

Agenda
Eighty-First Regular or Special Meeting
of the Twenty-Eighth Town Council of Highland
Regular Meeting of Monday, January 28, 2019 at 7:00 p.m.
6:30 p.m. study session

Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code

Pledge of Allegiance: Dan Vassar

Prayer: Dan Vassar

Roll Call:



**A GREAT PLACE
TO CALL HOME**

Bernie Zemen

Mark A. Herak

Dan Vassar

Steven Wagner

Konnie Kuiper

Minutes of Previous Session: Minutes of the Regular Meeting of 14 January 2019.

- Special Orders:**
1. **Consideration of Proposed Additional Appropriations:** (non-controlled funds) Proposed Additional Appropriations in Excess of the 2019 Budget for the Unsafe Building Fund, General Improvement Fund, Municipal Cumulative Street Fund, Gaming Revenue Sharing Fund, and Indiana Bicentennial Legacy Project Fund.
 - (a) Attorney verification of Proof of Publication: The TIMES 17 Jan 2019.
 - (b) **Public Hearing.**
 - (c) Action on **Appropriation Enactment No. 2019-07:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Unsafe Building Fund, in the amount of \$141,498; General Improvement Fund, in the amount of \$7,000; Municipal Cumulative Street Fund, in the amount of \$40,000; Gaming Revenue Sharing Fund, in the amount of \$80,000; and Indiana Bicentennial Legacy Project Fund **in the amount of \$920**, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.
 2. Presentation of Plaque of appreciation to the 67th Town Council President, Mark A. Herak.

Appointments: *Executive Appointments*

1. **Non-voting Advisor to the Redevelopment Commission:** (1) Under IC 36-7-14-6.1(a) and HMC Section 14.10.020(B)(3), the municipal executive must appoint a non-voting advisor who is a member of the School Board or is someone recommended by it. The member serves for a term of two years and until a successor is appointed. (*Current appointee: Pat Krull. Current term ends June 30 2019.*)

Legislative Appointments

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.

Home Rule Commissions

1. **Main Street Board of Directors. (17)** Town Council appointments. (Note: Currently serving Darlene Barron, Mario DeGeorge, Lola McKay, Julie Larson, Marion D. Case, Marie Russo, Dawn Diamantopolous, J. Douglas Van Ramhorst, Mary Wells, plus eight more vacancies)

2. **Community Events Commission:**

(1) appointments to be made by the Town Council. **Term: 4 years.** (Note: vacancy of which term expires January 2022)

(9) appointments to be made by the Town Council. **Term: 1 year.** (Note: Currently serving, Bandon Wolak, Erica Rozenich-Wolak, Adam Nyiri, Ead Mansoun, Alayna Kaim, Christopher Korhaus, Deanna Christ, Elizabeth Alakel, and Victoria Smith.)

Unfinished Business & General Orders:

1. **Proposed Enactment No. 2019-08:** An Enactment Appropriating Additional Monies in Excess of the Annual Budget From Monies Received as a Grant from the State or Federal Government, pursuant to I.C. 6-1.1-18-7.5, I.C. 36-5-3-5 et seq.
2. **Resolution No. 2019-09:** A Resolution Of The Town Of Highland Council Approving The Order Of The Highland Plan Commission With Regard To The Declaratory Resolution Of The Highland Redevelopment Commission Amending The Redevelopment Plan For The Redevelopment Area Ii, Highland Commercial Corridor.
3. **Authorizing the proper officer to publish legal notice of a public hearing:** Public Hearing to consider additional appropriations in the amount of \$1,015,716.00 in the **Park Capital Non Reverting Fund.**

NEW BUSINESS:

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

- Councilor Bernie Zemen
Councilor Dan Vassar
Councilor Mark Herak
Councilor Konnie Kuiper
Councilor Steven Wagner

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 15, 2019 to January 28, 2019 in the amount of **\$1,390,085.26.**
Payroll Dockets for the payday of December 21, 2018 in the amount of **\$291,048.36;** the payday of January 4, 2019 in the amount of **\$204,644.23;** and the payday of January 18, 2019 in the amount of **\$323,489.65.**

ADJOURNMENT

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

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.

**Enrolled Minutes of the Eightieth Regular or Special Meeting
For the Twenty-Eighth Highland Town Council
Regular Plenary Meeting
Monday, January 14, 2019**

Study Session. The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in a study session preceding the regular meeting on Monday, January 14, 2019 at 6:45 O'clock P.M. in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Silent Roll Call: Councilors Bernie Zemen, Mark Herak, Dan Vassar, Steve Wagner and Konnie Kuiper were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

General Substance of Matters Discussed.

1. The Town Council reviewed and discussed the agenda of the imminent regular meeting.
2. The Town Council discussed with the Police Chief and the Building Commissioner the approach for snow parking prohibition enforcement for the weekend, in which heavy snow is anticipated.

The study session ended at 7:05 O'clock p.m.

Regular meeting. The Twenty Eighth Town Council of the Town of Highland, Lake County, Indiana met in its regular session on Monday, January 09, 2017 at 7:07 O'clock P.M. in the regular place, the plenary meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

The Town Council President, Mark A. Herak presided. The Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Councilor Bernie Zemen reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

Roll Call: Present on roll call were Councilors Bernie Zemen, Mark Herak, Dan Vassar, Steve Wagner and Konnie Kuiper. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Additional Officials Present: Rhett L. Tauber, Esq., Town Attorney; Mark Knesek, Operations 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: Susan Murovic of the Advisory Board of Zoning Appeals; Larry Kondrat of the Board of Waterworks Directors; and Ed Dabrowski IT Director (Contract) were also present.

Guests: Robin Carlascio of the Idea Factory was also present.

Minutes of the Previous Meetings: The minutes of the regular meeting of 26 December 2018 were approved by general consent.

Special Orders:

1. Election of the **Town Council President** for 2019 pursuant to § 2.05.040 of the Highland Municipal Code.

Councilor Vassar moved that Steve Wagner be elected Town Council President. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Councilor **Steve Wagner** was elected 68th President of the Town Council. Councilor Herak then passed the gavel to Councilor Wagner and he assumed the chair.

2. Election of the **Town Council Vice President** for 2019, pursuant to § 2.05.040 of the Highland Municipal Code.

Councilor Vassar moved to elect Councilor Bernie Zemen as Vice President. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives, the motion passed. Councilor Bernie Zemen was elected Vice President.

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

• **Building & Inspection Report for December 2016**

Permit Type	Number	Residential	Commercial	Est. Cost	Fees
Commercial Buildings:	0	0	0	\$0.00	\$0.00
Commercial Additions or Remodeling:	5	0	5	\$802,034.00	\$11,320.00
Signs:	6	0	6	\$61,627.00	\$2,447.50
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:	39	39	0	\$269,153.00	\$5,527.00
Garages:	1	1	0	\$23,448.00	\$519.50
Sheds:	1	1	0	\$5,600.00	\$144.50
Decks & Porches:	0	0	0	\$0.00	\$0.00
Fences:	4	3	1	\$13,845.00	\$465.50
Swimming Pools:	0	0	0	\$0.00	\$0.00
DrainTile/ Waterproofing:	0	0	0	\$0.00	\$0.00
Miscellaneous	14	14	0		\$1,883.00
TOTAL:	70	58	12	\$1,175,707.00	\$22,307.00
Electrical Permits	13	9	4		\$1,246.00
Mechanical Permits	11	7	4		\$979.00
Plumbing Permits	6	4	2		\$729.75
Water Meters	1	0	1		\$230.00
Water Taps	0	0	0		\$0.00
Sewer/Storm Taps	0	0	0		\$0.00
TOTAL Plumbing:	7	4	3		\$959.75

December Code Enforcement:

Investigations: 50
Citations: 2
Warnings: 50

December Inspections:

Building: 25 Electrical: 12 Plumbing: 09 HVAC: 07
Electrical Exams: 3

• **Fire Department Report for December 2018**

<u>Type of Call</u>	<u>Month</u>	<u>2nd half of year</u>
General Alarms	11	82
Paid Still Alarms	45	227
Still Alarms	7	38
Total Alarms:	63	347

• **Workplace Safety Report for November 2018**

There were two workplace incidents to report in November. The following report was filed.

Department	Injuries this Month	Year to Date 2018	Total in 2017	Restricted Days 2018	Lost Workdays This Year (2018)	Restricted Days Last Year (2017)	Lost Workdays Last Year (2017)
Parks	0	3	0	0	0	0	0
Fire	0	0	0	0	0	0	0
Police	0	3	6	0	0	0	365
Street	1	2	0	0	0	0	0
Water & Sewer	1	4	2	80	46	0	0
Maint.	0	1	2	0	0	0	0
Other	0	0	0	0	0	0	0
TOTALS	2	13	10	80	46	0	365

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.

• **Workplace Safety Report for December 2018**

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

Department	Injuries this Month	Year to Date 2018	Total in 2017	Restricted Days 2018	Lost Workdays This Year (2018)	Restricted Days Last Year (2017)	Lost Workdays Last Year (2017)
Parks	1	4	0	0	0	0	0
Fire	0	0	0	0	0	0	0
Police	0	3	6	0	0	0	365
Street	0	2	0	0	0	0	0
Water & Sewer	0	4	2	80	46	0	0
Maint.	0	1	2	0	0	0	0
Other	0	0	0	0	0	0	0
TOTALS	1	14	10	80	46	0	365

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 (May be made in meeting or at another time)

1. **Municipal Plan Commission** (1) appointment to be made by Town Council President. *(Note: Currently held by Mario Martini.) (R)*

The Town Council President announced his reappointment of **Mario Martini**, 9428 Erie Street, and Highland to the Plan Commission.

2. **Advisory Board of Zoning Appeals.** (1) Citizen member appointment to be made by Town Council President. *(Note: Currently held by Susan Murovic)*

The Town Council President announced his reappointment of **Susan Murovic**, 9214 Grace Street, Highland to the Advisory Board of Zoning Appeals.

3. **Redevelopment Commission.** (3) appointments to be made by the Town Council President. *(Note: current appointees are Bernie Zemen, Steven Wagner, and Michael Griffin.)*

The Town Council President announced his reappointment of **Bernie Zemen**, 2736-43rd Street, Highland; **Steven Wagner**, 3244 Maple Drive, Highland and **Michael W. Griffin**, 2911-99th Street, Highland to the Highland Redevelopment Commission.

4. **Waterworks Board of Directors:** (1) appointment to be made by Town Council President. *(Note: Currently held by Curt Schroeder (D)). Current composition of the board is two Republicans, Three Democrats. No more than three of any one party under state law.*

The Town Council President announced his reappointment of **Curt Schroeder**, 8100 Johnston Street, Highland to the Board of Waterworks Directors.

5. **Board of Sanitary Commissioners.** (1) appointment to be made by the Town Council President. *(Currently held by Rex Burton (R)). Current composition of the board is three Republicans, two Democrats. No more than three of any one party under state law.*

The Town Council President announced his reappointment of **Rex Burton**, 2712 40th Place, Highland to the Board of Sanitary Commissioners.

Regional Statutory Appointments.

6. **Northwestern Regional Planning Commission (NIRPC).** (1) No action necessary unless a change is desired. Town Council President is appointment authority. *(Current serving: Michael W. Griffin.)*

The Town Council President indicated that he did not desire to make any change.

7. **Lake County Convention and Visitors Bureau Board of Directors.** (1) Appointment by Town Council President. (NOT DUE UNTIL JUNE 30 2019) *(Currently serving Christine Cash) Appointing authority must give sole consideration to individuals who are knowledgeable about or employed as executives or managers in Hotel, Motel, Banking, Real Estate and hospitality. Cannot hold an elected or appointed political office.*

The Town Council President announced his reappointment of **Christine Cash**, 9515 Kennedy Avenue, Highland to the Lake County Visitors and Convention Bureau Board of Directors.

Home Rule Commissions or Boards

8. **Community Events Commission.** Town Council President appointment. (1) Multi-year position. (Note: Currently serving is Liz Breslin)

The Town Council President announced his reappointment of **Liz Breslin**, 8539 Henry Street, Highland to the Community Events Commission.

9. **Tree Advisory Board.** (4) Appointments to be nominated by the Town Council but appointed by the Town Council President. (Note: Current terms expiring, *Richard Underkofler, Constance Bahena Sherbondy, and Terry Krooswyk. In addition, a vacancy created by resignation of Paul Graegin*) All terms three years with the vacancy a term of the unexpired term of Mr. Graegin.

Councilor Zemen moved the nomination, seconded by Councilor Kuiper of Richard Underkofler, 9205 Idlewild Drive, Highland; Constance Bahena Sherbondy, 3517 Franklin Street, Highland; Terry Krooswyk, 9035 Orchard Drive, Highland and Judy Vaughn, 3817 Jewett Street, Highland to the vacancy left by the resignation of Paul Graegin. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The persons named were formally nominated.

Having acknowledged the nominations, the Town Council President then reappointed **Richard Underkofler**, 9205 Idlewild Drive, Highland; **Constance Bahena Sherbondy**, 3517 Franklin Street, Highland; **Terry Krooswyk**, 9035 Orchard Drive, Highland and appointed **Judy Vaughn**, 3817 Jewett Street, Highland to serve the unexpired term of Paul Graegin.

10. **Committee and Liaison Assignments.** *Assignments made by Town Council President.*

The Town Council President announced the following assignments:

- Councilor Bernie Zemen: Chamber of Commerce Liaison; IT Liaison; Board of Waterworks Directors, Liaison; Community Events Commission, Liaison
- Councilor Dan Vassar: Park and Recreation Board Liaison.
- Councilor Mark Herak: Town Board of Metropolitan Police Commissioners Liaison; Board of Sanitary Commissioners, Liaison
Budget Committee Chairman
- Council President: Advisory Board of Zoning Appeals Liaison; Town Executive (I.C. 36-1-2-5-(4); I.C. 36-5-2-2; I.C. 36-5-2-7); Board of Trustees of the Police Pension Fund, Chair (By law)
- Councilor Konnie Kuiper: Fire Department, Liaison.

Legislative Appointments

1. **Park and Recreation Board.** (1) appointment to be made by the Town Council. (Note: *Current appointee is Nick Russo (D)*)

Councilor Vassar moved to reappoint **Nick Russo**, 9341 Idlewild Drive, Highland to the Park and Recreation Board. Councilor Herak seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Mr. Russo was reappointed.

2. **Town Board of Metropolitan Police Commissioners.** (2) appointments to be made by the Town Council. (Note: *Currently appointees are Larry Moes (R) and Michael Danko (R)*) (Current composition for these five citizen positions is three democrats and two republicans)

Councilor Herak moved to reappoint **Larry Moes**, 2904 Cough Avenue, Highland and **Michael Danko**, 3501 Maple Place, Highland, to the Town Board of Metropolitan Police Commissioners. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Mr. Moes and Mr. Danko were reappointed.

3. **Redevelopment Commission.** (2) appointments to be made by the Town Council.
(Note: current appointees are Mark Herak and Dan Vassar.)

Councilor Zemen moved to reappoint **Mark A. Herak**, 9031 Hess Drive, Highland and **Dan Vassar**, 9148 Cottage Grove Avenue, Highland, to the Highland Redevelopment Commission. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Mr. Herak and Mr. Vassar were reappointed.

Regional Statutory Appointments

4. **Lake County Solid Waste Management District Board of Directors.** (1) No action necessary unless a change is desired. *(Note: Currently serving Bernie Zemen.) Must be a member of the Town Council. Term is co-extensive with term on council unless legislative body acts otherwise.*

It was noted that Councilor Bernie Zemen continues to serve on the Lake County Solid Waste Management District Board of Directors.

Unfinished Business and General Orders:

1. **Proposed Ordinance No. 1693:** An Ordinance To Further Amend Chapter 3.10 of the Code Of Ordinances for the Town Of Highland, State Of Indiana, All Pursuant To IC 36-1-5 et seq. *(This amendment proposes to add language added by amendments to the enabling law, IC 36-5-4-12, adding online payment processing services, and adding clarifying language regarding method of payment, as previously authorized by the Town Council in Chapter 3.25)*

Councilor Herak introduced and moved the consideration of Ordinance No. 1693 at the same meeting of its introduction. Councilor Zemen seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance could be considered at the same meeting of its introduction.

Councilor Herak moved the passage and adoption of Ordinance No. 1693 at the same meeting of its introduction. Councilor Zemen seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was passed and adopted considered at the same meeting of its introduction.

ORDINANCE No. 1693
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE To Further AMEND CHAPTER 3.10 OF THE CODE OF ORDINANCES For The TOWN Of HIGHLAND, STATE Of INDIANA, ALL PURSUANT TO IC 36-1-5 ET SEQ.

WHEREAS, Title 36, Article 1, Chapter 5 of the Indiana Code provides that the legislative body of a unit shall codify, revise, rearrange, or compile the ordinances of the unit into a complete, simplified code excluding formal parts of the ordinances;

WHEREAS, The legislative body of this unit, the Town of Highland, is the Town Council, pursuant to IC 36-1-2-9(5) and IC 36-5-2-2;

WHEREAS, The present general and permanent ordinances of the Town of Highland, formally codified in 2012, are in need of technical and substantive modifications not confined to any particular Title, Article or Chapter but nevertheless desirable to further improve and perfect the Code; and

Whereas, The Town Council is reliably advised that Chapter 3.10 of the Municipal Code styled as Accounts Payable Payments in Advance of Formal Allowance, is in need of some changes to reflect emerging needs encountered since its initial adoption and to make other changes to allow for certain administrative efficiencies or language clarifications;

WHEREAS, The Town Council, is persuaded that it is necessary and desirable to adopt the several modifications to Chapter 3.10 to still further improve and perfect the Code,

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

Section 1. That Section 3.10.010 (A) of the Highland Municipal Code be hereby amended to include a new subdivision, to be styled Section 3.10.010 (A)(28) , which shall read as follows:

3.10.010 Authorized payments by the town Clerk-Treasurer.

(A) Authorized Expenses. The town council approves and authorizes payments to be made by the Clerk-Treasurer in advance of formal allowance by the town council or other board or commission of jurisdiction for the following types of expenses:

- (28) **Payments that must be paid because of emergency circumstances.**
- (29) **Payments made for electronic and on-line payment processing services in support of utility, parks and recreation and other public services of the municipality.**

Section 2. That Section 3.10.010 of the Highland Municipal Code be hereby amended to include a new subsection, to be styled **Section 3.10.010 (E)**, which shall read as follows:

(E) **Payments for any of the expenses described in this chapter may be made by electronic fund transfer, wire or automated clearing house, pursuant to HMC Chapter 3.25, provided this is authorized by the fiscal officer.**

Section 3. That this ordinance shall be effective from and after its passage and adoption as evidenced by the signature of the Town Council President and attested thereto by the Clerk-Treasurer, all pursuant to IC 36-5-2-10 and IC 36-5-2-10.2.

Introduced and Filed on the 14th day of January 2019. Consideration on same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 14th Day of January 2019, 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/ Steven Wagner, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5; IC 36-5-2-10.2)

2. **Proposed Ordinance No. 1694:** An Ordinance revising and Amending the Highland Municipal Code, Offering technical corrections or clarifications Particularly to Chapter 3.25 of the Municipal Code Regarding the Manner of Payments Made by the Municipality and its Utilities, as Authorized in IC 36-1-8-11, All Pursuant to IC 36-1-5 et seq. *(This amendment proposes to add language clarifying that the authorized manner of payments remain permissible unless the utility boards opt out and makes a specific correction to reflect the actual meaning and intent of the original amendment to the Code.)*

Councilor Herak introduced and moved the consideration of Ordinance No. 1694 at the same meeting of its introduction. Councilor Vassar seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance could be considered at the same meeting of its introduction.

Councilor Herak moved the passage and adoption of Ordinance No. 1694 at the same meeting of its introduction. Councilor Vassar seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was passed and adopted considered at the same meeting of its introduction.

ORDINANCE No. 1694
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE REVISING AND AMENDING THE HIGHLAND MUNICIPAL CODE, OFFERING TECHNICAL CORRECTIONS OR CLARIFICATIONS PARTICULARLY TO CHAPTER 3.25 OF THE MUNICIPAL CODE REGARDING THE MANNER OF PAYMENTS MADE BY THE MUNICIPALITY AND ITS UTILITIES, AS AUTHORIZED IN IC 36-1-8-11, ALL PURSUANT TO IC 36-1-5 ET SEQ.

WHEREAS, Title 36, Article 1, Chapter 5 of the Indiana Code provides that the legislative body of a unit shall codify, revise, rearrange, or compile the ordinances of the unit into a complete, simplified code excluding formal parts of the ordinances

WHEREAS, The legislative body of the this unit, the Town of Highland, is the Town Council, pursuant to IC 36-1-2-9(5) and IC 36-5-2-2;

WHEREAS, The Town Council, is persuaded that it is necessary to make certain technical corrections to the current code of ordinances in order to further perfect the operation of the municipally and to advance the public interest; and

WHEREAS, The Indiana Code further provides under IC 36-1-4 for the general powers of units to provide for the operation of a government;

WHEREAS, The Indiana Code still further provides under IC 36-1-3 certain powers granted expressly by statute and powers deemed necessary or desirable in the conduct of municipal affairs;

WHEREAS, IC 36-1-8-11 outlines permissible methods of payment to the municipality and its utilities;

WHEREAS, The Town Council determines that certain technical corrections and enhancements to certain provisions of the Highland Code of Ordinances to be necessary or desirable in the conduct of municipal affairs and consistent with the laws of the state governing the operation of a government;

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

Section 1. That Section 3.25.050 (B) of the Highland Municipal Code be hereby deleted and repealed and be hereby amended by inserting the following replacement section, to be styled Section 3.25.050 (B), which shall read as follows:

Section 3.25.050 Authorized financial instruments for payments by the municipality.

(B) Payments may be made ~~to~~ by the municipality and its utilities for any lawful purpose by any of the following financial instruments that the board of the municipally owned utility **does not prohibit** ~~authorizes~~ for use:

- (1) Cash.
- (2) Check.
- (3) Bank draft.
- (4) Money order.
- (5) Bank card or credit card.
- (6) Electronic funds transfer.
- (7) Wire funds or automated clearing house (ACH).
- (8) Any other financial instrument authorized by the fiscal body

Section 2. That Section 3.25.050 of the Highland Municipal Code be hereby amended by adding a new subsection to be styled as Section 3.25.050 (C), which shall read as follows:

(C) That payments made by cash as authorized in subsections (A) and (B), shall be confined to payments made from a petty cash fund as authorized in this Code, subject to Indiana law and regulations of the external auditing agency.

Section 3. That this ordinance and shall take upon its passage and adoption.

Introduced and Filed on the 14th day of January 2019. Consideration on same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 14th Day of January 2019, 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/ Steve Wagner, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5; IC 36-5-2-10.2)

3. **Resolution No. 2019-01:** 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. 2019-01. Councilor Kuiper 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. 2019-01**

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 2019 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 2019 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 \$50,415.75;**

(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 \$40,332.60;

(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 \$10,083.15;

(d) For information and communication technology services provided to the Waterworks Utility, the annual charge is allocated at 25% of costs or \$50,415.75;

(e) For information and communication technology services provided to the Wastewater/Stormwater Utility, the annual charge is allocated at 25% of costs or \$50,415.75;

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 14th Day of January 2019, 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/ Steven Wager, President (IC 36-5-2-10)

ATTEST:

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

4. **Resolution No. 2019-02:** A Resolution Of The Fiscal Body Of The Town Of Highland Authorizing Sponsoring The Monthly Radio Show Broadcast On Radio Station WJOB Devoted To The Town Of Highland for 2019.

Councilor Herak moved the passage and adoption of Resolution No. 2019-02. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

TOWN of HIGHLAND
Town Council Resolution No. 2019-02

A RESOLUTION OF THE FISCAL BODY OF THE TOWN OF HIGHLAND AUTHORIZING SPONSORING THE MONTHLY RADIO SHOW BROADCAST ON RADIO STATION WJOB DEVOTED TO THE TOWN OF HIGHLAND

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, Section 2.35.030 of the Highland Municipal Code authorizes the Town Council to appropriate funds of the General Fund to pay the expenses incurred in promoting the best interests of the Town;

WHEREAS, The Town of Highland has supported a program broadcast on Radio Station WJOB once a month, in which the subject is the Town of Highland and matters of public interest and import regarding the Town are featured;

WHEREAS, The Town Council now desires to make findings and determinations necessary to support again authorizing the payment of the sponsorship fee to support the monthly program related to the Town of Highland,

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

Section 1. That the Highland Town Council hereby finds and determines that a monthly radio broadcast on WJOB devoted to news and information about the Town of Highland *promotes the best interests of the Town, may serve to develop relations with other units of government* and is a desirable activity of a civil or governmental nature;

Section 2. That the Highland Town Council hereby further finds and determines as follows:

(A) That the expense of two hundred dollars (\$200) per month to sponsor or support the broadcast of a monthly radio program on WJOB devoted to news and information about the Town of Highland is an expense that *promotes the best interests of the Town, may serve to develop relations with other units of government* and is an expense of a civil or governmental nature; and,

(B) That the expenses previously described are consistent with and pursuant to the authorization set forth in Section 2.35.030 of the Highland Municipal Code to wit:

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

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

Section 3. That effective for the months of **January through December 2019**, the expense of **two hundred dollars (\$200)** per month is hereby authorized to support the sponsorship of the Radio program on WJOB devoted to the Town of Highland;

Section 4. That the proper officer is authorized to encumber funds from the proper account of the Corporation General Fund, payable to WJOB, for the period authorized in Section 3 of the is resolution;

Section 5. That the Clerk-Treasurer shall process all payments in accordance with the provisions of IC 5-11-10-1.6 and IC 36-5-4 et seq., as all other claims for payment of the Town.

DULY RESOLVED and ADOPTED this 14th Day of January 2019 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/ Steven Wagner, President

Attest:

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

5. **Resolution No. 2019-03:** 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 Corporation Non-exempt Bond & Interest Fund.

Councilor Herak moved the passage and adoption of Resolution No. 2019-03. Councilor Vassar 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. 2019-03

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 CORPORATION NON-EXEMPT BOND & INTEREST FUND.

Whereas, The Clerk-Treasurer has advised the Town Council that cash balance in the **Corporation Non-Exempt Bond and Interest Fund** is not sufficient to meet its regular operating 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 fund;

Whereas, The Clerk-Treasurer has advised that there is sufficient money on deposit to the credit of the **Municipal Cumulative Capital Development Fund** that can be temporarily transferred;

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 \$439,957.00 be borrowed for the **Corporation Non-Exempt Bond Fund** with the amount of \$439,957.00 to be loaned by the **Municipal Cumulative Capital Development Fund**;

Section 2. That said loan in the amount of \$439,957.00 be repaid to the **Municipal Cumulative Capital Development Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the **Corporation Non-Exempt Bond and Interest Fund** with such loan to be repaid no later than December 31, 2019, subject to IC 36-1-8-4(b).

Duly Passed and Adopted by the Town Council of the Town of Highland, Lake County, Indiana, this 14th day of January 2019. Having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

/s/ Steven Wagner, President IC 36-5-2-10

Attest:

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

6. **Resolution No. 2019-04:** 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 Non-exempt Bond & Interest Fund.

Councilor Herak moved the passage and adoption of Resolution No. 2019-04. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

TOWN of HIGHLAND
RESOLUTION NO. 2019-04

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 EXEMPT FUND.

Whereas, The Clerk-Treasurer has advised the Town Council that cash balance in the **Sanitary District Bond & Interest Exempt Fund**, is not sufficient to meet its regular operating 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 fund;

Whereas, The Clerk-Treasurer has advised that there is sufficient money on deposit to the credit of the **Rainy Day Fund** that can be temporarily transferred;

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 \$14,851.00 be borrowed for the **Sanitary District Bond and Interest Exempt Fund** with the amount of \$47,396.00 to be loaned by the **Rainy Day Fund**, as authorized by HMC Section 3.45.180(B)(1);

Section 2. That said loan in the amount of \$14,851.00 be repaid to the **Rainy Day 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, 2019, subject to IC 36-1-8-4(b).

Duly Adopted by the Town Council of the Town of Highland, Lake County, Indiana, this 14th day of January 2019. Having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

/s/ Steven Wagner, President (IC 36-5-2-10)

Attest:

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

7. **Resolution No. 2019-05:** A Resolution Authorizing Temporary Interfund Loan or Transfer Pursuant to IC 36-1-8-4 for the Sanitary District Bond and Interest Fund.

Councilor Herak moved the passage and adoption of Resolution No. 2019-05. Councilor Kuiper 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. 2019-05**

A RESOLUTION AUTHORIZING TEMPORARY INTERFUND LOAN or TRANSFER PURSUANT to IC 36-1-8-4 FOR THE SANITARY DISTRICT BOND AND INTEREST FUND.

Whereas, The Clerk-Treasurer has advised the Town Council that cash balance in the **Sanitary Non-Exempt District Bond & Interest Fund** is not sufficient to meet its regular operating 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 fund;

Whereas, The Clerk-Treasurer has advised that there is sufficient money on deposit to the credit of the **Sanitary District Capital Fund** that can be temporarily transferred;

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 **\$645,914.00** be borrowed for the **Sanitary District Non- Exempt Bond Fund** with the amount of **\$645,914.00** to be loaned by the **Sanitary District Capital Fund**;

Section 2. That said loan in the amount of **\$645,914.00** be repaid to the **Sanitary District Capital Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the **Sanitary District Non-Exempt Bond and Interest Fund** with such loan to be repaid no later than December 31, 2019, subject to IC 36-1-8-4(b).

Duly Passed and Adopted by the Town Council of the Town of Highland, Lake County, Indiana, this 14th day of January, 2019. Having been passed by a vote of 5 in favor and 0 opposed.

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

/s/ Steven Wagner, President (IC 36-5-2-10)

Attest:

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

8. **Resolution No. 2019-06:** 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 Waterworks District Bond and Interest Fund.

Councilor Herak moved the passage and adoption of Resolution No.2019-06. Councilor Vassar 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. 2019-06**

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 WATERWORKS DISTRICT BOND AND INTEREST FUND.

Whereas, The Clerk-Treasurer has advised the Town Council that cash balance in the **Waterworks Bond and Interest Fund** is not sufficient to meet its regular operating 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 fund;

Whereas, The Clerk-Treasurer has advised that there is sufficient money on deposit to the credit of the **Rainy Day Fund** that can be temporarily transferred;

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 \$77,254.00 be borrowed for the **Corporation Non- Exempt Bond Fund** with the amount of \$77,254.00 to be loaned by the **Rainy Day Fund**, as authorized by HMC Section 3.45.180(B)(1);

Section 2. That said loan in the amount of \$77,254.00 be repaid to the **Rainy Day Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the **Waterworks Bond and Interest Fund** with such loan to be repaid no later than December 31, 2019, subject to IC 36-1-8-4(b).

Duly Passed and Adopted by the Town Council of the Town of Highland, Lake County, Indiana, this 14th day of January, 2019. Having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

/s/ Steven Wagner, President (IC 36-5-2-10)

Attest:

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

9. **Works Board Order No. 2019-01:** An Order Authorizing and Approving An agreement between The Idea Factory and the Town of Highland to perform Professional Communications and Media Design and Development services for the Municipality.

Councilor Kuiper moved the passage and adoption of Works Board Order No. 2019-01. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

The Town of Highland
Board of Works
Order of the Works Board No. 2019-01

AN ORDER AUTHORIZING AND APPROVING AN AGREEMENT BETWEEN THE IDEA FACTORY AND THE TOWN OF HIGHLAND TO PERFORM PROFESSIONAL COMMUNICATIONS AND MEDIA DESIGN AND DEVELOPMENT SERVICES FOR THE MUNICIPALITY

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality has heretofore determined that a need exists to provide greater information to the public regarding the operations and services of the municipality;

Whereas, The Town has heretofore determined that a need exists to engage professional communications and media design and development services to assist and support the provision of greater information to the public regarding the operations and services of the municipality;

Whereas, Robin A. Carlascio and Theresa K. Badovich, d.b.a The *Idea Factory*, a media development and design, communication consulting alliance, has proposed to provide professional editorial services to assist and support the provision of greater information to the public regarding the operations and services of the municipality through the development and promulgation of a municipal newsletter;

Whereas, As purchasing agency, the Town Council may purchase services using any procedure it considers appropriate, pursuant to IC 5-22-6-1; and

Whereas, The Highland Municipal Code provides that, the Town Council may make all contracts for professional services on the basis of competence and qualifications for the type of services to be performed, and negotiate compensation that the public agency determines to be reasonable, pursuant to Section 3.05.090; and

Whereas, There are now or will soon be sufficient and available appropriations balances on hand to support the payments for these services under the agreement, pursuant to IC 5-22-17-3(e); and

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

Now Therefore be it Ordered by the Town Council of the Town of Highland, Lake County, Indiana;

Section 1. That the agreement (incorporated by reference and made a part of this Order) between **Robin A. Carlascio** and **Theresa K. Badovich** doing business as the **Idea Factory**, and the Town of Highland, provide professional editorial services to assist and support the provision of greater information to the public regarding the operations and services of the municipality through the development and promulgation of a municipal newsletter for the period beginning **1 January 2019 through to 31 December 2019** as described herein is hereby approved, adopted and ratified in each and every respect;

Section 2. That the charges under the agreement for the services, in the amount of **~~\$1,838.55~~ per issue**, or **~~\$459.64~~ per page**, which include publishing and coordinating a monthly newsletter to be distributed as an insert in the monthly utility invoice and other related services; stock images or illustrations at **\$50** per image or illustration, custom photography or graphics at **\$100** per image or graphic, and website maintenance and services in the amount of **\$131.33 per week** are found to be reasonable and fair, all pursuant to IC 5-22-6-1 and Section 3.05.090 of the municipal code;

Section 3. That the charges under the terms of the agreement for all the services, will be paid to **The Idea Factory**, after presentation of an invoice for services, following their delivery;

Section 4. That the Town Council President be authorized to execute this agreement under the terms of this order with his signature as attested thereto by the Clerk-Treasurer;

Section 5. That the Town Council President must approve a preliminary edition of the newsletter at least two weeks prior to publication.

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 14th day of January 2019 having passed by a vote of 5 in favor and 0 opposed.

**WORKS BOARD of the TOWN of
HIGHLAND, INDIANA**
/s/ Steven Wagner, President (IC 36-5-2-10)

Attest:

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

AGREEMENT

This Agreement made and entered into this 14th day of January 2019, by and between the **TOWN OF HIGHLAND, BY AND THROUGH ITS TOWN COUNCIL** (hereinafter referred to as the "Town"), and **ROBIN CARLASCIO and THERESA BADOVICH d/b/a THE IDEA FACTORY** (hereinafter referred to as "Idea Factory").

WITNESSETH THAT:

WHEREAS, The Town is interested engaging the services of Idea Factory for publishing and coordinating a monthly newsletter (Gazebo Express) to be distributed throughout the Town; and

WHEREAS, Idea Factory is interested in entering into such an agreement and engaging its services to publish and coordinate a monthly newsletter within the Town; and

WHEREAS, The parties wish to reduce their agreement to writing;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, it is agreed as follows:

1. Idea Factory agrees to publish and coordinate a monthly newsletter (Gazebo Express) to be distributed in the Town of Highland.
2. The term of this Agreement shall be for one (1) year beginning **January 1, 2019**, through **December 31, 2019**. This Agreement may be renewed by the Town of Highland from year to year based upon approval of the renewal term by the Town at the beginning of each fiscal year.
3. Idea Factory shall be paid for its services rendered pursuant to this Agreement, the sum of **~~\$1,838.55~~ per issue** or **~~\$459.64~~ per page** stock images or illustrations at **\$50** per image or illustration, custom photography or graphics at **\$100** per image or graphic, **as well as the website maintenance fee of \$131.33 per week** and the monthly fees shall be payable to The Idea Factory at its business address, **1 Courthouse Square, Suite 207, Crown Point, Indiana 46307**.

4. This Agreement may be cancelled by either party upon such party providing the other party thirty (30) days written notice.

5. In the event the Town's appropriations are insufficient to pay the expenses of this Agreement, and upon thirty (30) days written notice being given by the Town to Idea Factory, this Agreement shall become null and void.

6. This Agreement shall be governed by the laws of the State of Indiana and shall be binding upon the parties' heirs, legal representatives, successors, and assigns.

7. That the Town Council President must approve a preliminary edition of the newsletter at least two weeks day prior to publication.

IN WITNESS WHEREOF, this Agreement has been entered into between the parties this 14th day January 2019.

TOWN OF HIGHLAND

THE IDEA FACTORY

By: _____
Town Council President

Robin Carlascio

Attest: _____
Michael W. Griffin
Clerk-Treasurer

Theresa Badovich

This instrument prepared by: Rhett L. Tauber, Esq.
Tauber Westland & Bennett P.C.
1415 Eagle Ridge Drive
Schererville, Indiana 46375
(219) 865-8400

10. **Works Board Order No. 2019-02:** An Order Authorizing and Approving An agreement between CBL Consulting, Incorporated and the Town of Highland to perform Professional Information Technology services for the Municipality.

Councilor Vassar moved the passage and adoption of Works Board Order No. 2019-02. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

The Town of Highland
Board of Works
Order of the Works Board No. 2019-02

An Order Authorizing and Approving An agreement between CBL Consulting, Incorporated and the Town of Highland to perform Professional Information Technology services for the Municipality

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality has heretofore determined that a need exists to provide information technology support services throughout the Town;

Whereas, The Town has heretofore determined that a need exists to engage professional information technology services associated with support of the several software applications and certain hardware used by the several departments of the Town; and

Whereas, CBL Consulting, Inc, an information technology firm, has consented to provide professional services related to certain support needs related to the information technology of the several departments of the municipality; and

Whereas, As purchasing agency, the Town Council may purchase services using any procedure it considers appropriate, pursuant to IC 5-22-6-1 and Section 3.05.090 of the Municipal Code; and

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

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

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

Section 1. That the letter proposal serving as an agreement (incorporated by reference and made a part of this Order) between CBL Consulting Incorporated, and the Town of Highland, to provide professional information technology support services for the period beginning *1 January 2019 through to 31 December 2019* as described in the letter proposal from 2018 is hereby approved, adopted and ratified in each respect, with the following exceptions:

- (A) That regardless the billing frequency, payments will be made once each month in the amount described in the letter proposal;
- (B) That only those provisions that are consistent with Federal or State law will be binding upon the parties;
- (C) That there shall be no reselling of materials or supplies by CBL to the Town of Highland, unless the single purchase is not greater than \$500 and the total purchase is \$1,000 or less;

Section 2. That the charges under the agreement for the services, which include functioning as the Town of Highland information technology director by performing routine and necessary maintenance on equipment identified in the letter proposal, perform data protection services for the town information work product, providing technical consulting, and other related service are found to be reasonable, all pursuant to IC 5-22-6-1 and Section 3.05.090 of the Municipal Code;

Section 3. That the charges under the terms of the agreement for all the services, will be paid as a monthly fee to CBL Consulting, Inc., in the monthly amount of Four thousand dollars (\$4,000), a 0% increase over the 2018s;

Section 4. That the executive departments of municipality may use the services according to the terms of the agreement;

Section 5. That, notwithstanding any provision in the letter offer, the Town of Highland through its Town Council reserves its discretion and authority provided under IC 5-22-17-5;

Section 6. That the Town Council President be authorized to execute any agreement under the terms of this order with his signature as attested thereto by the Clerk-Treasurer.

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 14th day of January 2019 having passed by a vote of 5 in favor and 0 opposed.

WORKS BOARD of the TOWN of
HIGHLAND, INDIANA

/s/Steven Wagner, President (IC 36-5-2-10)

Attest:

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

11. **Works Board Order No. 2019-03:** An Order Approving and Authorizing A Memorandum of Understanding Between the Town of Highland, Through its Police Department and the Town of Munster, Through its Police Department, Regarding Use of Highland's Animal Control Facilities by the Town of Munster Police Department for Housing of Animals.

Councilor Zemen moved the passage and adoption of Works Board Order No. 2019-03. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

TOWN OF HIGHLAND
BOARD OF WORKS
ORDER OF THE WORKS BOARD NO. 2019-03

AN ORDER APPROVING AND AUTHORIZING A MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF HIGHLAND, THROUGH ITS POLICE DEPARTMENT AND THE TOWN OF MUNSTER, THROUGH ITS POLICE DEPARTMENT, REGARDING USE OF HIGHLAND'S ANIMAL

CONTROL FACILITIES BY THE TOWN OF MUNSTER POLICE DEPARTMENT FOR HOUSING OF ANIMALS.

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), been Advised that the Town Board of Metropolitan Police Commissioners has recommended approval of a memorandum of Understanding to support the use by the Town of Munster Police Department of the Town of Highland Police Department's Animal Control Facility;

Whereas, The Operation and Maintenance of an Animal Care Facility and enforcement of humane law and animal control ordinances are powers expressly conferred under IC 36-8-2-6;

Whereas, The authority to contract or approve a memorandum of understanding between and by the Town of Highland Police Department and Town of Munster Police Department, is reposed in the Town Council, pursuant to IC 36-1-4 et seq. and IC 36-8-9 et seq.;

Whereas, That memorandum of Understanding to support the use by the Town of Munster Police Department of the Town of Highland Police Department's Animal Control Facility has been prepared and presented to the Town Council following its review and recommendation for approval by the Town Board of Metropolitan Police Commissioners;

Whereas, The Town of Highland, through its Town Council acting as the Works Board, now desires to accept and approve the memorandum of Understanding to support the use by the Town of Munster Police Department of the Town of Highland Police Department's Animal Control Facility as herein described,

Now Therefore Be it hereby ordered and resolved by the Town Council, acting as the Works Board of the Town of Highland, Lake County, Indiana:

Section 1. That the memorandum of Understanding (MOU) to support the use by the Town of Munster Police Department of the Town of Highland Police Department's Animal Control Facility presented to the Town Council following its review and recommendation for approval by the Town Board of Metropolitan Police Commissioners is hereby approved, adopted, and ratified in each and every respect;

Section 2. That the terms and fees for services set forth under the MOU for lodging animals by the Town of Munster Police Department above three (3) animals of twenty five dollars (\$25) per day per animal lodged are found to be *reasonable and not greater than that reasonably related to reasonable and just rates and charges for service;*

Section 3. That the Police Chief of the Town of Highland Police Department is hereby authorized to execute the memorandum of understanding, once signed by the Police Chief of the Town of Munster Police Department, one original of the MOU be filed with the Clerk-Treasurer.

Be it so Ordered.

DULY, PASSED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 14th day of January 2019 having passed by a vote of 5 in favor and 0 opposed.

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

/s/Steven Wagner, President (IC 36-5-2-10)

Attest:

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

Memorandum of Understanding on file

12. **Action to approve appointment or employment of full-time employee, pursuant to Section §3.03 of the Compensation and Benefits Ordinance.** *Operations Director recommends the following:*

(A) *The hiring of Leah Podgorny, to the full-time position of Dispatch Clerk in Public Works Department (Agency) at a rate of pay of \$16.87 per hour. This will not increase the full-time workforce greater than the authorized work force strength. The position is vacant owing to the promotion of Kim Webb.*

Councilor Vassar moved to authorize the hiring and appointment of Leah Podgorny to the full-time position of Dispatch Clerk in the Public Works Department (Agency).

Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Leah Podgorny was appointed and hired.

13. **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 paid 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 (6) 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:*

*Assistant Chief Pat Vassar
Commander Ralph Potesta
Commander John Banasiak
Sergeant John Siple
Sergeant Randall Stewart
Corporal Brain Stanley
Corporal Michael Yonkman
Corporal David Byers
Corporal Brandon Norris
Corporal Erich Swisher
Corporal Jason Hildenbrand
Lance Corporal Greg Palmer*

*Officer Richard Hoffman
Officer Daniel Matusik
Officer Lee Natelborg
Officer Darren Conley
Officer Anthony Kowal
Officer Frank Peckler
Officer Nicholas Vanni
Officer Andrew Geronprez
Officer Joel Sullivan
Officer Thomas Manyek
Officer Tyler Dills
Officer James Mullins*

Councilor Herak moved that letters of commendation for exemplary public service as characterized be approved for all the persons named except for Assistant Chief Vassar and that the Town Council members be authorized to sign severally and singularly. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The letters of commendation for the persons identified except Assistant Chief Vassar were approved and the Council members authorized to sign.

Councilor Herak moved that a letter of commendation for exemplary public service as characterized be approved for Assistant Chief Vassar and Chief Hojnicky (*noting that he was not listed in the original letter*) and that the Town Council members be authorized to sign severally and singularly the letter of commendation. Councilor Zemen seconded. Upon a roll call vote, there were four affirmatives, no negatives and one abstention. With Councilors Zemen, Herak, Kuiper and Wagner voting in the affirmative and Councilor Vassar abstaining, the motion passed. The letter of commendation for Assistant Chief Vassar and Chief Hojnicky were approved and the Council members authorized to sign.

14. **Authorizing the proper officer to publish legal notice of a public hearing:** Public Hearing to consider additional appropriations in the amount of **\$141,498** in the **Unsafe Building Fund**, in the amount of **\$7,000** in the **General Improvement Fund**, in the amount of **\$40,000** in the **Municipal Cumulative Street Fund**, in the amount of **\$80,000** in the **Gaming Revenue Sharing Fund**, and in the amount of **\$920** in the **Indiana Bicentennial Legacy Project Fund**.

Councilor Herak moved to authorize the proper officer to publish legal notice of a public hearing as indicated. Councilor Vassar seconded. Upon a roll call vote, there

were five affirmatives and no negatives. The motion passed. The proper officer was authorized to publish legal notice as indicated.

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

- **Councilor Bernie Zemen:** *Chamber of Commerce Co-Liaison • IT Liaison • Liaison to the Board of Waterworks Directors • Liaison to the Community Events Commission.*

Councilor Zemen acknowledged the Building Commissioner who offered a survey of matters being considered by the Plan Commission.

Councilor Zemen acknowledged the Redevelopment Director who reported on business development underway.

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

Councilor Herak expressed condolences to the Public Works Director on the passing of his mother in law.

Councilor Herak noted the strict prohibition on street parking in town following a snowfall of 1 inch or more.

Councilor Herak acknowledged the Operations Director who offered a brief report on the readiness of the Public Works Department (Agency) to deal with snow plowing for the forecasted snowfall.

Councilor Herak acknowledged the Police Chief who thanked the Town Council for adding him to the approved list of exemplary public service and earning a paid day off.

- **Councilor Dan Vassar:** *Liaison to the Park and Recreation Board.*

Councilor Vassar expressed condolences to the Public Works Director on the passing of his mother in law.

Councilor Vassar acknowledged the Parks and Recreation Superintendent who reported on parks and recreation programming.

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

Councilor Kuiper acknowledged the Fire Chief who reported on recent incident responses by the Fire Service.

Councilor Kuiper also expressed condolences to Officer Sean Anderson on the loss of his grandfather.

- **Councilor President Steve Wagner:** *Town Executive • Chair of the Board of Police Pension Trustees • Advisory Board of Zoning Appeals Liaison.*

Councilor President Wagner thanked the Town Council for electing him as President for 2019.

The Council President acknowledged the Building Commissioner who offered a survey of matters pending before the Advisory Board of Zoning Appeals.

Comments from Visitors or Residents:

1. Elijah Aurand, 9315 Farmer Drive, Highland, noted that the Town website showed Councilor Vassar as Town Council President for most of 2018. He asked that the Town Council be cautious about the Idea Factory in terms of its service delivery.

Payment of Accounts Payable Vouchers. There being no further comments from the public, Councilor Zemen moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period December 27, 2018 through January 14, 2019. Councilor Herak 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, \$293,416.34; Motor Vehicle Highway and Street (MVH) Fund, \$33,625.09; Law Enforcement Continuing Education and Training and Supply Fund, \$169.36; Corporation Bond and Interest Fund, \$216,426.00; Flexible Spending Accounts Agency Fund, \$949.22; Insurance Agency Fund, \$181,992.53; Information Communications Technology Fund, \$8,251.79; Civil Donation Fund, \$785.50; Special Events Non Reverting Fund, \$2,800.00; Municipal Cumulative Capital Development Fund, \$1,892.86; Traffic Violations and Law Enforcement Agency Fund, \$9,000.00; Total: \$749,308.69.

Adjournment of Plenary Meeting. Councilor Vassar moved that the plenary meeting be adjourned. Councilor Zemen seconded. Upon a vote *viva voce*, the motion passed. The regular plenary meeting of the Town Council of Monday, January 14, 2019 was adjourned at 8:05 O'clock p.m.

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

Approved by the Town Council at its meeting of _____, 2019.

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

Page : 1 of 2 01/15/2019 16:17:21
Order Number : 20900104
PO Number :
Customer : 60008515 TOWN OF HIGHLAND, CLERK
Contact : DENISE BECK, ACCTS PAYABLE
Address1 : 3333 RIDGE ROAD
Address2 :
City St Zip : HIGHLAND IN 463223351
Phone : (219) 838-1080
Fax : (219) 972-5097

Printed By : Nicole Muscari
Entered By : Nicole Muscari

Keywords : Notice Add'l Non-Ctrl 01.28.2019
Notes :
Zones :

Ad Number : 11117507
Ad Key :
Salesperson : 24 - 24 Nicole Muscari
Publication : The Times
Section : URER - L:GAL:Classified
Sub Section : Legal Notices
Category : 198 Legal
Dates Run : 01/17/2019-01/17/2019
Days : 1
Size : 1 x 9.70, 99 lines
Words : 401
Ad Rate : CM
Ad Price : 44.33
Amount Paid : 0.00
Amount Due : 44.33

**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 7:00 p.m. on the 28th day of January 2019, 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: \$141,498.00
 Total Series: \$141,498.00
Fund Total: \$141,498.00

GENERAL IMPROVEMENT FUND
 Acct. No. 083-0000-34003
 Record/Releasing Lien \$7,000.00
 Total Series: \$7,000.00
Fund Total: \$7,000.00

MUNICIPAL CUMULATIVE STREET FUND
 Acct. No. 088-0000-440.10
 Sidewalk Replacement: \$40,000.00
 Total Series: \$40,000.00
Fund Total: \$40,000.00

GAMING REVENUE SHARING FUND
 Acct. No. 091-0000-310.02
 Engineering: \$80,000.00
 Total Series: \$80,000.00
Fund Total: \$80,000.00

INDIANA BICENTENNIAL LEGACY PROJECT FUND
 Acct. No. 034-0000-39113 Framing and Plaques: \$920.00
 Total Series: \$920.00
Fund Total: \$920.00

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 assess-

To Run on 1-17-2019

Order Number :	20900104	Ad Number :	11117507
PO Number :		Ad Key :	
Customer :	60008515 TOWN OF HIGHLAND, CLERK	Salesperson :	24 - 24 Nicole Muscari
Contact :	DENISE BECK, ACCTS PAYABLE	Publication :	The Times
Address1 :	3333 RIDGE ROAD	Section :	URER - Lt:GAL:Classified
Address2 :		Sub Section :	Legal Notices
City St Zip :	HIGHLAND IN 463223351	Category :	198 Legal
Phone :	(219) 838-1080	Dates Run :	01/17/2019-01/17/2019
Fax :	(219) 972-5097	Days :	1
		Size :	1 x 9.70, 99 lines
		Words :	401
Printed By :	Nicole Muscari	Ad Rate :	CM
Entered By :	Nicole Muscari	Ad Price :	44.33
		Amount Paid :	0.00
		Amount Due :	44.33
Keywords :	Notice Add'l Non-Ctrl 01.28.2019		
Notes :			
Zones :			

ments 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 **Indiana Bicentennial Legacy Project Fund** shall be from interest earnings, miscellaneous revenues, voluntary reimbursements made by participating cities and towns in Lake County 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.

Funds to support these additional appropriations in the **Gaming Revenue Sharing Fund** shall be from interest earnings, a gaming revenue distribution transmitted pursuant to IC 4-33-12.5 et seq., 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
Steve Wagner, President

By: Michael W. Griffin,
IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer
1/17 -20900104 -hspaxlp

**Town of Highland
Appropriation Enactment
Enactment No. 2019-07**

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the UNSAFE BUILDING FUND, GENERAL IMPROVEMENT FUND, MUNICIPAL CUMULATIVE STREET FUND, GAMING REVENUE SHARING FUND AND THE INDIANA BICENTENNIAL LEGACY PROJECT FUND, ALL PURSUANT TO I.C. 6-1.1-18, and I.C. 36-5-3-5.

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Unsafe Building Fund, General Improvement Fund, Municipal Cumulative Street Fund, Gaming Revenue Sharing Fund, and the Indiana Bicentennial Legacy Project Fund;**

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levies set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

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

Section 1. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Unsafe Building Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

UNSAFE BUILDING FUND	
Acct. No. 003-0000-310.05 Demolition Costs:	<u>\$ 141,498.00</u>
<i>Total Series:</i>	\$ 141,498.00
Fund Total:	\$ 141,498.00

Section 2. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **General Improvement Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

GENERAL IMPROVEMENT FUND	
Acct. No. 083-0000-34003 Record/Releasing Lien	<u>\$ 7,000.00</u>
<i>Total Series:</i>	\$ 7,000.00
Fund Total:	\$ 7,000.00

Section 3. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Municipal Cumulative Street Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

MUNICIPAL CUMULATIVE STREET FUND	
Acct. No. 088-0000-44010 Sidewalk Replacement:	\$ 40,000.00
<i>Total Series:</i>	\$ 40,000.00
Fund Total:	\$ 40,000.00

Section 4. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Municipal Cumulative Street Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

GAMING REVENUE SHARING FUND	
Acct. No. 091-0000-31002 Engineering:	\$ 80,000.00
<i>Total Series:</i>	\$ 80,000.00
Fund Total:	\$ 80,000.00

Section 5. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Indiana Bicentennial Legacy Project Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

INDIANA BICENTENNIAL LEGACY PROJECT FUND	
Acct. No. 034-0000-39113 Framing and Plaques:	\$ 920.00
<i>Total Series:</i>	\$ 920.00
Fund Total:	\$ 920.00

Section 6. That the Clerk-Treasurer is hereby authorized and instructed to inform the Department of Local Government Finance of this action and that these monies be made available for expenditure pursuant to I.C. 6-1.1-18.

Section 7. That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 28th Day of January 2019. Consideration on the same day or at same meeting of introduction sustained a vote of _____ in favor and _____ opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this _____ Day of _____ 2019,
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**

Steve Wagner, President (IC 36-5-2-10)

ATTEST:

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

**TOWN OF HIGHLAND
APPROPRIATION ENACTMENT
ENACTMENT NO. 2019-08**

AN ENACTMENT APPROPRIATING ADDITIONAL MONIES IN EXCESS OF THE ANNUAL BUDGET FROM MONIES RECEIVED AS A GRANT FROM THE STATE OR FEDERAL GOVERNMENT, PURSUANT TO I.C. 6-1.1-18-7.5, I.C. 36-5-3-5 ET SEQ.

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

WHEREAS, The Town Council has been informed of the receipt of funds from a Justice Assistance Grant of the **Bureau of Justice Assistance** particularly represented on Clerk-Treasurer's **receipt number 555211** in the amount of **\$1,708.00** as reimbursement in support of 2018 Bulletproof Vest Partnership;

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

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

Section 1. That for the actual expenses of said municipality related to the acquisition of tactical level bullet armor (bulletproof vests) funded by Justice Assistance Grant of the **Bureau of Justice Assistance** to reimburse the municipality for fifty percent (50%) of its actual expenses incurred by the acquisition of tactical level bullet armor (bulletproof vests), and related costs the following additional sums of money, received as a grant from the state or the federal government and designated as a reimbursement of an expenditure made by the political subdivision, are hereby appropriated and ordered set apart out of the funds herein named:

MUNICIPAL CUMULATIVE CAPITAL DEVELOPMENT FUND

Increase Accounts:

Acct. 230.09 Bulletproof Vests

\$ 1,708.00

Total 200 Series Increases \$ 1,708.00

Total of All Fund Increases: \$ 1,708.00

Section 2. That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 28th Day of January 2019. Consideration on the same day or at same meeting of introduction sustained a vote of _____ in favor and _____ opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this _____ Day of _____ 2019, 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**

Steven Wagner, President (IC 36-5-2-10)

Attest:

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

**Town of Highland
Town Council
Resolution No. 2019-09**

A RESOLUTION OF THE TOWN OF HIGHLAND COUNCIL APPROVING THE ORDER OF THE HIGHLAND PLAN COMMISSION WITH REGARD TO THE DECLARATORY RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION AMENDING THE REDEVELOPMENT PLAN FOR THE REDEVELOPMENT AREA II, HIGHLAND COMMERCIAL CORRIDOR.

WHEREAS, The Highland Redevelopment Commission (the "Commission"), the governing body of the Town of Highland Department of Redevelopment (the "Department"), pursuant to IC 36-7-14-1, *et seq.* (the "Act"), approved and adopted its Resolution No. 2018-18 at its meeting of 19 November 2018; and

WHEREAS, The Department, pursuant to the Act, has conducted surveys and investigations and has thoroughly studied the areas within the Town of Highland, Indiana (the "Town") proposed to be designated as an Redevelopment Project District within the meaning of the Act; and

WHEREAS, The Highland Plan Commission of Highland, Indiana (the "Plan Commission") is the duly designated and acting official planning body and is charged with the duty of developing a general plan for the development of the Town of Highland, Indiana (the "Town"); and

WHEREAS, The Plan Commission, on January 16, 2019 issued its written order approving the Declaratory Resolution No. 2018-18 and the Redevelopment Plan as Amended for the *Commercial Corridor Redevelopment Area*, and certifying that the Declaratory Resolution and the Redevelopment Plan as amended conform to the plan of development for the Town of Highland; and

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

Section 1. That the approving Order of the Highland Plan Commission, attached hereto as a certification to Redevelopment Commission Resolution No. 2018-18 and made a part hereof, is in all respects approved, ratified and confirmed;

Section 2. That this Resolution shall be in full force and effect from and after its adoption by the Town Council and signing by the President thereof, as attested thereto by the Town Clerk-Treasurer.

DULY RESOLVED and ADOPTED this 28th Day of January 2019 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**

Steven Wagner, President (IC 36-5-2-10)

Attest:

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

EXHIBIT:

TOWN OF HIGHLAND, INDIANA
HIGHLAND PLANNING COMMISSION

ORDER OF THE HIGHLAND PLAN COM MISSION APPROVING AN AMENDING DECLARATORY RESOLUTION OF
THE HIGHLAND REDEVELOPMENT COMMISSION FOR THE HIGHLAND COMMERCIAL CORRIDORS
REDEVELOPMENT AREA

WHEREAS, the Highland Plan Commission (the "Plan Commission") is the body charged with the duty of developing a general plan of development for the Town of Highland, Indiana (the "Town"); and

WHEREAS, on November 19, 2018, the Highland Redevelopment Commission (the "Commission") adopted Resolution No. 2018-18 entitled "RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION FURTHER AMENDING DECLARATORY RESOLUTION NO. 2011-11 THAT ESTABLISHED AND DESIGNATED THE HIGHLAND COMMERCIAL CORRIDORS REDEVELOPMENT AREA; APPROVED THE REDEVELOPMENT PLAN FOR THE HIGHLAND COMMERCIAL CORRIDORS REDEVELOPMENT AREA AND DESIGNATED THE HIGHLAND COMMERCIAL CORRIDORS ALLOCATION AREA IN ORDER TO EXPAND SAID REDEVELOPMENT AREA; TO AMEND SAID PLAN FOR A 2018 AMENDMENT AND TO EXPAND SAID ALLOCATION AREA AND MATTERS RELATED THERETO IN ACCORDANCE WITH THE INDIANA CODE 36-7-14 " (the "Amending Declaratory Resolution"); and

WHEREAS, the Declaratory Resolution amends Resolution No. 2011-11 adopted by the Commission on February 23, 2011, for the Highland Commercial Corridors Redevelopment Area (the "Redevelopment Area") to amend and supplement the Redevelopment Plan for the Area and to amend the allocation provision of the Declaratory Resolution in order to designate a new allocation area within the Area for new economic development opportunities presented to the Commission and for proposed redevelopment projects and programs designed to stimulate future economic development, and to authorize the Commission to undertake all activities in the Area that are allowed by the Act; and

WHEREAS, the Commission has submitted the Amending Declaratory Resolution to the Plan Commission for approval pursuant to the provisions of the Act; and

WHEREAS, the Plan Commission now desires to issue its written order approving the Amending Declaratory Resolution;

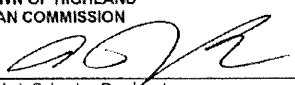
NOW, THEREFORE, IT IS ORDERED by the Highland Plan Commission, as follows:

1. The Amending Declaratory Resolution conforms to the comprehensive plan for Town;
2. The Amending Declaratory Resolution is in all respects approved, ratified and confirmed.
3. This Order is hereby designated as and constitutes the written order of the Plan Commission approving the Amending Declaratory Resolution pursuant to the requirements of Section 16 of the Act.
4. The Secretary of the Plan Commission is hereby directed to forward a copy of this Order together with the Amending Declaratory Resolution to the Town Council for its consideration.
5. The Secretary is hereby directed to file a copy of this Order with the minutes of this meeting.

SIGNATORY PAGE

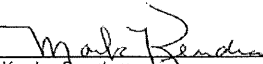
IN WITNESS WHEREOF, the members of the Highland Plan Commission have hereunto set their hands, this 16th day of January, 2019.

TOWN OF HIGHLAND
PLAN COMMISSION



Mark J. Schocke, President

Attest:



Mark S. Kendra, Secretary

**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 **7:00 p.m.** on the **11th day of February 2019**, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

PARK CAPITAL NON REVERTING FUND

Acct. No. 010-0000-49002 ILA Bicycle Trail Signage: \$ 1,015,716.00

Total Series: \$ 1,015,716.00

Fund Total: \$ 1,015,716.00

Funds to support these additional appropriations in the **Park Capital Non Reverting Fund** shall be from interest earnings, miscellaneous revenues, an INDOT grant in support of a specific bike trail project, contributions from several participating entities as part of an interlocal cooperation agreement 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
Steven Wagner, President**

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

Payroll Docket

Delta

\$	291,048.36	\$	291,048.36	\$	-
Council, Boards and Commissions		\$	10,617.00		
Office of Clerk-Treasurer		\$	16,078.28		
Regular Staff	\$ 16,078.28				
Field Service Rep	\$ -				
Building & Inspection		\$	8,780.37		
Metropolitan Police		\$	121,011.70		
Crossing	\$ 1,193.88				
Full-Time Police	\$ 104,560.51				
Full-Time Non-sworn	\$ 15,257.31				
Fire Department		\$	3,908.65		
Public Works Department		\$	62,856.73		
Component One	\$ 62,856.73				
Component Two	\$ -				
Police 1925 Pensions		\$	67,795.63		

Payday: 21-Dec-2018

Payroll Docket

			Delta		
\$	204,644.23	\$	204,644.23	\$	-
Council, Boards and Commissions		\$	-		
Office of Clerk-Treasurer		\$	14,716.00		
Regular Staff	\$ 14,716.00				
Field Service Rep	\$ -				
Building & Inspection		\$	7,981.94		
Metropolitan Police		\$	115,493.51		
Crossing	\$ 607.70				
Full-Time Police	\$ 99,946.61				
Full-Time Non-sworn	\$ 14,939.20				
Fire Department		\$	3,594.91		
Public Works Department		\$	62,857.87		
Component One	\$ 62,857.87				
Component Two	\$ -				
Police 1925 Pensions		\$	-		

Payday: 4-Jan-2019

Payroll Docket

			Delta		
\$	323,489.65	\$	323,489.65	\$	-
Council, Boards and Commissions		\$	8,199.25		
Office of Clerk-Treasurer		\$	14,948.18		
Regular Staff	\$ 14,948.18				
Field Service Rep	\$ -				
Building & Inspection		\$	8,375.39		
Metropolitan Police		\$	116,425.50		
Crossing	\$ 596.94				
Full-Time Police	\$ 101,149.18				
Full-Time Non-sworn	\$ 14,679.38				
Fire Department		\$	26,086.11		
Public Works Department		\$	79,907.19		
Component One	\$ 79,907.19				
Component Two	\$ -				
Police 1925 Pensions		\$	69,548.03		

Payday: 18-Jan-2019

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 25th DAY OF January 2019 Michael W. Agin FISCAL OFFICER

ALLOWANCE OF VOUCHERS

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 6 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 1,390,085.26 .

Dated this _____ day of _____ , _____

TOWN COUNCIL

MARK A. HERAK KONNIE KUIPER

BERNIE ZEMEN DAN VASSAR

STEVE WAGNER

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
 EXP CHECK RUN DATES 01/16/2019 - 01/29/2019
 BOTH JOURNALIZED AND UNJOURNALIZED

01/25/2019 12:01 PM
 User: DMJ
 DB: Highland

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 General						
Dept 0000						
001-0000-45200	GEN FUND TRANSFERS GROSS	78115	PAYROLL ACCOUNT	1/18PRL D/S TRANSFER GENERAL	189,710.21	41755
			Total For Dept 0000		189,710.21	
Dept 0001 TOWN COUNCIL						
001-0001-39001	2019 AIM DUES	78200	AIM, ACCELERATE IND MUNICIP	2019 AIM DUES	8,449.00	
001-0001-39003	B. ZEMEN MO. RADIO SHOW RES	78233	WJOB/WIMS	B. ZEMEN SPONSOR OF MONTHLY RADI	200.00	
001-0001-39004	INSERTING GAZEBO INTO BILLS	78218	LITHOGRAPHIC COMMUNICATIONS	JANUARY 2019 GAZEBO EXPRESS INSER	689.12	
			Total For Dept 0001 TOWN COUNCIL		9,338.12	
Dept 0002 BOARD OF ZONING APPEALS						
001-0002-31001	STATEMENT 82 - 01/02/19	78239	TAUBER LAW OFFICE PC	STATEMENT 82 - 01/02/19	475.00	
			Total For Dept 0002 BOARD OF ZONING APPEALS		475.00	
Dept 0004 CLERK-TREASURER						
001-0004-20003	TONER LASERJET	78206	DENISE BECK (R)	TONER LASERJET	126.99	
001-0004-20003	D/S BANDS, PENS, ENV, STPLS, THE	78058	PULSE TECHNOLOGY OF INDIANA	D/S BANDS, PENS, ENV, STPLS, THERMO	46.57	
001-0004-31004	MICHAEL W GRIFFIN DUES	78072	ILMCT	2019 ANNUAL DUES GRIFFIN/STOIC/B	364.00	
001-0004-34001	\$300,000 SURETY BOND FOR M GR	78214	KEYSTONE BONDING&SURETY AGE	CT PUBLIC OFFICIAL BOND	488.00	
			Total For Dept 0004 CLERK-TREASURER		1,025.56	
Dept 0006 BUILDING & INSPECTION						
001-0006-34001	PAUL Z BOND 601144260	78235	KEYSTONE BONDING&SURETY AGE	PAUL Z BOND 601144260	100.00	
001-0006-34001	DON ROSS BOND 601144432	78236	KEYSTONE BONDING&SURETY AGE	DON ROSS BOND 601144432	100.00	
001-0006-34001	KEN MIKA BOND 601144254	78237	KEYSTONE BONDING&SURETY AGE	KEN MIKA BOND 601144254	100.00	
			Total For Dept 0006 BUILDING & INSPECTION		300.00	
Dept 0007 FIRE DEPARTMENT						
001-0007-11113	4TH QUARTER UNPAID STILL ALAR	78059	HIGHLAND FIRE DEPARTMENT	4TH QTR STILL ALARMS AND MEETINGS	900.00	
001-0007-11114	4TH QUARTER MEETING ATTENDANC	78059	HIGHLAND FIRE DEPARTMENT	4TH QTR STILL ALARMS AND MEETINGS	21.00	
001-0007-23004	R54-678 FILTER	78212	JOHNSTONE SUPPLY, INC.	MACHINE SUPPLIES	274.80	
001-0007-23004	AIR PIPING SUPPLIES - S312314	78060	LEEP'S SUPPLY COMPANY INC	AIR PIPING SUPPLIES - 3	7.02	
001-0007-23004	INV# 28317	78222	MENARDS	ELECTRICAL SUPPLIES	6.02	
001-0007-23004	STATIONS SECURITY SYSTEM	78062	PHIL & SON, INC	STATIONS SECURITY	145.60	41760
001-0007-32005	STATIONS SECURITY SYSTEM	78225	PHIL & SON, INC	STATIONS SECURITY	145.60	41759
001-0007-32006	BROADBAND AIR CARDS FOR RIGS	78056	VERIZON WIRELESS	AIR CARDS FOR RIGS	300.14	41759
001-0007-35001	ELECTRIC - FD TRAINING SITE	78124	NORTHERN IN PUBLIC SERVICE	ELECTRIC - FD TRAINING SITE	24.00	41759
001-0007-35001	ELECTRIC - CENTRAL FIRE STATI	78125	NORTHERN IN PUBLIC SERVICE	ELECTRIC - CENTRAL FIRE STATION	680.91	41759
001-0007-35001	ELECTRIC - SOUTH STATION	78127	NORTHERN IN PUBLIC SERVICE	GAS & ELECTRIC SOUTH STATION	293.79	41759
001-0007-35003	GAS - CENTRAL STATION	78126	NORTHERN IN PUBLIC SERVICE	GAS - CENTRAL FIRE STATION	776.46	41759
001-0007-35003	GAS - SOUTH STATION	78127	NORTHERN IN PUBLIC SERVICE	GAS & ELECTRIC SOUTH STATION	314.27	41759
001-0007-35005	HYDRANT - SOUTH STATION	78063	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	100.94	
001-0007-35005	HYDRANT - CENTRAL STATION	78057	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	107.38	
001-0007-35007	STORM - SOUTH STATION	78063	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	178.80	
001-0007-35007	STORM - CENTRAL STATION	78057	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	191.84	
001-0007-39001	INDIANA FIRE CHIEFS MEMBERSHI	78061	IFCA MEMBERSHIP APPLICATION	INDIANA FIRE CHIEF MEMBERSHIP	75.00	
001-0007-39001	IAFC MEMBERSHIP DUES - CHIEF	78055	INT'L ASSOC OF FIRE CHIEFS	IAFC YEARLY SUBSCRIPTION- CHIEF	240.00	
001-0007-39007	5151 OIL CHANGE	78261	CHRISTENSON CHEVROLET INC	5151 OIL CHANGE	87.98	
			Total For Dept 0007 FIRE DEPARTMENT		4,871.55	
Dept 0008 PLAN COMMISSION						
001-0008-31002	INV 5071200203 INV 28 DEC 28	78238	NIES ENGINEERING, INC.	INV 5071200203 INV 28 DEC 28	185.74	
			Total For Dept 0008 PLAN COMMISSION		185.74	

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Fund 001 General						
Dept 0009 POLICE DEPARTMENT						
001-0009-21001	982.1 GAL OF GAS	78245	WARREN OIL COMPANY	982.1 GAL OF GAS DELV ON 1/14	1,684.11	
001-0009-21001	973 GAL OF GAS	78246	WARREN OIL COMPANY	973 GAL OF GAS DELV ON 1/4	1,644.08	
001-0009-22004	BRAKE PARTS FOR CAR 16	78242	FACTORY MOTOR PARTS	BRAKE PARTS AND SWITCH ASMY FOR C	305.06	
001-0009-22004	DEPT SHARE OF VEH EQUIP	78244	SNAP ON INDUSTRIAL CORP	DEPT SHARE OF EQUIP ON VEH FOR RE	1,156.33	
001-0009-22004	WASHER HOSE	78247	WEBB FORD INC	WINDSHLD WASHER HOSE FOR CAR 217	41.80	
001-0009-22004	INVS FOR PC PUBLIC OFFICIAL B	78243	KEYSTONE BONDING&SURETY AGE	5 POLICE COMMISSIONERS PUBLIC OFF	500.00	
001-0009-34001	MEMBER ID29027 CHIEF	78241	FBI NAT'L ACADEMY ASSOC, INC	DUES FOR CHIEF AND COMMANDER	200.00	
001-0009-39001	MEMBERSHIP DUES	78240	NW IND MAJOR CRIMES TASK FO	ANNUAL MEMBERSHIP DUES FOR HPD	200.00	
001-0009-39001					5,731.38	
Dept 0011 SERVICES & WORKS						
001-0011-34003	2019 FREIGHTLINE 4843 POLICY	78204	CROWEL AGENCY INC.	POLICY CHANGE 2019 FREIGHTLINER	38.00	
001-0011-34003	2019 AUTO INS D/S GEN	78074	TOWN OF HIGHLAND INS FUND (GEN. D/S 2019 PROPERTY/CASUALTY	87,995.03	
001-0011-34004	2019 CASUALTY INS D/S GEN	78074	TOWN OF HIGHLAND INS FUND (GEN. D/S 2019 PROPERTY/CASUALTY	56,712.80	
001-0011-34005	\$60,000 BOND TOWN OFFICERS &	78215	KEYSTONE BONDING&SURETY AGE	D/S TOWN OF HIGHLAND OFFICERS AND	854.00	
001-0011-34011	2019 PROPERTY INS D/S GEN	78074	TOWN OF HIGHLAND INS FUND (GEN. D/S 2019 PROPERTY/CASUALTY	21,834.52	
001-0011-34013	WC INS ALLOCATION D/S GENERAL	78073	TOWN OF HIGHLAND INS FUND (D/S GEN WC INS 2/1/19-2/1/20	50,380.11	
001-0011-38005	TEMP RCPTN P. GIDEN WEEK ENDI	78219	MANPOWERGROUP US INC	TEMP EMPLOY P GIDEN WEEKS ENDING	729.00	
001-0011-38005	TEMP RCPTN P. GIDEN WEEK ENDI	78220	MANPOWERGROUP US INC	TEMP EMPLOY P GIDEN WEEKS ENDING	567.29	
001-0011-38005	2017 COMPREHENSIVE ANNUAL FIN	78114	O W KROHN & ASSOCIATES, LLP	2017 CAFR	2,000.00	
001-0011-38005	D/S ACTUARIAL VALUATION SERVI	78227	THE HOWARD E. NYHART CO., I	D/S ACTUARIAL VALUATION SERVICES	3,250.00	
001-0011-39016	SR TAXI SUBSID	78228	TRIPLE A EXPRESS	SR TAXI SUBSID 12/16/18-12/31/18	25.00	
001-0011-39020	D/S GEN ICT ALLOCATION RES 19	78262	IT INTERNAL SERVICE FUND	D/S GEN ICT ALLOCATION RES 19-01	50,415.75	
					274,801.50	
Dept 0012 TOWN HALL						
001-0012-22005	MINI SEAT SPRING	78217	LEEP'S SUPPLY COMPANY INC	SEAT SPRINGS FOR TOWN HALL	5.99	
001-0012-36003	MAT SVC-TWN HALL 1/9/19	78067	AUCA CHICAGO MC LOCKBOX	MAT SVC - TOWN HALL 1/9/19	129.73	
001-0012-36003	MAT SVC-TWN HALL 12/26/18	78201	AUCA CHICAGO MC LOCKBOX	MAT SVC - TOWN HALL 12/26/18	129.73	
001-0012-36003	2019 PEST CONTROL	78210	HAMMOND PEST CONTROL INC/DB	PREPAY 2019 PEST CONTROL FOR DISC	969.00	
					1,234.45	
Fund 002 MVH						
Dept 0000						
002-0000-45200	MVH TRANSFERS GROSS	78116	PAYROLL ACCOUNT	1/18PRL D/S TRANSFER MVH	30,208.26	41756
					30,208.26	
Dept 0016 MVH ADMIN						
002-0016-11306	CDL PHYSICAL REIMBURSE	78226	SEAN T MATUSIK (R)	REIMBURSE CDL PHYSICAL	65.00	
002-0016-32002	SEPT MILEAGE	78211	JOHN BACH (R)	SEP/OCT/NOV/DEC MILEAGE REIMBURSE	681.80	
002-0016-34001	\$15000 BOND FOR JOHN BACH	78213	KEYSTONE BONDING&SURETY AGE	PUBLIC WORKS DIRECTOR PUBLIC OFFI	100.00	
					846.80	
Dept 0017 MVH RECONSTRUCTION/MAINTENANCE						
002-0017-21003	RJ-45 CAT 5 INSERT	78221	MENARDS CORP - SCHEPHERVILLE	PHONE/INTERNET WIRING FOR FRONT O	30.88	
002-0017-21003	ANC 30-22 WINTER BLADE	78232	VAN SENUS AUTO VALUE	WINTER BLADE FOR STREET DEPT.	14.78	
002-0017-22004	FUEL FILTER	78230	VAN SENUS AUTO VALUE	FILTERS FOR STREET DEPT	108.91	
002-0017-22004	DEKA HD BATTERY	78231	VAN SENUS AUTO VALUE	BATTERY STREET DEPT. UNIT 37	409.24	
002-0017-22004	120V COIL	78224	MIDWESTERN ELECTRIC INC	MAIN & KENNEDY INVESTIGATE ROD CO	518.62	
002-0017-36006	DECEMBER 2018 TRAFFIC SIGNAL	78223	MIDWESTERN ELECTRIC INC	TRAFFIC SIGNAL MAINTENANCE FOR DEC	328.89	
002-0017-36007	2019 VEGETATION CONTROL	78229	TRUGREEN 2743	2019 VEGETATION CONTROL PREPAY W/	563.23	

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Fund 002 MVH	Total For Dept 0017 MVH RECONSTRUCTION/MAINTENANCE					
Dept 0017 MVH RECONSTRUCTION/MAINTENANCE					1,974.55	
Fund 004 LR&S	Total For Fund 002 MVH					
Dept 0000					33,029.61	
004-0000-31002	KENN-45TH/MAIN & 45TH-KEN/PRA 78208			FIRST GROUP ENGINEERING INC KENN-45TH TO MAIN & 45TH-KENN TO	1,690.82	
Fund 018 Law Enforce Con't Ed	Total For Dept 0000					
Dept 0000					1,690.82	
018-0000-20003	SANDISK SDHC CARDS	78249		BEST BUY BUSINESS ADVANTAGE SUPPLIES FOR CID	1,877.18	
018-0000-21401	BAL DUE AFTER CR FOR RIFLE RE	78250		BROWNELLS INC BAL DUE FROM RIFLE REPAIRS	3.51	
018-0000-21401	INVINI00500 GLOCK 17 9MM	78252		KIESLER'S POLICE SUPPLY INC NEW WEAPONS AND GLOCK PARTS	5,234.52	
018-0000-23004	AMER FLAG BKDROP & STAND	78248		BERNIE ZEMEN AMERICAN FLAG BACKDROP & STAND	150.00	
018-0000-23004	INV7784 LIGHTBULBS AND METRIC	78253		MENARDS CORP - SCHERERVILLE LIGHT SUPPLIES AND CID BOX/BAG SU	274.49	
018-0000-23006	BATTERY BACKUP	78251		COMPUTER BAY, CORP/DBA BATTERY BACKUP FOR SERVER ROOM	539.00	
018-0000-31004	REGISTRATION FEE FOR 2 OFCR T	78254		NJ CRIMINAL INTERDUCTION LLC REGISTRATION FEE FOR STREET SMART	398.00	
Fund 023 Corporation Bond - Non-Exempt Debt	Total For Dept 0000					
Dept 0000					8,476.70	
023-0000-38000	CAPITAL LEASE FOR POLICE STAT 78123			THE HUNTINGTON NATIONAL BAN JAN LEASE RENTAL HIGHLAND PUBLIC	433,000.00	999278
Fund 026 FSA Agency Fund	Total For Dept 0000					
Dept 0000					433,000.00	
026-0000-45202	TASC FLEX SPENDING DEBITS 01/ 78260			TASC JAN FSA SPENDING DEBITS	949.36	999183
Fund 027 Insurance Premium	Total For Dept 0000					
Dept 0000					949.36	
027-0000-34005	CASUALTY INSURANCE 2019 78304			CROWEL AGENCY INC. MUNICIPAL PACKAGE INS. RENEWAL PO	279,417.00	
Fund 030 ICT Fund	Total For Dept 0000					
Dept 0000					279,417.00	
030-0000-32003	ELEVATOR PHONE--JAN 78128			ELEVATOR PHONE IN PUBLIC SAFETY B	49.67	41757
030-0000-32003	ACCT 219 R10 2255 255 7 78133			219 R10 2255 255 7 1/1/19-1/31/1	572.51	41757
030-0000-32003	INTERNET SVC PS BLDG 1/12/19 78135			INTERNET FOR PUBLIC SAFETY BLDG	259.94	41758
030-0000-32003	PHONE/INTERNET FD CENTRAL 78129			FD CENTRAL/2901 HIGHWAY-PHONE/INT	273.75	41758
030-0000-32003	PW INTNET # 8771400250212877 78130			8771400250212877 PW 8001 KENNEDY	344.92	41758
030-0000-32003	MEADOWS PKINTNET ACT 877140 78131			MEADOWS PK MO INTERNET 1/12/19-2/	137.14	41758
030-0000-32003	FD SOUTH 2647 45TH ST 12/8-1/ 78132			FD S STATION PHONE/INTERNET SVC 1	162.27	41758

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Fund 030 ICT Fund						
Dept 0000	PW/B&I/PARK/FD WIRELESS 78032 78134		VERIZON WIRELESS	PW/B&I/PARK/FD WIRELESS 7803244	1,132.65	41760
030-0000-32003	PARK INTERNET ACCT 8771400250 78258		COMCAST CABLE	PARK INTERNET ACCT 87714002502083	315.68	41765
030-0000-32003	TH/PK/PW ACCT 904460312 78259		COMCAST CABLE COMM MNGMT LL	TH/PK/PW MONTHLY PHONE JANUARY 20	2,436.34	41766
030-0000-32003	MONTHLY TELEPHONE FEE- PD/JAN 78068		WINDSTREAM HOLDINGS INC	MONTHLY TELEPHONE FEE- PD/JANUARY	785.44	
030-0000-32003	WEBSITE & EMAIL HOSTING SRVC 1 78203		CBL CONSULTING, INC	WEBSITE & EMAIL HOSTING SRVC1/1/1	2,350.00	
030-0000-38006			Total For Dept 0000		8,820.31	
			Total For Fund 030 ICT Fund		8,820.31	
Fund 033 Donation						
Dept 0009 POLICE DEPARTMENT	MEAL FOR POLICE COMMISH INTER 78255		AMICI GRILL AND PIZZERIA	MEAL FOR POLICE COMMISSION /INTER	87.00	
033-0009-00200			Total For Dept 0009 POLICE DEPARTMENT		87.00	
			Total For Fund 033 Donation		87.00	
Fund 036 Special Events						
Dept 0000	HALLOWEEN CANDY-TRICK & TRUNK 78202		BERNIE ZEMEN (R)	HALLOWEEN CANDY-TRICK & TRUNK	65.29	
036-0000-20003	HALLOWEEN CANDY-TRICK & TRUNK 78205		DEANNA KORNAUS (R)	HALLOWEEN CANDY-TRICK & TRUNK	44.46	
036-0000-20003	\$10,000 FAITHFUL PERFORMANCE 78216		KEYSTONE BONDING&SURETY AGE	CEC FAITHFUL PERFORMANCE BOND 68C	1,329.00	
036-0000-34001	NEW YEARS FIRE WORKS 78069		MAD BOMBER FIREWORKS	NEW YEARS FIRE WORKS	5,000.00	
036-0000-38607			Total For Dept 0000		6,438.75	
			Total For Fund 036 Special Events		6,438.75	
Fund 050 Police Pension						
Dept 0000	PUBLIC OFFICAILL BOND PREM 78256		KEYSTONE BONDING&SURETY AGE	PUBLIC BOND OFR PENSION SECRETARY	100.00	
050-0000-34001	POLICE PENSION TRANSFERS GROS 78121		PAYROLL ACCOUNT	1/18 PRL D/S TRANSFER POLICE PENS	69,655.68	30067
050-0000-45200			Total For Dept 0000		69,755.68	
			Total For Fund 050 Police Pension		69,755.68	
Fund 055 MCCD						
Dept 0000	2 FIRE TRUCKS LEASE PAYMENT 78286		FIRST MIDWEST BANK	2 FIRE TRUCKS- LEASE PAYMENT 0021	56,029.24	30142
055-0000-30007	D/S FOR 34 LED LIGHTS FOR TOW 78264		E-CONOLIGHT/CREE, INC.	D/S GENERAL 30 DIMMING/4 NON-DIMM	1,970.71	
055-0000-43003	3 DESKTOP SCANNERS-BROTHER AD 78263		PULSE TECHNOLOGY OF INDIANA	3 DESKTOP SCANNERS FOR CT	1,160.97	
055-0000-43009			Total For Dept 0000		59,160.92	
			Total For Fund 055 MCCD		59,160.92	
Fund 085 Traffic Violations						
Dept 0001 TOWN COUNCIL	CASH BOND FEES 78101		LAKE COUNTY CLERK	CASH BOND FEES	250.00	41754
085-0001-00400			Total For Dept 0001 TOWN COUNCIL		250.00	
			Total For Fund 085 Traffic Violations		250.00	
Fund 091 Gaming Revenue						
Dept 0000	45TH/5TH CONST ENGR 500' W KE 78209		FIRST GROUP ENGINEERING INC	45TH/5TH CONST ENGR 500' W. OF K	1,335.60	
091-0000-34309						

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GL Number Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

Fund 091 Gaming Revenue
Dept 0000

Total For Dept 0000

1,335.60

Total For Fund 091 Gaming Revenue

1,335.60

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BOTH OPEN AND PAID
 Vendor

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Fund Totals:

Fund 001 General	487,673.51
Fund 002 MVH	33,029.61
Fund 004 LR&S	1,690.82
Fund 018 Law Enforce Con't Ed	8,476.70
Fund 023 Corporation Bond - Non-E	433,000.00
Fund 026 FSA Agency Fund	279,949.36
Fund 027 Insurance Premium	279,417.00
Fund 030 ICT Fund	8,820.31
Fund 033 Donation	87.00
Fund 036 Special Events	6,438.75
Fund 050 Police Pension	69,755.68
Fund 055 MCCD	59,160.92
Fund 085 Traffic Violations	250.00
Fund 091 Gaming Revenue	1,335.60

1,390,085.26