

**Topics Tentatively Scheduled for Study Session Discussion
and
Topics Requested for Action at Future Business Meetings of the Twenty-Ninth
Town Council of Highland**

This meeting will be convened as an in person meeting. As this is prepared, the Governor's website at did not list a renewing order for the pandemic that will trigger the provisions of IC 5-14-1.5-3.7.

Unless a new order is issued, the following link is for persons other than members of the legislative body People may observe and record the meeting for live streaming by joining the meeting on the following link:

<https://us06web.zoom.us/j/84428808023?pwd=ME9FU2pKbVO0ME5HK3pRZjdwbDBFOT09>

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: 844 2880 8023 password (code): 652819

**Monday November 01, 2021
Study Session 6:30 p.m.**

This meeting contributes to Agenda building for the plenary meeting. Please, also be aware of the running enrolled list of matters that are likely for the plenary meeting, subject to review by the municipal executive. By practice and local ordinance, study sessions are distinguished from plenary (regular business) meetings of the Town Council "as they shall be conducted with less formality and with no votes or final actions of a dispositive nature unless provided otherwise by proper notice, pursuant to IC [5-14-1.5](#) et seq." (Confer HMC Section 2.05.130(3))

- X. **Discussion:** (Presentation) Explore and see demonstration of OpenGov® Software Platform designed to promote financial Transparency in real time; compatible with current finance and accounting software. **(They may remote in)**
- X. **Discussion:** Explore the idea of compensation for the members of the Community Events Commission.
- X. **Discussion:** Marketing Brochure and work for the Downtown. (Idea Factory)
- X. **Discussion:** Request by Public Works Director to amend the wages for the utility worker/Equipment Operator B by 50¢ per hour.
- X. **Discussion:** Request by Public Works Director to approve the hire of a full-time employee to the position of Utility Worker B at \$13.18 per hour, which is its authorized rate.

- X. **Discussion:** Request by the Police Department for an Appropriation Transfer within the Police Department of the General Fund, reducing the lance corporation salary line by \$29,321 and increasing several supply lines by the same total amount.

II.

• **Plenary Business Meeting of Monday November 8, 2021 Likely matters**

- X. Accounts payable vouchers Docket for the period of October 26, 2021 to November 8, 2021 in the amount \$ _____
- X. Ratify Payroll Vouchers Dockets for payday of _____ in the amount of \$ _____
- X. Minutes of the Meeting of Monday, October 25, 2021.
- X.
- X. Buckeye Pipeline LICENSE AGREEMENT TO USE AN EASEMENT (if ready)

Memorandum

Re: Request by Public Work Director regarding amendment to the Wage and Salary Ordinance

Mr. Knesek seeks the following change:

(B) Associate Staff and Employees

	Starting Rate	Incumbent Rate
(7) Utility Worker / Equipment Operator B (2)	\$22.55	\$22.55

Amend by increasing fifty cents.

(7) Utility Worker / Equipment Operator B (2)	\$23.05	\$23.05
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This is the current wage and salary ordinance:

Section 9. *Public Works Department (Agency).* 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 **Public Works Department** as follows:

(A) Supervisory Employees

		Starting Rate	Incumbent Rate
(1) Public Works Director	(1)		
With an employer provided vehicle:		\$ 3,404.13	\$3,404.13
Without an employer provider vehicle:		\$ 3,574.89	\$ 3,574.89
(2) Operations Director	(1)		
With an employer provided vehicle:		\$ 2,840.14	\$ 2,840.14
Without an employer provider vehicle:		\$ 3,010.95	\$ 3,010.95
(3) Division Supervisors			
Supervisor Streets	(1)	\$ 2,400.20	\$ 2,400.20
Supervisor Water & Sewer	(1)	\$ 2,400.20	\$ 2,400.20
Supervisor Maintenance	(1)	\$ 2,400.20	\$ 2,400.20
Supervisor Facilities	(1)	\$ 2,400.20	\$ 2,400.20

(B) Associate Staff and Employees

		Starting Rate	Incumbent Rate
(1) Administrative Assistant (1)		\$ 23.56	\$ 23.56
(2) Public Works Secretary*	(1)	\$19.22	\$19.22
(3) Dispatch Clerk	(1)	\$17.38	\$17.38

** If position of administrative assistant is filled, the position of public works secretary must be vacant.*

(4) Senior Utility Technician	(1)	\$23.56	\$23.56
(5) Utility Technician	(2)	\$18.90	\$18.90

This position subject to base modification as outlined in subdivision E

(6) Utility Worker /Equipment Operator A (3)	\$23.56	\$23.56
(7) Utility Worker /Equipment Operator B (2)	\$22.55	\$22.55

(8) Pump Station Operator (2)	\$20.34	\$20.34
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This position subject to base modification as outlined in subdivision D

		Starting Rate	Incumbent Rate
(9) Street Sweeper Operator (1)		\$ 20.85	\$ 20.85
(10) Utility Worker/Driver A (4)		\$ 22.55	\$ 22.55
(11) Utility Worker/Driver B (3)		\$ 19.34	\$ 19.34
(12) Utility Worker/Driver C (2)		\$ 16.34	\$ 16.34
(13) Senior Mechanic (1)		\$ 22.26	\$ 22.26
(14) Mechanic (1)***		\$ 21.18	\$ 21.18
(15) Mechanic (2)		\$ 21.18	\$ 21.18-\$22.76

*** Once a worker is assigned the **Senior Mechanic's** position, the authorization for this position is reduced to zero (0).

(16) Sign & Traffic Control Technician (1)	\$ 19.54	\$ 19.54
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This position subject to base modification as outlined in subdivision D.

(17) Utility Worker A (3)	\$17.08	\$17.08-\$18.58
(18) Utility Worker B (3)	\$13.18	\$13.18
(19) Custodian (1)	\$15.82	\$15.82
(20) Attendant Town Garage (1)	\$14.70	\$15.36
(21) Secretary (part-time)		\$ 9.27-\$19.22 per hr.
(22) Laborer (not truck driver)(part-time)	\$ 9.27-	\$ 11.994 per hr.
(23) Laborer, Seasonal Leaf Collection		\$ 9.55 per hour.
(24) Master Gardener/Streetscaping (part-time)	\$12.36 -	\$ 14.42 per hr.
(25) Driver C Seasonal (must have a CDL)		\$ 16.34

(C) Additional provisions.

For any position described in subsection (B) a duly selected or promoted successor employee may be paid at the new position's pay rate even when the position is still occupied by a departing incumbent employee for the purposes of training by the incumbent employee. The foregoing training pay arrangement may not be for a period of longer than ninety (90) days.

(D) Certifications. A full-time worker described below possessing a relevant professional certification from a generally accepted professional association as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

- (1) The positions *Pump Station Operator, Utility Technician, Mechanic, Sign & traffic Control Technician* and *Driver C Seasonal* are eligible for the following certification pay:

Commercial Driver's License add to the hourly base pay: \$ 0.65

- (2) The positions *Pump Station Operator* and *Utility Technician* are eligible for the following certification pay:

DSL Operators' License add to the hourly base pay: \$ 1.29
CT Operator's License add to the hourly base pay: \$ 1.29

- (3) The position *Pump Station Operator* is eligible for the following certification pay:

Backflow prevention license add to the hourly base pay: \$ 0.65

- (4) The position of Sign and traffic Control Technician is eligible for the following certification pay:

MUTCD* Certification add to the hourly base pay: \$ 1.29

*Satisfactory completion of training course on the Manual of Uniform Traffic Control Devices as provided by the American Public Works Association (APWA), Local Technical Assistance Program (LTAP), the American Traffic Safety Services Association (ATSSA) or the International Municipal Sign Association (ISMA).

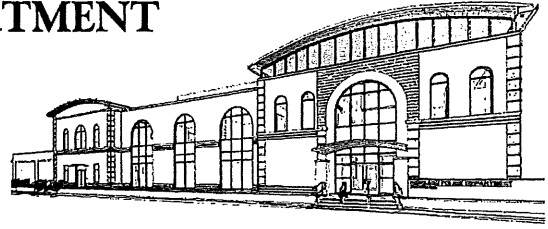
- (E) *Stand-by Duty*. During particular work periods workers in the Public Works Department (Agency) will be scheduled to stand-by, which may mean the worker will be engaged to wait for mobilization. The Public Works Director will publish written guidelines regarding administration of this duty. There is an authorized rate that shall be fixed at an hourly rate to be applied by the number of hours of stand-by duty that is assigned in a bi-weekly period. It shall be uniform for all workers. The rate is now fixed at \$1.03 per hour.



HIGHLAND POLICE DEPARTMENT

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

PETER T. HOJNICKI, CHIEF OF POLICE



October 27, 2021

Michael Griffin- Clerk-Treasurer
Roger Sheeman- Town Council President

We are submitting to you the following appropriation transfer requests for our year end needs/purchase.

Corporate General Fund	Metropolitan Police Department
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Reduce Accounts:

111.18	Lnc Corp	\$29,321
	Total	\$29,321

Increase Accounts:

210.02	Tires	\$3,000
220.04	Veh parts/sup	\$2,000
230.04	Other supplies	\$24,321 (tasers,ammo,weapons)

	Total	\$29,321
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We appreciate your consideration in this matter.

Sincerely,

Peter T. Hojnicky, Chief
Highland Police Dept.