


**Agenda**  
**Thirty-fifth Regular or Special Meeting**  
**of the Twenty-Ninth Town Council of Highland**  
**Regular Meeting of Monday, March 22, 2021 at 6:30 p.m.**  
 Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code  
 This meeting will be convened as an electronic meeting, pursuant to Governor  
 Holcomb's Executive Orders, 20-04, 20-09, 20-25 and extended by Executive  
 Order 21-05, allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the  
 duration of the emergency, through to March 31.

People may observe and record the meeting for live streaming by joining the meeting on the Zoom platform <https://zoom.us/j/96730684312?pwd=NFdybkpNaGxmRHBMK1pWaEYxa3hadz09>

Further, persons wishing to offer comment in the meeting may access the electronic meeting by using the preceding and adding the password for Meeting ID 967 3068 4312, password (code): 527771.

Prayer:	Mark Schocke
Pledge of Allegiance:	Mark Schocke
Roll Call:	Bernie Zemen
	Mark A. Herak
<b>A GREAT PLACE TO CALL HOME</b>	Mark J. Schocke
	Thomas (Tom) Black
	Roger Sheeman

**Minutes of Previous Session:** Minutes of the Regular Meeting of 08 March 2021.

**Special Orders:** 1. **Advisory Board of Zoning Appeals Docket:** Petition for a **Use Variance** for property located 2635 45<sup>th</sup> Avenue, **Highland**, to allow the petitioner to operate and expand existing a **child daycare facility**. This is not a listed, permitted use in this zoned district. The property is currently zoned as B-1 Neighborhood Business District. Petitioners: **Steven and Jaqueline Keller**, 2017 Azalea, Highland. *(Existing business. The petition supports expansion)*

The Advisory Board of Zoning Appeals by a vote of four (4) in favor and zero (0) opposed acted to **favorably recommend the request for the use variance** for the property. The ABZA acted at its meeting of 24 February 2021. The findings of fact were memorialized and are expected to be approved by the board in written form at its meeting of 24 March 2021. *(90 days ends 25 May 2021).*

*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.*

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Pursuant to IC 36-7-4-918.6, the Town Council may **accept the favorable recommendation** and GRANT the requested use variance or it may **reject (over rule) the favorable recommendation** and DENY the use variance. If **not** acted upon by the Town Council within 90 days after the ABZA makes its recommendation, the action of the Advisory Board of Zoning Appeals stands.

(A) Opportunity for Comment.

(B) Action on the Recommendation.

2. **Advisory Board of Zoning Appeals Docket:** Petition for a **Use Variance** for property located 8542 Henry Street, **Highland**, to allow the petitioner to continue to the property and the existing structure as a **single family use**. This is currently a legal, non-conforming use. The property is currently zoned as B-2 Central Business District. Petitioner: **Alexander Mmcilovic, Highland**. (Existing business. The petition supports expansion)

The Advisory Board of Zoning Appeals by a vote of four (4) in favor and zero (0) opposed acted to **favorably recommend the request for the use variance** for the property. The ABZA acted at its meeting of 24 February 2021. The findings of fact were memorialized and are expected to be approved by the board in written form at its meeting of 24 March 2021. (90 days ends 25 May 2021).

Pursuant to IC 36-7-4-918.6, the Town Council may **accept the favorable recommendation** and GRANT the requested use variance or it may **reject (over rule) the favorable recommendation** and DENY the use variance. If **not** acted upon by the Town Council within 90 days after the ABZA makes its recommendation, the action of the Advisory Board of Zoning Appeals stands.

(A) Opportunity for Comment.

(B) Action on the Recommendation.

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**COMMENTS FROM THE PUBLIC or VISITORS**

This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council regarding matters on the agenda. Persons addressing the Town Council are requested to limit their presentations to **two (2) minutes** and encouraged to avoid repetitious comments.

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**Appointments:**

**Executive Appointments** (May be made in meeting or at another time)  
(Appointments have been placed on agenda in case there is readiness to act)

Home Rule Boards and Commissions

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

**Legislative Appointments**

Home Rule Commissions

2. **Main Street Bureau Board:** (17) appointments to be made by the Town Council. Term: Two years ending 1 Jan 2023. *There is currently 1 of the 17 in place and serving. Currently serving is Teri Yovkovich. (Hold until there is readiness.)*
3. **Community Events Commission Multi-year positions:** (2) appointments to be made by the Town Council. **Term: 4 years.**
- One vacancy of term expires on 1 Jan 2025.
  - One vacant post the term of which expires 1 January 2022 (unexpired term)

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*Single year positions: (2) appointments to be made by the Town Council.*

**Term: 1 year.**

- *One position the term expiring on 1 January 2022*
- *One position the term expiring on 1 January 2022*

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**Unfinished  
Business &  
General Orders:**

1. **Resolution No. 2021-11:** An Exigent Resolution Providing for the Transfer of Appropriation Balances From and Among Major Budget Classifications in the Municipal Cumulative Capital Development Fund as Requested By the Proper Officer And Forwarded To The Town Council For Its Action Pursuant To I.C. 6-1.1-18-6.
2. **Works Board Order No. 2021-04:** An Order Of The Works Board Approving The Agreement To Acquire And Licensing And For Services With BS&A Software, Inc. In Support of Its Software For Community Development Module To Be Used By The Building And Inspection Department of Town of Highland.
3. **Works Board Order No. 2021-05:** An Order of the Works Board Offering, Authorizing and Approving an Extension to the Contract between the Town of Highland and Walsh & Kelly, Incorporated for Materials and Services – Asphalt Work through December 31, 2021, all Pursuant to Indiana Code 5-22 *et Seq.* and Chapter 3.05 of the Highland Purchase Code.
4. **Works Board Order No. 2021-06:** An Order of the Works Board Offering, Authorizing and Approving an Extension to the Contract between the Town of Highland and Reith-Riley Construction Co., Incorporated for Materials and Services – Styrelf Fiber Cold Mix and Sand or Equal (FOB plant) through December 31, 2021, all Pursuant to Indiana Code 5-22-17-4 *et Seq.* and §31.18 of the Highland Purchase Code.
5. **Works Board Order No. 2021-07:** An Order of the Works Board Offering, Authorizing and Approving an Extension to the Contract between the Town of Highland and Krooswyk Trucking & Excavating for Materials and Services – Limestone (delivered) through December 31, 2021, all Pursuant to Indiana Code 5-22 *et Seq.* and §31.18 of the Highland Purchase Code.
6. **Works Board Order No. 2021-08:** An Order of the Works Board Offering, Authorizing and Approving an Extension to the Contract between the Town of Highland and H3, Incorporated for Materials and Services – Concrete Work through December 31, 2021, all Pursuant to Indiana Code 5-22 *et Seq.* and §31.18 of the Highland Purchase Code.
7. **Works Board Order No. 2021-09:** An Order of the Works Board Authorizing and Approving an Extension to the Contract between the Town of Highland and Deans Lawn & Landscaping for Downtown Highland Landscape Maintenance Services and Three (3) Welcome to Highland Sign Planters in the amount of \$34,390.00 for the year 2021, all Pursuant to Indiana Code 5-22 *et Seq.* and Chapter 3.05 of the Highland Purchase Code.
8. **Works Board Order No. 2021-10:** An Order of the Works Board Accepting the Proposal of Lounges Entertainment LLC Amending its Existing Agreement for Professional Entertainment and Stage Services for the Town of Highland, Associated with Independence Day Festivities, and to Comply with the Provisions of IC 22-5-1.7 *et seq.*

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9. **Conflict of Interest Disclosure Statement.** Action of the Town Council President as appointing authority to consider approval of an **Annual Conflict of Interest Disclosure Statement** filed by **Christine Cash**, who is a Hotel Manager in Lake County. Ms. Cash is also Highland's appointment to the Lake County Convention and Visitors' Bureau Board of Directors. This filing is pursuant to IC 35-44-1-3.
- (a) Action of the Town Council President as Municipal Executive or the appointing authority.
  - (b) Town Council as the governing body of the governing entity to act to accept the disclosure form, if desired.
10. **Authorizing the proper officer to publish legal notice of a public hearing:** Public Hearing to consider additional appropriations in the amount of **\$40,000** in the **Municipal Cumulative Street Fund** and in the amount of **\$700,000** in the **several Departments of the Corporation General Fund**, in the **Law Enforcement Continuing Education Fund** in the amount of **\$32,500**, in the **Special Public Safety Fund** in the amount of **\$10,000**, in the **Parks and Recreation Fund** in the amount of **\$12,767**, and in the **Municipal Cumulative Capital Development Fund**, the amount of **\$75,000**.
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**NEW BUSINESS:**

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<b>Comments or Remarks from the Town Council: (Good of the Order)</b>	<b>Councilor Bernie Zemen</b>
	<b>Councilor Mark Herak</b>
	<b>Councilor Mark Schocke</b>
	<b>Councilor Thomas Black</b>
	<b>Councilor Roger Sheeman</b>

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<b>COMMENTS FROM THE PUBLIC or VISITORS</b>	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 <b>two (2) minutes</b> and encouraged to avoid repetitious comments.
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<b>ACTION TO PAY Accounts Payable Vouchers</b>	<b>Accounts payable vouchers March 9, 2021 to March 22, 2021 in the amount of \$398,249.99.</b> <b>Payroll Docket for the payday of February 26, 2021 in the amount of \$316,117.82.</b>
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<b>ADJOURNMENT</b>	The Town Council may meet in study session immediately following the Regular Meeting. <i>Posted pursuant to IC 5-14-1.5-4(a)</i>
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**Enrolled Minutes of the Thirty-Fourth Regular or Special Meeting  
For the Twenty-Ninth Highland Town Council  
Regular Plenary Meeting (Electronic)  
Monday, March 08, 2021**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, March 08, 2021 at 6:30 O'clock P.M. in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

This meeting was convened as an *electronic meeting*, pursuant to Governor Holcomb's Executive Order 20-04 and 20-09 allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 public health emergency, extended by Executive Order No. 21-05. Some persons were participating remotely on a Zoom platform that allowed for real time interaction, and supported the public's ability to observe and record the proceedings. People were able to participate in person and remotely. When the agenda item provided for public comment, this was supported as well. Councilor Bernie Zemen, Councilor Mark Herak, Councilor Mark Schocke, Councilor Thomas Black and Councilor Roger Sheeman participated electronically.

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

**Roll Call:** Present on roll call were Councilors Bernie Zemen, Mark Herak, Mark J. Schocke, Thomas Black and Roger Sheeman (all participating electronically). The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

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

*Also present:* Ed Dabrowski IT Director (Contract) also of the Board of Waterworks Directors and John Breslin of the Community Events Commission were also present (electronically).

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

**Minutes of the Previous Meetings:** Councilor Zemen moved the approval of the minutes of the regular meeting of 22 February 2021. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The minutes of the regular meeting of 22 February 2021 were approved.

**Special Orders:**

- **Consideration of Proposed Additional Appropriations: (*non-controlled funds*) Proposed Additional Appropriations in Excess of the 2021 Budget for the Public Safety LIT Fund in the amount of \$110,000.**

(a) Attorney verification of Proofs of Publication: The TIMES 25 February 2021. Mr. Bilse indicated that he reviewed the proof of publication and found it to be in order.

(b) Public Hearing. The Town Council President called the hearing to order.

1. Larry Kondrat, Highland, sought clarification on the appropriate uses of the public safety income tax. With leave from the Town Council, the Clerk-Treasurer and Mr. Kondrat had a colloquy on the public safety income tax uses and what constituted public safety in terms of these resources.

The hearing was closed.

- (c) Action on Appropriation Enactment No. 2021-08: An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Public Safety LIT Fund, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Herak introduced the enactment and moved for the consideration of Appropriation Enactment No. 2021-08 at the same meeting of its introduction. Councilor Schocke seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting.

Councilor Herak moved for the passage and adoption of Appropriation Enactment No. 2021-08 at the same meeting of its introduction. Councilor Schocke seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment was passed and adopted at the same meeting of its introduction.

**Town of Highland  
Appropriation Enactment  
Enactment No. 2021-08**

**AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the PUBLIC SAFETY LIT 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 **Public Safety Local Income Tax (LIT) 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 **Public Safety Local Income Tax (LIT) Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

<b>PUBLIC SAFETY LOCAL INCOME TAX FUND</b>		
Acct. No. 249-0000-29000 PPE & COVID SUPPLIES:		<u>\$ 110,000.00</u>
	<i>Total Series:</i>	\$ 110,000.00
	<b>Fund Total:</b>	<b>\$ 110,000.00</b>

**Section 2.** That the Clerk-Treasurer is hereby authorized and instructed to inform the Department of Local Government Finance of this action and that these monies be made available for expenditure pursuant to I.C. 6-1.1-18.

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

Introduced and Filed on the 8<sup>th</sup> Day of March 2021. Consideration on the same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED AND ADOPTED** this 8<sup>th</sup> Day of March 2021, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

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

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

**ATTEST:**

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

**Comments from the Public or Visitors:**

1. John Breslin, Highland, explained the rationale of the Community Events Commission is seeking services from Lounges Entertainment and how its added to the organizational capacity of the Commission in terms of booking bands or performers and the ability to manage the sound system between bands..
2. Larry Kondrat, Highland, asked about the resolution renewing participation in the Urban County program. He further sought clarification regarding the uses of Community Development Block Grant moneys.

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

• **Building & Inspection Report for February 2021**

Permit Type	Number	Residential	Commercial	Est. Cost	Fees
Commercial Buildings:	0	0	0	\$0.00	\$0.00
Commercial Additions or Remodeling:	2	0	2	\$5,624.00	\$228.00
Signs:	2	0	2	\$6,710.00	\$567.00
Single Family:	0	0	0	\$0.00	\$0.00
Duplex/Condo:	0	0	0	\$0.00	\$0.00
Residential Additions:	0	0	0	\$0.00	\$0.00
Residential Remodeling:	31	31	0	\$283,419.00	\$6,847.50
Garages:	0	0	0	\$0.00	\$0.00
Sheds:	0	0	0	\$0.00	\$0.00
Decks & Porches:	0	0	0	\$0.00	\$0.00
Fences:	1	1	0	\$6,250.00	\$207.00
Swimming Pools:	0	0	0	\$0.00	\$0.00
DrainTile/ Waterproofing:	7	7	0	\$52,553.00	\$1,548.00
Miscellaneous	3	3	0	\$5,000.00	\$471.00
<b>TOTAL:</b>	<b>46</b>	<b>42</b>	<b>4</b>	<b>\$359,556.00</b>	<b>\$9,868.50</b>
<b>Electrical Permits</b>	<b>9</b>	<b>6</b>	<b>3</b>		<b>\$1,229.00</b>
<b>Mechanical Permits</b>	<b>12</b>	<b>11</b>	<b>1</b>		<b>\$1,341.00</b>
<b>Plumbing Permits</b>	<b>6</b>	<b>3</b>	<b>3</b>		<b>\$995.35</b>
<b>Water Meters</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>\$0.00</b>
<b>Water Taps</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>\$0.00</b>
<b>Sewer/Storm Taps</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>\$0.00</b>
<b>TOTAL Plumbing:</b>	<b>6</b>	<b>3</b>	<b>3</b>		<b>\$995.35</b>

**February Code Enforcement:**

Investigations: 108  
Citations: 027  
Warnings: 000

**February Inspections:**

Building: 21    Electrical: 13    Plumbing: 09    HVAC: 04  
Electrical Exams: 1

• **Fire Department Report for February 2021**

<u>Type of Call</u>	<u>Month</u>	<u>YTD</u>
General Alarms	16	33
Paid Still Alarms	18	37
Still Alarms	03	07
<b>Total Alarms:</b>	<b>37</b>	<b>Calls YTD: 77</b>

• **Workplace Safety Report for February 2021**

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

Department	Injuries this Month	Year to Date 2021	Total in 2020	Restricted Days 2021	Lost Workdays This Year (2021)	Restricted Days Last Year (2020)	Lost Workdays Last Year (2020)
Parks	0	0	2	0	0	0	0
Fire	0	0	0	0	0	0	0
Police	1	1	2	0	0	0	0
Street	0	0	1	0	0	0	0
Water & Sewer	1	2	2	32	0	93	81
Maint.	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>2</b>	<b>3</b>	<b>7</b>	<b>32</b>	<b>0</b>	<b>93</b>	<b>81</b>

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:**

Home Rule Boards and Commissions

***Legislative Appointments***

**Home Rule Commissions**

- Community Events Commission** *Multi-year positions: (2) appointments to be made by the Town Council. Term: 4 years. (Note: One vacancy of term expires on 1 Jan 2025. One vacant post the term of which expires 1 January 2022, unexpired term)*

*Single year positions: (3) appointments to be made by the Town Council. Term: 1 year. (Note: Three (3) vacancies)*

Councilor Herak moved to appoint **Allencia Ballard**, 9425 Kennedy Avenue, Highland to a single year position on the Community Events Commission. Councilor



Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Ms. Ballard was appointed.

**Unfinished Business and General Orders:**

1. **Resolution No. 2021-09:** A Resolution Authorizing the Town of Highland, Indiana to Enter into an Agreement with the County of Lake, Indiana in Undertaking Community Development Activities for Fiscal Years 2022, 2023 and 2024.

Councilor Herak moved the passage and adoption of Resolution No. 2021-09. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

**Town of Highland  
TOWN COUNCIL RESOLUTION NO. 2021-09**

**A RESOLUTION AUTHORIZING the TOWN of HIGHLAND, INDIANA to ENTER INTO an AGREEMENT with the COUNTY of LAKE, INDIANA in UNDERTAKING COMMUNITY DEVELOPMENT ACTIVITIES**

**Whereas,** The Town of Highland, Indiana is interested in a program of Community Development; and

**Whereas,** It is necessary for the Town of Highland, to obtain funds to achieve such goals and objectives as provided by the Housing and Community Development Act of 1974 as amended; and

**Whereas,** Said Act encourages municipalities to enter into Cooperation Agreements with the County regarding said Act; and

**Whereas,** The County of Lake has expressed its desire to qualify as an Urban County under the provisions of the aforesaid Act,

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

**Section 1.** That the cooperation agreement for the purpose of undertaking essential community development activities as a participating unit of general local government for a term of three (3) years covering the **Federal fiscal years 2022, 2022 and 2024**, by and between the County of Lake, State of Indiana through its Board of Commissioners and the Town of Highland, by its Town Council is hereby approved in each and every respect;

**Section 2.** That the President of the Town Council is hereby authorized and directed to evidence this approval by entering into the agreement with the County of Lake, State of Indiana, for the purpose of undertaking essential community development activities as a participating unit of general local government, a copy of which Agreement is attached hereto, incorporated herein by reference and identified as "*FY 2022-2024 Cooperation Agreement.*"

**Passed and Duly Adopted** by the Town Council, Lake County, Indiana this 8<sup>th</sup> day of March 2021. Having been approved by a vote of 5 in favor and 0 opposed.

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

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

Attest:

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

2. **Resolution No. 2021-10:** An Exigent Resolution Providing for the Transfer Of Appropriation Balances from and among Major Budget Classifications in the Public Safety Local Income Tax Fund as Requested by The Proper Officer and Forwarded To The Town Council For Its Action Pursuant To I.C. 6-1.1-18-6.

Councilor Black moved the passage and adoption of Resolution No. 2021-10. 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  
APPROPRIATION TRANSFER RESOLUTION  
RESOLUTION NO. 2021-10

AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS in the PUBLIC SAFETY LOCAL INCOME TAX FUND as REQUESTED BY THE PROPER OFFICER AND FORWARDED to the TOWN COUNCIL for its ACTION PURSUANT TO I.C. 6-1.1-18-6.

WHEREAS, It has been determined that certain exigent conditions have developed since adoption of the original budget and it is now necessary to transfer certain appropriations into different categories than were initially appropriated for the various functions of the **Public Safety Local Income Tax Fund**;

NOW, THEREFORE BE IT RESOLVED 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 appropriations are hereby transferred and set apart out of the funds hereinafter named for the purposes specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law;

**Section 2.** That it has been shown that certain existing unobligated appropriations of the **Public Safety Local Income Tax Fund**, which are not needed at this time for the purposes for which originally appropriated, and may be transferred to a category of appropriation in order to satisfy an existing need, as follows:

PUBLIC SAFETY LOCAL INCOME TAX FUND

Reduce Account:	
249-0000-PPE & COVID SUPPLIES	\$ 10,000.00
<i>Total 200 Series Decreases:</i>	\$ 10,000.00
Increase Account:	
249-0000-43007 EQUIPMENT SCBA	\$ 10,000.00
<i>Total 400 Series Increases:</i>	\$ 10,000.00
<b>Total of Fund Decreases:</b>	<b>\$ 10,000.00</b>
<b>Total of Fund Increases:</b>	<b>\$ 10,000.00</b>

DULY RESOLVED and ADOPTED this 8<sup>th</sup> Day of March 2021 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

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

Attest:

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

- 3. Works Board Order No. 2021-03:** An Order of the Works Board Accepting the Proposal of Lounges Entertainment LLC for Professional Entertainment and Stage Services for the Town of Highland, Associated with Independence Day Festivities, and to Comply with the Provisions of IC 22-5-1.7 et seq.

Councilor Zemen moved to pass and adopt Works Board Order No. 2021-03. Councilor Schocke seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

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

(A) *The hiring of Adam Massey, to the full-time position of Utility Worker/Driver C in Public Works Department (Agency) at a rate of pay of \$16.24 per hour. This will not increase the full-time workforce greater than the authorized work force strength.*

Councilor Schocke moved to approve the hiring of Adam Massey to the full-time position of Utility Worker/Driver C as indicated. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Adam Massey was hired.

#### **Review and Actions for Economic Revitalization Area Compliance**

5. **Consideration of the Compliance with the Statement of Benefits as filed and represented by People's Bank S.B. 3915, 3919 & 3927 Ridge Road, Highland.** *At its meeting of September 14, 2015, the Highland Town Council passed Resolution No. 2015-37 approving this application and its terms for property tax abatement upon the increase in assessed value of \$667,800 as well as a new job and retention of five existing jobs all in consequence of construction of a new building, a People's Bank SB Branch at 3915, 3919 and 3927 Ridge Road, for a period of time not to exceed ten (10) calendar years, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. The Town Council conducted its first review at its meeting of November 13, 2017, its second at the Town Council meeting of 26 February 2018 ;its third one at its meeting of 25 February 2019 and its fourth one was at its meeting of March 09, 2020. The Town Council found the applicant in compliance at each meeting. This is the fifth review for compliance by the petitioner of its terms in the application but the fourth one that applies after filing with the Lake County Auditor. This review is for Taxing period 2021 pay 2022. If approved, five years remain on the 10 year abatement.*

Michael Shimala participated by way of Zoom on behalf of People's Bank abatement filing.

Councilor Herak moved that based upon the data in the CF-1 and the recommendation of the Redevelopment Director, to find People's Bank in compliance with the terms of its abatement. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. People's Bank abatement was found in compliance and would remain in force for another year.

6. **Consideration of the Compliance with the Statement of Benefits as filed and represented by High RE 3940, LLC d.b.a., Culver's 3950 Ridge Road, Highland.** *At its meeting of January 30, 2012, the Highland Town Council approved this application for property tax abatement upon the increase in assessed value in consequence of construction of a new building a Culver's Restaurant 3940 and 3950 Ridge Road, for a period of time not to exceed ten (10) calendar years, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. The Town Council conducted its first review at its meeting of March 9, 2015, its second at its meeting of February 08, 2016, its third review at its meeting of February 27, 2017, its fourth review at its meeting of 26 February 2018, its fifth review at its meeting of 25 February 2019 and its sixth review at its meeting of March 9, 2020. The Town Council found the applicant in compliance at each meeting. This represents the seventh review of compliance for this property and the seventh one that applies after filing with the Lake County Auditor. This review is for Taxing period 2021 pay 2022. If approved, three years remain on the 10 year abatement.*

Fred Terpstra appeared on behalf of Culver's as its co-owner.

Councilor Schocke moved to find Culver's in compliance with the terms of its abatement. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Culver's abatement was found in compliance and would remain in force for another year.

7. **Consideration of the Compliance with the Statement of Benefits as filed and represented by the former Baldi-Hoobyar Equities Indiana LLC now City Volkswagen of Highland, d.b.a. Highland Volkswagen, 9601 Indianapolis Boulevard, Highland.** *At its meeting of October 10, 2012 and confirmed at its meeting of December 10, 2012, the Highland Town Council approved this application for property tax abatement upon the increase in assessed value in consequence of construction of a new building a Volkswagen Retail Dealership, 9601,9553 and 9545 Indianapolis Boulevard, Highland, for a period of time not to exceed ten (10) calendar years, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. The Town Council conducted its first review at its meeting of March 9, 2015, its second at its meeting of February 08, 2016, its third at its meeting of February 27, 2017, its fourth at its meeting of 26 February 2018, its fifth at its meeting of February 25, 2019 and its sixth review at its meeting of March 9, 2020. The Town Council found the applicant in compliance at each meeting. This represents the seventh review of compliance for this property and the seventh one that applies after filing with the Lake County Auditor. This review is for Taxing period 2021 pay 2022. If approved, three years remain on the 10 year abatement.*

Shawn Kohli participated by way of Zoom on behalf of Highland Volkswagen's abatement filing.

Councilor Herak moved that based upon the data in the CF-1 and the recommendation of the Redevelopment Director, to find Highland Volkswagen in compliance with the terms of its abatement. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Highland Volkswagen abatement was found in compliance and would remain in force for another year.

8. **Consideration of the Compliance with the Statement of Benefits as filed and represented by Indiana GROCERY GROUP (formerly known as SVT, LLC.), 2244-45<sup>th</sup> Avenue, Highland.** *At its meeting of March 26, 2012, the Highland Town Council approved this application for property tax abatement upon the increase in assessed value in consequence of construction of a new building SVT, LLC Headquarters, 2244 45<sup>th</sup> Avenue, Highland, for a period of time not to exceed ten (10) calendar years, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. The Town Council conducted its first review at its meeting of April 13, 2015, its second at its meeting of February 08, 2016, its Third review at its meeting of February 27, 2017 its fourth at its meeting of 26 February 2018, its fifth at its meeting of 25 February 2019 and its sixth at its meeting of March 9, 2020. The Town Council found the applicant in compliance at each meeting. This represents the seventh review of compliance for this property and the seventh one that applies after filing with the Lake County Auditor. This review is for Taxing period 2021 pay 2022. If approved, three years remain on the 10 year abatement.*

Mr. Phil Latchford participated by way of Zoom on behalf of Highland Volkswagen's abatement filing. Mr. Latchford responded to questions posed by Councilor Schocke.

Mr. Latchford indicated that he would follow-up with information as requested during the colloquy.

Councilor Herak moved that based upon the data in the CF-1 and the recommendation of the Redevelopment Director, to find SVT INDIANA GROCERY GROUP (Strack and Van Til's) in compliance with the terms of its abatement. Councilor Zemen seconded. Upon a roll call vote, there were four affirmatives and one negative. With Councilors Zemen, Herak, Black and Sheeman voting in the affirmative and Councilor Schocke voting in the negative, the motion passed. SVT INDIANA GROCERY GROUP abatement was found in compliance and would remain in force for another year.

9. **Consideration of the Compliance with the Statement of Benefits as filed and represented by Druktenis Realty, LP dba CIRCLE GMC/BUICK, 2440-45<sup>th</sup> Avenue, Highland.** *At its meeting of July 19, 2010, the Highland Town Council approved this application for property tax abatement upon the increase in assessed value in consequence of conversion of existing building Circle GMC/Buick, 2404 45<sup>th</sup> Avenue, Highland, for a period of time not to exceed ten (10) calendar years, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. The Town Council conducted its first review at its meeting of April 13, 2015, its second at its meeting of February 08, 2016, its third at its meeting of February 27, 2017, its fourth at its meeting of 26 February 2018, its fifth at its meeting 25 February 2019 and its sixth at its meeting of March 9, 2020. The Town Council found the applicant in compliance at each meeting. This represents the seventh review of compliance for this property and the seventh one that applies after filing with the Lake County Auditor. This review is for Taxing period 2021 pay 2020. If approved, three years remain on the 10 year abatement.*

Robin Dutro participated by way of Zoom on behalf of Circle GMC's abatement filing. Robin Dutro responded to questions posed by Councilor Schocke regarding employment targets.

Councilor Herak moved that based upon the data in the CF-1 and the recommendation of the Redevelopment Director, to find CIRCLE GMC/BUICK in compliance with the terms of its abatement. Councilor Black seconded. Upon a roll call vote, there were four affirmatives and one negative. With Councilors Zemen, Herak, Black and Sheeman voting in the affirmative and Councilor Schocke voting in the negative, the motion passed. CIRCLE GMC/BUICK abatement was found in compliance and would remain in force for another year.

10. **Consideration of the Compliance with the Statement of Benefits as filed and represented by Demand Real Results, LLC, dba SAFETY TRAINING SERVICES, INC., 8516 Henry Street, Highland.** *At its meeting of September 8, 2014, the Highland Town Council approved this application for property tax abatement upon the increase in assessed value in consequence of conversion of existing vacant building located at 8516 Henry Street, Highland, for a period of time not to exceed ten (10) calendar years, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. The Town Council conducted its first review at its meeting of February 8, 2016, its second at its meeting of February 27, 2017, its third at its meeting of 26 February 2018, its fourth at its meeting 25 February 2019 and its fifth at its meeting of March 9, 2020. The Town Council found the applicant in compliance at each meeting. This represents the sixth review of compliance for this property and the sixth one that applies after filing with the Lake County Auditor. This review is for Taxing period 2021 pay 2022. If approved, four years remain on the 10 year abatement.*

Mark Fleishman participated by way of Zoom on behalf of Demand Results LLC's abatement filing. Mark Fleishman noted that the employment targets were below those estimate at the time of the abatement being granted.

Councilor Herak moved that based upon the data in the CF-1 and the recommendation of the Redevelopment Director, to find DEMAND RESULTS, LLC in compliance with the terms of its abatement. Councilor Zemen seconded. Upon a roll call vote, there were three negatives and two affirmatives. With Councilors Schocke, Black and Sheeman voting in the negative and Councilors Zemen and Herak voting in the affirmative, the motion did not pass. DEMAND RESULTS, LLC abatement was not found in compliance.

11. **Consideration of the Compliance with the Statement of Benefits as filed and represented by Nathan Damasius d.b.a. VYTO's Pharmacy 8845 Kennedy Avenue, Highland.** *At its meeting of March 28, 2016, the Highland Town Council passed Resolution No. 2016-14 approving this application and its terms for property tax abatement upon the increase in assessed value of \$1,070,900, as well as four new jobs and retention of six existing jobs all in consequence of construction of a new building, a Corporate HQ for VYTO's, for Medical Specialty and pharmacy on Kennedy Avenue for a period of time not to exceed five (5) calendar years, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. The Town Council conducted its first review for compliance at its meeting of February 26, 2018, its second review at its meeting of 25 February 2019 and its third review at its meeting of March 9, 2020. The Town Council found the applicant in compliance at each meeting. This is the fourth review for compliance by the petitioner of its terms in the application but the third one that applies after filing with the Lake County Auditor. This review is for Taxing period 2021 pay 2022. If approved, one year remains on the 5 year abatement.*

**Virginia Speaks** participated on behalf of VYTO's Pharmacy abatement filing. Ms. Speaks responded to questions posed by Councilor Schocke regarding his concerns about the value of salaries reported in relation to the number of employees.

Councilor Herak moved that based upon the data in the CF-1 and the recommendation of the Redevelopment Director, to find VYTO's Pharmacy in compliance with the terms of its abatement. Councilor Zemen seconded. Upon a roll call vote, there were four affirmatives and one negative. With Councilors Zemen, Herak, Black and Sheeman voting in the affirmative and Councilor Schocke voting in the negative, the motion passed. VYTO's Pharmacy abatement was found in compliance and would remain in force for another year.

12. **Consideration of the Compliance with the Statement of Benefits as filed and represented by Evajo, L.L.C., d.b.a Pramuk Dental Center, 2706 Highway Avenue, Highland.** *At its meeting of June 24, 2019, the Highland Town Council passed Resolution No. 2019-24 approving this application and its terms for property tax abatement upon the estimated increase in assessed value of \$960,000 to be a net value of \$102,000 as well as a new job and retention of three existing jobs, all in consequence of construction of a new building, at 2706 Highway Avenue, for a period of time not to exceed five (5) calendar years, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. The Town Council is conducted its first review at its meeting of March 9, 2020. This is the second review for compliance by the petitioner of its terms in the application. This review is for Taxing period 2021 pay 2022. If approved, three years remain on the 5 year abatement.*

Dr. Kurt Pramuk participated by way of Zoom on behalf of Pramuk Dental Center's abatement filing.

Councilor Herak moved that based upon the data in the CF-1 and the recommendation of the Redevelopment Director, to find Pramuk's Dental Center in compliance with the terms of its abatement. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. People's Bank abatement was found in compliance and would remain in force for another year.

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

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

Councilor Zemen acknowledged the Fire Chief who offered a survey of service and incidents of the Fire Department. He expressed thanks to Donna O' Rourke, Senior Chancery/Bursar Clerk and Ron Staroczek, Fire Department Secretary for their work in assisting with the tracking that led to the supporting documentation for filing for the CARES Act money.

Councilor Zemen acknowledged the Building Commissioner, who reported on matters pending before the Advisory Board of Zoning Appeals.

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

Councilor Herak offered condolences to Jim Slagle of the Town Board of Metropolitan Police Commissioners on the recent passing of his dad.

Councilor Herak acknowledged the police chief who reported that an updated inventory of computers and related assets that might be available for disposal or transfer to the neighboring police departments.

Councilor Herak acknowledged the public works director who reported on activities of the department.

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

Councilor Schocke acknowledged the Parks and Recreation Superintendent who reported on new park equipment chosen by neighborhood residents participating in its development.

Councilor Schocke recognized International Women's Day.

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

Councilor Black inquired of the public works director about status of some road work.

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

Council President Sheeman acknowledged the Redevelopment Director who reported that on the success of the most recent restaurant crawl. The Redevelopment Director also reported that the former Bult Oil property was being listed for possible sale to the proper developer.

Council President Sheeman announced his reassignments of liaison appointments. The Town Council President assigned Councilor Zemen to be liaison to the Park and Recreation Board and assigned Councilor Schocke as liaison to the Community Events Commission.

**Comments from Visitors or Residents:**

1. Larry Kondrat, Highland, inquired about a rumored meeting that took place last Friday. It was noted that a lawful gathering convened with the Russel group was convened last.

Mr. Kondrat inquired what members if any attended the gathering and whether those who did not attend have knowledge of the gathering. It was noted that the Town Council President and Councilor Herak, joined by the Economic Development Commission Chair, the Redevelopment Commission President, the Redevelopment Director and the Clerk-Treasurer as the Treasurer of the Redevelopment Commission attended the gathering with Russel. It was noted that the law actually provides for this as a lawful activity related to discussions with commercial prospects.

Councilor Schocke asked why the public was not made aware of the gathering.

2. Aaron Straker, Highland said "wow."
3. Lydia Shotts, Highland, asked why Councilor Schocke was not in the gathering and expressed disapproval of the gathering.

**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 February 23, 2021 through March 08, 2021. Councilor Black seconded. Upon a roll call vote, there were four affirmatives, no negatives and one abstention. With Councilors Zemen, Schocke, Black and Sheeman voting in the affirmative and Councilor Herak abstaining, 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. (*Scrivener's note: Councilor Herak indicated prior to the meeting that he would have to abstain because of a claim filed for payment with the Police Department to Ridge cyclery, Ridge Road, Highland, owned and operated by his brother.*)

**Vendors Accounts Payable Docket:**

**General Fund, \$224,651.09; Motor Vehicle Highway and Street (MVH) Fund, \$129,410.79; Law Enforcement Continuing Education and Training and Supply Fund, \$1,063.50; Flexible Spending Account Agency Fund, \$1,548.00; Insurance Premium Agency Fund, \$314,663.87; Information Communications Technology Fund, \$6,881.79; Police Pension Fund, \$68,830.46; Municipal Cumulative capital Development Fund, \$1,199.90; Traffic Violations and Law Enforcement Agency Fund, \$3,000.00; Public Safety Local Income Tax Fund, \$12,742.90; Total: \$763,992.30**

**Adjournment of Plenary Meeting.** There being no further business on the agenda, the Town Council President adjourned the regular plenary meeting of the Town Council of Monday, March 08, 2021 at 9:02 O'clock p.m.

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



Approved by the Town Council at its meeting of \_\_\_\_\_, 2021.

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



# TOWN OF HIGHLAND

Highland Municipal Building • 3333 Ridge Road

Highland, Indiana 46322

219-838-1080 • Fax 219-972-5097



Population 23,696

Incorporated in 1910

March 12, 2021

Roger Sheeman, President  
Highland Town Council  
3333 Ridge Road  
Highland, In 46322

**RE: ABZA FINDINGS OF FACT CONCERNING A USE VARIANCE REQUEST FOR STEVEN AND JACQUELINE KELLER AT THE LOCATION COMMONLY REFERRED TO AS 2635 45TH ST., HIGHLAND, INDIANA, FOR THE PURPOSE OF ALLOWING THE EXPANSION OF A CHILDCARE/DAYCARE FACILITY. THIS IS NOT A LISTED PERMITTED USE IN THIS ZONED DISTRICT. THE PROPERTY IS LOCATED WITHIN A (B-1) NEIGHBORHOOD BUSINESS DISTRICT.**

The Town of Highland Advisory Board of Zoning Appeals met in regular session on Wednesday, February 24, 2021. As part of their agenda, by a vote of four (4) in favor and zero (0) opposed, the Board voted to send a **Favorable Recommendation** to the Town Council for the petitioners Use Variance request.

Please find attached the prepared Findings of Fact for this petition. The file content can be made available upon request. The attached Findings will be memorialized at the March 24, 2021 BZA Meeting. This matter can now be acted upon by the Town Council. Should you have any questions please do not hesitate to contact me.

Sincerely,

Kenneth J. Mika  
Zoning Administrator

Cc: Town Council  
Michael Griffin  
John Reed

Attached: Findings of Fact

KJM/sr

## HIGHLAND BOARD OF ZONING APPEALS

Petitioner:	Property Location:
Steven & Jacqueline Keller	2635 45 <sup>th</sup> Street
2017 Azalea Drive	Highland, IN 46322
Highland, IN 46322	

### FINDINGS OF FACT APPROVING USE VARIANCE

1. The Petitioner requests a use variance from the Town of Highland Zoning Ordinance, HMC 18.35.040, which does not permit daycare establishments, and seeks said use variance pursuant to HMC 18.35.050.

2. This matter came before the Highland Board of Zoning Appeals for public hearing on February 24, 2021. Petitioner appeared in person via the Zoom platform. Petitioner presented proof of notice and publication as required by law.

3. Attorney John Reed stated that the Proof of Publication was in order, that the property owner was present at the meeting, and that the correct Zoom information was properly published.

4. Petitioner presented testimony and evidence in support of the use variance. Petitioner presented the Board of Zoning Appeals with testimony concerning accommodating their childcare customer needs, particularly those that are expecting additional children. To accommodate this additional demand, and the demand for additional space to accommodate children between pre-K and Kindergarten, the Petitioner's will need to expand the currently operating childcare center in Petitioner's adjacent property. The petitioner also presented information concerning the desire to separate the toddler groups into more sections to promote greater preparedness of the children preparing to attend pre-K, and other general information concerning the property configuration, accessibility of the play area from the property, and the surrounding neighborhood. The Petitioner argued hardship, including, but not limited to, the need to separate the various children into additional age groups for proper developmental purposes, and the communities need, based upon the substantial number of customers requiring additional childcare capacity.

5. The public hearing was opened. There were no remonstrances. The public hearing was closed, and the matter returned to the Board for discussion and consideration.

6. The Board Members questioned the petitioner concerning the safety of the play area, and the safety of the children walking to and from the play area. Petitioner stated that this was an important issue and had been considered even before they thought of expanding facilities childcare programs. Petitioner continued that they could not put in a second playground for the new building, so the safe transfer of the children to reach the playground area, which could only be accessed from the original building was one of their first concerns. Petitioner showed some of the other documents that she had provided, which included a letter of approval from the State with the SFSA seal regarding the playground variance they had obtained and a layout of the proposed

new building plan and their solution for the safe transfer of the children. The plans also showed the placement of the crosswalk they designed with their engineer. There would be two fabricated steel gates, and an administrator would have to briefly close them to seal off any possible traffic before the children crossed through the walkway safely from one building to the other and into the playground. Petitioner went on to explain that this design was presented to the State of Indiana as part of the Safety Plan and that they wanted to make sure they could have two separate buildings and one playground for the children. Petitioner continued that the State of Indiana gave her the proper approval, as stated in the letter presented and made a part of the record of proceedings.

7. Based upon the testimony and evidence presented by the Petitioner, the Board of Zoning Appeals voted, with four (4) in favor and none (0) opposed, to grant the use variance.

8. Pursuant to the testimony and facts submitted to the board, which are a part of the record herein, the Board of Zoning Appeals makes the following Findings of Fact:

- A. Under the Town of Highland Zoning Ordinance, HMC 18.35.040 lists the uses permitted in the B-1 zoning district.
- B. Unless a use variance is granted, pursuant to HMC 18.35.050, daycare centers are not permitted in the B-1 zoning district
- C. The Petitioner proposes to expand her existing daycare center, located at 2617 45<sup>th</sup> Street, in the Town of Highland, to include the location at 2635 45<sup>th</sup> Street, immediately next door.
- D. Due to the apparent success of the existing daycare location at 2617 45<sup>th</sup> Street, and the general hardship associated with the need to separate the children aged by age group for developmental reasons, and the substantial needs of the petitioner's existing customers, showing the community's apparent need for the additional location, the Petitioner's request is not unreasonable.
- E. That additional location will meet the requirements and the developmental standards of the B-1 zoning district.
- F. That the proposed use variance will not subvert the general purposes served by the Highland Zoning Ordinance, (HMC 18.115.050), and will not, because of traffic generation, placement of outdoor lighting, noise production or hours of operation, materially or permanently injure other property or uses in the same zoning district and vicinity, be injurious to the public health, safety, morals and general welfare of the community.
- G. That the proposed use is compatible with the size and layout of the Petitioner's property and other similarly situated properties in the area, and the proposed use will not adversely affect neighboring properties.

**WHEREFORE**, based upon the above Findings of Fact, the Highland Board of Zoning Appeals, by a vote of four (4) in favor and none (0) opposed, voted to approve the use variance requested. Action taken February 24, 2021. Findings of Fact approved the 24<sup>th</sup> day of March, 2021.

**TOWN OF HIGHLAND  
BOARD OF ZONING APPEALS**

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Susan Murovic, Chairperson  
Town of Highland Board of Zoning Appeals



# TOWN OF HIGHLAND

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Population 23,696

Incorporated in 1910

March 12, 2021

Roger Sheeman, President  
Highland Town Council  
3333 Ridge Road  
Highland, In 46322

**RE: ABZA FINDINGS OF FACT CONCERNING A USE VARIANCE REQUEST FOR ALEX MOMCILOVIC AT THE LOCATION COMMONLY REFERRED TO AS 8542 HENRY ST., HIGHLAND, INDIANA, FOR THE PURPOSE OF ALLOWING THE PETITIONER TO CONTINUE UTILIZING THE EXISTING STRUCTURE AND PROPERTY AS A SINGLE FAMILY USE, WHICH CURRENTLY IS LEGAL NON-CONFORMING. THE PROPERTY IS LOCATED IN A (B-2) CENTRAL BUSINESS DISTRICT.**

The Town of Highland Advisory Board of Zoning Appeals met in regular session on Wednesday, February 24, 2021. As part of their agenda, by a vote of four (4) in favor and zero (0) opposed, the Board voted to send a **Favorable Recommendation** to the Town Council for the petitioner's Use Variance request.

Please find attached the prepared Findings of Fact for this petition. The file content can be made available upon request. The attached Findings will be memorialized at the March 24, 2021 BZA Meeting. This matter can now be acted upon by the Town Council. Should you have any questions please do not hesitate to contact me.

Sincerely,

Kenneth J. Mika  
Zoning Administrator

Cc: Town Council  
Michael Griffin  
John Reed

Attached: Findings of Fact

KJM/sr

## HIGHLAND BOARD OF ZONING APPEALS

Petitioner:  
Alexander Momcilovic

Property Location:  
8542 Henry Street  
Highland, IN 46322

### FINDINGS OF FACT APPROVING RESIDENTIAL USE VARIANCE

1. The Petitioner requests a Use Variance for residential use in a B-2 (Central Business District) zoned property at 8542 Henry Street, which has an existing residential use of legal non-conforming. Mr. Momcilovic is attempting to refinance this property. Town of Highland Zoning Code, HMC 18.40.020, states that dwelling units are not permitted below the second floor on lots which contain a business use.

2. This matter came before the Highland Board of Zoning Appeals for public hearing on February 24, 2021. Petitioner appeared in person via the Zoom platform. Petitioner presented proof of notice and publication as required by law.

3. Attorney John Reed stated that the Proofs of Publication were in order, that the property owner was present at the meeting, and that the correct Zoom information was properly published.

4. Petitioner presented testimony concerning various hardships, including that he was trying to refinance his home because he had been in a marital engagement that had since ended. Both he and his prior fiancé's names were on the house. He signed a legal document saying that he would refinance the house by January of 2021 in order to get the woman's name off of the house. He continued that he did not have any idea about the fact that he would need a Use Variance to do this and had no trouble when he bought the home. After the appraisal, his lender informed him that he would have to obtain a Use Variance in order to refinance. He concluded by saying that he wanted to comply with the document he had signed with the lawyer in order to refinance his home.

5. The public hearing was opened. There were no remonstrances. The public hearing was closed, and the matter returned to the Board for consideration.

6. Board Member Helms inquired whether the subject property was a single family dwelling, although it was zoned B-2, and if it had ever been converted from something else. Mr. Momcilovic replied that it was a regular single family home. He added that there were 12 houses on the block, six on each side and it was on the street behind the Post Office. His house was between two others, one house from the corner. Mr. Helms asked if the original lender was fine with this and there were no problems with it being a residence that could be mortgaged. Mr. Momcilovic replied that when he bought the house with Guaranteed Rate lending, they did not raise any issue. Then when he tried refinancing with a different company, the A & M Mortgage Group, he was first told about the Use Variance.

Mrs. Murovic asked if Petitioner had attempted to seek a different lender for refinancing. Petitioner replied that he hadn't and he just decided it would be proper to address the problem now, and he thought that the issue would arise anyway if he ever tried to sell the house in the future. He felt that the first lender had most likely just overlooked the issue. Mr. Helms said to Mr. Mika that he believed Ken had mentioned in the Study Session that there were no immediate plans to develop the area any further, or change anything about the character of the area. Mr. Mika confirmed that was correct and stated there were no current or future plans for any redevelopment in that area. He added that the area had existed for many, many years and continues to be of a residential capacity. Mr. Helms added that if a Use Variance was given that would stay with the property, and it would not be foreseen as a problem in this case, from a developmental stand point. Mr. Mika replied that if, in the future, the property did become desirable for a developer, the properties would most likely increase in value and the residents would probably go with the change. He did not see the Use Variance as a problem in the future. Mr. Martini added that the BZA had a number of these cases in the past in this same area. Mr. Mika agreed, and added that between 2005 and 2007, with the financial problems that were occurring, there were a number of these cases, and the lending institutions began getting more particular regarding the zoning condition of the properties.

Mrs. Murovic added the fact that the way the property stood now, if there were a fire or natural disaster that destroyed the home by 50% or more, it would have to be torn down and could not be rebuilt as a residence, as it is in a business district. Mr. Mika confirmed that fact and added this was a way of circumventing that potential, and that this Use Variance would allow them to keep the residential use and rebuild as a residence.

7. Based upon the testimony and evidence presented by the Petitioner, the Board of Zoning Appeals voted, with four (4) in favor and none (0) opposed, to grant the Use Variance.

8. Pursuant to the testimony and facts submitted to the board, which are a part of the record herein, the Board of Zoning Appeals makes the following Findings of Fact:

- A. Under the Town of Highland Zoning Ordinance, HMC 18.40.020 lists the limitations of uses permitted in the B-2 Central Business District.
- B. Unless a Use Variance is granted pursuant to HMC 18.35.050, the subject property could not be used as a dwelling as dwelling units are not permitted below the second floor on lots which contain a business use in the B-2 Central Business District, as currently zoned for this property.
- C. The Petitioner requests a Use Variance for residential use in the B-2 Central Business District zoned property at 8542 Henry Street, which has an existing residential use of legal non-conforming.
- D. Due to the fact that all of the surrounding properties are residential in nature, and that the proposed Use Variance will not change the nature of use for the



subject property from its current status as residential use of legal non-conforming, the Petitioner's request is not unreasonable.

- E. That the proposed Use Variance will not subvert the general purposes served by the Highland Zoning Ordinance, (HMC 18.115.050), and will not, because of traffic generation, placement of outdoor lighting, noise production or hours of operation, materially or permanently injure other property or uses in the same zoning district and vicinity, be injurious to the public health, safety, morals and general welfare of the community.
- F. That the proposed use is compatible with the size and layout of the Petitioner's property and other similarly situated properties in the area, and the proposed use will not adversely affect neighboring properties.

**WHEREFORE**, based upon the above Findings of Fact, the Highland Board of Zoning Appeals, by a vote of four (4) in favor and none (0) opposed, voted to approve the Use Variance requested. Action taken February 24, 2021. Findings of Fact approved the 24<sup>th</sup> day of March, 2021.

**TOWN OF HIGHLAND  
BOARD OF ZONING APPEALS**

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Susan Murovic, Chairperson  
Town of Highland Board of Zoning Appeals

**TOWN OF HIGHLAND  
APPROPRIATION TRANSFER RESOLUTION  
RESOLUTION NO. 2021-11**

**AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS in the MUNICIPAL CUMULATIVE CAPITAL DEVELOPMENT FUND as REQUESTED BY THE PROPER OFFICER AND FORWARDED to the TOWN COUNCIL for its ACTION PURSUANT TO I.C. 6-1.1-18-6.**

**WHEREAS,** It has been determined that certain exigent conditions have developed since adoption of the original budget and it is now necessary to transfer certain appropriations into different categories than were initially appropriated for the various functions of the **Municipal Cumulative Capital Development Fund;**

**NOW, THEREFORE BE IT RESOLVED** 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 appropriations are hereby transferred and set apart out of the funds hereinafter named for the purposes specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law;

**Section 2.** That it has been shown that certain existing unobligated appropriations of the **Municipal Cumulative Capital Development Fund**, which are not needed at this time for the purposes for which originally appropriated, and may be transferred to a category of appropriation in order to satisfy an existing need, as follows:

MUNICIPALITY CUMULATIVE CAPITAL DEVELOPMENT FUND

Reduce Account:

055-0000-43009 COMPUTER/PRINTERS	<u>\$ 28,000.00</u>
<i>Total 400 Series Decreases:</i>	<b>\$ 28,000.00</b>

Increase Account:

055-0000-39004 APPLICATION SOFTWARE	<u>\$ 28,000.00</u>
<i>Total 200 Series Increases:</i>	<b>\$ 28,000.00</b>

<b>Total of Fund Decreases:</b>	<b>\$ 28,000.00</b>
<b>Total of Fund Increases:</b>	<b>\$ 28,000.00</b>

**DULY RESOLVED and ADOPTED** this 22<sup>nd</sup> Day of March 2021 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

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

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

*Attest:*

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

**TOWN OF HIGHLAND**  
**Board of Works**  
**ORDER OF THE WORKS BOARD 2021-04**

**AN ORDER OF THE WORKS BOARD APPROVING THE AGREEMENT TO ACQUIRE AND LICENSING AND FOR SERVICES WITH BS&A SOFTWARE, INC. IN SUPPORT OF ITS SOFTWARE FOR COMMUNITY DEVELOPMENT MODULE TO BE USED BY THE BUILDING AND INSPECTION DEPARTMENT OF TOWN OF HIGHLAND**

**WHEREAS**, The Building and Inspection Department determined a need to acquire new software to support the administration of the building code, zoning code and regulatory code enforcement responsibilities of the department;

**WHEREAS**, The Building Commissioner in consultation with the IT Director (Contact) favorably noted that the existing BS&A Software that powers general ledger, payroll, special assessments, business and animal licensing, utility billing and associated accounting systems *according to the municipality's reasonable requirements*, also has a compatible module that well supports the administration of the building code, zoning code and regulatory code enforcement responsibilities of the department, according to the municipality's reasonable requirements;

**WHEREAS**, Following further due diligence, the Clerk-Treasurer recommended, *BS&A Software*, as having acquitted itself as the sole vendor best able and most likely to provide *according to the municipality's reasonable requirements*, high quality general ledger, payroll, special assessments, utility billing and associated accounting systems that would also support the preparation of the Comprehensive Annual Financial Report, provide greater flexibility, and support certain transparency objectives related to financial, budgetary and contract information;

**WHEREAS**, Based upon the foregoing, the Town Council approved the acquisition and licensing agreement with *BS&A Software* by the passage and adoption of Works Board Order No. 2013-20 on the 8<sup>th</sup> of April 2013;

**WHEREAS**, Still further, based upon the foregoing, the Town Council approved the maintenance and support agreement with *BS&A Software* by the passage and adoption of Works Board Order No. 2014-37 on the 8<sup>th</sup> of December 2014;

**WHEREAS**, Following further due diligence, the Building Commissioner and IT Director (Contact) recommended, *BS&A Software Community Development Module*, as having acquitted itself as the sole vendor best able and most likely to provide *according to the municipality's reasonable*

*requirements, administration of the building code, zoning code and regulatory code enforcement responsibilities of the department;*

**WHEREAS,** The *BS&A Software Module initial acquisition and licensing price is greater than \$15,000* and pursuant to Section 3.05.040 (C) as well as Section 03.05.050 (B) of the Highland Municipal Code requires the express approval of the purchasing agency;

**WHEREAS,** Section 3.05.030 (A) of the Highland Municipal Code provides that the Town Council as the Works Board of the municipality, shall serve as the purchasing agency for the municipality and its executive departments;

**WHEREAS,** Section 3.05.050(D)(3) of the Highland Municipal Code still further provides that the Building Commissioner or his/her designee is the purchasing agent for the Building and Inspection Department; and,

**WHEREAS,** The Town Council, acting as the Works Board for the Town of Highland now desires to approve and authorize the acquisition a, installation and maintenance agreement with BS&A Software for its Community Development Module and to further authorize the Building Commissioner to complete the renewal pursuant to the terms stated herein,

**NOW, THEREFORE, BE IT HEREBY ORDERED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA ACTING AS THE WORKS BOARD OF THE MUNICIPALITY AS FOLLOWS:**

**Section 1.** That the acquisition, installation and support and maintenance agreement with BS&A Software, 14965 Abbey Lane, Bath, Michigan 48808, first approved by the Town Council by its adoption of Works Board Order No. 2013-20 on the 8<sup>th</sup> of April 2013 is hereby affirmed and approved in all respects;

**Section 2.** That the Town Council as the works board, hereby finds and determines that the vendor constitutes a single source that meets the municipality's reasonable requirements for software and data processing, and thereby eligible for special purchasing methods, pursuant to Section 3.05.065 (H) of the Highland Municipal Code and I.C. 5-22-10;

**Section 3.** That the Community Development Module in the BS &A Software is approved and authorized for acquisition according to the terms of the proposal, incorporated herein as an exhibit;

**Section 4.** That the following fees and services as set forth in the agreement with BS&A Software, which constitutes the installation, conversion, training and activation for the Community Development

Module, carrying a prices that are hereby found and determined to be reasonable and fair, are hereby approved and allocated as follows:

(A) For licensing, installation of the applications associated with the Community Development module, fees which shall not exceed in the amount of fifteen thousand, six hundred twenty dollars (\$15,620.00) for the Building Department component and shall not exceed the amount of six thousand, five hundred sixty dollars (\$5,560) for the Field Inspection component;

(B) For licensing, installation of the applications associated with the Community Development module, fees which shall not exceed in the amount of nine thousand, eight hundred forty dollars (\$9,840.00) for the On-line permitting component;

(C) For data conversions and database set-up associated with the Community Development module, fees which shall not exceed in the amount of thirteen thousand, two hundred seventy-five dollars (\$13,275.00);

(D) For custom importing services associated with the Community Development module, fees which shall not exceed in the amount of one thousand, five hundred dollars (\$1,500.00);

(E) For project management implementation, planning and training services associated with the Community Development module, fees which shall not exceed in the amount of twenty-two thousand, seven hundred fifty dollars (\$22,750.00); all fees in the total amount of sixty-nine thousand, five hundred forty-five dollars (\$69,545.00) and travel fees;

**Section 5.** That the Town Council further finds and determines there is now or will be sufficient and available appropriations and cash balances on credit to the Information and Communications Technology Fund and the Municipal Cumulative Capital Development Fund to support the payments under the terms of the proposed agreement and authorizes the proper expenditures from these funds, all pursuant to I.C. 5-22-17-3(e);

**Section 6.** That the Building Commissioner as purchasing agent is authorized to execute such documents, cause such publications, and schedule such hearings as may be necessary or desirable to carry out the purposes of this order.

**BE IT SO ORDERED**

DULY, PASSED, ADOPTED, AND ORDERED by the Town Council of the Town of Highland, Lake County, Indiana this 22<sup>nd</sup> day of March 2021 having passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

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

Attest:

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

Exhibit Agreement

Proposal for Software and Services, Presented to...  
Town of Highland, Lake County IN  
October 20, 2020  
Quoted by: Dan J. Burns, CPA



*Thank you for the opportunity to quote our software and services.*

*At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.*

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

BS&A Software  
14965 Abbey Lane Bath MI 48808  
(855) BSA-SOFT / fax (517) 641-8960  
bsasoftware.com



## Cost Summary

Applications and Annual Service Fee prices based on an approximate population of 22,641. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

### Applications

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#### Community Development

Building Department .NET	\$15,620
Field Inspection .NET	\$6,560

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#### BS&A Online

Community Development <i>Permit Application Feature - Enables contractors and the general public to submit permit applications online (A fee of \$2/application is accumulated and billed to the municipality).</i>	\$9,840
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Subtotal **\$32,020**

### Data Conversions/Database Setup

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Convert existing Builder Radius (SQL) data to BS&A format:

Building Department (per database)	\$13,275
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No conversion or database setup to be performed for:

Field Inspection

### Custom Import

Custom import from third-party software to populate Building Department database with parcels, properties, and current owners.	\$1,500
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Page 2 of 8

Town of Highland, Lake County IN | October 20, 2020

Dan J. Burns, CPA, Account Executive | (855) 272-7638 | [djburns@bsasoftware.com](mailto:djburns@bsasoftware.com)

**Prices good for a period of 90 days from date on proposal**

**Project Management and Implementation Planning**

**Services Include:**

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

**\$7,750**

**Implementation and Training**

- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

**Services Include:**

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	1		<b>\$1,000</b>
Community Development Applications	Days:	14		<b>\$14,000</b>
	Total:	15	Subtotal	<b>\$15,000</b>



### Cost Totals

*Not including Annual Service Fees*

Applications	\$32,020
Data Conversions	\$13,275
Custom Import	\$1,500
Project Management and Implementation Planning	\$7,750
Implementation and Training	\$15,000
<b>Total Proposed</b>	<b>\$69,545</b>
<i>Travel Expenses</i>	<i>\$5,025</i>

### Payment Schedule

- 1<sup>st</sup> Payment: **\$21,025** to be invoiced upon execution of this agreement.
- 2<sup>nd</sup> Payment: **\$32,020** to be invoiced at start of training.
- 3<sup>rd</sup> Payment: **\$21,525** to be invoiced upon completion of training.



**Annual Service Fees**

*Unlimited support during your first year with the program is included in your purchase price. Thereafter, Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index (CPI).*

<b>Community Development</b>	
Building Department .NET	\$3,125
Field Inspection .NET	\$1,310
<b>BS&amp;A Online</b>	
Community Development:	\$1,970
<b>Total Annual Service Fees</b>	<b>\$6,405</b>

## Additional Information

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### Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

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### Additional Training - Building Department Report Designer

Most of our Building Department customers heavily use our Report Designer, which is included free with the program. Report Designer Training is not included in the training quoted on this proposal and is highly recommended. You may attend a class at our office in Bath Township, or we can train at your location. Report Designer Training is typically completed in one day.

Please check the option you are interested in. Report Designer Training will be scheduled after successful implementation and training of your Building Department software.

- Classroom training, \$205/person/day
  - On-site training (unlimited attendees), \$1,000/day, travel not included
- 

### BS&A Online

#### Connection Requirements

BS&A Online requires a high-speed internet connection (cable modem or DSL).

#### Payment Processing Requirements

Acceptance of online payments requires a contract with one of BS&A's approved Online Credit Card Processing companies. Please visit <https://www.bsasoftware.com/solutions/bsaonline/public-records-search/> for information.

## Acceptance

### Signature constitutes...

1. An order for products and services as quoted  
*Quoted prices do not include Program Customization, training beyond the estimated number of days, or recommended Bank Reconciliation Consultation*
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

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Signature

Date

**BS&A PLEDGE.** We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

### Returning Accepted Proposal to BS&A

*Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:*

Mail: BS&A Software  
14965 Abbey Lane  
Bath, MI 48808

Fax: (517) 641-8960

Email: [dburns@bsasoftware.com](mailto:dburns@bsasoftware.com)

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.

**TOWN of HIGHLAND  
BOARD OF WORKS  
ORDER of WORKS BOARD NO. 2021-05**

**AN ORDER of the WORKS BOARD OFFERING, AUTHORIZING and APPROVING AN EXTENSION to the CONTRACT BETWEEN THE TOWN OF HIGHLAND AND WALSH & KELLY, INCORPORATED for MATERIALS and SERVICES – ASPHALT WORK through DECEMBER 31, 2021, ALL PURSUANT TO INDIANA CODE 5-22 ET SEQ. and CHAPTER 3.05 of the HIGHLAND PURCHASE CODE**

**Whereas**, The Town of Highland did receive bids on March 22, 2019 for Road Materials and Services, which included asphaltting work and associated services, pursuant to IC 5-22 *et seq.* and on April 8th, 2019, the Town Council for the Town of Highland accepted and awarded a bid for several items of asphaltting work to Walsh & Kelly, Incorporated, as the lowest responsible and responsive bid; and

**Whereas**, in subsequent years from the bid award, the Town of Highland had annually offered Walsh & Kelly, Incorporated an extension of the contract for asphaltting work, at the same term and conditions of the initial contract, through December 31, 2020, which Walsh & Kelly, Incorporated had accepted; and

**Whereas**, Walsh & Kelly, Incorporated has expressed interest, through a letter dated November 3, 2020, attached hereto, to extend the current contract for an additional year at the same terms and conditions for Road Materials and Services, asphaltting work;

**Whereas**, Walsh & Kelly, Incorporated has demonstrated professional competence and qualifications to perform the particular asphaltting work for the Town of Highland and it has been determined that extending the current contract will realize a cost and time savings for mutual benefit of the both parties; and

**Whereas**, The Town Council for the Town of Highland, pursuant to IC 5-22-17-4, now wishes to offer a contract extension to Walsh & Kelly, Incorporated, through December 31, 2021, for Road Materials and Services – Asphaltting work, under the original terms, conditions and prices as the original contract (1-year),

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

**Section 1.** That the Director of Public Works is hereby ordered to offer contract an extension to Walsh & Kelly, Inc. for Road Materials and Services – Asphaltting Work under the same terms, conditions, and prices for the period January 1, 2021 through December 31, 2021;

**Section 2.** That, if accepted, the Director of Public Works be authorized to execute the Contract Extension with his signature as attested thereto by 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 22<sup>nd</sup> day of March 2021 having passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

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

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

**Attest:**

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



**TOWN of HIGHLAND  
BOARD OF WORKS  
ORDER of WORKS BOARD NO. 2021-06**

**AN ORDER of the WORKS BOARD OFFERING, AUTHORIZING and APPROVING AN EXTENSION to the CONTRACT BETWEEN THE TOWN OF HIGHLAND AND REITH-RILEY CONSTRUCTION Co., INCORPORATED for MATERIALS and SERVICES – STYRELF FIBER COLD MIX AND SAND OR EQUAL (FOB PLANT) through DECEMBER 31, 2021, ALL PURSUANT TO INDIANA CODE 5-22-17-4 ET SEQ. and CHAPTER 3.05 of the HIGHLAND PURCHASE CODE**

**Whereas**, The Town of Highland did receive bids on March 22, 2019 for Road Materials and Services, which included Styrelf fiber cold mix and sand or equal (FOB plant), pursuant to IC 5-22 *et seq.* and on April 8, 2019, the Town Council for the Town of Highland accepted and awarded a bid for Styrelf fiber cold mix and sand or equal (FOB plant) to Reith-Riley Construction Co., Incorporated, as the lowest responsible and responsive bid; and

**Whereas**, in subsequent years from the bid award, the Town of Highland had annually offered Reith-Riley Construction Co., Incorporated an extension of the contract for Styrelf fiber cold mix and sand or equal (FOB plant), at the same term and conditions of the initial contract, through December 31, 2020, which Reith-Riley Construction Co., Incorporated had accepted; and

**Whereas**, Reith-Riley Construction Co., Incorporated has expressed interest, through a letter dated February 8th, 2021, attached hereto, to extend the current contract for an additional year at the same terms and conditions for Road Materials and Services, Styrelf fiber cold mix and sand or equal (FOB plant);

**Whereas**, Reith-Riley Construction Co., Incorporated has demonstrated professional competence and qualifications to supply the Styrelf fiber cold mix and sand or equal (FOB plant) for the Town of Highland and it has been determined that extending the current contract will realize a cost and time savings for mutual benefit of both parties; and

**Whereas**, The Town Council for the Town of Highland, pursuant to IC 5-22-17-4, now wishes to offer a contract extension to Reith-Riley Construction Co., Incorporated, through December 31, 2021, for Road Materials and Services – Styrelf fiber cold mix and sand or equal (FOB plant), under the original terms, conditions and prices as the original contract (1-year).

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

**Section 1.** That the Director of Public Works is hereby ordered to offer contract an extension to Reith-Riley Construction Co., Inc. for Road Materials and Services – Styrelf fiber cold mix and sand or equal (FOB plant) under the same terms, conditions, and prices for the period January 1, 2021 through December 31, 2021;

**Section 2.** That, if accepted, the Director of Public Works be authorized to execute the Contract Extension with his signature as attested thereto by 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 22<sup>nd</sup> day of March 2021 having passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

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

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

**Attest:**

---

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

**TOWN of HIGHLAND  
BOARD OF WORKS  
ORDER of WORKS BOARD NO. 2021-07**

**AN ORDER of the WORKS BOARD OFFERING, AUTHORIZING and APPROVING AN EXTENSION to the CONTRACT BETWEEN THE TOWN OF HIGHLAND AND KROOSWYK TRUCKING & EXCAVATING for MATERIALS and SERVICES – LIMESTONE (DELIVERED) through DECEMBER 31, 2021, ALL PURSUANT TO INDIANA CODE 5-22 ET SEQ. and CHAPTER 3.05 of the HIGHLAND PURCHASE CODE**

**Whereas**, The Town of Highland did receive bids on March 22, 2019 for Road Materials and Services, which included Limestone (delivered), pursuant to IC 5-22 *et seq.* and on April 8, 2019, the Town Council for the Town of Highland accepted and awarded a bid for Limestone (delivered) to Krooswyk Trucking & Excavating, as the lowest responsible and responsive bid; and

**Whereas**, in subsequent years from the bid award, the Town of Highland had annually offered Krooswyk Trucking & Excavating an extension of the contract for Limestone (delivered), at the same term and conditions of the initial contract, through December 31, 2020, which Krooswyk Trucking & Excavating had accepted; and

**Whereas**, Krooswyk Trucking & Excavating has expressed interest, through a letter dated March 10th, 2021, attached hereto, to extend the current contract for an additional year at the same terms and conditions for Road Materials and Services, Limestone (delivered);

**Whereas**, Krooswyk Trucking & Excavating has demonstrated professional competence and qualifications to supply the Limestone (delivered) for the Town of Highland and it has been determined that extending the current contract will realize a cost and time savings for mutual benefit of the both parties; and

**Whereas**, The Town Council for the Town of Highland, pursuant to IC 5-22-17-4, now wishes to offer a contract extension to Krooswyk Trucking & Excavating, through December 31, 2021, for Road Materials and Services – Limestone (delivered), under the original terms, conditions and prices as the original contract (1-year).

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

**Section 1.** That the Director of Public Works is hereby ordered to offer contract an extension to Krooswyk Trucking and Excavating for Road Materials and Services – Limestone (delivered) under the same terms, conditions, and prices for the period January 1, 2021 through December 31, 2021;

**Section 2.** That, if accepted, the Director of Public Works be authorized to execute the Contract Extension with his signature as attested thereto by 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 22<sup>nd</sup> day of March 2021 having passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

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

---

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

**Attest:**

---

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

**TOWN of HIGHLAND  
BOARD OF WORKS  
ORDER of WORKS BOARD NO. 2021-08**

**AN ORDER of the WORKS BOARD OFFERING, AUTHORIZING and APPROVING AN EXTENSION to the CONTRACT BETWEEN THE TOWN OF HIGHLAND AND H3, INCORPORATED for MATERIALS and SERVICES – CONCRETE WORK through DECEMBER 31, 2021, ALL PURSUANT TO INDIANA CODE 5-22 ET SEQ. and CHAPTER 3.05 of the HIGHLAND PURCHASE CODE**

**Whereas**, The Town of Highland did receive bids on March 24, 2020 for Road Materials and Services, which included concrete work, pursuant to IC 5-22 *et seq.* and on April 13th, 2020, the Town Council for the Town of Highland accepted and awarded a bid for several items of concrete work to H3, Incorporated, as the lowest responsible and responsive bid; and

**Whereas**, H3, Incorporated has expressed interest, through a letter dated January 21, 2021, attached hereto, to extend the current contract for an additional year at the same terms and conditions for Road Materials and Services, Concrete Work;

**Whereas**, H3, Incorporated has demonstrated professional competence and qualifications to perform the particular concrete work for the Town of Highland and it has been determined that extending the current contract will realize a cost and time savings for mutual benefit of both parties; and

**Whereas**, The Town Council for the Town of Highland, pursuant to IC 5-22-17-4, now wishes to offer a contract extension to H3, Incorporated, through December 31, 2021, for Road Materials and Services – Concrete work, under the original terms, conditions and prices as the original contract (1-year).

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

**Section 1.** That the Director of Public Works is hereby ordered to offer contract an extension to H3, Inc. for Road Materials and Services – Concrete Work under the same terms, conditions, and prices for the period January 1, 2021 through December 31, 2021;

**Section 2.** That, if accepted, the Director of Public Works be authorized to execute the Contract Extension with his signature as attested thereto by 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 22<sup>nd</sup> day of March 2021 having passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

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

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

**Attest:**

---

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

**TOWN of HIGHLAND  
BOARD OF WORKS  
ORDER of WORKS BOARD NO. 2021-09**

**AN ORDER of the WORKS BOARD AUTHORIZING and APPROVING AN EXTENSION to the CONTRACT BETWEEN THE TOWN OF HIGHLAND AND DEANS LAWN & LANDSCAPING for DOWNTOWN HIGHLAND LANDSCAPE MAINTENANCE SERVICES AND THREE (3) WELCOME TO HIGHLAND SIGN PLANTERS IN THE AMOUNT OF \$34,390.00 FOR THE YEAR 2021, ALL PURSUANT TO INDIANA CODE 5-22 *ET SEQ.* and CHAPTER 3.05 of the HIGHLAND PURCHASE CODE**

**Whereas**, The Town of Highland did receive bids on March 20, 2020 for Landscape Maintenance Services in Downtown Highland and Three (3) Welcome to Highland Sign Planters pursuant to IC 5-22 *et seq.* and on April 13, 2020, the Town Council for the Town of Highland accepted and awarded a bid for landscape maintenance services Dean's Lawn & Landscaping, as the lowest responsible and responsive bid; and

**Whereas**, Dean's Lawn & Landscaping has expressed interest, through a letter dated January 20, 2021, attached hereto, to extend the current contract for an additional year at the same terms and conditions for landscape maintenance services;

**Whereas**, Deans Lawn & Landscaping has demonstrated professional competence and qualifications to perform the particular landscaping work for the Town of Highland and it has been determined that extending the current contract will realize a cost and time savings for mutual benefit of both parties; and

**Whereas**, The Town Council for the Town of Highland, pursuant to IC 5-22-17-4, now wishes to offer a contract extension to Deans Lawn & Landscaping, for the year 2021, for landscaping services for downtown Highland, under the original terms, conditions and prices as the original contract (1-year).

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

**Section 1.** That the Director of Public Works is hereby ordered to offer a contract of extension to Deans Lawn & Landscaping for landscaping maintenance services under the same terms, conditions, and prices for the year 2021;

**Section 2.** That, if accepted, the Director of Public Works be authorized to execute the Contract Extension with his signature as attested thereto by 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 22<sup>nd</sup> day of March 2021 having passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

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

---

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

**Attest:**

---

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



**Town of Highland  
Board of Works  
Order of the Works Board 2021-10**

**AN ORDER OF THE WORKS BOARD ACCEPTING THE PROPOSAL OF LOUNGES ENTERTAINMENT LLC AMENDING ITS EXISTING AGREEMENT FOR PROFESSIONAL ENTERTAINMENT AND STAGE SERVICES FOR THE TOWN OF HIGHLAND, ASSOCIATED WITH INDEPENDENCE DAY FESTIVITIES, AND TO COMPLY WITH THE PROVISIONS OF IC 22-5-1.7 ET SEQ.**

**Whereas**, The Town of Highland, as part of its exercise of public powers related to culture and recreation, generally conferred in IC 36-10-2, annually marks the anniversary of the Nation's declaration of Independence with appropriate festivals including live musical performance as entertainment;

**Whereas**, The *Tom Lounges Entertainment, LLC* has presented to the Community Events Commission a proposed an amendment to an existing agreement for professional entertainment and stage services for the Town of Highland to be conducted during the 2021 Independence Day Festival, that was approved by the Town Council with its passage and adoption of Works Board Order 2021-03 on March 8, 2021;

**Whereas**, The Community Events Commission favorably recommends to the purchasing agency, the approval of the proposed amendment to an existing agreement for professional entertainment and stage services for the Town of Highland to be conducted during the 2021 Independence Day Festival as submitted by Tom Lounges Entertainment, LLC;

**Whereas**, These professional services owing to their unique requirements and character, as a service, may be purchased in a manner that is determined to be reasonable, pursuant to Section 3.05.090 of the HMC and IC 5-22-6;

**Whereas**, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (A)(1) of the HMC serves as purchasing agency for the Municipality and its executive departments except those executive departments which are expressly subject to the purchasing authority of a relevant governing board of jurisdiction;

**Whereas**, The amendment does not exceed the purchase code threshold but together with the existing agreement, the price exceeds \$15,000.00, pursuant to Section 3.05.040 (C) and Section 3.05.050(B)(3) of the HMC requires the express approval of the purchasing agency;

**Whereas**, The purchase of services will be supported by the several funds of the Town and there is sufficient appropriation or resources in order to support the purchase of services; and,

**Whereas**, The Town Council now desires to approve, authorize and allow the purchase of services pursuant to the terms stated herein,

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

**Section 1.** That the proposal/agreement amendment for professional entertainment and stage services of **Tom Lounges Entertainment, LLC**, 104 Fraser Lane, Hobart, Indiana, 46342, prepared and presented by its principal, Tom Lounges, which includes providing appropriate stage production for the events booked, all entertainment booking, providing lighting, offering emcee services, contracting and artist payments and related services according to the written terms set forth in the agreement, for the *all the days of the event* is hereby accepted, approved and adopted in every respect, provided that **Tom Lounges Entertainment, LLC** complies with the provisions of IC 22-5-1.7 et seq., and completes the relevant portions of the attached exhibit styled as Addendum for e-verify;

**Section 2.** That the fees for performance of the services identified in the amendment to the existing proposal adding **\$10,000** for the special performers to be booked for the annual Independence Day festival to be conducted on and around July 4<sup>th</sup> 2021, and production services, is found to be reasonable and fair;

**Section 3.** That the Town Council finds and determines that the manner of purchase for these professional services owing to their unique requirements and character as a service, are both reasonable and appropriate, pursuant to Section 3.05.090 of the HMC and IC 5-22-6;

**Section 4.** That any provisions regarding timing of payments shall be construed as progress payments and all payments must be processed and executed pursuant to IC 5-11-10-1.6;

**Section 5.** That the Clerk-Treasurer is hereby authorized to issue a purchase order, in the proper year, to **Tom Lounges Entertainment, LLC** and to execute all documents necessary to implement the purchase of services thereof;

**Section 6.** That the proper officers of the municipality are hereby authorized to identify the proper funds of the municipality that may be lawfully expended in order to support and implement the purchase of these services.

**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 22<sup>nd</sup> day of March 2021 having passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

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

---

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

Attest:

---

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

**AMENDMENT TO 2021 ENTERTAINMENT SERVICES AGREEMENT**

This amendment is now attached to and made part of a certain 2021 Entertainment Services Agreement by and between The Town of Highland and Tom Lounges Entertainment, LLC authorized on March 8, 2021 by both parties. The undersigned hereby mutually agree that the original Agreement shall be amended as follows:

1. The live music performance by The Ides of March proposed for the Sunday, July 4 2021 closing day of the *Highland Fourth of July Festival* will require the additional amount of \$10,000, the previously agreed upon budget increase needed to cover the cost of having the nationally known musical group appear at the 2021 festival.
2. Payments pertaining to this special increased budget amendment shall be made as follows: 50% of the agreed sum (\$5,000.00) is to be paid on or before March 26, 2021 to cover the required contract progress payment, which must accompany the signed and executed contract securing the group. The remaining balance (\$5000.00) is to be paid on or before, Saturday, July 3, 2021, 24-hours prior to the July 4, 2021 performance.
3. At the time of this amendment submission, a written offer to the artist's booking agency has been sent and acknowledged. The agency is drafting a formal contract for the date which is expected to be signed and returned along with a progress payment for \$5,000 by Tom Lounges Entertainment, LLC. While all is expected to move forward as planned and described above, should the contract not be issued in good faith as described above, the amendment amount of \$10,000 requested herein shall be returned to the Town of Highland, unless both parties agree to apply it towards another artist of the same caliber for that performance date.

Accepted by: The following representatives of both parties of this agreement.

Tom Lounges Entertainment, LLC

Town of Highland Representative:

\_\_\_\_\_

\_\_\_\_\_

Dated : \_\_\_\_\_

Dated: \_\_\_\_\_

**CLAUSE (ADDENDUM) and AFFIDAVIT ADDENDUM TO BE ADDED  
TO CONTRACT FOR SERVICES TO BE PROVIDED TO TOWN OF  
HIGHLAND**

**(as required by I.C. 22-5-1.7 -11, effective July 1, 2011)**

**Verification of Work Eligibility Status**

1. Tom Lounges, Principal of **TOM LOUNGES PRODUCTIONS, LLC** (hereinafter called "Contractor") understands and agrees that:

(A) it is required to enroll in and verify the work eligibility status of all employees hired after the date of this contract through the E-Verify program.

(B) This requirement shall be waived if the E-Verify program ceases to exist. For the purposes of this paragraph, the "E-Verify program" means the electronic verification of work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, s. 403(a), as amended, operated by the United States Department of Homeland Security or a successor work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees under the Immigration Reform and Control Act of 1986 (P.L. 99-603); and

2. An authorized representative of the Contractor has signed the attached affidavit concerning the employment of unauthorized aliens.

*This contract clause is developed pursuant to SEA 590 codified as IC 22-5-1.7-11 (a)(1).*

**AFFIDAVIT OF SERVICE PROVIDER or CONTRACTOR  
WITH THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA  
REGARDING HIRE OF UNAUTHORIZED ALIENS**

State of Indiana    )  
                          )  
County of Lake     )        **SS:**

**A F F I D A V I T**

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

**FURTHERETH AFFIANT SAYETH NOT.**

Signed: \_\_\_\_\_, Affiant.  
  Tom Lounges

**Certificate of Notary**

On this \_\_\_ day of \_\_\_\_\_, 2021, before me personally came and appeared **the affiant herein named**, known and known to me to be the individual described in and who executed the foregoing instrument, and who duly acknowledged to me that she executed same for the purpose therein contained.

In Witness Whereof, I hereunto set my hand and official seal.

My **commission expires:** \_\_\_\_\_.

County of Residence: \_\_\_\_\_.

(seal)

\_\_\_\_\_  
NOTARY

Affidavit pursuant to IC 22-5-1.7-11



UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT  
State Form 54266 (R2/6-15) / Form 236  
STATE BOARD OF ACCOUNTANTS

Indiana Code 35-44.1-1-4

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant. "Dependent" means any of the following: the spouse of a public servant; a child, stepchild, or adoptee (as defined in IC 31-9-2-2) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half (1/2) of whose support is provided during a year by the public servant.

The foregoing consists only of excerpts from IC 35-44.1-1-4. Care should be taken to review IC 35-44.1-1-4 in its entirety.

1. Name and Address of Public Servant Submitting Statement: CHRISTINE CASH  
9515 Kennedy Avenue, Highland, Indiana 46322
2. Title or Position With Governmental Entity: Member Board of Directors
3. a. Governmental Entity: LCCVB dba SOUTH SHORE RECONVENTION & VISITOR AUTHORITY  
b. County: LAKE
4. This statement is submitted (check one):
  - a.  as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
  - b.  as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. Name(s) of Contractor(s) or Vendor(s): RAMADA CONFERENCE CENTER  
4141 Calumet Avenue, Hammond, Indiana 46320
6. Description(s) of Contract(s) or Purchase(s) (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship.):

The South Shore CVA promotes tourism and lodging in Lake County Indiana.

7. **Description of My Financial Interest** (Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):

Managing the hotel described in line 5.

(Attach extra pages if additional space is needed.)

8. **Approval of Appointing Officer or Body** (To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university.):

I being the TOWN COUNCIL PRESIDENT / MUNICIPAL EXECUTIVE of the  
(Title of Officer or Name of Governing Body)

TOWN of HIGHLAND, INDIANA  
(Name of Governmental Entity)

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44.1-1-4; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

Roger Sheeman

Office

9. **Effective Dates** (Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.):  
1 March 2021

Date Submitted (month, day, year)

Date of Action on Contract or Purchase (month, day, year)

At the Town Council Meeting of \_\_\_\_\_.

**Attest:**

Michael W. Griffin, Clerk-Treasurer

- 
10. **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting of the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed: - \_\_\_\_\_  
(Signature of Public Servant)

Date: \_\_\_\_\_  
(month, day, year)

Printed Name: Christine Cash

Email Address: \_\_\_\_\_

Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with the State Board of Accounts by uploading it here [https://gateway.ifionline.org/sboa\\_coi/](https://gateway.ifionline.org/sboa_coi/) which is the preferred method of filing, or by mailing it to the State Board of Accounts, Indiana Government Center South, 302 West Washington Street, Room E418, Indianapolis, Indiana, 46204-2765 and the Clerk of the Circuit Court of the county where the governmental entity took final action on the contract or purchase.



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

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at **6:30 p.m.** on the **12<sup>th</sup> day of April 2021**, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

**CORPORATION GENERAL FUND**

**Police Department**

Acct. 001-0009-4XXX Police Body Cams	\$ 150,000.00
Acct. 001-0009-4XXX Police Drone	\$ 15,000.00
Acct. 001-0009-4XXX Automobile Purchase	<u>\$ 3,246.00</u>
<b>Total 400 Series:</b>	<b>\$ 168,246.00</b>
Acct. 001-0009-3XXX Automobile Lease	<u>\$ 5,300.00</u>
<b>Total 300 Series:</b>	<b>\$ 5,300.00</b>
Acct. 001-0009-23004 Other Supplies	\$ 11,736.00
Acct. 001-0009-2XXX Bicycle Program	<u>\$ 8,000.00</u>
<b>Total 200 Series:</b>	<b>\$ 19,736.00</b>
<b>Total for the Department:</b>	<b>\$ 193,282.00</b>

**Fire Department**

Acct. 001-0007-4XXX Extraction Tool	\$ 13,700.00
Acct. 001-0007-4XXX SCBA compressor	<u>\$ 75,000.00</u>
<b>Total 400 Series:</b>	<b>\$ 88,700.00</b>
Acct. 001-0007-3XXX Target Solutions E Learning	<u>\$ 3,500.00</u>
<b>Total 300 Series:</b>	<b>\$ 3,500.00</b>
Acct. 001-0007-23004 Other Supplies	\$ 5,917.00
Acct. 001-0007-2300X Rapid Intervention Kits (2)	\$ 13,700.00
Acct. 001-0007-23006 Active Shooter PPE Supplies	\$ 10,500.00
Acct. 001-0007-2300X Thermal Imagers (5)	<u>\$ 37,500.00</u>
<b>Total 200 Series:</b>	<b>\$ 61,700.00</b>
Acct. 001-0007-11114 Training/ MTG Compensation	<u>\$ 17,500.00</u>
<b>Total 100 Series:</b>	<b>\$ 17,500.00</b>
<b>Total for the Department:</b>	<b>\$ 177,317.00</b>

**Works Board and Services Department**

Acct. 001-0011-3XXX Transfer for Community Crossings	\$ 250,000.00
Acct. 001-0011-3XXX Transfer for OTHER FUNDS	\$ 28,637.00
Acct. 001-0011-3XXX Transfer to Park & Rec Fund	<u>\$ 12,767.00</u>
<b>Total 3000Series:</b>	<b>\$ 291,404.00</b>
Acct. 001-0011-4XXX LED MESSAGE SIGNS	<u>\$ 32,000.00</u>
<b>Total 400 Series:</b>	<b>\$ 32,000.00</b>
<b>Total for the Department:</b>	<b>\$ 323,404.00</b>

**Town Hall and Monuments Department**

Acct. 001-0012-36003 Building Repair & Maintenance	\$ 17,300.00
<b>Total 300Series:</b>	<b>\$ 17,303.00</b>
<b>Total for the Department:</b>	<b>\$ 17,303.00</b>
<b>TOTAL for the FUND:</b>	<b><u>\$ 706,770.00</u></b>

MUNICIPAL CUMULATIVE CAPITAL DEVELOPMENT FUND

Acct. 001-0000-39004 Application Software	\$ 22,000.00
Acct. 001-0000-39006 Software Training	\$ 25,000.00
<b>Total 300 Series:</b>	<b>\$ 47,000.00</b>
Acct. 001-0000-43009 Computers/Printers	\$ 28,000.00
<b>Total 400 Series:</b>	<b>\$ 28,000.00</b>
<b>TOTAL for the FUND:</b>	<b><u>\$ 75,000.00</u></b>

PARKS AND RECREATION SPECIAL OPERATING (GENERAL) FUND

Acct. 006-0000-21005 Lincoln Center Supplies	\$ 12,767.00
<b>Total 200 Series:</b>	<b>\$ 12,767.00</b>
<b>TOTAL for the FUND:</b>	<b><u>\$ 12,767.00</u></b>

Funds to support these additional appropriations in the **Corporation General Fund** shall be supported by the reimbursement from the United States Government CARES Act proceeds as distributed by Lake County Community Development Department and the State of Indiana Finance Authority.

Funds to support these additional appropriations in the **Parks and Recreation Special Operating (General) Fund** shall be supported by as transfer from the Corporation General Fund funded by the reimbursement from the United States Government CARES Act proceeds as distributed by the State of Indiana Finance Authority.

Funds to support these additional appropriations in the **Municipal Cumulative Capital Development Fund** shall be supported by miscellaneous revenue, unreserved unobligated fund balance on deposit to the credit of the fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. Taxpayers are asked to contact the Office of the Clerk-Treasurer at (219) 838-1080 to provide an email address to allow the Zoom platform information to be provided if the meeting is still being conducted electronically alone. You may also write to the Office of the Clerk-Treasurer if you have concerns. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its review. The Department of Local Government Finance shall make a written determination of the sufficiency of funds within fifteen days of receipt of a certified copy of the action taken.

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

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

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

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at **6:30 p.m.** on the **12<sup>th</sup> day of April 2021**, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

SPECIAL PUBLIC SAFETY FUND	
Acct. No. 093-0000-3XXXX DRONE TRAINING:	<u>\$ 10,000.00</u>
<i>Total Series:</i>	\$ 10,000.00

**Fund Total: \$ 10,000.00**

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

**Fund Total: \$ 40,000.00**

LAW ENFORCEMENT CONTINUING EDUCATION & SUPPLY FUND

Acct. No. 018-0000-3XXXXX Memberships:	<u>\$ 7,500.00</u>
<i>Total Series</i>	\$ 7,500.00

Acct. No. 018-0000-4XXXXX K-9:	<u>\$ 25,000.00</u>
<i>Total Series</i>	\$ 25,000.00

**Fund Total: \$ 32,500.00**

Funds to support these additional appropriations in the **Special Public Safety Fund** shall be from interest earnings, miscellaneous revenues, and fees charged and collected for special events and parades as authorized in HMC Section 10.15.050, and unobligated 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 **Law Enforcement Continuing Education and Supply Fund** shall be from interest earnings, miscellaneous revenues, and fees charged and collected for accident report fees, motor vehicle inspection fees, law enforcement fees on moving

violations, and gun permits as authorized in HMC Section 9.10.080, and unobligated fund balance on deposit to the credit of the Fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. Taxpayers are asked to contact the Office of the Clerk-Treasurer at (219) 838-1080 to provide an email address to allow the Zoom platform information to be provided if the meeting is still being conducted electronically alone. You may also write to the Office of the Clerk-Treasurer if you have concerns. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance for its information and file.

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

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

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 20<sup>th</sup> DAY OF March, 2021 [Signature]  
FISCAL OFFICER

ALLOWANCE OF VOUCHERS

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 5 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 398,294.99.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

TOWN COUNCIL

- \_\_\_\_\_ MARK A. HERAK \_\_\_\_\_ ROGER SHEEMAN
- \_\_\_\_\_ BERNIE ZEMEN \_\_\_\_\_ MARK SCHOCKE
- \_\_\_\_\_ TOM BLACK \_\_\_\_\_

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
 EXP CHECK RUN DATES 03/10/2021 - 03/23/2021  
 BOTH JOURNALIZED AND UNJOURNALIZED

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	91137	PAYROLL ACCOUNT	3/12PRL D/S TRANSFER GENERAL	169,863.43	45369
			Total For Dept 0000		169,863.43	
Dept 0001 TOWN COUNCIL						
001-0001-33001	CASH & INVESTMENTS COMBINED S	91241	THE TIMES	CASH & INVESTMENTS COMBINED STAT-	157.51	
001-0001-33001	ADDITIONAL APPROPRIATIONS	91242	THE TIMES	ADDITIONAL APPROPRIATIONS-63710	22.43	
001-0001-39004	INSERTING GAZEBO INTO BILLS	91251	LITHOGRAPHIC COMMUNICATIONS	FEB2021GAZEBO EXPRESS INSERT-8654	684.32	
001-0001-39004	GAZEBO EXPRESS FEB 2021	91257	THE IDEA FACTORY, INC	GAZEBO EXPRESS MARCH/WEBSITE UPDA	2,193.71	
			Total For Dept 0001 TOWN COUNCIL		3,057.97	
Dept 0003 VIPS						
001-0003-22004	BATTERY ASSMBLY FOR V2	91281	AUTO-WARES	BATTERY ASSMBLY FOR V2	99.99	
001-0003-39007	VIPS CAR WASHES FOR FEB	91283	EASY CLEAN CAR WASH, INC	VIPS CAR WASHES FOR FEB	3.00	
			Total For Dept 0003 VIPS		102.99	
Dept 0004 CLERK-TREASURER						
001-0004-34023	HEALTH INS	91125	TOWN OF HIGHLAND INS FUND (	MARCH 2021 HEALTH/LIFE INS PREM C	5,466.79	45366
001-0004-34043	LIFE INS	91125	TOWN OF HIGHLAND INS FUND (	MARCH 2021 HEALTH/LIFE INS PREM C	37.93	45366
			Total For Dept 0004 CLERK-TREASURER		5,504.72	
Dept 0006 BUILDING & INSPECTION						
001-0006-21001	185.8 GAL UNLEADED	91135	TOWN OF HIGHLAND GASOLINE F	FUEL BY USAGE - INSPECTION	204.63	45365
001-0006-33002	CITATION BOOKS INV 0526219	91260	A E BOYCE CO INC	CITATION BOOKS INV 0526219	463.69	
001-0006-34023	HEALTH INS	91124	TOWN OF HIGHLAND INS FUND (	MARCH 2021 HEALTH/LIFE INS PREM B	6,113.36	45366
001-0006-34043	LIFE INS	91124	TOWN OF HIGHLAND INS FUND (	MARCH 2021 HEALTH/LIFE INS PREM B	29.94	45366
			Total For Dept 0006 BUILDING & INSPECTION		6,811.62	
Dept 0007 FIRE DEPARTMENT						
001-0007-21001	173.3 GAL UNLEADED	91134	TOWN OF HIGHLAND GASOLINE F	D/S FUEL BY USAGE - FIRE DEPT	366.91	45365
001-0007-22004	INV # 337-369122	91187	AUTO-WARES	AUTOMOTIVE BATTERY	294.99	
001-0007-23004	INV# 210597	91188	LINDY'S ACE HARDWARE, INC	HARDWARE SUPPLIES	40.59	
001-0007-23004	INV# 58140	91189	MENARDS CORP - SCHERERVILLE	ELECTRICAL SUPPLIES	12.99	
001-0007-34023	HEALTH INS	91123	TOWN OF HIGHLAND INS FUND (	MARCH 2021 HEALTH/LIFE INS PREM F	2,159.83	45366
001-0007-34043	LIFE INS	91123	TOWN OF HIGHLAND INS FUND (	MARCH 2021 HEALTH/LIFE INS PREM F	7.12	45366
001-0007-35005	HYDRANT - CENTRAL STATION	91190	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	104.16	
001-0007-35005	HYDRANT - SOUTH STATION	91191	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	100.94	
001-0007-35007	STORM - CENTRAL STATION	91190	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	107.07	
001-0007-35007	STORM - SOUTH STATION	91191	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	97.37	
			Total For Dept 0007 FIRE DEPARTMENT		3,291.97	
Dept 0008 PLAN COMMISSION						
001-0008-31002	PC INV 5071200226 - 2/19 - 2/	91261	NIES ENGINEERING, INC.	PC INV 5071200226 - 2/19 - 2/26	483.14	
			Total For Dept 0008 PLAN COMMISSION		483.14	
Dept 0009 POLICE DEPARTMENT						
001-0009-11118	ONE DAY SUSPENSION FOR LANCE	91286	POLICE PENSION FUND (V)	ONE DAY SUSP FOR LANCE CORPORAL	259.71	
001-0009-11120	ONE DAY SUSPENSION FOR CORP	91285	POLICE PENSION FUND (V)	ONE DAY SUSPENSION FOR CORPORAL	265.65	
001-0009-11302	NEW UNIFORMS AND EQUIP FOR NE	91287	STAR UNIFORM	NEW UNIFORMS AND EQUIPMENT FOR NE	2,523.03	
001-0009-21001	997.3 GAL OF GAS	91292	WARREN OIL COMPANY	997.3 GAL OF GAS DELV ON 2/26	2,394.71	
001-0009-22004	VEH PARTS AND SUPPLIES FOR FE	91280	AUTO-WARES	VEH PARTS AND SUPPLIES FOR FEB	701.22	
001-0009-22004	2 NEW ANTI THEFT DEVICES FOR	91290	TREM PRODUCTS CO, INC/DBA	2 ANTI THEFT DEVICES FOR NEW VEH	251.70	
001-0009-32003	IDACS NETWORK ACCESS FOR FEB	91284	INDIANA OFFICE OF TECHNOLOG	UDACS NETWORK ACCESS FOR FEB	118.41	
001-0009-34003	ADDNLN PREM FOR 2 NEW CARS	91178	CROWEL AGENCY INC.	ADDNLN PREMIUM FOR ADDING 2 NEW V	2,044.00	45371

User: CRK  
 DB: Highland  
 EXP CHECK RUN DATES 03/10/2021 - 03/23/2021  
 BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID  
 Vendor Invoice Description Amount Check #

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0009 POLICE DEPARTMENT						
001-0009-34023	HEALTH INS	91122	TOWN OF HIGHLAND INS FUND (	MARCH 2021 HEALTH/LIFE INS PREM P	95,073.55	45366
001-0009-34042	SURVIVORS ADJ	91122	TOWN OF HIGHLAND INS FUND (	MARCH 2021 HEALTH/LIFE INS PREM P	2,086.96	45366
001-0009-34043	LIFE RETIREE	91122	TOWN OF HIGHLAND INS FUND (	MARCH 2021 HEALTH/LIFE INS PREM P	21.94	45366
001-0009-35005	WATER SERV 3315 RIDGE 1/18-2/	91289	TOWN OF HIGHLAND UTILITIES	WATER SERVICE 1/18-2/23 PD	629.03	
001-0009-36003	ANUAL SERV AGRMT STIV PKG	91288	THOMAS IRRIGATION, INC	ANNUAL SILVER SERVICE AGRMT PKG	165.00	
001-0009-36003	INSTALL OF CAMERA ON OUTSIDE	91291	TRI-ELECTRONICS, INC	INSTALL OF CAMERA FOR OUTSIDE BLD	561.75	
001-0009-38006	MAT CHANGE AT PD ON 3/9	91282	CINTAS CORPORATION #319	MAT CHANGE AT PD ON 3/9	38.49	
			Total For Dept 0009 POLICE DEPARTMENT		107,135.15	
Dept 0011 SERVICES & WORKS						
001-0011-32008	ACCT. SERVICE FEES	91136	INVOICE CLOUD, INC	FEBRUARY ACCOUNT SERVICE FEES 202	317.35	999402
001-0011-32008	D/S 2021 CONSULTING SERVICES	91109	BAKER TILLY MUNICIPAL ADVIS	D/S 2021 CONSULTING SERVICES-CT	2,743.75	
001-0011-38005	D/S CT FOR BANK RECS	91112	BAKER TILLY MUNICIPAL ADVIS	D/S CT BANK RECONCILIATION	4,836.33	
001-0011-38005	EXT CONTRACT FOR TEMP DEPUTY	91180	GOVHR USA, LLC	EXTENDED CONTRACT FOR TEMP DEPUTY	1,669.50	
001-0011-38005	EXT CONTRACT FOR TEMP DEPUTY	91253	GOVHR USA, LLC	EXTENDED CONTRACT FOR TEMP DEPUTY	1,680.00	
			Total For Dept 0011 SERVICES & WORKS		11,246.93	
Dept 0012 TOWN HALL						
001-0012-21004	TP/TOLLS/FACIAL TISSUE	91267	AVAX SANITARY SUPPLY CO, IN	INSTITUTIONAL SUPPLIES FOR TOWNHA	189.55	
001-0012-36003	TOWN HALL MATS	91256	CINTAS CORPORATION #319	TOWN HALL MATS ACT 16459440	170.94	
			Total For Dept 0012 TOWN HALL		360.49	
Fund 002 MVH						
Dept 0000						
002-0000-45200	MVH TRANSFERS GROSS	91138	PAYROLL ACCOUNT	3/12PRL D/S TRANSFER MVH	23,202.06	45370
			Total For Dept 0000		23,202.06	
Dept 0017 MVH RECONSTRUCTION/MAINTENANCE						
002-0017-21001	223.1 GAL UNLEADED	91130	TOWN OF HIGHLAND GASOLINE F	D/S FUEL BY USAGE - STREET	7,085.27	45365
002-0017-21003	VH594	91278	SAM'S TECH SUPPLY INC	TIRE REPAIR MATERIAL FOR STREET D	11.90	
002-0017-22004	707392248705 FPBM44E 12GA STE	91268	HOME DEPOT CORPORATION	REPAIR SUPPLES FOR DAMAGED MAILBO	31.92	
002-0017-22004	733538562992 MLBOX MOCHA	91269	HOME DEPOT CORPORATION	MAILBOX FOR STREET DEPT. DUE TO P	58.67	
002-0017-22004	MAILBOX SUPPLIES AND SOAP	91270	HOME DEPOT CORPORATION	MAILBOXES AND SOAP FOR STREET DEP	126.54	
002-0017-22004	BP858113 5/8-11X3 GR8#3 DOMED	91271	J & L FASTENERS, INC.	BOLTS AND NUTS FOR STREET DEPT.	155.36	
002-0017-22004	2104918 ENERGR 3V LITH 2032	91272	MENARDS	BATTERY FOR STREET DEPT.	4.37	
002-0017-22004	ELECTRONIC CLEANER, LITHIUM G	91273	NAPA AUTO PARTS	CLEANER AND GREASE FOR STREET DEP	98.24	
002-0017-22004	MOTINC-5886750Z01 CONNECTOR,R	91279	TRI-ELECTRONICS, INC	CONNECTOR AND ANTENNA FOR STREET	79.05	
002-0017-23002	3/2/2021 4015105 COLD MIX	91276	RIETH-RILEY CONSTR CO., INC	COLD MIX FOR STREET DEPT.	1,503.36	
002-0017-23002	3/3/2021 4015111 COLD MIX	91277	RIETH-RILEY CONSTR CO., INC	COLD MIX FOR STREET DEPT.	869.40	
002-0017-23003	2414605 JIG SAW 4.5 AMPS	91301	LINDY'S ACE HARDWARE, INC	SAW SUPPLIES FOR SIGN DEPT.	61.44	
002-0017-36007	TRAFFIC SIGNAL REPAIR	91302	MIDWESTERN ELECTRIC INC	REPAIR KENNEDY AVE TRAFFIC LIGHT	960.32	
			Total For Dept 0017 MVH RECONSTRUCTION/MAINTENANCE		11,045.84	
Fund 004 LR&S						
Dept 0000						
004-0000-31002	GENERAL CONSULTING TB	91274	NIES ENGINEERING, INC.	GENERAL CONSULTING TOWN BOARD THR	3,520.02	
			Total For Dept 0000		3,520.02	
			Total For Fund 004 LR&S		3,520.02	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
<b>Fund 018 LAW ENFORCE CON'T ED</b>						
Dept 0000						
018-0000-20003	BROCHURE RACK FOR RECORDS	91293	AMAZON	BROCHURE RACK FOR RECORDS DEPT	69.98	
018-0000-20003	OFFICE SUPPLIES	91298	PULSE TECHNOLOGY OF INDIANA	OFFICE SUPPLIES	175.62	
018-0000-21401	PARTIAL AMMO ORDER	91296	KIESLER'S POLICE SUPPLY INC	PARTIAL AMMO ORDER	3,257.04	
018-0000-23006	INVI4064805 HDMI CABLES	91297	OFFICE DEPOT, INC	HDMI CALBES FOR MONITORS AND PROJ	133.42	
018-0000-31004	LODGING 3/7-10	91295	GREGORY PALMER (R)	REIMBURSE MEALS LODGING FOR TRAIN	534.87	
018-0000-31004	GAS	91299	RANDALL W STEWART (R)	REIMBURSE TRAINING ILFA/EVO 3/8-1	570.85	
018-0000-39005	PD CAR WASHES FOR FEB	91294	EASY CLEAN CAR WASH, INC	PD CAR WASHES FOR FEB	204.00	
			Total For Dept 0000		4,945.78	
			Total For Fund 018 LAW ENFORCE CON'T ED		4,945.78	
<b>Fund 028 GASOLINE FUND</b>						
Dept 0000						
028-0000-21001	5006 GALLONS DIESEL FUEL	91131	WARREN OIL COMPANY	DIESEL FUEL D/S BY USAGE	13,147.26	45368
028-0000-21001	1000.4 GALLONS DIESEL	91132	WARREN OIL COMPANY	DIESEL FUEL D/S BY USAGE	2,604.03	45368
028-0000-21001	2001 GALLONS UNLEADED	91133	WARREN OIL COMPANY	UNLEADED FUEL D/S BY USAGE	4,377.39	45368
			Total For Dept 0000		20,128.68	
			Total For Fund 028 GASOLINE FUND		20,128.68	
<b>Fund 030 ICT FUND</b>						
Dept 0000						
030-0000-32003	219 R10 2255 255 7 3/1-3/31	91246	AT&T	219 R10 2255 255 7 3/1-3/31/21	572.51	45372
030-0000-32003	ELEVATOR PHONE-2/2-3/1/2021	91247	AT&T	219923-2320 260 1 ELEVATOR PHONE	184.22	45373
030-0000-32003	MONTHLY CELL PHONE 642004646-	91248	VERIZON WIRELESS	PD CELL PHONE USE PD- 642004646-0	1,317.18	45374
030-0000-32003	PW/B&I/PARK/FD WIRELESS 78032	91249	VERIZON WIRELESS	PW/B&I/PARK/FD WIRELESS 780324475	1,149.23	45375
030-0000-32003	FD SOUTH 2647 45TH ST	91258	COMCAST CABLE	FD S STATION PHONE/INTERNET SVC 1	120.44	45376
030-0000-32003	INTERNET SVC PS BLDG 8771400	91262	COMCAST CABLE	INTERNET FOR PUBLIC SAFETY BLDG	238.40	45377
030-0000-32003	PW INTNET # 8771400250212877	91265	COMCAST CABLE	8771400250212877 PW 8001 KENNEDY	300.88	45378
030-0000-32003	MEADOWS PKINTERNET ACT 877140	91266	COMCAST CABLE	MEADOWS PK MO INTERNET 3/12-4/11/	115.43	45379
030-0000-32003	MONTHLY TELEPHONE FEE- PD	91243	WINDSTREAM HOLDINGS INC	MONTHLY TELEPHONE FEE- PD MARCH20	823.84	
030-0000-33811	BRIVO CLOUD HOSTED MONTHLY SI	91250	PHIL & SON, INC	BRIVO CLOUD HOSTED MONTHLY SITE/A	100.95	
030-0000-38006	FEB 2021 COPIER AGREEMENT	91259	RICOH USA, INC	FEB 2021 COPIER AGREEMENT	234.25	
030-0000-38006	WEB SECURITY MONTHLY	91257	THE IDEA FACTORY, INC	GAZEBO EXPRESS MARCH/WEBSITE UPDA	749.99	
030-0000-39024	WEB UPDATE WEEKLY	91257	THE IDEA FACTORY, INC	GAZEBO EXPRESS MARCH/WEBSITE UPDA	541.08	
			Total For Dept 0000		6,448.40	
			Total For Fund 030 ICT FUND		6,448.40	
<b>Fund 050 POLICE PENSION</b>						
Dept 0000						
050-0000-11208	DEATH BENEFIT	91179	SHIRLEY M STEFNIIEWSKI	DEATH BENEFIT	12,000.00	33587
			Total For Dept 0000		12,000.00	
<b>Fund 055 MCCD</b>						
Dept 0000						
055-0000-23009	NEW BALLISTIC VEST FOR CORPOR	91300	STAR UNIFORM	NEW VEST FOR CARRIER FOR CORPORAL	730.00	
			Total For Dept 0000		730.00	
<b>Fund 085 TRAFFIC VIOLATIONS</b>						
Dept 0000						
			Total For Fund 055 MCCD		730.00	



GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 085 TRAFFIC VIOLATIONS						
Dept 0001 TOWN COUNCIL						
085-0001-00400	CASH BOND FEES	91114	LAKE COUNTY CLERK	CASH BOND FEES	5,000.00	45364
085-0001-00400	CASH BOND FEES	91303	LAKE COUNTY CLERK	CASH BOND FEES	3,000.00	45380
			Total For Dept 0001 TOWN COUNCIL		8,000.00	
			Total For Fund 085 TRAFFIC VIOLATIONS		8,000.00	
Fund 091 GAMING REVENUE						
Dept 0000						
091-0000-31002	2020 COMMUNITY CROSSING CONST	91275	NIES ENGINEERING, INC.	PROFESSIONAL ENGINEERING SERVICES	415.80	
			Total For Dept 0000		415.80	
			Total For Fund 091 GAMING REVENUE		415.80	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund Totals:						
				Fund 001 GENERAL	307,858.41	
				Fund 002 MVH	34,247.90	
				Fund 004 LR&S	3,520.02	
				Fund 018 LAW ENFORCE CON'T ED	4,945.78	
				Fund 028 GASOLINE FUND	20,128.68	
				Fund 030 ICT FUND	6,448.40	
				Fund 050 POLICE PENSION	12,000.00	
				Fund 055 MCCD	730.00	
				Fund 085 TRAFFIC VIOLATIONS	8,000.00	
				Fund 091 GAMING REVENUE	415.80	
					<u>398,294.99</u>	

**Payroll Docket**

			Delta		
<b>\$</b>	<b>316,117.82</b>	<b>\$</b>	<b>316,117.82</b>	<b>\$</b>	<b>-</b>
<b>Council, Boards and Commissions</b>		<b>\$</b>	<b>8,340.30</b>		
<b>Office of Clerk-Treasurer</b>		<b>\$</b>	<b>16,746.99</b>		
Regular Staff	\$ 16,746.99				
Field Service Rep	\$ -				
<b>Building &amp; Inspection</b>		<b>\$</b>	<b>8,857.52</b>		
<b>Metropolitan Police</b>		<b>\$</b>	<b>119,752.51</b>		
Crossing	\$ 795.39				
Full-Time Police	\$ 94,428.82				
Full-Time Non-sworn	\$ 24,528.30				
<b>Public Works Department</b>		<b>\$</b>	<b>89,857.67</b>		
<b>Fire Department</b>		<b>\$</b>	<b>3,940.02</b>		
Component One	\$ 3,940.02				
Component Two	\$ -				
<b>Police 1925 Pensions</b>		<b>\$</b>	<b>68,622.81</b>		

**Payday: 26-Feb-2021**