

Agenda (Revised)
Twenty-eighth Regular or Special Meeting
of the Twenty-Ninth Town Council of Highland
Regular Meeting of Monday, January 25, 2021 at 5:00 p.m.

Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code
 This meeting will be convened as an electronic meeting, pursuant to Governor
 Holcomb's Executive Orders, 20-04, 20-09, 20-25 and extended by Executive
 Order 20-52, allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the
 duration of the emergency, through to January 31.

People may observe and record the meeting for live streaming by joining the meeting on the Zoom platform <https://zoom.us/j/95874221049?pwd=MEExDOFBzOW1lUVZpUENEZ0JFWGM3UT09>

Further, persons wishing to offer comment in the meeting may access the electronic meeting by using the preceding and adding the password for Meeting ID 958 7422 1049, password (code): 447050.

Interviews of prospective appointees:	<ol style="list-style-type: none"> 1. Deborah Trevino 2. Danny Stombaugh 3. Jeffrey Pena 4. Carlos O. Aburto
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Prayer:	Thomas (Tom) Black
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Pledge of Allegiance:	Thomas (Tom) Black
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Roll Call:	Bernie Zemen
	Mark A. Herak
	Mark J. Schocke
	Thomas (Tom) Black
	Roger Sheeman



**A GREAT PLACE
TO CALL HOME**

Minutes of Previous Session:	Minutes of the Regular Meeting of 11 January 2021.
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Special Orders:	Encomium for an Official <ol style="list-style-type: none"> 1. <i>Service as Town Executive.</i> Presentation of Plaque of Appreciation to the 69th Town Council President, Mark J. Schocke.
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COMMENTS FROM THE PUBLIC or VISITORS	This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council regarding matters on the agenda. Persons addressing the Town Council are requested to limit their presentations to two (2) minutes and encouraged to avoid repetitious comments.
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Appointments:	<ul style="list-style-type: none"> • Statutory Boards and Commissions <i>Executive Appointments (May be made in meeting or at another time)</i> <ol style="list-style-type: none"> 1. Municipal Plan Commission: (1) appointment to be made by Town Council President. <i>(Note: Currently held by Thomas Vander Woude (I))</i>
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The Town of Highland acknowledges its responsibility to comply with the American with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, etc.) for participation in or access to Municipal sponsored public programs, services and or meetings, the Town of Highland requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and or meeting. To make arrangements, contact the ADA Coordinator for the Town of Highland at (219) 972-7595.

Citizen members cannot have more than two of any party. Currently, 2 D, 1 R and 1 Ind.

2. **Advisory Board of Zoning Appeals:** (1) appointment to be made by Town Council President. This appointment only necessary if there is a change to the appointment on the Plan Commission. *(Note: Currently held by Joseph Grzymiski term is co-extensive with his plan commission term for which there is no fixed term)*
3. **Waterworks Board of Directors:** (2) appointments to be made by Town Council President. *(Note: Currently serving Lawrence R. Kondrat (R), and George A. Smith (R). Current composition of the board is three Republicans and two Democrats. No more than three of any one party under state law.*
4. **Board of Sanitary Commissioners:** (2) appointments to be made by Town Council President. *(Note: currently serving, Richard Garcia (D) and Greg Cieslak (R)). Current composition is three Republicans, two Democrats. Current law provides no more than three of any one party.*

Regional Statutory Commissions or Boards

5. **Northwestern Indiana Regional Planning Commission (NIRPC):** (1) appointment to be made by Town Council President. *(Note: No action is necessary unless the Town Council President wishes to change appointment. Appointee must be an elected official of the community represented. Currently serving, Michael Griffin. He is completing term as Chair of the Commission.)*
6. **Town Representative to the Lake County Public Safety Communications Commission.** *Pursuant to Lake County Ordinance No. 1362A-2, the Town of Highland is a Group A municipality, so the appointment is an Executive appointment. Term expires 12.31.2020 and terms are four years. (Currently held by William R. Timmer, Jr., CFOD)*
7. **Economic Development Commission.** (1) Appointment to be made by the municipal executive, but requiring nomination from the Town Council. Term ends just before February 1st. *(Currently held by Michael Wieser) This term does not expire until February 1, 2021.)*
 - a. Nomination by the Town Council. *(The council would pass a motion to nominate.)*
 - b. Appointment by executive. *(If nominee is acceptable, the Town Council President may appoint.)*

Home Rule Boards and Commissions

8. **Community Events Commission** *Multi-Year position: (1) appointment to be made by the Town Council President. Term: 4 years. (Note: Currently serving, Jacqueline Herrera)*
9. **Tree Board:** (2) appointments, to be made by the municipal executive, but requiring nomination from the Town Council. *(Positions currently held by William (Bill) Vargo and Judy Vaughn.)*
 - a. Nomination by the Town Council. *(The council would pass a motion to nominate.)*
 - b. Appointment by executive. *(If nominee is acceptable, the Town Council President may appoint.)*

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- **Tree Board Chairperson.** The Town Council President also appoints the Chairperson to be selected from the membership of the board. (See HMC Section 8.25.030 (C)) (Currently held by Bill Vargo.)

Legislative Appointments

1. **Municipal Plan Commission:** (3) appointments to be made by Town Council. (Note: Appointee may be elected or appointed officials or employees of the Town. Currently no vacancies. No action necessary as incumbents continue to serve unless the legislative body acts to change. Currently serving: Bernie Zemen (Elected Official); Douglas Turich (employee); Joseph Grzymiski (employee))
2. **Advisory Board of Zoning Appeals:** (1) appointment to be made by Town Council as the Fiscal Body of Unit. (Note: Currently held by David Helms)
3. **Park and Recreation Board:** (1) appointment to be made by Town Council. (Note: Currently serving Carlos Aburto (D).)
4. **Town Board of Metropolitan Police Commissioners:** (2) appointments to be made by Town Council. (Note: currently serving Steven Jurczak (D) and James k. Slagle (D)) Cannot have more than three persons of any single party. Current composition is Three D and 2 R.
5. **Redevelopment Commission** (2) appointments to be made by Town Council. (Note: currently held by Robyn Radford, LCSW; and Cyril Heurter)

Regional Statutory Commissions or Boards

6. **Lake County Solid Waste Management District Board of Directors** (1) appointment to be made by Town Council. (Note: currently held by Councilor Thomas "Tom" Black. Must be a member of the Town Council (Fiscal Body). Term is co-extensive with term of councilor. No action necessary unless the Town Council wishes to change the appointment. The term continues until acted upon or status changes as a fiscal body member)

Home Rule Commissions

7. **Main Street Bureau Board:** (17) appointments to be made by the Town Council. Term: Two years ending 1 Jan 2023. There are currently 9 of the 17 in place and serving. Currently serving are Dawn Diamantopolous, Mary Wells, Lola McKay, Marie Russo, Julie Larson, Emily Foreit, Mary Ellis, Teri Yovkovich and Aubry Velasquez.
8. **Joint Board of Delegates of the Interlocal Cooperation Ethics Entity.** Continues until recalled. Currently, Michael Griffin.
9. **Community Events Commission** Multi-year positions: (3) appointments to be made by the Town Council. **Term: 4 years.** (Note: Currently serving Dawn Wolak and Kristen Smith. Also there is a vacant post the term of which expires 1 January 2022, unexpired term)

Single year positions: (9) appointments to be made by the Town Council. **Term: 1 year.** (Note: Currently serving, John A. Salzeider, Stan M. Allen, Michael Cardone, Michael Blejski, Christopher Kornaus, Deanna Christ, Elizabeth Alakel, and Jason Tharp)

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10. **Traffic Safety Commission:** (5) appointments, which must be comprised of 1 representative from the Fire Department, (1) representative from the Public Works Department (Agency), (1) member from the Town Board of Metropolitan Police Commissioners, and (2) members from the Police Department. Also note, HMC Chapter 10.45 provides that the Police Chief serves as Chief of the Commission regardless of being a member of the commission. *(Currently serving, William Timmer, CFO, Fire Department Representative; Vacant* (owing to retirement) Public Works Department (Agency) representative; Steve Jurczak, Town Board of Metropolitan Police Commissioners representative; Commander John Banasiak, Police Department representative; and Chief Peter T. Hojnicky, Police Department representative.)*
 11. Authorize the Town Council President to sign and transmit a letter to the Indiana Department of Transportation regarding a commitment of local resources in association with a Community Crossings Grant application.

**Unfinished
Business &
General Orders:**

1. **Meeting Authorization & Ratification.** Ratify the calling of an early start (special) meeting for Monday, January 25, 2021 to conduct interviews of prospective candidates, pursuant to HMC Section 2.05.130(A) (4) and Section 2.05.130(F).
2. **Proposed Enactment No. 2021-04:** An Enactment To Permit one time reimbursements for certain health expenses, notwithstanding the Compensation, Benefits And Personnel Program Of The Municipality, To Be Known As The Compensation And Benefits Ordinance Commonly Known as the Employees Handbook. *(Please consider delaying or introducing only. There is added information to be obtained about this.)*
3. **Resolution No. 2021-03:** A Resolution Authorizing Temporary Interfund Loan or Transfer Pursuant to IC 36-1-8-4 of the Indiana Code and Section 3.20.040 of the Highland Municipal Code for, the Sanitary District Bond and Interest Fund, the Redevelopment District Bond and Interest fund, the Water District Bond and Interest Fund, and the Corporation Bond and Interest Fund.
4. **Works Board Order No. 2021-01:** An Order Authorizing and Ratifying an Agreement with HRGovUSA for Temporary worker in Office of the Clerk-Treasurer, pursuant HMC Chapter 3.05.
5. **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 following:*
 - (A) *The hiring (promotion) of **Timothy Gembala**, to the full-time position of Operations Director in Public Works Department (Agency) at a rate of pay of \$2,840.14 bi-weekly with a vehicle and \$3,010.95 bi-weekly without a provided vehicle. This will not increase the full-time workforce greater than the authorized work force strength. (Presently the worker is serving as interim. While under current ordinances, promotions are under the authority of the department head. The Public Works Director asked for this action to affirm the promotion and the retention of the position.)*

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6. **Commendation Letter for Day Off and Signature Authorization.** Action to approve Letters of Commendation for Exemplary Public service leading to the award of a single paid day off for several workers in the **Metropolitan Police Department.** 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. The Town Board of Metropolitan Police Commissioners has granted preliminary approval to several letters of commendation regarding several employees who have worked six months without calling off sick and without experiencing an "at fault accident".
Action should include approval for the members of the Town Council to sign the letters of commendation.

The Police Chief and the Town Board of Metropolitan Police Commissioners are asking for approval of a letter of commendation for six months of work without calling off and not having an at-fault accident for the following:

<i>Commander Ralph Potesta</i>	<i>Officer Daniel Matusik</i>
<i>Commander John Banasiak</i>	<i>Detective Lee Natelborg</i>
<i>Detective Sgt. John Siple</i>	<i>Detective Brian Stanley</i>
<i>Sergeant Shawn Anderson</i>	<i>Corporal Mike Yonkman</i>
<i>Lance Corporal Greg Palmer</i>	<i>Detective Anthony Kowal</i>
<i>Lance Corporal John Hinkel</i>	<i>Officer Francis Peckler</i>
<i>Officer Brian Orth</i>	<i>Detective Darren Conley</i>
<i>Detective Jason Hildenbrand</i>	<i>Officer Nick Vanni</i>
<i>Corporal Brandon Norris</i>	<i>Officer Gerardo Garza, Jr.</i>
<i>Officer Richard Hoffman</i>	<i>Officer Joel Sullivan</i>
<i>Officer Thomas Manyek</i>	

7. **Renewal of Group Dental Plan.** Pursuant to HMC Section 3.05.040 (D), the Town Council is the exclusive purchasing authority for all insurance. Current provider, MetLife rates **are proposed** for renewal at Employee only at \$35.34; Employee and Spouse at \$72.94; Employee plus children \$70.11 and for Employee and family at \$119.88 per month; The current rates are the same. The proposed rates from United Health care represent a 6% increase over the 2021 rates. If approved, Brown Insurance Group would be agent of record. Renewal is effective March 1, 2021.
8. **Renewal for the Workers Compensation Plan,** Pursuant to HMC Section 3.05.040 (D), the Town Council is the exclusive purchasing authority for all insurance. Effective February 1, 2020 with Indiana Public Employers Plan (IPEP) as presented by Brown Insurance Group. The proposed premium or "contribution" is set to be **\$96,595.** This represents a decrease of 4.8% under the previous year. The experience modifier is quite good.
9. **Meeting Authorization.** Authorize the calling of special meeting to interview prospective candidates for appointment to boards and commissions for Saturday, January 30, 2021 at 11:00 a.m., pursuant to HMC Section 2.05.130(A) (4) and Section 2.05.130(F).
10. **Authorizing the proper officer to publish legal notice of a public hearing:** Public Hearing to consider additional appropriations in the amount of **\$142,699** in the **Unsafe Building;** in the amount of **\$8,000** in the **General Improvement Fund;** in the amount of **\$4,807.00** in the **Hazardous**
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Materials Response Fund; in the amount of \$4,494 in the Municipal Cumulative Street Fund; in the amount of \$1,800,853 in the Redevelopment Capital Fund; and in the amount of \$486,712 in the Sanitary District Special Bond and Interest Fund.

NEW BUSINESS:

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

Councilor Bernie Zemen
Councilor Mark Herak
Councilor Mark Schocke
Councilor Thomas Black
Councilor Roger Sheeman

COMMENTS FROM THE PUBLIC or VISITORS

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

ACTION TO PAY Accounts Payable Vouchers

Accounts payable vouchers January 12, 2021 to January 25, 2021 in the amount of **\$331,260.17**.
Payroll Dockets for the paydays of 11.30.2020 in the amount of **\$286,380.96**; 12.04.2022 in the amount of **\$219,453.38**; 12.18.2020 in the amount of **\$213,791.61**; 12.31.2020 in the amount of **\$281,483.89** and 01.15.2021 in the amount of **\$229,455.78**.

ADJOURNMENT

The Town Council may meet in study session immediately following the Regular Meeting.
Posted pursuant to IC 5-14-1.5-4(a)

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**Enrolled Minutes of the Twenty-Seventh Regular or Special Meeting
For the Twenty-Ninth Highland Town Council
Regular Plenary Meeting (Electronic)
Monday, January 11, 2021**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, January 11, 2021 at 6:30 O'clock P.M. in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

This meeting was convened as an *electronic meeting*, pursuant to Governor Holcomb's Executive Order 20-04 and 20-09 allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 public health emergency, extended by Executive Order No. 20-52. Some persons were participating remotely on a Zoom platform that allowed for real time interaction, and supported the public's ability to observe and record the proceedings. People were able to participate in person and remotely. When the agenda item provided for public comment, this was supported as well. Councilor Bernie Zemen, Councilor Mark Herak, Councilor Mark Schocke, Councilor Thomas Black and Councilor Roger Sheeman participated electronically.

Pursuant to HMC Section 2.05.130(A)(2), the Town Council considered and reviewed the agenda in an informal proceeding conducted in the anteroom to the plenary meeting room. Once completed the Town Council moved to the plenary meeting room.

The Town Council President, Mark J. Schocke presided. The Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with the Town Council President 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, Mark J. Schocke, Thomas Black and Roger Sheeman (all participating electronically). The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Additional Officials Present: John P. Reed, Town Attorney; Mark Knesek, Public Works Director; Peter Hojnicky, Metropolitan Police Chief; William R. Timmer, Jr., CFOD, Fire Chief; Alex M. Brown, CPRP, Superintendent of Parks and Recreation; Kathy DeGuilio-Fox, Redevelopment Director; and Kenneth J. Mika, Building Commissioner, were present.

Also present: Ed Dabrowski IT Director (Contract) also of the Board of Waterworks Directors and Larry Kondrat of the Waterworks Board of Directors were also present (electronically).

Guests: Theresa Badovich of the Idea Factory was also present.

Minutes of the Previous Meetings: The minutes of the regular meeting of 28 December 2020 were submitted for consideration. Councilor Zemen moved the approval of the minutes. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The minutes of 28 December 2020 were approved.

Special Orders:

1. Election of the **Town Council President** for 2021, pursuant to § 2.05.040 of the Highland Municipal Code.

Councilor Zemen moved to elect Roger Sheeman as town council president. Councilor Black seconded. Upon a roll call vote, there were three affirmatives, one negative and one abstention. With Councilors Zemen, Herak and Sheeman voting in the affirmative, Councilor Schocke voting in the negative and Councilor Black abstaining, the motion to elect passed. Councilor Sheeman was elected the 70th Town Council President. Councilor Sheeman assumed the chair.

Councilor Schocke shared that in his opinion Councilor Sheeman had not kept promises made when he was a candidate and therefore he could not support the Councilor for this position. He further suggested he would not support Councilor Sheeman in other possible votes.

2. Election of the **Town Council Vice President** for 2021, pursuant to § 2.05.040 of the Highland Municipal Code.

Councilor Black moved to elect Bernie Zemen as vice president. Councilor Herak seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Councilor Zemen was elected the Town Council Vice President.

Comments from the Public or Visitors:

There were no comments from the public.

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

• **Building & Inspection Report for December 2020**

Permit Type	Number	Residential	Commercial	Est. Cost	Fees
Commercial Buildings:	0	0	0	\$0.00	\$0.00
Commercial Additions or Remodeling:	8	0	8	\$205,389.00	\$4,270.50
Signs:	1	0	1	\$23,280.00	\$487.50
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:	37	37	0	\$328,667.00	\$8,233.50
Garages:	0	0	0	\$0.00	\$0.00
Sheds:	0	0	0	\$0.00	\$0.00
Decks & Porches:	2	2	0	\$10,911.00	\$327.00
Fences:	6	6	0	\$41,542.00	\$1,275.00
Swimming Pools:	0	0	0	\$0.00	\$0.00
DrainTile/ Waterproofing:	6	6	0	\$60,925.00	\$1,588.50
Miscellaneous	2	2	0	\$1,282.00	\$273.00
TOTAL:	62	53	9	\$672,996.00	\$16,455.00
Electrical Permits	15	9	6		\$1,580.00
Mechanical Permits	10	7	3		\$1,170.00
Plumbing Permits	3	3	0		\$666.70
Water Meters	1	1	0		\$375.00
Water Taps	0	0	0		\$0.00
Sewer/Storm Taps	0	0	0		\$0.00
TOTAL Plumbing:	4	4	0		\$1,041.70

December Code Enforcement:

Investigations: 077
Citations: 001
Warnings: 077

December Inspections:

Building: 32 Electrical: 19 Plumbing: 07 HVAC: 05

Electrical Exams: 3

• **Fire Department Report for December 2020**

<u>Type of Call</u>	<u>Month</u>	<u>YTD</u>
General Alarms	11	118
Paid Still Alarms	21	328
Still Alarms	4	69
Total Alarms:	36	Calls YTD: 515

• **Workplace Safety Report for December 2020**

There was one workplace incident to report in December. The following report was filed.

Department	Injuries this Month	Year to Date 2020	Total in 2019	Restricted Days 2020	Lost Workdays This Year (2020)	Restricted Days Last Year (2019)	Lost Workdays Last Year (2019)
Parks	0	2	0	0	0	0	0
Fire	0	0	1	0	0	0	0
Police	1	2	4	0	0	0	0
Street	0	1	1	0	0	0	0
Water & Sewer	0	2	5	93	81	0	0
Maint.	0	0	1	0	0	14	2
Other	0	0	1	0	0	0	0
TOTALS	1	7	13	93	81	14	2

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.

Appointments:

• **Statutory Boards and Commissions**

Executive Appointments

1. **Redevelopment Commission:** (3) appointments to be made by Town Council President. (Note: currently held by Tony Washick (unexpired term of George Georgeff) , Renee Reinhart (unexpired term of Bill Leep), and Jack Havlin (unexpired term of Sean Conley))

Action. The Town Council President as municipal executive announced the appointments of **Bill Leep**, 8407 Cottage Grove Place, Highland; **George Georgeff**, 2251 Oakdale, Highland, and **Sean Conley**, 2852 100th Street, Highland to the Redevelopment Commission. Terms are 1 year and until a successor is appointed and qualified, subject to the limitation in IC 36-1-15-10(d)(1). The Clerk-Treasurer noted he would prepare the proper certificates of appointment to be executed by the Town Council President.

Unfinished Business and General Orders:

1. **Resolution No. 2021-01:** A Resolution Of The Fiscal Body Of The Town Of Highland Approving And Fixing The Official Charges Or Fees For Information And Communication Technology Services Provided By The Municipality To Its Executive Departments And Offices And Accounted In The Information And Communication Technology Fund.

Councilor Herak moved the passage and adoption of Resolution No. 2021-01. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

TOWN of HIGHLAND
Town Council Resolution No. 2021-01

A RESOLUTION OF THE FISCAL BODY OF THE TOWN OF HIGHLAND APPROVING AND FIXING THE OFFICIAL CHARGES OR FEES FOR INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES PROVIDED BY THE MUNICIPALITY TO ITS EXECUTIVE DEPARTMENTS AND OFFICES AND ACCOUNTED IN THE INFORMATION AND COMMUNICATION TECHNOLOGY FUND

WHEREAS, The Town Council of the Town of Highland serves as both the legislative and fiscal body of the municipality, all pursuant to I.C. 36-1-2-6, I.C. 36-1-1-2-9 and I.C. 36-5-2-2;

WHEREAS, IC 36-1-3-2 and IC 36-1-3-6(b)(1) confer upon local units of government the powers that they need for the effective operation of government as to local affairs and prescribe the manner and form of enactment for any such exercise of power;

WHEREAS, The Highland Town Council did adopt and establish an Information and Communication Technology Fund, by adoption of Ordinance No. 1323, amending the Highland Municipal Code by adding a new section § 31.08 (now codified as Section 3.45.110), which provides for an internal service fund as an accounting entity to which the resources and costs associated with providing information and communication technology services to the municipality will be accounted; and,

WHEREAS, Section 3.45.110 (F) (1) particularly provides that resources or revenue for these services supported by the internal service fund may consist of *"interdepartmental charges, contributions, cost shares or assessments levied against funds or departments of the municipality to support the lawful purposes and budget of the Information and Communication Technology Fund;"*

WHEREAS, Section 3.45.110 (F) (1) (a) still further provides that the *"charges and rates shall be developed and recommended by the proper officers of the municipality and fixed and approved by the Town Council";*

WHEREAS, The proper officers of the municipality have developed and now recommend charges and rates for FY 2021 to support the costs associated with the provision of information and communication technology services to the municipality and its several executive departments and utilities; and,

WHEREAS, The Town Council now desires to fix and adopt the charges and rates as recommended,

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

Section 1. That the proper officer(s) of the municipality have developed and now recommend the following annual charge for services for the fiscal year 2021 as follows:

(a) For information and communication technology services provided to the several departments reposed in the **Corporation General Fund**, the annual charge is allocated at 25% of costs or \$52,941.50;

(b) For information and communication technology services provided to the department reposed in the **Park and Recreation Fund**, the annual charge is allocated at 20% of costs or \$42,353.20;

(c) For information and communication technology services provided to the department reposed in the **Redevelopment General Fund**, the annual charge is allocated at 5% of costs or \$10,588.30;

(d) For information and communication technology services provided to the Waterworks Utility, the annual charge is allocated at 25% of costs or \$52,941.50;

(e) For information and communication technology services provided to the Wastewater/Stormwater Utility, the annual charge is allocated at 25% of costs or \$52,941.50;

Section 2. That the Town Council hereby finds and determines that the rates and charges as recommended are consistent with IC 36-1-3-8(a)(6), calculated to include reasonable costs associated with those purposes outlined in Section 3.45.110 (D) of the Highland Municipal Code;

Section 3. That the Town Council hereby now fixes and approves the annual rates and charges as set forth herein, and authorizes the municipal fiscal officer to take such lawful measures to charge and collect the fees herein, either as a single lump sum fee or collected periodically until fully collected, and then to deposit these charges into the **Information and Communication Technology Fund**;

DULY RESOLVED and ADOPTED this 11th Day of January 2021, 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/ Roger Sheeman, President (IC 36-5-2-10)

ATTEST:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

2. Resolution No. 2021-02: A Resolution Authorizing a Transfer to the Rainy Day Fund of Identified Monies, pursuant to IC 36-1-8-5.1 et seq.

Councilor Herak moved the passage and adoption of Resolution No. 2021-02. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

TOWN OF HIGHLAND
RESOLUTION NO. 2021-02

A RESOLUTION AUTHORIZING A TRANSFER TO THE RAINY DAY FUND OF IDENTIFIED MONIES, PURSUANT TO IC 36-1-8-5.1 ET SEQ.

WHEREAS, The Highland Town Council did establish a **Rainy Fund**, codified as Sections 3.45.175 through 3.45.195 in the Highland Municipal Code, all pursuant to IC 36-1-8-5.1;

WHEREAS, Pursuant to HMC Section 3.45.175(B), the purpose of the Rainy Day Fund is for *"accumulating funds to provide resources to support lawful purposes of the municipality, including meeting exigencies as herein may be defined and such other purposes permitted by IC 36-1-8-5.1 and as are identified in this article;"*

WHEREAS, Indiana Code 36-1-8-5.1 (b)(2) further provides that an ordinance establishing a Rainy Day Fund must specify the sources of funding for the rainy day fund, which may include any funding source specified in the adopting ordinance and not otherwise prohibited by law;

WHEREAS, Indiana Code 36-1-8-5.1 (d) and HMC Section 3.45.175 (E) provides that in any fiscal year, a political subdivision may transfer under (IC 36-1-8-5) not more than ten percent (10%) of the political subdivision's total annual budget for that fiscal year, adopted under IC 6-1.1-17, to the rainy day fund;

WHEREAS, Section § 3.45.175 (C) (4) of Highland Municipal Code provides that sources for the Town's Rainy Day Fund may include: *"Unassigned fund balances which may be identified in the several funds of the municipality, as may be approved by the town council, and then transferred to the rainy day fund, subject to the provision of IC 36-1-8-5.1(d);"* and,

WHEREAS, The Town Council of the Town of Highland has identified unassigned fund balances from which to transfer a portion to the Rainy Day Fund,

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

Section 1. That the Clerk-Treasurer be and is hereby directed to transfer the following identified amounts of unobligated fund balance on deposit to the credit of the funds herein identified then to be transferred to and deposited to the credit of the **Rainy Day Fund**:

- | | | |
|-----|--|---------------|
| (A) | CORPORATION GENERAL FUND
Transfer to Rainy day Fund | \$ 175,000.00 |
| (B) | REDEVELOPMENT GENERAL FUND | |

	<i>Transfer to Rainy day Fund</i>	\$ 75,000.00
(C)	Cumulative Capital Development Fund <i>Transfer to Rainy day Fund</i>	\$ 100,000.00
(D)	Economic Development LIT Fund <i>Transfer to Rainy day Fund</i>	\$ 50,000.00

Section 2. That the Town Council finds and determines:

(A) That the total appropriated amount of the budget passed and adopted for the taxing units of Highland, by the Town Council, under IC 6-1.1-17 for FY 2021 and reduced by the debt service budgets, is \$17,675,261, rendering the ten percent (10%) limit to be \$1,767,526;

(B) That the amount being transferred, being \$400,000, does in fact conform to the statutory limitation provided in IC 36-1-8-5.1(d).

(C) That the no amount of unobligated fund balance is coming from a debt service, bond proceeds or an allocation fund.

DULY RESOLVED and ADOPTED this 11th Day of January 2021, 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/ Roger Sheeman, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

Remarks from the Town Council:
(For the Good of the Order)

- **Councilor Bernie Zemen:** • *Fire Department, Liaison* • *Liaison to the Plan Commission*

Councilor Zemen congratulated Councilor Sheeman on his election as president.

Councilor Zemen acknowledged the Fire Chief who offered a survey of service and incidents of the Fire Department.

- **Councilor Mark Herak:** • *Budget and Finance Chair* • *Liaison to the Advisory Board of Zoning Appeals* • *Town Board of Metropolitan Police Commissioners, Liaison.*

Councilor Herak congratulated the newly elected Council President and Vice President.

Councilor Herak acknowledged the Public Works Director who offered a survey of matters undertaken by the Public Works Agency. There was a brief discussion regarding streets and the resurfacing for 2021.

Councilor Herak acknowledged the Building Commissioners who noted that the Plumbing Inspector would likely be retiring soon.

- **Councilor Mark Schocke:** *Park and Recreation Liaison.*

Councilor Schocke acknowledged the Parks and Recreation Superintendent who reported on parks and recreation generally. The Parks and Recreation Superintendent noted that the Daddy-Daughter dance would be likely postponed until April owing to the COVID pandemic restrictions.

Councilor Schocke also noted that he hoped that the recently obtained CARES Act reimbursement would be used to reimburse each department for its costs associated with COVID.

- **Councilor Tom Black:** *Liaison to the Board of Sanitary Commissioners • Liaison to the Board of Waterworks Directors.*

Councilor Black wished the new president well.

- **Council President Roger Sheeman:** *Town Executive • Chair of the Board of Police Pension Trustees • Chamber of Commerce Liaison • Liaison to the Community Events Commission • Information Technology Liaison • and Redevelopment Commission Liaison.*

Councilor Sheeman acknowledged the Redevelopment Director who offered a brief report regarding the lighting replacement in the downtown. He also noted that the January 26, 201 would be the next Restaurant Crawl in the downtown.

Comments from Visitors or Residents:

There was were no comments.

With leave from the Town Council, the Town Council President offered remarks on the occasion of his election as the 70th Town Council President.

Payment of Accounts Payable Vouchers. There being no further comments from the public, Councilor Black moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period December 29, 2020 through January 11, 2021. Councilor Schocke seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket 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, \$261,652.85; Motor Vehicle Highway and Street (MVH) Fund, \$27,128.96; Law Enforcement Continuing Education and Training and Supply Fund, \$1,492.22; Insurance Premium Agency Fund, \$7,853.98; Information Communications Technology Fund, \$4,640.93; Police Pension Fund, \$69,229.26; Municipal Cumulative capital Development Fund, \$161,301.64; Public Safety Local Income Tax Fund, \$14,450.00; Total: \$547,749.84

Adjournment of Plenary Meeting. There being no further business on the agenda, the Town Council President adjourned the regular plenary meeting of the Town Council of Monday, January 11, 2021 at 7:22 O'clock p.m.

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

Approved by the Town Council at its meeting of _____, 2020.

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

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Board or Commission or Appointed Officer	Form or organization	Composition	Appointment Authority
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Statutory Boards & Commissions

<p>1) Town Board of Metropolitan Police Commissioners <i>"Each commissioner shall take and subscribe an oath before the clerk of the county in which the Town is located"</i></p>	<p>Chairman & Vice Chairman IC 36-8-9-4 adopts consistent patterns of the Safety Brds which has chairman IC 36-8-3-3 Also refer IC36-8-9-6(a)</p>	<p>(5) member body Initial body is 3. No more than 2 of same political party. After initial appt of 3, board may be increased by 2 who may not be the same political party. 3 year term <u>Oath</u> by circuit court clerk. Appointees must be of good moral character and legal residents of the Town. If ordinance amended, Town Council members can be appointed with limits.</p>	<p>Legislative Body Town Council Appointment I.C. 36-8-9-3(a)(b) HMC Chapter 9.10</p>
<p>2) Park & Recreation Board</p>	<p>President and Vice President a secretary may be selected from within or without its membership. IC 36-10-3-8(c)</p>	<p>6 member body one an appointee of school board/one an appointee of Library Board. 4 citizens no more than 2 of same political party. 4 year term. Term goes to 1st Monday in January. If not made by first Monday in April continues for a full term. Members shall be appointed on the basis of their interest in and knowledge of parks and recreation. (In towns must be a <i>resident</i>) Oath of Office</p>	<p>Legislative Body (changed 2007) Town Council Appoints 4 citizen members I.C. 36-10-3-4(a) HMC Chapter 11.05 Formerly Municipal Executive as appointing authority School Board Appoints (1) member Lake County Library Board Appoints (1) member</p>
<p>3) Plan Commission</p>	<p>President and Vice President IC 36-7-4-303 Commission may appoint and fix the duties of a secretary who is not required to be a member of the commission. IC 36-7-4-304 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.</p>	<p>7 member panel no more than two of the citizen members may be of the same political party. 4 year term Commences First Monday in January Citizens: IC 36-7-4-218(a)(1)(b) Legislative: IC 36-7-4-217. Certified by exec & clerk. A citizen member may not hold other elective or appointive office in municipal, state or county government and must be a resident.</p>	<p>Split Appointment: Municipal Executive appoints 4 Citizen members I.C. 36-7-4-207(b)(2) HMC Chapter 14.05) Legislative Body appoints 3 persons who <i>shall</i> be elected or appointed officials or employees in municipal government I.C.36-7-4-207(b)(1) HMC Chapter 14.05</p>
<p>4) Advisory Board of Zoning Appeals</p>	<p>Chairman and Vice-Chairman IC 36-7-4-912 May Appoint a secretary and such employees as are necessary for the discharge of its duties. IC 36-7-4-913</p>	<p>5 member panel 4 year term First Monday in January IC 36-7-4-906(b) None of the members of a BZA may hold other elective or appointive office in municipal, county or state government, except as permitted by I.C. 36-7-14-902. Member must be a resident</p>	<p>Triune Appointment: Municipal Executive appoints 3 citizen members - 1 must be a plan commission member; 2 must not be members. I.C. 36-7-4-902(a)(1) Municipal Fiscal Body</p>

Board or Commission or Appointed Officer	Form or organization	Composition	Appointment Authority
			<p>appoints 1 citizen member who must not be a plan commission member.</p> <p>I.C. 36-7-4-902(a)(2)</p> <ul style="list-style-type: none"> • Plan Commission appoints 1 member who must be a plan commission member other than the one appointed under subdivision 1 above <p>I.C. 36-7-4-902(a)(3).</p>
5) Board of Sanitary Commissioners	President and Vice President IC 36-9-25-6	5 member panel No more than three of same political party 4 year term oath of office.	Municipal Executive appointment I.C. 36-9-25-3(b)(1).
6) Redevelopment Commission	IC 36-7-14 President, Vice - President and Secretary	5 member panel one year term from January 1 must be 18 years old & reside in unit. Oath of office.	<p>Split appointment:</p> <ul style="list-style-type: none"> • Municipal Executive appoints 3 members I.C. 36-7-14-6.1 HMC Chapter 14.10 <p>Legislative Body appoints 2 members I.C. 36-7-14-6.1 Ord. No.946 H.M.C.Chapter 14.10</p>
7) Water Works Board of Directors		5 member panel members called Directors w/ oath of office. No more than three of same party. By act of ordinance serve for three year terms. (See HMC 190) Oath of office.	Municipal Executive I.C. 8-1.5-4-2(a)(b). H.M.C.Chapter 12.05
Regional Appointments			
1)Northwest Indiana Regional Planning Commission	Appointee must be a resident of Highland, an <i>elected official</i> and knowledgeable in matters of physical, social, or economic development in the region.	Multi-Member panel One (1) appointment 51 Members called Commissioner :Highland allowed one (1) appointment Term: Serves until recalled	Municipal Executive certified to the MPO IC 36-7-7-4(c)(1)
2)Lake County Convention & Visitor Bureau	No appointee may hold an elective or appointed political office while serving on the bureau. Appointing Authority shall give consideration to appointees knowledgeable about or employed as executives or managers in at least one of the following in the county: Hotel, Motel, Restaurant, Travel, Transportation, Convention, Trade Show; riverboat, banking, real estate, & construction. If not made before July 16	13 Member panel Three (3) year term beginning July 1: Highland allowed one (1) appointment The Executives of the eight (8) largest municipalities shall appoint one member to the bureau. IC 6-9-2-3. Oath & Certificate	Municipal Executive IC 6-9-2-3(c) Note: If a vacancy is not filled within 30 days of vacancy or an appointment is not made by July 16 then the Lt. Governor's appointees shall appoint a qualified person.(IC 6-9-2-3(i).

**Appointment Authority
Highland Town Government**

Board or Commission or Appointed Officer	Form or organization	Composition	Appointment Authority
	or 30 days vacancy.(amended 2007)		
3) Lake County Solid Waste Management District		Multi-member Panel 22-23 persons: Highland allowed one (1) member to be selected from membership of fiscal body.Term is co-extensive with member's elective term. Serves at pleasure of appointing authority.	Fiscal Body(Legislative Body) IC13-9.5-2-5(d)(4).
4) Lake County Public Safety Communications Commission	Appointee must be one of the following: Fire Chief, Police Chief, EMA Director or a Town Council Member. A proxy vote can be granted to a deputy of the public safety representative	Multi-member Panel 19 members. Highland allowed one (1) member Term four years.	Municipal Executive (Town Council President) See Section 31.302(A)(1)(b) of the Lake County Code of Ordinances
Home Rule Boards & Commissions			
Traffic Safety Commission		No less than six members. (1) member from Town Council;2 from the Police Department;1 from the Fire Department;1 from Department of Public Works;1 Police Commissioner; Police Chief is <i>ex officio</i> Chairman(HMC §11-203(c))	Legislative Appointment. HMC Chapter 10.45
Community Events Commission	Chair & Vice Chair	consist of 7 voting members; term of 3 years. Also 9 who are annual and appointed as legislative appt.	Three (3) appointed by Municipal Executive; four (4) appointed by legislative body. Three year terms. 9 for one year terms appointed by legislative body. HMC Chapter 11.15.
TREE BOARD	Chairperson	Consists of 7 voting members, staggered terms	Seven (7) appointed by the municipal executive upon nomination by the Town Council. Municipal executive chooses the chair from the membership of the board. HMC Chapter 8.25.
Main Street Bureau Board of Directors Department of Redevelopment	Chairperson	Consists of not less than 7 and not more than 21 members	The municipal executive shall appoint thre (3) special constituency members (Town Council, Economic Development and Highland chamber, who serve until a successor is appointed. Municipal legislative body chooses up to 17 members, who serve for 2 year terms. HMC Chapter 14.15.

Legislative Appointment means the appointment comes from the Town Council.

Fiscal Body Appointment means the appointment comes from the Town Council.

Municipal Executive Appointment means the appointment comes from the Town Council President.

**Appointment Authority
Highland Town Government**

Board or Commission or Appointed Officer	Form or organization	Composition	Appointment Authority
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Also note:

IC 36-1-8-10 " Board" defined; political affiliation of board appointees

Sec. 10. (a) As used in this section, "board" means an administration, an agency, an authority, a board, a bureau, a commission, a committee, a council, a department, a division, an institution, an office, a service, or another similarly designated body of a political subdivision.

(b) Whenever a law or political subdivision's resolution requires that an appointment to a board be conditioned upon the political affiliation of the appointee, or that the membership of a board not exceed a stated number of members from the same political party, at the time of an appointment, one (1) of the following must apply to the appointee:

- (1) The most recent primary election in Indiana in which the appointee voted was a primary election held by the party with which the appointee claims affiliation.
- (2) If the appointee has never voted in a primary election in Indiana, the appointee is certified as a member of that party by the party's county chair for the county in which the appointee resides.

(c) If a certification by a county chair of a political party is required under subsection (b), the certification must be filed with the office of the circuit court clerk not later than the time the appointee's oath of office is filed with the clerk under IC 5-4-1. If the county chair's certification is not filed with the circuit court clerk's office as required by this subsection, the appointment is void.

(d) Notwithstanding any other law, if the term of an appointed member of a board expires and the appointing authority does not make an appointment to fill the vacancy, both of the following apply:

- (1) The member may continue to serve on the board for *only ninety (90) days* after the expiration date of the member's term.
- (2) The county chair of the political party of the member whose term has expired shall make the appointment.

Special Law for appointments to the Board of Sanitary Commissioners:

IC 36-9-25-3 Establishment of department; composition of board of commissioners; oaths, surety bonds, and compensation of commissioners.

IC 36-9-25-3 (f)

Notwithstanding IC 36-1-8-10, whenever this section requires that the membership of the board of sanitary commissioners not exceed a stated number of members from the same political party, at the time of appointment the appointee must:

(1) have voted in the two (2) most recent primary elections held by the party with which the appointee claims affiliation; or

(2) if the appointee did not vote in the two (2) most recent primary elections or only voted in one (1) of those elections, be certified as a member of the party with which the appointee claims affiliation by that party's county chairman for the county in which the appointee resides.

(Print optimized 85%)

**TOWN OF HIGHLAND
ENACTMENT NO. 2021-04**

A SPECIAL ENACTMENT TO PERMIT ONE TIME REIMBURSEMENTS FOR CERTAIN HEALTH EXPENSES, NOTWITHSTANDING THE COMPENSATION, BENEFITS AND PERSONNEL GROUP HEALTH PROGRAM OF THE MUNICIPALITY, TO BE KNOWN AS THE COMPENSATION AND BENEFITS ORDINANCE COMMONLY KNOWN AS THE EMPLOYEES HANDBOOK, IN PARTICULAR TO AUTHORIZE REIMBURSEMENT FOR CO-PAYS FOR WORKERS WHO TOOK A RAPID COVID TEST.

WHEREAS, The Town Council is the fiscal and legislative body of the Town of Highland, pursuant to IC 36-5 et sequitur;

WHEREAS, IC 36-1-3-2 confers upon all local units the powers that they need for the effective operation of government as to local affairs;

WHEREAS, IC 36-1-3-6 (b)(1) prescribes that any such exercise of power shall be authorized through enactment of an ordinance passed by the legislative body; and

WHEREAS, IC 36-1-4, sections 14 and 15 provide in pertinent parts for the establishment of a system of employment for any class of employee and for fixing the level of compensation of its officers and employees;

WHEREAS, IC 36-5, Chapters 3 and 4 provide additional authority and guidelines for fixing the level of compensation of officers and employees in towns;

WHEREAS, The Town Council as the Legislative Body, did pass and adopt Ordinance No. 1726 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, having amended it five times since its adoption;

WHEREAS, Ordinance No. 1379 an Ordinance Establishing the Compensation and Benefits for the Employees of the Town of Highland amended multiple times since its adoption, commonly called the Municipal Employee Handbook, remains in full force and effect;

WHEREAS, The Compensation and Benefits Ordinance states in pertinent part all eligible employees for the group health insurance benefit shall *"The Town will provide a health insurance plan for all eligible employees of the town hereinafter defined. The Town reserves the right to change alter, modify or cancel the insurance plan coverage with or without notification. The Town provides eligible employees of the town hereinafter defined with a group insurance plan in which the coverage begins on the first day of employment. For specific details on the type and extent of coverage, please refer to the plan document, which will be provided at the time of enrollment,"* all pursuant to Section 6.03.

WHEREAS, The Compensation and Benefits Ordinance further provides that the Town of HIGHLAND will offer a group health high deductible plan, which allows the establishment of a Health Savings Account, owned by the worker, with any earnings to be tax deferred, to which the Town of HIGHLAND contributes, depending upon the type of coverage in a range from \$981 annually for single coverage, offering a *net* out of maximum out of pocket in network cost of \$1,819 and

up to \$2,892 annually for family coverage, offering a *net* out of maximum out of pocket in network cost of \$2,708, in both cases the Town's contributions are paid in two installments all to offset the higher copays or out of pocket expenses a worker may incur, pursuant to Section 6.03.03;

WHEREAS, Compensation and Benefits Ordinance also authorizes the Town of HIGHLAND to offer group health PPO plan which has co-pays and sets maximum out of pocket worker responsibility depending on the type of coverage, with a maximum out of pocket for single in network coverage of \$3,000, family in network coverage of \$6,000, which are doubled in each category for out of network coverage;

WHEREAS, That there is an annual enrollment in which workers can choose from the two plans depending on choice and determine and pursuant to the group health plans in force, the deductibles or co-pays are as described;

WHEREAS, The Assistant Chief of Police has recently presented the case of one administrative clerical worker and one police officer which elected to obtain a rapid results COVID Antigen Test, from MD Urgent Care, 9636 Cline avenue, Highland, rendering results in fifteen minutes, with a 70-75% efficacy, and asked that these workers be reimbursed for the out of pocket co-pays, which is for the administrative clerical worker seventy-five dollars (\$75), and in the case of police officer is sixty dollars (\$60);

WHEREAS, The Public Works Director has also reported the case of one public works worker who elected to obtain a rapid results COVID Antigen Test, from MD Urgent Care, 9636 Cline avenue, Highland, rendering results in fifteen minutes, with a 70-75% efficacy, and asked that this worker be reimbursed for the out of pocket co-pay, which is seventy-five dollars (\$75);

WHEREAS, The Clerk-Treasurer and the Town Council discussed these matter at the standing study session of Monday, January 18, and have considered the matter and note that the requested action would depart from the group health plans as enabled by the Compensation and Benefits Ordinance;

Whereas, The Town Council now desires to take the proper steps to authorize and approve an appropriate remedy,

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

Section 1. That the Town Council makes the following findings and determinations, pursuant to its authority under IC 36-1-4-15 to fix the level of compensation of its officers and employees, its powers granted by statute and those necessary or desirable in the conduct of its affairs, under IC 36-1-3-4, as well as the authority described in the preamble to this enactment:

(A) That the Highland Town Council now finds and determines that operating under a Global Pandemic associated with the Corona virus known as COVID 19, acknowledged by Federal, State and Local authorities created added risks and concerns for the health and welfare of workers who still report to work and perform the duties to which they have been assigned, all with the end that continuity of government services be maintained;

(B) That the Highland Town Council further finds and determines that toward this end, the Town Council did pass and adopt Ordinance No.1715, amending Section 5.11.02 of the Compensation and Benefits Ordinance to create a special administrative leave associated with a "*declaration of a National Emergency as declared by the President of the United States*", evidencing the intention of the Town Council to take special steps to promote the health, safety and welfare of its workforce;

(C) That the Highland Town Council still further finds and determines that the current group health insurance plans for workers would cover 100% with no co-pay, which would be covered at the in-network health care facilities and hospitals, however, the time to schedule a test can be protracted;

(D) That the Highland Town Council still further finds and determines that there may be other workers who took enrolled for the rapid test for COVID antigens offered by MD Urgent Care, which did not get reported to the Town Council for consideration, for the special co-pay for the rapid test administered at MD Urgent Care, 9636 Cline Avenue, Highland, which for non-public safety workers is seventy-five dollars (\$75) plus what the group health insurance will pay and for public safety workers is sixty dollars (\$60) plus what the health insurance will pay;

Section 2. That based upon the foregoing, the Town Council does hereby authorize and approve the following:

(A) That pursuant to its authority under IC 36-1-4-15 to fix the level of compensation of its officers and employees, its powers granted by statute and those necessary or desirable in the conduct of its affairs, under IC 36-1-3-4, as well as the authority described in the preamble to this enactment, the relevant provisions set forth in the Ordinance No. 1379 establishing the *Compensation and Benefits for the Employees of the Town of Highland* as amended notwithstanding, reimbursement for the copays paid by employees herein described is hereby authorized as follows:

- (1) The particular police officer reported by the Assistant Chief of Police;
- (2) The particular administrative clerical worker reported by the Assistant Chief of Police;
- (3) The particular public works employee as reported by the Public Works Director;

(B) That further, notwithstanding provisions of set forth Compensation and Benefits Ordinance, as amended, reimbursements shall be processed according to Indiana law, subject to worker benefits governed by Federal Law and provided the reimbursement is not construed as reimbursing for health insurance;

(C) That further, notwithstanding provisions of set forth Compensation and Benefits Ordinance, as amended, and the reimbursement is allowable under the Federal guidance, including determining if such a step is lawful, the Clerk-Treasurer is hereby authorized and approved to take such steps as are lawful and will be consistent with audit guidance, to implement the purposes of this enactment;

Section 3. That the adoption of this enactment shall **in no way be construed as a precedent** for the subject department or any other department of the

municipality, nor shall it be construed as creating an entitlement for any other workers in any other department, but rather the provisions in this enactment are specific, unique and particularly conferred, and any provisions suspended in the Compensation and Benefits ordinance are only suspended for the specific purposes of this enactment and shall not extend beyond its particular authority;

Section 4. That authority under this enactment shall be seen as complementary to and not in derogation of the authority of the Clerk-Treasurer under IC 36-5-6-6, and that the payments authorized under this enactment, are hereby deemed to be a type of expense identified under IC 36-5-4-12(b)(10) & (13).

Introduced and Filed on the 25th day of January 2021. Consideration on same day or at same meeting of introduction sustained a vote of _____ in favor and a vote of _____ opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this _____ day of _____ 2021, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of _____ in favor and _____ opposed.

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

Roger Sheeman, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

**TOWN of HIGHLAND
RESOLUTION NO. 2021-03**

A RESOLUTION AUTHORIZING TEMPORARY INTERFUND LOAN or TRANSFER PURSUANT to IC 36-1-8-4 OF THE INDIANA CODE AND SECTION 3.20.040 OF THE HIGHLAND MUNICIPAL CODE FOR, THE SANITARY DISTRICT BOND AND INTEREST FUND, THE REDEVELOPMENT DISTRICT BOND AND INTEREST FUND, THE WATER DISTRICT BOND AND INTEREST FUND, AND THE CORPORATION BOND AND INTEREST FUND.

Whereas, The Clerk-Treasurer has advised the Town Council that cash balances in the **Sanitary District Bond & Interest Fund**, the **Redevelopment District Bond & Interest Fund**, the **Waterworks District Bond and Interest Fund** and the **Corporation Bond and Interest Fund**, are not sufficient to meet their regular expenses prior to the receipt of the semi-annual distribution of ad-valorem revenues so it has become necessary to temporarily borrow money to enhance the debt service funds;

Whereas, The Clerk-Treasurer has further advised that there is sufficient money on deposit to the credit of the **Corporation General Fund** and the **Economic Development Local Income Tax Fund** that can be temporarily transferred, pursuant to IC 36-1-8-4 and HMC Section 3,20.040;

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

Section 1. That the amount of **\$436,671.00** be borrowed for the **Sanitary District Bond and Interest Exempt Fund** with the amount of **\$436,671.00** to be loaned by the **Economic Development Local Income Tax Fund**, as authorized by HMC Section 3.20.040 and IC 36-1-8-4;

Section 2. That said loan in the amount **\$436,671.00** be repaid to the **Economic Development Local Income Tax Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the **Fund** with such loan to be repaid no later than December 31, 2021, subject to IC 36-1-8-4(b).

Section 3. That the amount of **\$5,316.00** be borrowed for the **Redevelopment Bond & Interest Fund** with the amount of **\$5,316.00** to be loaned by the **Economic Development Local Income Tax Fund**;

Section 4. That said loan in the amount of **\$5,316.00** be repaid to the **Economic Development Local Income Tax Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the **Redevelopment Bond & Interest Fund** with such loan to be repaid no later than December 31, 2021, subject to IC 36-1-8-4(b).

Section 5. That the amount of **\$45,405.00** be borrowed for **the Corporation Bond & Interest Fund** with the amount of **\$45,405.00** to be loaned by the **Corporation General Fund**;

Section 6. That said loan in the amount of **\$45,405.00** be repaid to the **Corporation General Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the **Corporation Bond & Interest Fund** with such loan to be repaid no later than December 31, 2021, subject to IC 36-1-8-4(b);

Section 7. That the amount of **\$71,567.00** be borrowed for **the Waterworks District Bond & Interest Fund** with the amount of **\$71,567.00** to be loaned by the **Corporation General Fund**, by HMC Section 3.20.040 and IC 36-1-8-4;

Section 8. That said loan in the amount of **\$71,567.00** be repaid to the **Corporation General Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the **Waterworks District Bond & Interest Fund** with such loan to be repaid no later than December 31, 2021, subject to IC 36-1-8-4(b);

Section 9. That for the temporary loans made by the Town of Highland to the Sanitary District Bond and Interest Fund, and to the Waterworks District Bond and Interest Fund, for the purposes of HMC Section 3.20.040(B)(1), this resolution shall serve as evidence of the obligation and that under Section 3.20.040(B)(4) no interest will attain.

Duly Adopted by the Town Council of the Town of Highland, Lake County, Indiana, this 25th day of January 2021. Having been passed by a vote of _____ in favor and _____ opposed.

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

Roger Sheeman, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

**Town of Highland
Board of Works
Order of the Works Board 2021-01**

An ORDER of the WORKS BOARD APPROVING and AUTHORIZING AN INTERIM STAFFING AGREEMENT BETWEEN THE TOWN OF HIGHLAND OFFICE of CLERK-TREASURER and GOV TEMPS USA, LLC pursuant to IC 5-22-6 and Section 3.05.090 of the Municipal Code.

Whereas, The Town of Highland, Office of Clerk-Treasurer, headed by the Clerk-Treasurer who is the fiscal officer of all the executive departments of the municipality, provides fiscal management, budgetary monitoring and compliance, financial reporting, revenue collection and accounting, investing, records administration, and manages legislative process for the legislative body;

Whereas, The Town of Highland, through its Town Clerk-Treasurer, has determined that a need exists to acquire organizational capacity through contracting temporary worker services;

Whereas, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030(A) and (B) of the HMC serves as purchasing agency for the several departments of the municipality generally including the Office of the clerk-treasurer, pursuant to Section 3.05.030 (A)(5) of the Highland Municipal Code;

Whereas, The Clerk-Treasurer, pursuant to 3.05.050(D)(9) of the HMC, serves as the Purchasing Agent for the Office of the Clerk-Treasurer as well as the executive departments of the municipality;

Whereas, The Town of Highland through its Office of the Clerk-Treasurer, pursuant to authority of HMC Section 3.05.050(D)(9) did acquire organizational capacity through contracting temporary worker services through seeking and approving an agreement with GOVTEMP USA, LLC, 630 Dundee Road, Suite 130, Northbrook, Illinois 60062, with such worker already being at work and performing work and assignments as directed;

Whereas, Owing to ongoing assessments of organizational capacity, it is desirable to extend the term of service beyond what was originally conceived, February 26, 2021, and as such, the value of the agreement could exceed fifteen thousand dollars (\$15,000);

Whereas, As purchasing agency for the several departments of the municipality generally and as the purchasing agency for the Office of the clerk-treasurer, the Highland Town Council must approve purchases that Fifteen Thousand Dollars (\$15,000), all pursuant to the Highland Municipal Code, Sections 3.05.040(C) and 3.05.050(B)(2);

Whereas, There are sufficient and available appropriations and cash balances on credit to the proper funds of the municipality to support the expenses under the terms of the agreement if extended and the issuance of a purchase order, all pursuant to I.C. 5-22-17-3(e), I.C. 5-22-18-5 and HMC Section 3.05.040 (E);and,

Whereas, The Town Council now desires to approve, ratify and authorize the agreement described herein and authorize its extension as it may exceed fifteen thousand dollars (\$15,000), pursuant to the terms stated herein,

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

Section 1. That the terms and charges as presented in the agreement between the Town of Highland Office of Clerk-Treasurer and **GOVTEMP USA, LLC**, 630 Dundee Road, Suite 130, Northbrook, Illinois 60062, to provide organizational capacity through recruiting and recommending candidates to be selected as a worker offering temporary worker services according to the specifications of the Town of Highland, which included worker support for the tasks associated with **fiscal management, budgetary monitoring and compliance, financial reporting, utility revenue collection and accounting, investing, records administration, and legislative process administration for the legislative body**, to be the a desirable proposal, which complied with all the specifications set forth by the Town, as a desirable proposal, as accepted by the clerk-treasurer is hereby ratified, accepted and approved in each and every respect, all pursuant to the Highland Municipal Code, Sections 3.05.040(C) and 3.05.050(B)(2);

Section 2. That the Town Council hereby authorizes the extension of the services under the agreement, and as the clerk-treasurer as purchasing agent similarly found, now concurs and finds its terms reasonable and fair and the agreement be made a part of this order as an exhibit;

Section 3. That the Town Council further finds and determines there is now or will be sufficient and available appropriations and cash balances on credit to the proper fund or funds of the municipality to support the purchase and payments under the terms of the agreement and authorizes the proper expenditures from these funds, all pursuant to I.C. 5-22-17-3(e);

Section 4. That the Clerk-Treasurer is hereby authorized to expend appropriated funds as budgeted in order to support and continue the agreement as extended.

Be it So Ordered

DULY, PASSED, ADOPTED AND ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 25th day of January 2021 having passed by a vote of ___ in favor and ___ opposed.

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

Roger Sheeman, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

EMPLOYEE LEASING AGREEMENT

THIS EMPLOYEE LEASING AGREEMENT (this "Agreement") is made by **GOVTEMPSUSA, LLC**, an Illinois limited liability company ("GovTemps"), and the **TOWN OF HIGHLAND** (the "Client"). GovTemps and the Client can be individually identified as a ("Party") and collectively as the ("Parties"). GovTemps and the Client agree as follows:

**SECTION 1
SCOPE OF AGREEMENT**

Section 1.01. Assigned Employee. The Client will lease certain employees of GovTemps, and GovTemps will lease to the Client, the personnel identified in attached Exhibit A, (the "Assigned Employee"). Exhibit A identifies the temporary position and/or assignment (the "Assignment") the Assigned Employee will fill at the Client, and it further identifies the base compensation for each Assigned Employee, as of the effective date of this Agreement. Exhibit A may be amended from time to time by a replacement Exhibit A signed by both GovTemps and the Client. GovTemps, as the common law employer of Assigned Employees, has the sole authority to assign and/or remove the Assigned Employee, provided however, that the Client may request, in writing, that GovTemps remove or reassign the Assigned Employee. Any such request will not be unreasonably withheld by GovTemps. The Parties understand and acknowledge that the Assigned Employee is subject to the Client's day-to-day supervision.

Section 1.02. Independent Contractor. GovTemps is and remains an independent contractor, and not an employee, agent, partner of, or joint venturer with, the Client. GovTemps has no authority to bind the Client to any commitment, contract, agreement or other obligation without the Client's express written consent.

**SECTION 2
SERVICES AND OBLIGATIONS OF GOVTEMPS AND CLIENT**

Section 2.01. Payment of Wages. GovTemps will timely pay the wages and related payroll taxes of the Assigned Employee from GovTemps' own account in accordance with federal and applicable state law and GovTemps' standard payroll practices. GovTemps will withhold from such wages all applicable taxes and other deductions elected by the Assigned Employee. The Client acknowledges that GovTemps may engage a financial entity to maintain its financing and record keeping services, which may include the payment of wages and related payroll taxes in accordance with this Section 2.01. The Client agrees to cooperate with any such financial entity to ensure timely payment of wages, related payroll taxes, and any applicable fees pursuant to this Section 2.01. As to Assigned Employees, GovTemps will comply with the Immigration Reform and Control Act of 1986, Title VII of the Civil Rights Act of 1964, as amended, (Title VII), the Americans With Disabilities Act of 1990 (ADA), the Age Discrimination in Employment Act (ADEA), the Equal Pay Act of 1963, the Civil Rights Acts of 1866 and 1871 (42 U.S.C. § 1981), the Family and Medical Leave Act of 1993, the Fair Labor Standards Act of 1938, the National Labor Relations Act, the Employee Retirement Income Security Act ("ERISA") of 1974, and any other federal, state or local statute, state constitution,

ordinance, order, regulation, policy or decision regulating wages and the payment of wages, prohibiting employment discrimination or otherwise establishing or relating to rights of Assigned Employee.

Section 2.02. Workers' Compensation. To the extent required by applicable law, GovTemps will maintain in effect workers' compensation coverage covering its Assigned Employee's work in an Assignment. Any applicable coverage under this Agreement terminates on the Termination Date of this Agreement.

Section 2.03. Employee Benefits. GovTemps will provide to Assigned Employee those employee benefits identified in the attached Exhibit B. GovTemps may amend or terminate any of its employee benefit plans according to their terms. All employee benefits, including severance benefits for Assigned Employee will be included in Fees payable to GovTemps under Section 3.01 of this Agreement.

Section 2.04. Maintenance and Retention of Payroll and Benefit Records. GovTemps will maintain records of all wages and benefits paid and personnel actions taken by GovTemps in connection with any of the Assigned Employees(s). GovTemps will retain control of such records and make them available for inspection as required by applicable federal, state or local laws.

Section 2.05. Other Obligations of GovTemps. GovTemps will comply with any federal, state and local law applicable to its Assigned Employee(s). GovTemps will comply with the requirements of the federal Patient Protection and Affordable Care Act (ACA).

Section 2.06. Direction and Control. The Parties agree and acknowledge that the Client has the right of direction and control over the Assigned Employee, including matters of discipline, excluding removal or reassignment, as provided for by Section 1.01. The Assigned Employee(s) will be supervised, directly and indirectly, and exclusively by the Client's supervisory and managerial employees.

Section 2.07. Obligations of the Client. Pursuant to this Agreement the Client covenants, agrees and acknowledges:

- (a) The Client will provide the Assigned Employee with a suitable workplace, that complies with US Occupational Safety and Health Administration ("OSHA") statutes and regulations, and all other health and safety laws, regulations, ordinances, directives, and rules applicable to the Assigned Employee and the Assigned Employee's workplace. The Client agrees to comply, at its expense, with all health and safety directives from GovTemps' internal and external loss control specialists, GovTemps' workers' compensation carrier, or any government agency having jurisdiction over the place of work. The Client will provide and ensure use of all functional personal protective equipment as required by any federal, state or local law, regulation, ordinance, directive, or rule or as deemed necessary by GovTemps' workers' compensation carrier. GovTemps and/or its insurance carriers have the right to inspect Client's premises to ensure that the Assigned Employee is not exposed to an unsafe work place and must make an appointment to so inspect due to Client's current COVID-19 safety guidelines.

accommodations to ensure the Assigned Employee can perform their duties in a safe and healthy manner.

- monitor the health of its employees and follow all approval CDC, OSHA, OSHA, local or other regulations regarding occupational diseases in the assignment where the Assigned Employee will perform services and
- comply with any current or future state, federal, or local prohibition or regulations regarding a public health emergency which require workplace shut-downs and/or remote work practices.

SECTION 3
TITLE PAYABLE TO GOVERNMENT

Section 3.01, Title. The Client will pay Government fees for the services provided under this Agreement as follows:

- (a) The base compensation of each worker under Section 2.01(a) is provided, plus:
 - (i) State employee benefits that may be provided by the Assigned Employee in accordance with the applicable laws, including but not limited to, state workers' compensation, workers' rest, workers' compensation, health and other insurance premiums, payroll, unemployment, FICA and other taxes, vacation pay, overtime pay, sick leave pay, family and medical leave pay, and any other compensation or benefits payable under any applicable law, regulation, contract, or collective bargaining agreement, local laws, and other laws, regulations, and collective bargaining agreements.

Section 3.02, Increase in Law. The Client will increase the base compensation of any individual employee to the extent that any applicable law, regulation, contract, or collective bargaining agreement requires such increase. If the Client fails to provide the required increase, the Client will be liable for the amount of the increase.

Section 3.03, Payment Method. The Client will pay the Assigned Employee the amount of the Government fees in accordance with the terms of the Agreement. Within thirty (30) days following the end of each month, the Client will pay the amount of the Government fees to the Assigned Employee in a lump sum or in installments as agreed upon in writing. The Client will be liable for the amount of the Government fees if the Client fails to pay the Assigned Employee the amount of the Government fees in accordance with the terms of the Agreement.

Gov-Temps' rights under this paragraph do not diminish or alter the Client's obligations to the Assigned Employee under applicable law, or its obligations to Gov-Temps under this Agreement.

(b) With respect to the Assigned Employee, the Client will comply with all applicable labor and employment-related laws and regulations, and any other federal, state or local statute, state court order, ordinance, order, regulation, policy or decision, prohibiting employment discrimination, or otherwise establishing or relating to the terms and conditions of Assigned Employee's Assignment.

(c) The Client retains the right to direct sufficient direction and control over the Assigned Employee as necessary to carry out the Client's business and operations, and to require the Assigned Employee to comply with the Client's business operations in accordance with any applicable laws, regulations, or contract requirements.

(d) The Client may assign or reassign the Assigned Employee unless mutually agreed to in writing by Gov-Temps and the Client, in accordance with Section 2.01 of this Agreement. Client will comply with all laws, regulations, and contract requirements regarding Assigned Employee's ASSIGNMENT or conduct under this Agreement.

(e) The Client will not pay wages, salaries or other forms of direct or indirect compensation, including employee benefits, to Assigned Employee. Client represents that its actions under this Agreement do not violate its obligations if any have under any collective bargaining agreement.

(f) The Client must notify the Gov-Temps, in writing, to any Assigned Employee or other Client employee within thirty (30) days of expiring the Assignment. If any Assigned Employee is injured in the course of performing services for the Client, the Client must follow its procedures and practices regarding injury claims and reporting and.

(g) The Client must cover all on the job illnesses, accidents and injuries of the Assigned Employee in Gov-Temps' initial position, and/or any other position of the Client and report to Assigned Employee's applicable insurance carrier.

(h) In addition to, and concurrently with, the Client obligations specified in Section 2.01(b) of this Agreement, the Client will:

- comply with all applicable Centers for Disease Control (CDC) guidelines regarding health, hygiene procedures and Client workplace safety where the Assigned Employee will perform services;
- implement and maintain workplace cleaning protocols as approved by the CDC, OSHA, or other applicable state, federal or local regulations;
- provide the Assigned Employee any necessary functional, personal protective equipment, sanitary cleaning supplies, or other

removed within ten (10) day period, the non-breaching Party has the right to immediately terminate the Agreement upon expiration of such remedy period.

Section 5.04. Termination or Agreement in excess of Term. If, at the end of the term of this Agreement, the Client may hire the Assigned Employee as a Seasonal or temporary employee of the Client. The seasonal assignment of time and resources by the Client under the Agreement to place its seasonal employees with the Client is recognized by UAW. If, at the end of the term, the Client hires Assigned employees in either a Seasonal or temporary employee it must pay the Assigned Employee a gross salary as the Client may determine, no later than 30 days after the date the Assigned Employee becomes the Client's employee.

**SECTION 6
NON-SOLICITATION**

Section 6.01. Non-Solicitation. The Client acknowledges the Client's legitimate interest in retaining the Client's employees during the term of this Agreement. Accordingly, the Client agrees that during the term of this Agreement, it will not solicit, request, induce or induce Assigned Employees to terminate their employment with the Client, and the Client will not hire Assigned Employees as a replacement or temporary employee. If a Temporary Employee provided for in Section 5.04 is properly recruited by the Client then this Section will not apply.

Section 6.02. Injunctive Relief. The Client understands that the solicitation and poaching caused by this Agreement is a special, measurable, and enforceable interest in the Client's confidential information, which, if not adequately protected, may result in the loss of such information. Accordingly, the Client understands and agrees that the Client's interest in its confidential information, including a temporary assignment order and technology and personnel information, is not a general business asset, but rather a special, measurable, and enforceable interest. The Client also understands and agrees that any such solicitation or poaching in addition to, and not in substitution for, any other relief to which the Client may be entitled.

Section 6.03. Survival. The non-solicitation provisions of Section 6 survive the expiration or termination of this Agreement.

**SECTION 7
DISCLOSURE AND NONDISCLOSURE PROVISIONS**

Section 7.01. Indemnification by Client. The Client agrees to indemnify, defend and hold the Client and its related entities, their officers, representatives or employees (the "Client Parties") harmless, from and against all claims, liabilities, damages, costs and expenses ("Claims") that arise out of this Agreement, and its obligations under this Agreement, that relate to the actions or omissions of the Client Parties and its related business entities, their agents, employees, contractors, subcontractors, independent contractors, or other third parties. The Client Parties shall not be liable for any Claims that are the result of the negligence or willful or wanton misconduct of the Client Parties.

**SECTION 4
INSURANCE**

Section 4.01. General and Professional Liability Insurance. The Client shall maintain in full force and effect at all times during the term of this Agreement a Comprehensive Commercial General Liability and Professional Liability ("CGPL") insurance policy or policies (the "Policies"), with minimum coverage in the amount of \$1,000,000 per occurrence, \$3,000,000 aggregate. In the alternative, as applicable, the Client may maintain in full force and effect at all times during the term of this Agreement a self-insured retention ("SIR") which satisfies the minimum coverage in the amount of \$1,000,000 per occurrence and \$3,000,000 aggregate. The Client shall maintain in full force and effect at all times during the term of this Agreement a Commercial Automobile Liability ("CAL") insurance policy or policies (the "Policies") that cover the Client's owned, leased, hired and non-owned automobiles, trailers, trucks, and other vehicles. The Client shall maintain in full force and effect at all times during the term of this Agreement a Commercial Automobile Liability ("CAL") insurance policy or policies (the "Policies") that cover the Client's owned, leased, hired and non-owned automobiles, trailers, trucks, and other vehicles. The Client shall maintain in full force and effect at all times during the term of this Agreement a Commercial Automobile Liability ("CAL") insurance policy or policies (the "Policies") that cover the Client's owned, leased, hired and non-owned automobiles, trailers, trucks, and other vehicles.

Section 4.02. Certificate of Insurance. Upon request, the Client will promptly issue to the Client a Certificate of Insurance, certifying the Client's compliance with the provisions of Section 4.01.

Section 4.03. Automobile Liability Insurance. If the Assigned Employee drives a Motorist or Personal Vehicle for any reason in connection with their Assignment, the Client must maintain in effect automobile liability insurance covering the Assigned Employee. The Client agrees to indemnify the Client for any and all losses resulting therefrom.

**SECTION 5
DURATION AND TERMINATION OF AGREEMENT**

Section 5.01. Term and Effective Date. The Effective Date of this Agreement is the date that this Agreement is first signed by the Client and the UAW. The term of this Agreement shall be for a period of one (1) year, commencing on the Effective Date, and shall continue for the period identified in the amended Exhibit A, or until it is terminated in accordance with the provisions of this Section 5. For the purposes of this Agreement, the date on which this Agreement expires or is terminated is the "Termination Date".

Section 5.02. Termination of Agreement by Failure to Pay Fees. If the Client fails to timely pay the fees required under this Agreement, the Client agrees to terminate this Agreement for breach. If such failure is remedied within ten (10) days, the notice will be of no further effect. If such failure is not remedied within ten (10) day period, the Client has the right to terminate the Agreement upon expiration of said remedy period.

Section 5.03. Termination of Agreement for Material Breach. If either Party materially breaches this Agreement, the nonbreaching Party may give the breaching Party written notice of its intent to terminate the Agreement for such breach and if such breach is not remedied within ten (10) days, the notice will be of no further effect. If such breach is not

Section 8.01. Indemnification by the Client. The Client agrees to indemnify, defend and hold the Contractor harmless from all claims, damages, losses, expenses, costs and attorney's fees, including reasonable attorney's fees, arising out of or from the Contractor's performance of its obligations under this Agreement (A) resulting in any liability or conditions associated with this Agreement, and (B) arising from any act or omission on the part of the Client or any of the Client's Parties.

Section 8.02. Indemnification Procedures. The Party seeking indemnity (the "Indemnified Party") in the Indemnification Procedures shall file a written notice of indemnification with the indemnifying Party (the "Indemnifying Party") to permit the Indemnifying Party to defend or settlement of such claim and separate and apart from the Indemnifying Party in all matters related thereto. However, prior to the Indemnifying Party agreeing to such defense and upon the request of the Indemnified Party, the Indemnifying Party must demonstrate to the reasonable satisfaction of the Indemnified Party that the Indemnifying Party (A) is able to fully pay the reasonably anticipated ordinary expenses (not the extraordinary expenses) incurred by the Indemnified Party, (B) is not seeking to recover any such claim at the Indemnifying Party's cost and expense, and (C) the Indemnifying Party must file, cooperate with the Indemnified Party, at no charge to the Indemnified Party, in defending such potential loss, including without limitation, using reasonable commercial efforts to keep the Indemnified Party's costs and expenses to a minimum. The Indemnifying Party, upon the receipt of such notice, shall, at the expense of the Indemnified Party, defend and indemnify the Indemnified Party. This defense is not to be construed as a duty of the Indemnifying Party to take Section 8.02 into account, such that the Indemnifying Party's obligation to take such action may have to be the Indemnified Party's, even if the Indemnifying Party determines that the defense of such action was reasonably required by the Indemnified Party's failure to timely give such notice.

Section 8.03. Survival of Indemnification Provisions. The provisions of Section 8.01 survive the termination or expiration of this Agreement.

SECTION 9
MISCELLANEOUS PROVISIONS

Section 9.01. Amendments. This Agreement may be amended or modified in writing and shall be in full force and effect only if the amendments are in writing and signed by all the Parties to this Agreement, except for changes to this Agreement as set forth in Section 9.02.

Section 9.02. Binding Effect. This Agreement shall be binding on the Client and the Contractor and shall be enforceable under the laws of the State of California. Any dispute arising out of or from this Agreement shall be resolved by arbitration in accordance with the rules of the American Arbitration Association, which rules, which version, shall not be unreasonably withheld.

Section 9.03. Counterparts/Execution. This Agreement may be executed in counterparts in any number of counterparts, each of which will be deemed to be a copy of the original and all of which together will be deemed to constitute the original. This Agreement may be executed in counterparts by the Client and the Contractor.

Section 8.04. Entire Agreement. This Agreement, together with the entire agreement between the Parties regarding the Indemnification Procedures, constitutes the entire agreement and contains all of the terms, conditions, covenants, stipulations, understandings, and provisions agreed upon by the Parties. This Agreement supersedes and takes precedence over all proposals, memoranda and agreements, (including agreements and oral agreements between the Parties, made prior to and including the Effective Date of this Agreement) not specifically identified and incorporated in writing into this Agreement. No agent or representative of either Party has the authority to make, or the Parties will not be bound by, or liable for any statement, representation, promise or agreement not specifically set forth in this Agreement.

Section 8.05. Further Assurances. The Parties will execute and deliver any and all additional forms, documents and other instruments and do any and all acts and things reasonably necessary in connection with the performance of their obligations under this Agreement.

Section 8.06. Counter. Without the written consent of the Client, the Indemnifying Party may not assign, transfer, or pledge any part of its obligations under this contract.

Section 8.07. Notices. Notices, demands and other writings shall be in writing and shall be made in accordance with the Indemnification Procedures set forth in this Agreement, and shall be made to the attention of the party to whom such notice is directed.

Section 8.08. Severability. If any part or condition of this Agreement is held to be void, invalid or unenforceable, such shall not affect the enforceability of the rest of this Agreement, which shall survive and remain in full force and effect. The parties intend that the enforceability of this Agreement shall not be affected by the unenforceability of any part thereof.

Section 8.09. Waiver of Provisions. The Indemnifying Party, in the event that it is a party to any dispute arising out of or from this Agreement, shall not be deemed to have waived any of its obligations under this Agreement, nor to have agreed to any modification of its obligations under this Agreement, unless such modification is in writing and signed by the Party against whom the waiver is to be established.

Section 8.10. Confidentiality. Each Party will protect the confidentiality of the other's work and information and will not disclose or make available information without the prior written consent of the other Party. Each Party must reasonably cooperate with the other Party regarding any disclosure of information, not including trade secrets, relating to the production of documents related to this Agreement.

Section 8.11. Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of Illinois applicable to contracts made and to be performed entirely within such state, except for the law of conflict.

Section 8.12. Force Majeure. Conditions will not be deemed to constitute a force majeure or delay in performance unless such conditions are beyond the control of the Contractor and the Contractor acts with reasonable diligence to mitigate the effects of such conditions.

To: The Client,
1555 Lakeside Drive,
Hoffman, IL 60142-2520
Attention: Michael Griffin
Telephone: 708/472-8987
Email: mgriffin@griffithlaw.com

[Signature on following page]

over a federal, state or local prohibition of a health category is issued which restricts the
operation of workplaces, or any other cases beyond the scope of this Agreement.

**SECTION 9
DISPUTE RESOLUTION**

Section 9.01. Good Faith Attempt to Settle. The Parties will attempt to settle any
dispute arising out of or relating to this Agreement or the search thereof through good faith
negotiation between the Parties.

Section 9.02. Governing Law and Jurisdiction. If a dispute cannot be settled through good
faith negotiations within thirty (30) days after the initial receipt by the allegedly offending party
of written notice of the dispute, then the controversy or claim may be adjudicated by a federal or
state court sitting in Cook County, Illinois. Venue and jurisdiction for any action under this
Agreement is Cook County, Illinois. This Agreement and any amendments thereto will be
governed by and construed in accordance with the laws of the State of Illinois.

Section 9.03. Attorney's Fees. The Parties agree that, in the event of litigation under
this Agreement, each Party is liable for only those attorney's fees and costs incurred by that
Party.

**SECTION 10
NOTICES**

Section 10.01. Notices. All Notices given under this Agreement must be written and
may be given by personal delivery, registered mail, or overnight delivery service or electronic mail.
Notices will be deemed received at the office of the recipient on the day the recipient
initials the Notice and is left in the presence of that recipient or the recipient's authorized
Party, and change of address is deemed to have been made by filing a written notice with the Party.

For Our Parties:

GOVTECHSUSA, LLC
607 Dundee
Skokie, Illinois 60076
Attention: Michael J. Ed
Telephone: 708.361.0300
E-mail: m.ed@govtechsusa.com

IN WITNESS WHEREOF, the Parties executed this Agreement on the Effective Date, which is the date this Agreement is last signed by GovTemp.

GOVTEMPUSA, LLC,
an Illinois limited liability company

By: *Joelias J. Castellano*
Name: Joelias J. Castellano
Title: President and Co-Owner

Effective Date: December 7, 2020

CLIENT

By: *Michael W. Griffin*
Name: Michael W. Griffin
Title: Clerk-Treasurer

Agreement also on file.

**TOWN OF HIGHLAND
PERSONNEL-EMPLOYMENT NOTICE**

Name: Timothy Cembala Employee Payroll # 27
Address: _____ Phone #: _____
Department: _____ Account #: _____

Email address: _____

NEW HIRE (Not currently on the payroll in any status) Date Effective: _____
Remind new hires they will need to show their original social security card when they complete their employment forms.

***NEW HIRE PERSONNEL NOTICE MUST BE FILED WITH THE CLERK-TREASURER'S OFFICE
*BEFORE EMPLOYEE STARTS WORKING/HIRE DATE!**

For EEOC purposes, please indicate: Caucasian Black Hispanic Native American
Multi-racial Other: _____ Male Female

Job Title: _____ Bi-weekly Salary/Hourly Rate _____

Characterize the Employment:
Full-Time Part-Time Summer Temporary/Seasonal: _____
Minor (under age 18) Work Permit Received (Date Season Ends)

Full-Time Only:
This position succeeds: _____ (if applicable)
The current workforce level is _____ as of the date of this notice.
This position will/will not increase authorized full-time work force levels.

PAY RATE CHANGE OR CHANGE IN STATUS Date Effective: 1-24-2021

Current:
w/vehic Job Title: Acting Operations Director Account: _____
Base Bi-weekly/Hourly Rate: 2757.42 Longevity: 104.00

Proposed:
w/vehic Job Title: Operations Director Account: _____
Base Bi-weekly/Hourly Rate: 3010.95 Longevity: 104.00
This position succeeds: Mark Korsek

Characterize the Increase or Status Change:
Merit Promotion Returning Summer Brevet/Acting Appt. Per Ordinance _____
Administrative Leave (department head requesting must detail rationale on reverse of form)

SEPARATION Last Day Worked: _____ Effective Last Day: _____

Resignation Discharge Retirement Other _____
(Details for Discharge may be found in personnel file of the department)

To be paid last direct deposit or payroll check (Detail on back of this page if necessary):

Vacation Pay: _____ Comp Pay: _____ Personal Day Pay: _____
Severance Pay: _____ Holiday Pay: _____ Other Pay Allowed: _____

SUPERVISOR SIGNATURE: _____ Date: 1-15-21

TOWN COUNCIL/BOARD OF JURISDICTION ACTION: APPROVED DISAPPROVED
(If applicable)

Date: _____

Date of Revision: 4/2020

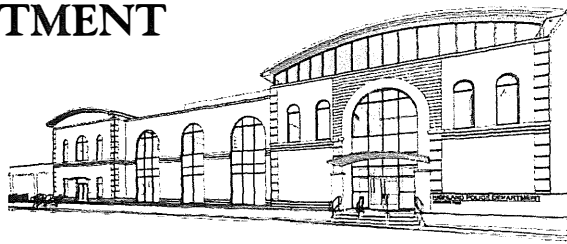
Approved by Clerk-Treasurer pursuant to IC36-5-6-6(a)(3)



HIGHLAND POLICE DEPARTMENT

3315 RIDGE ROAD
HIGHLAND, IN 46322-2097
(219) 838-3184

PETER T. HOJNICKI, CHIEF OF POLICE



January 12, 2021

Commander Ralph Potesta
Commander John Banasiak
Detective John Siple
Sergeant Shawn Anderson
Lnc Corp Greg Palmer
Lnc Corp John Hinkel
Officer Brian Orth
Detective Jason Hildenbrand
Corporal Brandon Norris
Officer Richard Hoffman
Officer Thomas Manyek

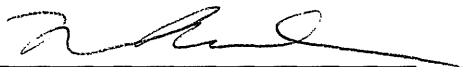
Officer Dan Matusik
Detective Lee Natelborg
Detective Brian Stanley
Corporal Mike Yonkman
Detective Anthony Kowal
Officer Francis Peckler
Detective Darren Conley
Officer Nick Vanni
Officer Gerardo Garza Jr.
Officer Joel Sullivan

Working six months without calling off sick and not having an at-fault accident is a tremendous achievement that exemplifies the conscientious effort you have put forth. This accomplishment reflects your concern for the welfare of your fellow officers and a conscientious attitude toward the department and the community.

On behalf of the Metropolitan Board of Police Commissioners, I commend you for your dedication.

Highland Board of Metropolitan
Police Commissioners

Highland Town Council



TOWN OF HIGHLAND

DENTAL INSURANCE – BACKGROUND

March 1st, 2009: Highland received Guardian’s dental renewal offer of \$98,113. Remarketing with no reduction in benefits resulted in moving program to United Healthcare Specialty Benefits at a premium of \$91,761.

March 1st, 2019: Highland received United Healthcare’s dental renewal offer of \$103,697. Remarketing with no reduction in benefits resulted in moving program to MetLife at a premium of \$93,301, with a two year rate hold.

DENTAL INSURANCE RENEWAL SUMMARY

MetLife is currently one of the largest Insurance, annuity, and employee benefit providers around the world.

Founded in New York in 1868, the company services 100 million customers in over 50 countries. Their offer to the Town of Highland includes:

- 37% more dental access points with MetLife PDP Plus network vs. United Healthcare.
 - Increase In-network utilization lowered cost to some members
- No waiting periods for current or new employees
- Rollover Provision
 - Employees received a first-year rollover of \$250 putting their annual max at \$1,750

Coverage	Current Rates	Renewal Rates	Lives	Renewal Premium	% Change
Dental				\$99,420.36*	6%
Employee Only	\$33.34	\$35.34	34		
Employee + Spouse	\$68.81	\$72.94	23		
Employee + Child(ren)	\$66.14	\$70.11	7		
Family	\$113.09	\$119.88	41		
Total Lives			105		

* Rates remain below minimum premium threshold being offered to new clients

Dental

Metropolitan Life Insurance Company

Plan Design for: Town of Highland Plan Effective Date: March 1, 2021

Network: PDP Plus

The Preferred Dentist Program was designed to help you get the dental care you need and help lower your costs. You get benefits for a wide range of covered services — both in and out of the network. The goal is to deliver affordable protection for a healthier smile and a healthier you.

Coverage Type:	In-Network ¹ % of Negotiated Fee ²	Out-of-Network ¹ % of R&C Fee ⁴
Type A - Preventive	100%	100%
Type B - Basic Restorative	100%	80%
Type C - Major Restorative	60%	50%
Type D - Orthodontia	50%	50%
Deductible³		
Individual	\$50	\$50
Family	\$150	\$150
Annual Maximum Benefit:		
Per Individual	\$1750	\$1750
Orthodontia Lifetime Maximum - Ortho applies to Child Only	Child to age 19	
	\$1500 per Person	\$1500 per Person
Dependent Age:	Eligible for benefits until the day that he or she turns 26.	
<p>1. "In-Network Benefits" refers to benefits provided under this plan for covered dental services that are provided by a participating dentist. "Out-of-Network Benefits" refers to benefits provided under this plan for covered dental services that are not provided by a participating dentist.</p> <p>2. Negotiated fees refer to the fees that participating dentists have agreed to accept as payment in full for covered services, subject to any copayments, deductibles, cost sharing and benefits maximums. Negotiated fees are subject to change.</p> <p>3. Applies to Type B and C services only.</p> <p>4. Out-of-network benefits are payable for services rendered by a dentist who is not a participating provider. The Reasonable and Customary charge is based on the lowest of:</p> <ul style="list-style-type: none"> • the dentist's actual charge (the 'Actual Charge'), • the dentist's usual charge for the same or similar services (the 'Usual Charge') or • the usual charge of most dentists in the same geographic area for the same or similar services as determined by MetLife (the 'Customary Charge'). For your plan, the Customary Charge is based on the 90th percentile. Services must be necessary in terms of generally accepted dental standards. 		

Understanding Your Dental Benefits Plan

The Preferred Dentist Program is designed to provide the dental coverage you need with the features you want. Like the freedom to visit the dentist of your choice – in or out of the network. .

If you receive in-network services, you will be responsible for any applicable deductibles, cost sharing, negotiated charges after benefit maximums are met, and costs for non-covered services. If you receive out-of-network services, you will be responsible for any applicable deductibles, cost sharing, charges in excess of the benefit maximum, charges in excess of the negotiated fee schedule amount or R&C Fee, and charges for non-covered services.

- Plan benefits for in-network covered services are based on a percentage of the Negotiated fee – the Fee that participating dentists have agreed to accept as payment in full for covered services, subject to any deductibles, copayments, cost sharing and benefit maximums. Negotiated fees are subject to change.
- Plan benefits for out-of-network services are based on a percentage of the Reasonable and Customary (R&C) charge. If you choose a dentist who does not participate in the network, your out-of-pocket expenses may be greater.

Once you're enrolled you may take advantage of online self-service capabilities with MyBenefits.

- Check the status of your claims
- Locate a participating dentist
- Access MetLife's Oral Health Library
- Elect to view your Explanation of Benefits online

To register, just go to
www.metlife.com/mybenefits
and follow the easy registration instructions.

Selected Covered Services and Frequency Limitations*

Type A - Preventive

How Many/How Often:

Oral Examinations	1 in 6 months
Full Mouth X-rays	1 in 60 months
Bitewing X-rays (Adult/Child)	1 in 12 months
Prophylaxis - Cleanings	1 in 6 months
Topical Fluoride Applications	1 in 12 months - Children to age 14
Sealants	1 in 60 months - Children to age 14
Space Maintainers	1 per lifetime per tooth area - Children up to age 14

Type B - Basic Restorative

How Many/How Often:

Amalgam and Composite Fillings	1 in 24 months.
Endodontics Root Canal	1 per tooth per lifetime
Periodontal Surgery	1 in 24 months per quadrant
Periodontal Scaling & Root Planing	1 in 24 months per quadrant
Periodontal Maintenance	4 in 1 year, includes 2 cleanings
Oral Surgery (Simple Extractions)	
Oral Surgery (Surgical Extractions)	
Other Oral Surgery	
Emergency Palliative Treatment	
General Anesthesia	
Consultations	1 in 12 months

Type C - Major Restorative

How Many/How Often:

Crowns/Inlays/Onlays	1 per tooth in 10 years
Prefabricated Crowns	1 per tooth in 10 years
Repairs	1 in 24 months
Bridges	1 in 10 years
Dentures	1 in 10 years
Implant Services	1 service per tooth in 10 years - 1 repair per 10 years

Type D – Orthodontia

- Dependent children up to age 19. Age limitations may vary by state. Please see your Plan description for complete details. In the event of a conflict with this summary, the terms of the certificate will govern.
- All dental procedures performed in connection with orthodontic treatment are payable as Orthodontia.
- Benefits for the initial placement will not exceed 20% of the Lifetime Maximum Benefit Amount for Orthodontia. Periodic follow-up visits will be payable on a monthly basis during the scheduled course of the orthodontic treatment. Allowable expenses for the initial placement, periodic follow-up visits and procedures performed in connection with the orthodontic treatment, are all subject to the Orthodontia coinsurance level and Lifetime Maximum Benefit Amount as defined in the Plan Summary.
- Orthodontic benefits end at cancellation of coverage

***Alternate Benefits:** Where two or more professionally acceptable dental treatments for a dental condition exist, reimbursement is based on the least costly treatment alternative. If you and your dentist have agreed on a treatment that is more costly than the treatment upon which the plan benefit is based, you will be responsible for any additional payment responsibility. To avoid any misunderstandings, we suggest you discuss treatment options with your dentist before services are rendered, and obtain a pretreatment estimate of benefits prior to receiving certain high cost services such as crowns, bridges or dentures. You and your dentist will each receive an Explanation of Benefits (EOB) outlining the services provided, your plan's reimbursement for those services, and your out-of-pocket expense. Actual payments may vary from the pretreatment estimate depending upon annual maximums, plan frequency limits, deductibles and other limits applicable at time of payment.

The service categories and plan limitations shown above represent an overview of your Plan of Benefits. This document presents many services within each category, but is not a complete description of the Plan. Please see your Plan description/Insurance certificate for complete details. In the event of a conflict with this summary, the terms of your insurance certificate will govern.

Common Questions ... Important Answers

Who is a participating dentist?

A participating, or network, dentist is a general dentist or specialist who has agreed to accept negotiated fees as payment in full for covered services provided to plan members, subject to any deductibles, copayments, cost sharing and benefit maximums. Negotiated fees typically range from 30-45% below the average fees charged in a dentist's community for the same or substantially similar services.*

In addition to the standard MetLife network, your employer may provide you with access to a select network of dental providers that may be unique to your employer's dental program. When visiting these providers, you may receive a better benefit, have lower out-of-pocket costs and/or have access to care at facilities at your worksite. Please sign into MyBenefits for more details.

* Based on internal analysis by MetLife. Negotiated fees refer to the fees that participating dentists have agreed to accept as payment in full for covered services, subject to any copayments, deductibles, cost sharing and benefits maximums. Negotiated fees are subject to change. Savings from enrolling in a dental benefits plan will depend on various factors, including the cost of the plan, how often members visit a dentist and the cost of services rendered. Negotiated fees are subject to change.

How do I find a participating dentist?

There are thousands of general dentists and specialists to choose from nationwide --so you are sure to find one that meets your needs. You can receive a list of these participating dentists online at www.metlife.com/dental or call 1-800-275-4638 to have a list faxed or mailed to you.

What services are covered by my plan?

Please see your Certificate of Insurance for a list of covered services.

May I choose a non-participating dentist?

Yes. You are always free to select the dentist of your choice. However, if you choose a non-participating (out-of-network) dentist, your out-of-pocket costs may be greater than your out-of-pocket costs when visiting an in-network dentist.

Can my dentist apply for participation in the network?

Yes. If your current dentist does not participate in the network and you would like to encourage him or her to apply, ask your dentist to visit www.metdental.com, or call 1-866-PDP-NTWK for an application.* The website and phone number are for use by dental professionals only.

* Due to contractual requirements, MetLife is prevented from soliciting certain providers.

How are claims processed?

Dentists may submit your claims for you which means you have little or no paperwork. You can track your claims online and even receive email alerts when a claim has been processed. If you need a claim form, visit www.metlife.com/dental or request one by calling 1-800-275-4638.

Can I get an estimate of what my out-of-pocket expenses will be before receiving a service?

Yes. You can ask for a pretreatment estimate. Your general dentist or specialist usually sends MetLife a plan for your care and requests an estimate of benefits. The estimate helps you prepare for the cost of dental services. We recommend that you request a pre-treatment estimate for services in excess of \$300. Simply have your dentist submit a request online at www.metdental.com or call 1-877-MET-DDS9. You and your dentist will receive a benefit estimate for most procedures while you are still in the office. Actual payments may vary depending upon plan maximums, deductibles, frequency limits and other conditions at time of payment.

Can MetLife help me find a dentist outside of the U.S. if I am traveling?

Yes. Through international dental travel assistance services* you can obtain a referral to a local dentist by calling +1-312-356-5970 (collect) when outside the U.S. to receive immediate care until you can see your dentist. Coverage will be considered under your out-of-network benefits.** Please remember to hold on to all receipts to submit a dental claim.

*International Dental Travel Assistance services are administered by AXA Assistance USA, Inc. (AXA Assistance). AXA Assistance provides dental referral services only. AXA Assistance is not affiliated with MetLife and any of its affiliates, and the services they provide are separate and apart from the benefits provided by MetLife. Referral services are not available in all locations.
** Refer to your Certificate of Insurance for your out-of-network dental coverage.

How does MetLife coordinate benefits with other insurance plans?

Coordination of benefits provisions in dental benefits plans are a set of rules that are followed when a patient is covered by more than one dental benefits plan. These rules determine the order in which the plans will pay benefits. If the MetLife dental benefit plan is primary, MetLife will pay the full amount of benefits that would normally be available under the plan. If the MetLife dental benefit plan is secondary, most coordination of benefits provisions require MetLife to determine benefits after benefits have been determined under the primary plan. The amount of benefits payable by MetLife may be reduced due to the benefits paid under the primary plan.

Do I need an ID card?

No, You do not need to present an ID card to confirm that you are eligible. You should notify your dentist that you are enrolled in a MetLife Dental Plan. Your dentist can easily verify information about your coverage through a toll-free automated Computer Voice Response system.

Do my dependents have to visit the same dentist that I select?

No. You and your dependents each have the freedom to choose any dentist.

TOWN OF HIGHLAND

WORKERS COMPENSATION – BACKGROUND & RENEWAL SUMMARY

- **RENEWAL:** For 2021, IPEP offered renewal terms of \$96,595. By way of cost comparison:
2017: \$110,099 (audited) 2018: \$109,600 (audited) 2019: \$ 92,132 (estimated) 2020: \$101,465 (estimated)
- **EXPERIENCE MOD:** A business entity's Experience Modification Factor is a complex calculation that essentially results in a safety score that directly correlates to premium cost. This factor has ranged from a debit in years long past to a low of .73 in 2019. For 2021, the Town's EMF is .76, representing a 24% credit.
- **SCHEDULED CREDIT:** IPEP has maintained a separate .85 credit factor to the Town's WC premium, despite significant previous shock losses. The largest claim in that grouping resulted in \$277,630 from a claim occurring in December 2016, finally closing in 2020.
- **COST SAVINGS:** Collectively, the Town of Highland's 2021 workers compensation policy has \$52,932 of premium credit from IPEP's manual rate of \$149,527.
- **SAFETY COMPLIANCE:** Beyond safety recommendations – all of which continue to be adopted – the Town has actively participated in IPEP safety seminars and training initiatives.
- **SAFETY TRAINING:** In 2020, IPEP greatly expanded their safety solutions, ranging from on-line resources to client specified training sessions. See *'IPEP Safety Solutions Online'* pamphlet, and *'Simplify Training – Workplace Safety'*, a 17-page workbook consisting of course titles and summaries of available on-site training sessions. IPEP also provides *OSHA 10-Hour Outreach Classes* to members at no additional charge.
- **GRANT RECIPIENT:** In 2021, Highland has been awarded **grants totaling \$13,442** through *IPEP's Safety Grant Program*
 - Public Works - \$10,000 toward confined space entry and air quality systems
 - Police Department - \$3,442 toward safety glasses, ear protection, and accident scene traffic cones.

TOWN OF HIGHLAND

WORKERS COMPENSATION PAYROLL VS. PREMIUM COMPARISON CHART

Code	Description	2018 Payroll <i>Audited</i>	2018 Premium <i>Audited</i>	2019 Payroll <i>Audited</i>	2019 Premium <i>Audited</i>	2020 Payroll <i>Estimated</i>	2020 Premium <i>Estimated</i>	2021 Payroll <i>Estimated</i>	2021 Premium <i>Estimated</i>
8831	Hospital Vet							12,523	159
5506	Street & Road	490,050	28,855	494,975	26,173	499,851	26,592	501,815	26,697
7520	Waterworks	434,979	13,049	419,976	12,221	443,679	12,911	428,376	12,466
7580	Sewage Disposal	388,492	9,402	419,104	9,849	396,262	9,312	427,486	10,046
7710	Firefighters & Drivers- Paid	70,911	2,212	77,178	2,338	72,329	2,192	78,722	2,385
7711	Firefighters - Volunteers	90,035	2,809	105,443	3,195	91,836	2,783	107,552	3,259
7720	Police Officers & Drivers	22,642	491	20,787	457	22,075	486	21,203	466
7725	Police-Medical Only	2,706,942	55,763	2,711,970	54,239	2,761,081	55,222	7,776,209	55,324
8380	Automobile Services	199,588	4,321	208,017	4,285	203,580	4,194	212,177	4,371
8810	Clerical Office	1,156,019	1,965	1,230,677	1,969	1,179,139	1,887	1,255,791	2,008
9015	Buildings NOC	182,239	5,941	162,274	5,128	185,884	5,874	165,519	5,230
9102	Parks NOC	772,574	20,473	819,836	21,070	788,025	20,252	836,233	21,491
9410	Municipal	244,685	4,722	242,499	4,535	249,579	4,667	247,349	4,625
7698	Rostered Volunteers	included	500	included	500	included	500	included	500
	Total Payrolls	6,758,156		6,922,013		6,893,320		7,060,495	
	Manual Premium		148,913		146,615		147,372		149,527
	Experience Modification		0.92		0.73		0.81		0.76
	Scheduled Credit		0.80		0.85		0.85		0.85
	Adjusted Premium		\$109,600		\$92,132		\$101,465		\$96,595

TOWN OF HIGHLAND

WORKERS COMPENSATION – ACCIDENT TRENDS

Policy Period	Frequency	Sum of Recovery	Severity
2016-2017	16	\$0.00	\$287,110.76
2017-2018	12	-\$422.02	\$808.26
2018-2019	15	-\$600.00	\$46,291.54
2019-2020	12	\$0.00	\$19,381.86
2020-2021	5	\$0.00	\$19,650.15
Grand Total	60	-\$1,022.02	\$373,242.57

Department	Frequency	Severity
POLICE, MEDICAL ONLY	21	\$285,965.46
PAVING/DRIVERS/RD CONSTR	17	\$17,831.67
WATERWORKS OPER/SALESMEN	7	\$35,018.50
PARKS N O C	6	\$21,439.30
SEWAGE DISPOSAL	5	\$7,831.60
FIREFIGHTERS - VOLUNTEER	1	\$961.04
MUNIC TNSHP CTY /ST EMP	1	\$2,402.38
FIREFIGHTERS AND DRIVERS	1	\$1,792.62
MECHANIC	1	
Grand Total	60	\$373,242.57

Incident Type	Frequency	Severity
Striking Against or Stepping On, NOC	5	\$3,992.16
Strain or Injury By, NOC	5	\$17,831.52
Person in Act of a Crime	5	\$986.02
Falling or Flying Object	5	\$3,269.88
Struck or Injured, NOC	4	\$1,379.84
Cut, Puncture, Scrape, NOC	4	\$6,641.08
Fall, Slip, Trip, NOC	4	\$1,725.85
On Ice or Snow	4	\$8,729.11
Broken Glass	3	\$1,874.23
Animal or Insect	3	\$900.00
Caught In, Under or Between, NOC	2	\$1,021.72
Foreign Matter (Body) in Eye(s)	2	\$1,455.15
Twisting	2	\$29,552.10
Pushing or Pulling	2	\$2,296.72
Lifting	2	\$10,570.20
Using Tool or Machinery	1	\$3,101.12
Temperature Extremes	1	
Other-Miscellaneous, NOC	1	
Stationary Object	1	
Collision or Sideswipe with Another Vehicle	1	\$277,629.97
Absorption, Ingestion or Inhalation, NOC	1	\$285.90
Hand Tool, Utensil; Not Powered	1	
Collapsing Materials (Slides of Earth)	1	
Grand Total	60	\$373,242.57

Trends	Frequency	Severity
Ergonomics	11	\$60,250.54
Slips, Trips, Falls	8	\$10,454.96
MVA	1	\$277,629.97
Grand Total	20	\$348,335.47

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**TOWN OF HIGHLAND
NOTICE TO TAXPAYERS
OF PROPOSED ADDITIONAL APPROPRIATIONS**

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at **6:30 p.m.** on the **8th day of February 2021**, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

UNSAFE BUILDING FUND

Acct. No. 003-0000-310.05 Demolition Costs: \$ 142,699.00
Total Series: \$ 142,699.00

Fund Total: \$ 142,699.00

GENERAL IMPROVEMENT FUND

Acct. No. 083-0000-34003 Record/Releasing Lien \$ 8,000.00
Total Series: \$ 8,000.00

Fund Total: \$ 8,000.00

HAZARDOUS MATERIALS RESPONSE FUND

Acct. 20-0000-21000 Haz Mat Misc. Supplies: \$ 3,807.00
Total Supplies: \$ 3,807.00

Acct. 20-0000-44050 Haz Mat Equipment: \$ 1,000.00
Total Equipment: \$ 1,000.00

Fund Total: \$ 4,807.00

MUNICIPAL CUMULATIVE STREET FUND

Acct. No. 088-0000-44010 Sidewalk Replacement: \$ 4,494.00
Total Series: \$ 4,494.00

Fund Total: \$ 4,494.00

Funds to support these additional appropriations in the **Unsafe Building Fund** shall be from interest earnings, miscellaneous revenues, transfers, and fees imposed under IC 36-7-9 and Chapter 15.30 of the Highland Municipal Code and *unassigned fund balance* on deposit to the credit of the Fund.

Funds to support these additional appropriations in the **General Improvement Fund** shall be from interest earnings, property assessments paid from

benefiting property holders and *unassigned fund balance* on deposit to the credit of the Fund.

Funds to support these additional appropriations in the **Hazardous Materials Fund** shall be from interest earnings, miscellaneous revenues, revenue from service fees and charges imposed upon responsible parties involved in hazardous materials incidents pursuant to HMC Section 9.75.030, and *unassigned fund balance* on deposit to the credit of the Fund.

Funds to support these additional appropriations in the **Municipal Cumulative Street Fund** shall be from interest earnings, contributions from participating from benefiting property holders benefitting from the sidewalk replacement program and *unassigned fund balance* on deposit to the credit of the Fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its information and file.

TOWN COUNCIL of HIGHLAND
Roger Sheeman, President

By: Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer

**TOWN OF HIGHLAND
NOTICE TO TAXPAYERS
OF PROPOSED ADDITIONAL APPROPRIATIONS**

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at 6:30 p.m. on the 8th day of February 2021, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

REDEVELOPMENT CAPITAL FUND

Increase accounts:

096-0000-31005 Engineering & Architecture	\$	41,300.00
096-0000-31007 Maintenance & Repair	\$	35,000.00
096-0000-31008 Tree Replacement	\$	4,000.00
096-0000-31009 Landscape Services	\$	16,000.00
096-0000-34002 Facade Improvement Grant	\$	100,000.00
096-0000-39019 Legal Services Land Acquisition	\$	32,500.00
096-0000-39025 Property Appraisal Services	\$	47,200.00
096-0000-39026 Demolition Services	\$	60,000.00
096-0000-39040 Community Garden Services	\$	<u>2,124.00</u>
<i>Total for 300 Series:</i>	\$	338,124.00

Increase accounts:

096-0000-40001 Land purchases	\$	1,383,229.00
096-0000-42001 Wayfinding Signs	\$	76,000.00
096-0000-45006 Benches and Receptacles	\$	<u>3,500.00</u>
<i>Total for 400 Series:</i>	\$	1,462,729.00

TOTAL for FUND: \$ 1,800,853.00

Funds to support these additional appropriations in the **Redevelopment Capital Fund** shall be supported by the unobligated undesignated fund balance on deposit to the credit of the fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its review. The Department of Local Government Finance shall make a written determination of the sufficiency of funds within fifteen days of receipt of a certified copy of the action taken.

**TOWN COUNCIL of HIGHLAND
Roger Sheeman, President**

**By: Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer**

**TOWN OF HIGHLAND
NOTICE TO TAXPAYERS
OF PROPOSED ADDITIONAL APPROPRIATIONS**

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at 6:30 p.m. on the 8th day of February 2021, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

SANITARY DISTRICT SPECIAL BOND AND INTEREST FUND

Acct. 042-0000-39011 Principal Payments	<u>\$ 486,712.00</u>
Total:	\$ 486,712.00
TOTAL for the FUND:	<u>\$ 486,712.00</u>

Funds to support these additional appropriations in the **Sanitary District Special Bond and Interest Fund** shall be supported by the regular revenues from intergovernmental revenues, a special property tax, and undesignated funds on deposit to the credit of the fund. This was anticipated in the Department of Local Government Budget Order.

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its review. The Department of Local Government Finance shall make a written determination of the sufficiency of funds within fifteen days of receipt of a certified copy of the action taken.

TOWN COUNCIL of HIGHLAND
Roger Sheeman, President

By: Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer

1782 Notice Notes Report Pay 2021

UNIT NUMBER 4560811
HIGHLAND SANITARY DISTRICT

County Lake (45)

8201 SPECIAL SANITARY GENERAL \$2,238,470

Budget approved for displayed amount.

Rate reduced to remain within statutory levy limitation.

8280 SPECIAL SANITARY DEBT SERVICE \$1,439,357

Budget reduced due to advertising constraints.

Rate reduced due to reduction of operating balance according to IC 6-1.1-17-22.

1782 Notice Notes

Debt 2020 refinances debts 2009B BAB and 2010. I used the payments due in December for 2009B and 2010 then moved to the new debt 2020 starting in 2021 and removed payments for 2009B and 2010 for 2021 and forward.

There will need to be an additional appropriation done in 2021 due to the adoption of a budget that does not meet the need for the debt fund and that the Operating Balance was increased to support the total need for the 2021 Debt fund. Amount of additional will be 487,363.

✓
Thank you.
will do.

Adopted \$2,129,711 (Per refunding)

After refunding
needed \$1,926,069

Delta from
order \$486,712

Reduction from
refunding
\$203,642

TOWN OF HIGHLAND

Highland Municipal Building • 3333 Ridge Road • Highland, Indiana 46322
(219) 838-1080 • Utility (219) 972-7589 • FAX: (219) 972-5097



January 25, 2021

Mrs. Kathy Eaton-McKalip
Director of LPA/MPO & Grant Administration
100 N. Senate Ave.
Indianapolis, Indiana 46204

RE: Community Crossings Matching Grant Fund – Financial Commitment Letter
January 2021 Call
Town of Highland

Dear Mrs. Eaton-McKalip,

This letter confirms the Town of Highland's financial commitment for our January 2021 Community Crossings application. We plan to utilize funding from approved source(s) in order to provide the 50% local match for awarded projects. We expect our aggregate local cost share for the 26 projects included in Application #10655 to be \$500,000.00. We have the local funding available to provide the required 50% match for each of our projects that are awarded.

Sincerely,

Roger Sheeman
Town Council President

Town Council

Roger Sheeman
Ward Five

Bernie Zemen
Ward One

Mark Herak
Ward Two

Mark Schocke
Ward Three

Tom Black
Ward Four

Mark Knesek
Public Works Director

John Reed
Attorney

Clerk-Treasurer
Michael W. Griffin

Town of Highland, Indiana
2021 Community Crossings Matching Grant Application
Preliminary Locations

Preliminary 2021 Project Locations				
Street Name	Limits	Estimated Construction Cost	Estimated Match	General Description of Work
41st St	5th St to Ellen St	\$ 74,326.00	\$ 37,163.00	Resurface road, replace striping, remove and replace curb ramps
O'Day Dr	Martha St to Highland Pl	\$ 46,760.00	\$ 23,380.00	Resurface road, replace striping, remove and replace curb ramps
Highland St	O'Day Dr to Martha St	\$ 15,220.00	\$ 7,610.00	Resurface road, replace striping
Highland Pl	41st St to Martha St	\$ 33,768.00	\$ 16,884.00	Resurface road, replace striping, remove and replace curb ramps
Cottage Grove Av	Wirth Rd to Lincoln St	\$ 65,220.00	\$ 32,610.00	Resurface road, replace striping, remove and replace curb ramps
Laverne Dr	220' E. of Grace St to Liable Rd	\$ 33,738.00	\$ 16,869.00	Resurface road, replace striping
Liable Rd	Wirth Rd to Lincoln Pl	\$ 59,869.00	\$ 29,934.50	Resurface road, replace striping, remove and replace curb ramps
Lincoln Pl	Arbor Hill Dr to Liable Rd	\$ 13,303.00	\$ 6,651.50	Resurface road, replace striping
Jewett Av	Orchard Rd to Kleinman Rd	\$ 20,963.00	\$ 10,481.50	Resurface road, replace striping
Ohio Pl	Wirth Rd to Dead End	\$ 59,879.00	\$ 29,939.50	Resurface road, replace striping, remove and replace curb ramps
38th St	130' W. of Ohio Pl to 120' E. of Ohio Pl	\$ 7,578.00	\$ 3,789.00	Resurface road
Johnston St	41st St to Martha St	\$ 21,112.00	\$ 10,556.00	Resurface road, replace striping
Strong St	Kennedy Av to 5th St	\$ 70,491.00	\$ 35,245.50	Resurface road, replace striping, remove and replace curb ramps
Grand Blvd	Kennedy Av to 5th St	\$ 55,040.00	\$ 27,520.00	Resurface road, replace striping, repair traffic locps
Eder St	Du'luth Av to Parrish Av	\$ 45,300.00	\$ 22,650.00	Resurface road, replace striping
Eder Ct	Dead End to Eder St	\$ 5,710.00	\$ 2,855.00	Resurface road, replace striping
Parrish Av	Glenwood St to North Dr	\$ 17,158.00	\$ 8,579.00	Resurface road, replace striping, remove and replace curb ramps
North Dr	Parrish Av to 270' E. of Grace St	\$ 48,744.00	\$ 24,372.00	Resurface road, replace striping, remove and replace curb ramps
Oakdale Av	Ridgewood St to Ridgewood St	\$ 46,948.00	\$ 23,474.00	Resurface road, replace striping
Lincoln Av	Parkway Dr to Prairie Av	\$ 40,699.00	\$ 20,349.50	Resurface road, replace striping
Wildwood Dr	Bluebird Ln to 37th Pl	\$ 69,114.00	\$ 34,557.00	Resurface road, replace striping, remove and replace curb ramps
37th Pl	Wildwood Dr to Idlewild Dr	\$ 13,318.00	\$ 6,659.00	Resurface road, replace striping
38th Pl	Wildwood Dr to Idlewild Dr	\$ 13,288.00	\$ 6,644.00	Resurface road, replace striping
Idlewild Dr	Martha St to 37th Pl	\$ 53,319.00	\$ 26,659.50	Resurface road, replace striping, remove and replace curb ramps
39th Pl	Hook St to Kennedy Av	\$ 38,151.00	\$ 19,075.50	Resurface road, replace striping
Wildwood Ct	Dead End to 45th St	\$ 43,704.50	\$ 21,852.25	Resurface road, replace striping
Waymond Av	45th St to Hampton Dr	\$ 9,453.00	\$ 4,726.50	Resurface road, replace striping
TOTAL COST:		\$ 1,022,173.50	\$ 511,086.75	

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

TOWN OF HIGHLAND, INDIANA

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC-5-11-10-1.6

DATED THIS 23rd DAY OF January, 2021 [Signature]
FISCAL OFFICER

ALLOWANCE OF VOUCHERS

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 5 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 331,260.17.

Dated this _____ day of _____, _____

TOWN COUNCIL

MARK A. HERAK

ROGER SHEEMAN

BERNIE ZEMEN

MARK SCHOCKE

TOM BLACK

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0000						
001-0000-45200	GEN FUND TRANSFERS GROSS	90202	PAYROLL ACCOUNT	1/15PRL D/S TRANSFER GENERAL	192,763.82	45084
Total For Dept 0000					192,763.82	
Dept 0001 TOWN COUNCIL						
001-0001-31001	PROFESSIONAL SERVICES THROUGH	90316	FROST BROWN TODD LLC	PROFESSIONAL SERVICES THROUGH DE	501.50	
001-0001-39004	INSERTING GAZEBO INTO BILLS	90317	LITHOGRAPHIC COMMUNICATIONS	JAN 2021GAZEBO EXPRESS INSERT-151	684.10	
Total For Dept 0001 TOWN COUNCIL					1,185.60	
Dept 0002 BOARD OF ZONING APPEALS						
001-0002-31001	BZA LEGAL FEES	90372	ABRAHAMSON, REED & BILSE	BZA LEGAL FEES	1,064.00	
Total For Dept 0002 BOARD OF ZONING APPEALS					1,064.00	
Dept 0003 VIPS						
001-0003-39007	VIPS CAR WASHES FOR DEC	90350	EASY CLEAN CAR WASH, INC	D/S VIPS CAR WASHES FOR DEC	3.00	
Total For Dept 0003 VIPS					3.00	
Dept 0004 CLERK-TREASURER						
001-0004-20003	PADDED CLASP ENVELOPES-/D/S	90373	PULSE TECHNOLOGY OF INDIANA	PADDED CLASP ENVELOPES-DOG TAGS-D	87.46	
001-0004-31004	2021 IMPACT DUES M GRIFFIN	90322	AIM, ACCELERATE IND MUNICIP	2021 IMPACT DUES M GRIFFIN, D KOV	70.00	
Total For Dept 0004 CLERK-TREASURER					157.46	
Dept 0007 FIRE DEPARTMENT						
001-0007-11113	4TH QUARTER UNPAID STILL ALAR	90334	HIGHLAND FIRE DEPARTMENT	4TH QTR STILL ALARMS AND MEETING	750.00	
001-0007-11114	4TH QUARTER MEETING ATTENDANC	90334	HIGHLAND FIRE DEPARTMENT	4TH QTR STILL ALARMS AND MEETING	28.00	
001-0007-23004	INV# 209532	90336	LINDY'S ACE HARDWARE, INC	HARDWARE SUPPLIES	139.02	
001-0007-23004	INV# 61658	90337	MENARDS	ELECTRICAL SUPPLIES	220.91	
001-0007-23004	INV# 54996 ACT 32980263	90335	MENARDS CORP - SCHERERVILLE	LIGHTING SUPPLIES	211.08	
001-0007-31004	CHIEF TIMMER 3 YEAR RENEWAL F	90332	CENTER FOR PUBLIC SAFETY	3 YEAR RENEWAL FEE CHIEF TIMMER	325.00	
001-0007-32005	STATIONS SECURITY SYSTEM	90342	PHIL & SON, INC	STATIONS SECURITY	145.60	
001-0007-32006	BROADBAND AIR CARDS FOR RIGS	90346	VERIZON WIRELESS	AIR CARDS FOR RIGS	300.26	
001-0007-35001	ELECTRIC - FD TRAINING SITE	90338	NORTHERN IN PUBLIC SERVICE	ELECTRIC - FD TRAINING SITE	30.42	
001-0007-35001	ELECTRIC - SOUTH STATION	90339	NORTHERN IN PUBLIC SERVICE	GAS & ELECTRIC SOUTH STATION	263.06	
001-0007-35001	ELECTRIC - CENTRAL FIRE STATI	90340	NORTHERN IN PUBLIC SERVICE	ELECTRIC - CENTRAL FIRE STATION	728.37	
001-0007-35003	GAS - SOUTH STATION	90339	NORTHERN IN PUBLIC SERVICE	GAS & ELECTRIC SOUTH STATION	259.22	
001-0007-35003	GAS - CENTRAL STATION	90341	NORTHERN IN PUBLIC SERVICE	GAS - CENTRAL FIRE STATION	562.19	
001-0007-35005	HYDRANT - SOUTH STATION	90344	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	100.94	
001-0007-35005	HYDRANT - CENTRAL STATION	90345	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	104.16	
001-0007-35007	STORM - SOUTH STATION	90344	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	178.80	
001-0007-35007	STORM - CENTRAL STATION	90345	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	185.32	
001-0007-36003	INVOICE # 9001653	90343	SIEMER HEATING & COOLING IN	CENTRAL STATION HVAC REPAIRS	231.00	
001-0007-39001	ESO INSPECTION & FIRE PROPERT	90333	ESO SOLUTIONS, INC	FIRE INSPECTION SOFTWARE	1,357.95	
Total For Dept 0007 FIRE DEPARTMENT					6,121.30	
Dept 0008 PLAN COMMISSION						
001-0008-31001	PLAN COMMISSION LEGAL FEES	90371	ABRAHAMSON, REED & BILSE	PLAN COMMISSION LEGAL FEES	2,147.00	
001-0008-31002	PC ENGINEERING FEES 01-01 - 0	90396	NIES ENGINEERING, INC.	PC ENGINEERING FEES 01-01 - 01-06	2,963.80	
Total For Dept 0008 PLAN COMMISSION					5,110.80	
Dept 0009 POLICE DEPARTMENT						
001-0009-11302	INV 15236-1 UNIFORM BUTTONS	90356	STAR UNIFORM	NEW OFFICER UNIFORM EQUIPMENT	51.30	
001-0009-21001	GAS DELIVERY TO PD	90360	WARREN OIL COMPANY	GAS DELIVERY	55.45	
001-0009-21001	BAL DUE FROM 12/22 GAS DELIVE	90361	WARREN OIL COMPANY	BAL DUE FROM 12/22 DELIVERY OF GA	47.84	
001-0009-21001	GAS DELIVERY	90362	WARREN OIL COMPANY	GAS DELIVERY FOR PD	2,200.00	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0009 POLICE DEPARTMENT						
001-0009-21001	GAS DELIVERY	90363	WARREN OIL COMPANY	GAS DELIVERY	2,200.00	
001-0009-21002	4 NEW TIRES FOR CAR 228	90352	HELLMANS AUTO SPPLY CO.	4 NEW TIRES FOR CAR 228	542.88	
001-0009-22004	C78 NOZZLE WINDSHLD WASHER	90357	THOMAS DODGE CHRYSLER JEEP,	CAR 78 NOZZLE WINDSHLD WASHER	10.88	
001-0009-23004	2 CS WINDSHDL WASHER	90354	MENARDS	D/S- POWER STN AND WINDSHLD WASHE	20.28	
001-0009-31001	LEGAL MATTERS FOR DEC	90347	ABRAHAMSON, REED & BILSE	LEGAL MATTERS FOR DEC	912.00	
001-0009-35005	WATER SERVICE PD 11/19-12/29	90358	TOWN OF HIGHLAND UTILITIES	WATER SERVICE PD 11/19-12/19	550.00	
001-0009-35005	WATER SERVICE PD 12/20-1/20	90359	TOWN OF HIGHLAND UTILITIES	WATER SERVICE PD 12/20-1/20	34.77	
001-0009-38006	MAT CHANGE AT PD ON 1/5	90349	CINTAS CORPORATION #319	MAT CHANGE ON 1/5	36.66	
001-0009-39001	DUES INVESTMT -ANNUAL PAYMENT	90348	CHAMBER OF COMMERCE	DUES INVESTMENT AND ANNUAL PAYMEN	265.00	
001-0009-39001	MEMBERSHIP DUES	90394	DIST ONE LAW ENFORCMNT COUN	MEMBERSHIP DUES	300.00	
001-0009-39001	MBSHP DUES CHIEF #29027/CMN	90351	FBI NAT'L ACADEMY ASSOC,INC	MEMBERSHIP DUES CHIEF AND COMMAND	210.00	
001-0009-39001	ANNUAL MEMBERSHIP FEE	90355	NW IND MAJOR CRIMES TASK FO	ANNUAL MEMBERSHIP DUES	200.00	
001-0009-39005	ITEMS FOR ANIMAL POUND REPAIR	90353	MENARDS	D/S -TRAPS TARP CLAMPS HOOKS FOR	105.86	
001-0009-43005	NEW PHASE SLEECTOR HART AND K	90413	MIDWESTERN ELECTRIC INC	NEW PHASE SELECOTR AT HART AND KE	2,900.00	
Total For Dept 0009 POLICE DEPARTMENT					10,642.92	
Dept 0011 SERVICES & WORKS						
001-0011-38005	D/S CT FOR BANK RECS	90421	BAKER TILLY MUNICIPAL ADVIS	D/S CT BANK RECONCILIATION	436.67	
001-0011-38005	CONTRACT FOR TEMP DEPUTY J FI	90417	GOVHR USA, LLC	CONTRACT FOR TEMP DEPUTY J FIGUER	1,575.00	
001-0011-38005	CONTRACT FOR TEMP DEPUTY J FI	90418	GOVHR USA, LLC	CONTRACT FOR TEMP DEPUTY J FIGUER	1,680.00	
001-0011-38005	CONTRACT FOR TEMP DEPUTY J FI	90419	GOVHR USA, LLC	CONTRACT FOR TEMP DEPUTY J FIGUER	1,659.00	
001-0011-38005	CONTRACT FOR TEMP DEPUTY J FI	90420	GOVHR USA, LLC	CONTRACT FOR TEMP DEPUTY J FIGUER	1,680.00	
Total For Dept 0011 SERVICES & WORKS					7,030.67	
Dept 0012 TOWN HALL						
001-0012-21004	BOTTOM LOAD COOLER APRIL	90329	HINCKLEY SPRINGS	BOTTOM LOAD COOLER APRIL	8.99	
001-0012-22005	PARTS FOR GARAGE DOOR REPAIR	90374	LINDY'S ACE HARDWARE,INC	PARTS FOR GARAGE DOOR REPAIR TOWN	26.75	
001-0012-36003	TOWN HALL MATS	90315	CINTAS CORPORATION #319	TOWN HALL MATS ACT 16459440	18.50	
Total For Dept 0012 TOWN HALL					54.24	
Total For Fund 001 GENERAL					224,133.81	
Fund 002 MVH						
Dept 0000						
002-0000-45200	MVH TRANSFERS GROSS	90203	PAYROLL ACCOUNT	1/15PRL D/S TRANSFER MVH	36,847.93	45085 ✓
Total For Dept 0000					36,847.93	
Dept 0016 MVH ADMIN						
002-0016-31004	CLEARING HOUSE/CDL DRIVERS	90380	KIM WEBB (R)	REIMBURSEMENT FOR CLEARING HOUSE	62.50	
002-0016-36009	2021 VEGETATION CONTROL	90392	TRUGREEN 2743	VEGETATION CONTROL FOR 2021 D/S -	638.52	
Total For Dept 0016 MVH ADMIN					701.02	
Dept 0017 MVH RECONSTRUCTION/MAINTENANCE						
002-0017-21002	SERVICE CALL PER HOUR	90379	HELLMANS AUTO SPPLY CO.	TIRES FOR STREET UNIT # 37	2,249.30	
002-0017-21003	967-55 DEGREASER, HEAVY DUTY	90376	1ST AYD CORPORATION	SUPPLIES FOR GARAGE STREET DEPT.	734.61	
002-0017-21003	1093541 SPRYPAIN RUSTY METL1	90382	LINDY'S ACE HARDWARE,INC	SUPPLIES FOR STREET DEPT.	27.54	
002-0017-21003	2615728 AA TIRE FOAM AEROSOL	90384	MENARDS CORP - SCHERERVILLE	TIRE FOAM AND PROTECTANT STREET D	30.93	
002-0017-22004	12/23/2020 INVOICE # 337-3634	90377	AUTO-WARES	DECEMBER 2020 INVOICES FOR STREET	124.64	
002-0017-22004	205PO BANJO CENTRIFUGAL PUMP	90381	LINDCO EQUIPMENT SALES, INC	PUMP HEAD FOR STREET DEPT.	340.62	
002-0017-22004	ENGX160UT2QX2 HONDA GX160	90390	TERPSTRA'S SALES & SERVICE,	ENGINE FOR STREET DEPT.	400.00	
002-0017-22004	BRP797430 STARTER REWIND	90391	TERPSTRA'S SALES & SERVICE,	STARTER REWIND FOR STREET DEPT.	52.66	
002-0017-22004	PLOW GUARD/PLOW	90393	WINTER EQUIPMENT COMPANY, I	DEPT SHARE PLOW FOR STREET DEPT.	1,294.95	
002-0017-23005	UNTREATED SALT	90397	CARGILL, INC	SALT FOR 2020-2021 SEASON	1,873.33	

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
EXP CHECK RUN DATES 01/13/2021 - 01/26/2021
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 002 MVH						
Dept 0017 MVH RECONSTRUCTION/MAINTENANCE						
002-0017-23006	2151226 GENTRY POST MOUNT COM	90383	MENARDS CORP - SCHERERVILLE	POST FOR MAILBOX REPAIR FLOW DAMA	52.99	-
002-0017-36001	SERVICE CALL - PER HOUR	90378	HELLMANS AUTO SPLY CO.	TIRE REPAIR ON UNIT # 37	252.00	-
002-0017-36006	REPLACE LIGHT POLE 45TH AND K	90385	MIDWESTERN ELECTRIC INC	REPLACE LIGHTPOLE 45TH AND KLEINM	2,703.41	-
002-0017-36006	LOCATE STREET LIGHTING	90387	MIDWESTERN ELECTRIC INC	LOCATE STREET LIGHTING 5TH AND RI	234.30	-
002-0017-36006	EMERGENCY REPAIR HART AND KEN	90389	MIDWESTERN ELECTRIC INC	EMERGENCY REPAIR TO SECURE LIGHT	181.50	-
002-0017-36007	LOCATE TRAFFIC SIGNALS	90386	MIDWESTERN ELECTRIC INC	LOCATE TRAFFIC SIGNALS 5TH AND 45	344.70	-
002-0017-36007	NOVEMBER TRAFFIC SIGNAL MAINT	90388	MIDWESTERN ELECTRIC INC	TRAFFIC SIGNAL MAINTENANCE FOR NO	652.00	-
Total For Dept 0017 MVH RECONSTRUCTION/MAINTENANCE					11,549.48	
Total For Fund 002 MVH					49,098.43	
Fund 004 LR&S						
Dept 0000						
004-0000-31002	GENERAL CONSULTING	90375	NIES ENGINEERING, INC.	GENERAL CONSULTING THROUGH 1/1/21	606.83	-
Total For Dept 0000					606.83	
Total For Fund 004 LR&S					606.83	
Fund 018 LAW ENFORCE CON'T ED						
Dept 0000						
018-0000-20003	OFFICE SUPPLIES	90367	PULSE TECHNOLOGY OF INDIANA	OFFICE SUPPLIES	151.03	-
018-0000-23004	TASBLETOP IMPULSE SEALER	90410	ULINE	TABLETOP IMPULSE SEALER	172.87	-
018-0000-23006	DESK PADS 13772686	90411	OFFICE DEPOT,INC	DESK PADS AND DATA STICK /USB2.0	294.78	-
018-0000-31004	2 OFCRS CERT1220-3950-4113,12	90412	DOLAN CONSULTING GROUP LLC	CERTIFICATION RENEWAL FOR 2 OFFIC	190.00	-
018-0000-39005	PD CAR WASHES FOR DEC	90365	EASY CLEAN CAR WASH,INC	PD CAR WASHES FOR DEC	108.00	-
Total For Dept 0000					916.68	
Total For Fund 018 LAW ENFORCE CON'T ED					916.68	
Fund 027 INSURANCE PREMIUM						
Dept 0000						
027-0000-34002	INSURANCE PREMIUM LIFE JAN	90195	AIM MEDICAL TRUST	JANUARY 2021 LIFE INSURANCE (MEDI	1,181.96	45083
Total For Dept 0000					1,181.96	
Total For Fund 027 INSURANCE PREMIUM					1,181.96	
Fund 030 ICT FUND						
Dept 0000						
030-0000-32003	ELEVATOR PHONE- 1/1-1/31/2021	90304	AT&T	219923-2320 260 1 ELEVATOR PHONE	184.03	45086
030-0000-32003	219 R10 2255 255 7 11/1-11/	90305	AT&T	219 R10 2255 255 7 1/1-1/31/2021	572.51	45087
030-0000-32003	FIRE DEPT	90303	AT&T MOBILITY	FIRE DEPT 666-4120	43.00	45088
030-0000-32003	PW INTNET # 8771400250212877	90306	COMCAST CABLE	8771400250212877 PW 8001 KENNEDY	320.38	45089
030-0000-32003	INTERNET SVC PS BLDG 1/12-2/	90307	COMCAST CABLE	INTERNET FOR PUBLIC SAFETY BLDG	246.56	45090
030-0000-32003	FD SOUTH 2647 45TH ST	90308	COMCAST CABLE	FD S STATION PHONE/INTERNET SVC 1	119.06	45091
030-0000-32003	PHONE/INTERNET FD CENTRAL	90309	COMCAST CABLE	FD CENTRAL/2901 HIGHWAY-PHONE/INT	263.79	45092
030-0000-32003	MEADOWS PKINTERNET ACT 877140	90310	COMCAST CABLE	MEADOWS PK MO INTERNET 1/12-2/11/	130.71	45093
030-0000-32003	3001 RIDGE MAIN SQUARE 877140	90311	COMCAST CABLE	3001 RIDGE MAIN SQUARE 8771400250	134.69	45094
030-0000-32003	MO INTERNET SVC 8771400250188	90312	COMCAST CABLE	TOWN HALL ACCT 8771400250188267	283.58	45095
030-0000-32003	ACCT #510375025	90313	SPRINT	BI/FD MO WIRELESS SVC 510375025 -	205.42	45096
030-0000-32003	PW/B&I/PARK/FD WIRELESS 78032	90314	VERIZON WIRELESS	PW/B&I/PARK/FD WIRELESS 780324475	1,126.03	45097
030-0000-32003	MONTHLY CELL PHONE 642004646-	90395	VERIZON WIRELESS	PD CELL PHONE USE PD- 642004646-0	1,557.49	45099
030-0000-32003	SIP TRUNKING CHARGES 12/1-12/	90323	CBL CONSULTING, INC	SIP TRUNKING CHARGES 12/1-12/31/2	307.58	-
030-0000-32003	642004646-00002 BROADBAND-J K	90330	VERIZON WIRELESS	642004646-00002 D/S BROADBAND-J K	30.01	-

01/22/2021 10:29 AM
 User: DMJ
 DB: Highland

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
 EXP CHECK RUN DATES 01/13/2021 - 01/26/2021
 BOTH JOURNALIZED AND UNJOURNALIZED
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GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 030 ICT FUND						
Dept 0000						
030-0000-32003	MONTHLY TELEPHONE FEE- PD	90320	WINDSTREAM HOLDINGS INC	MONTHLY TELEPHONE FEE- PD JAN 202	835.55	
030-0000-38006	EMAIL HOSTING SRVC 1/1-12/31/	90328	CBL CONSULTING, INC	EMAIL HOSTING SRVC 1/1-12/31/202	9,917.64	
030-0000-38006	DEC 2020 COPIER AGREEMENT	90326	RICOH USA, INC	DEC 2020 COPIER AGREEMENT	143.94	
030-0000-38006	ANNUAL PREMIUMS 2020	90319	TKB ASSOCIATES, INC	ANNUAL ASSURANCE PLAN TO 3/27/202	1,400.00	
030-0000-38006	CISCO NETWORK SUPPORT FOR THE	90321	ZANZO LLC	CISCO NETWORK SUPPORT FOR THE YEA	13,500.00	
030-0000-39007	EMAIL ARCHIVING SERVICES DIFF	90324	CBL CONSULTING, INC	EMAIL ARCHIVING SERVICES 12/2020	5.99	
Total For Dept 0000					31,327.96	
Total For Fund 030 ICT FUND					31,327.96	
Fund 036 SPECIAL EVENTS						
Dept 0000						
036-0000-38006	NEW YEARS EVER-HIGHL SCHOOL	90318	SERVICE SANITATION, INC	FALL FESTIVAL SANITATION	196.00	
036-0000-38607	NEW YEARS FIRE WORKS	90325	MAD BOMBER FIREWORKS	NEW YEARS FIRE WORKS 12/31/2020	5,000.00	
Total For Dept 0000					5,196.00	
Total For Fund 036 SPECIAL EVENTS					5,196.00	
Fund 055 MCCD						
Dept 0000						
055-0000-23009	BAL DUE FOR 2 NEW BALLISTIC V	90409	STAR UNIFORM	BAL DUE FOR 2 NEW BALLISTIC VESTS	200.00	
Total For Dept 0000					200.00	
Total For Fund 055 MCCD					200.00	
Fund 085 TRAFFIC VIOLATIONS						
Dept 0001 TOWN COUNCIL						
085-0001-00400	CASH BOND FEES	90201	LAKE COUNTY CLERK	CASH BOND FEES	8,000.00	45082
085-0001-00400	CASH BOND FEES	90370	LAKE COUNTY CLERK	CASH BOND FEES	5,000.00	45098
Total For Dept 0001 TOWN COUNCIL					13,000.00	
Total For Fund 085 TRAFFIC VIOLATIONS					13,000.00	
Fund 091 GAMING REVENUE						
Dept 0000						
091-0000-31002	NIPSCO POLE REPLACEMENT RIGHT	90416	FIRST GROUP ENGINEERING INC	PROFESSIONAL RIGHT-OF-WAY AND PRE	4,250.00	
091-0000-31002	2020 COMMUNITY CROSSING CONST	90415	NIES ENGINEERING, INC.	PROFESSIONAL ENGINEERING SERVICES	1,348.50	
Total For Dept 0000					5,598.50	
Total For Fund 091 GAMING REVENUE					5,598.50	

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND

EXP CHECK RUN DATES 01/13/2021 - 01/26/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 001	GENERAL				224,133.81	
Fund 002	MVH				49,098.43	
Fund 004	LR&S				606.83	
Fund 018	LAW ENFORCE CON'T ED				916.68	
Fund 027	INSURANCE PREMIUM				1,181.96	
Fund 030	ICT FUND				31,327.96	
Fund 036	SPECIAL EVENTS				5,196.00	
Fund 055	MCCD				200.00	
Fund 085	TRAFFIC VIOLATIONS				13,000.00	
Fund 091	GAMING REVENUE				5,598.50	
					<u>331,260.17</u>	

Payroll Docket

\$	286,380.96	\$	286,380.96	Delta	\$	-
Council, Boards and Commissions		\$	8,724.56			
Office of Clerk-Treasurer		\$	16,481.54			
Regular Staff	\$ 16,481.54					
Field Service Rep	\$ -					
Building & Inspection		\$	9,105.35			
Metropolitan Police		\$	112,698.82			
Crossing	\$ 1,000.68					
Full-Time Police	\$ 89,879.06					
Full-Time Non-sworn	\$ 21,819.08					
Public Works Department		\$	66,329.18			
Fire Department		\$	3,919.66			
Component One	\$ 3,919.66					
Component Two	\$ -					
Police 1925 Pensions		\$	69,121.85			

Payday: 20-Nov-2020

Payroll Docket

			Delta
\$	219,453.38	\$	219,453.38
		\$	-
Council, Boards and Commissions			
		\$	16,919.79
Office of Clerk-Treasurer			
Regular Staff	\$ 16,919.79		
Field Service Rep	\$ -		
		\$	8,205.81
Building & Inspection			
		\$	127,015.88
Metropolitan Police			
Crossing	\$ 618.70		
Full-Time Police	\$ 105,368.58		
Full-Time Non-sworn	\$ 21,028.60		
		\$	63,578.12
Public Works Department			
		\$	3,733.78
Fire Department			
Component One	\$ 3,733.78		
Component Two	\$ -		
		\$	-
Police 1925 Pensions			

Payday: 4-Dec-2020

Payroll Docket

			Delta		
\$	213,791.61	\$	213,791.61	\$	-
Council, Boards and Commissions		\$	-		
Office of Clerk-Treasurer		\$	16,812.96		
Regular Staff	\$ 16,812.96				
Field Service Rep	\$ -				
Building & Inspection		\$	9,038.96		
Metropolitan Police		\$	121,593.75		
Crossing	\$ 521.86				
Full-Time Police	\$ 98,207.56				
Full-Time Non-sworn	\$ 22,864.33				
Public Works Department		\$	62,346.72		
Fire Department		\$	3,999.22		
Component One	\$ 3,999.22				
Component Two	\$ -				
Police 1925 Pensions		\$	-		

Payday: 18-Dec-2020

Payroll Docket

			Delta		
\$	281,483.89	\$	281,483.89	\$	-
Council, Boards and Commissions		\$	10,640.06		
Office of Clerk-Treasurer		\$	17,229.03		
Regular Staff	\$ 17,229.03				
Field Service Rep	\$ -				
Building & Inspection		\$	8,010.21		
Metropolitan Police		\$	110,583.55		
Crossing	\$ 446.54				
Full-Time Police	\$ 89,599.73				
Full-Time Non-sworn	\$ 20,537.28				
Public Works Department		\$	62,836.79		
Fire Department		\$	3,062.64		
Component One	\$ 3,062.64				
Component Two	\$ -				
Police 1925 Pensions		\$	69,121.61		

Payday: 31-Dec-2020

***Pursuant to Ordinance 1701 amending a payday for 2020
See Section 3 of the ordinance***

Payroll Docket

\$ 229,455.78	\$ 229,455.78	Delta	\$ -
Council, Boards and Commissions	\$ -		
Office of Clerk-Treasurer	\$ 16,786.04		
Regular Staff	\$ 16,786.04		
Field Service Rep	\$ -		
Building & Inspection	\$ 8,308.26		
Metropolitan Police	\$ 126,021.22		
Crossing	\$ 107.60		
Full-Time Police	\$ 104,406.16		
Full-Time Non-sworn	\$ 21,507.46		
Public Works Department	\$ 74,821.12		
Fire Department	\$ 3,519.14		
Component One	\$ 3,519.14		
Component Two	\$ -		
Police 1925 Pensions	\$ -		

Payday: 15-Jan-2021