

Agenda
Fifty-fourth Regular or Special Meeting
of the Twenty-Ninth Town Council of Highland
Regular Meeting of Monday, November 08, 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 21-28, allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the duration of the emergency, through to December 1, 2021.

People may observe and record the meeting for live streaming by joining the meeting on the Zoom platform:

<https://us06web.zoom.us/j/85960384056?pwd=a1gwOWt1bm9pbUNCMCs3MWFzNDUvQT09>

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 859 6038 4056, password (code): 587297.

Prayer: Mark J. Schocke

Pledge of Allegiance: Mark J. Schocke

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 25 October 2021.

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.

Staff Reports:

- Building & Inspection Report for October 2021.
- Fire Department Report for October 2021.
- Workplace Safety Report for October 2021.

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

Executive Appointments

1. **Tree Board:** (2) appointments, to be made by the municipal executive, but requiring nomination from the Town Council. *(Positions recently vacated by resignations of Ms. Constance Sherbondy and Ms. Judy Vaughn.)*

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.

-
- a. Nomination by the Town Council. *(The council would pass a motion to nominate the person desired for appointment.)*
 - b. Appointment by executive. *(If nominee is acceptable, the Town Council President may appoint.) (One term ends Jan 2022 and one Jan 2024)*

Legislative Appointments

Home Rule Commissions

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

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

Term: 1 year.

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

Unfinished Business & General Orders:

- 1. **Proposed Ordinance No. 1756.1726-E:** 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 Utility Worker/Equipment Operator B In The Public Works Department (Agency). *(The Public Works Director seeks the change in the pay for the Worker/Equipment Operator B.)*
- 2. **Resolution No. 2021-52:** An Exigent Resolution Providing For The Transfer Of Appropriation Balances From And Among Major Budget Classifications In The Police Department Of The General Fund As Requested By The Proper Officer And Forwarded To The Town Council For Its Action Pursuant To I.C. 6-1.1-18-6.
- 3. **Works Board Order No. 2021-37:** A Joint Resolution of the Board of Works and the Water Works Board of Directors Accepting and Approving a Proposal from NIES Engineering, Inc. for Professional Engineering Design Services for the River Drive Water Main And Street Improvement Project in the Total Amount not-to-exceed \$54,000.00.
- 4. Action to approve pay for employee at higher than starting pay for the range of the position, pursuant to Section 2 (a) of Ordinance No. 1511 the Wage and Salary Ordinance, as amended.
 - 4.1 *The Metropolitan Police Chief requests to increase pay for Vanessa Kincaid, a part-time Animal Warden from current starting pay of \$12.00 to \$14.00 per hour.*
- 5. **Action to approve appointment or employment of full-time employee, pursuant to Section §3.03 of the Compensation and Benefits Ordinance.** *The Public Works Director recommends the following:*
 - (A) *The hiring of Kyle Foster, to the full-time position of Utility Worker B in Public Works Department (Agency) at a rate of pay of \$13.18 per hour. This will not increase the full-time workforce greater than the authorized work force strength.*

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.

NEW BUSINESS:

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

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

**COMMENTS FROM
THE PUBLIC or
VISITORS**

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

**ACTION TO PAY
Accounts Payable
Vouchers**

Accounts payable vouchers October 26, 2021 to November 8, 2021 in the amount of **\$490,943.79**.
Payroll Docket for the payday of October 8, 2021 in the amount of **\$223,071.29**, the payday of October 22, 2021 in the amount of **\$318,413.04**, and the Special Payday (COVID Stipends) of October 8, 2021 in the amount of **\$318,632.00**.

ADJOURNMENT

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

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

**Enrolled Minutes of the Fifty-Third Regular or Special Meeting
For the Twenty-Ninth Highland Town Council
Regular Plenary Meeting (Electronic/Hybrid)
Monday, October 25, 2021**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, October 25, 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 and in person meeting*, pursuant to Governor Holcomb's Executive Order 20-04 and 20-09 allowing such meetings pursuant to IC 5-14-1.5-3.7 for the duration of the COVID-19 public health emergency, extended by Executive Order No. 21-26, through October 31, 2021. 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 members of the Town Council were present in person.

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

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

Additional Officials Present: John Reed, Town Attorney (remotely); Mark Knesek, Public Works Director (remotely); Peter Hojnicki, Metropolitan Police Chief; William R. Timmer, Jr., CFOD, Fire Chief; Alex M. Brown, CPRP, Superintendent of Parks and Recreation (remotely); Edward Dabrowski, Director of Information Technology; and Kenneth J. Mika, Building Commissioner were present. All participated in person except where denoted remotely.

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

Minutes of the Previous Meetings:

The minutes of the regular meeting of October 11, 2021, were approved by general consent.

Special Orders:

1. **Consideration of Proposed Additional Appropriations:** (*non-controlled funds*) Proposed Additional Appropriations in Excess of the 2021 Budget in the Information Communications Technology Fund in the amount of \$48,156.
 - (a) Attorney verification of Proofs of Publication: The TIMES 14 October 2021. The Town Attorney indicated that the proof was in legal compliance.
 - (b) **Public Hearing.** There were no comments. The hearing was closed.
 - (c) Action on **Proposed Appropriation Enactment No. 2021-50:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the **Information Communications Technology Fund**, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Zemen introduced and moved the consideration of Enactment No. 2021-50 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 enactment could be considered at the same meeting of its introduction.

Councilor Zemen moved the passage and adoption of Enactment No. 2021-50 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 enactment was passed and adopted upon the signature of the municipal executive at the same meeting of its introduction.

Town of Highland
APPROPRIATION ENACTMENT
Enactment No. 2021-50

An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Information Communications Technology 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 Information Communications Technology 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 Information Communications Technology Fund and for the purposes herein specified, subject to the laws governing the same:

INFORMATION AND COMMUNICATIONS TECHNOLOGY FUND

Increase:

Acct. 030-0000-20003 Miscellaneous Supplies	\$	3,000.00
<i>Total Series:</i>	\$	3,000.00
Acct. 030-0000-32001 Postage :	\$	987.00
Acct. 030-0000-32003 Telephone:	\$	20,400.00
Acct. 030-0000-33811 Security :	\$	302.00
Acct. 030-0000-34023 Group Health Insurance:	\$	3,962.00
Acct. 030-0000-38006 Service Agreements:	\$	14,729.00
Acct. 030-0000-39007 Misc. Services & Charges:	\$	2,049.00
Acct. 030-0000-39024 Website Maintenance:	\$	2,727.00
<i>Total Series:</i>	\$	45,156.00
TOTAL for FUND	\$	48,156.00

Section 2. 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 once reported to the Department of Local Government Finance, pursuant to IC 6-1.1-18.

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

Introduced and Filed on the 25th Day of October 2021. Consideration on the same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 25th Day of October 2021, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

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

ATTEST:

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

2. **Consideration of Proposed Additional Appropriations:** (*Controlled funds*) Proposed Additional Appropriations in Excess of the 2021 Budget in the Police Department of the Corporation General Fund in the amount of \$3,400.
 - (a) **Attorney verification of Proofs of Publication:** The TIMES 14 October 2021. The Town Attorney indicated that the proof was in legal compliance.
 - (b) **Public Hearing.** There were no remonstrances or comments. The hearing was closed.
 - (c) **Action on Proposed Appropriation Enactment No. 2021-51:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the **Police Department of the Corporation General Fund**, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Herak introduced and moved the consideration of Enactment No. 2021-51 at the same meeting of its introduction. Councilor Schocke seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of its introduction.

Councilor Herak moved the passage and adoption of Enactment No. 2021-51 at the same meeting of its introduction. Councilor Schocke seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment was passed and adopted upon the signature of the municipal executive at the same meeting of its introduction.

Town of Highland
 APPROPRIATION ENACTMENT
 Enactment No. 2021-51

An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Police 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 **Police 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 **Police Department of the Corporation General Fund** and for the purposes herein specified, subject to the laws governing the same:

CORPORATION GENERAL FUND

Police Department

Acct. 001-0009-23006 Other Supplies Animal Control Cages:	\$ <u>3,400.00</u>
Total 200 Series:	\$ 3,400.00
Total for the Department:	\$ 3,400.00
TOTAL for the FUND:	\$ <u>3,400.00</u>

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

Introduced and Filed on the 25th Day of October 2021. Consideration on the same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 25th Day of October 2021, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

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

ATTEST:

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

3. Adoption Hearing of the Proposed Fiscal Year 2022 Budget for the Town of Highland.

- (a) Memorandum regarding Taxpayer remonstrance petition. *No petition was filed. No action was necessary for the Town Council to respond.*
- (b) **Public Hearing.** There were no comments. The hearing was closed.
- (c) Action on **Introduced Ordinance No. 1751:** An Ordinance of Appropriations and Budget Levies and Rates for the 2022 Budget of the Civil Town. *Councilor Herak introduced the ordinance at the meeting of the Town Council of Monday, October 11, 2021. There was no further action pursuant to IC 6-1.1-17-3(a) and IC 6-1.1-17-5(a)(8).*

Councilor Herak moved to pass and adopt Ordinance No. 1751. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The ordinance was adopted upon the signature of the municipal executive.

**Town of Highland
Ordinance No. 1751**

TOWN OF HIGHLAND, LAKE COUNTY, INDIANA

**AN ORDINANCE FOR APPROPRIATIONS AND TAX RATES
OF THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA**

BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana:

Section 1. That for the expenses of the Town of Highland for the year ending December 31, 2022, the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law;

Section 2. That in addition, for the purposes of raising revenue to meet the necessary expenses of the TOWN OF HIGHLAND, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds are incorporated by the signing of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance;

Section 3. This ordinance shall be in full force and effect from and after its passage and approval by the Town Council of the Town of Highland, subject to its review and approval by the Department of Local Government Finance.

Fund Name	Proposed Budget	Proposed Tax Levy	Proposed Tax Rate
Corporation General	\$ 8,290,016	\$ 9,187,092	1.0535
Debt Service	\$ 808,000	\$ 1,267,913	0.1454
Local Income Tax (Public Safety LOIT)	\$ 500,000	\$ -	0.0000
Police Pension	\$ 848,127	\$ 3,000	0.0003
Local Road and Streets	\$ 411,600	\$ -	0.0000
Motor Vehicle Highway	\$ 933,318	\$ -	0.0000
LE Continuing Education	\$ 53,000	\$ -	0.0000
Park and Recreation	\$ 2,465,068	\$ 1,284,616	0.1473
Park Bond	\$ 1,204,225	\$ 1,870,333	0.2145
Cumulative Capital Improvement	\$ 115,000	\$ -	0.0000
Cumulative Capital Development	\$ 414,140	\$ 645,308	0.0740
Economic Development Income Tax	\$ 630,000	\$ -	0.0000
Redevelopment General	\$ 305,443	\$ 300,701	0.0345
Redevelopment Bond	\$ 221,848	\$ 349,261	0.0401
Solid Waste District Grant	\$ 192,725	\$ -	0.0000
Information and Communications Technology	\$ 318,340	\$ -	0.0000
VIPS/Park Public Safety Fund	\$ 6,000	\$ -	0.0000
Special Events Non Reverting	\$ 95,914	\$ -	0.0000
	\$ 17,812,764	\$ 14,908,224	\$ 1.7096
Levies Subject to maximum Levy	\$ 11,908,654		
Regular Funds	\$ 17,199,785		
Home Rule Funds	\$ 612,979		

Introduced and Filed on the 11th day of October 2021. Consideration on First Reading not in order, pursuant to I.C. 6-1.1-17-3(a); I.C. 6-1.1-17-5(a)(8) and I.C. 36-5-3-4.

Duly Ordained and Adopted this 25th Day of October 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

Having Voted in the Affirmative:

Having Voted in the Negative:

/s/ Roger Sheeman, President

/s/Bernie Zemen

/s/Mark A. Herak

/s/Mark Schocke

/s/Thomas Black

Attest:

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

Corporation General Fund:

(departmentalized)

Proposed

FY 2022

Adopted

Office of the Town Council

Personnel Services	\$	80,875	\$	80,875
Supplies	\$	700	\$	700
Other Services & Charges	\$	158,677	\$	158,677
Capital Outlays	\$	-	\$	-
Department Total:	\$	240,252	\$	240,252

Advisory Board of Zoning Appeals

Proposed

Adopted

Personnel Services	\$	3,359	\$	3,359
Supplies	\$	200	\$	200
Other Services & Charges	\$	19,160	\$	19,160
Capital Outlays	\$	-	\$	-
Department Total:	\$	22,719	\$	22,719

Volunteers in Policing

Personnel Services	\$	2,720	\$	2,720
Supplies	\$	14,130	\$	14,130
Other Services & Charges	\$	3,050	\$	3,050
Capital Outlays	\$	-	\$	-
Department Total:	\$	19,900	\$	19,900

Office of the Clerk-Treasurer

Personnel Services	\$	213,980	\$	213,980
Supplies	\$	3,500	\$	3,500
Other Services & Charges	\$	95,301	\$	95,301
Capital Outlays	\$	-	\$	-
Department Total:	\$	312,781	\$	312,781

Building Inspection Department

Personnel Services	\$	246,644	\$	246,644
Supplies	\$	9,550	\$	9,550
Other Services & Charges	\$	79,169	\$	79,169
Capital Outlays	\$	1,500	\$	1,500
Department Total:	\$	336,863	\$	336,863

Fire Department

Personnel Services	\$	330,541	\$	330,541
Supplies	\$	32,075	\$	32,075
Other Services & Charges	\$	153,994	\$	153,994
Capital Outlays	\$	-	\$	-
Department Total:	\$	516,610	\$	516,610

Plan Commission Dept.

Personnel Services	\$	2,842	\$	2,842
Supplies	\$	325	\$	325
Other Services & Charges	\$	78,246	\$	78,246
Capital Outlays	\$	-	\$	-
Department Total:	\$	81,413	\$	81,413

Metropolitan Police Department

Personnel Services	\$	4,147,243	\$	4,147,243
Supplies	\$	161,000	\$	161,000
Other Services & Charges	\$	1,627,616	\$	1,627,616
Capital Outlays	\$	-	\$	-
Department Total:	\$	5,935,859	\$	5,935,859

Works Board Dept.

Personnel Services	\$	-	\$	-
Supplies	\$	-	\$	-
Other Services & Charges	\$	793,494	\$	793,494
Capital Outlays	\$-	-	\$	-
Department Total:	\$	793,494	\$	793,494

Town Hall and Monuments Dept.

Personnel Services	\$	-	\$	-
Supplies	\$	4,500	\$	4,500
Other Services & Charges	\$	25,625	\$	25,625
Capital Outlays	\$-	-	\$	-
Department Total:	\$	30,125	\$	30,125

PROPERTY TAX IMPACT

Property Tax Caps	\$	-	\$	-
	\$-	-	\$	-
Department Total:	\$	-	\$	-

Fund Total: \$ 8,290,016 \$ 8,290,016

Proposed (est.) Rate for the Fund	\$	1.0535		per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$	1.0535		per \$100 dollars of av

Redevelopment General Fund:

	<i>Proposed</i>	<i>Adopted</i>
PROPERTY TAX CAP	\$ -	\$ -
Personnel Services	\$ 141,979	\$ 141,979
Supplies	\$ 6,122	\$ 6,122
Other Services & Charges	\$ 157,342	\$ 157,342
Capital Outlays	\$-	\$ -
Fund Total:	\$ 305,443	\$ 305,443
Proposed (est.) Rate for the Fund	\$ 0.0345	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ 0.0345	per \$100 dollars of av

Rate for both the Redevelopment General and the Redevelopment Capital is capped at .0333, pursuant to IC 36-7-14-28.

Redevelopment Capital Fund:

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ -	\$ -
Supplies	\$ -	\$ -
Other Services & Charges	\$ -	\$ -
Capital Outlays	\$ -	\$ -
Fund Total:	\$ -	\$ -
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

Rate for both the Redevelopment General and the Redevelopment Capital is capped at .0333, pursuant to IC 36-7-14-28. 0.0345

Parks and Recreation Fund:

	<i>Proposed</i>	<i>Adopted</i>
PROPERTY TAX CAPS	\$ -	\$ -
Personnel Services	\$ 1,224,700	\$ 1,224,700
Supplies	\$ 95,300	\$ 95,300
Other Services & Charges	\$ 1,145,068	\$ 1,145,068
Capital Outlays	\$-	\$ -
Fund Total:	\$ 2,465,068	\$ 2,465,068
Proposed (est.) Rate for the Fund	\$ 0.1473	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ 0.1473	per \$100 dollars of av

Police Pension 1925 Fund:

	<i>Proposed</i>	<i>Adopted</i>
Property Tax Caps	\$ -	\$ -
Personnel Services	\$ 834,892	\$ 834,892
Supplies	\$ 900	\$ 900
Other Services & Charges	\$ 12,335	\$ 12,335
Capital Outlays	\$-	\$-
Fund Total:	\$ 848,127	\$ 848,127
Proposed (est.) Rate for the Fund	\$ 0.0003	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ 0.0003	per \$100 dollars of av

Parks Dist Bond & Lease Fund (Regular)

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ -	\$-
Supplies	\$ -	\$-
Other Services & Charges	\$ 725	\$ 725
Debt Service	\$ 1,662,688	\$ 1,203,500
Fund Total:	\$ 1,663,413	\$ 1,204,225
Proposed (est.) Rate for the Fund	\$ 0.3187	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ 0.2145	per \$100 dollars of av

Corporation Bond Fund

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$-	\$-
Supplies	\$-	\$-
Other Services & Charges	\$ -	\$-
Debt Service	\$ 808,000	\$ 808,000
Fund Total:	\$ 808,000	\$ 808,000
Proposed (est.) Rate for the Fund	\$ 0.1454	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ 0.1454	per \$100 dollars of av

Motor Vehicle Highway Fund

(departmentalized)

	<i>Proposed</i>	<i>Adopted</i>
<i>Reconstruction and Maintenance Dept.</i>		
Personnel Services	\$ 371,900	\$ 371,900
Supplies	\$ 260,270	\$ 260,270
Other Services & Charges	\$ 212,310	\$ 212,310
Capital Outlays	\$-	\$ -
Department Total:	\$ 844,480	\$ 844,480
 <i>Administration Department</i>		
Personnel Services	\$ 75,088	\$ 75,088
Supplies	\$ 3,000	\$ 3,000
Other Services & Charges	\$ 10,750	\$ 10,750
Capital Outlays	\$-	\$ -
Department Total:	\$ 88,838	\$ 88,838
Fund Total:	\$ 933,318	\$ 933,318
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

Local Roads & Streets Fund

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ 94,600	\$ 94,600
Supplies	\$ -	\$ -
Other Services & Charges	\$ 317,000	\$ 317,000
Capital Outlays	\$-	\$-
Fund Total:	\$ 411,600	\$ 411,600
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

Municipal Cum Cap Dev Fund

	<i>Proposed</i>	<i>Adopted</i>
PROPERTY TAX CAPS	\$ -	\$ -
Supplies	\$ 7,500	\$ 7,500
Other Services & Charges	\$ 237,605	\$ 237,605
Capital Outlays	\$ 169,035	\$ 169,035
Debt Service	\$ -	\$ -
Fund Total:	\$ 414,140	\$ 414,140
Proposed (est.) Rate for the Fund	\$ 0.0740	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ 0.0740	per \$100 dollars of av

The rate is fixed or capped by I.C. 36-9-15.5 et seq.

Cumulative Cap Imp. Fund

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ -	\$ -
Supplies	\$ -	\$ -
Other Services & Charges	\$ 115,000	\$ 115,000
Capital Outlays	\$ -	\$ -
Fund Total:	\$ 115,000	\$ 115,000
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

Law Enf. Ed., Trng., & Supply Fund

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ -	\$ -
Supplies	\$ 28,000	\$ 28,000
Other Services & Charges	\$ 25,000	\$ 25,000
Capital Outlays	\$ -	\$ -
Fund Total:	\$ 53,000	\$ 53,000
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

Redevelopment Bond Fund

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ -	\$ -
Supplies	\$ -	\$ -
Other Services & Charges	\$ 350	\$ 350
Debt Service	\$ 221,498	\$ 221,498
Fund Total:	\$ 221,848	\$ 221,848
Proposed (est.) Rate for the Fund	\$ 0.0401	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ 0.0401	per \$100 dollars of av

Information & Comm Tech

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ 99,445	\$ 99,445
Supplies	\$ 3,000	\$ 3,000
Other Services & Charges	\$ 215,895	\$ 215,895
Capital Outlays	\$ -	\$ -
Fund Total:	\$ 318,340	\$ 318,340
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

VIPS/PARKS Public Safety Fund

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ 600	\$ 600
Supplies	\$ 5,400	\$ 5,400
Other Services & Charges	\$-	\$-
Capital Outlays	\$-	\$-
Fund Total:	\$ 6,000	\$ 6,000
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

Solid Waste District Grant Fund

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$-	\$-
Supplies	\$ -	\$-
Other Services & Charges	\$ 192,725	\$ 192,725
Capital Outlays	\$-	\$-
Fund Total:	\$ 192,725	\$ 192,725
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

Special Events Non Reverting

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ 10,658	\$ 10,658
Supplies	\$ 1,000	\$ 1,000
Other Services & Charges	\$ 84,256	\$ 84,256
Capital Outlays	\$-	\$-
Fund Total:	\$ 95,914	\$ 95,914
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

Public Safety LIT Fund

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$-	\$-
Supplies	\$-	\$-
Other Services & Charges	\$-	\$-
Capital Outlays	\$ 500,000	\$ 500,000
Fund Total:	\$ 500,000	\$ 500,000
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

Economic Development LIT Fund

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$-	\$-
Supplies	\$-	\$-
Other Services & Charges	\$ 350,000	\$ 350,000
Capital Outlays	\$ 280,000	\$ 280,000
Debt Service	\$ -	\$-
Fund Total:	\$ 630,000	\$ 630,000
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av
 Total of All Funds:	 \$ 18,271,952	 \$ 17,812,764

4. Adoption Hearing of the Proposed Fiscal Year 2022 Budget of the Sanitary District, pursuant to IC 6-1.1-17-20. *Under amendments to IC 6-1.1-17-20, the proper officers shall submit the proposed budget and property tax levies to the municipal fiscal body. The fiscal body of the city, town, or county (whichever applies) shall review each budget and proposed tax levy and adopt a final budget and tax levy for the taxing unit. The fiscal body may reduce or modify but not increase the proposed budget or tax levy. The final adoption vests with the Town Council.*

- (a) Memorandum regarding Taxpayer remonstrance petition. *No petition was filed. No action was necessary for the Town Council to respond.*
- (b) **Public Hearing.** There were no comments. The hearing was closed.
- (c) Action on **Introduced Ordinance No. 1752:** An Ordinance of Appropriations and Budget Levies and Rates for the 2022 Budget of the Sanitary District of the Town of Highland. *Councilor Herak introduced the ordinance at the meeting of the Town Council of Monday, October 11, 2021. There was no further action pursuant to IC 6-1.1-17-3(a) and IC 6-1.1-17-5(a)(8).*

Councilor Herak moved the passage and adoption of Ordinance No. 1752. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The ordinance was adopted upon the signature of the municipal executive.

**Town of Highland
Ordinance No. 1752**

TOWN OF HIGHLAND, LAKE COUNTY, INDIANA

AN ORDINANCE FOR APPROPRIATIONS AND TAX RATES OF THE SANITARY DISTRICT OF THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA

BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana:

Section 1. Pursuant to the provisions of IC 6-1.1-17-20 (e), the Town Council of Highland hereby finds and determines the following:

- (A) That the Sanitary District is a political subdivision, whose governing body, the Board of Sanitary Commissioners is comprised entirely of non-elected, appointed officials;
- (B) That the assessed valuation of the **Sanitary District** is entirely contained within and is both coterminous and coextensive with the boundaries of the Corporate Town of Highland;

Section 2. That for the expenses of the **Sanitary District of the Town of Highland** for the year ending December 31, 2022, the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing same. Such sums herein appropriated

shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law;

Section 3. That in addition, for the purposes of raising revenue to meet the necessary expenses of the **SANITARY DISTRICT** of the **TOWN OF HIGHLAND**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds are incorporated by the signing of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance;

Section 4. This ordinance shall be in full force and effect from and after its passage and approval by the Town Council of the Town of Highland, subject to its review and approval by the Department of Local Government Finance.

Fund Name	Proposed Budget	Proposed Tax Levy	Proposed Tax Rate
Special Sanitary General	\$ 2,288,470	\$ 289,515	0.0332
Special Sanitary Debt Service	\$ 1,867,117	\$ 3,183,458	0.3651
	\$ 4,155,587	\$ 3,472,973	\$ 0.3983

Introduced and Filed on the 11th day of October 2021. Consideration on First Reading not authorized, pursuant to I.C. 6-1.1-17-3(a); I.C. 6-1.1-17-5(a)(8) and I.C. 36-5-3-4.

Duly Ordained and Adopted this 25th Day of October 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

Having Voted in the Affirmative:

Having Voted in the Negative:

- /s/ Roger Sheeman, President
- /s/ Bernie Zemen
- /s/ Mark A. Herak
- /s/ Mark Schocke
- /s/ Thomas Black

Attest:

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

Sanitary District Special Operating Fund
(Departmentalized)

<i>Operating Department</i>	<i>Proposed</i>	<i>Final Approval</i>
Personnel Services	\$ -	\$-
Supplies	\$ -	\$-
Other Services & Charges	\$ -	\$-
Capital Outlays	\$ -	\$-
Departmental Total:	\$ -	\$ -

<i>Sanitation and Waste Department</i>	<i>Proposed</i>	<i>Final Approval</i>
Personnel Services	\$ 292,300	\$ 292,300
Supplies	\$ 13,700	\$ 13,700
Other Services & Charges	\$ 1,982,470	\$ 1,982,470
Capital Outlays	\$-	\$-
<i>Departmental Total:</i>	<u>\$ 2,288,470</u>	<u>\$ 2,288,470</u>
<i>PROPERTY TAX CAPS</i>	<u>\$ -</u>	<u>\$ -</u>
Fund Total:	<u>\$ 2,288,470</u>	<u>\$ 2,288,470</u>
Adopted (est.) Rate for the Fund	\$ 0.0332	per \$100 dollars of av
Final (Est.) Rate for the Fund	\$ 0.0332	per \$100 dollars of av

Sanitary District Bond and Interest Fund

	<i>Proposed</i>	<i>Final Approval</i>
Personnel Services	\$-	\$-
Supplies	\$-	\$-
Other Services & Charges	\$ 1,700	\$ 1,700
Debt Service	\$ 1,865,617	\$ 1,865,617
Fund Total:	<u>\$ 1,867,317</u>	<u>\$ 1,867,317</u>
Adopted (est.) Rate for the Fund	\$ 0.4407	per \$100 dollars of av
Final (Est.) Rate for the Fund	\$ 0.3651	per \$100 dollars of av
Total of All San Dist Funds:	<u>\$ 4,155,787</u>	<u>\$ 4,155,787</u>

5. **Adoption Hearing of the Proposed Fiscal Year 2022 Budget of the Waterworks District, pursuant to IC 6-1.1-17-20.** *Under amendments to IC 6-1.1-17-20, the proper officers of the special taxing district shall submit the proposed budget and property tax levies to the municipal fiscal body. The fiscal body of the city, town, or county (whichever applies) shall review each budget and proposed tax levy and adopt a final budget and tax levy for the taxing unit. The fiscal body may reduce or modify but not increase the proposed budget or tax levy. The final adoption vests with the Town Council. The final adoption vests with the Town Council.*

- (a) Memorandum regarding Taxpayer remonstrance petition. *No petition was filed. No action was necessary for the Town Council to respond.*
- (b) **Public Hearing.** There were no comments. The hearing was closed.
- (c) Action on **Introduced Ordinance No. 1753:** An Ordinance of Appropriations and Budget Levies and Rates for the 2022 Budget of the Waterworks District. *Councilor Herak introduced the ordinance at the meeting of the Town Council of Monday, October 11, 2021. There was no further action pursuant to IC 6-1.1-17-3(a) and IC 6-1.1-17-5(a)(8).*

Councilor Herak moved the passage and adoption of Ordinance No. 1753. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The ordinance was adopted upon the signature of the municipal executive.

Town of Highland
Ordinance No. 1753

TOWN OF HIGHLAND, LAKE COUNTY, INDIANA

AN ORDINANCE FOR APPROPRIATIONS AND TAX RATES OF THE WATERWORKS DISTRICT OF THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA

BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana:

Section 1. Pursuant to the provisions of IC 6-1.1-17-20 (e), the Town Council of Highland hereby finds and determines the following:

(A) That the Waterworks District is a political subdivision, whose governing body, the Board of Waterworks Directors is comprised entirely of non-elected, appointed officials;

(B) That the assessed valuation of the **Waterworks District** is entirely contained within and is both coterminous and coextensive with the boundaries of the Corporate Town of Highland;

Section 2. That for the expenses of the **Waterworks District of the Town of Highland** for the year ending December 31, 2022, the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law;

Section 3. That in addition, for the purposes of raising revenue to meet the necessary expenses of the **WATERWORKS DISTRICT of the TOWN OF HIGHLAND**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds are incorporated by the signing of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance;

Section 4. This ordinance shall be in full force and effect from and after its passage and approval by the **Town Council** of the Town of Highland, subject to its review and approval by the Department of Local Government Finance.

Fund Name	Adopted Budget	Proposed Tax Levy	Proposed Tax Rate
Special Waterworks District Debt Service	\$ 252,941	\$ 515,362	0.0591
	\$ 252,941	\$ 515,362	\$ 0.0591

Introduced and Filed on the 11th day of October 2021. Consideration on First Reading not authorized, pursuant to I.C. 6-1.1-17-3(a); I.C. 6-1.1-17-5(a)(8) and I.C. 36-5-3-4.

Duly Ordained and Adopted this 25th Day of October 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

Having Voted in the Affirmative:

Having Voted in the Negative:

/s/ Roger Sheeman, President

/s/ Bernie Zemen

/s/ Mark A. Herak

/s/ Mark Schocke

/s/ Thomas Black

Attest:

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

Waterworks District Bond and Interest Fund

	<i>Adopted</i>	<i>Final Approval</i>
Personnel Services \$	-	\$ -
Supplies \$	-	\$ -
Other Services & Charges \$	-	\$ -
Debt Service \$	410,788	\$ 252,941
Fund Total: \$	410,788	\$ 252,941
Adopted (est.) Rate for the Fund	\$ 0.0772	per \$100 dollars of av
Final (Est.) Rate for the Fund	\$ 0.0591	per \$100 dollars of av

Comments from Visitors or Residents:

There were no comments regarding matters on the agenda.

Unfinished Business and General Orders:

1. **Introduced Ordinance No. 1754:** An Ordinance to Amend Section 10.20.220 (B) of the Highland Municipal Code regarding Special Regulations for snow removal modifying the parking proscription to be triggered from one-inch or more of snow to two inches or more. *At the Town Council meeting of October 11, 2021, upon a motion to consider at the same meeting of its introduction, the vote did not obtain the required unanimous vote of the council members present. It is now presented for action by the Town Council. Passage requires a vote in the affirmative of at least three of the Town Councilors.*

Councilor Herak moved the passage and adoption of Ordinance No. 1754. Councilor Zemen seconded. Upon a roll call vote, there were four affirmatives and one negative. With Councilors Zemen, Herak, Black and Sheeman voting in the affirmative and Councilor Schocke voting in the negative, the motion passed. The Ordinance was adopted upon the signature of the municipal executive.

ORDINANCE No.1754
of the
TOWN OF HIGHLAND, INDIANA

AN ORDINANCE AMENDING THE STOPPING, STANDING, AND PARKING CODE FOR THE TOWN OF HIGHLAND, INDIANA, PARTICULARLY SECTION 10.20.220 SPECIAL REGULATIONS REGARDING SNOW REMOVAL

WHEREAS, The Town Council of the Town of Highland is the municipal legislative body of the unit;

WHEREAS, I.C. 9-21-1 *et sequitur* authorizes the Town of Highland, through its Town Council as a local authority to adopt local regulations regarding traffic;

WHEREAS, The Town Council has been advised by the Zoning Administrator and the Police Chief that a modification regarding Section 10.20.220 of the Highland Municipal Code would be a desirable measure in further perfecting the Traffic and Parking Schedules that protect the public health, safety and welfare with regard to traffic and parking control;

WHEREAS, The Town Council desires to amend the Stopping, Standing, and Parking Code particularly Section 10.20.220, as recommended by the Zoning Administrator and the Police Chief in order to insure public health, safety and welfare insofar as they are affected by traffic laws and traffic safety education within the Town of Highland, Indiana, and to provide that vehicle operators that do not comply with these provisions shall be penalized to provide a minimum level of health and safety as required herein; and,

WHEREAS, It would be and is in the best interest of the Town of Highland, and in the best interest of the public health and safety to amend the Section Styled as *Special Regulations for Snow Removal*, in the Highland Municipal Code,

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

Section 1. That Section 10.20.220 (B) of the Highland Municipal Code be repealed in its entirety and replaced with a successor amendment, to be numbered Section 10.20.220 (B) which shall read as follows:

Chapter 10.20.220

SPECIAL REGULATIONS FOR SNOW REMOVAL

- (B) Whenever there has been snow of ~~one~~ two inches or more, no person shall park a vehicle on any street until such time that the snow has been cleared from the streets. Vehicles shall be relocated to areas off street or to on-street areas that have been previously cleared of snow.

Section 2. That all provisions of ordinances in conflict with the provisions hereof are hereby repealed;

Section 3. That this ordinance shall become and be in full force and effect from and after its adoption, passage and two (2) weeks following its publication in the manner prescribed by law and until its subsequent amendment or repeal by proper ordinance, all pursuant to IC 36-5-2-10(c).

Introduced and filed on the 11th day of October 2021. Consideration on the first reading experienced a vote of 4 in favor and 1 opposed, pursuant to I.C. 36-5-2-9.8. No further action was undertaken.

DULY ORDAINED AND ADOPTED this 25th day of October 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. Proposed Ordinance No. 1755: An Ordinance Amending Chapter 8.10 Of The Highland Municipal Code Regarding Sidewalk Construction.

Councilor Herak introduced and moved the consideration of Ordinance No. 1755 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 enactment could be considered at the same meeting of its introduction.

Councilor Herak moved the passage and adoption of Ordinance No. 1755 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 enactment was passed and adopted upon the signature of the municipal executive at the same meeting of its introduction.

ORDINANCE No.1755
of the
TOWN OF HIGHLAND, INDIANA

AN ORDINANCE AMENDING CHAPTER 8.10 of the HIGHLAND MUNICIPAL CODE REGARDING SIDEWALK CONSTRUCTION

WHEREAS, The Town Council of the Town of Highland is the municipal legislative body of the unit;

WHEREAS, I.C. 36-9-2-5 expressly authorizes that a unit the Town of Highland, through its Town Council may establish, vacate, maintain, and operate public ways;

WHEREAS, I.C. 36-9-2-6 expressly authorizes that a unit the Town of Highland, through its Town Council may regulate the use of public ways;

WHEREAS, The Town Council has been advised by the Public Works Director of the desirability to amend existing provisions in Chapter 8.10 of the Highland Municipal Code regarding sidewalk construction requirements and sidewalk maintenance;

WHEREAS, The Town Council desires to amend existing provisions in Chapter 8.10 of the Highland Municipal Code regarding sidewalk construction requirements and sidewalk maintenance as suggested by the Public Works Director; and,

WHEREAS, It would be and is in the best interest of the Town of Highland, and in the best interest of the public health and safety to amend Chapter 8.10 Styled as *Sidewalk Construction*, in the Highland Municipal Code,

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

Section 1. That Section 8.10.020 of the Highland Municipal Code be repealed in its entirety and replaced with a successor amendment, to be numbered Section 8.10.020 which shall read as follows:

Chapter 8.10 SIDEWALK CONSTRUCTION

8.10.020 When sidewalks required

(A) Whenever sidewalks have been installed along at least 80 percent of any side of any block, or whenever a parcel of property is to be used for parking or storage, regardless of the density of sidewalks on block, within the town, the town council may authorize the ~~building inspector~~ public works director of the public works director's designee to request the owners of property on that side of that block to install sidewalks in conformity with construction

requirements of the town. The property owners shall have 90 days from the date of the notice within which to construct said sidewalk as required by the notice.

- (B) Upon authorization by the town council, the ~~building inspector~~ public works director of the public works director's designee shall notify those landowners, as designated by the council, of the request to install sidewalks.
- (C) Should any property owner fail to do so within that period, said person shall not be entitled to a building permit until such time as said sidewalk is installed by the owner and approved by the public works director of the public works director's designee and the building commissioner inspector.

Section 2. That Section 8.10.080 of the Highland Municipal Code be repealed in its entirety and replaced with a successor amendment, to be numbered Section 8.10.080 which shall read as follows:

Chapter 8.10 SIDEWALK CONSTRUCTION

8.10.080 Repair and maintenance of sidewalks and driveways

(A) *Responsibility of Repair and Maintenance of Abutting Sidewalks and Driveways.*

The responsibility for the repair and maintenance of sidewalks and driveways within the town is hereby deemed to be that of abutting property owners. Property owners shall be responsible for maintaining the abutting sidewalks in a reasonably safe condition, and shall repair and maintain the abutting sidewalk at their own expense as and when needed, in the opinion of the public works director of the public works director's designee building commissioner or his designee.

- (B) *Notice of Order to Repair.* Should a property owner fail to maintain his or her abutting sidewalk and/or driveway in a reasonably safe condition, then, in the interest of the health, safety and general welfare of the public, the town, in its sole discretion, may issue a notice or an order to repair the sidewalk and/or driveway to the responsible owner.

(C) *Issuance and Service of Notice to Repair.*

- (1) Notice of an order to repair or improve any sidewalk and/or driveway within the town shall be issued by the public works director of the public works director's designee building commissioner or his designee. The notice shall be addressed to the common address of the property in question and also to the address of the owner of the property, if different, and shall be sent by certified mail.

- (2) The property owner shall perform the requested repairs or improvements to the sidewalk and/or driveway within 30 days from the date of the notice as required by the notice, or any extended time therefrom allowed by the public works director of the public works director's designee the building commissioner or his designee.

- (D) *Contract for Repair.* In the event any property owner fails to comply with the order to repair any sidewalk or driveway within the town issued by the public works director of the public works director's designee building commissioner or his designee, the town council, in its sole discretion, may have the sidewalk or driveway constructed or repaired. In causing the sidewalk to be constructed or repaired, the town council may let a general contract for the making or repairing of all sidewalks or driveways subject to the issued order. The letting of any contract under the provisions of this section shall be governed by the laws of the state regulating contractual authority of the town council for such matters, as they may be amended from time to time.

- (E) *Assessments.* Assessments for the construction or repair of sidewalks or driveways shall be levied and collected pursuant to the terms of ~~IC 36-9-36 +~~ IC 36-9-36 et seq., as amended from time to time. The entire cost of the sidewalk or driveway improvements or repairs shall be assessed and apportioned against each lot or parcel of property abutting on the improvement in the proportion that the improved lineal front footage of each lot or parcel of property bears to the entire length of the improvement.

Section 3. That all provisions of ordinances in conflict with the provisions hereof are hereby repealed;

Section 4. That this ordinance shall become and be in full force and effect from and after its passage, adoption by signature of the municipal executive, and two (2) weeks following its publication in the manner prescribed by law and until its subsequent amendment or repeal by proper ordinance, all pursuant to IC 36-5-2-10(c).

Introduced and filed on the 25th day of October 2021. Consideration on the first reading sustained a vote of 5 in favor and 0 opposed, pursuant to I.C. 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 25th day of October 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)

- Works Board Order No. 2021-36:** An Order Approving and Authorizing the Fire Chief to Enter into a Capital Lease-Purchase Agreement with Tax Exempt Leasing Corporation, for the Acquisition of 2021 Typhoon 4 Door Full-tilt Telescoping Ladder Unit, through a governmental entity agreement that has complied with Indiana purchasing law pursuant to IC 36-1-7-12 and Also Finding this to be a Special Purchase, pursuant to IC 5-22 et seq., and Chapter 3.05 of the Highland Municipal Code, authoring the purchase.

Councilor Zemen moved the passage and adoption of Works Board Order No. 2021-36. Councilor Schocke seconded. Upon a roll call vote, there five affirmatives and no negatives. The motion passed. The order was adopted upon the signature of the municipal executive.

Town of Highland
Board of Works
Order of the Works Board 2021-36

AN ORDER APPROVING AND AUTHORIZING THE FIRE CHIEF TO ENTER INTO A CAPITAL LEASE-PURCHASE AGREEMENT WITH TAX EXEMPT LEASING CORPORATION FOR THE ACQUISITION OF 2021 TYPHOON 4 DOOR FULL-TILT TELESCOPING LADDER UNIT, THROUGH A GOVERNMENTAL ENTITY AGREEMENT THAT HAS COMPLIED WITH INDIANA PURCHASING LAW PURSUANT TO IC 36-1-7-12 AND ALSO FINDING THIS TO BE A SPECIAL PURCHASE, PURSUANT TO IC 5-22 ET SEQ., AND CHAPTER 3.05 OF THE HIGHLAND MUNICIPAL CODE, AUTHORIZING THE PURCHASE.

Whereas, The Town of Highland Fire Department, as part of its public duties, has responsibility for fire suppression, 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 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 Fire Chief has determined that the current Truck 1, a 1996 Saulsbury Duplex Fire Vehicle has exceeded its useful life and its safe utility for the purposes of the Fire Department;

Whereas, The Fire Chief did sign a purchase agreement with the Houston-Galveston Area Council on May 28, 2021;

Whereas, IC 36-1-7-12 (c), provides that a governmental entity may make a purchase from any other governmental entity or under another governmental entity's referenced written contract if there is compliance with the state purchasing law;

Whereas, The Purchasing Agent, after consultation with colleague municipal fire fighters, pursuant to IC 36-1-7-12 (c) did identify the **Houston-Galveston Area Council, known as the H-GAC**, 3555 Timmons Lane, Suite 120, Houston, Texas, an entity created under the State of Texas Interlocal Cooperation Act, pursuant to Chapter 791 of the Texas Government Code, to be a governmental entity that has complied with the State of Indiana purchasing law therefore did not solicit bids or proposals in support of the acquisition of one (1) **2021 Typhoon 4 Door Full-tilt Telescoping Ladder Unit**, offered for sale by H-GAC;

Whereas, The Purchasing Agent, pursuant to Section 3.05.065 (F) of the Highland Municipal Code and IC 5-22-10-5, further, did not solicit bids or proposals in support of the acquisition of one (1) **2021 Typhoon 4 Door Full-tilt Telescoping Ladder Unit**, offered for sale by Fire Service, Incorporated, because he believed that this particular purchase constitutes a "special purchase" owing to the fact there exists a unique opportunity to obtain these vehicles at a substantial savings to the governmental body in that if there is a pre-payment discount, if the payment is entirely made in within thirty (30) days;

Whereas, The Purchasing Agent, recommends that one (1) **2021 Typhoon 4 Door Full-tilt Telescoping Ladder Unit**, offered for sale by **Houston-Galveston Area Council, known as the H-GAC**, 3555 Timmons Lane, Suite 120, Houston, Texas, an entity created under the State of Texas Interlocal Cooperation Act, pursuant to Chapter 791 of the Texas Government Code, offered for sale without discount for one million thirteen thousand, four hundred sixty-two dollars (\$1,013,462) be purchased at the discounted price of nine hundred ninety-nine thousand, five hundred thirteen dollars (\$999,513), provided there is prepayment of this amount;

Whereas, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030(A)(1)(d) of the Highland Municipal Code serves as purchasing agency for the Fire Department;

Whereas, The purchase price exceeds \$15,000.00 and will involves a capital lease purchase as part of the financing, pursuant to Section 3.05.040 (C) and Section 3.05.050 (B)(2) of the Highland Municipal Code, the purchasing agent requires the express approval of the purchasing agency to execute the purchase;

Whereas, The Clerk-Treasurer, informed about the unique opportunity to purchase the vehicle, solicited capital lease-purchase proposals from financial institutions known to offer such services, and received the following responses as specified:

Responder:	Net Interest Rate	Term
Tax Exempt Leasing Corp	2.24%	10 years
Libertyville, IL	1.96%	8 years
Lawyer Fee: \$0.00		
Escrow Fee: \$0.00		
Closing Fee: \$0.00		
First Financial Bank (Equipment Finance)	2.10%	10 years
Cincinnati, OH	1.94 %	8years
Lawyer Fee: \$2,000.00		
Escrow Fee: \$0.00		
Closing Fee: STUB FEE		
Public Finance.com	2.59%	10 years
Franklin, Indiana	2.49%	8 years
Lawyer Fee: \$0.00		
Escrow Fee: \$0.00		
Closing Fee: \$0.00		
Old National Bank (Equipment Finance)	3.100%	10 years
St. Louis Park, MN	2.770%	8 years
Lawyer Fee: \$500.00		
Escrow Fee: \$0.00		
Closing Fee: \$0.00		
CENTIER Bank	3.375%	10 years
Merrillville, Indiana	3.125%	8 years
Lawyer Fee: \$0.00		
Escrow Fee: \$0.00		
Closing Fee: \$0.00		

Whereas, The Clerk-Treasurer, owing to the useful life of the vehicles, the likely size of the annual payments, and upon review of the several responses for financing, recommends that the Fire Chief be authorized to acquire the one (1) **2021 Typhoon 4 Door Full-tilt Telescoping Ladder Unit**, by lease-purchase, with **Tax Exempt Leasing Corporation, Libertyville, Illinois**, at a fixed rate of 1.96%, using level principal payments, for the lease term of eight (8) years, with **Tax Exempt Leasing Corporation, Libertyville, Illinois** acquiring the vehicle from **Houston-Galveston Area Council**, known as the H-GAC as previously authorized; and

Whereas, The purchase will be supported by a budgeted account in the *Municipal Cumulative Capital Development Fund* and there is or expected to be sufficient appropriation in order to support the purchase; and,

Whereas, The Town Council now desires to approve and authorize the Fire Chief to enter into a purchase agreement with **Houston-Galveston Area Council**, known as the H-GAC, 3555 Timmons Lane, Suite 120, Houston, Texas, to be financed by a separate lease-purchase agreement pursuant to the recommendation of the Clerk-Treasurer,

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, again, hereby finds and determines the following:

- (A) That the 2021 Typhoon 4 Door Full-tilt Telescoping Ladder Unit is a fire response apparatus and vehicle that would usually retail for one million thirteen thousand, four hundred sixty-two dollars (\$1,013,462) or more if selected as a custom order by the factory, and the discounted price of nine hundred ninety-nine thousand, five hundred thirteen dollars (\$999,513), *provided there is prepayment of this amount offers a substantial savings to the Town of Highland;*
- (B) That if acquired as recommended, the 2021 Typhoon 4 Door Full-tilt Telescoping Ladder Unit purchased through Houston-Galveston Area Council, known as the H-GAC, 3555 Timmons Lane, Suite 120, Houston, Texas, an entity created under the State of Texas Interlocal Cooperation Act, pursuant to Chapter 791 of the Texas Government Code, would be a purchase without additional notice and bidding as authorized under IC 36-1-7-12 (c);
- (C) That pursuant to Section 3.05.065 (F) of the Highland Municipal Code and IC 5-22-10-5, the Town Council finds and determines that this purchase further constitutes a "special purchase" owing to the fact there exists a unique opportunity to obtain these vehicles at a substantial savings to the governmental body in that if there is a prepayment discount, if the payment is entirely made in within thirty (30) days;

Section 2. That based upon the findings and determinations set forth in Section 1, the Town Council as the Works Board of the municipality hereby approves the acquisition of **2021 Typhoon 4 Door Full-tilt Telescoping Ladder Unit**, offered for sale by **Houston-Galveston Area Council**, known as the H-GAC, 3555 Timmons Lane, Suite 120, Houston, Texas, an entity created under the State of Texas Interlocal

Cooperation Act, pursuant to Chapter 791 of the Texas Government Code, for the *discounted price* of nine hundred ninety-nine thousand, five hundred thirteen dollars (\$999,513), provided there is prepayment of this amount, provided such payment is lawful;

Section 3. That the Fire Chief is hereby directed and authorized to lease-purchase one (1) sale by **Tax Exempt Leasing Corporation, at a fixed rate of 1.96% for the lease term of eight (8) years, with the named lessor** according to terms set forth in a lease-rental proposal, for the total amount nine hundred ninety-nine thousand, five hundred thirteen dollars (\$999,513) dollars and fifty-nine cents, plus leasing interest of eighty-three thousand, five hundred thirty-one dollars and fifty-six cents (\$83,531.56) for a total cost of one million, eighty-three thousand, forty-four dollars and fifty-six cents (\$1,083,044.56), with **Tax Exempt Corporation Libertyville, Illinois** acquiring the vehicle from **H-GAC, 3555 Timmons Lane, Suite 120, Houston, Texas**, an entity created under the State of Texas Interlocal Cooperation Act, pursuant to Chapter 791 of the Texas Government Code;

Section 4. That the Town Council acting as the works board, hereby further finds and determines that the terms of the capital-lease with Tax Exempt Leasing Corporation, are reasonable and fair;

Section 5. That the purchase of the identified unit is hereby authorized and approved and the Fire Chief is hereby directed to execute the purchasing agreement with **Houston-Galveston Area Council, known as the H-GAC, 3555 Timmons Lane, Suite 120, Houston, Texas**, an entity created under the State of Texas Interlocal Cooperation Act, pursuant to Chapter 791 of the Texas Government Code and any signature of such an agreement made prior to this order's authorization is hereby ratified pursuant to IC 36-1-4-16;

Section 6. That the proper officers are authorized and directed to execute the purchase agreement and any additional documents in order to implement the purposes of this order and then file these documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-4-14;

Section 7. That the proper officers are authorized and directed to execute the capital lease-purchase agreement with **identified lessor**, as attested thereto by the Clerk-Treasurer and any additional documents in order to implement this lease 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 25th day of October 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(6); IC 36-5-6-5)

DocuSign Envelope ID: 02DB3144-E9B2-4930-90EF-1D4086D6D879



INTERLOCAL CONTRACT FOR
COOPERATIVE PURCHASING

ILC No.:
ILC21-11262
Procurement Number assigned
by H-GAC

THIS INTERLOCAL CONTRACT ("Contract"), made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code (the "Act"), by and between the Houston-Galveston Area Council, hereinafter referred to as "H-GAC," having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027, and **Town of Highland**, a local government, a state agency, or a non-profit corporation created and operated to provide one or more governmental functions and services, hereinafter referred to as "End User," having its principal place of business at 3333 Ridge Road Highland, IN 46322.

WITNESSETH

WHEREAS, H-GAC is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code; and

WHEREAS, pursuant to the Act, H-GAC is authorized to contract with eligible entities to perform governmental functions and services, including the purchase of goods and services; and

WHEREAS, in reliance on such authority, H-GAC has instituted a cooperative purchasing program under which it contracts with eligible entities under the Act; and

WHEREAS, End User has represented that it is an eligible entity under the Act, that its governing body has authorized this Contract on 5/28/21 Date), and that it desires to contract with H-GAC on the terms set forth below;

NOW, THEREFORE, H-GAC and the End User do hereby agree as follows:

ARTICLE 1: LEGAL AUTHORITY

The End User represents and warrants to H-GAC that (1) it is eligible to contract with H-GAC under the Act because it is one of the following: a local government, as defined in the Act (a county, a municipality, a special district, or other political subdivision of the State of Texas or any other state), or a combination of two or more of those entities, a state agency (an agency of the State of Texas as defined in Section 771.002 of the Texas Government Code, or a similar agency of another state), or a non-profit corporation created and operated to provide one or more governmental functions and services, and (2) it possesses adequate legal authority to enter into this Contract.

ARTICLE 2: APPLICABLE LAWS

H-GAC and the End User agree to conduct all activities under this Contract in accordance with all applicable rules, regulations, and ordinances and laws in effect or promulgated during the term of this Contract.

ARTICLE 3: WHOLE AGREEMENT

This Contract and any attachments, as provided herein, constitute the complete contract between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein.

ARTICLE 4: PERFORMANCE PERIOD

The period of this Contract shall be for the balance of the fiscal year of the End User, which began **01/01/2021** and ends **12/31/2021**. This Contract shall thereafter automatically be renewed annually for each succeeding fiscal year, provided that such renewal shall not have the effect of extending the period in which the End User may make any payment due an H-GAC contractor beyond the fiscal year in which such obligation was incurred under this Contract.

ARTICLE 5: SCOPE OF SERVICES

The End User appoints H-GAC its true and lawful purchasing agent for the purchase of certain products and services through the H-GAC Cooperative Purchasing Program. End User will access the Program through HGACBuy.com and by submission of any duly executed purchase order, in the form prescribed by H-GAC to a contractor having a valid contract with H-GAC. All purchases hereunder shall be in accordance with specifications and contract terms and pricing established by H-GAC. Ownership (title) to products purchased through H-GAC shall transfer directly from the contractor to the End User.

DocuSign Envelope ID: 02DB3144-E9B2-4930-90EF-1D4086D6D879

ARTICLE 5: PAYMENTS

H-GAC will confirm each order and issue notice to contractor to proceed. Upon delivery of goods or services purchased, and presentation of a properly documented invoice, the End User shall promptly, and in any case within thirty (30) days, pay H-GAC's contractor the full amount of the invoice. All payments for goods or services will be made from current revenues available to the paying party. In no event shall H-GAC have any financial liability to the End User for any goods or services End User procures from an H-GAC contractor.

ARTICLE 7: CHANGES AND AMENDMENTS

This Contract may be amended only by a written amendment executed by both parties, except that any alterations, additions, or deletions to the terms of this Contract which are required by changes in Federal and State law or regulations are automatically incorporated into this Contract without written amendment hereto and shall become effective on the date designated by such law or regulation.

H-GAC reserves the right to make changes in the scope of products and services offered through the H-GAC Cooperative Purchasing Program to be performed hereunder.

ARTICLE 8: TERMINATION PROCEDURES

H-GAC or the End User may cancel this Contract at any time upon thirty (30) days written notice by certified mail to the other party to this Contract. The obligations of the End User, including its obligation to pay H-GAC's contractor for all costs incurred under this Contract prior to such notice shall survive such cancellation, as well as any other obligation incurred under this Contract, until performed or discharged by the End User.

ARTICLE 9: SEVERABILITY

All parties agree that should any provision of this Contract be determined to be invalid or unenforceable, such determination shall not affect any other term of this Contract, which shall continue in full force and effect.

ARTICLE 10: FORCE MAJEURE

To the extent that either party to this Contract shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed; provided, however, force majeure shall not excuse an obligation solely to pay funds. Determination of force majeure shall rest solely with H-GAC.


ARTICLE 11: VENUE

Disputes between procuring party and Vendor are to be resolved in accord with the law and venue rules of the State of purchase.

THIS INSTRUMENT HAS BEEN EXECUTED BY THE PARTIES HERETO AS FOLLOWS:

Town of Highland
Name of End User (local government, agency, or non-profit corporation)

3333 Ridge Road
Mailing Address

Highland, IN 46322
City, State ZIP Code
 5/28/21
Signature of chief elected or appointed official | Date

William Timmer, Fire Chief
Typed Name & Title of Signatory

Houston-Galveston Area Council
3555 Timmons Lane, Suite 120, Houston, TX
77027

By: 
Executive Director

Date: 9/29/2021

LEASE FINANCIAL SOLICITATION		Eight Year	Ten Year	LAWYER FEES	NON ABATEMENT	8 year	10 year
		Lowest Net cost	Lowest Net cost			Lowest Net cost	Lowest Net cost
FIRST FINANCIAL EQUIPMENT DIVISION Cincinnati, OH	1.94%	\$ 83,036.31	\$ 111,775.81	\$ 2,000.00	YES	\$ 85,036.31	\$ 111,775.81
PUBLIC FINANCE.COM Franklin, IN	2.49%	\$ 106,119.17	\$ 136,268.33		SILENT	\$ 106,119.17	\$ 136,268.33
CENTER BANK Merrillville, IN	3.125%	\$ 145,583.09	\$ 194,736.08		SILENT	\$ 145,583.09	\$ 194,736.08
TAX EXEMPT LEASING CORP. (Prepayment penalty) Libertyville, ILL	2%	\$ 83,531.56	\$ 117,853.69		NO	\$ 83,531.56	\$ 117,853.69
OLD NATIONAL BANK ST. Louis Park, MN	2.77%	\$ 118,436.73	\$ 163,531.42	\$ 500.00 *	NO	\$ 118,936.73	\$ 164,031.42

* Preparation fees for Installment Purchase contract

Solicitation asked for no prepayment penalty
Solicitation stated that the favored quote will be the one that offers the lowest net (interest) cost to the town.
It also stated that the successful lessor will be the one offering the lowest total cost of the term of the lease.
Not recommending a ten year term.

4. **Authorizing the proper officer to publish legal notice of a public hearing:** Public Hearing to consider additional appropriations in the amount of \$15,000 in the Innkeeper Tax Fund.

Councilor Herak moved to authorize the proper officer to public legal notice as indicated, seconded by Councilor Zemen.

During the debate, the discussion included the merits of using the resources in the Innkeeper Tax Fund for promotional brochures. The discussion considered whether there were resources in another budget of fund. Based upon the discussion, Councilors Herak and Zemen withdrew their motion and second. There was no further action on this matter. It was noted that the matter would be discussed at the study session of Monday, November 1, 2021.

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

- **Councilor Bernie Zemen:** *Park and Recreation Board Liaison • Fire Department, Liaison.*

Councilor Zemen acknowledged the Community Events Commissions Trunk or Treat event that had occurred the previous weekend, commending for its success.

Councilor Zemen acknowledged the Building Commissioner who reported on matters pending before the plan commission.

Councilor Zemen acknowledged the Fire Chief who reported on a weekend incident and general activity of the fire service. The Fire Chief also thanked the Town Council for the approval of the ladder truck.

Councilor Zemen acknowledged the Parks and Recreation Superintendent, (remotely) who offered a survey of programs and events under the aegis of the parks and recreation department. He also noted that the Park and Recreation Board approved the resolution authorizing the sale of the park district bonds Series A & B 2021.

- **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 and • Liaison to the Advisory Board of Zoning Appeals.*

Councilor Herak acknowledged the Public Works Director, who reported (remotely) on projects under the aegis of the Public Works Department (agency). The Public Works Director reported on the volume of recent rain from the weekend. He further noted that there was a by-pass pumping incident owing to the rain volume.

The Public Works Director also noted his reservations about the amendment to the snow route traffic regulation from its former trigger of one inch snow to two inches of snow.

Councilor Herak acknowledged the Building Commissioner who reported on activity of the Building and Inspection Department and code enforcement activity. He further offered comments regarding the activity before the Advisory Board of Zoning Appeals.

Councilor Herak acknowledged the Police Chief who thanked the Town Council for its approval of the additional appropriation of \$3,400 earlier in the meeting.

- **Councilor Mark Schocke:** *Liaison to the Tree Board • Liaison to the Community Events Commission (resigned)*

Councilor Schocke reported that the Tree Board recently convened but did not have a quorum.

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

Councilor Black had no comments or report.

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

The Town Council President noted that the downtown restaurant crawl would continue on Tuesday October 26. The Main Street Bureau is exploring a possible different name for the event.

The Town Council President acknowledged the Director of Information Technology who offered a survey of activity including work in starting up the new department.

Comments from Visitors or Residents

There were no comments from visitors or residents.

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 October 12, 2021, through October 25, 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, \$374,854.34; Motor Vehicle Highway and Street (MVH) Fund, \$25,634.96; Local Road and Street Fund, \$3,289.61; Law Enforcement Continuing Education and Training and Supply Fund, \$170.00; Insurance Premium Agency Fund, \$216,707.97; Information Communications Technology Fund, \$12,508.79; Solid Waste District Grant Fund, \$645.51; Civil Donation Fund, \$16.97; Police Pension Fund, \$68,637.87; Cumulative Capital Improvement Fund, \$21,084.90; Municipal Cumulative Capital Development Fund, \$24,854.66; Gaming Revenue Sharing Fund, \$1,541.00; Public Safety Local Income Tax Fund, \$17,044.03; Total: \$766,990.61.

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, October 25, 2021, adjourned at 7:21 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

Building Report October, 2021

PERMIT TYPE	#	Res.	Comm.	Est. Cost	Fee Collected
Commercial Buildings	0	0	0	\$ -	\$ -
Comm. Additions/Remodel	5	0	5	\$ 1,886,304.00	\$ 32,577.00
Signs	6	0	6	\$ 16,547.00	\$ 1,936.50
Single Family	2	2	0	\$ 525,000.00	\$ 9,349.50
Duplex/Condo	0	0	0	\$ -	\$ -
Residential Additions	1	1	0	\$ 87,000.00	\$ 1,779.00
Residential Remodeling	69	69	0	\$ -	\$ -
Garages	0	0	0	\$ -	\$ -
Sheds	0	0	0	\$ -	\$ -
Decks & Porches	4	4	0	\$ 29,479.00	\$ 1,453.50
Fences	13	12	1	\$ 58,138.00	\$ 2,137.50
Above/In ground pools	1	1	0	\$ -	\$ 108.00
Drain Tile/Waterproofing	4	4	0	\$ 30,369.00	\$ 894.00
Misc: Awning, Concrete, Road cuts	13	13	0	\$ 49,380.00	\$ 2,473.50
Total Building Permits	118	106	12	\$ 2,682,217.00	\$ 52,708.50
Electrical Permits	23	19	4	\$ -	\$ 2,878.00
Mechanical Permits	16	14	2	\$ -	\$ 1,947.00
Plumbing Permits	10	7	3	\$ -	\$ 2,942.85
Water Meters	2	2	0	\$ -	\$ 750.00
Water taps	0	0	0	\$ -	\$ -
Sewer/Storm Taps	0	0	0	\$ -	\$ -
Total Plumbing Permits	12	9	3	\$ -	\$ 3,692.85

November 2021 Code Enforcement: 27 Investigations, 0 Citations were issued & 27 Warnings were given. Inspections done for the month of November 2021 were as follows: 53 Building Inspections, 13 Plumbing Inspections, 11 HVAC and 23 Electrical Inspections. There were 0 Electrical Exams given.

Submitted By:



Kenneth J. Mika

FIRE DEPARTMENT REPORT

OCTOBER 2021

Type of Calls	October 2021	YTD
General Alarms	12	95
Paid Still Alarms	28	262
Still Alarms	3	28
	Monthly Total	43
Total Calls in 2021		385

2021

**TOWN OF HIGHLAND INJURIES FOR THE MONTH
OCTOBER**

CASE	DATE	DEPARTMENT	DESCRIPTION	Record Only	OSHA Recordable	Not OSHA Recordable	Filed with WC Insurance
	OF INJURY			No Med Treatment			
			No Injuries for the Month				

RO = Record Only

DEPARTMENT	INJURIES	YEAR TO	TOTAL	RESTRICTED	LOST DAYS	RESTRICTED	LOST DAYS
	THIS MONTH	DATE	2020	DAYS THIS YEAR	THIS YEAR	DAYS 2020	2020
PARK & REC			2			0	0
FIRE		1				0	0
POLICE		2	2			0	0
STREET			1			0	0
WATER/SEWER		2	2	32		93	81
MAINTENANCE						0	0
OTHER						0	0
TOTALS	0	5	7	32	0	93	81

Effective January 1, 2002 OSHA changed the recordkeeping guidelines. We now count the number of days lost from the day after the injury until the employee returns to work. Weekends, holidays, vacation days or other days scheduled off are included in the lost days count to a maximum of 180 days



**Town of Highland Board or Commission
Candidate Information and Application**

Please return completed form to Office of the Clerk-Treasurer

Name: Sandra McKnight

Home address: _____

Telephone Number (Home): _____ (If unlisted, please leave blank)

Alternative Number: _____

Home-mail address: highlandhometownheroes@gmail.com

Work e-mail address: _____

Vocation: _____

Business Name: Town of Highland Public Works

Business Address: 8001 Kennedy Avenue

City: Highland State: IN Zip: 46322

If applicable, please indicate who referred you: _____

Indicate the Board or Commission in which you are interested in serving:
(You may indicate more than one)

- Advisory Board of Zoning Appeals
Members of a BZA may not hold other elective or appointive office in municipal, county or state government, except as permitted by I.C. 36-7-4-902. Member must be a resident
- Board of Sanitary Commissioners
Silent on qualifications

- Board of Waterworks Directors
Silent on qualifications
- Park and Recreation Board
Members shall be appointed on the basis of their interest in and knowledge of parks and recreation.
- Redevelopment Commission
Member must be 18 years old & reside in unit
- Economic Development Commission
Members of an Economic is required to disclose pecuniary interests. One of three is nominated by County Council; one of three is nominated by Town Council; all are appointed by Town Council President. See I.C. 36-7-12.
- Plan Commission
Citizen members shall be appointed because of the member's knowledge and experience in community affairs, the members' awareness of the social, economic, agricultural, and industrial problems of the area and the member's interest in the development of and integration of the area. Further, citizen members may not hold other elective or appointive office in municipal, state or county government and must be a resident.
- Community Events Commission
No person shall be appointed as voting member of the Commission who has not attained the age of 18 years, who is not a resident of Highland or who holds any other town office by appointment or election.
- Highland Main Street Organization
This council, the details of which are still being formulated, will be dedicated to promoting growth, development, and stability in the Highland downtown and to utilize public/private partnerships to achieve these goals. Members will strive to effectively and efficiently develop steps to restore, revitalize and promote the downtown of Highland. The four tenants of the Main Street Program, are (1) Promotion, (2) Organization, (3) Design and (4) Economic Restructuring.
- Town Board of Metropolitan Police Commissioners
Appointees must be of good moral character and legal residents of the Town
- Lake County Convention and Visitors Bureau
No appointee may hold an elective or appointed political office while serving on the bureau. Appointing Authority shall give sole consideration to individuals who are knowledgeable about or employed as executives or managers in following businesses: Hotel, Motel, Restaurant, Travel, Transportation, Convention, Trade Show, Riverboat, banking, real estate, and construction.
- Tree Board
A person must be a resident with an interest in or knowledge of the Urban Forestry Plan adopted for Highland.

ORDINANCE No. 1756.1726-E
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 UTILITY WORKER/EQUIPMENT OPERATOR B in the PUBLIC WORKS DEPARTMENT (AGENCY)

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 further 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 necessary and desirable to fix the salary for the position of utility worker/ equipment operator (b); and,

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to amend the wage and salary ordinance as requested by the public works director,

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 9 Subdivision (B) of Ordinance No. 1726 be further amended, which shall read as follows:

Section 9. *Public Works Department (Agency).* That subject to the provisions of this ordinance, the salary and hourly wages for the non-elected officers and employees

of the Town of Highland are hereby fixed for its **Public Works Department** as follows:

(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 \$23.05	\$22.55 \$23.05

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 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 8th Day of November 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 November 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
APPROPRIATION TRANSFER RESOLUTION
RESOLUTION NO. 2021-52**

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

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

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

Section 1. That for the expenses of said municipality, the following appropriations are hereby transferred and set apart out of the funds hereinafter named for the purposes specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law;

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

CORPORATION GENERAL FUND

Metropolitan Police Department

Reduce Account:

001-0009-11118 LANCE CORPORALS SALARIES	\$ 29,321.00
<i>Total 100 Series Reductions:</i>	<u>\$ 29,321.00</u>

Increase Accounts:

001-0009-21002 TIRES	\$ 3,000.00
001-0009-22004 VEH. PARTS & SUPPLIES	\$ 2,000.00
001-0009-23004 Other Supplies	<u>\$ 24,321.00</u>
<i>Total 200 Series Increases:</i>	<u>\$ 29,321.00</u>

Total of Fund Decreases:	\$ 29,321.00
---------------------------------	---------------------

Total of Fund Increases:

\$ 29,321.00

DULY RESOLVED and ADOPTED this 8th Day of November 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
BOARD OF WORKS
ORDER OF THE WORKS BOARD NO. 2021-37**

**WATER WORKS DISTRICT OF HIGHLAND
BOARD OF WATER WORKS DIRECTORS
RESOLUTION NO. 2021-25**

**A JOINT RESOLUTION OF THE BOARD OF WORKS AND THE
WATER WORKS BOARD OF DIRECTORS ACCEPTING AND
APPROVING A PROPOSAL FROM NIES ENGINEERING, INC. FOR
PROFESSIONAL ENGINEERING DESIGN SERVICES FOR THE
RIVER DRIVE WATER MAIN AND STREET IMPROVEMENT
PROJECT IN THE TOTAL AMOUNT NOT-TO-EXCEED \$54,000.00**

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has determined that a need exists to make certain public improvements and repairs to roadway infrastructure on River Drive, including the replacement of defective curb and sidewalk, pavement, and tree removal and replacement; and

Whereas, The Town of Highland has filed an application for Community Development Block Grant funding (FY 2021), with the Lake County Community Development Department, which will offset the costs for the improvements in the amount of \$102,130.00; and

Whereas, the Water Works District of Highland (District) is governed by its Board of Water Works Directors, pursuant to the provisions of IC 8-1.5-4 et seq.; and

Whereas, IC 8-1.5-4-4 specifically provides that the Board of Directors shall manage and control all works of the water works and may purchase, acquire, construct, reconstruct, operate, repair and maintain all water works; and

Whereas, The Water Works District of Highland (District), through its Board of Directors, has determine the need to replace and upsize the existing water main within the project boundaries, as described herein, in order to improve water flow and water quality and has determined that it would be in the best interest of the utility to coordinate the work with the street improvement project; and

Whereas, The Works Board and Water Works District Board of Directors has heretofore determined a need to engage the professional engineering design services in order to implement the Project, and

Whereas, NIES Engineering, Incorporated, (Consultant) has offered and presented an agreement to provide and furnish Professional Engineering Design Services in consideration

fees to be charged and billed monthly based upon a lump sum of the value of the services completed, in an amount not to exceed Fifty-four Thousand Dollars (\$54,000.00) allocated in the amounts of Twenty-five Thousand Dollars and no Cents (\$25,000.00) to the Board of Works and Twenty-nine Thousand Dollars and no Cents (\$29,000.00) to the Water Works District; and

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

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

Whereas, The Water Works District of Highland, through its Board of Directors, now desires to accept and approve the agreement for services as herein described.

Now, Therefore Be it Resolved by the Board of Works for the Town of Highland and the Board of Directors of the Highland Water Works, Lake County, Indiana, as follows:

1. That the Professional Engineering Design Services Proposal (incorporated by reference and made a part of this resolution) from NIES Engineering, Inc. for the River Drive Water Main and Street Improvement Project is hereby approved, adopted and ratified in each and every respect;
2. That the terms and charges under the agreement for Design Engineering services in the not to exceed amount of Fifty-four Thousand (\$54,000.00), allocated in the amounts of Twenty-five Thousand Dollars and no Cents (\$25,000.00) to the Board of Works and Twenty-nine Thousand Dollars and no Cents (\$29,000.00) to the Water Works District, is found to be reasonable and fair;
3. That the Town Council, which is the Works Board of the municipality, and the Water Works District of Highland, through its Board of Directors, believes that NIES Engineering, Inc. has demonstrated professional competence and qualifications to perform the particular professional engineering services called for in the Agreement and associated project, pursuant to I.C. 5-16-11.1-5;
4. That the Public Works Director/Water Works District Superintendent is authorized to execute the agreement and all documents necessary to implement the Project.

Duly Adopted, Resolved and Ordered by the Highland Town Council, Lake County, Indiana, this 8th day of November, 2021. Having been passed by a vote of _____ in favor and _____ opposed.

BOARD OF WORKS OF THE TOWN OF
HIGHLAND, INDIANA

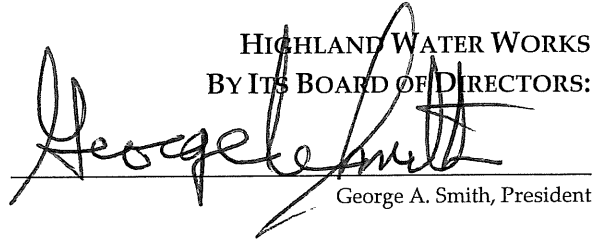
Roger Sheeman (IC 36-5-2-10)

Attest:

Michael W. Griffin, Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

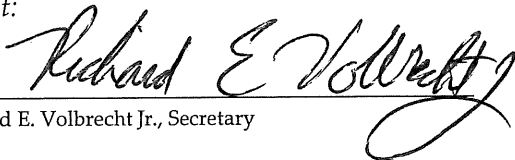
Duly Adopted, Resolved and Ordered by the Water Works Board of Directors of Highland, Lake County, Indiana, this 28th day of October, 2021. Having been passed by a vote of 3 in favor and 0 opposed.

HIGHLAND WATER WORKS
BY ITS BOARD OF DIRECTORS:



George A. Smith, President

Attest:



Richard E. Volbrecht Jr., Secretary



October 26, 2021

Mr. George A. Smith, President
Highland Water Works Board of Directors
Mr. Roger Sheeman, President
Highland Board of Works
3333 Ridge Road
Highland, IN 46322

RE: Proposal for Professional Design Engineering Services
River Drive Water Main Replacement and CDBG Funded Street Improvement Project

Dear Presidents Smith and Sheeman:

Thank you for the opportunity to present this proposal for professional design engineering services for the "River Drive Water Main Replacement and CDBG Funded Street Improvement Project". This project would provide water main replacement and street improvements along the 2400 and 2500 blocks of River Drive. As part of the project, the existing deteriorated, 4-inch diameter water main would be replaced with a new, looped 8-inch diameter water main to provide increased reliability and fire protection. In addition, the project would provide full depth street resurfacing and targeted replacement of deteriorated sidewalk, curb, driveway aprons and parkway trees. As a joint project between the Highland Water Works Board and the Highland Board of Works, it is our understanding that all water main replacement work (and associated surface restoration) would be funded by the Water Works Board and that the remaining street improvements would be funded by a combination of Lake County CDBG funds and Town funds. The preliminary opinion of probable construction cost for this joint project is \$574,770.00, of which \$310,735.00 is estimated for water main replacement and \$264,035.00 is estimated for street improvements, as detailed in Table 1.

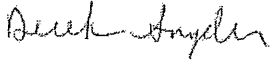
Our proposal is based on providing design engineering services including field survey work, preparation of plans and specifications suitable for competitive bidding, IDEM permitting and assistance during the bid process. We propose to provide design engineering services for a not-to-exceed fee of \$54,000.00, divided as follows: \$29,000.00 to the Water Works Board for design of water main replacement and \$25,000.00 to the Board of Works for design of street improvements.

We propose to provide engineering services based on the hourly billing rates presented in Table 2. Direct expenses such as reproduction and similar items will be billed at actual cost. Mileage will be billed at the current IRS approved rate. Billings will not exceed the budget without your prior authorization. The attached "Standard Conditions for Professional Engineering Services" is included by reference.

www.niesengineering.com
Email@niesengineering.com

Again, thank you for the opportunity to present this proposal. Your signatures below and return of one copy of this proposal to our office will constitute your acceptance and our notice to proceed.

Yours very truly,
NIES Engineering, Inc.



Derek R. Snyder, P.E.
Principal

HIGHLAND WATER WORKS BOARD OF DIRECTORS
(Engineering Fee Authorized: \$29,000.00)

Accepted By: _____

Date: _____

HIGHLAND BOARD OF WORKS
(Engineering Fee Authorized: \$25,000.00)

Accepted By: _____

Date: _____

cc: Highland Water Works Board of Directors
Highland Board of Works
Mr. Mark Knesek
Mr. Michael Griffin

Table 1
 2400-2500 Blocks of River Drive Water Main Replacement and Street Improvement Project
 Joint Project of Water Works Board and Board of Works
 Preliminary Opinion of Probable Construction Cost Breakdown

Item	Description	Quantity	Units	Unit Price	Amount	Estimated Quantities (By Board)		Engineer's Opinion of Probable Cost (By Board)		
						Water Works Board	Board of Works	Water Works Board	Board of Works	
1	Mobilization and Demobilization	1	LS	\$ 30,000.00	\$ 30,000.00	0.55	0.45	\$ 16,500.00	\$ 13,500.00	
2	Maintenance of Traffic	1	LS	\$ 8,000.00	\$ 8,000.00	0.55	0.45	\$ 4,400.00	\$ 3,600.00	
3	Produce Pre-Construction Video	1	LS	\$ 1,500.00	\$ 1,500.00	0.55	0.45	\$ 825.00	\$ 675.00	
4	Remove and Dispose Existing Tree, 18" Pay Dia., Including Stump Grinding	11	EA	\$ 600.00	\$ 6,600.00	4	7	\$ 2,400.00	\$ 4,200.00	
5	Remove and Dispose Existing Tree, 30" Pay Dia., Including Stump Grinding	9	EA	\$ 750.00	\$ 6,750.00	3	6	\$ 2,250.00	\$ 4,500.00	
6	8-inch Dia. PC 350 Ductile Iron Pipe with V-Bio Polyethylene Encasement	910	LF	\$ 75.00	\$ 68,250.00	910		\$ 68,250.00	\$ -	
7	8-inch Dia. AWWA C515 Gate Valve with Valve Box	3	EA	\$ 2,000.00	\$ 6,000.00	3		\$ 6,000.00	\$ -	
8	Ductile Iron Mechanical Joint Compact Fittings	600	LB	\$ 15.00	\$ 9,000.00	600		\$ 9,000.00	\$ -	
9	Fire Hydrant Assembly and Auxiliary Valve with Valve Box	2	EA	\$ 5,200.00	\$ 10,400.00	2		\$ 10,400.00	\$ -	
10	1-inch Dia. Water Service Sels	35	EA	\$ 1,350.00	\$ 47,250.00	35		\$ 47,250.00	\$ -	
11	1-inch Dia. Type K Copper Water Service Line	1,362	LF	\$ 30.00	\$ 40,860.00	1,362		\$ 40,860.00	\$ -	
12	Remove and Replace Concrete Curb and Gutter	1,750	LF	\$ 45.00	\$ 78,750.00	320	1,430	\$ 14,400.00	\$ 64,350.00	
13	Remove and Replace 4-inch Thick Concrete Sidewalk	760	SY	\$ 65.00	\$ 49,400.00	540	220	\$ 35,100.00	\$ 14,300.00	
14	Remove and Replace 5-inch Thick Concrete Sidewalk/Driveway Apron	930	SY	\$ 80.00	\$ 74,400.00	350	580	\$ 28,000.00	\$ 46,400.00	
15	Asphalt Milling, 4-inch Minimum Thickness, After Utilities are Installed, Including Sawcutting	2,980	SY	\$ 3.75	\$ 11,175.00		2,980	\$ -	\$ 11,175.00	
16	Grade and Compact Aggregate Base (Both Existing and New)	2,980	SY	\$ 1.50	\$ 4,470.00		2,980	\$ -	\$ 4,470.00	
17	Additional Excavation of Unsuitable Road Base, Including Hauling and Disposal	750	SY	\$ 10.00	\$ 7,500.00		750	\$ -	\$ 7,500.00	
18	Tri-Axial Geogrid for Stabilization of Undercut Areas	750	SY	\$ 6.50	\$ 4,875.00		750	\$ -	\$ 4,875.00	
19	INDOT #53 Compacted Limestone Aggregate Base Course, for Undercut Areas and Regrading	420	TON	\$ 35.00	\$ 14,700.00		420	\$ -	\$ 14,700.00	
20	HMA Intermediate Course, 19.0mm, 2.5-inch Minimum Thickness	410	TON	\$ 65.00	\$ 26,650.00		410	\$ -	\$ 26,650.00	
21	Tack Coat Between HMA Courses, 0.10 Gal/SY	2,980	SY	\$ 0.50	\$ 1,490.00		2,980	\$ -	\$ 1,490.00	
22	HMA Surface Course, 9.5mm, 1.5-inch Minimum Thickness	250	TON	\$ 75.00	\$ 18,750.00		250	\$ -	\$ 18,750.00	
23	Replacement Tree, 1.25" Min. Caliper	24	EA	\$ 500.00	\$ 12,000.00	7	17	\$ 3,500.00	\$ 8,500.00	
24	4" Topsoil and Sod for Grass Restoration, Including Maintenance Watering	1,600	SY	\$ 20.00	\$ 32,000.00	970	630	\$ 19,400.00	\$ 12,600.00	
25	Erosion and Sedimentation Control	1	LS	\$ 4,000.00	\$ 4,000.00	0.55	0.5	\$ 2,200.00	\$ 1,800.00	
					Total	\$ 574,770.00			\$ 310,735.00	\$ 264,035.00

Table 2

2021 NIES Engineering Personnel Hourly Rates

Classification	Hourly Rate	
	From	To
Intern	\$39.00	\$46.00
Clerical	\$49.00	\$57.00
Senior Clerical	\$58.00	\$67.00
Administrative Assistant	\$67.00	\$78.00
Senior Administrative Assistant	\$77.00	\$90.00
Technician Level 1	\$65.00	\$76.00
Technician Level 2	\$77.00	\$90.00
Technician Level 3	\$89.00	\$105.00
Technician Level 4	\$100.00	\$118.00
Technician Level 5	\$108.00	\$126.00
Technician Level 6	\$118.00	\$138.00
Engineer Level 1	\$87.00	\$102.00
Engineer Level 2	\$102.00	\$120.00
Engineer Level 3	\$121.00	\$121.00
Engineer Level 4	\$133.00	\$133.00
Engineer Level 5	\$148.00	\$148.00
Project Manager	\$128.00	\$128.00
Senior Project Manager	\$200.00	\$200.00
Principal Level 1	\$145.00	\$145.00
Principal Level 2	\$149.00	\$149.00
Senior Principal	\$202.00	\$202.00

STANDARD CONDITIONS FOR PROFESSIONAL ENGINEERING SERVICES

The term "NIES Engineering" used in these terms and conditions is defined as: NIES Engineering, Incorporated of 2421 173rd Street, Hammond, Indiana 46323; its officers, partners, employees, sub-consultants and sub-contractors.

1. REIMBURSABLE EXPENSES:

1.1 Reimbursable expenses are defined as follows and shall be invoiced at direct cost:

- Reproduction of documents.
- Shipping and mailing expenses.
- Any other disbursements, application fees, etc., made on behalf of the Owner.

2. INDEMNIFICATION:

2.1 The OWNER agrees to hold harmless and indemnify NIES Engineering for and against all claims, damages, awards and costs of defense arising out of delays in NIES Engineering's performance resulting from events beyond the NIES Engineering's control.

2.2 Whereas construction job-site safety conditions are the sole responsibility of the Construction Contractor, the OWNER agrees to hold harmless and indemnify NIES Engineering for and against all claims, damages, awards and costs of defense arising out of claims related to Construction job-site safety.

2.3 The OWNER agrees to stipulate within the Contract Documents that the Contractor shall purchase and maintain, during the course of construction, "all-risk" builder's risk insurance which names the Contractor, the Owner's agents, and NIES Engineering as additional insureds.

2.4 It is understood and agreed that if NIES Engineering's Basic Services under this Agreement do not include project observation or review of the Contractor's performance or any other construction phase services, that such services will be provided for by the Client. If said services are provided for by the Client, then the Client assumes all responsibility for interpretation of the Contract Documents and for construction observation and supervision and waives any claims against NIES Engineering that may be in any way connected thereto. In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold NIES Engineering harmless from any loss, claim or cost, including reasonable attorneys' fees and costs of defense, arising or resulting from the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of NIES Engineering.

3. TERMINATION:

3.1 This agreement between OWNER and NIES Engineering may be terminated by either party upon seven days, written notice in the event of substantial failure of performance of the material terms and conditions of this agreement by the other party through no fault of the terminating party.

3.2 If this agreement is terminated during the course of performance of the services, NIES Engineering shall be paid for the services performed during the period prior to the effective date of termination of the agreement.

3.3 If, prior to termination of this agreement, any services designed or specified by NIES Engineering during any phase of the service is suspended in whole or in part for more than three months or abandoned after written notice from the OWNER, NIES Engineering shall be paid for such services performed prior to receipt of such notice.

4. BILLING/PAYMENTS:

4.1 NIES Engineering reserves the right to adjust billing rates periodically as salary rates are adjusted and to use the most up-to-date billing rates in preparing project invoicing.

5. REUSE OF DOCUMENTS:

5.1 All reports, schedules, drawings, specifications of services of NIES Engineering for this project are instruments of services for this project only and shall remain the property of NIES Engineering until the OWNER has compensated NIES Engineering in full for services rendered pursuant to the AGREEMENT. Upon final payment for services and for each separately accepted and authorized proposal for additional services, ownership of instruments of service shall be vested in the OWNER. NIES Engineering, however, may retain record copies of all such instruments of service and may use such for NIES Engineering's exclusive purposes.

5.2 Any reuse of reports, schedules, drawings, specifications of services of NIES Engineering for this project without written verification or adaptation by NIES Engineering for the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to NIES Engineering, or to NIES Engineering's independent professional associates or consultants, and OWNER shall indemnify and hold harmless NIES Engineering and NIES Engineering's independent professional associates and consultants from all claims, damages, losses and expenses including attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle NIES Engineering to further compensation at rates to be agreed upon by OWNER and NIES Engineering.

6. OPINIONS OF PROJECT COST, CONSTRUCTION AND OPERATION AND MAINTENANCE:

6.1 Since NIES Engineering has no control over the cost of labor, materials, equipment or services furnished by others, or over the Contractor methods of determining prices, or over competitive bidding or market conditions, NIES Engineering's opinions of probable Construction Cost are to be made on the basis of NIES Engineering's experience and qualifications and represent NIES Engineering's best judgment as an experienced and qualified professional engineer, familiar with the construction industry; but NIES Engineering cannot and does not guarantee that proposals, bids or actual Construction Cost will not vary from opinions of probable cost prepared by NIES Engineering. Similarly, opinions of Project Cost and Annual Operation and Maintenance Cost cannot be guaranteed because they depend upon numerous factors beyond NIES Engineering's control.

7. MEDIATION:

7.1 In addition to and prior to arbitration, the parties shall endeavor to settle disputes by mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect unless the parties mutually agree otherwise. Demand for mediation shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. A demand for mediation shall be made within a reasonable time after the claim; dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.

8. FIDUCIARY RESPONSIBILITY:

8.1 CLIENT confirms that NIES Engineering has not offered any fiduciary service to client and no fiduciary responsibility shall be owed to client by NIES Engineering as a consequence of NIES Engineering's entering into this agreement with client.

9. HAZARDOUS MATERIALS:

- 9.1 As used in this Agreement, the term hazardous materials shall mean any substances, including but not limited to asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as such of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site.
- 9.2 Both parties acknowledge that the NIES Engineering's scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event NIES Engineering or any other party encounters any hazardous or toxic materials, or should it become known to NIES Engineering that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of NIES Engineering's services, NIES Engineering may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the Client retains appropriate engineers or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations.
- 9.3 The Client agrees, notwithstanding any other provision of this Agreement, to the fullest extent by law, to indemnify and hold harmless NIES Engineering from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action, except for the sole negligence or willful misconduct of NIES Engineering.

10. CONSEQUENTIAL DAMAGES

10.1 Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Owner or NIES Engineering, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Owner and NIES Engineering shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

11. SEVERABILITY:

11.1 If any clause or provision of this Agreement shall be held to be invalid in whole or in part, then the remaining clauses and provisions or portions thereof shall nevertheless be and remain in full force and effect.

END OF TERMS AND CONDITIONS

NIES-2021-B-IN

**TOWN OF HIGHLAND
PERSONNEL-EMPLOYMENT NOTICE**

Name: Kyle Foster Employee Payroll # _____
 Address: 3122 Lincoln St Phone #: 219-801-8346
 Department: PW Account #: H2H
 Email address: fosterkyle62@gmail.com

NEW HIRE (Not currently on the payroll in any status) Date Effective: 11-14-2021
 Remind new hires they will need to show their original social security card when they complete their employment forms.

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

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

Job Title: UTILITY Wk/18 Bi-weekly Salary/Hourly Rate 13.18

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

Full-Time Only:
 This position succeeds: SPC _____ (if applicable)
 The current workforce level is 3 as of the date of this notice.
 This position will increase authorized full-time work force levels.

PAY RATE CHANGE OR CHANGE IN STATUS Date Effective: _____

Current:
 Job Title: _____ Account: _____
 Base Bi-weekly/Hourly Rate: _____ Longevity: _____

Proposed:
 Job Title: _____ Account: _____
 Base Bi-weekly/Hourly Rate: _____ Longevity: _____
 This position succeeds: _____

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

SEPARATION Last Day Worked: _____ Effective Last Day: _____

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

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

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

SUPERVISOR SIGNATURE: _____ Date: 10-28-21

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

Date of Revision: 4/2020 Date: _____
 Approved by Clerk-Treasurer pursuant to IC36-5-6-012(3)

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 5th DAY OF November, 2001



FISCAL OFFICER

ALLOWANCE OF VOUCHERS

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 5 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 490,943.79.

Dated this _____ day of _____, _____

TOWN COUNCIL

MARK A. HERAK

ROGER SHEEMAN

BERNIE ZEMEN

MARK SCHOCKE

TOM BLACK

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0000	GEN FUND TRANSFERS GROSS	94875	PAYROLL ACCOUNT	11/5PRL D/S TRANSFER GENERAL	166,867.93	46489
001-0000-45200			Total For Dept 0000		166,867.93	
Dept 0001 TOWN COUNCIL						
001-0001-31001	PROFESSIONAL SERVICES THROUGH 9/	94761	FROST BROWN TODD LLC	PROFESSIONAL SERVICES THROUGH 9/	19,460.49	
001-0001-33001	ADD APP. LEGAL NOTICE ICT FUND	94670	THE TIMES	ADD APP. LEGAL NOTICE ICT FUND	36.27	
			Total For Dept 0001 TOWN COUNCIL		19,496.76	
Dept 0007 FIRE DEPARTMENT						
001-0007-11113	3RD QUARTER UNPAID STILL ALAR	94777	HIGHLAND FIRE DEPARTMENT	3RD QTR STILL ALARMS AND MEETINGS	515.00	
001-0007-11114	3RD QUARTER JULY/SEPT MEETING	94777	HIGHLAND FIRE DEPARTMENT	3RD QTR STILL ALARMS AND MEETINGS	47.38	
001-0007-20003	USPS - SHIPPING	94776	PETTY CASH - FIRE DEPARTMENT	PETTY CASH - SHIPPING	8.29	
001-0007-22004	INV # 337-389157	94764	AUTO-WARES	TRUCK 4 BATTERIES	852.00	
001-0007-22004	INV # 337-389283	94765	AUTO-WARES	AUTOMOTIVE SUPPLIES-5119 HEADLIGH	45.18	
001-0007-23004	INV# 214367	94772	LINDY'S ACE HARDWARE, INC	HARDWARE SUPPLIES	50.98	
001-0007-23004	TOURNIQUET KITS COMBAT 105221	94775	MMSGs	TOURNIQUET KITS COMBAT	454.10	
001-0007-23011	10206313 MSA G1 RIT SYSTEMS	94771	5 ALARM FIRE & SAFETY EQPT,	MSA G1 RIT SYSTEMS	13,416.00	
001-0007-35001	ELECTRIC - SOUTH STATION	94766	NISOURCE INC.	GAS & ELECTRIC SOUTH STATION	299.05	46479
001-0007-35001	ELECTRIC - FD TRAINING SITE	94767	NISOURCE INC.	ELECTRIC - FD TRAINING SITE	91.26	46479
001-0007-35001	ELECTRIC - CENTRAL FIRE STATI	94768	NISOURCE INC.	ELECTRIC - CENTRAL FIRE STATION	618.83	46479
001-0007-35003	GAS - SOUTH STATION	94766	NISOURCE INC.	GAS & ELECTRIC SOUTH STATION	54.49	46479
001-0007-35003	GAS - CENTRAL STATION	94769	NISOURCE INC.	GAS - CENTRAL FIRE STATION	66.13	46479
001-0007-35005	HYDRANT - SOUTH STATION	94770	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	222.20	
001-0007-35005	HYDRANT - CENTRAL STATION	94778	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	232.50	
001-0007-35007	STORM - SOUTH STATION	94770	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	97.37	
001-0007-35007	STORM - CENTRAL STATION	94778	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	121.62	
001-0007-36001	ANNUAL OIL/INSPECT ALL RIGS	94773	FAUTH SERVICE, INC	FD VEHICLE OIL/INSPECTION SERVICE	5,600.00	
			Total For Dept 0007 FIRE DEPARTMENT		22,792.38	
Dept 0009 POLICE DEPARTMENT						
001-0009-11204	DRUG TESTING FOR CODE ENFORC	94793	FRANCISCAN ST MARGARET HEAL	DRUG TESTING FOR CODE ENFORCEMENT	40.00	
001-0009-21001	1119 GAL OF GAS	94814	WARREN OIL COMPANY	1119 GAL OF GAS DELV ON 10/27	3,076.03	
001-0009-21001	1014 GAL OF GAS	94815	WARREN OIL COMPANY	1014 GAL OF GAS DELV ON 10/15	2,935.83	
001-0009-21004	CLEANING SUPPLIES	94784	ABLE PAPER & JANITORIAL	CLEANING SUPPLIES	1,258.03	
001-0009-21008	NEW TUBES FOR BIKE PATROL BIC	94808	RIDGE CYCLE, INC	NEW TUBES FOR BIKE PATROL BICYCLE	160.00	
001-0009-22004	INV 12069245	94785	AUTO-WARES	OCT STMT FOR PD VEH PARTS AND SUP	2,977.56	
001-0009-22004	SEAT BUCKLE ASSMBY FOR CAR 7	94817	WEBB FORD INC	SEAT BUCKLE ASSMBY FOR CAR 7	92.06	
001-0009-23004	SITE PARTS FOR NEW OFCRS WEAP	94796	KIESLER'S POLICE SUPPLY INC	PARTS FOR NEW OFFICERS WEAPONS	581.35	
001-0009-23006	ALUM SHEETING NFOR DOG FOUND	94783	AAA SUPPLY CORPORATION	ALUM SHEETING FOR WALLS IN DOG PO	812.59	
001-0009-32003	SPILLMAN CIRCUIT USER FEE FOR	94797	LAKE COUNTY DATA PROCESSING	SPILLMAN CIRCUIT USER FEE FOR OCT	308.30	
001-0009-32004	IDACS INTERNET 10/28-11/27	94791	COMCAST CABLE	IDACS INTERNET 10/28-11/27	126.85	
001-0009-32004	CID INTERNET SEARCHES FOR OCT	94811	TLO, LLC	CID INTERNET SEARCHES FOR OCT	75.00	
001-0009-35001	LPR 10221 INDY READ ON 10/13	94801	NISOURCE INC.	LPR 10221 INDPLS READ ON 10/13	40.16	
001-0009-35001	LPR CAMERA AT 8200 INDY READ	94802	NISOURCE INC.	LPR CAMERA AT 8200 INDY READ ON 1	42.08	
001-0009-35001	LPR 2000 RIDGE RD REASD ON 10	94803	NISOURCE INC.	LPR AT 2000 RIDGE RD READ ON 10/8	31.86	
001-0009-35001	ELECT SERV 3315 RIDGE READ ON	94804	NISOURCE INC.	ELEC SERV FOR 3315 RIDGE RD READ	5,362.90	
001-0009-36001	4WHL ALIGNMENT FOR CAR 228	94799	LEVIN TIRE CENTER INC	4 WHEEL ALIGNMENT FOR CAR 228	142.70	
001-0009-36003	REPAIRS TO FRONT DOORS	94813	TRI-ELECTRONICS, INC	REPAIRS TO FRONT DOORS	130.00	
001-0009-36004	GEN OFFICE CLEANING FOR OCT	94794	GAYLE THARP	GEN OFFICE CLEANING FOR OCT	2,666.66	
001-0009-38006	MAT CHANGE AT PD ON 10/19	94790	CINTAS CORPORATION #319	MAT CHANGE AT PD ON 10/19	37.10	
001-0009-38006	DEFECTIVE RENEWAL PRGRM	94805	OXYGEN FORENSICS INC	RENEWAL OF DETECTIVE PROGRAM	2,899.00	
001-0009-39005	EXAM AND SHOTS FOR K9 FROM PD	94809	SOUTHLAKE ANIMAL HOSPITAL P	EXAM AND SHOTS FOR K9S FROM PD CA	270.00	
001-0009-43062	2ND DRONE W EQUIP	94786	AERIAL INFLUENCE, LLC	2ND DRONE W EQUIP	7,158.00	

User: CRK
 DB: Highland
 EXP CHECK RUN DATES 10/27/2021 - 11/09/2021
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0009 POLICE DEPARTMENT						
Total For Dept 0009 POLICE DEPARTMENT					31,224.06	
Dept 0011 SERVICES & WORKS						
001-0011-21005	WORK GLOVES	94671	AMAZON	LC SUPPLIES	341.73	
001-0011-21005	BLUE LAGOON	94848	PERFORMANCE CHEM & SUPPLY I	LC SUPPLIES (B.O. ITEMS)	31.61	999448
001-0011-35001	000-901-005-4 9217 LIABILITY	94753	NISOURCE INC.	MISC TH,VIP 198-801-002-1,000-901	1,355.23	999450
001-0011-35001	7502010024,8001 KENNEDY-ELECT	94757	NISOURCE INC.	MISC (TH,GARAGE)-CT	286.89	999448
001-0011-35002	0514000055, 2705HIGHWAY AVE	94752	NISOURCE INC.	STREET/TRAFFIC LIGHTS- OCTOBER 20	14,655.92	999448
001-0011-35002	5583000064, SE CORNER 6 & 41	94754	NISOURCE INC.	MISC.(INDPLS BLVD)	130.35	999448
001-0011-35003	198-801-002-1 9201 LIABILITY	94753	NISOURCE INC.	MISC TH,VIP 198-801-002-1,000-901	209.98	999448
001-0011-35003	7502010024,8001 KENNEDY-GAS	94757	NISOURCE INC.	MISC (TH,GARAGE)-CT	27.20	999450
Total For Dept 0011 SERVICES & WORKS					17,038.91	
Dept 0012 TOWN HALL						
001-0012-35002	3074860092,8201 INDY BLVD BLD	94754	NISOURCE INC.	MISC.(INDPLS BLVD)	44.32	999448
001-0012-36003	TOWN HALL MATS 10/26/21	94748	CINTAS CORPORATION #319	TOWN HALL MATS ACT 16459440	57.91	
001-0012-36003	IRRIGATION REPAIR	94826	DANKO IRRIGATION INC	REPAIR IRRIGATION SYSTEM AT TOWNH	361.50	
001-0012-36004	OCTOBER CLEANING SERVICE	94827	GLOBAL MAINTENANCE & CO.	GENERAL CLEANING SERVICES FOR OCT	1,470.00	
Total For Dept 0012 TOWN HALL					1,933.73	
Total For Fund 001 GENERAL					259,353.77	
Fund 002 MVH						
Dept 0000						
002-0000-45200	MVH TRANSFERS GROSS	94876	PAYROLL ACCOUNT	11/5PRL D/S TRANSFER MVH	14,591.33	46490
Total For Dept 0000					14,591.33	
Dept 0016 MVH ADMIN						
002-0016-11306	CDL PHYSICAL REIMB.	94846	TIMOTHY R SLIFKO	REIMBURSE CDL PHYSICAL 2021	70.00	
002-0016-36003	2 - NO 5 HINGES	94831	B&B DOORS,INC	REPAIR TO SHOP DOOR # 48 - STREET	200.00	
002-0016-39003	REMOVE HORNETS NEST AT 2036 N	94844	SEAN FURLONG	REMOVE HORNETS NEST AT 2036 NORTH	250.00	
Total For Dept 0016 MVH ADMIN					520.00	
Dept 0017 MVH RECONSTRUCTION/MAINTENANCE						
002-0017-21001	MOLY SYNGARD 2000	94843	SCHAEFFER MRG. COMPANY	SYNGARD 2000/MULTI-SPRAY/CHAIN LU	472.92	
002-0017-22004	25 - HEX HD CAP SCREWS	94836	J & L FASTENERS, INC.	HEX CAP SCREWS - FLAT WASHERS - S	26.77	
002-0017-22004	10/8/2021 INV # 5479-124262	94842	NAPA AUTO PARTS	MISC PARTS AND SUPPLIES - STREET	17.87	
002-0017-22004	DIGGA AUGER	94847	VERMEER-ILLINOIS, INC	DIGGA AUGERFOR SIGN/FENCE/TREE IN	2,950.00	
002-0017-22005	#171694 PREMIUM HARDWOOD MUL	94837	KROOSWYK MATERIALS, INC	PREMIUM HARDWOOD MULCH FOR RESTOR	74.00	
002-0017-23003	TRAIL CROSSING SIGN	94830	ASTRO OPTICS, LLC	BLINKERSIGN TRAIL CROSSING WITH S	2,876.06	
002-0017-23003	SCHOOL CROSSING SIGN	94835	HALL SIGNS, INC	LOK CAP/LOK CROSS/SCHOOL SIGN/CRO	773.58	
002-0017-23003	CONCRETE MIX FASTSET 50#	94838	LINDY'S ACE HARDWARE,INC	CONCRETE MIX FASTSET 50# FOR THE	42.95	
002-0017-23003	WASHER FLAT	94839	LINDY'S ACE HARDWARE,INC	WASHER / FASTENERS FOR SIGNS - S	27.51	
002-0017-36006	45TH AND KENNEDY LIGHT POLE	94840	MIDWESTERN ELECTRIC INC	EMERGENCY CALL OUT TO SECURE KNOB	810.80	
002-0017-36007	SEPT TRAFFIC SIGNAL MAINT	94841	MIDWESTERN ELECTRIC INC	TRAFFIC SIGNAL MAINT FOR SEPT 202	215.50	
002-0017-37002	TRAFFIC DRUM RENTAL	94845	TRAFFIC MANAGEMENT COMPANY,	TRAFFIC DRUM RENTAL FOR 10/28/202	239.90	
002-0017-39005	FALL CLEAN-UP	94832	DEAN'S LAWN & LANDSCAPING I	DEAN'S LAWN & LANDSCAPING I	1,490.00	
002-0017-39005	2021 LANDSCAPE SERVICES DOWNT	94833	DEAN'S LAWN & LANDSCAPING I	DOWNTOWN HIGHLAND MAINT. SERVICE	1,040.00	
002-0017-39009	SIDEWALK/CURB/DRIVEWAY PER LI	94834	H3 CONCRETE, INC	SIDEWALK REPLACEMENT PROGRAM - MVH	854.85	
Total For Dept 0017 MVH RECONSTRUCTION/MAINTENANCE					11,912.71	
Total For Fund 002 MVH					27,024.04	

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
 EXP CHECK RUN DATES 10/27/2021 - 11/09/2021
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

User: CRK
 DB: Highland

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 018 LAW ENFORCE CON'T ED						
Dept 0000						
018-0000-20003	OFFICE SUPPLIES	94807	PULSE TECHNOLOGY OF INDIANA	OFFICE SUPPLIES	221.94	
018-0000-23004	OTTERBOX CASE FOR CID PHONE	94787	AMAZON	OTTERBOX FOR CID PHONE	24.96	
018-0000-23004	ADJUST CHAIR FOR CRIME LAB	94788	AMAZON	ADJUSTIBLE CHAIR FOR CRIME LAB	175.00	
018-0000-23006	NEW DOOR KEY FOBS	94812	TRI-ELECTRONICS, INC	NEW DOOR KEY FOBS	275.00	
018-0000-33002	PRINTED AD FOR ADTNTL	94810	THE TIMES	PRINTED AD FOR ADTNTL FOR ANIMAL	23.86	
018-0000-42014	K-9 PATCHES	94798	LIGHTSABER PROMOTIONS, INC.	K-9 PATCHES	242.00	
018-0000-42014	HERM SPRENGER TRAINING COLLAR	94806	PET STOP,LTD	HERM SPRENGER TRAINING COLLAR	42.95	
	Total For Dept 0000				1,005.71	
	Total For Fund 018 LAW ENFORCE CON'T ED				1,005.71	
Fund 027 INSURANCE PREMIUM						
Dept 0000						
027-0000-34002	INSURANCE PREMIUM HEALTH/DENT	94756	METLIFE GROUP BENEFITS	KM05-958227 NOV 2021 DENTAL PREMI	8,671.21	46478
	Total For Dept 0000				8,671.21	
	Total For Fund 027 INSURANCE PREMIUM				8,671.21	
Fund 030 ICT FUND						
Dept 0000						
030-0000-32001	NOV 2021 POSTAGE METER SERVIC	94825	PITNEY BOWES INC.	NOV 2021 POSTAGE METER SERVICE A	129.29	46481
030-0000-32003	FIRE DEPT	94818	AT&T MOBILITY	FIRE DEPT 666-4120 ACT 2872990949	84.86	46482
030-0000-32003	3001 RIDGE MAIN SQUARE	94819	COMCAST CABLE	3001 RIDGE MAIN SQUARE 8771400290	154.69	46483
030-0000-32003	MO INTERNET SVC	94821	COMCAST CABLE	TOWN HALL ACCT 8771400250188267	234.76	46484
030-0000-32003	ACCT #510375025	94824	SPRINT	BI/FD MO WIRELESS SVC 510375025 -	75.32	46485
030-0000-32003	MONTHLY CELL PHONE	94822	VERIZON	PD CELL PHONE USE PD- 642004646-0	1,386.66	46486
030-0000-32003	642004646-00002 BROADBAND-J K	94823	VERIZON	642004646-00002 D/S BROADBAND-J K	330.69	46486
030-0000-32003	SIP TRUNKING CHARGES @ \$.020	94762	CBL CONSULTING, INC	SIP TRUNKING CHARGES 10/21	314.01	
030-0000-39007	EMAIL ARCHIVING SERVICES 10/1	94781	CBL CONSULTING, INC	EMAIL ARCHIVING SERVICES 10/1/21-1	702.84	
030-0000-45200	ICT TRANSFERS GROSS	94877	PAYROLL ACCOUNT	11/5PRL D/S TRANSFER ICT	4,303.51	46488
	Total For Dept 0000				7,716.63	
	Total For Fund 030 ICT FUND				7,716.63	
Fund 031 SOLID WASTE						
Dept 0000						
031-0000-38001	OCTOBER TRASH SERVICE	94828	REPUBLIC SERVS OF IN,LP/DBA	OCTOBER TRASH SERVICE	155,200.00	
	Total For Dept 0000				155,200.00	
	Total For Fund 031 SOLID WASTE				155,200.00	
Fund 033 DONATION						
Dept 0009 POLICE DEPARTMENT						
033-0009-00200	SUPPLIES FOR TRUNK OR TREATIN	94800	MENARDS	SUPPLIES FOR TRUNK OR TREATING	188.84	
	Total For Dept 0009 POLICE DEPARTMENT				188.84	
	Total For Fund 033 DONATION				188.84	
Fund 036 SPECIAL EVENTS						
Dept 0000						
036-0000-38608	CHARMS MINI POPS	94665	ELIZABETH ALAKEL	TRUNK OR TREAT	80.43	46472
036-0000-38608	COMMUNITY GARAGE SALE AD	94668	JACQUELINE HERRERA (R)	TRUNK OR TREAT	182.97	46473
036-0000-38608	TABLE CLOTHS/ BACKDROP	94666	JOHN BRESLIN (R)	TABLE CLOTHS/BACKDROP TRUNK OR TR	227.41	46474
036-0000-38608	CHARMS MINI POPS TRUNK OR TRE	94669	JOHN BRESLIN (R)	CHARMS MINI POPS TRUNK OR TREATS	76.41	46474

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 036 SPECIAL EVENTS						
Dept 0000						
036-0000-38608	TRUNK OR TREAT	94667	KRISTEN SMITH (R)	TRUNK OR TREAT	304.69	46475
			Total For Dept 0000		871.91	
			Total For Fund 036 SPECIAL EVENTS		871.91	
Fund 055 MCCD						
Dept 0000						
055-0000-43009	SOLID STATE HARD DRAIVE FOR P 94750		AMAZON	SOLID STATE HARD DRIVE	365.00	
055-0000-43009	3 FIRE LAPTOPS / EXTENDED WAR 94820		DELL COMPUTER, LP	3 FIRE LAPTOPS / EXTENDED WARRANT	649.51	
			Total For Dept 0000		1,014.51	
			Total For Fund 055 MCCD		1,014.51	
Fund 059 SHARED ETHICS						
Dept 0000						
059-0000-33002	8.5 BY 11 COLOR COPIES	94782	COURTNEY SMITH (R)	REIMBURSE FOR COPIES	329.38	46480
059-0000-38013	POLLING CAPABILITY FOR SUMMIT	94749	RICHARD A WEIGEL	POLLING CAPABILITY FOR SUMMIT	120.00	46476
059-0000-38111	IMPLEMENTATION SERVICES	94747	TRALIAN HOLDINGS, LLC	IMPLEMENTATION SERVICES	12,144.86	46477
			Total For Dept 0000		12,594.24	
			Total For Fund 059 SHARED ETHICS		12,594.24	
Fund 085 TRAFFIC VIOLATIONS						
Dept 0001 TOWN COUNCIL						
085-0001-00400	CASH BOND FEES	94851	LAKE COUNTY CLERK	CASH BOND FEES	3,000.00	46487
			Total For Dept 0001 TOWN COUNCIL		3,000.00	
			Total For Fund 085 TRAFFIC VIOLATIONS		3,000.00	
Fund 088 MUN CUM STREET FUND						
Dept 0000						
088-0000-44010	PER LIST SIDEWALK/CURB/DRIVEW 94829		H3 CONCRETE, INC	SIDEWALK REPLACEMENT PROGRAM - ES	9,195.90	
			Total For Dept 0000		9,195.90	
			Total For Fund 088 MUN CUM STREET FUND		9,195.90	
Fund 249 PUBLIC SAFETY INCOME TAX FUND						
Dept 0000						
249-0000-43008	1080 16 CHANNEL HD DVR W AUDI 94789		BT VIDEO SYSTEMS	NEW 1080 16 CHANNEL HD DVR W AUDI	2,045.00	
249-0000-43008	VIDEO MICRO TRANSMITTER	94816	WATCHGUARD VIDEO	VIDEO/RADAR MICRO TRANSMITTER	825.00	
249-0000-43049	TRAFFIC CAMERA	94792	CONNECTED SOLUTIONS GROUP,	TRAFFIC CAMERAS	504.52	
249-0000-43049	LPR REPAIRS TO CLINE AND HIGH 94795		HERNANDEZ ELECTRIC CONSTRUC	LPR REPAIRS TO CLINE AND HIGHWAY	1,732.51	
			Total For Dept 0000		5,107.03	
			Total For Fund 249 PUBLIC SAFETY INCOME TAX FUND		5,107.03	

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

Fund Totals:

Fund 001	GENERAL				259,353.77	
Fund 002	MVH				27,024.04	
Fund 018	LAW ENFORCE CON'T ED				1,005.71	
Fund 027	INSURANCE PREMIUM				8,671.21	
Fund 030	ICT FUND				7,716.63	
Fund 031	SOLID WASTE				155,200.00	
Fund 033	DONATION				188.84	
Fund 036	SPECIAL EVENTS				871.91	
Fund 055	MCCD				1,014.51	
Fund 059	SHARED ETHICS				12,594.24	
Fund 085	TRAFFIC VIOLATIONS				3,000.00	
Fund 088	MUN CUM STREET FUND				9,195.90	
Fund 249	PUBLIC SAFETY INCOME TAX				5,107.03	

490,943.79

Payroll Docket

			Delta		
\$	223,071.29	\$	223,071.29	\$	-
Council, Boards and Commissions		\$	-		
Office of Clerk-Treasurer		\$	15,211.06		
Regular Staff	\$ 15,211.06				
Field Service Rep	\$ -				
Building & Inspection		\$	6,350.28		
Metropolitan Police		\$	129,079.09		
Crossing	\$ 1,255.67				
Full-Time Police	\$ 109,380.36				
Full-Time Non-sworn	\$ 18,443.06				
Public Works Department		\$	68,634.60		
Fire Department		\$	3,796.26		
Component One	\$ 3,796.26				
Component Two	\$ -				
Police 1925 Pensions		\$	-		

Payday: 8-Oct-2021

Payroll Docket

\$ 318,632.00	\$ 318,632.00	Delta	\$ -
Council, Boards and Commissions	\$ -		
Office of Clerk-Treasurer	\$ 19,104.00		
Regular Staff \$ 19,104.00			
Field Service Rep \$ -			
Building & Inspection	\$ 12,064.00		
Metropolitan Police	\$ 134,912.00		
Crossing \$ -			
Full-Time Police \$ 102,320.00			
Full-Time Non-sworn \$ 32,592.00			
Public Works Department	\$ 87,000.00		
Fire Department	\$ 65,552.00		
Component One \$ 65,552.00			
Component Two \$ -			
Police 1925 Pensions	\$ -		

Payday: 8-Oct-2021
COVID Stipend Payroll

Payroll Docket

			Delta		
\$	318,413.04	\$	318,413.04	\$	-
Council, Boards and Commissions		\$	8,415.27		
Office of Clerk-Treasurer		\$	15,129.33		
Regular Staff	\$ 15,129.33				
Field Service Rep	\$ -				
Building & Inspection		\$	8,139.68		
Metropolitan Police		\$	115,718.77		
Crossing	\$ 1,257.82				
Full-Time Police	\$ 96,553.62				
Full-Time Non-sworn	\$ 17,907.33				
Public Works Department		\$	65,575.37		
Information Technology Department		\$	3,538.47		
Fire Department		\$	33,474.36		
Component One	\$ 33,474.36				
Component Two	\$ -				
Police 1925 Pensions		\$	68,421.79		

Payday: 22-Oct-2021