

Agenda
Forty-second Regular or Special Meeting
of the Twenty-Ninth Town Council of Highland
Regular Meeting of Monday, June 28, 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 21-14, allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the
 duration of the emergency, through to July 1.

People may observe and record the meeting for live streaming by joining the meeting on the Zoom platform <https://zoom.us/j/91877619069?pwd=YVdncHBVMWszYWJTB1MybDFMZUlydz09>.

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 918 7761 9069, password (code): 382198.

Prayer: Thomas (Tom) Black

Pledge of Allegiance: Thomas (Tom) Black

Roll Call:



Bernie Zemen

Mark A. Herak

Mark J. Schocke

**A GREAT PLACE
TO CALL HOME**

Thomas (Tom) Black

Roger Sheeman

Minutes of Previous Session: Minutes of the Regular Meeting of 14 June 2021.

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- Special Orders:**
1. **Consideration of Proposed Additional Appropriations:** (controlled funds): Proposed Additional Appropriations in Excess of the 2021 Budget for the Works Board Department of the Corporation General Fund in the amount of \$35,769.00.
 - (a) Attorney verification of Proofs of Publication: The TIMES 17 June 2021.
 - (b) **Public Hearing.**
 - (c) Action on **Appropriation Enactment No. 2021-30:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Works Board Department of the Corporation General Fund, all pursuant to I.C. 6-1.1-18, I.C. 36-5-3-5, et seq.
 2. **Advisory Board of Zoning Appeals Docket:** Petition for a Use Variance for property located 8535 at Henry Street, **Highland**, to allow the petitioner to construct and install two (2) new single family residences. HMC Section 18.40.020 prohibits dwelling units are not permitted below the second floor on lots which contain as business use. The property is currently zoned as B-

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.

2 Central Business District. Petitioner: **Price Point Builders, LLC**, P.O. Box 1343, Crown Point, Indiana 46308. 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 May 26, 2021. The findings of fact were memorialized and the board approved the facts in written form at its meeting of 23 June 2021. (90 days ends 24 August 2021). This tolls from the making of the recommendation which could be the meeting at which the ABZA acts not when filed.

*Pursuant to IC 36-7-4-918.6, the Town Council may either **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.

3. **Advisory Board of Zoning Appeals Docket:** Petition for a Use Variance for property located at 8301 Indianapolis Boulevard, **Highland**, to allow the petitioner to operate a logistics hub and temporary storage facility for automotive parts in the Indianapolis Boulevard Overlay District. A use variance from the provisions of the HMC Sections 18.45.030 and 18.55.050. The property is currently zoned as **B-3 General Business District**. Petitioner: **RPS Highland, LLC**, by its attorney, Jared Tauber, 1415 Eagle Ridge Drive, Schererville, Indiana 46375. The Advisory Board of Zoning Appeals by a vote of four (4) in favor and zero (0) opposed acted to send an **unfavorable recommendation for the request for the use variance** for the property. The ABZA acted at its meeting of May 26, 2021. The findings of fact were memorialized and the board approved the facts in written form at its meeting of 23 June 2021. (90 days ends 24 August 2021). This tolls from the making of the recommendation which could be the meeting at which the ABZA acts not when filed.

*Pursuant to IC 36-7-4-918.6, the Town Council may either **accept the unfavorable recommendation** and DENY the requested use variance or it may **reject (over rule) the unfavorable recommendation** and GRANT 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.

**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.

Appointments:

- **Home Rule Boards and Commissions**
(Appointments have been placed on agenda in case there is readiness to act)

Legislative Appointments

Home Rule Commissions

1. **Main Street Bureau Board:** Up to (17) appointments to be made by the Town Council. Term: Two years ending 1 Jan 2023. *There are currently 13 of the 17 in place and serving.*

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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2. **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)*

Single year positions: (1) appointment to be made by the Town Council.
Term: 1 year.
 • *One position the term expiring on 1 January 2022.*

**Unfinished
 Business &
 General Orders:**

1. **Proposed Ordinance No. 1737:** An Ordinance Repealing Ordinance No. 1565 and to Amend Chapter 3.45 of the Highland Municipal Code to Establish A Cash Change Fund for the Community Events Commission of the Town of Highland, all Pursuant to IC 36-1-8 and IC 36-1-3 et seq.
2. **Proposed Ordinance No. 1738.1726-C:** An Ordinance To Amend Ordinance No. 1726 To Establish The Wage And Salary Rates Of The Elected Officers, The Non-Elected Officers, And The Employees Of The Town of Highland, Indiana Particularly Amending to Authorize Changes to the Compensation Associated with Positions in the Police.
3. **Works Board Order No. 2021-19:** An Order of the Works Board Accepting the Proposal of Carlee Inc., for Operational and Related Services Associated with a Beer Garden for the Town of Highland, Associated with Independence Day Festivities.
4. **Works Board Order No. 2021-20:** An Order Approving and Authorizing the Fire Chief to Purchase from Fire Service Incorporated Model K65 Thermal Camera Kits, and Fire Truck Chargers for the Model K65, all pursuant to I.C. 5-22 et seq., and HMC Chapter 3.05.
5. **Works Board Order No. 2021-21:** An Order Approving and Authorizing the Parks and Recreation Superintendent to Purchase from Sounds Cool Live Audio, LLC various Audio Visual and Sound System Enhancements for the Lincoln Community Center, Subject to Concurrence and Approval of the Park and Recreation Board, all pursuant to I.C. 5-22 et seq., and HMC Chapter 3.05. *(This order is only ready for action if the Town Council approves the additional appropriation in the Works Board Department of the Corporation General Fund in the amount of \$35,769.00)*
6. **Authorizing the proper officer to publish legal notice of a public hearing:** Public Hearing to consider additional appropriations in the amount of \$38,186 in the **Economic Development NRO Fund.**

NEW BUSINESS:

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

- Councilor Bernie Zemen**
 - Councilor Mark Herak**
 - Councilor Mark Schocke**
 - Councilor Thomas Black**
 - Councilor Roger Sheeman**
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The Town of Highland acknowledges its responsibility to comply with the American with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, etc.) for participation in or access to Municipal sponsored public programs, services and or meetings, the Town of Highland requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and or meeting. To make arrangements, contact the ADA Coordinator for the Town of Highland at (219) 972-7595.

COMMENTS FROM THE PUBLIC or VISITORS	This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council. Depending on the nature of the comments, the Town Council may direct the staff to address the topic or follow-up on matters that may arise from public comments. If necessary, the matter may be set for action at a future meeting. Persons addressing the Town Council are requested to limit their presentations to two (2) minutes and encouraged to avoid repetitious comments.
ACTION TO PAY Accounts Payable Vouchers	Accounts payable vendors' docket from June 15 to June 28, 2021 in the amount of \$322,671.25. Ratify Payroll Docket for the payday of June 18, 2021 in the amount of \$298,444.34.
ADJOURNMENT	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>

The Town of Highland acknowledges its responsibility to comply with the American with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, etc.) for participation in or access to Municipal sponsored public programs, services and or meetings, the Town of Highland requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and or meeting. To make arrangements, contact the ADA Coordinator for the Town of Highland at (219) 972-7595.

**Enrolled Minutes of the Forty-First Regular or Special Meeting
For the Twenty-Ninth Highland Town Council
Regular Plenary Meeting (Electronic/Hybrid)
Monday, June 14, 2021**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, June 14, 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. 21-14. Some persons were participating remotely on a Zoom platform that allowed for real time interaction between and among all the Town Council and supported the public's ability to observe and record the proceedings. People were able to participate in person and remotely. When an agenda item provided for public comment, this was supported as well. All councilors participated on the Zoom platform. The Town Council President Roger Sheeman and Councilor Mark Herak were also present in person.

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 Schocke 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. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained. Councilors Zemen, Schocke, and Black participated via the Zoom platform remotely. The Town Council President was in person and Councilor Herak was on the premises, participating via Zoom platform.

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

Also present: Dean White, Liz Brezlin, Michael Blejski, Elizabeth Alakel, Linda Carter (all in person) and Kristen Smith (remotely) of the Community Events Commission; Ed Dabrowski IT Director (Contract) and Board of Waterworks Directors; and Janice Figueroa, Fiscal Analyst in Office of Clerk-Treasurer, were also present.

Guests: Robin Carlascio of the Idea Factory were present.

Minutes of the Previous Meeting:

The minutes of the regular meeting of May 24, 2021, were approved by general consent.

Comments from Visitors

There was no comment offered.

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

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

Permit Type	Number	Residential	Commercial	Est. Cost	Fees
Commercial Buildings:	0	0	0	\$0.00	\$0.00

Parks	0	0	2	0	0	0	0
Fire	1	1	0	0	0	0	0
Police	0	1	2	0	0	0	0
Street	0	0	1	0	0	0	0
Water & Sewer	0	2	2	32	0	93	81
Maint.	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
TOTALS	1	4	7	32	0	93	81

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.

Unfinished Business and General Orders:

- 1. Introduced Ordinance No. 1733.1726-A:** An Ordinance To Amend Ordinance No. 1726 To Establish The Wage And Salary Rates Of The Elected Officers, The Non-Elected Officers, And The Employees Of The Town Of Highland, Indiana Particularly Amending To Authorize Compensation Associated With A New Position In The Office Of The Clerk-Treasurer And Making Related Amendments To The Compensation And Benefits Ordinance. *(Introduced by Councilor Herak at the Town Council meeting of May 24, 2021. On the motion to consider at the same meeting of introduction, there were four affirmatives and no negatives. The motion required a unanimous vote. A vote on the introduced ordinance only requires a majority of the Town Council.)*

Councilor Herak moved the passage and adoption of Ordinance No. 1733.1726-A. 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. The ordinance was adopted.

ORDINANCE No. 1733.1726-A
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE to AMEND ORDINANCE No. to ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA PARTICULARLY AMENDING TO AUTHORIZE COMPENSATION ASSOCIATED WITH A NEW POSITION in the OFFICE of the CLERK-TREASURER and MAKING RELATED AMENDMENTS TO THE COMPENSATION AND BENEFITS ORDINANCE

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

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

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

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

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

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2021 and thereafter as amended;

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, has been advised that it is desirable to establish a new position and fix rate for the position based upon the needs of the Office of the Clerk-Treasurer; and,

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to establish a new position and fix rate for the position based upon the needs of the Office of the Clerk-Treasurer,

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana, that the Wages, Salaries, and special detail levels of the Officers and Employees of the Town of Highland, are hereby established and fixed, pursuant to the provisions indicated herein and as follows:

Section 1. That Section 7 subdivision (C) of Ordinance No. 1726 be amended by repealing it in its entirety and replacing with a successor subdivision, to be styled as Section 7 subdivision (C) which shall read as follows:

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

(C) Associate Employees and Staff

(1) Fiscal Analyst

(1)

That the person selected for this position must possess at least a baccalaureate level degree in a relevant field granted from an accredited University or College. Subject to subdivision (D), the base compensation for a fiscal analyst is hereby fixed as a biweekly salary as follows:

		Starting Rate		Incumbent Rate	
		\$ 2,106.78		\$ 2,160.00	
		Starting Rate		Incumbent Rate	
(1) (2) Encumbering Officer	(1)	\$19.78		\$19.78	hr.
(2) (3) Associate Clerk, Payroll & Personnel	(1)	\$19.78		\$19.78	hr.
(3) (4) Chancery / Bursar Clerk, Senior	(1)	\$19.04		\$19.04	hr.
(4) (5) Chancery / Bursar Clerk	(2)	\$18.72		\$18.72	hr.
(5) (6) Lead Utility Clerk	(1)	\$19.78		\$19.78	hr.
(6) (7) Utility Systems Clerk	(2) ^{xx}	\$18.72		\$18.72	hr.
(7) (8) Chamberlain Clerk (part-time)	(X)	\$15.13		\$15.13-\$15.58	
(8) (9) Chancery & Bursar Aide (part-time)	(X)			\$ 9.00 -15.58 hr.	

^{xx}If a worker is assigned the **Lead Utility Clerk** position, the authorization for this position is reduced to one (1).

~~(9) Information Technology Coordinator (part-time) \$16.48 hr. — \$16.48 hr.~~

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

Section 2. That Section 2.01 styled as Exempt Employees in the Compensation and Benefits Ordinance commonly called the municipal employee handbook, be further amended to read as follows:

§ 2.01 Exempt Employees

Exempt employees refers to workers who are exempt from certain provisions of the Fair Labor Standards Act pertaining to overtime. It also means that you are in a supervisory or professional position as further defined in 29 CFR 541.200 et seq., and not eligible for overtime payments for work in excess of 40 hours per week, except as provided by this handbook.

Exempt Salaried Positions

Director of Public Works	Street Supervisor
Water & Sewer Supervisor	Facilities Supervisor
Maintenance Supervisor	Deputy Clerk-Treasurer
Building Commissioner/Chief Inspector	Fiscal Analyst
Superintendent of Parks & Recreation	Park Director
Director of Recreation	Recreation Supervisor(s)
Metropolitan Police Division Commander(s)	Chief of Police
Metropolitan Police Ass't. Div. Commander(s)	Assistant Chief of Police
Metropolitan Police Administration Officer(s)	Fire Chief
Redevelopment Director	Operations Director

Section 3. That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

Section 4. (A) That an emergency exists for the immediate taking effect of this Ordinance, which, subject to the provisions of this ordinance, shall become effective and shall remain in full force and from after its

passage and adoption, pursuant to any effective dates herein described and until its repeal or amendment by subsequent enactment;

(B) That the job description outlining this position on file, is affirmed and approved, but not in derogation of the authority conferred in IC 36-5-6-6. If the person that is selected for the position established by this ordinance has been serving as a leased employee for the unit six or more months, notwithstanding any provision in the wage and salary ordinance, that person will be treated as an incumbent;

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

Introduced and Filed on the 24th Day of May 2021. Consideration on same day or at same meeting of introduction sustained a vote of 4 in favor and 1 opposed, pursuant to IC 36-5-2-9.8. A unanimous vote being necessary, the ordinance was not taken up at the same meeting of its introduction.

DULY ORDAINED AND ADOPTED this 14th Day of June, 2021, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 1 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. Introduced Ordinance No. 1734:** An Ordinance Amending Chapters 2.05 and 2.10 of the Highland Municipal Code Concerning Term Limits among Members of the Town Council and Town Clerk-Treasurer. *(Introduced by Councilor Schocke at the meeting of May 24, 2021. There was no further action.)*

Councilor Schocke moved the passage and adoption of the ordinance. Councilor Black seconded. Upon a roll call vote there were four negatives and one affirmative. With Councilors Zemen, Herak, Black and Sheeman voting in the negative and Councilor Schocke voting in the affirmative, the motion did not pass. The ordinance was not adopted.

Council Comments. Prior to the roll call vote, there was a colloquy and appeal regarding the disposition of the ordinance in which Councilor Schocke expressed his support of the ordinance. Councilor Herak and the Town Council President spoke in opposition to its passage. The colloquy also included a discussion of the desirability of the policy given the town's history and its size.

- 3. Proposed Ordinance No. 1735.1726-B:** An Ordinance To Amend Ordinance No. 1726 To Establish The Wage And Salary Rates Of The Elected Officers, The Non-Elected Officers, And The Employees Of The Town Of Highland, Indiana Particularly Amending To Authorize Compensation Associated With A Position In The *Building And Inspection Department* And Making Related Amendments To The Compensation And Benefits Ordinance.

Councilor Herak introduced and moved the consideration of Ordinance No. 1735.1726-B at the same meeting of its introduction. Councilor Black seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance could be considered at the same meeting of its introduction.

Councilor Herak moved the passage and adoption of Ordinance No. 1735.1726-B at the same meeting of its introduction. Councilor Zemen seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was passed and adopted at the same meeting of its introduction.

ORDINANCE No. 1735.1726-B
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE to AMEND ORDINANCE No. 1726 to ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA PARTICULARLY AMENDING TO AUTHORIZE COMPENSATION ASSOCIATED WITH A POSITION in the BUILDING and INSPECTION DEPARTMENT and MAKING RELATED AMENDMENTS TO THE COMPENSATION AND BENEFITS ORDINANCE

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

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

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

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

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

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2021 and thereafter as amended;

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, has been advised that it is desirable to establish the existing position of Assistant Inspector for Code Enforcement as full-time, and fix rate for the position based upon the needs of the Building and Inspection Department; and,

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to establish the existing position of Assistant Inspector for Code Enforcement as full-time, and fix rate for the position based upon the needs of the Building and Inspection Department,

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana, that the Wages, Salaries, and special detail levels of the Officers and Employees of the Town of Highland, are hereby established and fixed, pursuant to the provisions indicated herein and as follows:

Section 1. That Section 8 subdivision (B) of Ordinance No. 1726 be amended by repealing it in its entirety and replacing with a successor subdivision, to be styled as Section 8 subdivision (B) which shall read as follows:

Section 8. **Building and Inspection Department.** That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Building and Inspection Department** as follows:

	Starting Rate	Incumbent Rate
(B) Assistant Inspectors:		
(1) Assistant Inspector Ordinance Enforcement (part-time) Code Enforcement Officer (1)	\$16.89 \$20.00 -	\$26.42 hr.
(2) Assistant Inspector for Electrical (part-time)		\$ 23.43 - \$30.90 hr.
(3) Notwithstanding the provisions of Section § 2.05 of the Compensation and Benefits Ordinance, the hourly part-time employees performing enforcement duties are regular part-time employees, however they may regularly work up to 78 hours in a pay period.		
(Fee based compensation)		
(4) Assistant Inspector for Plumbing (part-time)		\$18.00 for each one-unit plumbing examination proctored as provided in § Section 15.20.020 (G)(1), and thus hereby amended.
		\$25.50 for each inspection performed as described in Section 15.20.020 (G)(2) of the Highland Municipal Code, and thus hereby amended.

Section 2. That Section 5.21 styled as Clothing for Public Works Personnel in the Compensation and Benefits Ordinance commonly called the municipal employee handbook, be hereby repealed and further amended

as Section 5.21, which shall read as follows:

§ 5.21 Clothing for Personnel in Public Works and Building and Inspection

§5.21.01 Public works. Incumbent regular full time Public Works personnel are provided with three (3) new sets of uniforms per year. New regular full time Public Works personnel are provided five (5) new sets of uniforms after the probationary period. Jackets are provided as needed.

§ 5.21.02 Building and Inspection. Code Enforcement officer. The enforcement officer will be provided with uniform shirts and slacks as deemed necessary by the proper Supervisor. The enforcement officer will be provided a proper wearable identification and a proper badge styled as Town of Highland, Code Enforcement Officer. A jacket may be issued as well.

Section 3 That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

Section 4. (A) That an emergency exists for the immediate taking effect of this Ordinance, which, subject to the provisions of this ordinance, shall become effective and shall remain in full force and from after its passage and adoption, pursuant to any effective dates herein described and until its repeal or amendment by subsequent enactment;

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

Introduced and Filed on the 14th Day of June 2021. Consideration on same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 14th Day of June 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)

4. Proposed Ordinance No. 1736: An Ordinance To Make Several Technical Amendments To The Current Code Of Ordinances For The Town Of Highland, Particularly Creating a New Chapter 2.27 Establishing a Code Enforcement Officer, and Making Technical Changes to Chapter 5.20, All Pursuant To IC 36-1-5 and IC 36-1-27 Et Seq.

Councilor Herak introduced and moved the consideration of Ordinance No. 1736 at the same meeting of its introduction. Councilor Black seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance could be considered at the same meeting of its introduction.

Councilor Herak moved the passage and adoption of Ordinance No. 1736 at the same meeting of its introduction. Councilor Black seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was passed and adopted at the same meeting of its introduction.

ORDINANCE No. 1736
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE To MAKE SEVERAL TECHNICAL AMENDMENTS TO THE CURRENT CODE OF ORDINANCES FOR THE TOWN OF HIGHLAND, PARTICULARLY CREATING A NEW CHAPTER 2.27 ESTABLISHING A CODE ENFORCEMENT OFFICER, AND MAKING TECHNICAL CHANGES TO CHAPTER 5.20, ALL PURSUANT TO IC 36-1-5 AND IC 36-1-27 ET SEQ.

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

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

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

WHEREAS, Indiana Code 36-1-27 et sequitur sets forth provisions imposing a requirement on all municipalities to prohibit conflicts of interest by a building official over a building permit; and,

WHEREAS, The Town Council, is persuaded that it is necessary and desirable to adopt the several technical and substantive modifications necessary to carry out this requirement and to further improve and perfect the Code,

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

Section 1. That Section 5.20.060 of the Highland Municipal Code be hereby repealed in its entirety and replaced with a new chapter, to be styled as Chapter 2.27 which shall read as follows:

Chapter 2.27 Code Enforcement Officer

2.27.010 Enforcement officer. Establishment

(A) Appointment. There is hereby created the position of ~~assistant ordinance inspector~~ Code Enforcement Officer. The person shall be appointed by and serve at the pleasure of the chief inspector/building commissioner.

(B) Oath and Bond.

(1) Before any such ~~ordinance inspector~~ code enforcement officer shall enter upon the office's duties, the ~~ordinance inspector~~ code enforcement officer shall be required to take and subscribe an oath of office and shall file an individual bond in the sum of \$15,000 payable to the state of Indiana, pursuant to IC 5-4-1-10, to be approved by the town clerk-treasurer.

(2) The bond shall be conditioned upon the faithful performance of the ~~inspector's~~ code enforcement officer's duties, including the duty to comply with IC 35-44-1-1-1 and the duty to account properly for all monies and property received by virtue of the employee's service in the office or position.

(3) The premium on said bond shall be paid by the town. Said bond may be executed with any recognized surety company authorized to do business in the state.

(4) The bond, as well as the oath, shall be filed in the office of the clerk-treasurer and recorded in the office of the recorder of Lake County, pursuant to IC 5-4-1-5.1.

(5) It is highly preferred but not required that the ~~assistant ordinance inspector~~ code enforcement officer be a resident of the town.

(C) Duties and Powers. It shall be the duty of the ~~assistant ordinance inspector~~ code enforcement officer to investigate complaints regarding ordinance violations, issuing such warning citations, valid citations or letters as warranted, following the progressive disciplinary process. In addition, the ~~assistant ordinance inspector~~ code enforcement officer shall receive instructions from the chief inspector concerning municipal codes to be enforced and shall assist the chief inspector in the administration of the building and construction code and such other matters as the chief inspector may from time to time direct which may include but not be limited to visual inspection and patrol to check for municipal code violations, unlicensed contractors, undocumented construction projects, unregistered businesses, public nuisances, and portable sign violations.

(D) Additional Duties and Records. The ~~assistant ordinance inspector~~ code enforcement officer shall keep a careful and accurate record of all warning citations, valid citations, issued letters and such other work product as may be generated in consequence of his duties. The ~~assistant ordinance inspector~~ code enforcement officer shall provide such information as may be necessary to support the town prosecuting attorney in court hearings and such other enforcement proceedings as may be undertaken.

(E) Prohibited Interests. It shall be unlawful for the ~~assistant ordinance inspector~~ code enforcement officer to engage in the business or crafts over which he may have regulatory authority, in the town of Highland, nor shall he have any direct financial interest in any such concern inside the town of Highland at any time while holding the office of ~~assistant ordinance inspector~~ Code Enforcement Officer.

(F) Fees and Fines. All fees and fines collected in conjunction with the duties and powers of the assistant ordinance inspector shall be paid into the proper fund of the town of Highland.

(G) Compensation and Qualifications. The ~~assistant ordinance inspector~~ code enforcement officer should have a knowledge and understanding of the town codes and their applications. The ~~assistant ordinance inspector~~ code enforcement officer shall be paid on an hourly basis according to the grade and rate established and in force and effect in the most recent wage and salary ordinance as passed by the town council from time to time. The ~~assistant ordinance inspector~~ code enforcement officer shall carry out his duties as may be needed and as directed by the chief inspector. Any change in the compensation or any change in the position sufficient to affect the compensation of the position shall only be effective upon proper action and authorization of the town council.

Section 2. That Section 5.20.070 of the Highland Municipal Code be hereby repealed in its entirety and replaced with a new section, to be styled as Section 5.20.070 which shall read as follows:

5.20.070 Violations.

The ~~council or its designee~~ **Town Council President**, pursuant to IC 36-5-4-11, may, upon ~~their~~ **the Town Council President's** own motion, and shall, upon the verified complaint in writing of any person setting forth specifically the wrongful act or acts complained of, investigate any action or business transaction of any licensee and shall have the power to suspend or revoke a license issued by the ~~council or its designee~~ **Town of Highland** under the provisions of this chapter if, after due proceedings as herein provided, ~~the Town Council President~~ **the Town Council President** shall find the holder to have been guilty of the performance or attempt to perform any of the following prohibited acts or conduct:

- (A) Wishful or deliberate disregard of the applicable construction codes and ordinances of the town of Highland, state of Indiana, or any rules promulgated pursuant thereto;
- (B) Aiding or abetting any unlicensed person to evade the provisions of this chapter or rules and regulations promulgated thereto;
- (C) Knowingly combining or conspiring with unlicensed persons with the intent to evade the provisions of this chapter or the rules and regulations promulgated pursuant thereto;
- (D) Acting in the capacity of a contractor under any license issued hereunder except in the name of the licensee as set forth on the issued license;
- (E) Diversion of funds or property received from prosecution or completion of a specified construction project or operation, where as a result of the diversion, the contractor is or will be unable to complete or fulfill the terms of his obligation to contract;
- (F) Paying compensation in money or other valuable considerations to any person other than a licensed contractor for rendering services or doing any act required by this chapter to be performed by a licensed contractor holding a licensee;
- (G) No violation of any provisions of this chapter by an agent or employee of any licensed contractor shall be grounds for the suspension or revocation of the license of the employer. For the purpose of the preceding sentence, a course of dealing shown to have been consistently followed by an employee shall constitute prima facie evidence of knowledge on the part of the employer;
- (H) Any person aggrieved by any action by the board or its designee in suspending, revoking, or failing to renew a license may seek judicial review thereof;
- (I) The record of the ~~board~~ **Town Council President** or ~~its~~ **the Town Council President's** designee, or a duly certified copy thereof, shall be admissible in any proceedings at law or in equity in any court of competent jurisdiction in this or any other state in which the applicant or licensee charged or under investigation is a party, and where the issues involved in the proceedings are pertinent to the inquiry before the ~~board~~ **Town Council President** or ~~its~~ **the Town Council President's** designee, and the verdict or judgment of the court in any action at law or the decree of the court in any proceeding in equity shall be prima facie evidence of the facts at issue in the proceedings and necessarily adjudicated therein;
- (J) The verdict in any prosecution in a court of record of this or any state in which the applicant licensee charged shall have been the defendant shall be conclusive as to the facts charged and at issue in such prosecution;
- (K) After the revocation of any license, no new license shall be issued to the same licensee within a period of at least one year subsequent to the date of the revocation;
- (L) Whenever a new license is issued by the board or its designee to any person whose license has been previously revoked, the issuance shall be treated as an initial issuance and the applicant shall be required to pay the fees and, in the case of contractors, shall be required to submit to the examination required of all other initial applicants.

Section 3. That Section 5.20.110 of the Highland Municipal Code be hereby repealed in its entirety and replaced with a new section, to be styled as Section 5.20.110 which shall read as follows:

5.20.110 Legal proceedings.

Where in any proceeding before the **Town Council President** or ~~its~~ **the Town Council President's** designee any contractor or witness shall fail or refuse to attend a request issued by the council or its designee or, appearing, shall refuse to testify or shall refuse to provide any information or data, the production of which is called for by the council or its designee, such request shall constitute a legally enforceable action to be taken by the council or its designee and shall be enforced by any court of this state.

Section 4. That Section 5.20.120 of the Highland Municipal Code be hereby repealed in its entirety and replaced with a new section, to be styled as Section 5.20.120 which shall read as follows:

5.20.120 Authorization.

The ~~council or its designee~~ **Chief Inspector/Building Commissioner** is hereby authorized and empowered to adopt, fix, and establish all rules and regulations necessary for the proper administration of the provisions of this chapter.

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

Introduced and Filed on 14th day of June, 2021. Consideration on same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 14th Day of June 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; IC 36-5-2-10.2)

5. Resolution No. 2021-28: A Resolution Authorizing An Agreement With Allied Universal D.B.A. Best Buy For Security Services Provided At Best Buy Store 1774, 10243 Indianapolis Boulevard, Highland, Indiana In As A Special Patrol Zone Pursuant To Sections §§ 9.10.250 through 9.10.280 of the Highland Municipal Code.

Councilor Herak moved the passage and adoption of Resolution No. 2021-28. Councilor Black seconded. Upon a roll call vote, there are five affirmatives and no negatives. The motion passed. The resolution was adopted.

**TOWN OF HIGHLAND, INDIANA
RESOLUTION NO. 2021-28**

A RESOLUTION AUTHORIZING AN AGREEMENT WITH ALLIED UNIVERSAL D.B.A. BEST BUY FOR SECURITY SERVICES PROVIDED AT BEST BUY STORE 1774, 10243 INDIANAPOLIS BOULEVARD, HIGHLAND, INDIANA IN AS A SPECIAL PATROL ZONE PURSUANT TO Sections §§ 9.10.250 through 9.10.280 of the Highland Municipal Code

WHEREAS, The Allied Universal operating as Best Buy Store, 1774, 10243 Indianapolis Boulevard, Highland, has requested that certain patrol services be provided at or near the Best Buy during certain days, provided that security services be provided by a uniformed, police officer in a marked vehicle during such periods as the site is open and certain events are conducted;

WHEREAS, The Highland Police Department desires to provide these special patrol services and establish special patrol zone, subject to revised terms of a written agreement between the parties,

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA as follows:

Section 1. The Highland Town Council, pursuant to Section 9.10.260 of the Highland Municipal Code, hereby finds and determines the following:

(A) That *Best Buy Store #1774, 10243 Indianapolis Boulevard, Highland*, generates significant traffic or other identifiable public safety concerns in and near the store that ordinary and regular law enforcement resources may not fully address, and that the *existing Special Patrol Zone for the Highland Grove Mall does not address*, so it would be of a public good to commit, augment or dedicate certain law enforcement resources in such location for which user fees may be charged, through the establishment of a *Special Patrol Zone*;

(B) That the establishment of a Special Patrol Zone at *Best Buy Store #1774, 10243 Indianapolis Boulevard, Highland* will not unduly reduce or dilute regular resources or capacity of the Highland Police Department because police officers assigned to the Zone will work outside of the officer's normal working hours;

(C) That the establishment of a Special Patrol Zone at *Best Buy Store #1774, 10243 Indianapolis Boulevard, Highland*, serves the public safety interests of the whole town, by marshaling public safety resources to deter property crime and foster a more robust commercial economy in the Town of Highland;

(D) That Allied Universal is owner of *Best Buy Store #1774, 10243 Indianapolis Boulevard, Highland*, the location of a new special patrol zone, do desire to establish this designation and the services described in the agreement approved by this resolution, willing to pay the user fees associated with the special patrol zone; and,

(E) That this special patrol zone does NOT operate in derogation of the existing Special Patrol Zone, known as Highland Grove Shopping Mall, and shall be construed as complementary to the Highland Grove Shopping Mall Special Patrol Zone;

Section 2. That the agreement or memorandum of understanding between the Town of Highland and Allies Universal, owner of Best Buy Store #1774, 10243 Indianapolis Boulevard, Highland, Indiana, for the establishment of and the services associated with a Special Patrol Zone incorporated by reference and made a part of this resolution is hereby approved in each and every respect;

Section 3. That the Town Council President and Clerk-Treasurer are hereby authorized to sign the agreement herein described.

DULY RESOLVED and ADOPTED this 14th Day of June 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)

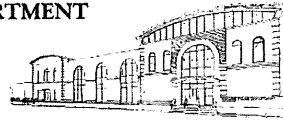
EXHIBIT



HIGHLAND POLICE DEPARTMENT

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

PETER T. HOJNICKI, CHIEF OF POLICE



April 27, 2021

Allied Universal
701 Presidential Drive
Richardson, TX 75081

Re: Letter of Agreement for services at
Best Buy Store #1774
10243 Indianapolis Blvd.
Highland, Indiana 46322

Dear Allied Universal,

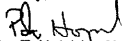
The purpose of this letter is to establish a Special Patrol Zone whereas the Highland Police Department has provided (and may again in the future) off duty uniformed police security services for the listed location utilizing a marked Highland Police Department patrol unit.

For the year 2021, the fees for this service will be \$30.00 per hour per uniformed police officer (paid individually to each working officer) and \$2.75 per hour per marked police patrol vehicle (paid via check made out to "Highland Police Department"). The exception for the hourly rate for each uniformed police officer will only be for services provided on "Black Friday" sales or days related to said special designated days relating to the holiday shopping season. Those will be negotiated on a case by case basis between Commander John Banasiak (representing the Highland Police Department) and your company representative. The hourly rate for the use of the marked police vehicles will not be affected by the "Black Friday" sales or days related to said holiday sales dates.

This letter will serve as to authorize the Highland Police Department to charge the above fees for services and use of police department vehicles any time in the year 2021 and to deposit and receipt any prior checks/payments that we have received for said services.

Please call or write if you have any questions. If you find these terms acceptable, please have your representative sign below and return a signed copy to my attention at the Highland Police Department. Thank you.

Sincerely,


Peter T. Hojncki, Chief of Police
Highland Police Department



Approved this _____ day of _____, 2021.

Roger Sheeman, Council President
Town of Highland, Lake County, Indiana

Attest:

Michael W. Griffin, Clerk Treasurer

Accepted this _____ day of _____, 2021

Allied Universal

By: [Signature]
Signature

Chris Wilkins
Printed Name

ERC Manager
Title

5-26-21
Date

6. **Resolution No. 2021-29:** A Resolution Authorizing And Establishing A Third Reopening Policy. *(This resolution deals largely with the issue of mask wearing for visitors and employees who have been vaccinated and have experienced the fourteen days following the vaccination.)*

Councilor Zemen moved the passage and adoption of Resolution No. 2021-29. 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, INDIANA
RESOLUTION NO. 2021-29

A RESOLUTION AUTHORIZING and ESTABLISHING a THIRD REOPENING POLICY.

Whereas, On January 30, 2020 the World Health Organization (WHO) declared a global health emergency regarding the emerging public health issue related to the corona virus;

Whereas, On June 8, 2020 the Town Council passed Resolution No. 2020-28 establishing reopening protocols and safety measures in consequence of the ongoing COVID 19 Pandemic and Public Health Emergency;

Whereas, On April 12, 2021 the Town Council passed Resolution No. 2021-14 establishing second reopening protocols and safety measures in consequence of the ongoing COVID 19 Pandemic and Public Health Emergency;

Whereas, In continuing consequence of the public health epidemic, certain plans to assuage the related economic effects from the health emergency were announced in Indiana Executive Order No. 2021-14, which set forth additional guidance for re-opening business and governmental activities of the State of Indiana;

Whereas, The Governor of Indiana has made certain modifications to the required practices to protect the public health during the pandemic and owing to the evolution of circumstances regarding the desirable measures to be taken in consequence of the public health emergency;

Whereas, IC 36-1-4-2, authorizes a unit to establish and operate a government;

Whereas, IC 36-5-2-9(1), in setting forth the powers of a town legislative body, provides that the legislative body may adopt ordinances and resolutions for the performance of the functions of the town;

Whereas, IC 36-5-2-10(a), further provides that an ordinance, order or resolution passed by the legislative body is considered adopted, when it is signed by the executive; and,

Whereas, The Town Council desires to approve a third modified re-opening policy as an interim measure, and comply with the directives set forth in most recent Executive Order and to account for the evolution of circumstances regarding the desirable measures to be taken in consequence of the public health emergency,

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA:

Section 1. That the Town Council by the passage and adoption of this resolution formally finds and determines that Section 4(a) of Indiana Governor Executive Order 20-26 did require *the following*:

- (a) A written plan describing measures and safeguards to ensure a safe environment for the employees, customers, clients and members. The plan shall be provided to each employee or staff and posted publicly.
- (b) It further expressly required the following four elements be included:
 - i) Instituting an employee health screening process;
 - ii) Employing enhanced cleaning and disinfecting protocols for the workplace, including regularly cleaning high-touch surfaces;
 - iii) Enhancing the ability of employees, customers and clients to wash hands or take other personal hygiene measures such as use of hand sanitizer;
 - iv) Complying with social distancing requirements established by the CDC, including maintaining six-foot social distancing for both employees and members of the general public when possible and/ or employing other separation measures such as wearing face coverings or using barriers

Section 2. That in order to comply with the foregoing provisions, and to take into account the evolution of the circumstances regarding the desirable measures to be taken in consequence of the public health emergency the Town Council hereby approves and adopts a *third modified* plan for workplace and public safety to be observed as the Town of Highland, a copy of which is attached and incorporated herein, in order to evidence its approval;

Section 3. The associated plans that are department specific are hereby authorized and approved, provided they be made public and copies are given to each employee of the relevant department;

Section 4. That this plan shall be periodically reviewed to determine its sufficiency or suitability for the purposes of promoting the health and safety of the workforce and the public.

DULY PASSED AND ADOPTED by the Town Council of the Town of Highland, Lake County, Indiana, this 14th Day of June 2021. Having 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)

Exhibit for Resolution NO. 2021-14:
Adopted as Resolution No. 2021-14
Adopted as Resolution No. 2021-29

TOWN of HIGHLAND WORKPLACE SAFETY MEASURES

A workplace plan that is in force when a national, state or regional public emergency is in effect involving a public health contagion. (*A plan to safely transition from closed campus and physical plant to incrementally opened.*)

This plan is constructed to at once preserves a safe work environment, foster and protect continuity of government, protect critical functions and optimize in the context of these objectives, quality service to residents of the Town. The Corona Virus COVID 19 is highly contagious and has particularly adverse impacts on human beings.

While gradually relaxing the municipal building closure, the following steps will be taken to ensure the plan and extend and continue services. The following is policy for workers in all municipal facilities of the Town of Highland, performing administrative, clerical and support services. Except for those departments with discretely described additional requirements, these practices shall be observed by all employees:

1. Employee screening process

- (a) All employees, **unless fully vaccinated by one of the approved COVID 19 vaccines**, are required to monitor their own health conditions. It is mandatory that all employees perform a self - check of any symptoms of illness. This includes but is not limited to symptoms of fever, shortness of breath, sore throat, body aches, loss of smell to list a few. (If you experience any signs of illness, stay home and contact your Supervisor or their designee). A checklist will be provided to assist with the monitoring.
- (b) All employees, **unless fully vaccinated by one of the approved COVID 19 vaccines**, will be required to perform daily body temperature checks before coming to work. Employees are *expected* to take their temperature and ensure they are within normal range. Once employees arrive at work, you will be required to acknowledge you took your temperature and it was less than 100 degrees Fahrenheit. ~~Employees will sign off on a brief survey of condition as part of screening.~~

- (c) ~~A daily log will be maintained by each department that lists the employee by name, the employee's temperature before coming to work and the time of taking the temperature. The employee will sign the log.~~

2. Enhanced cleaning and protective practices

- (a) At the end of each work-day, all surfaces will be wiped down with appropriate cleaning anti-viral wipes. Doorknobs, telephones, computer keypads, copiers and light switches too will be cleaned. *A Checklist will be provided to verify the tasks are completed.*
- (b) A record or log of cleaning will be maintained by department or office.
- (c) After every customer interaction, surface where customer was served shall be wiped down.
- (d) If an employee has a temperature more than 100 degrees Fahrenheit, the employee shall remain stay at home and contact your Supervisor or designee. Your Doctor or Health Care Provider should also be contacted for further direction.
- (e) If an employee has been in close contact with others while off from work (at home or in the Community) and they have symptoms of COVID - 19, contact your Supervisor or their designee prior to returning to work, as you may be subject to self-quarantine. If there has been contact, worker may be asked to monitor for up to seven days, with the final three days being symptom free including no fever without using any anti-fever medication.
- (f) If a worker has symptoms of COVID – 19 , the worker will be required to self-quarantine for a least (14) days and the last (3) days with zero symptoms, unless you have a negative test result, then you might return after (7) days, with the final three days with days with zero symptoms and or in accordance with CDC guidelines.
- (g) *Wipe and wash always.* Hand sanitizers dispensers shall be at the primary entrances and near the access points for major offices at conference room (upper chamber).
- (i) For Town Hall: Hand sanitizers at entrance to redevelopment, entrance to building and inspection and inspectors rooms, and for Office of Clerk-Treasurer.
 - (ii) All workers are highly encouraged to wash hands with soap and water for at least 20 seconds at each break and as frequently as possible.
 - (iii) If soap and water are not available, use hand sanitizer that contains at least 60% alcohol, as provided by the workplace.
 - (iv) Other important workplace practices that employees are highly encouraged to observe include: • Avoid touching your face (Eyes, nose, mouth, etc.) with unwashed hands • Cover your mouth and nose with a cloth face cover (mask) while around others • Employees shall not congregate around another's work area and to continue to observe social distancing of at least 6 feet of distance.
- (i) Workers who count or receive cash or checks shall use appropriate latex, or high-tactile surgical gloves.
- (j) If a client or meeting is necessary, all will be convened in a large room as identified below, always, observing the social distancing guidelines, including maintaining six feet or more distance.
- (i) For Town Hall: Plenary meeting room.
 - (ii) For Police Station:
 - (iii) For Central Fire Station:
 - (iv) For Public Works Facility:
 - (v) For Lincoln Community Center:
 - (vi) For Fire Station 2: No meetings to be convened
 - (vii) For Meadows Park Office: no meetings to be convened
- (k) Employer has installed "sneeze guards" and pedestrian routing measures from the front door to the referenced greeting counter.
- (l) Workers are encouraged to schedule and receive an COVID vaccination.

3. Visitor and guest management and safety

- (a) All departments should maintain conspicuously identified pedestrian routing that designates increments of six feet for social distancing paths for residents and guests to observe as they move through a facility.
- (b) All public buildings should have a designated staging area, for no more persons than three (3) or less always segregated by six feet social distance guidelines.
- (c) In all cases when the weather is inclement and the staging area is at capacity, parking lots shall may serve as a waiting room. Visitors and guests will be instructed to call when they have arrived providing a contact number for

the employee to call back. As a service queue becomes available, the resident, guest or visitor will be called to come in greeted by a specified worker.

- (d) **Face Masks for staff.** Employees shall be provided appropriate face mask to wear for use while at work under this guidance. Employees who have been fully vaccinated and have experienced the required fourteen day period following the vaccination, may elect not to wear a face mask while at work and serving residents, visitors or guests. Employees who have **not been vaccinated** are required to wear facial masks while serving customers, and while moving in office. Facial masks if possible, should be disposable and discarded in a special canister or collection bin. Facial masks that are made of cloth must be appropriately laundered frequently.
- (e) **Face Masks for Guests, etc.** Guests, residents, and visitors, who have been fully vaccinated and have experienced the required fourteen day period following the vaccination, **will be no longer be** required to wear a mask when interacting in any public building.
- (f) Signage shall be conspicuously displayed reminding all to practice social distancing of 6 feet or more, ~~and wear masks~~, avoid touching face, and frequent hand-washing (as directed by CDC guidance and OSHA.) **Further, signs at the entrance of buildings should indicate that mask wearing is required for all who are NOT fully vaccinated.**
- (g) Any part of this policy that is in conflict with CDC guidelines or OSHA requirements is void.

In addition to the foregoing, the following discrete department or functional practices are made policy:

Public works Street/water/sanitation (on file with the department)

Fire Fighters (on file with the department)

Police (on file with the department)

Parks and Recreation (on file with the department)

Code Enforcement and Inspections (on file with the department)

Redevelopment Department (on file with the department)

- (h) This plan shall be reviewed periodically

7. Works Board Order No. 2021-17: An Order Approving and Authorizing the Metropolitan Police Chief to Purchase from Bosak Ford of Burns Harbor, IN through the State of Indiana (3) three 2021 Ford Utility Police Interceptor Base and one (1) F-150 Police Responder 4x4 pursuant to I.C. 5-22-7.

Councilor Herak moved the passage and adoption of the Works Board Order No. 2021-17. Councilor Schocke seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**Town of Highland
Board of Works
Order of the Works Board 2021-17**

An Order Approving and Authorizing the Metropolitan Police Chief to Purchase from Bosak Ford of Burns Harbor, IN through the State of Indiana (3) three 2021 Ford Utility Police Interceptor Base and one (1) F-150 Police Responder 4x4 pursuant to I.C. 5-22-7.

Whereas, The Town of Highland Metropolitan Police Department, as part of its public duties, has a responsibility for patrol, public safety and protection of life and property throughout the Town of Highland and, from time to time, it is necessary to purchase and or lease materials and supplies in order to carry out the functions of the department;

Whereas, The Metropolitan Police Chief has determined a need to replace certain equipment and supplies and has further determined the purchase price will be at least \$50,000 and not more than \$150,000.00;

Whereas, The price for the purchase exceeds \$15,000.00 and, pursuant to Section 3.05.040 (E) as well as Section 3.05.050 (B) of the Highland Municipal Code, such purchase requires the express approval of the purchasing agency;

Whereas, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (A)(2) of the Highland Municipal Code serves as the purchasing agency for the Metropolitan Police Department;

Whereas, The Metropolitan Police Chief, pursuant to Section 3.05.050 (D)(2) of the Highland Municipal Code, serves as the Purchasing Agent for the Metropolitan Police Department;

Whereas, The Purchasing Agent, pursuant to Section 3.050.060 (F)(1) of the Highland Municipal Code, expected that the purchase would be at least \$50,000 and not more than \$150,000.00 and therefore solicited quotes for **three (3) Ford Explorers and one (1) Ford F-150 Vehicle**, from at least three (3) vendors known to deal in the lines or classes of supplies to be purchased;

Whereas, The Purchasing Agent, mailed requests for quotes pursuant to Section 3.05.060 (F)(2) of the Highland Municipal Code at least seven (7) days before the date that the quotes were to be opened, to the following vendors known to deal in the lines to be purchased:

- (A) Bosak Ford, 244 Melton Road, Burns Harbor, Indiana;
- (B) Webb Ford, 9801 Indianapolis Boulevard, Highland, Indiana; and
- (C) Paul Heuring Ford, 720 N. Hobart road, Hobart, Indiana;

Whereas, The Purchasing Agent, opened the quotes as received by June 1, 2021 the stated deadline and received the following:

- (A) Bosak Ford, quoted A unit price of \$32,290.00 for each Explorer and \$36,546.00 for the F-150 for a total price of \$133,416.00, minus the 4 trade-ins allowed in the amount of \$30,500.00 for a final amount of **\$102,916.00**.
- (B) Webb Ford, did not respond;
- (C) Paul Heuring, did not respond;

Whereas, The Police Chief as purchasing agent, reports that only one response was proffered, therefore, pursuant to Section 3.05.060 (F)(5) of the Highland Municipal Code and IC 5-22-10-10, the Police Chief recommends that the vendor that did respond, be selected, pursuant to Section 3.05.060 (G) of the Highland Municipal Code;

Whereas, The purchase of the vehicle will be supported by duly approved appropriations in the Metropolitan Police Department of the Corporation General Fund, the Municipal Cumulative Capital Development Fund and the Public Safety Local Income Tax Fund; and,

Whereas, The Town Council now desires to approve and authorize the Police Chief to complete the purchase pursuant to the terms and stated herein,

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

Section 1. That the Works Board hereby authorizes and approves the purchase from Bosak Ford of Burns Harbor for the purchase of three (3) 2021 Ford Utility Police Interceptors at the price of \$32,290.00 each, for a total of \$96,870.00; and one (1) Ford F-150 Police Responder 4x4 at a price of \$36,546.00; minus the trade-ins in the amount of \$30,500.00 for a grand total purchase price of \$102,916.00 pursuant to IC 5-22 and Section 3.05.060 (F) and (G) of the Highland Municipal Code;

Section 2. That the Works Board hereby further finds and determines that the quote from Bosak Ford of Burns Harbor offered at the unit price of \$32,290.00 each for three (3) and a unit price of \$36,546.00, for one (1) F-150, minus the 4 trade-ins for a grand total of \$102,916.00 to be consistent with the provisions of pursuant to IC 5-22 and Section 3.05.060 (F) and (G) of the Highland Municipal Code and that the trade-ins of the four vehicles is further authorized;

Section 3. That the Works Board hereby still further authorizes the Police Chief working with the municipal fiscal officer to be able to employ direct or capital lease purchasing to perfect the purchases authorized by this works board order;

Section 4. That the Metropolitan Police Chief is now authorized and approved to execute the purchase agreement and any additional documents in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-4-14.

Be it so ordered.

DULY, PASSED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 14th day of June 2021 having passed by a vote of 5 in favor and 0 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)

8. Works Board Order No. 2021-18: An Order Finding And Determining Certain Personal Property Of The Municipality As No Longer Needed For The Purposes For Which Originally Acquired Or Have Been Left In The Custody Of An Officer Or Employee Of The Town Of Highland And Have Remained Unclaimed For More Than One (1) Year Or Have Been Deemed Worthless And Of No Market Value.

Councilor Herak moved the passage and adoption of Works Board Order No. 2021-18. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

The Town of Highland
Board of Works Order No. 2021-18

AN ORDER FINDING AND DETERMINING CERTAIN PERSONAL PROPERTY OF THE MUNICIPALITY AS NO LONGER NEEDED FOR THE PURPOSES FOR WHICH ORIGINALLY ACQUIRED OR HAVE BEEN LEFT IN THE CUSTODY OF AN OFFICER OR EMPLOYEE OF THE TOWN OF HIGHLAND AND HAVE REMAINED UNCLAIMED FOR MORE THAN ONE (1) YEAR OR HAVE BEEN DEEMED WORTHLESS AND OF NO MARKET VALUE.

Whereas, The Town Council for the Town of Highland is the Works Board of the Municipality pursuant to IC 36-1-2-24(3) and

Whereas, The Town Council has been advised by the Fire Department that several items of personal property, and which all owned by the municipality are no longer needed for the purposes of which it was originally acquired, pursuant to IC 5-22-22; and

Whereas, The Fire Chief has recommended and requested that disposal of certain personal property be authorized, all pursuant to the provisions of IC 5-22-22 et seq.; and,,

Whereas, The Town Council now desires to favor the recommendation and take those steps necessary to authorize and approve a disposal of personal property of the municipality pursuant to the applicable law,

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

Section 1. That the Town Council of the Town of Highland acting as the works board, hereby finds and determines the following:

- (A) That there are certain articles of personal property possessed or owned by the municipality that are no longer needed, unfit for the purposes for which they were acquired, pursuant to IC 5-22-22-3; or,
- (B) That these same articles of personal property possessed or owned by the municipality that have been left in the custody of an officer or employee of the Town of Highland and have remained unclaimed for more than one (1) year, pursuant to IC 5-22-22-3; or,
- (C) That these same articles of personal property possessed or owned by the municipality, that may be deemed worthless or no market value as the estimated costs the sale and transaction of the property exceed the property value, pursuant to IC 5-22-22-8;
- (D) That these items of personal property are more particularly described in an exhibit attached to and incorporated in this works board order;
- (E) That the value of any single item of personal property is less than one thousand dollars (\$1,000) and that all the items of personal property together are less than \$5,000, all pursuant to IC 5-22-22; and
- (F) That the transfer by private sale without resort to notice of those items of personal property of the Highland Fire Department be hereby found to be authorized and lawful;

Section 2. That the Fire Chief is hereby authorized and instructed to cause a lawful disposal or transfer of the personal property identified in this Works Board Order by public or private sale or transfer without advertising pursuant to IC 5-22-22-6;

Section 3. That no proceeds are expected but should proceeds arise, any and all proceeds yielded from the lawful disposal or transfer authorized by this order shall be deposited with the Office of the Clerk-Treasurer, where such proceeds shall be deposited to the credit of the Corporation General Fund.

Be it so ordered.

DULY, PASSED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 14th day of June 2021 having 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)

EXHIBIT OF PERSONAL PROPERTY FOR DISPOSAL



Memo

To: Michael Griffin

From: Chief William R. Timmer

Handwritten signature of William R. Timmer.

Date: June 14, 2021

Re: Board of Works Order No. 2021-18, Worthless Property

1. **Turnout Gear**

- a. 40 sets of coats/pants that were purchased in the early 2000's that are non-compliant based on (NFPA) 1851, which states that 'structural firefighting ensembles shall be retired no more than 10 years from the date of manufacture'. These have no value in the United States fire service.

2. **Fire Hose**

- a. 50 lengths of various hose sizes (1 1/2", 1 3/4", 2 1/2" and 5") The dates of manufacturer date back as early as the 1960's and all hose has been tested and failed the required NFPA testing, rendering it useless for emergency service.

Yours in the Fire Service,

Fire Chief William R. Timmer

9. **Authorizing the proper officer to publish legal notice of a public hearing:** Public Hearing to consider additional appropriations in the amount of \$35,769 in the Works Board Department of the Corporation General Fund.

Councilor Herak moved to authorize the proper officer to publish a legal notice of a public hearing to consider proposed additional appropriations in the Corporation General Fund, in the Works Board Department in the stated amount. Councilor Schocke seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The proper officer was authorized as indicated.

Scheduling Inquiry. With leave from the Town Council, Councilor Schocke inquired about the meeting schedule for Monday, July 5, and whether the standing study session would be canceled. The Town Council President noted that he intended to cancel the standing study session.

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

- **Councilor Bernie Zemen:** • *Fire Department, Liaison* • *Liaison to the Advisory Board of Zoning Appeals.*

Councilor Zemen acknowledged the Fire Chief, William Timmer, who reported on various matters involving the Fire Department. He further cautioned persons regarding the use of fireworks.

Councilor Zemen acknowledged the Parks Director, Alex Brown, who reported on various park matters and confirmed that the Park and Recreation Board would be meeting with the Town Council regarding its capital plan and bond financing.

Councilor Zemen acknowledged the Building Commissioner, Kenneth J. Mika, who offered a survey of matters before the Plan Commission.

- **Councilor Mark Herak:** •*Budget and Finance Chair* • *Town Board of Metropolitan Police Commissioners, Liaison* • *Public Works Liaison* • *Economic Development Commission Liaison* • *Board of Sanitary Commissioners Liaison.*

Councilor Herak acknowledged the birthday of the Clerk-Treasurer's daughter who was turning 12 on June 20; he further acknowledged the Clerk-Treasurer's 14th wedding anniversary on June 22. He further acknowledged the birthday of Pat O'Rourke turning 90.

Councilor Herak acknowledged the Building Commissioner who offered a survey of matters before the Advisory Board of Zoning Appeals. The Building Commissioner thanked the Town Council for its adoption of the amendments creating the full-time position of Code Enforcement Officer.

Councilor Herak acknowledged the Public Works Director who reported on activities of the agency involving streets, sanitation and waterworks.

Councilor Herak acknowledged the Police Chief who reported on activities of the agency involving Police Department and noted the imminent retirement of Detective Sergeant John Siple.

- **Councilor Mark Schocke:** *Park and Recreation Board Liaison* • *Liaison to the Tree Board.*

Councilor Schocke commended and welcomed the two new members to the Tree Board.

Councilor Schocke reported on matters relating to the Council of Community Events including the work on a beer garden attraction as part of the annual Independence Day festival at Main Square and the Independence Day festival at the Main Square Park.

Councilor Schocke reported that owing to St. James Church having worship services at the same time as the parade this year, the use of the parking lot as a parade entries staging site was not available. The new likely start of the parade would be moved from the intersection of Kennedy Avenue and 45th Avenue to 41st Street and Kennedy Avenue.

Councilor Schocke expressed disappointment regarding the time limits ordinance not being adopted.

Councilor Tom Black: *Liaison to the Board of Waterworks Directors.*

Councilor Black reported on the forthcoming schedule for the Lake County Solid Waste Management District Board meetings.

- **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* • *Redevelopment Commission Liaison.*

The Town Council President acknowledged the Redevelopment Director, who further reported on redevelopment matters and the outcomes related to the replacement of downtown street lights with light emitting diode lamps. She evidenced the savings in kilowatt hours that was garnered and the grant of \$11,606 being awarded to support the change out. She further reported on the dollar value of the annual savings based on each meter.

Comments from Visitors or Residents

1. Dean Smith, Highland, President of the Community Events Commission, reported to the Town Council regarding the need for volunteers, the need to clarify the reconciliation process with the beer garden sales, and the issue of married couples working the same event.

It was noted that married couples were not barred from jointly working the ticket sales booth for the carnival rides and games.

Mr. Smith appealed to the Town Council and the Clerk-Treasurer to offer up to 4 hours volunteer time during the Independence Day Festival.

2. Liz Brezlin, 2nd Vice President and Financial Secretary of the Community Events Commission, remarked on the manner of communication from Councilor Herak at meetings for which she expressed particular concern. This involved matters related to the arrangements aligned with the beer garden attraction being planned for the Independence Day Festival. She further inquired about whether the Town Council would be dismissing members of the commission or recomposing it at the end of the year.

Councilor Herak apologized to Ms. Brezlin and the Community Events Commission.

The Commission was assured that it would require a vote of the Town Council to discharge a member of the Commission. The Town Council President stated that it was not being considered.

3. Michael Blejski, Highland, member of the Community Events Commission, explained choices related to the arrangements for the beer garden and affirmed the work of the producer for entertainment.
4. Elizabeth Alakel, Highland, member of the Community Events Commission, expressed disappointment over the challenged communication between and among some members of the Community Events Commission and the Town Council. She affirmed the work of the Community Events Commission.
5. Linda Carter, Highland, member of the Community Events Commission, invited a commitment from all parties to move forward and overcome the communication issues just described.
6. Kristen Smith, Highland, member of the Community Events Commission, (via Zoom remotely) also reported about the staging areas being unavailable as reported by Councilor Schocke. She also reported that a noise reduction area for the firetrucks in the parade would be in place again along the route until the intersection of Lincoln Street and Kennedy Avenue. She further stated that it would be lifted after the parade entry crossed the intersection.

- 7.. Larry Kondrat, Highland, inquired about the status of the Senior Living Development. With leave from the Town Council, the Town Attorney reported what be believed to be the status regarding the development.

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 May 25, 2021, through June 14, 2021, and the payroll dockets for payday of May 21, 2021 and June 4, 2021. Councilor Schocke seconded. Upon a roll call vote, there were five affirmatives, no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified, and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

Vendors Accounts Payable Docket:

General Fund, \$340,451.45; Motor Vehicle Highway and Street (MVH) Fund, \$32,649.69; Local Road and Streets Fund, \$4,795.40; Law Enforcement Continuing Education and Training and Supply Fund, \$2,462.14; Insurance Premium Agency Fund, \$215,554.34; Information Communications Technology Fund, \$9,067.96; Civil Donation Fund, \$1,247.81; Special Events Non Reverting Fund, \$720.78; Municipal Cumulative Capital Development Fund, \$845.00; General Improvement Fund, \$175.00; Traffic Violations and Law Enforcement Agency Fund, \$6,000.00; Municipal Cumulative Street Fund, \$2,099.00; Public Safety Local Income Tax Fund, \$6,660.00; Total: \$622,728.57.

Payroll Docket for payday of May 21, 2021:

Council, Boards and Commissions, \$8,485.27; Office of Clerk-Treasurer, \$17,045.14 Building and Inspection Department, \$9,178.20; Metropolitan Police Department, \$123,222.73; Public Works Department (Agency), \$67,107.19; Fire Department, \$3,469.52; and 1925 Police Pension Plan Pension Fund, \$68,366.18; Total Payroll: \$296,844.23.

Payroll Docket for payday of June 4, 2021:

Council, Boards and Commissions, \$0.00; Office of Clerk-Treasurer, \$20,686.49 Building and Inspection Department, \$9,222.60; Metropolitan Police Department, \$129,045.16; Public Works Department (Agency), \$66,286.37; Fire Department, \$3,882.36; and 1925 Police Pension Plan Pension Fund, \$0.00; Total Payroll: \$229,122.98.

Adjournment of Plenary Meeting. There being no further business on the agenda, the Town Council President declared the regular plenary meeting of the Town Council of Monday, June 14, 2021, adjourned at 8:37 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

*** Proof of Publication ***

State of Indiana)
) ss:
Lake County)

Personally appeared before me, a notary public in and for said county and state, the undersigned Nicole Muscari who, being duly sworn, says that She/he is Legal Clerk of the Northwest Indiana Times newspaper of general circulation printed and published in the English language in the Town of Munster in state and county afore-said, and that the printed matter attached hereto is a true copy, which was duly published in said paper for 1 time(s), the date(s) of publication being as follows:
June 17, 2021

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 28th day of June 2021, will consider the following additional appropriations in excess of the budget for the current year in the following funds: CORPORATION GENERAL FUND Works Board Department Increase:

Acct. 001-0011-39021 Lincoln Center Audio Visual Upgrades: \$35,769.00
Total for Series: \$35,769.00
Total for the Department: \$35,769.00

TOTAL for the FUND: \$35,769.00
Funds to support these additional appropriations, in the Corporation General Fund shall be supported by unreserved, undesignated fund balance on deposit to the credit of the Corporation General Fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. You may also write to the Office of the Clerk-Treasurer if you wish to communicate a concern. 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
6/17-72245-hspaxlp

TOWN OF HIGHLAND, CLERK TREASURER - LEGALS
DENISE BECK, ACCTS PAYABLE
3333 RIDGE ROAD
HIGHLAND IN 46322

ORDER NUMBER 72245

The undersigned further states that the Northwest Indiana Times newspaper maintains an Internet website, which is located at www.nwi.com website and that a copy of the above referenced printed matter was posted on such website on the date(s) of publication set forth above.

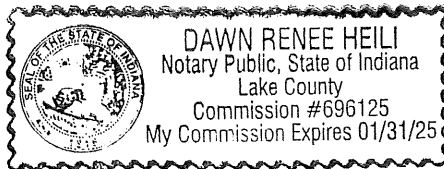
Nicole Muscari, Legal Clerk

By: Mary Lou Weaver

Subscribed and sworn to before me this 17 day of June, 2021

Dawn Renee Heili
Notary Public

My commission expires:



Section: Legals

Category: 198 Legal - Lake County

PUBLISHED ON: 06/17/2021

TOTAL AD COST: 22.91

FILED ON: 6/17/2021

**TOWN OF HIGHLAND
APPROPRIATION ENACTMENT
ENACTMENT NO. 2021-30**

An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Works Board Department of the Corporation General Fund, all pursuant to I.C. 6-1.1-18, I.C. 36-5-3-5, et seq.

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 **Works Board Department of the Corporation General Fund**;

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levy 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 **Works Board Department in the Corporation General Fund** and for the purposes herein specified, subject to the laws governing the same:

Works Board Department

Increase:

Acct. 001-0011-39021 Lincoln Center Audio Visual Upgrades: \$ 35,769.00

Total for Series: \$ 35,769.00

Total for the Department: \$ 35,769.00

TOTAL for the FUND: \$ 35,769.00

TOTAL INCREASE FOR DEPARTMENT and FUND: \$ 35,769.00

Section 2. That pursuant to Chapter 3.05 of the Highland Municipal Code, the proper purchasing agency may proceed to authorize the purchase provided the additional appropriation is approved by the Commissioner of the Department of Local Government Finance;

Section 3. That the Clerk-Treasurer is hereby authorized and instructed to inform the Indiana Department of Local Government Finance of this action and that these moneys be made available for expenditure **subject to an order** of the Commissioner, pursuant to IC 6-1.1-18.

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

Introduced and Filed on the 28th Day of June 2021. Consideration on the same day or at same meeting of introduction sustained a vote of _____ in favor and _____ opposed, pursuant to IC 36-5-2-9.8.

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

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

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

ATTEST:

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



TOWN OF HIGHLAND

Highland Municipal Building • 3333 Ridge Road

Highland, Indiana 46322

219-838-1080 • Fax 219-972-5097



Population 23,696

Incorporated in 1910

June 23, 2021

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

RE: ABZA FINDINGS OF FACT CONCERNING A USE VARIANCE REQUEST FOR PRICE POINT BUILDERS AT THE LOCATION COMMONLY REFERRED TO AS 8535 HENRY STREET (2 LOTS), HIGHLAND, INDIANA, FOR THE PURPOSE OF ALLOWING THE PETITIONER TO CONSTRUCT TWO SINGLE FAMILY HOMES. THIS IS NOT A LISTED PERMITTED USE IN THIS ZONED DISTRICT. THE PROPERTIES ARE LOCATED WITHIN A (B-2) CENTRAL BUSINESS DISTRICT.

The Town of Highland Advisory Board of Zoning Appeals met in regular session on Wednesday, May 26, 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 were memorialized at the June 23, 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

HIGHLAND BOARD OF ZONING APPEALS

Petitioner:	Property Location:
Price Point Builders, LLC	8535 Henry Street
P.O. Box 1343	Highland, IN 46322
Crown Point, IN 46308	

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 8535 Henry Street, which has an existing residential use of legal non-conforming. Price Point Builders (Petitioner) desires to tear-down an existing derelict property and improve the parcels by building two (2) new single-family residences. 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 May 26, 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, and that the correct Zoom information was properly published.

4. Petitioner presented testimony concerning various hardships, including that the property was contained within a largely residential area and is currently in between other single-family homes making the property generally unusable as a commercial or business use. In addition, the Petitioner pointed-out that the existing structure on the property was in poor condition and needed to be raised and replaced with proper dwelling structures. The Petitioner also raised matters concerning other variances that would be needed concerning developmental standards, and was rightly informed that the subject of said developmental variances would need to be heard at another meeting if the use variance was ultimately approved.

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. The Board had no further questions for the Petitioner.

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 give and forward a FAVORABLE recommendation to the Town Council for the Use Variance requested.

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 8535 Henry Street, which has an existing residential use of legal non-conforming.
- D. Due to the fact that nearly 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 May 26, 2021 to forward a FAVORABLE recommendation to the Town Council for the Use Variance requested. Findings of Fact approved the 23rd day of June, 2021.

**TOWN OF HIGHLAND
BOARD OF ZONING APPEALS**

Susan Murovic, Chairperson
Town of Highland Board of Zoning Appeals



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

June 23, 2021

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

RE: ABZA FINDINGS OF FACT CONCERNING A USE VARIANCE REQUEST FOR RPS HIGHLAND, LLC, AT THE LOCATION COMMONLY REFERRED TO AS 8301 INDIANAPOLIS BLVD., HIGHLAND, INDIANA, FOR THE PURPOSE OF ALLOWING THE PETITIONER TO OPERATE A LOGISTICS HUB STORAGE FACILITY FOR AUTOMOBILE PARTS. THIS IS NOT A PERMITTED USE IN THIS ZONED DISTRICT. THE PROPERTY IS LOCATED WITHIN A (B-3) GENERAL BUSINESS DISTRICT.

The Town of Highland Advisory Board of Zoning Appeals met in regular session on Wednesday, May 26, 2021. As part of their agenda, by a vote of four (4) in favor and zero (0) opposed, the Board voted to send an **Unfavorable 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 were memorialized at the June 23, 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

HIGHLAND BOARD OF ZONING APPEALS

Petitioner:
RPS Highland, LLC
c/o Jared Tauber, Esq.
1415 Eagle Ridge Drive
Schererville, IN 46375

Property Location:
8301 Indianapolis Boulevard
Highland, IN 46322

FINDINGS OF FACT DENYING USE VARIANCE IN OVERLAY DISTRICT

1) The Petitioner requests a Use Variance for a logistics hub and temporary storage facility for automotive parts in the Indianapolis Boulevard Overlay District at 8301 Indianapolis Boulevard, Highland, Indiana 46322. Said property has an existing business use of General Business District, B-3. Petitioner requests the Use Variance from Town of Highland Zoning Code Chapters 18.45.030 and 18.55.050.

2) This matter came before the Highland Board of Zoning Appeals for public hearing on May 26, 2021. Petitioner appeared in person via the Zoom platform by attorney Jared Tauber. Petitioner presented proof of notice and publication as required by law.

3) Attorney John Reed stated that the Proofs of Publication were in order, and that the correct Zoom information was properly published.

4) Petitioner presented testimony and evidence alleging various hardships and generally describing the intended use of the property, as follows:

Background information: Mr. Tauber stated that he had come across Petitioner's group back in December and that they were an investment group out of South Carolina. Mr. Tauber continued that he was working opposite this Petitioner on some leases when they approached him about trying to help Petitioner with this space because Petitioner is located a considerable distance away. Mr. Tauber stated that Petitioner had been doing an excellent job of getting the buildings rented after they had been sitting vacant for many years.

Mr. Tauber stated that he had provided the Board with a PowerPoint presentation and asked that the Board follow along with him as he went through the presentation. Mr. Tauber stated that the second page of the PowerPoint was a layout of the current complex, with three buildings and approximately 114,000 square feet of rentable space. In suites #2 & #4 Petitioners will be introducing America's Antique Mall and have pulled permits for construction with the objective of opening by the end of this coming summer. Mr. Tauber stated that the Petitioner has already rented out the entire out-lot building which was formerly the Chinese Kitchen restaurant, a hair stylist and a dry cleaning business.

Specific site information: Mr. Tauber stated that the location of the requested Use Variance for this petition is suite #6, which is 31,500 square feet of the existing northern-most building. Mr. Tauber continued that a third-party logistics company had approached the Petitioners and said that this space would really suit their needs. The interested third

party logistics company holds product for the Ford Manufacturing Company, which is the third-party logistics company's largest client. Ford Manufacturing Company is located across the border in Illinois and has a problem with storage of the car parts before the same are needed in the manufacturing process. According to Petitioner, Ford will only take the parts as they need them, so a problem arises after they are manufactured and before they need to be shipped to Ford. Mr. Tauber stated that all the car parts that need to be stored are smaller parts, nothing as big as bumpers or wheels.

Mr. Tauber then pointed out that the owners planned very few façade changes immediately. If they proposed any changes in the future, they would change all three of the building facades together at that time. Mr. Tauber stated there may not even be a sign for the proposed facility. Mr. Tauber continued that there would only be approximately 5 to 10 employees running the operation. Mr. Tauber then pointed out that when this Petitioner purchased the property in December of 2020, the property was 85% vacant. The property is now 35% unleased, and, if this Use Variance is granted, the vacancy will only be 7.7%.

Mr. Tauber also stated that the Petitioner was willing to make a favorable recommendation for this Use Variance contingent upon only this particular third-party logistics company tenant signing the lease. If for some reason they did not sign and establish their business in this building, the Petitioner would be okay with this Use Variance being vacated and requiring any future interested party that had a business not allowed by the current zoning to come back in front of the Board with their own petition.

Mr. Tauber then pointed out that this business would bring jobs to the area, they were a support business for the car manufacturing industry, all the loading and unloading would be done in the rear of the building and the current layout of the building does allow for trucks to access the rear of the building. Mr. Tauber continued that there may be a tight squeeze at some points in the back of the property, but that any retail business would have trucks in and out at some points of the day. Mr. Tauber stated that he was told that the truck traffic with this particular business would be light, meaning about 5 to 10 trucks-per-day. Mr. Tauber stated that the owners had hired an engineering company to design the proposed truck route, which was shown in one of the slides in his presentation. The trucks would enter the back of the property from the northwest side and then continue going southeast behind the building, drop off the load, then continue on going the other direction in a big circle. Mr. Tauber continued that there were a couple of advantages to the center for having this type of business occupying the space, such as the fact that they would not need any parking use for the 31,500 square foot building, as there would be no foot traffic. Mr. Tauber pointed-out that the Antique Mall would probably be able to utilize some of the parking if they did well in the summer months, and that it would cut down on the congestion in the parking lot. Mr. Tauber continued that there would be zero hazardous materials used in conjunction with this tenant and the only equipment they would operate would be a couple of gas-powered forklifts like those one might see at a Lowe's or a Home Depot store.

Mr. Tauber then pointed out that defining a hardship for this petitioner would include the fact that there were a limited number of properties in Highland that allowed industrial use.

Mr. Tauber stated that the only area he could think of was the area behind Webb Ford and that he was not sure if there were any opportunities back in that area. Mr. Tauber then pointed out that the proposed use would not affect the neighboring businesses and would be compatible with them. Mr. Tauber stated that there is currently a full-scale redevelopment surge in the area and that it is a major advantage to have these buildings occupied rather than vacant. Mr. Tauber stated that any opportunity to reduce vacancy would help the Town of Highland to develop and make the area better. Mr. Tauber concluded by saying he was asking the Board to give them a favorable recommendation to the Town Council and his client regretted not being able to be at the meeting. Mr. Tauber then stated he would be happy to answer any questions anyone may have.

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. The following items summarize the Board Members comments, questions, and Petitioner's answers thereto:

Mr. Grzymiski commented that he did not see this proposed logistics hub and storage facility as a good fit at this location, as all the other businesses were largely retail. Mr. Grzymiski continued that he felt a more appropriate location would be in the light industrial area on Express Drive behind Webb Ford. Mr. Grzymiski also stated that he did not want to push away business in Highland, but felt this particular business would fit better in another location.

Mr. Martini asked Mr. Tauber if the proposed business would be a "Just-In-Time" storage facility for Ford. Mr. Tauber responded that he believed Ford was the third-party logistics company's largest client. Mr. Martini then continued to ask where the 31,500 square feet would be located in relation to the total 100,000 + square feet. Mr. Tauber replied that it would be sandwiched in the middle of the total space. Mr. Martini then asked if an individual would be able to walk into the building. Mr. Tauber replied that there would be no access to the public.

Mr. Thomas asked if the trucks would be parking at the facility overnight. Mr. Tauber replied that they would not, and stated that all they would do is unload and leave, or load and leave.

Mrs. Murovic asked Mr. Tauber to clarify if he had said there would be 5 – 10 trucks per day. Mr. Tauber confirmed that understanding was correct.

Mr. Thomas stated he saw potential problems with the congestion at the mall and having trucks trying to navigate through to the back of the property. Mr. Thomas asked if there would be lines painted to direct the trucks to the rear loading and unloading area. Mr. Tauber replied that he didn't have a great answer for that question, but when looking at the proposed truck route by the engineer, it looked as though the trucks would be routed to the northwest, to access the road that would take them to the back of the building. Mr. Thomas stated that he saw a problem with the trucks and felt there were safety issues with same, as the plaza was largely retail. Mr. Tauber pointed out again that any major

business that may occupy the space would very likely have semi's accessing the back of the building. Mr. Thomas asked what the hours of operation of the proposed business would be. Mr. Tauber stated he was not aware of the hours. Mr. Thomas then stated that he could see it working possibly if the third party logistics company had the trucks going in and out from 11:00 p.m. to 7:00 a.m., but that during the day he could not see it being safe.

Mrs. Murovic stated that she agreed with Mr. Thomas, and if they were estimating 5 – 10 trucks per day, this could be more than most retail stores may have in a whole week. Mrs. Murovic then pointed-out that if there was no access to the public, the building would have the appearance of still being vacant.

Mr. Thomas pointed out that 5 – 10 trucks per day could be as many as 50 per week.

Mrs. Murovic added this could be a maximum, but still was a lot of truck traffic for a retail area and potential customers walking to and from their cars with children. Mrs. Murovic then stated the area was retail and this appeared to be more of a warehouse usage. Mr. Tauber agreed. Mr. Tauber then stated that his client took a chance on Highland and it would be very helpful for them to get the Use Variance due the fact that they would not have to put more money into the space if it were approved.

Mr. Thomas added he believed that there were a few industrial spaces available down by Spring Street and behind Webb Ford that may be more suited for this particular type of business.

Mrs. Murovic added that they were very appreciative of Mr. Tauber's clients purchasing the strip mall and investing in Highland; however, she felt the usage for this business wasn't appropriate in that particular spot.

7. Based upon all of the testimony and evidence presented by the Petitioner, and Board Member concerns, the Board of Zoning Appeals voted, with four (4) in favor and none (0) opposed, to give an UNFAVORABLE recommendation to the Town Council for the requested 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 18.55.050 et seq. lists the uses and limitations of uses permitted in the Indianapolis Boulevard Overlay District.
- B. Unless a Use Variance is granted, the subject property could not be used as a logistics hub as the same are not permitted as the subject property is currently zoned.
- C. The Petitioner requests a Use Variance for a logistics hub temporary storage facility at 8301 Indianapolis Boulevard, which has an existing retail business

use.

- D. Due to the fact that all of the surrounding properties are retail in nature, and that the proposed Use Variance would change the nature of use for the subject property from its current status as retail business use, generate additional truck traffic, create potential hazards for the public, and generally be of a character completely different than the other uses in the immediate vicinity, the Petitioner's request is unreasonable.
- E. That the proposed Use Variance would subvert the general purposes served by the Highland Zoning Ordinance, (HMC 18.55.050), and will, because of truck traffic generation, and traffic safety concerns, 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 not compatible with the uses and layout of the subject property in general, or the other similarly situated properties in the area, and the proposed use will 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 DENY the Use Variance requested. Action taken to give UNFAVORABLE recommendation to the Town Council on May 26, 2021. Findings of Fact approved the 23rd day of June, 2021.

**TOWN OF HIGHLAND
BOARD OF ZONING APPEALS**

Susan Murovic, Chairperson
Town of Highland Board of Zoning Appeals

ORDINANCE NO. 1737
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE REPEALING ORDINANCE NO. 1565 AND TO AMEND CHAPTER 3.45 OF THE HIGHLAND MUNICIPAL CODE TO ESTABLISH A CASH CHANGE FUND FOR THE COMMUNITY EVENTS COMMISSION of the TOWN OF HIGHLAND, ALL PURSUANT TO IC 36-1-8 AND IC 36-1-3 ET SEQ.

WHEREAS, The Town Council is the fiscal body of the Town of Highland;

WHEREAS, IC 36-1-8-2 authorizes the fiscal body of a political subdivision to permit any of its officers or employees having a duty to collect cash revenues to establish a cash change fund;

WHEREAS, The Town Council has enacted certain ordinances regarding the Community Events Commission, codified as Chapters 11.15 and 11.20 of the Highland Municipal Code, authorized pursuant to I.C. 36-1-3 et seq.;

WHEREAS, The Town Clerk-Treasurer has advised the Town Council of the desirability of providing a cash change fund in support of particular events conducted by the Community Events Commission; and,

WHEREAS, The Town Council has determined that it would be of great public benefit to authorize and establish an added cash change fund to support and carryout the public purposes of the municipality and its utilities,

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

Section 1. That Ordinance No. 1565 passed and adopted on August 25, 2014, is hereby repealed and of no further force nor effect;

Section 2. That the Chapter 3.45 of the Highland Municipal Code be hereby amended by adding a new section to be numbered 3.45.065, to be styled as Special Events Cash Change Fund, which shall read as follows:

3.45.065 Special Events Cash Change Fund

(A) There is hereby authorized, created and established a cash change fund for use by the Community Events Commission to be known as the Special Events Cash Change Fund, pursuant to the provisions of I. C. 36-1-8 et seq.;

(B) That the Community Events Commission Chair, 2nd Vice Chair and such other Commission members as the Chairperson may designate, are permitted to collect cash revenues at venues of special events in order to support the duties outlined in and to carry-out the purposes of Chapters 11.15 and 11.20 of the Highland Municipal Code:

- (1) That the Clerk-Treasurer is permitted to establish a cash change fund in support of the purposes of Chapter 11.15 of the Highland Municipal Code;
- (2) That such a fund must be established by a warrant drawn upon the appropriate fund in favor of the Clerk-Treasurer, who is the custodian of the fund;

(C) That the fund shall be established by a warrant drawn from the proper appropriated or non-appropriated balance of the Special Events Non Reverting Fund, as the Town Council may direct, in the amount of **two hundred dollars (\$200)**, in support of the establishment of such a cash change fund:

- (1) That the establishing warrant and such successive warrants as shall be necessary to re-supply the fund, shall be drawn in favor of the Clerk-Treasurer who shall convert the warrant to cash;
- (2) That the Community Events Commission Chair, 2nd Vice Chair and such other Commission members as the Chairperson may designate, shall use it to make change when collecting rates and charges for programs or services performed under the authority of Chapter 11.15; and
- (3) That the Community Events Commission Chair shall account for it in the same manner as is required of other funds of the town;

(D) That upon the conclusion of any special event, the entire corpus of the cash change fund authorized and established pursuant to this section shall be returned to the Special Events Non Reverting Fund, or the fund of its origin;

(E) That whenever there is a change in the custodian of the fund, the entire corpus of the cash change fund authorized and established pursuant to this section shall be returned to the Special Events Non Reverting Fund, or the fund of its origin;

(F) That the entire corpus of the cash change fund authorized and established pursuant to this ORDINANCE shall be returned to the Special Events Non Reverting Fund or the fund or origin, whenever the purposes of the fund have substantially changed or the fund is no longer needed.

Section 3. Any and all such ordinances in conflict with the provisions of this ordinance are hereby repealed and of no further force or effect;

Section 4. This ordinance shall become and be in full force and effect from and after the date of its passage and adoption without promulgation upon its signature by the executive in the manner prescribed by IC 36-5-2-10(a);

Introduced and Filed on the 28th Day of June 2021. Consideration on the same day or at same meeting of introduction sustained a vote of ____ in favor and ____ opposed, pursuant to IC 36-5-2-9.8.

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

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

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

ATTEST:

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

ORDINANCE No. 1738.1726-C
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE to AMEND ORDINANCE No. 1726 to ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA PARTICULARLY AMENDING TO AUTHORIZE CHANGES TO THE COMPENSATION ASSOCIATED WITH POSITIONS in the POLICE.

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

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

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

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

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

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2021 and thereafter as amended;

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, has been advised that it is desirable to change the starting pay for the part-time position of Animal Warden and to further modify the position of Systems Administrator/IT & Training Officer and fix rate for the position based upon the needs of the Police Department; and,

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to change the starting pay for the part-time position of Animal Warden and to further modify the position of Systems Administrator/IT & Training Officer and fix rate for the position based upon the needs of the Police Department,

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana, that the Wages, Salaries, and special detail levels of the Officers and Employees of the Town of Highland, are hereby established and fixed, pursuant to the provisions indicated herein and as follows:

Section 1. That subdivision (F) in Section 10 of Ordinance No. 1726 be amended by repealing it in its entirety and replacing with a successor subdivision, to

be styled as Section 10 subdivision (F) which shall read as follows:

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

(F) Other Associate Staff and Public Safety Employees

		Starting Rate	Incumbent Rate
(1) Support Services Administrator	(1)	\$ 2,010.36	\$ 2,055.60
		Starting Rate	Incumbent Rate
(2) Systems Administrator/ IT & Training Officer	(-1)	\$ 1,799.44	\$ 2,484.96 bi-
weekly			
	(part-time)	\$22.49 hr.	\$31.07 hr*.
		Starting Rate	Incumbent Rate
(3) Secretary	(1)	\$ 19.22 hr.	\$ 22.26 hr.
(4) Lead Support Services Clerk	(1)	\$ 17.07 hr.	\$ 18.59 hr.
(5) Lead Support Services Training Coordinator	(1)	\$ 16.57	\$ 18.05 hr.
(6) Support Services Clerk	(2)	\$ 15.95	\$ 17.44 hr.
Support Services Clerk	(part-time)	\$ 15.95	\$ 17.44 hr.
Animal Warden	(part-time)	\$ 8.24 \$12.00 hr.	\$15.45 hr.
Crossing Guard	(part-time)	\$ 9.95 hr.	\$ 11.08 hr.
Sub Crossing Guard	(part-time)	\$ 9.95 hr.	\$ 11.08 hr.
Secretary (part-time)		\$ 19.22 hr.	\$ 22.26 hr.
Metropolitan Police Chaplain (4)			no pay
Matron or Clerk Duty (call-out) hourly rate - 2 hour minimum			
Off-Duty Court Time (2 hour minimum)			hourly rate

* That if the incumbent in the position of Systems Administrator/IT & Training Officer as of the date of the passage and adoption of this ordinance, is appointed to the position or performs in the position as a part-time worker, that person shall be paid at the rate denoted for an incumbent based upon composite pay that person earned when holding the position previously.

Section 2. That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

Section 3. (A) This ordinance, which subject to its provisions, shall become and be in full force and effect from and after the date of its passage and

adoption without promulgation, upon its signature by the executive in the manner prescribed by IC 36-5-2-10(a), pursuant to any effective dates herein described and until its repeal or amendment by subsequent enactment;

(B) That the provisions modifying the position of Systems Administrator/IT & Training Officer to part-time and the part-time rate of pay shall be effective from and after July 10, 2021;

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

Introduced and Filed on the 28th Day of June 2021. Consideration on same day or at same meeting of introduction sustained a vote of ____ in favor and ____ opposed, pursuant to IC 36-5-2-9.8.

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

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

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

ATTEST:

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

**Town of Highland
Board of Works
Order of the Works Board 2021-19**

AN ORDER OF THE WORKS BOARD ACCEPTING THE PROPOSAL OF CARLEE INC., FOR OPERATIONAL AND RELATED SERVICES ASSOCIATED WITH A BEER GARDEN FOR THE TOWN OF HIGHLAND, ASSOCIATED WITH INDEPENDENCE DAY FESTIVITIES.

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, Carlee, Incorporated, 333 West U.S. 20, Porter, Indiana, 46304, has presented to the Town of Highland a proposed agreement for operational and related services associated with a beer garden for the Town of Highland to be conducted during the 2021 Independence Day Festival;

Whereas, It is recommended to the purchasing agency, the approval of the proposed agreement for operational and related services associated with a beer garden for the Town of Highland to be conducted during the 2021 Independence Day Festival as submitted by Carlee, Incorporated;

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 purchase price could exceed \$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 for operational and related services associated with a beer garden for the Town of Highland to be conducted during the 2021 Independence Day Festival of **Carlee, Incorporated, 333 West U.S. 20, Porter, Indiana, 46304**, prepared and presented by its principal, Leroy P. Flores,

is hereby accepted, approved and adopted in every respect, provided that **Carlee, Incorporated**, 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 fee for performance of the services identified in the proposal of **thirty percent (30%) of all gross revenue associated with the beer garden** to be conducted during the 2021 Independence Day Festival **to be paid to the Town and the balance to be retained by Carlee**, 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 the Clerk-Treasurer is hereby authorized to issue a purchase order, if applicable, to **Carlee, Incorporated**, and the payments to Carlee under this agreement are approved subject to IC 36-5-4-2;

Section 5. That the Town Council President is hereby authorized and directed to execute the agreement approved by this order with the Town Council President's Signature.

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 28th day of June 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 36-5-2-10.2;IC 36-5-6-5)

AGREEMENT

This Agreement made this 16 day of JUNE, 2021, by and between the Town of Highland, 3333 Ridge Road, Highland, Indiana 46322, and Carlee, Inc., d/b/a Leroy's "Hot Stuff" ("Carlee") 333 W. US 20, Porter, Indiana 46304.

Witneseth:

1. Town of Highland grants to Carlee the certain rights, privileges, and space during the period of June 30, 2021 through July 4, 2021, to operate the beer garden tent at the Town of Highland 4th of July Fest, at Main Square Park, located at 3001 Ridge Road, Highland, Indiana 46322.

2. The privilege granted under this contract gives Carlee permission to operate the beer tent at said 4th of July Fest. In furtherance of this Agreement, Carlee shall:

a. Supply all required alcoholic beverages to be consumed at the festival (beer, cider, wine, etc.). No alcoholic beverages other than beer, wine, seltzer, malt beverages, and cider will be sold.

b. Carlee shall provide all necessary licensed servers.

c. Town shall provide all necessary security so as to ensure proper ID is acquired before any alcoholic beverage purchases are made.

d. Carlee shall provide all necessary general liability insurance with limits of \$1,000,000 per person and \$3,000,000 per occurrence/aggregate coverage. In addition, Carlee shall provide insurance for off-premise alcohol consumption, including "dram shop" and/or "liquor liability" insurance coverage with limits of \$1,000,000 per person and \$3,000,000 per occurrence/aggregate coverage. All policies stated above shall name the Town of Highland as an additional insured.

e. Carlee shall provide all manner of equipment needed to serve said beverages including: cold storage truck(s), table set-up, cups, and all other items customary to outdoor beer gardens.

f. Carlee shall set up and takedown all equipment at the conclusion of the festival. The grounds occupied by the beer tent shall be cleaned prior to July 6, 2021.

g. Carlee shall post in a conspicuous manner at the front of the beer tent on the opening day a sign showing a price of all articles to be sold under this contract. The size of the sign and place of posting shall be approved by the Town of Highland.

h. Carlee agrees to pay 30% of all gross revenue of said alcohol sales from the 4th of July Fest to the Town of Highland within 10 days of the conclusion of said 4th of July Fest.

i. Carlee agrees to pay for the cost and arrange for the delivery of all "Porta Potty" toilets within the fenced beer garden area.

3. The Town of Highland will supply all ice to Carlee during the period of June 30, 2021 through July 4, 2021 Town of Highland 4th of July Fest, at Main Square Park.

4. In case any action is brought against the Town of Highland for or on account of any failure, omission, or neglect on the part of Carlee, to do or perform any of the matters to be done or performed or for injury or damages caused by the negligence of Carlee or any of its employees or workers, Carlee shall indemnify, defend, and save harmless the Town of Highland from any and all claims or liability and shall furnish proof of insurance naming the Town of Highland as additional insured, in amounts not less than stated in paragraph 2.d., above.

5. If and in the event that the 4th of July Festival is cancelled, for any reason, whatsoever, this Agreement shall be of no force and effect.

6. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

7. This Agreement constitutes the sole and only agreement of the parties hereto and supersedes any prior understandings or written or oral agreements between the parties respecting the transaction, and cannot be changed except by their written consent. Time is of the essence of this Agreement.

8. Words of any gender used in this Agreement shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, and vice versa, unless the context requires otherwise.

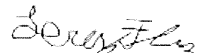
9. In the event either party shall be compelled to employ an attorney to enforce the provisions of this contract, the parties agree that the non-defaulting party shall be entitled to all of his legal costs and expenses, including reasonable attorney fees, incurred thereby.

10. Any disputes that arise concerning this Agreement shall be brought in the Circuit or Superior Courts of Lake County, Indiana.

In Witness Whereof, the parties have executed this agreement this ____ day of _____, 2021.

CARLEE, INC.

TOWN OF HIGHLAND



Leroy P. Flores, President

Roger Sheeman, President, Highland Town Council

**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. Leroy P. Flores, Principal of **CARLEE, INCORPORATED**, (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)
) SS:
County of Lake)

A F F I D A V I T

I, the undersigned, authorized representative, authorized officer or agent of **CARLEE INCORPORATED**, 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.
LEROY P. FLORES

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

**Town of Highland
Board of Works
Order of the Works Board 2021-20**

An Order Approving and Authorizing the Fire Chief to Purchase from Fire Service Incorporated Model K65 Thermal Camera Kits, and Fire Truck Chargers for the Model K65, all pursuant to I.C. 5-22 et seq., and HMC Chapter 3.05.

Whereas, The Town of Highland Fire Department, as part of its public duties, has a responsibility for fire suppression, prevention, public safety and protection of life and property throughout the Town of Highland and, from time to time, it is necessary to purchase and or lease materials and supplies in order to carry out the functions of the department; and

Whereas, The Fire Chief has determined a need to purchase five K65 Thermal Camera Kits and related five Truck Chargers for the Model K65, and estimates the price for these items to be less than \$50,000, rendering the purchase to qualify as a small purchase allowing purchase on the open market, pursuant to HMC Section 3.05.060(G);

Whereas, The Fire Chief is advised that **Fire Service, Incorporated**, 9454 North Industrial Drive, St. John, Indiana, 46373, has proffered a sales incentive that provides for a savings over the usual prices for the equipment sought of nearly \$10,000, and the vendor will provide this incentive to the Town of Highland Fire Department, as long as the Town makes the purchase before June 30, 2021, offering the Town of Highland a unique opportunity to obtain at substantial savings, pursuant to HMC Section 3.05.065 (F);

Whereas, The price for all purchases exceeds \$15,000.00 and, pursuant to Section 3.05.040 (E) as well as Section 3.05.050 (B)(2) of the Highland Municipal Code, such purchase requires the express approval of the purchasing agency;

Whereas, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (A)(3) of the Highland Municipal Code serves as the purchasing agency for the Fire Department;

Whereas, The Fire Chief, pursuant to Section 3.05.050 (D)(4) of the Highland Municipal Code, serves as the Purchasing Agent for the Fire Department;

Whereas, The purchase of the fire equipment will be supported by an appropriation in the Works Board Department of the Corporation General Fund; and,

Whereas, The Town Council now desires to approve and authorize the Fire Chief to complete the purchase of the supplies and equipment pursuant to the terms and stated herein,

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

Section 1. That the Works Board hereby makes the following findings and determinations:

- (A) That Fire Service Incorporated, 9454 N. Industrial Drive, St. John, Indiana 46373, has proffered a sales incentive that provides for a savings over the usual

prices for the equipment sought of nearly \$10,000, selling five (5) Model K65 Thermal camera Kits at a unit price of \$4,995 each and Five (5) Truck chargers for the Model K65 at a unit price of \$500 each, as long as the Highland Fire Department makes its purchase before June 30, 2021;

- (B) That the foregoing offers the Town of Highland a unique opportunity to obtain at substantial savings the SCBA, all pursuant to HMC Section 3.05.065 (F);and,
- (C) That the foregoing qualifies as a small purchase, as a purchase that is less than \$50,000, all pursuant to 3.05.060(G), and may be made as a purchase in the open market and without additional procedures;

Section 2. That the Works Board hereby authorizes the purchase of the following equipment, pursuant to the small purchases provisions set forth in HMC Section 3.05.060(G)(2):

- (A) Five (5) Model K65 Thermal Camera Kits at a unit price of four thousand, nine hundred, ninety-five dollars (\$4,995) each, rendering a total purchase price of twenty-four thousand, nine hundred seventy-five dollars (\$24,975.00);
- (B) Five (5) Truck chargers for the Model K65 at a unit price of five hundred dollars (\$500) each, rendering a total purchase price of two thousand, five hundred dollars (\$2,500.00);

Section 3. That the total purchase of all the foregoing at total price of twenty seven thousand, four hundred seventy-five dollars (\$ 27,475.00) is hereby approved;

Section 4. That the Fire Chief is now authorized and approved to execute the purchase agreement and any additional documents in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, as required pursuant to IC 36-5-4-14.

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 28th day of June 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 36-5-2-10.2; IC 36-5-6-5)

**Town of Highland
Board of Works
Order of the Works Board 2021-21**

An Order Approving and Authorizing the Parks and Recreation Superintendent to Purchase from Sounds Cool Live Audio, LLC various Audio Visual and Sound System Enhancements for the Lincoln Community Center, Subject to Concurrence and Approval of the Park and Recreation Board, all pursuant to I.C. 5-22 et seq., and HMC Chapter 3.05.

Whereas, The Town of Highland Parks and Recreation Department, as part of its public duties, has a responsibility for providing the green space, culture and recreation services throughout the Town of Highland and, from time to time, it is necessary to purchase and or lease materials and supplies in order to carry out the functions of the department; and

Whereas, The Parks and Recreation Superintendent, as informed by the IT Director (contract), has determined a need to purchase projectors, cameras, and other audio visual equipment in order to enhance the amenities in the Lincoln Community Center, and estimates the price for these items to be less than \$50,000, rendering the purchase to qualify as a small purchase allowing purchase on the open market, pursuant to HMC Section 3.05.060(G);

Whereas, The Parks and Recreation Superintendent, as informed by the IT Director (contract), reports that **Sounds Cool Live Audio, LLC**, 2129 Ramblewood Drive, Highland, Indiana, 46322, has proffered a quote for visual equipment designed to enhance the Lincoln Community Center in the total price of \$19,823.97 and a quote for audio equipment designed to enhance the Lincoln Community Center in the total price of \$15,944.25, for a total price of \$35,768.22;

Whereas, The price for all purchases exceeds \$15,000.00 and, pursuant to Section 3.05.040 (E) as well as Section 3.05.050 (B)(2) of the Highland Municipal Code, such purchase requires the express approval of the purchasing agency;

Whereas, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 of the Highland Municipal Code does not serve as the purchasing agency for the Parks and Recreation Department, but the corporation General Fund, which will host the additional appropriation is under its authority;

Whereas, The Park and Recreation Board, pursuant to Section 3.05.030 (C) of the Highland Municipal Code serves as the purchasing agency for the Parks and Recreation Department;

Whereas, The Parks and Recreation Superintendent, pursuant to Section 3.05.050 (D)(8) of the Highland Municipal Code, serves as the Purchasing Agent for the Parks and Recreation Department;

Whereas, The purchase of the audio visual equipment to enhance the Lincoln Community Center will be supported by an appropriation in the Works Board Department of the Corporation General Fund; and,

Whereas, The Town Council now desires to approve and authorize the Parks and Recreation Superintendent to complete the purchase of the supplies and equipment

pursuant to the terms and stated herein, subject to the approval of the Park and Recreation Board;

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

Section 1. That the Works Board hereby makes the following findings and determinations:

- (A) That **Sounds Cool Live Audio, LLC**, 2129 Ramblewood Drive, Highland, Indiana, 46322, has proffered a quote for visual equipment designed to enhance the Lincoln Community Center in the total price of \$19,823.97 and a quote for audio equipment designed to enhance the Lincoln Community Center in the total price of \$15, 944.25, for a total price of \$35,768.22;
- (B) That the Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 of the Highland Municipal Code **does not** serve as the purchasing agency for the Parks and Recreation Department, but the corporation General Fund, which will host the additional appropriation is under its authority;
- (C) That the Park and Recreation Board, pursuant to Section 3.05.030 (C) of the Highland Municipal Code serves as the purchasing agency for the Parks and Recreation Department, so any action expressed in the works board order will require its concurrence and approval;
- (D) That the foregoing qualifies as a small purchase, as a purchase that is less than \$50,000, all pursuant to 3.05.060(G), and may be made as a purchase in the open market and without additional procedures;

Section 2. That to the extent that this involves an appropriation in the Works Board Department of the General Fund, the Works Board hereby authorizes the purchase of the following equipment, from the identified appropriation, subject to the concurrence and approval of the Park and Recreation Board, pursuant to the small purchases provisions set forth in HMC Section 3.05.060(G)(2):

- (A) The proffered a quote for visual equipment designed to enhance the Lincoln Community Center in the total price of nineteen thousand, eight hundred twenty-three dollars and ninety-seven cents (\$19,823.97), the quote being incorporated herein with this Order;
- (B) The proffered a quote for audio equipment designed to enhance the Lincoln Community Center in the total price of fifteen thousand, nine hundred forty-four dollars and twenty-five cents (\$15, 944.25) , the quote being incorporated herein with this Order;

Section 3. That the total purchase of all the foregoing at total price of thirty five thousand, seven hundred sixty-eight dollars and twenty-two cents (\$35,768.22) is hereby approved to be paid from an appropriation in the works board department of the corporation general fund;

Section 4. That the Parks and Recreation Superintendent is now provisionally authorized and approved to execute the purchase agreement and any additional documents in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, as required pursuant to IC

36-5-4-14, provided that the Park and Recreation Board approves concurs in and approves the purchases as the purchasing agency for the Parks and Recreation Department, evidenced by action at a meeting of the board and the executed by the signatures of the proper officers in the companion jurat to this order;

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 28th day of June 2021, subject to the concurrence of the Park and Recreation Board, 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 36-5-2-10.2; IC 36-5-6-5)

Certificate of the Park and Recreation Board

It is hereby certified that the foregoing Works Board Order was considered at a regular meeting of the Highland Park and Recreation Board. The Park and Recreation Board hereby adopts the recitals and findings set forth in this order, concurs in its action, and authorizes the Park and Recreation Superintendent to execute the purchase agreement and any additional documents in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, as required pursuant to IC 36-5-4-14.

**TOWN OF HIGHLAND
PARK AND RECREATION BOARD**

Carlos Aburto, **President**

Attest:

Chris Ray, **Secretary**

EXHIBITS:



Sounds Cool Live Audio LLC
 2129 Ramblewood Dr.
 Highland, IN 46322 US
 +1 2197127086
 soundscoolliveaudio@gmail.com
 www.soundscoolliveaudio.com

ADDRESS
 Ed Dombrowski
 Town of Highland..
 3333 Ridge Rd
 Highland, In 46322 Usa

SHIP TO
 Ed Dombrowski
 Town of Highland..
 3333 Ridge Rd
 Highland, In 46322 Usa

Estimate 1245

DATE 05/27/2021

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
8128	JBL 8128 8" Ceiling Speaker. Flush Mount White 70 Volt	32	75.00	2,400.00
CDI1000	Crown CDI1000 70 Volt / Low Impedance 2 Ch. Power Amplifier	1	1,179.00	1,179.00
Shure QLXD24/B58	Shure QLXD24/B58. Wireless Mic System with Beta 58A Handheld	2	1,055.00	2,110.00
CD200BT	Tascam CD200BT 2u Rack Mount CD/Bluetooth/MP3 Player	1	349.00	349.00
SCM-820	Shure SCM-820 8-Channel Digital Rackmount Automatic Mic Mixer	2	1,699.00	3,398.00
A820-NIC-DANTE	Shure A820-NIC-DANTE Dante card for interconnection network of two or more SCM820 mixers	2	425.00	850.00
Misc	Custom Wall Plate 8 XLR In 2 XLR Out	1	56.00	56.00
Misc	12 Pair Snake Cable for Input Output Panel	100	4.89	489.00
12/2 AWG	Install Grade Speaker Cable 12/2	425	0.89	378.25
Labor	Labor, Installation, Program, and Training	46	85.00	3,910.00
Misc	Scissor Lift Rental 1 Week	1	825.00	825.00

TOTAL \$15,944.25

Accepted By

Accepted Date



Sounds Cool Live Audio LLC
 2129 Ramblewood Dr.
 Highland, IN 46322 US
 +1 2197127086
 soundscoolliveaudio@gmail.com
 www.soundscoolliveaudio.com

ADDRESS
 Ed Dombrowski
 Town of Highland..
 3333 Ridge Rd
 Highland, In 46322 Usa

SHIP TO
 Ed Dombrowski
 Town of Highland..
 3333 Ridge Rd
 Highland, In 46322 Usa

Estimate 1242

DATE 05/25/2021

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Misc	Vivitek DU 5671 6200 Lumen Video Projector 16:10 Format	2	2,995.00	5,990.00
Misc	Vivitek Lens Short Zoom Lens Part Number: 5811122742-SV Throw Ratio: 0.77 - 1.1	2	1,168.75	2,337.50
Misc	Draper Access FIT E Motorized Screen Drop Ceiling Retro Fit 123" Diagonal	2	2,811.00	5,622.00
Misc	Draper Wireless Screen Control	2	389.00	778.00
Misc	Sanus VP1 Projector Ceiling Mount	2	244.99	489.98
Misc	MP21B18 4 x 4 IR Matrix Switch	1	942.99	942.99
Misc	VancoEVRX2006 POE Receiver	2	115.00	230.00
Misc	VancoEVWP2006TX HDMI Wall Plate Transmitter	2	200.00	400.00
CAT6e	CAT6e Install grade Cable Black	750	0.39	292.50
3-HDMI	Vanco 3' HDMI Cable	4	18.00	72.00
PL-PLUS15A	Furman 15 Amp Power Conditioner	1	319.00	319.00
Misc	Navpoint8541763565 6U Glass Door Wall RACK	1	256.00	256.00
Misc	Wall Molding, Hardware Pack per Projector	2	112.00	224.00
Labor	Labor Installation, Programing, Training	22	85.00	1,870.00

Customer will supply 120 Volt Electric at each Projector, Screen and Rack Location.

TOTAL \$19,823.97

Accepted By

Accepted Date

**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 **12th day of July 2021**, will consider the following additional appropriations in excess of the budget for the current year:

ECONOMIC DEVELOPMENT FUND

Increase

Acct. No. 095-0000-35010 Downtown Development:	<u>\$ 38,186.00</u>
<i>Total 300 Series:</i>	\$ 38,186.00

Fund Total:	\$ 38,186.00
--------------------	---------------------

Funds to support these additional appropriations, in the **Special Economic Development Fund** shall be supported by fees raised under the authority of Section 14.20.170 (C) of the Highland Municipal Code, and IC 6-1.1-12.1-2(h), as well as unreserved, undesignated fund balance on deposit to the credit of the *Economic Development Non Reverting Fund*.

Taxpayers appearing at such meeting shall have a right to be heard thereon. Taxpayers may also write to the Office of the Clerk-Treasurer if a taxpayer desires to communicate a concern. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its information and file. Once filed, the additional appropriation as approved will be available for the use of the municipality.


**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 28th DAY OF June, 2021

FISCAL OFFICER

ALLOWANCE OF VOUCHERS

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 4 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 322,671.25.

Dated this _____ day of _____, _____

TOWN COUNCIL

MARK A. HERAK

ROGER SHEEMAN

BERNIE ZEMEN

MARK SCHOCKE

TOM BLACK

User: CRK EXP CHECK RUN DATES 06/16/2021 - 06/29/2021
 DB: Highland BOTH JOURNALIZED AND UNJOURNALIZED

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0000						
001-0000-45200	GEN FUND TRANSFERS GROSS	92603	PAYROLL ACCOUNT	6/18PRL D/S TRANSFER GENERAL	173,594.12	45844
	Total For Dept 0000				173,594.12	
Dept 0001 TOWN COUNCIL						
001-0001-33001	ADDITIONAL APPROPRIATIONS	92723	THE TIMES	ADDITIONAL APPROPRIATIONS-72245	22.91	
001-0001-39004	INSERTING GAZEBO INTO BILLS	92578	LITHOGRAPHIC COMMUNICATIONS	APRIL 2021GAZEBO EXPRESS INSERT-8	1,206.58	
	Total For Dept 0001 TOWN COUNCIL				1,229.49	
Dept 0006 BUILDING & INSPECTION						
001-0006-20003	INV # 177423755001 INK	92677	OFFICE DEPOT, INC	INV # 177423755001 INK	92.15	
001-0006-20003	INV#177426051001 ORGANIZER	92678	OFFICE DEPOT, INC	INV#177426051001 ORGANIZER	71.18	
	Total For Dept 0006 BUILDING & INSPECTION				163.33	
Dept 0007 FIRE DEPARTMENT						
001-0007-22004	INV # 337-378490	92695	AUTO-WARES	AUTOMOTIVE SUPPLIES	86.14	
001-0007-23004	ALTAIR 4X LEL SENSOR S/N 4556	92696	5 ALARM FIRE & SAFETY EQPT,	ALTAIR 4X LEL SENSOR	306.00	
001-0007-23004	INV# 68286	92698	MENARDS	MISC SUPPLIES	141.87	
001-0007-32005	STATIONS SECURITY SYSTEM	92693	PHIL & SON, INC	STATIONS SECURITY	145.60	
001-0007-36003	URNAL BACKUP AT STATION 1	92692	TLC PLUMBING, INC.	STATION 1 TOILET BACKUP	287.00	
	Total For Dept 0007 FIRE DEPARTMENT				966.61	
Dept 0009 POLICE DEPARTMENT						
001-0009-11204	PHYS 4 NEW APPS W/CHECKS ATTA	92701	FRANCISCAN ST MARGARET HEAL	PHYSICALS FOR NEW APPLICANTS - 4	690.00	
001-0009-21001	PD PORTION OF PW GAS INVOICE	92706	WARREN OIL COMPANY	PD PORTION OF GAS AS PUMP WAS BRO	3,423.70	
001-0009-21001	170.1 GAL OF IND OFF ROAD DYE	92707	WARREN OIL COMPANY	170.1 GAL OF IND OFF ROAD DYED FU	511.64	
001-0009-22004	BRAKES AND ROTORS FOR CAR 217	92702	NAPA AUTO PARTS	BRAKES AND ROTORS FOR CAR 217	499.65	
001-0009-22004	BRAKES AND ROTOR PARTS FOR CA 92703		NAPA AUTO PARTS	BRAKES AND ROTOR PARTS FOR CAR 2	426.79	
001-0009-23004	AA BATTERIES FOR RANGE HEADGE	92699	BEECHY BATTERY INC	SUPPLY OF AA BATTERIES FOR HEADGE	40.00	
001-0009-32003	SPILLMAN CIRCUIT USER FEE FOR 92704		LAKE COUNTY DATA PROCESSING	SPILLMAN CIRCUIT USER FEE FOR JUN	308.30	
001-0009-38006	MAT CHANGE PD 06/15/21	92700	CINTAS CORPORATION #319	MAT CHANGE PD 06/15/21	37.10	
001-0009-38006	CENTRAL FIRE MONITORING OF BL 92705		TRI-ELECTRONICS, INC	SOLE PATH CELLULAR/CENTRAL FIRE M	516.00	
	Total For Dept 0009 POLICE DEPARTMENT				6,453.18	
Dept 0011 SERVICES & WORKS						
001-0011-21005	LC FILTERS 12X24X2 (PARTIAL	92580	JOHNSTONE SUPPLY, INC.	AIR FILTERS/LC	85.69	
001-0011-21005	263138 - VARIOUS LC SUPPLIES	92679	PERFORMANCE CHEM & SUPPLY I	LC SUPPLIES	924.90	
001-0011-21005	REPLACEMENT HEIGHT ADJUSTERS/	92668	TOADVINE ENTERPRISES	FH HEIGHT ADJUSTERS	369.67	
001-0011-31003	SBOA/EMMA CONTINUING DISCLOSU	92488	LONDON WITTE GROUP, LLC	SBOA/EMMA CONTINUING DISCLOSURE P	1,043.75	
001-0011-32008	ACCT. SERVICE FEES	92669	FIRST FINANCIAL BANK CORP S	MAY 2021 ACCT SERV FEES	1,812.00	999420
001-0011-38005	TEMP TO HIRE FEE	92676	GOVHR USA, LLC	JANICE FIGUEROA HIRE FEE	2,160.00	
	Total For Dept 0011 SERVICES & WORKS				6,396.01	
Dept 0012 TOWN HALL						
001-0012-36003	TOWN HALL MATS 6/8/21	92489	CINTAS CORPORATION #319	TOWN HALL MATS ACT 16459440	57.91	
	Total For Dept 0012 TOWN HALL				57.91	
	Total For Fund 001 GENERAL				188,860.65	
Fund 002 MVH						
Dept 0000						
002-0000-45200	MVH TRANSFERS GROSS	92604	PAYROLL ACCOUNT	6/18 PRL D/S TRANSFER MVH	20,764.60	45845
	Total For Dept 0000				20,764.60	

User: CRK
 DB: Highland
 EXP CHECK RUN DATES 06/16/2021 - 06/29/2021
 BOTH JOURNALIZED AND UNJOURNALIZED

Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 002 MVH						
Dept 0016 MVH ADMIN						
002-0016-21004	REPLACEMENT MOP HEADS	92725	AMAZON	MOP HEADS AND DUST MOP HEADS	113.15	
002-0016-22002	5172056 2X4 CEILING TILES	92729	MENARDS CORP - SCHERERVILLE	CEILING TILES FOR PUBLIC WORKS DE	10.63	
				Total For Dept 0016 MVH ADMIN	123.78	
Dept 0017 MVH RECONSTRUCTION/MAINTENANCE						
002-0017-21003	TPH-HD-BLK HEAVY DUTY CABLE T	92734	TERMINAL SUPPLY INC	HEAVY DUTY CABLE TIE/OEM HEADLIGH	89.59	
002-0017-22004	187637A1 TUBE ASSEMBLY	92727	MCCANN INDUSTRIES, INC	TUBE ASSY/OEOE/SUPPORT/PAD RUNNER	1,015.04	
002-0017-22004	STI4224-400-1302 IGNITION MOD	92732	TERPSTRA'S SALES & SERVICE,	IGNITION MODULE/STIHL 2.5GAL/STIH	169.42	
002-0017-23004	5578100 BLACK SAININ RUSTOLEUM	92728	MENARDS CORP - SCHERERVILLE	PAINT SUPPLIES - STREET DEPT	21.27	
002-0017-23004	8000-03204 5 GAL	92730	SHERWIN WILLIAMS CORP	PAINT SUPPLIES - STREET DEPT	891.60	
002-0017-36001	2 WHEEL ALIGNMENT-STREET DEPT	92726	GRIMLER AUTOMOTIVE, INC	2 WHEEL ALIGNMENT - STREET DEPT	85.00	
002-0017-36001	STI4180-080-1609 SHROUD	92731	TERPSTRA'S SALES & SERVICE,	SHROUD - STREET DEPT	18.27	
002-0017-36001	TLB135-1873 BELT DECK DRIVE	92733	TERPSTRA'S SALES & SERVICE,	BELT DECK DRIVE/BLADE/BELT/FILTER	375.50	
				Total For Dept 0017 MVH RECONSTRUCTION/MAINTENANCE	2,665.69	
				Total For Fund 002 MVH	23,554.07	
Fund 018 LAW ENFORCE CON'T ED						
Dept 0000						
018-0000-23004	WALL MOUNT CAUTION BELT	92711	ULINE	WALL MOUNT CAUTION BELT	100.71	
018-0000-23006	8-PORT ETHERNET SWITCH	92708	AMAZON	8-PORT ETHERNET SWITCH	144.54	
018-0000-23006	PRINTER CARTRIDGES	92710	PULSE TECHNOLOGY OF INDIANA	PRINTER CARTRIDGES	1,342.94	
018-0000-31004	LODGING 5/24	92717	ANDREW GERMONPREZ (R)	REIMBURSE MEALS AND LODGING FROM	235.16	
018-0000-39937	PARTIAL PAY FOR SWAT HESCO PL	92709	GERARDO G GARZA JR (R)	REIMBURSE FOR SWAT HESCO 3810 PLA	2,481.00	
				Total For Dept 0000	4,304.35	
				Total For Fund 018 LAW ENFORCE CON'T ED	4,304.35	
Fund 030 ICT FUND						
Dept 0000						
030-0000-32003	ELEVATOR PHONE-6/1-6/31/21	92490	AT&T	219923-2320 260 1 ELEVATOR PHONE	195.09	45837
030-0000-32003	219 R10 2255 255 7 5/2/21-6/1/21	92491	AT&T	219 R10 2255 255 7 5/2/21-6/1/21	1,163.48	45837
030-0000-32003	INTERNET SVC PS BLDG 8771400	92582	COMCAST CABLE	INTERNET FOR PUBLIC SAFETY BLDG	238.40	45838
030-0000-32003	PHONE/INTERNET FD CENTRAL	92581	COMCAST CABLE	FD CENTRAL/2901 HIGHWAY-PHONE/INT	215.72	45839
030-0000-32003	MEADOWS PKINTERNET ACT 877140	92586	COMCAST CABLE	MEADOWS PK MO INTERNET 6/12-7/11/	115.61	45840
030-0000-32003	PW INTNET # 8771400250212877	92587	COMCAST CABLE	8771400250212877 PW 8001 KENNEDY	301.09	45841
030-0000-32003	FD SOUTH 2647 45TH ST	92588	COMCAST CABLE	FD S STATION PHONE/INTERNET SVC 1	120.62	45842
030-0000-32003	PW/B&I/PARK/FD WIRELESS 78032	92583	VERIZON WIRELESS	PW/B&I/PARK/FD WIRELESS 780324475	1,192.40	45843
030-0000-32003	FIRE DEPT	92722	AT&T MOBILITY	FIRE DEPT 666-4120 ACT 2872990949	43.00	
030-0000-33811	BRIVO CLOUD HOSTED MONTHLY SI	92718	PHIL & SON, INC	BRIVO CLOUD HOSTED MONTHLY SITE/A	100.95	
				Total For Dept 0000	3,686.45	
				Total For Fund 030 ICT FUND	3,686.45	
Fund 031 SOLID WASTE						
Dept 0000						
031-0000-38001	SHRED TRUCK	92724	OPPORTUNITY ENTERPRISES INC	SHRED DAY 2021	800.00	
				Total For Dept 0000	800.00	
				Total For Fund 031 SOLID WASTE	800.00	
Fund 033 DONATION						
Dept 0000						
033-0000-39071	WORK BOARDS ORDER 2021-10 AME	92585	TOM LOUNGES ENTERTAINMENT,	WORK BOARDS ORDER 2021-10 AMENDIN	5,000.00	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 033 DONATION Dept 0000						
Dept 0009 POLICE DEPARTMENT					5,000.00	
033-0009-00200	REFRESHMENTS NEW APPLICANT ME 92712			REFRESHMENTS NEW APPLICANT MEETIN	89.16	
033-0009-00200	INV 1 REFRESHMTS FOR TRAINING 92713			REFRESHMENTS FOR TRAINING DAY PD	97.16	
033-0009-00200	SUPPLIES FOR EMPLY 1ST DAY 92714			SUPPLIES FOR RECORDS EMPLOYEE CAKE	38.99	
	Total For Dept 0009 POLICE DEPARTMENT				225.31	
Fund 036 SPECIAL EVENTS Dept 0000					5,225.31	
036-0000-38604	RED-WHITE-BLUE WREATH 92579			HIGHLAND CCE RED-WHITE-WREATH FOR	75.00	
036-0000-38609	ENTERTAINMENT CONTRACT WBO 20 92584			THE ENTERTAINMENT CONTRACT WBO 20	16,500.00	
	Total For Dept 0000				16,575.00	
Fund 050 POLICE PENSION Dept 0000					16,575.00	
050-0000-45200	POLICE PENSION TRANSFERS GROS 92609			6/18PRL D/S TRANSFER POLICE PENSI	68,473.83	33911
	Total For Dept 0000				68,473.83	
Fund 055 MCCD Dept 0000					68,473.83	
055-0000-23009	BAL DUE FOR SWAT HESCO 3810 P 92715			BAL DUE FOR SWAT HESCO 3810 PLATE	212.00	
	Total For Dept 0000				212.00	
Fund 085 TRAFFIC VIOLATIONS Dept 0001 TOWN COUNCIL					212.00	
085-0001-00400	CASH BOND FEES 92691			CASH BOND FEES	500.00	45846
	Total For Dept 0001 TOWN COUNCIL				500.00	
Fund 249 PUBLIC SAFETY INCOME TAX FUND Dept 0000					500.00	
249-0000-29000	ANTISEPTIC, AVAGARD 92694			HAZ MAT SUPPLIES-AVAGARD ANTISEPT	56.33	
249-0000-29000	CASES - DISINF WIPES (COVID A 92577			ADD'L COVID SPENDING	236.70	
249-0000-43006	5221 EXHAUST SYSTEMS 92697			NO SMOKE DIESEL EXHAUST SYSTEM	8,739.06	
249-0000-43049	PANEL PHONE/PRGRM FOR LOBBY A 92716			PANEL PHONE FOR LOBBY AREA AND PR	1,447.50	
	Total For Dept 0000				10,479.59	
	Total For Fund 249 PUBLIC SAFETY INCOME TAX FUND				10,479.59	

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

Fund Totals:

Fund 001 GENERAL	188,860.65	
Fund 002 MVH	23,554.07	
Fund 018 LAW ENFORCE CON'T ED	4,304.35	
Fund 030 ICT FUND	3,686.45	
Fund 031 SOLID WASTE	800.00	
Fund 033 DONATION	5,225.31	
Fund 036 SPECIAL EVENTS	16,575.00	
Fund 050 POLICE PENSION	68,473.83	
Fund 055 MCCD	212.00	
Fund 085 TRAFFIC VIOLATIONS	500.00	
Fund 249 PUBLIC SAFETY INCOME TAX	10,479.59	
TOTAL	322,671.25	

Payroll Docket

\$	298,444.34	\$	298,444.34	Delta	\$	-
Council, Boards and Commissions		\$	10,525.27			
Office of Clerk-Treasurer		\$	15,055.24			
Regular Staff	\$ 15,055.24					
Field Service Rep	\$ -					
Building & Inspection		\$	7,429.08			
Metropolitan Police		\$	124,267.15			
Crossing	\$ 99.72					
Full-Time Police	\$ 103,382.39					
Full-Time Non-sworn	\$ 20,785.04					
Public Works Department		\$	68,835.32			
Fire Department		\$	3,966.10			
Component One	\$ 3,966.10					
Component Two	\$ -					
Police 1925 Pensions		\$	68,366.18			

Payday: 18-Jun-2021