issue bonds and incur bonded indebtedness not to exceed twelve percent (12%) of the net assessed valuation of the jurisdiction. The Board recommends rates and charges sufficient for the operation and maintenance of the wastewater and storm water utility. The Board manages the storm and sanitary sewer plant of the town.

#### **□ Board of Waterworks Directors**

The water works board of directors as currently constituted is a five (5) member panel, all of whom are appointed by the municipal executive (Town Council President) for a term of one year. No more than two (2) of whom may be of the same political party. The department's administrator is a Superintendent of Waterworks, appointed on the basis of his training or fitness to administer the utility to which he is assigned, who is the Public Works Director by virtue of his office.

In addition to managing the plant of the waterworks utility, the waterworks board of directors has jurisdiction over a special taxing district referred to as the water works district, which is coterminous with the corporate boundaries of the Municipality. In addition, it is empowered to issue special taxing district (g.o.) bonds and incur bonded indebtedness not to exceed eight percent (8%) of the net assessed valuation of the jurisdiction. The Board recommends rates and charges sufficient for the operation and maintenance of the waterworks. In addition, the board is responsible for the delivery of safe drinking water for Highland residents.

#### ❑ **Park and Recreation Board**

The park and recreation board, as currently constituted, is a six (6) member panel, four of whom are appointed by the legislative body (Town Council) for a term of four (4) years, on the basis of their interest in and knowledge of parks and recreation. No more than two (2) of whom may be of the same political party. The fifth member is appointed by the School Board from its membership for a term no longer than the term enjoyed as a school board trustee. The sixth member is appointed by the Board of Directors of the Lake County Library. The department's administrator is a Superintendent of Parks and Recreation who is appointed based upon training or education in the field of parks and recreation. Park and Recreation Board manages the several parks and facilities, hires staff to maintain the parks and to provide recreation programming.

#### ❑ **Plan Commission**

The Highland Municipal Plan Commission consists of seven members, three of whom are appointed by the Town Council and must be elected or appointed municipal officials or employees in the municipal government, as members. Four members (also called citizen members) are appointed to four-year terms by the Town Council President. No more than **two** of these members may be of the same political party.

The Plan Commission assists in the administration of the Planning and Zoning Law of the Town and is the body that administers the Unsafe Building Ordinance. The Plan Commission performs its planning and zoning law responsibilities by making recommendations to the legislative body concerning:

- (1) The adoption of the comprehensive plan and amendments to the comprehensive plan;
- (2) The adoption or text amendment of:
  - (a) An initial zoning ordinance;
  - (b) A replacement zoning ordinance; and
  - (c) A subdivision control ordinance.
- (3) The adoption or amendment of a PUD district ordinance as defined in I.C. 36-7-4-1503; and
- (4) Zone map changes.

#### ❑ **Advisory Board of Zoning Appeals**

Members of a BZA may not hold other elective or appointive office in municipal, county or state government, except as permitted by I.C. 36-7-4-902. Member must be a resident.

The Advisory Board of Zoning Appeals is comprised of five members, (3) of whom are appointed by the Town Council President, (1) of whom is appointed by the Town Council and (1) of whom is appointed by the Plan Commission. The board of zoning appeals hears and determines appeals from and review:

- (1) any order, requirement, decision, or determination made by an administrative official, hearing officer, or staff member under the zoning ordinance;
- (2) any order, requirement, decision, or determination made by an administrative board or other body except a plan commission in relation to the enforcement of the zoning ordinance; or
- (3) any order, requirement, decision, or determination made by an administrative board or other body (except the plan commission) in relation to the enforcement of an ordinance requiring the procurement of an improvement location or occupancy permit.

In addition, the Advisory Board of Zoning Appeals shall approve or deny all:

- (1) special exceptions;
- (2) special uses;
- (3) contingent uses; and
- (4) conditional uses;

from the terms of the zoning ordinance, but only in the classes of cases or in the particular situations specified in the zoning ordinance. The board may impose reasonable conditions as a part of its approval.

#### **□ Redevelopment Commission**

Member must be 18 years old & reside in unit

The Redevelopment Commission is comprised of five persons, three of whom are appointed by the Town Council President and two of whom are appointed by the Town Council. The Redevelopment Commission promotes economic development but also the renovation of older development. Under Indiana law, the Redevelopment Commission has the duty to (1) investigate, study, and survey areas needing redevelopment within the corporate boundaries of the Town; (2) investigate, study, determine, and, to the extent possible, combat the causes of areas needing redevelopment; (3) promote the use of land in the manner that best serves the interests of the town and its residents; and (4) select and acquire the areas needing redevelopment to be redeveloped under IC 36-7-14 et seq.

#### **□ Economic Development Commission**

The Highland Economic Development Commission consists of three members, two of whom nominated by either the County Council or the Town Council and all are appointed by the Town Council President. Unless filing an unexpired term, terms are four-years.

The economic development commission shall investigate, study, and survey the need for additional job opportunities, industrial diversification, water services, and pollution control facilities in the town, and shall recommend action to improve or promote job opportunities, industrial diversification, water services, and availability of pollution control facilities in the town.

As part of the foregoing, an economic development commission makes determinations related to economic development target areas, and issue special types of bonds for economic development.

#### **□ Community Events Commission**

No person shall be appointed as voting member of the Commission who has not attained the age of 18 years, who is not a resident of Highland or who holds any other town office by appointment or election.

The Community Events Commission is established to advise and assist with the planning and execution of special events within the Town of Highland. The purposes of the Commission are: (1) To coordinate the annual celebration of the 4<sup>th</sup> of July festivities (Independence Day) including, but not limited to: a festival, parade and fireworks; (2) To coordinate a Christmas Parade; (3) To coordinate Memorial Day and Veteran's Day ceremonies; (4) To initiate plans for the Town of Highland's Centennial Event in 2010; and (5) To assist with other special events the Commission determines will promote good will in the Town of Highland, including, but not limited to an annual 18<sup>th</sup> Century Historical Reenactment, Seasonal Festivals, Beer Gardens, Block Parties, Parades, Arts & Craft Shows and Itinerant Restaurants;

#### **□ Highland Main Street Bureau Board of Directors**

Membership criteria and structure have yet to be fixed by ordinance.

This organization, the details of which are still being formulated, will be dedicated to promoting growth, development, and stability in the Highland downtown and to utilize public/private partnerships to achieve these goals. Members will strive to effectively and efficiently develop steps to restore, revitalize and promote the downtown of Highland. The four tenants of the Main Street Program, are (1) Promotion, (2) Organization, (3) Design and (4) Economic Restructuring.



#### **□ Town Board of Metropolitan Police Commissioners**

The Town Board of Metropolitan Police Commissioners is comprised of a panel of five persons, appointed by the Town Council. They serve for a term of three years and at the pleasure of the appointing authority. No more than three members may be of the same political party.

The Town Board of Metropolitan Police Commissioners is charged with the management and administration of the Department of Police. It is the appointing authority for the department, appointing its civilian and sworn members, "subject to the qualifications for employment determined by the board and approved by the legislative body". It also names the Chief, "subject to the qualifications for employment determined by the board and approved by the legislative body" as well. Once hired, decisions to promote and demote are the province of the Town Board of Metropolitan Police Commissioners, as by law, it is the safety board for the purposes of discipline. Further, the Town Board of Metropolitan Police Commissioners is charged with forming and promulgating general rules and regulations for the government and discipline of the police department and may make special and general orders to the department through the police chief, who is defined at law as the executive head of the department (IC 36-8-9-4(d).) Appropriation and budgetary authority as well as matters dealing with compensation remains with the Town Council as the unit's fiscal body.

#### **□ Lake County Convention and Visitors Bureau Board of Directors**

No appointee may hold an elective or appointed political office while serving on the bureau. Appointing Authority shall give sole consideration to individuals who are knowledgeable about or employed as executives or managers in following businesses: Hotel, Motel, Restaurant, Travel, Transportation, Convention, Trade Show, Riverboat, banking, real estate, and construction.

The Lake County Convention and Visitor Bureau is comprised of fifteen (15) members, eight of whom are appointed by the Town Council President or Mayor of the eight largest municipalities in the county; two of whom are appointed by the legislative bodies of the two largest municipalities in the county; two of whom are appointed by the Lake County Council; two of whom are appointed by the Lake County Commissioners and one of whom is appointed by the Indiana Lieutenant Governor.

The Lake County Convention and Visitor Bureau is created to promote the development and growth of the convention, tourism, and visitor industry in the county.