

Agenda
Fifty-sixth Regular or Special Meeting
of the Twenty-Ninth Town Council of Highland
Regular Plenary Meeting of Monday, December 13, 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 21-31, allowing such meetings, pursuant to IC 5-14-1.5-3.7 for the
 duration of the emergency, through to January 1.

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

<https://us06web.zoom.us/j/85038266262?pwd=STFZb1ZwTHdmTjViOTVvbmQxYmVSUT09>

Further, some may need to access the electronic meeting by using the preceding link and adding the Meeting ID 850 3826 6262, and the password (code): 809329.

Prayer:	Roger Sheeman
Pledge of Allegiance:	Roger Sheeman
Roll Call:	Bernie Zemen
	Mark A. Herak
	Mark J. Schocke
	Thomas (Tom) Black
	Roger Sheeman



**A GREAT PLACE
TO CALL HOME**

Minutes of Previous Session: Minutes of the Regular Meeting of 22 November 2021.

- Special Orders:**
1. **Consideration of Proposed Additional Appropriations: (Controlled funds)** Proposed Additional Appropriations in Excess of the 2021 Budget in the **Police Pension Fund** in the amount of \$6,901.
 - (a) Attorney verification of Proofs of Publication: The TIMES 02 December 2021.
 - (b) **Public Hearing.**
 - (c) Action on **Proposed Appropriation Enactment No. 2021-55:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the **Police Pension Fund**, all pursuant to I.C. 6-1.1-18, I.C. 36-5-3-5, et seq.
 2. **Advisory Board of Zoning Appeals Docket:** Petition for a Use Variance for property located 3145 Duluth Street, **Highland**, to allow the petitioner to operate Child daycare facility. HMC Section 18.15.030 prohibits this activity without a use variance. The property is currently zoned as R-1 Single Family Residential District. A use variance is being sought under HMC Section

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.

18.15.050. Petitioner: **Autumn Lynumn-Simmons**, 3145 Duluth Street, Highland. The Advisory Board of Zoning Appeals by a vote of five (5) in favor and zero (0) opposed acted to **UNFAVORABLY recommend the request for the use variance** for the property. The ABZA acted at its meeting of 27 October 2021. The findings of fact were memorialized and were approved by the Advisory Board of Zoning Appeals at its Meeting of December 9, 2021. (90 days ends 07 March 2022). This tolls from the making of the recommendation which could be the meeting at which the ABZA acts not when filed.

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

(A) Opportunity for Comment

(B) Action on the Recommendation

3. **Advisory Board of Zoning Appeals Docket:** Petition for a Use Variance for property located 8621 Osborn Avenue & 8601 Indianapolis Boulevard, **Highland**, to allow the petitioner to use the property for a climate controlled Self Storage facility. The provision is not a permitted use in the current zoning district. The property is in an overlay district and currently zoned as B-3 General Business District. A use variance is being sought from HMC Section 18.45.030. Petitioner: **Highland Osborn Partners, LLC**, by their attorney, Jared Tauber, of Tauber Law Offices. The Advisory Board of Zoning Appeals by a vote of four (4) in favor and one (1) opposed acted to **favorably recommend the request for the use variance** for the property. The ABZA acted at its meeting of 27 October 2021. The findings of fact were memorialized and were approved by the Advisory Board of Zoning Appeals at its meeting of December 9, 2021. (90 days ends 07 March 2022). This tolls from the making of the recommendation which could be the meeting at which the ABZA acts not when filed.

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

(A) Opportunity for Comment

(B) Action on the Recommendation

4. **Advisory Board of Zoning Appeals Docket:** Petition for a Use Variance for property located 2716 Condit Street, **Highland**, to allow the petitioner to use the property to operate a Tattoo Salon. (parlor)The provision is not a permitted use in the current zoning district. The property is currently zoned as I-1 Light Industrial District. A use variance is being sought from HMC Section 18.50.050. Petitioner: **Thuong (Tina) Cap**, 611 James Place, Griffith, by their attorney, Michael Kvachkoff. The Advisory Board of Zoning Appeals by a vote of three (3) in favor and two (2) opposed acted to **Unfavorably recommend the request for the use variance** for the property. The ABZA acted at its meeting of 27 October 2021. The findings of fact were memorialized and were approved by the Advisory Board of Zoning Appeals

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at its meeting of December 9, 2021. (90 days ends 07 March 2022). This tolls from the making of the recommendation which could be the meeting at which the ABZA acts not when filed.

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

(A) Opportunity for Comment

(B) Action on the Recommendation

**COMMENTS FROM
THE PUBLIC or
VISITORS**

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

Staff Reports:

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

**Unfinished
Business &
General Orders:**

1. **Introduced Ordinance No. 1759:** An Ordinance to Amend Chapter 3.45 in the Highland Municipal Code, to establish a New Trust Fund to be Styled the Local Underground Storage Tanks Fund of the Town of Highland, all Pursuant to IC 36-1-3, IC 36-5-2, IC 13-23 et seq., and 329 IAC 9-8 et seq. *(Councilor Zemen introduced and filed this ordinance at the Town Council meeting of November 22, 2021)*
2. **Proposed Ordinance No. 1757:** An Ordinance of the Town Council of the Town of Highland, Lake County, Indiana, authorizing the Issuance of its Taxable Economic Development Revenue Bonds, Series 2021 (S.J. Highland, LLC Development Project). *(It is expected that this will be introduced and filed. This matter was unanimously removed from the agenda of the meeting of 22 November 2021.)*
3. **Proposed Ordinance No. 1760:** An Ordinance to Establish the Wage and Salary Rates of the Elected Officers, The Non-Elected Officers, And The Employees Of The Town Of Highland, Indiana for FY 2022. **(Introduce only.** *This ordinance consolidates current ordinance and all amendments, converted all paid board and commissions to monthly that were quarterly and makes a change to the town council salaries.)*
4. **Resolution No. 2021-56:** A Resolution of the Fiscal Body of the Town of Highland Fixing the Official Faithful Performance Bond of the Municipal Fiscal Officer, pursuant to I.C. 5-4-1 et seq.
5. **Works Board Order No. 2021-38:** An Order for the Temporary Closing of Municipal Offices at the Municipal Building 3333 Ridge Road on Thursday, December 30, 2021 for Year-end Fiscal and Records Administration Tasks.
6. **Works Board Order No. 2021-39:** An Order Approving and Authorizing the Metropolitan Police Chief to enter into a purchase agreement with Hernandez Electric Construction Company, through the State of Indiana to purchase Intersection Hi-Def Video Camera system equipment and accessories, and finding it Both to be a Special Purchase

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.

and a Small Purchase pursuant to I.C. 5-22 and Chapter 3.05 of the Highland Municipal Code.

7. **Works Board Order No. 2021-40:** An Order Approving and Authorizing the Metropolitan Police Chief to enter into a purchase agreement with Hernandez Electric Construction Company, through the State of Indiana to purchase Intersection Hi-Def Video Camera system equipment and accessories, and finding it Both to be a Special Purchase and a Small Purchase pursuant to I.C. 5-22 and Chapter 3.05 of the Highland Municipal Code.

(Items of business no 6 and 7 are separate but are to support different locations for installing the equipment if authorized.)

8. **Works Board Order No. 2021-41:** An Order Approving and Authorizing the Metropolitan Police Chief to Purchase from CDW Government LLC, 75 Remittance Drive Suite1515, Chicago, IL in-car computers with accessories, and finding it finding it to be both a Special Purchase and a Small pursuant to I.C. 5-22 and Section 3.05 of the Highland Municipal Code.

9. **Works Board Order No. 2021-42:** An Order Approving and Authorizing the Fire Chief to Purchase and install from the Identified Vendor for the front (4) overhead doors of Central Fire Station for Use by the Fire Department, pursuant to I.C. 5-22 and Section 3.05 of the Highland Municipal Code.

10. **Works Board Order No. 2021-43:** An Order of the Works Board Approving and Authorizing the Fire Chief to Purchase from Identified Vendor a Self-Contained Breathing Apparatus (SCBA) Air Compressor for Use by the Fire Department, , pursuant to I.C. 5-22 and Section 3.05 of the Highland Municipal Code.

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 docket from November 23, 2021 to December 13, 2021 in the amount of **\$1,855,171.55**.
Payroll Dockets for the payday of November 19, 2021 in the amount of **\$290,967.58**, and for the payday of December 03, 2021 in the amount of **\$303,622.80**.

ADJOURNMENT

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

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**Enrolled Minutes of the Fifty-Fifth Regular or Special Meeting
For the Twenty-Ninth Highland Town Council
Regular Plenary Meeting (Electronic/Hybrid)
Monday, November 22, 2021**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, November 22, 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. 21-28, through December 1, 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 Thomas Black 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; Mark Knesek, Public Works Director (remotely); Peter Hojnicky, 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; and Jennifer Hudson, London Witte Group; were present remotely.

Minutes of the Previous Meetings:

The minutes of the regular meeting of November 08, 2021, were approved by general consent.

Comments from Visitors or Residents:

1. Larry Kondrat, Highland, expressed opposition to and opposed the consideration of Proposed Ordinance No. 1757.
2. With leave from the Town Council, Councilor Mark Schocke, left the council dais, and complained of the taking up of the proposed Ordinance No. 1757. Councilor Schocke further expressed his concern about the receipt of the proposed ordinance in an electronic transmission at midday, which he suggested did not allow sufficient time for its review. Councilor Schocke characterized his complaints as a being rendered as a "resident" and not as a member of the Town Council.
3. Lydia Schott, Highland, commenting via the Zoom platform, expressed her opposition to the ordinance.

Unfinished Business and General Orders:

1. **Proposed Ordinance No. 1757:** An Ordinance of the Town Council of the Town of Highland, Lake County, Indiana, authorizing the Issuance of its Taxable Economic Development Revenue Bonds, Series 2021 (S.J. Highland, LLC Development Project). *(It is expected that this will be introduced and filed)*

Amend Agenda. Councilor Schocke moved to amend the Agenda by removing the item Ordinance No. 1757. Councilor Herak seconded. Upon a roll call vote, a two-thirds vote being necessary to amend the agenda by removing Proposed Ordinance No. 1757 as an item of business, there were five affirmatives and no negatives. The motion passed. The agenda was amended to remove proposed Ordinance No. 1757 as an item of business.

After the motion was made and seconded but before the roll call vote, debate occurred as a colloquy between and among Councilor Herak, Councilor Schocke and Council President Sheeman. The colloquy regarded whether the enrolled ordinance should have been discussed in a study session before it was placed before the Town Council in a plenary meeting. The exchanges included personal concerns expressed by some of the Councilors regarding their impressions of manner in which the Town Council President conducted council business.

The Town Council President noted that it was his expectation that the ordinance would be merely introduced at this meeting. The ordinance would be discussed at the next standing study session.

2. **Proposed Ordinance No. 1758:** An Ordinance to Amend Chapter 5.40 of the Highland Municipal Code regarding Tattoo Parlors and further Amending the Ordinance Violations Bureau to include an Additional Fine Schedule for Ordinances that are Subject to Admission before a Violations Clerk in the Ordinance Violations Bureau.

Councilor Black introduced proposed Ordinance No. 1758 and moved for its consideration at the same meeting of its introduction. Councilor Herak seconded. Upon a roll call vote, a unanimous vote being necessary, there were four affirmatives, no negatives and one abstention. With Councilors Zemen, Herak, Black and Zemen voting in the affirmative and Councilor Schocke abstaining, the motion passed. The ordinance could be considered at the same meeting of its introduction.

Abstention rationale. Councilor Schocke explained his abstention was due to his manager, Attorney David Gladish, of Gladish Law Offices, P.C., having ownership interests in property that will be possibly the subject of a use variance petition that will involve tattooing. Councilor Schocke expressed the desire to avoid the appearance of a conflict of interest.

Councilor Black moved for the passage and adoption of Ordinance No. 1758 at the same meeting of its introduction. Councilor Herak seconded. Upon a roll call vote, a two-thirds vote being necessary, there were four affirmatives, no negatives and one abstention. With Councilors Zemen, Herak, Black and Zemen voting in the affirmative and Councilor Schocke abstaining, the motion passed. The ordinance was passed and adopted upon the signature of the municipal executive at the same meeting of its introduction.

TOWN of HIGHLAND, INDIANA

AN ORDINANCE to AMEND CHAPTER 5.40 of the HIGHLAND MUNICIPAL CODE REGARDING TATTOO PARLORS and FURTHER AMENDING THE ORDINANCE VIOLATIONS BUREAU TO INCLUDE AN ADDITIONAL FINE SCHEDULE FOR ORDINANCES THAT ARE SUBJECT TO ADMISSION BEFORE A VIOLATIONS CLERK IN THE ORDINANCE VIOLATIONS BUREAU

WHEREAS, IC 36-1-3-4(b) states that a unit of government has all the powers granted it by statute and all other powers necessary or desirable in the conduct of its affairs, even though not granted by statute;

WHEREAS, IC 36-8-2-4, provides that a unit of government may regulate conduct, or use or possession of property, that might endanger the public health, safety, or welfare;

WHEREAS, IC 36-8-2-10, further provides that a unit of government may regulate the operation of businesses, crafts, professions, and occupations;

WHEREAS, The Town Council has been reliably advised that amending Chapter 5.40 of the Highland Municipal Code regulating tattoo parlors, by changing its provisions to be more aligned with the current, prevailing public regard and acceptance of the art and practices of tattooing, would be desirable and of public benefit; and,

WHEREAS, The Town Council now desires to make such amendments to Chapter 5.40 of the Highland Municipal Code, so as to modernize its regulatory language rendering it more effective and of greater utility in managing such businesses that may operate in the town,

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

Section 1. That Chapter 5.40 of the Highland Municipal Code be hereby amended by repealing it in its entirety and replacing it with a successor chapter to be styled as Chapter 5.40, which shall read as follows:

Chapter 5.40
TATTOO PARLORS

Sections:

- 5.40.010 Definitions
- 5.40.020 Regulation of tattoo parlors
- 5.40.030 Penalty

5.40.010 Definitions.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

“Administer” means any creation, modification, extension, repair or touch-up of a tattoo.

“Person” means any individual, firm, association, partnership or other business entity of whatever form or character.

“Tattoo” means the insertion of permanent or indelible color or pigment in the skin by puncturing or entering through the outer layer of skin, whether or not it is solely for artistic purposes or otherwise.

5.40.020 Regulation of tattoo parlors.

(A) It shall be unlawful for any person to engage in or carry out the business of administering a tattoo to any other person, for or without consideration, if the person administering the tattoo is not duly licensed in good standing to practice medicine or osteopathic medicine under the auspices of the Indiana Medical Licensing Board **without first obtaining a business license under the provisions of Chapter 5.05 of this Code;**

(B) It shall be unlawful for any person to own, operate or manage an establishment which knowingly employs or uses a person who is or has violated any subsection herein.

(C) Subject to subsection (E) of this section, in the case of a person lawfully administering tattoos under this chapter, that person shall be regulated to the extent of the powers and duties of the Medical Licensing Board pursuant to IC ~~25-22-5-1~~ et seq. **the Indiana Department of Health and Rule 5 of Title 410, Article 1 and Title 844 of the Indiana Administrative Code as well as any such other laws, rules or regulations as may be issued by a lawful regulatory or statutory authority utilized by the Medical Licensing Board** to the extent those statutes, rules and regulations do not conflict with the letter and intent of the town’s municipal code, the latter of which shall be enforced by the appropriate town authorities.

(D) In the case of a person lawfully administering tattoos under this chapter, that person shall not administer a tattoo to a person who is under the age of 18 years.

(E) Any building utilized to administer tattoos in violation of this chapter, with the actual or constructed knowledge of the owner or manager thereof, or after notice from the town, together with all fixtures and other property used in conjunction with the operation of said building, are hereby declared to be a public nuisance and are subject to prosecution and enforcement by the town to the full extent of the law provided.

5.40.030 Penalty.

(A) Except as otherwise provided, any person, entity or organization who shall violate any provisions of this chapter including the failure to obtain a business license, may be fined in the amount set forth in the designated schedule as a payable offense subject to admission before the violations clerk of the ordinance violation bureau in the amount set forth in the admissions clerk payable offenses schedule in HMC 9.85.060 (B). Each day of such unlawful activity as is prohibited shall be deemed a separate offense.

(B) If such persons, entity or organization shall violate any provisions of this chapter, and there is a failure to satisfy the civil violation as set forth in Chapter 9.85 HMC, then such violations shall be construed as justiciable offenses and shall be subject to a fine of not less than \$100.00 per violation, nor more than \$2,500. Each day of such unlawful activity as is prohibited shall be deemed a separate offense.

(C) In addition to satisfying any fine lawfully imposed under this chapter, the violator may also be made to pay the proper fee in order to comply with the provisions regarding operating with a proper business license.

Any person who violates or fails to comply with this chapter, or any part thereof, shall be punished by a fine not to exceed \$100.00. Every day any violation of this chapter shall continue shall constitute a separate offense. [Ord. 1035, 1996. Code 2000 § 115.99

Section 2. That Section 9.85.060 Subdivision (B) *General Regulations* of the Highland Municipal Code be hereby amended by including an additional fine schedule for ordinances that are subject to admission before a violations clerk in the ordinance violations bureau, and subject to the enforcement jurisdiction of the building inspector, the associate inspectors, the officers of the Highland police department, the public works director, the assistant public works director or any other person authorized or empowered to enforce the municipal codes of the town of Highland, which shall read as follows:

Code Section	Violation	Fine
5.40.020	Tattoo parlor violations	1st offense: \$100.00 2nd and all subsequent offenses: \$250.00

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 upon the signature of the municipal executive and until its subsequent amendment or repeal by proper ordinance, all pursuant to IC 36-5-2-10(c).

Introduced and Filed 22nd day of November 2021. Consideration on same day or at same meeting of introduction sustained a vote 4 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 22nd Day of November 2021, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

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

Attest:

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

3. Proposed Ordinance No. 1759: An Ordinance to Amend Chapter 3.45 in the Highland Municipal Code, to establish a New Trust Fund to be Styled the Local Underground Storage Tanks Fund of the Town of Highland, all Pursuant to IC 36-1-3, IC 36-5-2, IC 13-23 et seq., and 329 IAC 9-8 et seq.

The Town Clerk-Treasurer explained the purpose of the ordinance was to create a special "trust" fund that would serve as the custodian of a \$15,000 cash deposit to represent the deductible for coverage under the Excess Underground Petroleum Storage Tank Liability Fund. He asked that the Town Council allow for an introduction of the ordinance alone to allow further time for its review by the Town Attorney.

Councilor Zemen introduced and filed proposed Ordinance No. 1759. There was no further action.

4. **Enactment No. 2021-53:** An Enactment Reducing Appropriations In The Annual Budget For Works Board Department Of The General Fund, Pursuant To I.C. 6-1.1-18, I.C. 36-5-3-5, Et Seq.

Councilor Herak introduced and moved the consideration of Enactment No. 2021-53 at the same meeting of 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 Enactment No. 2021-53 at the same meeting of 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. 2021-53

AN ENACTMENT REDUCING APPROPRIATIONS IN THE ANNUAL BUDGET FOR WORKS BOARD DEPARTMENT OF THE GENERAL FUND, PURSUANT TO I.C. 6-1.1-18, I.C. 36-5-3-5, ET SEQ.

WHEREAS, It has been determined that it is now necessary to reduce appropriations from what was appropriated in the budget for the Works Board Department of the General Fund;

WHEREAS, It has been determined that such diminished and reduced appropriations as may be approved by this enactment, will neither increase nor decrease the levy set under I.C. 6-1.1-17 and in the course of collection for FY 2021, however such reduction will return the resources dedicated to support such reduced appropriations to the cash on deposit to the credit of the General Fund; and,

WHEREAS, At the meeting of the Town Council of September 13, 2021, the Clerk-Treasurer pledged to an inquiring resident that upon a reliable ascertainment of the actual needed appropriation to fund the objects and purposes set forth in Ordinance No. 1748.1743-A, he would prepare and cause an enactment to be presented to the Town Council to reduce the appropriations in excess of the requirements of the stipend enabling ordinance,

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

Section 1. That for the expenses of said municipality, the following appropriations of money are hereby reduced and ordered returned and reverted to the funds herein named and for the purposes herein specified, subject to the laws governing the same:

CORPORATION GENERAL FUND:

Works Board Department

Reduce Account:

001-0011-11146 COVID Appreciation Stipends:	<u>\$290,247.00</u>
Total Reduction to 100 Series:	<u>\$290,247.00</u>

Total Reduction for the Fund: \$ 290,247.00

Section 2. That the Clerk-Treasurer is hereby authorized and instructed to inform the Indiana Department of Local Government Finance of this action and, *if possible*, that these reductions be used to reinforce the available financial support for the adopted and filed budget for FY 2022, pursuant to IC 6-1.1-17;

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 22nd day of November 2021. Consent to consider this enactment on same day or at same meeting of introduction sustained a vote of 5 in Favor and 0 opposed, pursuant to IC 36-5-2-9.8.

Duly Passed and Adopted this 26th Day of April 2021, by the Town Council of the Town of Highland, Indiana. Having passed by a vote of 5 in favor and 0 opposed, with a duly constituted enactment, all pursuant to I.C. 36-5-2-9.6; I.C. 36-5-3-5; I.C. 36-5-4-2.

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)

5. **Resolution No. 2021-54:** A Resolution Of The Town Of Highland, Indiana Ratifying, Affirming And Approving Resolutions No. 2021-27 And Resolution No. 2021-29 Of The Redevelopment Commission Authorizing The Disposal Of Property Owned By The Redevelopment Department, Pursuant To I.C. 36-7-14-22.

Councilor Zemen moved to pass and adopt Resolution No. 2021-54. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted upon the signature of the municipal executive.

TOWN OF HIGHLAND
RESOLUTION NO. 2021-54

A RESOLUTION OF THE TOWN OF HIGHLAND, INDIANA RATIFYING, AFFIRMING AND APPROVING RESOLUTIONS NO. 2021-27 AND RESOLUTION NO. 2021-29 OF THE REDEVELOPMENT COMMISSION AUTHORIZING THE DISPOSAL OF PROPERTY OWNED BY THE REDEVELOPMENT DEPARTMENT, PURSUANT TO IC 36-7-14-22

WHEREAS, The Highland Redevelopment Commission determined that the sale of certain real property and improvements owned by the Town of Highland Redevelopment Department, would further the execution of the redevelopment plan and best serve the interest of the community, from the standpoint of both human and economic welfare;

WHEREAS, The Redevelopment Commission complied with the provisions of Indiana Code 36-7-14-22, in disposing of the property, and did obtain an acceptable offer that its accepted from an able buyer;

WHEREAS, The Redevelopment Commission, at its meeting of September 28, 2021, did pass and adopt Redevelopment Resolution No. 2021-27, a resolution accepting an offer to purchase property owned by the Redevelopment Department located at 2821 Jewett Avenue, by Richard Kroll and the Zorn Brewing Group in the amount of eighty-eight thousand dollars and no cents (\$88,000);

WHEREAS, The Redevelopment Commission, at its meeting of October 26 2021, did pass and adopt Redevelopment Resolution No. 2021-29, a resolution accepting an offer to purchase property owned by the Redevelopment Department located at 2821 Jewett Avenue, by Richard Kroll and the Zorn Brewing Group in the amount of eighty-eight thousand dollars and no cents (\$88,000), but further offering a credit to cover roof repairs in the amount of seven thousand, eight hundred seventy-three dollars and no cents (\$7,873.00), thus reducing the sale price to eighty-thousand, one hundred twenty-seven dollars and no cents (\$80,127);

WHEREAS, In the course of perfecting and concluding the sale and transfer of the real property, representatives from the Meridian Title Corporation noted that the actual deed for the property was not recorded according to the requirements of IC 36-7-14-9(c), which provides that for property purchased by the commission, title should be conveyed to the Town of Highland, Department of Redevelopment, instead these deeds were held only in the name of the Town of Highland;

WHEREAS, As part of its due diligence, the Meridian Title Corporation indicated that in addition to the resolutions noted herein, it would be necessary to have an additional resolution from the Town Council as the governing body of the Town, affirming the sale, transfer of the deed and authorizing the redevelopment director to execute all documents where necessary to perfect and conclude the sale of the property; and,

WHEREAS, The Highland Town Council (the "Town Council"), as the legislative body of the Town, now desires to act upon a resolution, which provides reasonable assurance to the Meridian Title Company and all others, sufficient to allow the that the sale of the property as properly authorized by the Redevelopment Commission,

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF TOWN OF HIGHLAND, INDIANA, AS FOLLOWS:

Section 1. That the Highland Town Council makes the following findings and determinations:

(A) That the Redevelopment Commission complied with the provisions of Indiana Code 36-7-14-22, in disposing of the property, and did obtain an acceptable offer that its accepted from an able buyer;

(B) That the provisions and terms of Redevelopment Resolution No. 2021-27 and Resolution No. 2021-29 are acknowledged and affirmed;

(C) That the Redevelopment Commission is empowered under IC 36-7-14-12.2(a)(2) to hold, purchase, exchange, or otherwise dispose of property on terms and conditions that the commission considers best for the unit and its inhabitants;

(D) That for the property located at 2821 Jewett Avenue it was noted that the actual deed for the property was not recorded according to the requirements of IC 36-7-14-9(c), which expressly provides that for property purchased by the commission, title should be conveyed to the *Town of Highland, Department of Redevelopment*, and instead the deed for this subject property was recorded and held only in the name of the Town of Highland;

(E) That owing to the foregoing it is desirable and necessary to have an additional resolution from the Town Council as the governing body of the Town, affirming the sale, transfer of the deed and authorizing the redevelopment director to execute all documents where necessary to perfect and conclude the sale of the property;

Section 2. That based upon the forgoing findings and determinations, the disposal of the property 2821 Jewett Avenue, by the Redevelopment Commission to Richard Kroll and the Zorn Brewing Group in the amount of eighty-eight thousand dollars and no cents (\$88,000), offset by a credit to cover roof repairs in the amount of seven thousand, eight hundred seventy-three dollars and no cents (\$7,873.00), thus reducing the sale price to eighty-thousand, one hundred twenty-seven dollars and no cents (\$80,127); is affirmed;

Section 3. That the provisions of Redevelopment Resolution No. 2021-27 and Redevelopment Resolution No. 2021-29 are hereby further affirmed fully informing the sale and transfer of the deed to Richard Kroll and the Zorn Brewing Group, and authorizing and approving the redevelopment director as the proper officer to execute any and all documents in order to perfect and conclude the sale, transfer and disposal of this subject real property and improvements;

Section 4. That any actions that may have occurred prior to approval, evidenced in this resolution that ordinarily would take place following approval, are hereby approved and ratified, pursuant to IC 36-1-4-16 and that this resolution once adopted be delivered to the redevelopment director for its application and use in support of the property transfer and disposal.

DULY RESOLVED and ADOPTED this 22nd Day of November 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)

Exhibits: (they will follow)

RESOLUTION 2021-27
REDEVELOPMENT COMMISSION

A RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION APPROVING AND ACCEPTING AN OFFER TO PURCHASE REDEVELOPMENT DEPARTMENT OWNED PROPERTY LOCATED AT 2821 JEWETT AVENUE AS SUBMITTED BY RICHARD J. KROLL IN THE AMOUNT OF EIGHTY-EIGHT THOUSAND DOLLARS AND 00/100 CENTS (\$88,000.00)

Whereas, The Redevelopment Commission of the Town of Highland, Indiana ("The Redevelopment Commission") is authorized to undertake redevelopment activities under IC 36-7-14 (the "Act") and more specifically Section 39 for which public money may be spent and private property may be acquired;

Whereas, Redevelopment activities include performing all acts incident to the statutory powers and duties of a Redevelopment Commission;

Whereas, The Redevelopment Commission wishes to dispose of property located at 2821 Jewett Avenue;

Whereas, The Redevelopment Commission did advertise and, through a public offering pursuant to Indiana Code 36-7-14-22, offered for sale on November 18, 2019 the property located at 2821 Jewett Avenue;

Whereas, The Redevelopment Commission did not receive, nor accept, an proposals and/or offers;

Whereas, The Redevelopment Commission determined to list the property through a real estate broker and during their meeting of August 24, 2021 did consider all offers that were subsequently submitted;

Whereas, The Redevelopment Commission, during their regularly scheduled plenary business meeting of August 24, 2021 did consider a motion to reject four offers to purchase property located at 2821 Jewett Avenue and invite the remaining four offerors to present their plan for the property in an Executive Session convened on September 14, 2021;

Whereas, The Redevelopment Commission did interview representatives of all four offers and determined that the highest and best use of the property was presented by representatives of the Zorn Brewing Company; and

Whereas, The Town of Highland, through its Redevelopment Commission, now desires to accept the offer as presented by Rick Kroll and the Zorn Brewing Group in the amount of \$88,000.00,

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

1. The prefatory statements set forth above are incorporated herein as if set forth at length.
2. That it is in the best interest of the Town and necessary in furtherance of the Redevelopment Plan to accept an offer in the amount of \$88,000.00 to purchase property located at 2821 Jewett Avenue as submitted by Rick Kroll and the Zorn Brewing Group.
3. Further all parties involved understand that the final sale of the property located at 2821 Jewett Avenue will be contingent on approvals from the Town of Highland Plan Commission and Board of Zoning Appeals.
4. Further still, the Redevelopment Director is hereby authorized to execute the agreement and all documents necessary to implement the project, except where IC 36-7-14-22(i) requires otherwise.
5. This resolution shall be in full force and effect after its passage and adoption by the Redevelopment Commission.

DULY PASSED AND RESOLVED by the Redevelopment Commission of the Town of Highland, Lake County, Indiana, this 28th day of September, 2021 having passed by a vote of 3 in favor and 0 opposed, *with 1 abstention*

REDEVELOPMENT COMMISSION OF THE TOWN OF HIGHLAND, INDIANA

By: Cyril Huerter
Cyril Huerter, President

ATTEST:

By: Robyn Radford
Robyn Radford, Secretary
Town of Highland, Indiana Redevelopment Commission

9-28-2021
Dated

Kathy DeGulio-Fox
Kathy DeGulio-Fox, Redevelopment Director
Town of Highland Department of Redevelopment

9-28-2021
Dated

RESOLUTION 2021-29
REDEVELOPMENT COMMISSION

A RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION AMENDING RESOLUTION 2021-27 APPROVING AND ACCEPTING AN OFFER TO PURCHASE REDEVELOPMENT DEPARTMENT OWNED PROPERTY LOCATED AT 2821 JEWETT AVENUE AS SUBMITTED BY RICHARD J. KROLL IN THE AMOUNT OF EIGHTY-EIGHT THOUSAND DOLLARS AND 00/100 CENTS (\$88,000.00) TO OFFER A CREDIT IN THE AMOUNT OF \$7,873.00 FOR ROOF REPAIR OF SAID PROPERTY.

Whereas, The Redevelopment Commission of the Town of Highland, Indiana ("The Redevelopment Commission") is authorized to undertake redevelopment activities under IC 36-7-14 (the "Act") and more specifically Section 39 for which public money may be spent and private property may be acquired;

Whereas, Redevelopment activities include performing all acts incident to the statutory powers and duties of a Redevelopment Commission;

Whereas, The Redevelopment Commission wishes to dispose of property located at 2821 Jewett Avenue;

Whereas, The Redevelopment Commission did advertise and, through a public offering pursuant to Indiana Code 36-7-14-22, offered for sale on November 18, 2019 the property located at 2821 Jewett Avenue;

Whereas, The Redevelopment Commission did not receive, nor accept, an proposals and/or offers;

Whereas, The Redevelopment Commission determined to list the property through a real estate broker and during their meeting of August 24, 2021 did consider all offers that were subsequently submitted;

Whereas, The Redevelopment Commission, during their regularly scheduled plenary business meeting of August 24, 2021 did consider a motion to reject four offers to purchase property located at 2821 Jewett Avenue and invite the remaining four offers to present their plan for the property in an Executive Session convened on September 14, 2021;

Whereas, The Redevelopment Commission did interview representatives of all four offers and determined that the highest and best use of the property was presented by representatives of the Zorn Brewing Company; and

1

Whereas, The Town of Highland, through its Redevelopment Commission, now desires to accept the offer as presented by Rick Kroll and the Zorn Brewing Group in the amount of \$88,000.00; and

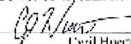
Whereas, The Redevelopment Commission now desires to offer Rick Kroll and the Zorn Brewing Group a credit in the amount of \$7,873.00 for roof repairs of property located at 2821 Jewett.

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

1. The preliminary statements set forth above are incorporated herein as if set forth at length.
2. That it is in the best interest of the Town and necessary in furtherance of the Redevelopment Plan to amend Resolution 2021-27 and offer a credit in the amount \$7,873.00 and thereby reducing the purchase amount to \$80,127.00 of said property located at 2821 Jewett Avenue.
3. Further all parties involved understand that the final sale of the property located at 2821 Jewett Avenue will be contingent on approvals from the Town of Highland Plan Commission and Board of Zoning Appeals.
4. Further still, the Redevelopment Director is hereby authorized to execute the agreement and all documents necessary to implement the project, except where IC 36-7-14-22(f) requires otherwise.
5. This resolution shall be in full force and effect after its passage and adoption by the Redevelopment Commission.

DULY PASSED AND RESOLVED by the Redevelopment Commission of the Town of Highland, Lake County, Indiana, this 26th day of October, 2021 having passed by a vote of 4 in favor and 0 opposed, and a Assistant.

REDEVELOPMENT COMMISSION of the
TOWN OF HIGHLAND, INDIANA

By: 
Cyril Hueter, President

ATTEST:

By: 
Bill Leary, Secretary
Town of Highland, Median Redevelopment Commission

11-27-2021
Dated


Kathy DeGillis-Fox, Redevelopment Director
Town of Highland Department of Redevelopment

Nov 27, 2021
Dated

6. **Ratify the calling of an Executive Session:** Session convened at 5:30 p.m. Monday, November 22, 2021, pursuant to HMC Section 2.05.130(A) (4) and Section 2.05.130(A)(6) and Section 2.05.070(B)(3).

Councilor Black moved to ratify and approve the calling of the executive session as described. Councilor Zemen seconded. Upon a roll call vote, there were three affirmatives and two negatives. With Councilors Zemen, Black and Sheeman voting in the affirmative and Councilors Herak and Schocke voting in the negative, the motion passed. The executive session was ratified.

After the motion was made and seconded but before the roll call vote, there was a colloquy regarding the reasons for having an executive session to meet with a proposed commercial developer.

7. **Authorizing the proper officer to publish legal notice of a public hearing:** Public Hearing to consider additional appropriations in the amount of \$6,901.00 in the POLICE PENSION Fund.

Councilor Herak moved to authorize the proper officer to publish legal notice for a public hearing to consider proposed additional appropriations as indicated. Councilor Schocke seconded, Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The publication was authorized.

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 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 and wished everyone a Happy Thanksgiving.

Councilor Zemen acknowledged the Parks and Recreation Superintendent, (remotely) who reported on the annual Pumpkin Plod Running Race.

Councilor Zemen wished everyone a Happy Thanksgiving.

- **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 noted the recent passing of Donal Downey, who has served as a member of the Board of Sanitary Commissioners for many years. Councilor Herak also noted the passing of Karen Kuiper, spouse of former Councilor Konnie Kuiper.

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 reported on the Shop with a Cop program.

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 leaf collection.

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

Councilor Schocke noted a recent incident from Wisconsin where an SUV was driven into a crowd in a parade. Councilor Schocke inquired about the security of the pending holiday parade the weekend following Thanksgiving.

Councilor Schocke noted that the Tree Board had no formal budget but asked about the possibility of providing a postage budget.

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

Councilor Black reported the progress on the Lake County Solid Waste Management District securing a new building.

Councilor Black wished all a Happy Thanksgiving.

- **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 acknowledged the Redevelopment Director who reported on the status of the Down Restaurant crawl. She further reported on project to replace the current neon lights for the Down Town Highland welcome sign with a more reliable, less expensive light.

Comments from Visitors or Residents

1. Larry Kondrat, Highland, offered a survey of anecdotes Mr. Kondrat believed were a survey of mistakes and in appropriate meetings convened by the Town Council, expressing his disfavor.
2. Dominic _____, Highland, reported his concerns about the aesthetics and lower maintenance at 2406 Wicker Park Drive, Highland. The resident inquired about the status of the onboarding of the newly authorized full-time code

enforcement officer. It was noted that the Building Commissioner would follow up with the resident regarding his concerns.

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 November 9, 2021, through November 22, 2021. Councilor Schocke seconded. Upon a roll call vote, there were five affirmatives, no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified, and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

Vendors Accounts Payable Docket:

General Fund, \$340,806.77; Motor Vehicle Highway and Street (MVH) Fund, \$42,143.57; Law Enforcement Continuing Education and Training and Supply Fund, \$4,230.81; Insurance Premium Agency Fund, \$229,530.96; Information Communications Technology Fund, \$16,170.32; Special Events Non Reverting Fund, \$3.48; Police Pension Fund, \$68,828.92; Municipal Cumulative Capital Development Fund, \$25,753.35; Gaming Revenue Sharing Fund, \$47,095.03; Total: \$774,563.21.

Payroll Docket for payday of November 5, 2021:

Council, Boards and Commissions, \$0.00; Office of Clerk-Treasurer, \$15,111.74; Building and Inspection Department, \$7,109.08; Metropolitan Police Department, \$125,596.46; Public Works Department (Agency), \$68,652.36; Fire Department, \$3,680.94; Information Communications Technology Department, \$3,538.47 and 1925 Police Pension Plan Pension Fund, \$0.00; Total Payroll: \$223,689.05.

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, November 22, 2021, adjourned at 7:55 O'clock p.m.

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

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

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

*** Proof of Publication ***

State of Indiana)
) ss:
Lake County)

Personally appeared before me, a notary public in and for said county and state, the undersigned Nicole Muscari who, being duly sworn, says that She/he is Legal Clerk of the Northwest Indiana Times newspaper of general circulation printed and published in the English language in the Town of Munster in state and county afore-said, and that the printed matter attached hereto is a true copy, which was duly published in said paper for 1 time(s), the date(s) of publication being as follows:
December 2, 2021

TOWN OF HIGHLAND
NOTICE TO TAXPAYERS
OF PROPOSED ADDITIONAL
APPROPRIATIONS

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at 6:30 p.m. on the 13th day of December 2021, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

POLICE PENSION FUND
Acct. 050-0000-11206 Dependent benefits: \$ 6,901.00
Total 100 Series: \$ 6,901.00
TOTAL for the FUND: \$ 6,901.00

Funds to support these additional appropriations in the Police Pension Fund shall be supported by shall be supported by unreserved, undesignated fund balance on deposit to the credit of the Police Pension Fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. Taxpayers may also write to the Office of the Clerk-Treasurer if a taxpayer desires to communicate a concern.

The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its review. The Department of Local Government Finance shall make a written determination of the sufficiency of funds within fifteen days of receipt of a certified copy of the action taken filed by the Gateway Portal.

TOWN COUNCIL of HIGHLAND
Roger Sheeman, President
By: Michael W. Griffin, IAMC/MMC
/CPFA/ACPFIM/CMO
Clerk-Treasurer
12/2 - 83446 HSPAXLP

TOWN OF HIGHLAND, CLERK TREASURER - LEGALS

CHAD, ACCTS PAYABLE

3333 RIDGE ROAD

HIGHLAND IN 46322

ORDER NUMBER 83446

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

Nicole Muscari, Legal Clerk

By: Christina Palma

Subscribed and sworn to before me this 3 day of December, 2021.

Dawn Renee Heili
Notary Public



My commission expires:

Section: Legals

Category: 198 Legal - Lake County

PUBLISHED ON: 12/02/2021

TOTAL AD COST: 22.43

FILED ON: 12/2/2021

Town of Highland, Clerk Treasurer
(Governmental Unit)

To: The Times Media Company

Lake County, Indiana

601-45th Avenue, Munster, IN 46321

PUBLISHER'S CLAIM

LINE COUNT

Display Master (Must not exceed two actual lines, neither of which shall total more than four solid lines of the type in which the body of the advertisement is set) - number of equivalent lines

Head -- number of lines

Body -- number of lines

Tail -- number of lines

Total number of lines in notice

COMPUTATION OF CHARGES

48 lines, 1 column wide equals 48 equivalent lines at .4773 - 1 line

Additional charges for notices containing rule or tabular work (50 per cent of above amount) \$ 22.43

Charge for extra proofs of publication (\$1.00 for each proof in excess of two)

TOTAL AMOUNT OF CLAIM \$ 22.43

DATA FOR COMPUTING COST

Width of single column in picas 9p4
Number of insertions 1

Size of type 7.0 point.

83446

Pursuant to the provisions and penalties of IC 5-11-10-1, I hereby certify that the foregoing account is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.

I also certify that the printed matter attached hereto is a true copy, of the same column width and type size, which was duly published in said paper (1) times. The dates of publication being as follows:

December 2, 2021

Additionally, the statement checked below is true and correct:

- Newspaper does not have a Web site.
[X]..... Newspaper has a Web site and this public notice was posted on the same day as it was published in the newspaper.
..... Newspaper has a Web site, but due to technical problem or error, public notice was posted on
..... Newspaper has a Web site but refuses to post the public notice.

Date December 3, 2021

Nicole L. Muscari Title: Legal Clerk

By: Christina Palma

ATTACH COPY OF ADVERTISEMENT HERE

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

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

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

ATTEST:

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



TOWN OF HIGHLAND

Highland Municipal Building • 3333 Ridge Road

Highland, Indiana 46322

219-838-1080 • Fax 219-972-5097



Population 23,696

Incorporated in 1910

December 7, 2021

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

RE: ABZA FINDINGS OF FACT CONCERNING A USE VARIANCE REQUEST FOR AUTUMN LYNUMN-SIMMONS AT THE LOCATION COMMONLY REFERRED TO AS 3145 DULUTH STREET, HIGHLAND, INDIANA, FOR THE PURPOSE OF ALLOWING THE PETITIONER TO OPERATE A DAYCARE FACILITY FROM THIS LOCATION. THE PROPERTY IS LOCATED IN AN (R-1) SINGLE FAMILY DISTRICT IN WHICH DAYCARE FACILITIES ARE NOT A LISTED PERMITTED USE.

The Town of Highland Advisory Board of Zoning Appeals met in regular session on Wednesday, October 27, 2021. As part of their agenda, by a vote of five (5) in favor and zero (0) opposed, the Board voted to send an **Unfavorable Recommendation** to the Town Council for the petitioners Use Variance request.

Please find attached the prepared Findings of Fact for this petition. The file content can be made available upon request. The attached Findings will be memorialized at the December 8, 2021 ABZA Meeting. This matter can now be acted upon by the Town Council. Should you have any questions please do not hesitate to contact me.

Sincerely,

Kenneth J. Mika
Zoning Administrator

Cc: Town Council
Michael Griffin
John Reed

Attached: Findings of Fact

HIGHLAND BOARD OF ZONING APPEALS

Petitioner:
Autumn Lynumn-Simmons
3145 Duluth Street
Highland, IN 46322

Property Location:
3145 Duluth Street
Highland, IN 46322

FINDINGS OF FACT DENYING USE VARIANCE FOR A DAYCARE FACILITY IN AN R-1 ZONING DISTRICT

1) The Petitioner requests a use variance to operate a daycare facility at her home located at 3145 Duluth Street, Highland, Indiana 46322. Said proposed use is not permitted in an R-1 zoning district, pursuant to Highland Zoning Ordinance, HMC 18.15.030. The ability to obtain a use variance in the R-1 zoning district is governed by HMC 18.15.050.

2) This matter came before the Highland Board of Zoning Appeals for public hearing on September 22, 2021 and, by deferment, October 27, 2021. Petitioner appeared in person. Petitioner presented proof of notice and publication as required by law.

3) Attorney John Reed stated that the Proofs of Publication were in order, and Mr. Ken Mika confirmed that the required signage was properly placed upon the subject property.

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

Background information:

The Petitioner, Ms. Lynumn-Simmons, lives at the property located at 3145 Duluth Street, Highland, Indiana 46322. Petitioner handed out information packets to the Board members containing various informational items. In general, the Petitioner is requesting the use variance to accommodate something that she is already doing: watching a relatives children. However, the Petitioner's stated purpose for obtaining the use variance is to establish an actual, properly zoned daycare center to satisfy a government program that provides compensation to those engaged in the daycare field.

Specific site information:

The subject property is a single family home currently occupied by the Petitioner. The surrounding properties are all residential in nature. Petitioner stated the following arguments in support of her petition:

- (a) No increase in noise, traffic, litter, or strangers coming into the neighborhood because the children she would be watching are already being watched at the home.
- (b) No issue with additional drop-offs or pick-ups because the children she would be watching are already being watched at the home.

- (c) Petitioner provided photographs of the 4 children she would be continuing to care for.
- (d) Petitioner provided information that she has been trained in CPR, First Aid, Early Childhood Development, etc.

Petitioner stated that her hardship was mainly based upon her financial instability due to being currently unemployed. Petitioner stated that the granting of the requested use variance would create a source of income for the Petitioner and allow her sister (whose children the Petitioner is caring for) to work more hours and increase her financial condition.

5) Chairperson Susan Murovic opened the Public Hearing. There were no remonstrators present. The public hearing was closed, and the matter returned to the Board for consideration.

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

Mr. Martini inquired as to the number of children that the Petitioner planned to have in her care. The Petitioner stated that she would only be caring for her sister's 4 children. Mr. Martini also inquired about the proposed hours of operation. The Petitioner stated that the hours of operation were prosed to be 9:00 a.m. to 5:00 p.m. Petitioner also confirmed that she would just be watching her sister's children and had no plans to open the facility to the public at large. Mr. Martini then inquired of the Petitioner whether she intended to become licensed through the State of Indiana. Petitioner stated that she did so intend. Mr. Mika stated that no special permit was required for family members watching other family members unless the facility was open to the general public.

Chairperson Murovic stated that the Petitioner did allude to the possibility that the facility could be opened to other children in the future, and that, as a result, the operation of the facility could change and result in an increase in noise and traffic. Chairperson Murovic then pointed-out that the area was residential and not a business district.

Attorney Reed stated that he wanted to look into the government program to see if there was a solution short of granting a use variance that could lead to compensation for the Petitioner, and expressed fear over the slippery slope of being deluged with similar petitions for family related babysitting in order achieve government compensation. Mr. Reed asked the Board to defer the petition to the October 27, 2021 meeting date to conduct additional research. Mr. Martini aske the Petitioner if she knew of other towns granting similar petitions and the Petitioner stated that she was not aware of any.

The Board then properly deferred the petition until the next public meeting on October 27, 2021. At the October 27, 2021 public hearing the Petitioner did not have anything to add to her previous presentation. Chairperson Murovic then questioned attorney Reed concerning any nuances of the government child care programs. Mr. Reed cautioned against allowing the use variance in a purely residential neighborhood and expressed concern that the variance would be very difficult to limit to family members only, making enforcement very problematic.

Chairperson Murovic then opened the discussion to the public. There were no remonstrances. Chairperson Murovic then closed the public hearing and returned the matter to the Board for discussion and action.

7) Based upon all of the testimony and evidence presented by the Petitioner, and Board Member concerns, the Board of Zoning Appeals voted, with five (5) in favor and none (0) opposed, to provide an UNFAVORABLE RECOMMENDATION for the requested the Use Variance for the proposed daycare facility to the Town Council.

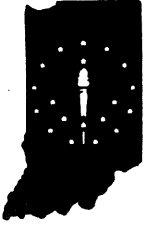
8) Pursuant to the testimony and facts submitted to the board, which are a part of the record herein, the Board of Zoning Appeals makes the following Findings of Fact:

- A. The Town of Highland Zoning Ordinance, HMC 18.15.030 states the limitations of use for the subject property.
- B. Unless a Use Variance is granted pursuant to HMC 18.15.050, the Petitioner's proposed use could not be permitted.
- C. The Petitioner requests a Use Variance for the operation of a daycare facility pursuant to HMC 18.15.050.
- D. Granting the Use Variance requested would subvert the general purposes served by this title and would, because of vehicular traffic generation, noise production, and pedestrian traffic materially or permanently injure other property or uses in the same zoning district and vicinity.
- E. That the proposed use is not compatible with the other similarly situated properties in the area, and the proposed use would adversely affect neighboring properties.

WHEREFORE, based upon the above Findings of Fact, the Highland Board of Zoning Appeals, by a vote of five (5) in favor and none (0) opposed, voted to provide an UNFAVORABLE RECOMMENDATION for a Use Variance for a daycare facility on subject property. Action taken on October 27, 2021. Findings of Fact approved the 8th day of December, 2021.

**TOWN OF HIGHLAND
BOARD OF ZONING APPEALS**

Susan Murovic, Chairperson
Town of Highland Board of Zoning Appeals



TOWN OF HIGHLAND

Highland Municipal Building • 3333 Ridge Road

Highland, Indiana 46322

219-838-1080 • Fax 219-972-5097



Population 23,696

Incorporated in 1910

December 7, 2021

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

RE: ABZA FINDINGS OF FACT CONCERNING A USE VARIANCE REQUEST FOR HIGHLAND OSBORN PARTNERS, LLC, AS REPRESENTED BY ATTORNEY JARED TAUBER, FOR THE LOCATION COMMONLY REFERRED TO AS 8621 OSBORN AVE. / 8601 INDIANAPOLIS BOULEVARD, HIGHLAND, INDIANA, FOR THE PURPOSE OF ALLOWING THE PETITIONER THE USE OF THE PROPERTY FOR A CLIMATE CONTROLLED SELF STORAGE FACILITY. THE PROPERTIES ARE LOCATED WITHIN A (B-3) GENERAL BUSINESS DISTRICT AND AN INDIANAPOLIS BOULEVARD OVERLAY DISTRICT IN WHICH SELF STORAGE FACILITIES ARE NOT A LISTED PERMITTED USE.

The Town of Highland Advisory Board of Zoning Appeals met in regular session on Wednesday, October 27, 2021. As part of their agenda, by a vote of four (4) in favor and one (1) opposed, the Board voted to send a **Favorable Recommendation** to the Town Council for the petitioners Use Variance request.

Please find attached the prepared Findings of Fact for this petition. The file content can be made available upon request. The attached Findings will be memorialized at the December 8, 2021 ABZA Meeting. This matter can now be acted upon by the Town Council. Should you have any questions please do not hesitate to contact me.

Sincerely,

Kenneth J. Mika
Zoning Administrator

Cc: Town Council
Michael Griffin
John Reed

Attached: Findings of Fact

HIGHLAND BOARD OF ZONING APPEALS

Petitioner:
Highland Osborn Partners, LLC
20 West Road
Dune Acres, IN 46304

Property Location:
8621 Osborn Avenue/8601 Indianapolis Blvd.
Highland, IN 46322

FINDINGS OF FACT APPROVING USE VARIANCE FOR CLIMATE-CONTROLLED STORAGE FACILITY

1) The Petitioner requests a use variance to construct and operate a climate-controlled storage facility at 8621 Osborn Avenue/8601 Indianapolis Boulevard, Highland, Indiana 46322. Said proposed use is not permitted in a B-3 zoning district of Highland Zoning Ordinance, HMC 18.45.030.

2) This matter came before the Highland Board of Zoning Appeals for public hearing on October 27, 2021. Petitioner appeared in person by Mr. Jim Lyons and Mr. Zach Lyons, and by attorney Jared Tauber of the Tauber Law Offices. Petitioner presented proof of notice and publication as required by law.

3) Attorney John Reed stated that the Proofs of Publication were in order, and Mr. Ken Mika confirmed that the required signage was properly placed upon the subject property.

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

Background information:

Attorney Tauber stated that Mr. Lyons was a local developer who has constructed storage facilities in Munster, Crown Point and Valparaiso. In addition, Mr. Tauber stated that Mr. Lyons had recently purchased the Brumm's Plaza in Highland, and that Mr. Lyons has developed many homes, office buildings, apartment buildings and retail complexes over the years. Mr. Tauber stated that the current proposal involved the development and construction of a state-of-the-art storage facility.

Specific site information:

The subject property is approximately 5 acres in size, and currently vacant. The surrounding properties are generally commercial in nature, although some residential properties to the south of the subject property are occupied as legal non-conforming uses by, primarily, renters/lessees. Attorney Tauber opined that the storage facility use would have comparatively little impact on the nearby residences, as opposed to the other uses permitted in the B-3 zoning classification. Attorney Tauber also stated that he believed the property had been vacant for well over 100 years.

Attorney Tauber stated that the proposed facility would contain and employ the following items of interest: climate-controlled and non-climate-controlled units, 24-hour security, security cameras, a gated entrance, an attractive façade, attractive landscaping, and a professional building appearance unlike a typical storage facility. Attorney Tauber acknowledged that said improvements would require approval from the Town of Highland Plan Commission pursuant to an Indianapolis Boulevard Overlay District Development Plan. By way of example as to the caliber of the facility, attorney Tauber showed, via PowerPoint, photographs of the Petitioner's Munster location.

Mr. Lyons, according to attorney Tauber, is also committed to making improvements to the road condition of Osborn Avenue. Attorney Tauber requested that the Petitioner's planned improvements to the condition of Osborn Avenue be included as a contingency to the overall project. Attorney Tauber stated that the 8621 Osborn Avenue property would be primarily utilized for the entrance and that the 8601 Indianapolis Boulevard property would primarily contain the structures. As to the structures, Attorney Tauber invited Mr. Lyons to explain the general layout of the proposed facility. Mr. Lyons stated that the proposed facility would contain a 40,000 square foot climate-controlled storage facility and three drive-up storage buildings, with a lot coverage of approximately 61%, which is less than the maximum allowable 80% coverage amount permitted within the zoning category.

Attorney Tauber next highlighted the positive property tax impacts the proposed development would have on the community's tax base. Attorney Tauber stated that the subject property currently produces \$776 in annual property taxes. Attorney Tauber stated that the proposed facility would generate approximately \$85,000 in property tax revenue. Attorney Tauber also stated that the proposed use would be a low traffic generator for the general area, and, as a result, have a low impact on the nearby residential properties. Attorney Tauber also stated that the Town of Highland currently had no climate-controlled storage facilities and opined that the proposed facility would fulfill that need. Attorney Tauber added that the hours of operation of the facility would be from 9:30 a.m. to 6:00 p.m.

Attorney Tauber stated that other proposed storage facilities in the Town of Highland were proposed along high visibility roadways, and stated that his client's proposed facility was not nearly as visible as others that had been proposed making it more attractive as an option for this particular parcel.

5) Chairperson Susan Murovic opened the Public Hearing. There was a single remonstrator, Mr. Stanley Pukoszek of 8625 Osborn Avenue, Highland, IN 46322. Mr. Pukoszek asked to see a blueprint of the property and stated that he was in agreement with the proposed development. Mr. Lyons showed Mr. Pukoszek the site plans for the subject property and pointed-out the proposed entrance to the property and the location of the proposed structures. Mr. Pukoszek expressed his approval of the plan and stated that he was in favor of same. Mr. Pukoszek added later that anything would be an improvement to the current state of the property. The public hearing was closed, and the matter returned to the Board for consideration.

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

Mr. Helms mentioned that the lighting would be kept at a minimum and that the noise would be very low. Mr. Helms asked Mr. Lyons about retention issues and the location of the proposed retention pond to make certain that the proposed development would not create any flooding problems for the neighboring properties. Mr. Lyons responded that the natural flow of the water was from the south to the north, and, therefore, the water would flow back towards the proposed development and not toward the nearby residences to the south.

Chairperson Murovic discussed the requirement that the Petitioner would be required to present more detailed plans to the Plan Commission, which Mr. Mika confirmed. Chairperson Murovic also stated that the subject property is located in an overlay district, which Mr. Mika also confirmed and stated that the overlay district would give the Town more control as compared to a normal parcel. Mr. Thomas inquired as to the number of residential properties on Osborn Avenue. Remonstrator Pukoszek stated that there were two homes besides his own and that he was the only owner-occupant. Mr. Thomas also inquired as to whether the Petitioner had spoken to any other property owners. Mr. Lyons stated that he had not, but that he planned to approach all of the residents for their input.

Mr. Martini stated that he was in favor of the proposed facility due to the nature of the property location, and commented on the fine presentation from the previous study session. Mr. Mika confirmed with Mr. Lyons that there would be no "outside" storage on the property. In addition, Mr. Lyons confirmed that there would be no barbed-wire or chain link fencing. Chairperson Murovic inquired as to the total number of storage units, and Mr. Lyons answered that he was proposing between 520 and 600 total units with sizes ranging in size from 10' x 10' to 10' x 15'.

7) Based upon all of the testimony and evidence presented by the Petitioner, and Board Member concerns, the Board of Zoning Appeals voted, with four (4) in favor and one (1) opposed, to FAVORABLY RECOMMEND the Use Variance for the proposed storage facility to the Town Council, with the caveat that there would be no outdoor storage allowed.

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

- A. The Town of Highland Zoning Ordinance, HMC 18.45.030 states the limitations of use for the subject property.
- B. Unless a Use Variance is granted pursuant to HMC 18.45.040, the Petitioner's proposed use could not be permitted.
- C. The Petitioner requests a Use Variance for the construction and operation of a storage facility pursuant to HMC 18.45.040.
- D. The requirements and development standards of the B-3 district in which the requested Use Variance is proposed to be located will be met.

- E. Granting the Use Variance requested with the additional condition of indoor only storage will not subvert the general purposes served by this title and will not, because of traffic generation, placement of outdoor lighting, noise production or hours of operation, materially or permanently injure other property or uses in the same zoning district and vicinity.
- F. That the proposed use is compatible with the size and layout of the Petitioner's property and other similarly situated properties in the area, and the proposed use will not adversely affect neighboring properties.

WHEREFORE, based upon the above Findings of Fact, the Highland Board of Zoning Appeals, by a vote of four (4) in favor and one (1) opposed, voted to FAVORABLY RECOMMEND a Use Variance for a storage facility on the subject property. Action taken on October 27, 2021. Findings of Fact approved the 8th day of December, 2021.

**TOWN OF HIGHLAND
BOARD OF ZONING APPEALS**

Susan Murovic, Chairperson
Town of Highland Board of Zoning Appeals



TOWN OF HIGHLAND

Highland Municipal Building • 3333 Ridge Road

Highland, Indiana 46322

219-838-1080 • Fax 219-972-5097



Population 23,696

Incorporated in 1910

December 7, 2021

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

RE: ABZA FINDINGS OF FACT CONCERNING A USE VARIANCE REQUEST FOR THUONG (TINA) CAP, AS REPRESENTED BY ATTORNEY MICHAEL KVACHKOFF FOR THE LOCATION COMMONLY REFERRED TO AS 2716 CONDIT STREET, HIGHLAND, INDIANA, FOR THE PURPOSE OF ALLOWING THE PETITIONER TO OPERATE A TATTOO SALON FROM THIS LOCATION. THE PROPERTY IS LOCATED IN AN (I-1) LIGHT INDUSTRIAL ZONING DISTRICT IN WHICH TATTOO SALONS ARE NOT A LISTED PERMITTED USE.

The Town of Highland Advisory Board of Zoning Appeals met in regular session on Wednesday, October 27, 2021. As part of their agenda, by a vote of two (2) in favor and three (3) ^{opposed}, the Board voted to send an **Unfavorable Recommendation** to the Town Council for the petitioners Use Variance request.

Please find attached the prepared Findings of Fact for this petition. The file content can be made available upon request. The attached Findings will be memorialized at the December 8, 2021 ABZA Meeting. This matter can now be acted upon by the Town Council. Should you have any questions please do not hesitate to contact me.

Sincerely,

Kenneth J. Mika
Zoning Administrator

Cc: Town Council
Michael Griffin
John Reed

Attached: Findings of Fact

HIGHLAND BOARD OF ZONING APPEALS

Petitioner:
Thuong (Tina) Cap
611 James Place
Griffith, IN 46319

Property Location:
2716 Condit Street
Highland, IN 46322

**FINDINGS OF FACT DENYING USE VARIANCE FOR A
TATTOO PARLOR IN AN I-1 LIGHT INDUSTRIAL ZONING DISTRICT**

1) The Petitioner requests a use variance to operate a tattoo parlor located at 2716 Condit Street, Highland, Indiana 46322. Said proposed use is not permitted in an I-1 light industrial zoning district, pursuant to Highland Zoning Ordinance, HMC 18.50.040. The ability to obtain a use variance in the I-1 light industrial zoning district is governed by HMC 18.50.050.

2) This matter came before the Highland Board of Zoning Appeals for public hearing on October 27, 2021. Petitioner appeared in person and by attorney Michael Kvachkoff. Petitioner presented proof of notice and publication as required by law.

3) Attorney John Reed stated that the Proofs of Publication were in order.

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

Background information:

The Petitioner, Ms. Thuong (Tina) Cap, has properly applied to the Board of Zoning Appeals for a use variance to operate a tattoo parlor at the above-described location. In general, the proposed development would rehabilitate and existing building for the proposed use. The general vicinity is industrial and commercial in nature and does not encroach upon any residential dwellings. The Town of Highland, in accordance with United States Constitution’s First Amendment protections of free speech and artistic expression, does not “ban” tattoo parlors, but does restrict tattoo artists to Doctors of Osteopathy (D.O.s) and/or Medical Doctors (M.D.s). The Petitioner is licensed by the State of Indiana to administer tattoos. The Petitioner stated that she is former member of the National Guard where she worked as a human resource specialist, and has been administering tattoos for the last five and one-half (5 ½) years.

Specific site information:

The subject property is a commercial building. The surrounding properties are all commercial/industrial in nature. Petitioner and attorney Kvachkoff stated the following arguments in support of the Petition:

- (a) Attorney Kvachkoff distributed a packet of information containing a business plan for the proposed tattoo parlor.

- (b) Petitioner placed a larger image of the proposed renovation of the existing building that would house the tattoo parlor.
- (c) Petitioner expressed the opinion that the I-1 light industrial district would be the most appropriate zoning category for the tattoo parlor.
- (d) Attorney Kvachkoff requested that HMC Chapter 5.40.020 be amended to allow tattoos to be administered by non-medical personnel. Said suggestion was to follow the State of Indiana Code §22-25-1 as to the requirements of the tattoo artists.
- (e) Petitioner stated that part of her goal is to assist in developing an arts district in the downtown area, and that her tattoo parlor would assist in achieving that goal.
- (f) Petitioner stated that tattooing has advanced in recent history and the practice has expanded to the mainstream.
- (g) Petitioner stated that she wanted to have a safe place for families to come for both tattooing and piercing, and that some studios in the area were not safe places for children to spend time with family.
- (h) Attorney Kvachkoff also stated that the current building is dilapidated and being used for storage.
- (i) Attorney Kvachkoff stated that the proposed hours of operation would be from 10:00 a.m. until 6:00 p.m. to avoid odd hours of operation that can give such establishments a poor stigma.
- (j) Petitioner stated that she would propose to have seven (7) rooms for tattooing, piercing, and photography of the tattoos.
- (k) It was clear that the Petitioner's hardship was based upon the Town's requirement that tattoo artists be licensed physicians.

5) Chairperson Susan Murovic opened the Public Hearing. There were four (4) remonstrators present. The summary of the remonstrators' comments are as follows:

Jean Henry, 875 W. 79th Avenue, Merrillville, IN 46410 introduced herself and said that her husband, who is a Merrillville corporal and recently opened a tattoo shop right next door to the Police Department. She continued that they have not a single call complaint or a single unfavorable person there. She added that the usual image with these shops is wondering who they will bring into the Town, what will they do, but she just wanted to let everyone know that there experience has been great.

Alex Robertson, 2712 Condit Street, Highland, IN 46322 introduced himself and stated that he would, hopefully, be Ms. Cap's future neighbor. He continued that he felt the tattoo studio would

work out well and that he especially liked that Ms. Cap was planning to make this a family friendly space. He said he would love to take his daughter there to get her ears pierced and maybe be her first client. He added he thought it was a great design, matched the aesthetics and it would look nice next door. Mrs. Murovic asked if he was from Fuzzyline Brewery and Mr. Robertson confirmed he was.

Zach Lubarski, 6835 Woodmar Avenue, Hammond, IN 46323 introduced himself and said that his family owns Promise You Art House, 8830 Kennedy Avenue in Highland and having this shop, they have met so many people from the area. He continued it has been such a motivating and inspiring place, he added he felt Highland was an important place and this would just bring in more people and be a great addition to the Town.

Aaron Peters, 6724 Coffman Drive, Schererville, IN 46375 introduced himself and said he had been through this exact same process two years ago and currently owned a tattoo studio in Schererville. He continued that in two years of existence he has upheld a very reputable business and artistry and stated that Tina currently worked with him at his studio in Schererville, where they did very high-level work. He stated he backed her on this petition and she would not be working with him and he would not be here supporting her, if he did not believe that she could bring the same quality studio to Highland as he has brought to Schererville.

Alex Robertson then asked Ms. Cap how many booths would be in her studio. She replied that she is hoping to have 7 working private offices or booths, but added she wanted this business to be more than just tattooing and piercing and she hoped to have at least one of the booths dedicated to photography where they could take high quality photos of the tattoos. She stated she had a lot of photographer colleagues that don't all have their own studio spaces, so they could either rent out the space, or just use it.

Chairperson Murovic closed the public hearing and brought the discussion back to the Board.

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

Mr. Martini asked if Ms. Cap was licensed in Indiana and for how many years. Ms. Cap replied that she was licensed for the last 5-1/2 years. Mr. Martini asked Ms. Cap why folks are asked about receiving tattoos prior to making blood donations. Ms. Cap replied that she wasn't a doctor, but her interpretation would be that the act of tattooing breaks open the skin and it is essentially an open wound. She continued that it may have to do with the possibility of getting an infection, then the blood would be tainted for a short time and that would interfere with donating blood. Mr. Helms stated the reason for the tattooing question prior to making a blood donation was because of the possibility of hepatitis. Mr. Martini continued by stating that there is a stigma associated with tattooing because it was considered a "back-alley" practice. Mr. Martini said he did not feel this was an issue any longer due to advancements in technology and sterility in this field. Ms. Cap agreed that this would not be an issue.

Mr. Thomas asked if Ms. Cap would use the 7 rooms for rental units or would she have her own employees. Ms. Cap replied that she would be occupying one of the rooms and the other six would either be employees or independent contractors. Mr. Thomas asked if those potential

contractors would be required to follow the hours of operation of her studio. Attorney Kvachkoff added that if an independent contractor was to join they would be required to follow the rules Ms. Cap laid out for her studio, including hours of operation.

Mr. Helms asked Mr. Reed to elaborate on the legality of what was just stated. Mr. Reed replied that many federal courts have ruled on the issue of tattooing and in general and have declared that it is a first amendment right as free speech and artistic expression. Tattooing parlors and shops cannot be banned in any way, shape, or form. Mr. Reed continued by stating that reasonable restrictions can be added to the State's restrictions. Mr. Reed stated that, in Indiana, individuals must be licensed to give tattoos and adhere to sterility standards. He went on to say that in Highland we have a regulation under Section 5 of the Town Municipal Code, which states that any person administering tattoos must be a medical doctor or a doctor of osteopathy (an M.D. or a D.O.). Mr. Reed added that this is not a ban on tattoo parlors, just a very strict regulation. Mr. Reed added it is not about allowing the tattoo parlor or not, it is about the business licensure. Mr. Reed continued by stating that it is up to the Board to grant the Use Variance or not, but when it comes to the business licensing, the owner could be fined or forestalled from conducting their business because they do not have the proper practitioners.

Mr. Helms made a motion to give a favorable recommendation to the Town Council for the Use Variance for the tattoo studio. Mr. Grzymiski seconded the motion.

7) Based upon all of the testimony and evidence presented by the Petitioner, and Board Member concerns, the Board of Zoning Appeals voted, with two (2) in favor and three (3) opposed, to provide a favorable recommendation for the requested the Use Variance for the proposed tattoo parlor to the Town Council. Therefore, The Board of Zoning Appeals is forwarding an UNFAVORABLE RECOMMENDATION to the Town Council regarding this Petition.

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

- A. The Town of Highland Zoning Ordinance, HMC 18.50.040 states the limitations of use for the subject property.
- B. Unless a Use Variance is granted pursuant to HMC 18.50.050, the Petitioner's proposed use could not be permitted.
- C. The Petitioner requests a Use Variance for the operation of a tattoo parlor pursuant to HMC 18.50.050.
- D. Granting the Use Variance requested would subvert the general purposes served by this title and would materially or permanently injure other property or uses in the same zoning district and general vicinity within the Town of Highland.
- E. That the proposed use is not compatible with the other similarly situated properties in the area, and the proposed use would adversely affect neighboring properties.

WHEREFORE, based upon the above Findings of Fact, the Highland Board of Zoning Appeals, by a vote of two (2) in favor and three (3) opposed, does not provide a favorable recommendation for the requested the Use Variance for the proposed tattoo parlor to the Town Council. Therefore, the Board of Zoning Appeals is forwarding an **UNFAVORABLE RECOMMENDATION** to the Town Council regarding this Petition. Action taken on October 27, 2021. Findings of Fact approved the 8th day of December, 2021.

**TOWN OF HIGHLAND
BOARD OF ZONING APPEALS**

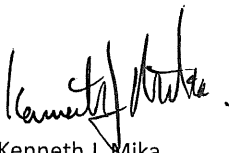
Susan Murovic, Chairperson
Town of Highland Board of Zoning Appeals

Building Report November, 2021

PERMIT TYPE	#	Res.	Comm.	Est. Cost	Fee Collected
Commercial Buildings	0	0	0	\$ -	\$ -
Comm. Additions/Remodel	3	0	3	\$ 156,767.00	\$ 3,418.50
Signs	3	0	3	\$ 6,703.00	\$ 691.50
Single Family	0	0	0	\$ -	\$ -
Duplex/Condo	0	0	0	\$ -	\$ -
Residential Additions	0	0	0	\$ -	\$ -
Residential Remodeling	77	77	0	\$ 967,892.00	\$ 22,162.50
Garages	0	0	0	\$ -	\$ -
Sheds	1	1	0	\$ 4,113.00	\$ 264.00
Decks & Porches	2	2	0	\$ 13,800.00	\$ 648.00
Fences	6	6	0	\$ 20,690.00	\$ 945.00
Above/In ground pools	0	0	0	\$ -	\$ -
Drain Tile/Waterproofing	9	8	1	\$ 154,842.00	\$ 4,326.00
Misc (concrete, road cuts)	13	13	0	\$ 31,900.00	\$ 12,384.00
Total Building Permits	114	107	7	\$ 1,356,707.00	\$ 44,839.50
Electrical Permits	19	12	7	\$ -	\$ 2,474.00
Mechanical Permits	19	15	4	\$ -	\$ 2,110.00
Plumbing Permits	15	13	2	\$ -	\$ 2,269.25
Water Meters	0	0	0	\$ -	\$ -
Water taps	2	2	0	\$ -	\$ 600.00
Sewer/Storm Taps	0	0	0	\$ -	\$ -
Total Plumbing Permits	17	15	2	\$ -	\$ 2,869.25

November 2021 Code Enforcement: 11 Investigations and 3 Citations were issued & 11 Warnings were given. Inspections done for the month of December 2021 were as follows: 50 Building Inspections, 25 Plumbing Inspections, 11 HVAC and 23 Electrical Inspections. There were 3 Electrical Exams given.

Submitted By:



Kenneth J. Mika

FIRE DEPARTMENT REPORT

NOVEMBER 2021

Type of Calls	November 2021	YTD
General Alarms	8	103
Paid Still Alarms	26	288
Still Alarms	<u>04</u>	<u>32</u>
	Month	38
Total Calls in 2021		423

2021

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

CASE	DATE	DEPARTMENT	DESCRIPTION	Record Only	OSHA Recordable	Not OSHA Recordable	Filed with WC Insurance
	OF INJURY			No Med Treatment			
RO-6	11/13/21	Police	Squad car was struck on passenger side as it entered the roadway by a NB Vehicle hurting ofc's shoulder and neck	X		X	X

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	1	3	2			0	0
STREET			1			0	0
WATER/SEWER		2	2	32		93	81
MAINTENANCE						0	0
OTHER						0	0
TOTALS	1	6	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

ORDINANCE NO. 1759
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE TO AMEND CHAPTER 3.45 in the HIGHLAND MUNICIPAL CODE, TO ESTABLISH A NEW TRUST FUND TO BE STYLED THE LOCAL UNDERGROUND STORAGE TANKS FUND of the TOWN OF HIGHLAND, ALL PURSUANT TO IC 36-1-3, IC 36-5-2, IC 13-23 ET SEQ., AND 329 IAC 9-8 ET SEQ.

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

WHEREAS, IC 36-5-2-9 Provides that the legislative body may adopt ordinances and resolutions for the performance of functions of the town; and,

WHEREAS, IC 36-1-3-4 provides that the powers units have under IC 36-1-3-4(b)(1) are listed in various statutes, further noting that these statutes do not list the powers that units have under IC 36-1-3-4 (b)(2); therefore, the omission of a power from such a list does not imply that units lack that power;

WHEREAS, IC 36-1-3-4 further provides that a unit has all powers granted it by statute as well as all other powers necessary or desirable in the conduct of its affairs, even though not granted by statute;

WHEREAS, The Town of Highland through its Police Department and the Public Works Agency own and operate underground storage tanks, to support the dispensing of motor vehicle fuels for the performance of the duties and functions of each department in service to the town;

WHEREAS, Owing to laws and rules regulating the ownership and operation of underground storage tanks, the Town Attorney has advised the Town Council and the clerk-Treasurer of the desirability of establishing a certain dedicated trust fund which is not subject to the controls of IC 6-1.1-18, dedicated by ordinance, established to pay for corrective action and for compensating third parties related accidental releases arising from the operation of such petroleum holding underground storage tanks;

WHEREAS, Rule 8 of Title 329, Article 9, Section 17 of the Indiana Administrative Code offers particular guidance regarding creating a local government fund, possessing such resources funding for part, not all, of the required amount of the required coverage set forth under Section 4 of 329 IAC 9-8, and used in combination with another mechanism that provides the remaining coverage to pay for corrective action and for compensating third parties for bodily injury and property damage caused by accidental releases arising from the operation of such petroleum holding underground storage tanks;

WHEREAS, IC 13-23-7 et sequitur establishes a State of Indiana Excess Liability Fund to assist local owners or operators of underground storage tanks to establish evidence of financial responsibility as required under IC 13-23-4 et seq;

WHEREAS, IC 13-23-9-1.3(a) further adjusts the amount available for payment from the Underground Petroleum Storage Tank Excess Liability Fund for an eligible release discovered on or after July 1, 2016, by establishing a deductible amount of fifteen thousand dollars (\$15,000) and the sum of any unpaid annual registration fees that were due in 2014 or a later year;

WHEREAS, The Town Council has determined that it is necessary, desirable and of great public benefit, to establish the fund herein referenced to support and carryout the lawful public purposes of the municipality; and,

WHEREAS, It would be and is in the best interest of the Town of Highland to enact an ordinance as an amendment to the Highland Municipal Code in order to further perfect the operation of the Town and establish a special trust fund to cover the deductibles related to accessing the Underground Petroleum Storage Tank Excess Liability Fund for an eligible release discovered on or after July 1, 2016,

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

Section 1. That Chapter 3.45 of the Highland Municipal Code be amended by adding a new section to be numbered 3.45.121, which shall read as follows:

3.45.121 Local Underground Storage Tanks Trust Fund

(A) There is hereby authorized, created and established a dedicated (trust) fund, to be called the Local Underground Storage Tanks Trust Fund for use by the Town of Highland, and its relevant executive departments, to carry out the purposes of this section of the municipal code;

(B) That the fund is dedicated and established to possess such resources in order to fund for part, but not all, of the amount of the required coverage as set forth under Section 4 of 329 IAC 9-8, and to be used in combination with another mechanism that provides the remaining coverage in order to pay for corrective action and for compensating third parties for bodily injury and property damage caused by accidental releases arising from the operation of such petroleum holding underground storage tanks, all pursuant to 329 IAC 9-8-7(a)(1)(C)(ii);

(C) That expenditures from this fund shall be governed by the following provisions:

(1) That the fund shall be established as an expendable Trust fund, and expenditures from this fund shall for be solely for the purposes and in support of the purposes set forth in this section of this code and according to the laws and relevant guidelines governing the disposition of the assets which comprise the fund, provided the expenditures shall be used to cover the deductibles related to accessing an amount available for payment from the Underground Petroleum Storage Tank Excess Liability Fund for an eligible release discovered on or after July 1, 2016, covering the payment of a deductible amount of fifteen thousand dollars (\$15,000) and the sum of any unpaid annual registration fees that were due in 2014 or a later year;

(2) That expenditures from this fund shall be used in connection with other lawful mechanisms, including but not limited to the State of Indiana Underground Petroleum Storage Tank Excess Liability Fund providing the remaining coverage in order to pay for corrective action and for compensating third parties for bodily injury and property damage caused by accidental releases arising from the operation of such petroleum holding underground storage tanks;

(3) That that some or all of the fund's cash resources be held as designated trust or otherwise restricted from being expended except as to permit its investment by the municipal fiscal officer, with such investment yields being available for expenditure according to the lawful purposes of this code;

(4) That neither the establishment nor the purposes of this fund shall be in derogation of the lawful purposes or construed to exclude the lawful purpose or expenditure from such other funds of the municipality for the same or similar purposes;

(5) That expenditures from the Fund may be made only upon appropriation by the fiscal body for the purpose for which the fund is specifically established, in the manner provided by statute for making other appropriations and shall be disbursed only on approved accounts payable vouchers allowed by the legislative body, all pursuant to IC 5-11-10 and IC 36-5-4;

(D) That the sources of money for the fund are the following:

- (1) Gifts, and donations from any person or entity given expressly for the purposes and objects of the fund, unless otherwise directed by action of the Legislative Body;
- (2) An original contribution or transfer authorized by the Town Council to be made from such unreserve, undesignated cash balances on deposit to the credit of the municipal General Fund;
- (3) That any investments from of fund resources shall assure that the yields from the purchase and sale of any such investments be deposited with the fund;

(E) That all unused and unencumbered monies do not revert to the corporation general fund nor to any fund but shall remain with the Local Underground Storage Tanks Trust Fund until such time as an ordinance is passed dealing with the disposition of the assets of this fund.

(F) The unused and unencumbered balance of an appropriation shall not lapse at the end of the year in which the appropriation was made nor does it revert, but remains in full force and effect to the credit of the fund created by this ordinance without re-appropriation until the purpose for which the appropriation was made has been accomplished or abandoned.

(G) That the clerk-treasurer as municipal fiscal officer, is hereby directed and authorized to perform such duties and keep such accounts as to fulfill the purpose of the fund herein named and to carry-out the provisions of this section.

Section 2. That upon adoption, notwithstanding the provisions of this ordinance, the Clerk-Treasurer is authorized to transfer from the unreserve, undesignated balance on deposit to the credit of the General Fund an amount equal to fifteen thousand dollars (\$15,000) and then deposit it to the credit of the fund established by this ordinance, provided that an original iteration of this ordinance be attached to the accounts payable voucher to serve as the invoice and authorizing document;

Section 3. Any and all such ordinances in conflict with the provisions of this ordinance are hereby repealed and of no further force nor effect;

Section 4. Whereas an emergency exists for the immediate taking effect of this Ordinance, it shall become and be in full force and effect from and after the date of its passage and adoption upon its signature by the executive in the manner prescribed by IC 36-5-2-10(a);

Introduced and Filed 22nd day of November 2021. Consideration on same day or at same meeting of introduction was not entertained, pursuant to IC 36-5-2-9.8.

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

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

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

Attest:

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

**TOWN OF HIGHLAND
ORDINANCE No. 1757**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF
HIGHLAND, LAKE COUNTY, INDIANA, AUTHORIZING THE ISSUANCE
OF ITS TAXABLE ECONOMIC DEVELOPMENT REVENUE BONDS, SERIES
2021 (S.J. HIGHLAND, LLC DEVELOPMENT PROJECT)**

WHEREAS, The Highland Economic Development Commission (the "Commission") of the Town of Highland, Lake County, Indiana (the "Town"), adopted a resolution on November 3, 2021, finding that the financing of economic development facilities of S.J. Highland LLC, or its designee (the "User"), complies with the purposes and provisions of Indiana Code 36-7-11.9, sections 12 and 14 (collectively, the "Act"), and that such financing will be of benefit to the health and welfare of the Town and its citizens;

WHEREAS, Following a public hearing on November 3, 2021, the Commission adopted a resolution which approved and recommended the adoption of this form of Ordinance by the Town Council of the Town (the "Council"), considered the issue of adverse competitive effect and has approved the form of the Development Agreement, Financing and Covenant Agreement and the Trust Indenture and has transmitted the same to the Town Council for approval;

WHEREAS, The Town intends to use the proceeds of the economic development financing to assist the User in (i) the acquisition of real estate and the construction and development of a senior housing project in the Town, (ii) construction of improvements to real estate and related public infrastructure improvements including, but not limited to, streets, sidewalks and sanitary sewers, and (iii) the payment of costs of issuance and other related financing costs as are determined permissible under INDIANA CODE 36-7-11.9, INDIANA CODE 36-7-12 and INDIANA CODE 36-7-14 located in or connected to the Highland Commercial Corridors Redevelopment Area (collectively, the "Project"); and,

WHEREAS, The Project is expected to create opportunities for gainful employment in the Town; now therefore,

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

Section 1. It is hereby found that the financing of the economic development facilities referred to in the Development Agreement, the Financing and Covenant Agreement and Trust Indenture approved by the Commission and presented to the Council, the issuance and sale of the Town's Taxable Economic Development Revenue Bonds, Series 2021 (Russell Project) (the "Bonds"), the use of the proceeds of the Bonds to apply to the financing of the Project, the payment of the Bonds by the TIF Revenues generated within the site of the Project within the

Highland Commercial Corridors Redevelopment Area, and the securing of said Bonds under the Financing and Covenant Agreement and Trust Indenture complies with the purposes and provisions of the Act, and will be of benefit to the health and general welfare of the Town and its citizens;

Section 2. The proceeds of the Bonds will be used for the financing of the Project will be located within the Highland Commercial Corridors Redevelopment Area at 9613 Kleinman Road, Highland, Indiana 46322;

Section 3. At the public hearing held before the Commission, the Commission considered whether the Project would have an adverse competitive effect on any similar facilities located in or near the Town, and subsequently found, based on special findings of fact set forth in the Resolution of the Commission transmitted hereto, that the Project would not have an adverse competitive effect. The Council hereby confirms the findings set forth in the Resolution of the Commission, and concludes that the Project will not have an adverse competitive effect on any other similar facilities in or near the Town, and the facilities will be of benefit to the health and general welfare of the citizens of the Town;

Section 4. The substantially final forms of the Development Agreement, the Financing and Covenant Agreement between the Town and the User (the "User's Financing Agreement"), the Trust Indenture (the "Trust Indenture") between the Town and a trustee to be appointed by the Clerk-Treasurer (the "Trustee") and all other documents to be executed in connection therewith approved by the Commission (herein collectively referred to as the "Financing Agreement" as referred to in the Act) are hereby approved, and the Development Agreement and the Financing Agreement shall be incorporated herein by reference and shall be inserted in the minutes of the Council and kept on file by the Clerk-Treasurer of the Town. In accordance with the provisions of Indiana Code 36-1-5-4, two (2) copies of the Development Agreement and the Financing Agreement are on file in the office of the Clerk-Treasurer for public inspection;

Section 5. The Town shall issue its Bonds in the total principal amount of \$4,000,000 maturing no later than a date twenty years after the issuance of the Bonds. The Bonds are to be issued to pay the costs of the acquisition, construction, equipping and installation of the Project, as more particularly set out in the Trust Indenture and the Financing Agreement, incorporated herein by reference, which Bonds will be payable as to principal and interest from TIF Revenues, as provided in the above described Trust Indenture. The Bonds shall be issued in fully registered form in denominations of \$5,000 and any integral in excess thereof or as otherwise provided in the Trust Indenture, and the Bonds shall be redeemable in whole or in part, on any date at face value, plus accrued interest to the date fixed for redemption, as provided in the Trust Indenture. Payments of principal and interest are payable in lawful money of the United States of America by check mailed or delivered to the registered owners as provided in the Trust Indenture.

The Bonds shall not constitute a debt of the Town or of the State of Indiana (the "State") within the meaning of any provisions of the Constitution or statutes of the State or a pledge of the faith and credit of the Town or of the State or grant to the owners thereof any right to have the Town or the General Assembly levy any taxes or appropriate any funds for the payment of the principal thereof or interest thereon;

Section 6. The President of the Council and the Clerk-Treasurer are authorized and directed to sell the Bonds to the User at a price of not less than 100% of the par value thereof which price shall be paid by the User in installments by the submission of proofs of payment of qualified project costs. The Bonds shall bear interest at a rate of interest not to exceed four and a half percent (4.5%) per annum;

Section 7. The President of the Council and the Clerk-Treasurer are authorized and directed to execute, attest, affix or imprint by any means the Town seal to the Development Agreement and the documents constituting the Financing Agreement approved herein on behalf of the Town and any other document which may be necessary or desirable prior to, on or after the date hereof to consummate or facilitate the transaction, including the Bonds authorized herein. The President of the Council and the Clerk-Treasurer are hereby expressly authorized to approve any modifications or additions to the Development Agreement and the documents constituting the Financing Agreement which take place after the date of this Ordinance, if such changes do not affect terms set forth in Indiana Code 36-7-12-27(a)(1) through (a)(10) with the review and advice of counsel to the Town; it being the express understanding of this Council that the Development Agreement and the Financing Agreement are in substantially final form as of the date of this Ordinance. The approval of these modifications or additions shall be conclusively evidenced by the execution and attestation thereof and the affixing of the seal thereto or the imprinting of the seal thereon; provided, however, that no such modification or addition shall change the maximum principal amount of or term of the Bonds as approved by the Council by this Ordinance without further consideration by the Council. The signatures of the President of the Council and the Clerk-Treasurer on the Bonds may be either manual or facsimile signatures. The Clerk is authorized to arrange for delivery of such Bonds to the Trustee, and the initial payment for the Bonds will be made to the Trustee and after such initial payment, the Bonds will be delivered by the Trustee to the User as purchaser thereof. The Bonds shall be originally dated the date of issuance and delivery thereof. Terms used herein with their initial letters capitalized which are defined in the Financing Agreement are used herein as so defined;

Section 8. The provisions of this Ordinance and the Trust Indenture securing the Bonds shall constitute a contract binding between the Town and the holders of the Bonds, and after the execution of the Trust Indenture, this Ordinance shall not be repealed or amended in any respect which would adversely affect the rights of such holders so long as the Bonds or the interest thereon remains unpaid;

EXHIBIT

Economic Development Agreement

Section 9. This Ordinance shall be in full force and effect from and after its passage.

At its meeting of Monday, November 22, 2021, the Town Council voted unanimously to remove it from the agenda for that meeting.

Introduced and Filed on the ____ Day of December 2021. Consideration on same day or at same meeting of introduction was not taken up, pursuant to IC 36-5-2-9.8.

Duly Ordained and Adopted this ____ Day of December 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**

(SEAL)

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)

ECONOMIC DEVELOPMENT AGREEMENT

THIS ECONOMIC DEVELOPMENT AGREEMENT (the “Agreement”) is made and entered into as of the ____ day of _____, 2021, by and among the Town of Highland, Indiana (the “Town”) and the Highland Redevelopment Commission (the “Redevelopment Commission” and, together with the Town, the “Town Parties”), and S.J. Highland LLC, or an affiliate thereof (the “Company”),

W I T N E S S E T H:

WHEREAS, The Town Parties desire to foster economic development within the Town;

WHEREAS, The Company has approached the Town Parties regarding the development of a senior housing project in the Town and related public infrastructure improvements, as more particularly described in Exhibit A attached hereto (collectively, the “Development”);

WHEREAS, As part of the Development, the Company intends to make an investment in improvements with a development cost in the approximate amount \$31,600,000 and to undertake the Development on certain parcels of real property located within the Town in the Commercial Corridor Allocation Area (the “Property”) (see Exhibit B attached hereto for a legal description and a depiction detailing the location of the Property);

WHEREAS, The Company has requested certain economic development assistance from the Town;

WHEREAS, The Town Parties have determined that the completion of the Development is in the best interests of the citizens of the Town, and, therefore, the Town Parties desire to take certain steps in order to induce the Company to complete the Development; and

WHEREAS, To stimulate and induce the development of the Property and the completion of the Development, the Town Parties have agreed, subject to further proceedings as required by law, to provide the economic development incentives described herein,

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby agree as follows:

ARTICLE I.

RECITALS

1.01 Recitals Part of Agreement. The representations, covenants and recitations set forth in the foregoing recitals are material to this Agreement and are hereby incorporated into and made a part of this Agreement as though they were fully set forth in this Section 1.01.

ARTICLE II.

ECONOMIC DEVELOPMENT INCENTIVES

2.01 Economic Development Revenue Bonds. The Town Parties shall, subject to further proceedings required by law, cause the issuance of economic development revenue bonds pursuant to IC 36-7-12 (the "Bonds"), in the amount of \$4,000,000 for application by the Company solely to Permissible Project Costs (as defined in Exhibit C). The Bonds shall have a term of twenty (20) years beginning on the date of issuance of the Bonds, and shall bear interest at an interest rate not to exceed four and a half percent (4.5%) per annum. The Company shall purchase the Bonds. Alternatively, at the option of the Company, the Bonds may be placed with a purchaser identified by the Company (with the Company providing such additional security as such purchaser may require beyond that pledged by the Redevelopment Commission in accordance with this Agreement) and such proceeds received by the Company shall be reduced by all costs of issuance and any market discount. If the Company (or its affiliate) purchases the Bonds, the Company shall, at the closing of the Bonds, pay all of the Redevelopment Commission's and the Town's costs of issuance and shall receive credits against the purchase price of the Bonds for (i) the costs of issuance paid by the Company, and (ii) expenditures relating to the Permissible Project Costs. The Redevelopment Commission and the Town shall not pledge to the repayment of the Bonds any tax revenues or other funds of the Redevelopment Commission or the Town, except the Pledged TIF Revenues (as defined below). The Company acknowledges that the Bonds are not privately marketable unless purchased by the Company or a private lender that the Company identifies as willing to purchase the Bonds without additional security from the Town Parties. The Company hereby agrees that non-payment of the Bonds due to the inadequacy of the Pledged TIF Revenues shall not be deemed to be a default on the Bonds.

2.02 Pledge of Pledged TIF Revenues. The Redevelopment Commission shall, subject to further proceedings required by law, and subject to the Company's compliance with its commitments pursuant to this Agreement, including in particular its commitments pursuant to Section 4.02 hereof, cause 100% of the annual tax increment revenues generated by increases in assessed valuation of the real property on the parcels constituting the Property for a period of 20 years after the date of issuance of the Bonds (the "Pledged TIF Revenues") to be pledged to the payment of the Bonds due in the corresponding year.

ARTICLE III.

MUTUAL ASSISTANCE

3.01 Mutual Assistance. The parties agree, subject to further proceedings required by law, to take such actions, including the execution and delivery of such documents, instruments, petitions and certifications (and, in the case of the Town Parties, the adoption of such ordinances and resolutions), as may be necessary or appropriate, from time to time, to carry out the terms, provisions and intent of this Agreement and to aid and assist each other in carrying out said terms, provisions and intent. In particular, the Town Parties shall use their best efforts to assist the Company in obtaining all required zoning and other approvals and any required permits relating to the Development.

ARTICLE IV.

DEVELOPMENT

4.01 Property. The Company shall purchase the Project Site and acquire title to the property described in Exhibit B and commonly known as 9613 Kleinman Road, Highland, Indiana 46322, which is required for the construction and installation of the Ernie Strack Drive Improvements, and acquire such other property as is required for the future expansion of Kleinman Avenue (collectively, the "Scheeringa Property") from the Kenneth D. and Sandra M. Scheeringa Trust ("Scheeringa Trust"). The Company shall convey the Ernie Strack Drive Improvements and Kleinman Avenue expansion to the Town upon completion.

4.02 Development Description. The Development shall consist of the items and/or parameters set forth in Exhibit A attached hereto. The Company shall commence construction of the Development and/or demolition work necessary for the Development by no later than twelve (12) months following the successful procurement of all permits and other governmental approvals, and reasonably expects to complete the first phase of the construction and equipping of the Development by a date not later than [_____, 20__], subject to permitted delays provided for in Section 4.04 hereof.

(a) The Company shall, at its sole cost and expense, and within ten (10) days after closing on such real estate, record in the Lake County Indiana Recorder's Office, (i) the final plat of subdivision of the Project Site, and (ii) a Deed of Dedication wherein the Company dedicates, conveys and warrants the Ernie Strack Drive Parcel to the Town, subject to adequate perpetual parking and access easements for the benefit of the Grifland Shopping Center (the "Center"), and tenants, vendors customers and other invitees (the "Easements").

(b) The Company shall, at their sole cost and expense, disconnect the Center sanitary sewer system from the Town of Griffith's system and

construct and install the necessary facilities and improvements required in order to connect the Center's sanitary sewer system to the sanitary sewer system installed on the Project Site.

(c) The Company shall, at their sole cost and expense, construct and install a new Ernie Strack Drive, including all pavement, lighting, sidewalks, curbs and all stormwater lines and facilities (collectively, the "Ernie Strack Drive Improvements") and reconfigure the Center's parking lot and its access to Ernie Strack Drive pursuant to the plans of NIES Engineering, Inc. specifically labeled as follows:

(i) "ERNIE STRACK DRIVE - TOPOGRAPHIC SURVEY; PRELIMINARY R.O.W. LAYOUT dated 07/16/19-16:00, NIES Engineering, Inc. Project No. 19-504" and (ii) "ERNIE STRACK DRIVE - TOPOGRAPHIC SURVEY; PRELIMINARY ROAD & PARKING LAYOUT - OPTION 1 dated 07/16/19-16:00, NIES Engineering, Inc. Project No. 19-504" (together, the "Plans")

(d) The Company shall be responsible to pay and/or reimburse to the Town Parties the cost to the Town Parties of any and all engineering or consulting inspections of the construction work for the infrastructure (water, storm, and sanitary) and Buildings that are part of the Project, either on or off of the Project Site. The Company shall also be responsible to pay any costs and expenses incurred by the Town Parties for design review and/or construction observation during the course of construction with regard to the Project on the Project Site or improvements that serve or benefit the Project Site except as hereinbefore provided. All of Company's obligations to pay and/or reimburse the Town Parties contained in this Section shall be per the Town of Highland's current codes and ordinances, and nothing herein shall be construed to obligate Company to pay and/or reimburse the Town Parties for anything not required per code or ordinance.

4.03 Assessments and Taxes.

(a) During the period or term for which any obligation or debt service is outstanding in which tax increment is pledged to the Project as approved by resolution of the Redevelopment Commission, the Company as the property owner, including all subsequent property owner(s), waives its rights to appeal real (land and improvements) property assessed valuations of the Project or within the Project area unless deemed to be a clerical error of assessment application or a mathematical error. The Town reserves the right to waive the above condition upon written request of the Company as a property owner, including all subsequent property owner(s).

(b) During the period or term for which any obligation or debt service is outstanding in which tax increment is pledged to the Project as approved by resolution of the Redevelopment Commission, the Company, as

the property owner, including all subsequent property owner(s), waives its rights to request or file an assessed valuation deduction, credit or exemption, whether available to a property owner as of the date of this Development Agreement or which subsequently may be authorized by the State of Indiana Legislature, to tangible real property improvements to be constructed, built or developed within the relevant allocation area. The Town reserves the right to waive the above condition upon written request of the Company as the property owner, including all subsequent property owner(s).

4.04 Permitted Delays. Whenever performance is required of any party hereunder, such party shall use all due diligence and take all necessary measures in good faith to perform; provided, however, that if completion of performance shall be delayed at any time by reason of acts of God, material worsening of the existing pandemic, future pandemics, war, civil commotion, riots, strikes, picketing, or other labor disputes, unavailability of labor or materials, or damage to work in progress by reason of fire or other casualty or similar causes beyond the reasonable control of a party (other than financial reasons), then the time for performance as herein specified shall be appropriately extended by the time of the delay actually caused by such circumstances. If (i) there should arise any permitted delay for which the Company or either of the Town Parties is entitled to delay its performance under this Agreement and (ii) the Company or either of the Town Parties anticipates that such permitted delay will cause a delay in its performance under this Agreement, then the Company or such Town Party, as the case may be, agrees to provide written notice to the other parties of this Agreement of the nature and the anticipated length of such delay.

ARTICLE V.

AUTHORITY

5.01 Actions. Each of the Town Parties represents and warrants that it has taken or will take (subject to further proceedings required by law and the Company's performance of its agreements and obligations hereunder) such action(s) as may be required and necessary to enable such party to execute this Agreement and to carry out fully and perform the terms, covenants, duties and obligations on its part to be kept and performed as provided by the terms and provisions hereof.

5.02 Powers. Each of the Town Parties represents and warrants that it has full constitutional and lawful right, power and authority, under currently applicable law, to execute and deliver and perform its respective obligations under this Agreement.

ARTICLE VI.

GENERAL PROVISIONS

6.01 Indemnity; No Joint Venture or Partnership. The Company covenants and agrees at its expense to pay and to indemnify and save the Town Parties, and their

officers and agents (the “Indemnitees”) harmless of, from and against, any and all claims, damages, demands, expenses and liabilities relating to bodily injury or property damage resulting directly or indirectly from the Company’s (and/or any affiliate’s thereof) development activities with respect to the Development unless such claims, damages, demands, expenses or liabilities arise by reason of the negligent act or omission of the Town or the Redevelopment Commission, or other Indemnitees. However, nothing contained in this Agreement shall be construed as creating either a joint venture or partnership relationship between either of the Town Parties and the Company or any affiliate thereof.

6.02 Time of Essence. Time is of the essence of this Agreement. The parties shall make every reasonable effort to expedite the subject matters hereof (subject to any time limitations described herein) and acknowledge that the successful performance of this Agreement requires their continued cooperation.

6.03 Breach. Before any failure of any party of this Agreement to perform its obligations under this Agreement shall be deemed to be a breach of this Agreement, the party claiming such failure shall notify, in writing, the party alleged to have failed to perform such obligation and shall demand performance. No breach of this Agreement may be found to have occurred if performance has commenced to the reasonable satisfaction of the complaining party within thirty (30) days of the receipt of such notice. If after said notice, the breaching party fails to cure the breach, the non-breaching party may seek any remedy available at law or equity.

6.04 Amendment. This Agreement, and any exhibits attached hereto, may be amended only by the mutual consent of the parties, by the adoption of a resolution of each of the Town Parties approving said amendment, as provided by law, and by the execution of said amendment by the parties or their successors in interest.

6.05 No Other Agreement. Except as otherwise expressly provided herein, this Agreement supersedes all prior agreements, negotiations and discussions relative to the subject matter hereof and is a full integration of the agreement of the parties, including the Agreement among S.J. Highland, LLC, Griffland Center, Inc., the Town of Highland, Indiana, and the Highland Redevelopment Commission dated as of September 30, 2019.

6.06 Severability. If any provision, covenant, agreement or portion of this Agreement or its application to any person, entity or property, is held invalid, such invalidity shall not affect the application or validity of any other provisions, covenants, agreements or portions of this Agreement and, to that end, any provisions, covenants, agreements or portions of this Agreement are declared to be severable.

6.07 Indiana Law. This Agreement shall be construed in accordance with the laws of the State of Indiana.

6.08 Notices. All notices and requests required pursuant to this Agreement shall be deemed sufficiently made if delivered, as follows:

To the Company:

S.J. Highland, LLC
4600 East 53rd Street
Davenport, Iowa 52807
Attention: James V. Russell
Email: dsmith@russellco.com

With a copy to:

James L. Wieser
Wieser & Wyllie, LLP
429 West Lincoln Highway
Scherverville, Indiana 46375
Email: jimwieser@wieserwyllielaw.com

To the Town Parties:

Town of Highland, Indiana
333 Ridge Road
Highland, Indiana 46322
Attention: Michael W. Griffin, Clerk-Treasurer
Email: mgriffin@highland.in.gov

Highland Redevelopment Commission
333 Ridge Road
Highland, Indiana 46322
Attention: Kathy DeGuilio-Fox, Director
Email: kdeguilio-fox@highland.in.gov

With a copy to:

Jimmy Shanahan
Taft Stettinius & Hollister LLP
111 East Wacker, Suite 2800
Chicago, Illinois 60601
Email: jdshanahan@taftlaw.com

or at such other addresses as the parties may indicate in writing to the other either by personal delivery, courier, or by registered mail, return receipt requested, with proof of delivery thereof. Mailed notices shall be deemed effective on the third day after mailing; all other notices shall be effective when delivered.

6.09 Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same agreement.

6.10 Assignment. The rights and obligations contained in this Agreement may not be assigned by the Company or any affiliate thereof without the express prior written consent of each of the Town Parties; provided, however, that the Company may transfer all or a portion of its rights and obligations hereunder to an affiliate of the Company upon notice to but without the consent of the Town Parties, but any such transfer to an affiliate of the Company shall not have the effect of releasing the Company from its obligations hereunder.

6.11 No Third Party Beneficiaries. This Agreement shall be deemed to be for the benefit solely of the parties hereto and shall not be deemed to be for the benefit of any third party.

6.12 Effective Date. Notwithstanding anything herein to the contrary, this Agreement shall not be effective until all parties hereto have executed this Agreement and each of the Town Parties has approved or ratified this Agreement at public meetings.

IN WITNESS WHEREOF, the parties have duly executed this Agreement pursuant to all requisite authorizations as of the date first above written.

TOWN OF HIGHLAND, INDIANA

By: _____
Roger Sheeman, Town Council
President

TOWN OF HIGHLAND
REDEVELOPMENT COMMISSION

By: _____
Cyril Huerter , President
(Approved at Redevelopment meeting 11.9.2021)

S.J. Highland, LLC

By: _____
James V. Russell, Manager

EXHIBIT A

DESCRIPTION OF DEVELOPMENT

EXHIBIT B

LEGAL DESCRIPTION FOR PROJECT SITE (TO BE ACQUIRED BY THE DEVELOPER)

That part of the west half of the north half of the southeast quarter of the southeast quarter and the east half of the east half of the southeast quarter of Section 27, Township 36 north, Range 9 west of the Second Principal Meridian described as follows: beginning at the southwest corner of said west half; thence $NO^{\circ}05'27''W$ along the west line of said west half, 661.02 feet to the northwest corner thereof; thence $S89^{\circ}40'53''E$ along the north line of said west half and the north line of said east half, 1327.98 feet to the northeast corner of said east half; $SO^{\circ}01'01''W$ along the east line of said Section 27, 688.70 feet; thence $N89^{\circ}25'59''W$, 210.00 feet; thence $SO^{\circ}00'39''W$, 2.82 feet; thence $N89^{\circ}42'07''W$, 453.35 feet to the west line of said east half; thence $NO^{\circ}02'13''W$, 30.00 feet to the south line of said west half; thence $N89^{\circ}42'07''W$ along said south line, 633.37 feet to the point of beginning (excepting therefrom of Lot 1 of Gartland Center Inc. First Addition to the Town of Highland as recorded in Plat Book 63, Page 3) in Lake County, Indiana.

876,115 sq. ft.
20.113 acres

LEGAL DESCRIPTION FOR THE ERNIE STRACK DRIVE PARCEL (TO BE DEDICATED TO THE TOWN BY THE DEVELOPER)

That part of the west half of the north half of the southeast quarter of the southeast quarter and the east half of the east half of the southeast quarter of Section 27, Township 36 north, Range 9 west of the Second Principal Meridian described as follows: commencing at the southwest corner of said west half; thence $S89^{\circ}42'07''E$ along the south line of said west half, 30.00 feet for a point of beginning; thence $NO^{\circ}05'27''W$ along the east line of the west 30.0 feet of said west half, 40.00 feet; thence $S89^{\circ}42'07''E$ parallel with the south line of said west half, 200.00 feet; thence $SO^{\circ}17'53''VV$ perpendicular to the south line of said west half, 10.00 feet to a line 30.0 feet north of and parallel with the south line of said south half; thence $S89^{\circ}42'07''E$ along said parallel line and the easterly extension thereof, 886.87 feet to the west line of Lot 1 of Griffland Center Inc. First Addition to the Town of Highland as recorded in Plat Book 63, Page 3; thence $SO^{\circ}01'01''E$ along said west line, 11.18 feet to the southwest corner of said Lot 1; thence $S89^{\circ}25'59''E$ along the south line of said Lot 1, 170.00 feet to the southeast corner of said Lot 1, being also a point on a line parallel with and 40 feet west of the east line of said southeast quarter; thence $SO^{\circ}01'01''W$ along said parallel line, 46.00 feet to a line parallel with and 46 feet south of said south line of said Lot 1; thence $N89^{\circ}25'59''W$ along said parallel line, 170.00 feet; thence $SO^{\circ}00'39''W$, 2.82 feet; thence $N89^{\circ}42'07''W$, 453.35 feet to the west line of said east half; thence $NO^{\circ}02'13''W$, 30.00 feet to the south line of said west half; thence $N89^{\circ}42'07''W$ along said south line, 633.37 feet to the point of beginning in Lake County, Indiana,

56,024 sq. ft.
1.286 acres

LEGAL DESCRIPTION FOR THE SCHEERINGA PROPERTY
(TO BE ACQUIRED BY THE TOWN)

Parcel 1:

That part of the west half of the south half of the southeast quarter of the southeast quarter of section 27, Township 36 north, Range 9 west of the Second Principal Meridian described as follows: beginning at the northwest corner of said west half; thence S89°42'07"E along the north line of said west half, 663.37 feet to the east line of said west half; thence SO°02'13"E along said east line, 30.00 feet; thence N89°42'07"V parallel with the north line of said west half, 433.82 feet; thence SO°17'53"W perpendicular to said north line of said west half, 10.00 feet; thence N89°42'07"W parallel with said north line of said west half, 229.46 feet to the west line of said west half; thence NO°05'27"W along said west line, 40.00 feet to the point of beginning in Lake County, Indiana., and:

Parcel 2:

The south 140.0 feet of the north 180.0 feet of the west 30.0 feet of west half of the south half of the southeast quarter of the southeast quarter of Section 27, Township 36 north, Range 9 west of the Second Principal Meridian in Lake County, Indiana.

26,395 sq. ft.

0.606 acres

Project Parcels:

EXHIBIT C

PERMISSIBLE PROJECT COSTS

The net proceeds of the Bonds (net of costs of issuance) may be used only for the following costs:

- Acquisition of easements and reconstruction of the private drive known as Ernie Strack Drive
- Construction of potable water, waste water and storm water lines
- Construction of public infrastructure necessary or desirable for the Project including, but not limited to, sidewalks, lighting and other improvements
- Landscaping
- Professional, engineering and design fees relating to the above

**ORDINANCE No. 1760
of the
TOWN of HIGHLAND, INDIANA**

AN ORDINANCE to ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA.

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

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

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

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

WHEREAS, Pursuant to IC 36-8-9-5, the town legislative body shall appropriate a sum sufficient to pay the salaries of the members of the town police department;

WHEREAS, Pursuant to IC 36-8-9-4(b), the town legislative body shall determine the compensation to be paid to members of the police department in amounts that are just and reasonable;

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; and,

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to fix the compensation of its elected officers, appointed officers and employees of the Town for the year ensuing and thereafter,

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. (A) That except as otherwise expressly provided in this ordinance or the compensation and benefits ordinance, the base salary or wage outlined in this ordinance is hereby authorized for all regular full-time employees of the municipality who occupy an authorized position of the municipality at the time of its passage and adoption, with any changes set forth herein to be effective from the date indicated in this ordinance or at the conclusion of an authorized medical disability leave;

(B) That department heads and the Clerk-Treasurer are

hereby authorized to grant an increase in the amount of up to thirty-five cents (35¢) per hour, at the department head's or the clerk-treasurer's discretion, for regular part-time, non-temporary employees and street crossing guards currently in service with the municipality in their position as of this enactment's passage, *provided* such increase remains within prescribed ranges or terms of this ordinance;

(C) That no other wage or salary increases not otherwise provided by statute or by ordinances of the Municipality may be distributed to any single employee or officer, unless specifically approved by the Town Council or proper board of jurisdiction;

Section 2. (A) That unless otherwise provided by this ordinance, all new employees will start at the identified starting wage or salary for their job position unless approved by the Town Council or authorized board of jurisdiction to do otherwise. Where no starting wage or salary is depicted, the Town Council or authorized board of jurisdiction shall fix such pay by proper enactment prior to the payment of wages or salary. **Department heads shall notify the Clerk-Treasurer in writing of all individual raises and their effective dates;**

(B) Further, department heads shall report all rates and wages as a rate per hour for all hourly wage earners and a bi-weekly rate for all salaried wage earners as set forth in this ordinance. **Such other increases or change of biweekly or hourly pay executed pursuant to this ordinance shall not be made effective earlier than the month in which the change is reported and is properly filed;**

(C) That still further, pursuant to IC 36-5-3-2(d), for the compensation of services performed for the town and are connected with the operation or a municipally owned utility or function, the salaries and wages fixed for the officers and employees in the Office of the Clerk-Treasurer and the Public Works Department (Agency) are hereby fixed in this ordinance but the governing bodies of the municipal utilities shall authorize the payment from utility resources the amounts that will support the payments authorized in this ordinance;

(D) *Incumbent defined.* Further, except as otherwise provided in the compensation and benefits ordinance regarding acting pay, the term "*Incumbent rate*" as used in this ordinance shall be construed to mean a rate or wage applied to a worker in the position for *more than one year*;

Section 3. That supervisors will receive no overtime pay except as provided in the most recently adopted compensation and benefits ordinance, as amended. Supervisors and Department Heads are further advised as follows:

(A) **Except where otherwise provided,** new temporary employees will receive no less than **\$9.00** per hour; further, returning temporary employees may receive up to **\$9.35** per hour; and Experienced temporary employees may receive up to **\$9.70** per hour, provided such increase remains within prescribed ranges;

(B) Temporary employee is defined in compensation and benefits ordinance, commonly called the Employee Handbook, as amended. Returning temporary employee is defined as an employee who has once previously worked for the Town of Highland. Experienced temporary employee is defined as an employee who

Attorney paid at an hourly rate according to terms set forth in attorney's letter of acceptance on file.

Recording Secretary \$ 50 per month

(C) Municipal (Advisory) Plan Commission

Chairman (Citizen member) (1) ~~\$ 150 per quarter~~ \$ 50 per month

Citizen Member Secretary (1) ~~\$ 120 per quarter~~ \$ 40 per month

Citizen Members (2) ~~\$ 120 per quarter~~ \$ 40 per month

Legislative Body appointees (3) see below

If legislative body appointees are elected or appointed officials of the municipality, they are not entitled to pay for service on municipal plan commission in order to be consistent with the purposes of Article 2, Section 5 of the Indiana Constitution.

Attorney paid at an hourly rate according to terms set forth in attorney's letter of acceptance on file.

Recording Secretary \$ 50 per month

(D) Town Board of Metropolitan Police Commissioners

Chairman (1) \$ 50 per month

Members (4) \$ 40 per month

Attorney \$ 200 per month

Recording Secretary \$ 50 per month
(Commissioners salaries are payable monthly. Pursuant to State law; Confer IC 36-8-9-3.1(g))

(E) Board of Sanitary Commissioners

The Town Council hereby incorporates by reference and approves the compensation for each individual commissioner of the Board of Sanitary Commissioners pursuant to the provisions of I.C. 36-9-25-3(e) which reads: "The appointed commissioners are entitled to a salary of not less than three thousand six hundred dollars (\$3,600) a year during actual construction and not less than six hundred dollars (\$600) a year in other years:

(1) During Actual Construction:

President (1) \$ 4,500.00 per year (\$375.00 mo.)
Commissioners (4) each \$ 3,600.00 per year (\$300.00 mo.)

(2) During other years:

President	(1)	\$ 750.00 per year (\$62.50 mo.)
Commissioners	(4) each	\$ 600.00 per year (\$50.00 mo.)

(F) Water Works Board of Directors

President	(1)	\$ 50 per month
Citizen Members	(4) each	\$ 40 per month

(G) Park and Recreation Board

President	(1)	\$150 per quarter	\$50 per month
Citizen Members	(3) each	\$ 120 per quarter	\$40 per month
Member appointed by School Board	(1)		See below
Member appointed by Library Board	(1)		See below

Authority to Fix this compensation: IC 36-10-3-9(a). The salary of any board members whose appointing authority is other than the **Town Legislative Body** will not be paid from the Municipal Treasury but may be paid from the treasury of the appointing authority, subject to law. However, any Board member whose appointing authority is other than the **Town Legislative Body** has all other rights of members appointed by the **Town Legislative Body** including the payment of actual expenses as provided in IC 36-10-3-9(b).

(H) Redevelopment Commission

Redevelopment Commissioners who do not otherwise hold a lucrative office for the purpose of Article 2, Section 5 of the Indiana Constitution shall receive the salary, which is hereby fixed as follows:

President	(1)	\$ 50 per month
Vice President	(1)	\$ 40 per month
Secretary	(1)	\$ 40 per month
Members	(2)	\$ 40 per month

All Redevelopment Commissioners are entitled to reimbursement for expenses necessarily incurred in the performance of their duties. (Pursuant to State law; Confer IC 36-7-14-7(f)(g));

IC 36-7-14-7 Commissioners; terms of office; vacancies; oaths; bonds; qualifications; reimbursement for expenses; compensation

(g) A redevelopment commissioner who does not otherwise hold a lucrative office for the

purpose of Article 2, Section 9 of the Indiana Constitution may receive:

(1) a salary; or

(2) a per diem;

and is entitled to reimbursement for expenses necessarily incurred in the performance of the redevelopment commissioner's duties.

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

(A) Elected Officer Clerk-Treasurer

That the salary of the clerk-treasurer shall be paid biweekly and shall be hereby fixed as set forth below:

(1) That subject to subdivision (D), the compensation for a Clerk-Treasurer possessing a **baccalaureate** level degree in a related field granted from an accredited University or College is hereby fixed at **\$2,907.92** bi-weekly;

(2) That, subject to subdivision (D), the compensation for a Clerk-Treasurer possessing an associate's level degree or less from an accredited University or College is hereby fixed at **\$2,820.68** bi-weekly;

(B) Deputy Clerk-Treasurer

(1) That, subject to subdivision (D), the base compensation for a deputy clerk-treasurer with an associates level degree or less granted from an accredited University or College is hereby fixed as follows:

Starting Rate	Incumbent Rate (after 1 year)
\$1,885.59	\$ 1,975.31 bi-weekly

(2) That, subject to subdivision (D), the compensation for a deputy clerk-treasurer possessing a **baccalaureate** level degree in a relevant field granted from an accredited University or College is hereby fixed as follows:

Starting Rate	Incumbent Rate
\$ 2,106.78	\$ 2,106.78 bi-weekly

(C) Associate Employees and Staff

(1) Fiscal Analyst

(1)

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

Starting Rate	Incumbent Rate
\$2,107.78	\$ 2,160.00

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

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

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

(D) *Certifications:* That a full-time worker described in subsection (B) and (C), or the officer and employee described in subsection (A) possessing a relevant professional certification from a generally accepted professional association including **but not limited to** Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Association of Public Treasurers, Government Finance Officers Association, Society of Management Accountants, the American Society of Public Accounts, the American Water Works Association, or the American Payroll Association as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

		<i>Salaried adds</i>	<i>Hourly adds</i>
Indiana Accredited Municipal Clerk	(IAMC)	\$39.04 bi-weekly	48¢ per hour
Certified Municipal Clerk	(CMC)	\$48.80 bi-weekly	61¢ per hour
Master Municipal Clerk	(MMC)	\$72.02 bi-weekly	90¢ per hour
<i>(MMC pay substitutes and replaces the CMC pay. Pursuant to IIMC rules, the MMC replaces the CMC and that latter designation is dropped)</i>			
Certified Public Finance Administrator	(CPFA)	\$39.04 bi-weekly	48¢ per hour
Certified Public Finance Administrator Advanced	(ACPFA)	\$77.60 bi-weekly	97¢ per hour
Certified Public Funds Investment Manager	(CPFIM)	\$48.80 bi-weekly	61¢ per hour
Certified Public Funds Investment Manager Advanced	(ACPFIM)	\$97.60 bi-weekly	\$1.22 per hour
<i>(ACPFIM pay substitutes and replaces the CPFIM pay. Pursuant to APT US&C rules, the ACPFIM replaces the CPFIM and that latter designation is dropped)</i>			
Certified Public Finance Officer	(CPFO)	\$97.60 bi-weekly	\$1.22 per hour
Fundamental Payroll Certification	(FPC)	\$48.80 bi-weekly	61¢ per hour
Certified Payroll Professional	(CCP)	\$72.02 bi-weekly	90¢ per hour
(Utility) Customer Service Representative	(CCR)	\$72.02 bi-weekly	90¢ per hour

For any qualifying professional certification that is unlisted, the pay shall be based upon the established rate for the CMC credential.

(E) *Special assignment.* Pursuant to and not in derogation of the authority conferred in I.C. 36-5-6-7, the clerk-treasurer may designate up to two (2) positions described subsections (B) or (C) as senior staff, part of supervisory succession, eligible to receive the following amount to be added to base pay: Senior Staff assignment seventy-seven cents per hour.

(F) Additional provisions Training and Transition.

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

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

	Starting Rate	Incumbent Rate
(A) Chief Inspector/Building Commissioner (1)		\$ 2,831.48;
(B) Assistant Inspectors:		
(1) Code Enforcement Officer (1)	\$ 20.00 - \$26.42 hr.	
(2) Assistant Inspector for Electrical (part-time)	\$ 23.43 - \$30.90 hr.	
(3) Notwithstanding the provisions of Section § 2.05 of the Compensation and Benefits Ordinance, the hourly part-time employees performing enforcement duties are regular part-time employees, however they may regularly work up to 78 hours in a pay period.		
(4) Assistant Inspector for Plumbing (part-time)		
		<i>(Fee based compensation)</i>
		\$18.00 for each one-unit plumbing examination proctored as provided in § Section 15.20.020 (G)(1), and thus hereby amended.
		\$25.50 for each inspection performed as described in Section 15.20.020 (G)(2) of the Highland Municipal Code, and thus hereby amended.

(C) Associate Employees and Staff

		Starting Rate	Incumbent Rate
(1) Inspection Clerk (1)		\$15.95	\$15.95
(2) Inspection Secretary (1)		\$19.22	\$19.22

(D) Certifications: That a full-time worker described in Section 8 possessing a relevant professional certification from a generally accepted professional association including **but not limited to** International Code Council, as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

		<i>Salaried adds</i>	<i>Hourly adds</i>
Inspector Designations (B5,E5,M5 or P5)		\$48.80 bi-weekly	61¢ per hour
Code Specialists Designations (B8,E8, FA, M8,P8 or H8)		\$48.80 bi-weekly	61¢ per hour
Master Code Professional	(MCP)	\$72.02 bi-weekly	90¢ per hour
Master of Special Inspection	(MSI)	\$72.02 bi-weekly	90¢ per hour
Certified Building Official	(CBO)	\$97.60 bi-weekly	\$1.22 per hour

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:

(A) Supervisory Employees

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

(B) Associate Staff and Employees

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

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

(4) Senior Utility Technician	(1)	\$23.56	\$23.56
(5) Utility Technician	(2)	\$18.90	\$18.90
<i>This position subject to base modification as outlined in subdivision E</i>			
(6) Utility Worker / Equipment Operator A	(3)	\$23.56	\$23.56
(7) Utility Worker / Equipment Operator B	(2)	\$23.05	\$23.05
(8) Pump Station Operator	(2)	\$20.34	\$20.34
<i>This position subject to base modification as outlined in subdivision D</i>			

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

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

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

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

(C) Additional provisions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

	Starting Rate	Incumbent Rate
(A) Chief of the Department (1) (biweekly)	\$ 3,204.26	\$ 3,436.55

- (B) The following ranks of Sergeant are authorized as indicated:

	Starting Rate	Incumbent Rate
(1) Sergeants (5) Bi-weekly	\$ 2,814.22	\$ 2,814.22

- (2) The following ranks of Sergeant are deemed placeholder ranks. These are authorized ranks that are being held in place for department members who hold that service rank and held it before their appointment in an upper policy-making policy position, or an assignment named in (E)(5) of this ordinance, pursuant to IC 36-8-3-4 (b),(m) and IC 36-8-9-6:

	Starting Rate	Incumbent Rate
(a) Sergeants (4) (placeholders)	\$ 2,814.22	\$ 2,814.22

	Starting Rate	Incumbent Rate
(C) Corporals (8) (biweekly)	\$ 2,656.43	\$ 2,656.43

- (D) **Special Assignment.** In the event that the Town Board of Metropolitan Police Commissioners determines that it is desirable or necessary to assign or detail an officer

holding the rank or grade of **Sergeant** or **Corporal** to a specialty assignment or division transfer to the Crime Impact Unit of the Highland Police Department (CIU/HPD) or participates in a Multi-Jurisdictional law enforcement assignment (GRIT/FBI), while in that detail or on that assignment, the officer is to be paid at the rate set forth below, without loss of rank, and provided that the assignment and associated pay is *position-directed*, or *economically based*, and *non-disciplinary* in purpose:

- (1) Sergeant will be paid at the rate of Corporal
- (2) Corporal will be paid at the rate of Lance Corporal
- (3) An assignment as described above will not modify in any way the authorized limit for the rank of Sergeant or Corporal as set forth in subdivisions B or C of this section.

(E) Other Police Officers and Assignments.

- (1) All initial appointments to the Metropolitan Police Department, regardless of previous law enforcement experience, shall be probationary in nature pursuant to Regulation 11 of the Metropolitan Police Department and under the authority of IC 36-8-9-7. The basis for promotion to the several grades (classes) will be based upon written guidelines, rules or regulations determined by the Town Board of Metropolitan Police Commissioners.
- (2) A candidate/officer possessing a Law Enforcement Academy certification is eligible for initial appointment to Police Officer classes 1-4. A candidate/officer possessing no Law Enforcement Academy certification is only eligible for initial appointment to Police Officer class 4.
- (3) *Special position.* There is established a pay grade styled as Police Officer 1 (Special). An officer possessing the rank of Police Officer First (Class), that possesses at least thirty four years of service as a police officer, the last twenty-five of which have been served consecutively and successfully with the Highland Metropolitan Police Department, shall be paid the identified biweekly salary as base pay. For the purposes of establishing pension benefits under IC 36-8-1-11, IC 36-8-6-9, IC 36-8-6-9.6, IC 36-8-8.5 and IC 36-8-8-11, employee contributions under IC 36-8-6-4(3) and IC 36-8-8-8, or employer contributions under IC 36-8-8-6, the salary of the Patrol Officer 1 (Special) plus the longevity pay fixed for twenty years shall be used.

	Starting Rate	Incumbent Rate
(4) Patrol Officers:		
Police Officer 1 (Special)	\$ 2,885.17	\$ 2,885.17
Police Officer 1	\$ 2,511.93	\$ 2,511.93
Police Officer 2	\$ 2,215.47	\$ 2,215.47
Police Officer 3	\$ 2,074.51	\$ 2,074.51
Police Officer 4 (no LEA certification)	\$ 1,879.14	\$ 1,879.14

- (5) The following represent **assignments** in the Metropolitan Police Department for which the following salaries are authorized. Persons so assigned shall be paid the greater of the assigned person's pay attached to person's actual service rank or grade, or the pay associated with the listed assignments depicted as follows:

	Starting Rate	Incumbent Rate
Assistant Chief	\$ 3,204.26	\$ 3,204.26
Division Commander (2)	\$ 2,971.97	\$ 2,971.97
Deputy Commander (1)	\$ 2,893.09	\$ 2,893.09

(6) The following rank has been deemed a trace rank. Only officers employed in with the Metropolitan Police Department **on or before April 12, 2001** shall be eligible to elevation to the trace rank of Lance Corporal. This trace rank **is** conferred as follows:

(a) It shall be conferred on all Patrol Officers First Class in good standing, who meet the date eligibility indicated, who have successfully completed ten (10) years of continuous service with the Highland Metropolitan Police Department and upon approval of the Town Board of Metropolitan Police Commissioners; or

(b) It may be conferred on an officer of any higher rank in consequence of a proper disciplinary action who meets the date eligibility indicated.

Officers holding such rank will continue to hold such rank until their **demotion**, promotion or separation from service with the Metropolitan Police Department, at the level of pay set forth in this ordinance. Having separated, an officer having once been eligible to hold the trace rank or having the trace rank at the time of separation shall not be eligible hold such rank if officer is later re-hired, unless ordered by a court.

	Starting Rate	Incumbent Rate
Lance Corporal	\$ 2,597.10	\$ 2,597.10

(F) Other Associate Staff and Public Safety Employees

	Starting Rate	Incumbent Rate
(1) Support Services Administrator (1)	\$ 2,010.36	\$ 2,055.60

	Starting Rate	Incumbent Rate
(2) Systems Administrator/ IT & Training Officer (part-time)	\$22.49 hr.	\$31.07 hr*.

	Starting Rate	Incumbent Rate
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(3) Secretary	(1)	\$ 19.22	\$ 22.26 per hr.
(4) Lead Support Services Clerk	(1)	\$ 17.07	\$ 18.59
(5) Lead Support Services Training Coordinator	(1)	\$ 16.57	\$ 18.05
(6) Support Services Clerk	(2)	\$ 15.95	\$ 17.44
Support Services Clerk (part-time)		\$ 15.95	\$ 17.44
Animal Warden (part-time)		\$ 12.00 hr. -	\$15.45 hr.
Crossing Guard (part-time)		\$ 9.95 hr. -	\$ 11.08 hr.
Sub Crossing Guard (part-time)		\$ 9.95 hr. -	\$ 11.08 hr.
Secretary (part-time)		\$ 19.22 hr.	\$ 22.26 hr.

Metropolitan Police Chaplain (4) no pay

Matron or Clerk Duty (call-out) hourly rate - 2 hour minimum
Off-Duty Court Time (2 hour minimum) hourly rate

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

(G) Special Detail Pay Provisions:

(1) *Special Patrol Zone Details.* Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the Special duty/Highland Grove or other Special Patrol Zone detail will be paid at the following described rate:

Fixed at an hourly rate as set forth in an agreement or memorandum approved and authorized by ordinance of the municipality providing for special patrol zones and related agreements, pursuant to and as provided in Sections 9.10.250 through 9.10.280 of the Highland Municipal Code, which authorize Special Patrol Zones. A copy of such agreement must be on file in the office of the Clerk-Treasurer, pursuant to IC 36-5-4-14.

(2) *Select Details.* Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the following special assignments or details will be paid at 1.5 times the actual composite rate of pay of the assigned officer provided that officers above the rank of sergeant shall be paid at the rate associated with the rank of sergeant, plus the actual longevity.

- (a) Special Community Events sponsored by the Municipality by one or more of its executive Departments, agencies, or councils;
- (b) Mobile Park Patrol
- (c) Special patrol

(3) *Other details.* Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, any special assignments or details not otherwise described herein for which no other provision applies, such special details or overtime

assignments will be paid at 1.5 times the actual composite rate of pay of the assigned officer provided that officers above the rank of sergeant shall be paid at the rate associated with the rank of sergeant plus the actual longevity.

(4) *Grant Supported Details.* Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the following special assignments or details will be paid at 1.5 times the composite rate (base rate plus longevity rate) of the assigned officer for hours performing the special assignment, provided such rate is lawful and authorized under the terms of the supporting grant and the actual rate is fully funded by the grant source:

- (a) Lake County Task Drug Task Force
- (b) Grant Supported Special Law Enforcement Detail(s) or Patrols
- (c) (OWI; DWI; Sobriety Checks/Domestic Violence Duties/)

(5) No rate of pay may be fixed for any regular duty or special detail or described employment, regardless of the source of funds, that has not been authorized or provided for in this Wage and Salary Ordinance as amended in effect or the Compensation and Benefits Ordinance as amended and in effect;

(H) Specialty Pay:

- | | | |
|-------|-------------------------|--------------------|
| (4) | Range Officers | \$ 55.70 per month |
| (8) | Field Training Officers | \$ 55.70 per month |
| (1) | Systems Administrator | \$ 55.70 per month |

Specialty payments to be made for those months as prescribed by the Chief of Police in each category. Range instructors are paid only during the months May through October.

(I) *Stand-by Duty.* During particular work periods workers in the Police Department (Agency) will be scheduled to stand-by, which may mean the worker will be engaged to wait for mobilization. The Police Department will publish written guidelines regarding administration of this duty. There is an authorized rate that shall be fixed at an hourly rate to be applied by the number of hours of stand-by duty that is assigned in a bi-weekly period. It shall be uniform for all workers. The rate is now fixed at \$1.03 per hour not to exceed \$1,030.00 per year.

Section 11. *Parks and Recreation Department.* That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Parks and Recreation Department** as follows:

(A) Supervisory Staff or Employees

		Starting Rate	Incumbent Rate
(1) Superintendent of Parks and Recreation (1)			
With an employer provided vehicle:			\$ 2,882.37
Without an employer provider vehicle:			\$ 3,053.18
(2) Director of Recreation	(1)	\$ 2,060.75	\$ 2,060.75

(3) Recreation Supervisor	(3)	\$ 1,439.13	\$ 1,439.13-\$1,532.61
(4) Director of Parks	(1)	\$ 2,389.22	\$ 2,389.22

(B) Associate Staff and Employees

		Starting Rate	Incumbent Rate(s)
(1) Park Secretary	(1)	\$ 19.22	\$ 19.78 hr.
(2) Park Repairs Specialist	(1)	\$ 17.89	\$ 17.89 - \$ 20.05 hr.
(3) Park Specialist I	(3)	\$ 15.63	\$15.63-\$ 19.12 hr.
(4) Park Specialist II	(3)	\$ 13.18	\$ 13.18
(5) Custodians	(3)	\$ 13.18	\$ 13.18-\$13.40 hr.
 (6) Part-time workers:			
Laborers	(part-time)		\$7.25 -\$13.18 per hr.
Recreation Leaders	(part-time)		\$7.25 -\$13.40 per hr.
Recreation Program Instructors			\$7.25 - \$51.50 per hr.
Temporary workers for parks division			\$9.27 - \$13.18 per hr.

Pursuant to IC 36-10-3-10(b), the Park and Recreation Board shall fix the compensation of the positions in which a range for salaries or wages are indicated in this Ordinance.

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

	<i>Salaried adds</i>	<i>Hourly adds</i>
Certified Park & Recreation Executive (CPRE)	\$ 77.60 bi-weekly	97¢ per hour
Certified Park & Recreation Professional (CPRP)	\$ 48.80 bi-weekly	62¢ per hour
Certified Playground Safety Inspector (CPSI).....	\$ 48.80 bi-weekly	62¢ per hour
Certified Master Gardener.....	\$ 39.10 bi-weekly	48¢ per hour

Pursuant to IC 36-10-3-10(b), in the event of an accreditation not listed herein, the Park and Recreation Board shall fix the additional adjustment in a range not lower than that paid to a Certified Master Gardener and not higher than that fixed for the CPRE.

Section 12. Fire Department. That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Fire Department** as follows:

	Starting Rate	Incumbent Rate
(A) Chief of Department/ Fire Inspector (1)		\$ 2,706.30
(B) Associate Supervisory Staff or Specialty Employees		

	Starting Rate	Incumbent Rate
Assistant Chief for Logistics	(1)	\$ 436.73 per quarter
Assistant Chief for Planning	(1)	\$ 349.39 per quarter
Assistant Chiefs for Operations	(3)	\$ 349.39 per quarter
Station Captains	(2)	\$ 145.58 per quarter
Lieutenants	(7)	\$ 101.90 per quarter
Mechanics	(1)	\$ 145.58 per quarter

(C) *Supervisory and Regular Employee pay treatment.* Except as otherwise provided for the Fire Chief, the compensation for the positions listed above shall be considered in addition to any and all such compensation earned as a firefighter. However, full-time Town employees who are also members of the Highland Fire Department shall not be entitled to additional compensation when responding to fire or ambulance calls while on duty at their regular full-time position.

(D) *Fire Chief Limitations.* The Fire Chief shall not be entitled to additional compensation apart from his base pay plus longevity and adjustments when responding to fire or ambulance calls nor for any training nor inspection participation.

(E) *Certification/Credentialing:* That a full-time or approved paid on call firefighter described below possessing a relevant professional certification or credentialing from a generally accepted professional association, such as but not limited to the Center for Public Safety Excellence, or the International Code Council, as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

	<i>Salaried adds</i>	<i>Hourly adds</i>
Chief Fire Officer designation (CFO)	\$ 48.80 bi-weekly	62¢ per hour
Fire Officer designation (FO)	\$ 39.04 bi-weekly	48¢ per hour
Chief Training Officer (CTO)	\$ 39.04 bi-weekly	48¢ per hour
Certified Fire Marshal (CFM)	\$ 48.80 bi-weekly	62¢ per hour

(F) Support staff

Secretary (part-time)	\$ 19.22 per hr.
Custodian (part-time)	\$ 7.25 –15.45 per hr.

(G) Fire Fighters compensation

Firefighters compensation shall be paid quarterly as follows:

(1) Fire Calls <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	\$ 14.65 hr.
(2) Training <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	\$ 14.65 hr.

- (3) Special Preparedness duties/ details \$ 14.65 hr.
(per hour or fraction thereof) (see HMC Section 9.05.050)
- (4) Special Maintenance (non-custodial) duties/ details \$ 14.65 hr.
(per hour or fraction thereof) (see HMC Section 9.05.050)
- (5) Inspection \$ 10.49 hr.
(per hour or fraction thereof) (see HMC Section 9.05.050)

(H) Special Pay Protocols

- (1) For the following calls, responses or participation by the fire fighters, a stipend in lieu of direct compensation, shall be paid to the Highland Volunteer Fire Fighter Association, to be made as follows:

Still Alarms: \$ 51.50 per call

- (2) Monthly General Membership Meeting:
\$1.03 per member in attendance as certified by the Fire Chief or his/her designee.

Section 13. *Information Communications Technology Department.* That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed as biweekly pay unless stated otherwise for its Information Communications Technology Department as follows:

	Starting Rate	Incumbent Rate
(A) Director of Information Technology (1)	\$ 3,538.47	\$ 3,538.47

Section 14. That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

Section 15. That except where otherwise noted herein, other compensation and benefits matters not expressly provided herein for salaried and hourly employees and the Clerk-Treasurer shall be as set forth in the Compensation and Benefits Ordinance, commonly called the Employee Handbook as amended from time to time. The pay period is hereby defined as bi-weekly. The bi-weekly term for such pay represents the fourteen (14) day period, commencing at 12:01 a.m. Sunday and extending to and concluding just before Midnight of the second, following Saturday, immediately preceding the week of the scheduled payday; beginning on December 26, 2021 and continuing thereafter;

Section 16. (A) That an emergency exists for the immediate taking effect of this ordinance, which, subject to the provisions of this ordinance, shall become effective and shall remain in full force and effect from and after the date of its passage and adoption, but not sooner than January 9, 2022, 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 13th day of December 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 _____ 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;IC 36-5-2-10.2)

TOWN of HIGHLAND
Town Council Resolution No. 2021-56

A RESOLUTION of the FISCAL BODY of the TOWN of HIGHLAND FIXING the OFFICIAL FAITHFUL PERFORMANCE BOND of the MUNICIPAL FISCAL OFFICER PURSUANT to I.C. 5-4-1 et seq.

WHEREAS, The Town Council of the Town of Highland serves as both the legislative and fiscal body of the municipality, all pursuant to I.C. 36-1-2-6, I.C. 36-1-1-2-9 and I.C. 36-5-2-2;

WHEREAS, The Clerk-Treasurer is required to file an individual surety bond conditioned on the Clerk-Treasurer's faithful performance of the duties of the office of clerk-treasurer, including the duty to comply with I.C. 35-44-1-22 pursuant to I.C. 5-4-1-18(a)(2) with such filing subject to I.C. 5-4-1-9;

WHEREAS, The Highland Town Council now desires to comply with the provisions of law identified herein,

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

Section 1. That the Town Council hereby fixes the Individual surety for the clerk-treasurer for the year **2022** in the amount of Three Hundred Thousand Dollars (**\$300,000**);

Section 2. That the Town Council hereby finds and determines that the subject amount fixed for the bond is established according to the values and thresholds set forth in I.C. 5-4-1-18(e), which particularly states in pertinent part:

(A) The amount must equal thirty thousand dollars (\$30,000) for each one million dollars (\$1,000,000) of receipts of the officer's office during the last complete fiscal year before the purchase of the bond, that amount being in Fiscal Year 2020 receipts of *forty-two million, seven hundred ten thousand, eight hundred forty-five dollars* (\$42,710,845) for the purposes of the clerk-treasurer surety; and

(B) The amount may not be less than Thirty Thousand dollars (\$30,000) **nor more than** Three Hundred Thousand Dollars (\$300,000);

Section 3. That the Clerk-Treasurer be instructed and authorized to procure a surety bond pursuant to this resolution and that the proper officers take such steps as necessary to carry out the objects and purposes of this resolution;

Section 4. That the signature of the proper officer engrossed upon on the surety bond, shall represent the approval by the legislative body as set forth in IC 5-4-1-8(a)(6).

DULY RESOLVED and ADOPTED this 13th 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

Attest:

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

**The Town of Highland
Board of Works
Order of the Works Board No. 2021-38**

AN ORDER for the TEMPORARY CLOSING OF MUNICIPAL OFFICES at the MUNICIPAL BUILDING 3333 RIDGE ROAD on THURSDAY, DECEMBER 30, 2021 FOR YEAR-END FISCAL AND RECORDS ADMINISTRATION TASKS

Whereas, The Town Council has been reliably advised that owing to the desire to ensure completion of several tasks associated with year-end fiscal and records administration, it may be advisable to reduce public access hours to the municipal building while maintaining a scheduled workday;

Whereas, Pursuant to IC 36-1-24(3), the Town Council is also the Works Board for the Town of Highland and governs the hours and other matters related to the Town Hall;

Whereas, The Town Council now desires to modify the access hours of the Highland Municipal Building on **Thursday, December 30, 2021;**

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

Section 1. That the usual hours of **public access** at the administrative and associated offices at the Highland Municipal Building on **Thursday, December 30**, are hereby fixed at **8:30 a.m. to 12:30 p.m. but the usual hours of operation or the scheduled workday are unchanged;**

Section 2. That the affected department heads and the Clerk-Treasurer shall carry out the purposes of this order, which is to provide an opportunity for in-service training for administrative, clerical and other workers of the municipality or to support year-end duties;

Section 3. That the Clerk-Treasurer will take steps by appropriate media release to give notice of the subject of this order;

Section 4. That this order shall be effective on and from its passage and adoption;

Be it So Ordered.

Duly Adopted, Resolved and Ordered by the Highland Town Council, Lake County, Indiana, this 13th day of December 2021. 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(6);IC 36-5-6-5)**

**Town of Highland
Board of Works
Order of the Works Board 2021-39**

An Order Approving and Authorizing the Metropolitan Police Chief to enter into a purchase agreement with Hernandez Electric Construction Company, through the State of Indiana to purchase Intersection Hi-Def Video Camera system equipment and accessories, and finding it Both to be a Special Purchase and a Small Purchase pursuant to I.C. 5-22 and Chapter 3.05 of the Highland Municipal Code.

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

Whereas, The Metropolitan Police Chief has determined a need to replace certain equipment and supplies and has further determined the purchase price will be below \$50,000.00 and an opportunity has arisen which enables the department to purchase additional Intersection Hi-Def Video Camera system equipment and accessories;

Whereas, The Metropolitan Police Chief has identified Hernandez Electric Construction Company, through the State of Indiana to be a desirable source vendor for the purchase of equipment and supplies at a price of \$18,871.00 for LPR camera system for Ridge Road and Kleinman Ave;

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

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

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

Whereas, The Purchasing Agent, believes that this purchase qualifies as a special purchase to be made without soliciting bids or proposals because in this instance (1) the compatibility of equipment, accessories or replacement parts is a substantial consideration in this purchase and (2) only one source meets the department's reasonable requirements, which is the source recommended for this purchase;

Whereas, The Purchasing Agent, further believes that this purchase qualifies as a small purchase to be made without soliciting bids or proposals as the purchase price is below \$50,000, all pursuant to HMC Section 3.05.060(G);

Whereas, The Purchasing Agent, for the rationale stated herein, elects to purchase without resort to soliciting quotes or bids pursuant to Section 3.05.060(G)(2) and Section 3.05.065 (I) of the Highland Municipal Code;

Whereas, The purchase of the Intersection Hi-Def Video Camera system equipment and accessories will be supported by appropriations in the LOIT Fund, all pursuant to HMC Section 3.05.040(E); and,

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

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

Section 1. That the Works Board hereby authorizes and approves the purchase from Hernandez Electric Construction Company of 938 West Avenue H, Griffith, IN, for the purchase of the Intersection Hi-Def Video Camera system equipment and accessories in the amount of \$18,871.00 pursuant to IC 5-22 and Sections 3.05.060 (G) (2) and 3.05.065(I) of the Highland Municipal Code;

Section 2. That the Works Board hereby finds and determines the following:

- (A) That Hernandez Electric Construction Company, 938 West Avenue H, Griffith, IN is the sole source to meet the police departments reasonable requirements for this purchase;
- (B) That for this purchase, the compatibility of equipment, accessories or replacement parts is a substantial consideration;
- (C) That for the foregoing rationale, this purchase qualifies as a special purchase pursuant to IC 5-22-10 et seq. and HMC Section 3.05.065 (I);and,
- (D) That the purchase price is less than \$50,000, so this purchase also constitutes a small purchase, which can be made in the open market as the purchasing agent may determine, pursuant to HMC Section 3.05.060(G);

Section 3. That the Metropolitan Police Chief further affirms that the purchases with the identified vendor for HiDEF Video, as authorized by Works Board Orders 2021-39 and 2021-40, while separated, fully reckon and honor the proscription in IC 5-22-8-1(b);

Section 4. That the Metropolitan Police Chief is now authorized and approved to execute the purchase agreement and any additional documents

in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-4-14.

Be It So Ordered.

DULY, PASSED, ADOPTED AND ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 13th day of December 2021 having passed by a vote of _____ in favor and _____ opposed.

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

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

Attest:

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



10/26/2021
HIGHLAND POLICE DEPARTMENT
ATTN: SGT. GLEN COX
3315 RIDGE ROAD
HIGHLAND, IN 46322

RE: Highland Intersection Overview and LPR cameras installation.

We propose to furnish all labor, tools, equipment, and materials necessary to complete the following scope of work for the above-referenced project.

Ridge Rd & Kleinman Ave

1. Furnish labor and materials to install 120-volt ac dedicated power for new network camera cabinet mounted near existing traffic cabinet.
2. Furnish labor and materials to install (1) network camera cabinet mounted on the existing traffic signal pole on the northeast corner of the intersection.
3. Furnish labor and materials to install (1) Hikvision 8-Channel POE NVR with 16TB of recording space.
4. Furnish labor and materials to install (1) 4-port network switch mounted inside the cabinet.
5. Furnish labor and materials to install (4) Hikvision PRO 8MP IR Varifocal Bullet IP surveillance cameras mounted on the east, north, west, and southbound lane traffic signal extension arms.
6. Furnish labor and materials to install (4) Hikvision PRO 2MP DeepinView Ultra-Low Light LPR Bullet Camera mounted on the east, north, west, and southbound lane traffic signal extension arms.
7. Furnish labor to align (4) LPR camera to the center divider lanes.
8. Furnish labor to align (4) Overview IP surveillance cameras.
9. Furnish labor and materials to install (4) outdoor rated 4-pair cat6 cables from the new network camera cabinet to the LPR cameras.
10. Furnish labor and materials to install (4) outdoor rated 4-pair cat6 cables from the new network camera cabinet to the overview IP surveillance cameras.
11. Furnish labor and materials to install (1) Ubiquiti LiteBeam ac LBE-5AC-Gen2 - wireless link to Highland Police Department.
12. Furnish labor to test and certify all new ethernet cat6 cables.

For the Lump sum of Eighteen Thousand Eight Hundred Seventy-One Dollars \$18,871.00

938 West Avenue H
Griffith, IN 46319-3014
Office: (219) 803-0305 Fax: (219) 513-9497
www.hernandez-electric.com

**Town of Highland
Board of Works
Order of the Works Board 2021-40**

An Order Approving and Authorizing the Metropolitan Police Chief to enter into a purchase agreement with Hernandez Electric Construction Company, through the State of Indiana to purchase Intersection Hi-Def Video Camera system equipment and accessories, and finding it to be both a Special Purchase and a Small pursuant to I.C. 5-22 and Section 3.05 of the Highland Municipal Code.

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

Whereas, The Metropolitan Police Chief has determined a need to replace certain equipment and supplies and has further determined the purchase price will be below \$50,000.00 and an opportunity has arisen which enables the department to purchase additional Intersection Hi-Def Video Camera system equipment and accessories;

Whereas, The Metropolitan Police Chief has identified Hernandez Electric Construction Company, through the State of Indiana to be a desirable source vendor for the purchase of equipment and supplies at a price of \$18,587.00 for LPR camera system for Kennedy Ave and Grand Blvd;

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

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

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

Whereas, The Purchasing Agent, believes that this purchase qualifies as a special purchase to be made without soliciting bids or proposals because in this instance (1) the compatibility of equipment, accessories or replacement parts is a substantial consideration in this purchase and (2) only one source meets the department's reasonable requirements, which is the source recommended for this purchase;

Whereas, The Purchasing Agent, further believes that this purchase qualifies as a small purchase to be made without soliciting bids or proposals as the purchase price is below \$50,000, all pursuant to HMC Section 3.05.060(G);

Whereas, The Purchasing Agent, for the rationale stated herein, elects to purchase without resort to soliciting quotes or bids pursuant to Section 3.05.060(G)(2) and Section 3.05.065 (I) of the Highland Municipal Code;

Whereas, The purchase of the Intersection Hi-Def Video Camera system equipment and accessories will be supported by appropriations in the LOIT Fund, all pursuant to HMC Section 3.05.040(E);and,

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

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

Section 1. That the Works Board hereby authorizes and approves the purchase from Hernandez Electric Construction Company of 938 West Avenue H, Griffith, IN, for the purchase of the Intersection Hi-Def Video Camera system equipment and accessories in the amount of \$18,587.00 pursuant to IC 5-22 and Sections 3.05.060 (G) (2) and 3.05.065(I) of the Highland Municipal Code;

Section 2. That the Works Board hereby finds and determines the following:

- (A) That Hernandez Electric Construction Company, 938 West Avenue H, Griffith, IN is the sole source to meet the police departments reasonable requirements for this purchase;
- (B) That for this purchase, the compatibility of equipment, accessories or replacement parts is a substantial consideration;
- (C) That for the foregoing rationale, this purchase qualifies as a special purchase pursuant to IC 5-22-10 et seq. and HMC Section 3.05.065 (I);and,
- (D) That the purchase price is less than \$50,000, so this purchase also constitutes a small purchase, which can be made in the open market as the purchasing agent may determine, pursuant to HMC Section 3.05.060(G);

Section 3. That the Metropolitan Police Chief further affirms that the purchases with the identified vendor for HiDEF Video, as authorized by Works Board Orders 2021-39 and 2021-40, while separated, fully reckon and honor the proscription in IC 5-22-8-1(b);

Section 4. That the Metropolitan Police Chief is now authorized and approved to execute the purchase agreement and any additional documents

in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-4-14.

Be It So Ordered.

DULY, PASSED, ADOPTED AND ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 13th day of December 2021 having passed by a vote of ____ in favor and ____ opposed.

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

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

Attest:

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



Kennedy & Grand Ave

1. Furnish labor and materials to install 120-volt ac dedicated power for new network camera cabinet mounted near existing traffic cabinet.
2. Furnish labor and materials to install (1) network camera cabinet mounted on the existing traffic signal pole on the northeast corner of the intersection.
3. Furnish labor and materials to install (1) Hikvision 8-Channel POE NVR with 16TB of recording space.
4. Furnish labor and materials to install (1) 4-port network switch mounted inside the cabinet.
5. Furnish labor and materials to install (3) Hikvision PRO 8MP IR Varifocal Bullet IP surveillance cameras mounted on the east, north, west, and southbound lane traffic signal extension arms.
6. Furnish labor and materials to install (2) Hikvision PRO 2MP DeepinView Ultra-Low Light LPR Bullet Camera mounted on the east, north, west, and southbound lane traffic signal extension arms.
7. Furnish labor and materials to install (1) Hikvision PRO 8MP IR Varifocal dome IP surveillance camera mounted on the traffic signal pole.
8. Furnish labor and materials to install (1) Hikvision 12 MP 3-Directional Multisensor Network IP surveillance camera mounted on the traffic signal pole.
9. Furnish labor to align (2) LPR camera to the center divider lanes.
10. Furnish labor to align (7) Overview IP surveillance cameras.
11. Furnish labor and materials to install (2) outdoor rated 4-pair cat6 cables from the new network camera cabinet to the LPR cameras.
12. Furnish labor and materials to install (7) outdoor rated 4-pair cat6 cables from the new network camera cabinet to the overview IP surveillance cameras.
13. Furnish labor and materials to install (1) Ubiquiti LiteBeam ac LBE-5AC-Gen2 - wireless link to Highland Police Department.
14. Furnish labor to test and certify all new ethernet cat6 cables.

For the Lump sum of Eighteen Thousand Five Hundred Eighty-Seven Dollars \$18,587.00

**Town of Highland
Board of Works
Order of the Works Board 2021-41**

An Order Approving and Authorizing the Metropolitan Police Chief to Purchase from CDW Government LLC, 75 Remittance Drive Suite1515, Chicago, IL in-car computers with accessories, and finding it finding it to be both a Special Purchase and a Small pursuant to I.C. 5-22 and Section 3.05 of the Highland Municipal Code.

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

Whereas, The Metropolitan Police Chief has determined a need to replace certain equipment and supplies and has further determined the purchase price will be below \$50,000.00. An opportunity has arisen which enables the department to purchase additional in-car cameras with accessories;

Whereas, The Metropolitan Police Chief has identified CDW Government, LLC of Chicago, IL to be a desirable source vendor for the purchase of the in-car computers with accessories at a price of \$17,957.65;

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

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

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

Whereas, The Purchasing Agent, believes that this purchase qualifies as a special purchase to be made without soliciting bids or proposals because in this instance (1) the compatibility of equipment, accessories or replacement parts is a substantial consideration in this purchase and (2) only one source meets the department's reasonable requirements, which is the source recommended for this purchase;

Whereas, The Purchasing Agent, further believes that this purchase qualifies as a small purchase to be made without soliciting bids or proposals as the purchase price is below \$50,000, all pursuant to HMC Section 3.05.060(G);

Whereas, The Purchasing Agent, for the rationale stated herein, elects to purchase without resort to soliciting quotes or bids pursuant to Section 3.05.060(G)(2) and Section 3.05.065 (I) of the Highland Municipal Code;

Whereas, The purchase of the in-car computers and accessories will be supported by appropriations in the **Municipal Cumulative Capital Development (MCCD) Fund** and the **Law Enforcement Continuing Education and Training Fund**, all pursuant to HMC Section 3.05.040(E);and,

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

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

Section 1. That the Works Board hereby authorizes and approves the purchase as from CDW Government LLC of 75 Remittance Dr., Chicago, IL, for the purchase of several in-car computers plus accessories as set forth in the invoices, which is attached as an exhibit to and made a part of this order in the amount of **\$17,957.65**;

Section 2. That the Works Board hereby finds and determines the following:

- (A) That CDW Government LLC of 75 Remittance Dr Chicago IL a sole source to meet the police departments reasonable requirements for this purchase;
- (B) That for this purchase, the compatibility of equipment, accessories or replacement parts is a substantial consideration; and,
- (C) That the foregoing rational, this purchase qualifies as a special purchase pursuant to IC5-22-10 et seq. and HMC Section 3.05.065 (I);and,
- (D) That the purchase price is less than \$50,000, so this purchase also constitutes a small purchase, which can be made in the open market as the purchasing agent may determine, pursuant to HMC Section 3.05.060(G);

Section 3. That the Metropolitan Police Chief is now authorized and approved to execute the purchase agreement and any additional documents in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-1-4-14.

Be It So Ordered.

DULY, PASSED, ADOPTED AND ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 13th day of December 2021 having passed by a vote of ____ in favor and ____ opposed.

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

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

Attest:

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

QUOTE CONFIRMATION



DEAR JERRY KOEDYKER,

Thank you for considering CDW*G LLC for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MLMR561	11/2/2021	MLMR561	12865447	\$17,957.65

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Getac Bumper to Bumper + Extended Warranty - extended service agreement - 2 Mfg. Part#: GE-SVTBNFXSY Electronic distribution - NO MEDIA Contract: Indiana GovPro Agreement (018-A)	5	3781296	\$515.58	\$2,577.90
Getac 120W 11-16V 22-32V DC Vehicle Adapter Mfg. Part#: GAD2XB Contract: Indiana GovPro Agreement (018-A)	5	5522532	\$95.23	\$476.15
Navis Vehicle Dock - port realicator Mfg. Part#: OHHGTC801 Contract: Indiana GovPro Agreement (018-A)	5	5677278	\$638.58	\$3,192.90
GETAC A140G2 IS-10210U 256/R W10P Mfg. Part#: AM20Z4DA5DXX Contract: Indiana GovPro Agreement (018-A)	5	6787585	\$2,342.14	\$11,710.70

PURCHASER BILLING INFO		SUBTOTAL	\$17,957.65
Billing Address: HIGHLAND POLICE DEPARTMENT ACCOUNTS PAYABLE 3315 RIDGE RD HIGHLAND, IN 46322-2047 Phone: (219) 838-3184 Payment Terms: Net 30 Days-Govt State/Local		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$17,957.65
DELIVER TO		Please remit payments to:	
Shipping Address: HIGHLAND POLICE DEPARTMENT JERRY KOEDYKER 3315 RIDGE RD HIGHLAND, IN 46322-2047 Phone: (219) 838-3184 Shipping Method: DROP SHIP-GROUND		CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW*G LLC SALES CONTACT INFORMATION



Sean Ellis

(877) 499-8915

seane@cdwg.com

LEASE OPTIONS

FHV TOTAL	FHV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$17,957.65	\$491.86/Month	\$17,957.65	\$565.31/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- **Lower Upfront Costs.** Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- **Flexible Payment Terms.** 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- **Predictable, Low Monthly Payments.** Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- **Technology Refresh.** Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- **Bundle Costs.** You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>
 For more information, contact a CDW account manager

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**Town of Highland
Board of Works
Order of the Works Board 2021-42**

An Order Approving and Authorizing the Fire Chief to Purchase and install from the Identified Vendor for the front (4) overhead doors of Central Fire Station for Use by the Fire Department, pursuant to I.C. 5-22 and Section 3.05 of the Highland Municipal Code.

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

Whereas, The Fire Chief has determined a need to replace certain equipment and supplies, particularly the replacement and installation of the four fire bay or garage doors at the Central Fire Station, and has further determined the purchase price will be greater than \$15,000 and less than \$50,000;

Whereas, The Fire Chief solicited from a local vendor known to deal in overhead doors being sought;

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

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

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 Purchasing Agent, further believes that this purchase qualifies as a small purchase to be made with or without soliciting bids or proposals as the purchase price is below \$50,000, all pursuant to HMC Section 3.05.060(G);

Whereas, The Purchasing Agent, elected to solicit a single quote from a local vendor known to deal in the work required, pursuant to Section 3.05.060 (G)(2) of the Highland Municipal Code;

Whereas, The Fire Chief has identified **Crawford Door Sales of Lake County Inc.**, 10109 Kennedy Avenue Highland, Indiana 46322 to be a desirable source vendor for the purchase and installation of four (4) garage or bay doors for the total delivered and installed price pursuant to the written proposal received of **\$29,611**;

Whereas, The purchase of the front overhead doors of Central Fire Station will be supported by an appropriation within the **Public Safety Local Income Tax (LIT) Fund** supporting the Highland Fire Department Capital Budget, all pursuant to HMC Section 3.05.040(E);and,

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

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

Section 1. That the Works Board hereby authorizes and approves the purchase from **Crawford Door Sales of Lake County Inc.** of (4) overhead doors in the front of the Central Fire Station at the price of **\$29,611**, pursuant to IC 5-22 and Section 3.05.060 (G)(2) of the Highland Municipal Code;

Section 2. That the Works Board hereby finds and determines the following:

(A) That Crawford Door Sales of Lake County Inc., 10109 Kennedy Avenue Highland, Indiana 46322 to be a desirable source vendor for the purchase and installation of four (4) garage or bay doors for Central Fire Station, for the total delivered and installed price pursuant to the written proposal received of **\$29,611**;

(B) That the purchase price is less than \$50,000, so this purchase constitutes a small purchase, which can be made in the open market as the purchasing agent may determine, pursuant to HMC Section 3.05.060(G);

Section 3. That the Fire Chief is now authorized and approved to execute the purchase agreement and any additional documents in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, as required pursuant to IC 36-5-4-14.

Be it so Ordered.

DULY, PASSED, ADOPTED AND ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 13th day of December 2021 having passed by a vote of _____ in favor and _____ opposed.

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

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

Attest:

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

**Town of Highland
Board of Works
Order of the Works Board 2021-43**

An Order of the Works Board Approving and Authorizing the Fire Chief to Purchase from Identified Vendor a Self-Contained Breathing Apparatus (SCBA) Air Compressor for Use by the Fire Department and finding it to be a Small pursuant to I.C. 5-22 and Section 3.05 of the Highland Municipal Code.

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

Whereas, The Fire Chief has determined a need to replace certain equipment and supplies and has further determined the purchase price will be greater than \$15,000 and less than \$50,000;

Whereas, The Fire Chief solicited from vendors known to deal in SCBA air compressors being sought, with quotes on comparable units by various companies;

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

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

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

Whereas, The Purchasing Agent, pursuant to Section 3.05.060 (G) of the Highland Municipal Code, expected that the purchase would be at least \$15,000 and not more than \$50,000.00 and therefore could have solicited quotes from at least three (3) vendors known to deal in the lines or classes of supplies to be purchased;

Whereas, The Purchasing Agent, elected to solicit quotes pursuant to Section 3.05.060 (G) (1) of the Highland Municipal Code, with quotes compiled and reviewed the results of such solicitation as follows:

5 Alarm 350 Austin Circle, Delafield, Wisconsin 53018 at a purchase price of **\$39,416.40.**

Chucks Compressor, 6561 E. 137th Avenue, Crown Point, Indiana 46307 at a purchase price of **\$43,735.27**.

SCBAS Inc. 403 Peoria Street, Washington, Illinois 61571 at a purchase price of **\$51,975**.

Dinges Fire Company, 243 E. Main Street, Amboy, Illinois 61310 at a purchase price of **\$47,442.20**.

Whereas, The Fire Chief has identified **5 Alarm**, 350 Austin Circle, Delafield, Wisconsin 53018 to be a desirable source vendor, offering lowest, most responsive and responsible proposal for the acquisition of SCBA Air Compressor, for a purchase price of **\$39,416.40**;

Whereas, The purchase of the air compressor will be supported by an appropriation within the **Public Safety Local Income Tax (LIT) Fund** supporting the Highland Fire Department Capital Budget, all pursuant to HMC Section 3.05.040(E);and,

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

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

Section 1. That the Works Board hereby authorizes and approves the purchase from **5 Alarm** 350 Austin Circle, Delafield, Wisconsin 53018 at a purchase price of **\$39,416.40**, pursuant to IC 5-22 and Section 3.05.060 (G)(1);

Section 2. That the Works Board hereby finds and determines the following:

(A) That **5 Alarm** 350 Austin Circle, Delafield, Wisconsin 53018 to be a desirable source vendor, offering the lowest, most responsive and responsible proposal for the acquisition of SCBA Air Compressor, for a purchase price of **\$39,416.40**;

(B) That the purchase price is less than \$50,000, so this purchase constitutes a small purchase, which can be made by soliciting proposals for at least three persons known to deal in the classes of equipment to be purchased, as the purchasing agent may determine, pursuant to HMC Section 3.05.060(G)(1);

Section 3. That the Fire Chief is now authorized and approved to execute the purchase agreement and any additional documents in order to

implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, as required pursuant to IC 36-5-4-14.

Be it so Ordered.

DULY, PASSED, ADOPTED AND ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 13th day of December 2021 having passed by a vote of _____ in favor and _____ opposed.

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

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

Attest:

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

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 10th DAY OF December 2021 [Signature] FISCAL OFFICER

ALLOWANCE OF VOUCHERS

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 7 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 1,855,171.55 .

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						
001-0000-45200	GEN FUND TRANSFERS GROSS	95269	PAYROLL ACCOUNT	12/3PRL D/S TRANSFER GENERAL	176,309.59	46628
	Total For Dept 0000				176,309.59	
Dept 0001 TOWN COUNCIL						
001-0001-20001	OPEN ENROLLMENT PACKET	95487	BAXTER PRINTING INC	OPEN ENROLLMENT PACKET	136.25	
001-0001-31001	LEGAL FEES FOR OCT 2021-JOHN	95195	ABRAHAMSON, REED & BILSE	TOWN COUNCIL LEGAL FEES FOR OCT 2	3,325.00	
001-0001-31001	LEGAL FEES FOR SEPT 2021-JOHN	95196	ABRAHAMSON, REED & BILSE	TOWN COUNCIL LEGAL FEES FOR SEPT	4,389.00	
001-0001-31001	LEGAL FEES FOR AUG 2021-JOHN	95197	ABRAHAMSON, REED & BILSE	TOWN COUNCIL LEGAL FEES FOR AUG 2	2,797.00	
001-0001-31001	ATTORNEY HOURS-SEPT 2021	95198	ABRAHAMSON, REED & BILSE	SOLICITOR LEGAL FEES FOR JULY 202	636.00	
001-0001-31001	PARALEGAL HOURS-AUGUST 2021	95199	ABRAHAMSON, REED & BILSE	SOLICITOR LEGAL FEES FOR AUGUST 2	216.00	
001-0001-31001	ATTORNEY HOURS-NOV 2021	95346	ABRAHAMSON, REED & BILSE	SOLICITOR LEGAL FEES FOR NOV 2021	889.00	
001-0001-31001	LEGAL FEES FOR NOV 2021-JOHN	95347	ABRAHAMSON, REED & BILSE	TOWN COUNCIL LEGAL FEES FOR DEC 2	3,752.50	
001-0001-38004	WEB HOSTING DEC 2021 TO DEC 2	95200	CODE PUBLISHING COMPANY INC	STANDARD WEB HOSTING/CODE TRAK AC	650.00	
001-0001-39001	JANICE FIGUEROA MEMBERSHIP	95213	APT US&C	JANICE FIGUEROA MEMBERSHIP	100.00	
001-0001-39004	INSERTING GAZEBO INTO BILLS	95184	LITHOGRAPHIC COMMUNICATIONS	NOVEMBER 2021 GAZEBO EXPRESS INSE	1,153.25	
	Total For Dept 0001 TOWN COUNCIL				18,044.00	
Dept 0002 BOARD OF ZONING APPEALS						
001-0002-31001	BZA LEGAL INV AUG 2021	95201	ABRAHAMSON, REED & BILSE	BZA LEGAL INV AUG 2021	142.50	
001-0002-31001	BZA LEGAL FEES SEPT 2021	95203	ABRAHAMSON, REED & BILSE	BZA LEGAL FEES SEPT 2021	475.00	
001-0002-31001	BZA LEGAL FEES OCT 2021	95204	ABRAHAMSON, REED & BILSE	BZA LEGAL FEES OCT 2021	475.00	
001-0002-31001	BZA LEGAL FEES & EXPENSES THR	95386	ABRAHAMSON, REED & BILSE	BZA LEGAL FEES & EXPENSES THROUGH	399.00	
	Total For Dept 0002 BOARD OF ZONING APPEALS				1,491.50	
Dept 0004 CLERK-TREASURER						
001-0004-20003	D/S TNRS, TAPE-CALC/THERM, PERFRD	95433	PULSE TECHNOLOGY OF INDIANA	D/S TNRS, TAPE-CALC/THERM, PERFRD	93.15	
001-0004-34023	HEALTH & DENTAL INS	95284	TOWN OF HIGHLAND INS FUND (DEC 2021 HEALTH/LIFE INS PREM CT	5,715.44	
001-0004-34043	LIFE INS	95284	TOWN OF HIGHLAND INS FUND (DEC 2021 HEALTH/LIFE INS PREM CT	33.56	
	Total For Dept 0004 CLERK-TREASURER				5,842.15	
Dept 0006 BUILDING & INSPECTION						
001-0006-11304	INV 00044371 11-18-21 CARL	95207	THE CORPORATE THREAD	INV 00044371 11-18-21 CARL	285.10	
001-0006-20001	AMUSEMENT LICENSES INV 23794	95187	CJP CORPORATION/DBA	AMUSEMENT LICENSES INV 23794 11/1	69.94	
001-0006-20001	472576 HEWLETT TONER	95388	OFFICE DEPOT, INC	472576 HEWLETT TONER	55.25	
001-0006-21001	146.4 GALLONS UNLEADED	95260	TOWN OF HIGHLAND GASOLINE F	FUEL BY USAGE - INSPECTIONS	408.32	
001-0006-34023	HEALTH AND DENTAL INSURANCE	95165	TOWN OF HIGHLAND INS FUND (NOV 2021 HEALTH/LIFE INS PREM BLD	11,406.06	
001-0006-34023	HEALTH AND DENTAL INSURANCE	95285	TOWN OF HIGHLAND INS FUND (DEC 2021 HEALTH/LIFE INS PREM BLD	8,380.06	
001-0006-34043	LIFE INSURANCE	95165	TOWN OF HIGHLAND INS FUND (NOV 2021 HEALTH/LIFE INS PREM BLD	51.34	
001-0006-34043	LIFE INSURANCE	95285	TOWN OF HIGHLAND INS FUND (DEC 2021 HEALTH/LIFE INS PREM BLD	40.64	
	Total For Dept 0006 BUILDING & INSPECTION				20,696.71	
Dept 0007 FIRE DEPARTMENT						
001-0007-20003	VARIOUS BATTERIES	95420	BEECHY BATTERY INC	VARIOUS BATTERIES	578.88	
001-0007-20003	R54-678 FILTER FOR ICE MACHIN	95411	JOHNSTONE SUPPLY, INC.	ICE MACHINE FILTERS	597.60	
001-0007-20003	INVOICE# 2537007215	95418	OFFICE DEPOT, INC	OFFICE SUPPLIES	575.57	
001-0007-20003	LED TV/MONITOR - TRAINING ROO	95413	PC-PLUS! LLC	LED TV/MONITOR - TRAINING ROOM	802.49	
001-0007-20003	VISTAPRINT OFFICE SUPPLIES	95426	RONALD E STAROSCSAK (R)	STATIONARY SUPPLIES	249.42	
001-0007-21001	INV # 337-392535	95425	AUTO-WARES	TRUCK 4 BATTERIES	379.68	
001-0007-21001	156.6 GALLONS DIESEL	95259	TOWN OF HIGHLAND GASOLINE F	FUEL BY USAGE -- FIRE DEPT	860.65	
001-0007-21004	INSTITUTIONAL SUPPLIES	95407	PERFORMANCE CHEM & SUPPLY I	INSTITUTIONAL SUPPLIES	721.16	
001-0007-22001	ENCUMBER BATT IMP 2 LI ION R	95406	COMMUNICATIONS DIRECT, INC.	WALKIE BATTERIES	530.23	
001-0007-22001	ENCUMBER BATT IMP 2 LI ION R	95414	COMMUNICATIONS DIRECT, INC.	WALKIE BATTERIES	351.78	
001-0007-22004	INV # 337-393379	95410	AUTO-WARES	FIRE 1 AUTO SUPPLIES	119.15	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0007 FIRE DEPARTMENT						
001-0007-23004	INV# 75027	95424	MENARDS	MISC SUPPLIES	95.81	
001-0007-23006	10178557-B08 MSA ALTAIR 4XR M	95408	5 ALARM FIRE & SAFETY EQPT,	HAZ MAT MSA ALTAIR 4X MULTIGAS ME	1,866.78	
001-0007-23006	ENCUMBER SENSIT GOLD G2 4 GAS	95416	FIRE SERVICE, INC.	GOLD G2 4 GAS METERS	4,206.50	
001-0007-23012	BLEED CONTROL KITS	95415	PUBLIC SAFETY CENTER, INC	BLEED CONTROL KITS	1,047.20	
001-0007-23013	FLIR-72202-0303 K65 THERMAL C	95500	FIRE SERVICE, INC.	THERMAL IMAGERS	27,475.00	
001-0007-34023	HEALTH & DENTAL INSURANCE	95166	TOWN OF HIGHLAND INS FUND (NOV 2021 HEALTH/LIFE INS PREM FIR	2,159.83	
001-0007-34023	HEALTH & DENTAL INSURANCE	95283	TOWN OF HIGHLAND INS FUND (DEC 2021 HEALTH/LIFE INS PREM FIR	2,159.83	
001-0007-34043	LIFE INSURANCE	95166	TOWN OF HIGHLAND INS FUND (NOV 2021 HEALTH/LIFE INS PREM FIR	7.12	
001-0007-34043	LIFE INSURANCE	95283	TOWN OF HIGHLAND INS FUND (DEC 2021 HEALTH/LIFE INS PREM FIR	7.12	
001-0007-35001	ELECTRIC - SOUTH STATION	95400	NISOURCE INC.	GAS & ELECTRIC SOUTH STATION	250.54	46638
001-0007-35001	ELECTRIC - FD TRAINING SITE	95398	NISOURCE INC.	ELECTRIC - FD TRAINING SITE	30.42	46639
001-0007-35001	ELECTRIC - CENTRAL FIRE STATI	95399	NISOURCE INC.	ELECTRIC - CENTRAL FIRE STATION	664.16	46639
001-0007-35003	GAS - SOUTH STATION	95400	NISOURCE INC.	GAS & ELECTRIC SOUTH STATION	164.58	46638
001-0007-35003	GAS - CENTRAL STATION	95397	NISOURCE INC.	GAS - CENTRAL FIRE STATION	392.27	46639
001-0007-35005	HYDRANT - SOUTH STATION	95485	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	100.94	
001-0007-35005	HYDRANT - CENTRAL STATION	95486	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	107.12	
001-0007-35007	STORM - SOUTH STATION	95485	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	97.37	
001-0007-35007	STORM - CENTRAL STATION	95486	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	111.92	
001-0007-36001	5119 ENGINE BELT & REPAIRS	95421	FIRE SERVICE, INC.	5119 ENGINE BELT & REPAIRS	3,836.42	
001-0007-36003	NORTH OVERHEAD BAY DOOR REPAI	95419	CRAWFORD DOOR SALES OF L C,	OH DOOR REPAIRS	458.00	
001-0007-36003	SINK BACKUP AT STATION 1	95422	TLC PLUMBING, INC.	STATION 1 SINK BACKUP	189.00	
001-0007-39007	ENCUMBER PUMP TEST 5124	95412	FIRE SERVICE, INC.	PUMP TEST 5124	250.00	
001-0007-39007	ENCUMBER PUMP TEST 5117	95417	FIRE SERVICE, INC.	PUMP TEST 5215	250.00	
001-0007-39007	ST#1 FIRE SPRINKLER INSPECTIO	95423	HILL/AHERN FIRE PROTECTION	FD STATION FIRE SPRINKLER INSPECT	800.00	
001-0007-43063	273023000-SC358 HURST COMBI T	95409	5 ALARM FIRE & SAFETY EQPT,	HURST EDRAULICS COMBI TOOL	12,635.00	
Total For Dept 0007 FIRE DEPARTMENT					65,129.54	
Dept 0008 PLAN COMMISSION						
001-0008-31001	PC LEGAL FEES 10-31-2021	95202	ABRAHAMSON, REED & BILSE	PC LEGAL FEES 10-31-2021	228.00	
001-0008-31001	PC LEGAL FEES AUG 2021	95205	ABRAHAMSON, REED & BILSE	PC LEGAL FEES AUG 2021	380.00	
001-0008-31001	PC LEGAL FEES SEPT 30 2021	95206	ABRAHAMSON, REED & BILSE	PC LEGAL FEES SEPT 30 2021	190.00	
001-0008-31001	PLAN COMMISSION - LEGAL FEES	95387	ABRAHAMSON, REED & BILSE	PLAN COMMISSION - LEGAL FEES & EX	380.00	
Total For Dept 0008 PLAN COMMISSION					1,178.00	
Dept 0009 POLICE DEPARTMENT						
001-0009-11204	PSYCHOLOGY TEST	95451	CLINICAL PSYCHOLOGY CENTER,	PSYCHOLOGY TESTING FOR NEW APPLIC	200.00	
001-0009-11204	DRUG SCREEN TESTING	95453	COMPREHENSIVE CARE	DRUG SCREEN FOR NEW PT ANIMAL WAR	40.00	
001-0009-11204	PHYSICAL TESTING 2 APPLICANTS	95455	FRANCISCAN ST MARGARET HEAL	PHYSICAL TESTING FOR 2 APPLICANTS	460.00	
001-0009-11302	ACADEMY UNIFORMS FOR NEW APPL	95479	STAR UNIFORM	ACADEMY UNIFORMS FOR NEW APPLICAN	548.15	
001-0009-21001	1250 GAL OF GAS	95484	WARREN OIL COMPANY	1250 GAL OF GAS DELV ON 11/22	3,490.50	
001-0009-21004	MOPSTICK HANDLES FOR CLEANING	95442	ABLE PAPER & JANITORIAL	MOPSTICK HANDLES FOR CLEANING	24.50	
001-0009-21004	MEDICAL SUPPLIES FOR BOOKING	95450	CINTAS CORPORATION NO 2	MEDICAL SUPPLIES FOR BOOKING CABI	87.58	
001-0009-22004	INV 390603	95447	AUTO-WARES	NOV STMT OF VEH PARTS/SUPPLIES	1,792.34	
001-0009-22004	COILS ON PLUG COILS FOR CAR 2	95468	NAPA AUTO PARTS	COIL ON PLUG COIL FOR CAR 2	230.34	
001-0009-22004	FRONT REAR DISC BRAKE PADS CA	95481	THOMAS DODGE CHRYSLER JEEP,	FRONT AND REAR DISC BRAKE PADS FO	154.61	
001-0009-23004	HAT AND PATROL BADGES	95446	ARTISTIRC ENGRAVING	4 NEW BADGES 4 NEW HAT BADGES	917.00	
001-0009-23004	FEB 26 21 AMMO ORDER BALANCE	95465	KIESLER'S POLICE SUPPLY INC	AMMO ORDER BALANCES AND NEW AMMO	11,191.75	
001-0009-23004	WIRELESS WALKIES AND EQUIP	95476	NWI EMERGENCY OUTFITTERS,LL	NEW WIRELESS WALKIES AND EQUIP	2,156.00	
001-0009-31001	LEGAL MATTERS FOR NOV	95443	ABRAHAMSON, REED & BILSE	LEGAL MATTERS FOR NOVEMBER	912.00	
001-0009-31001	LEGAL MATTERS FOR PD AUG- OCT	95444	ABRAHAMSON, REED & BILSE	LEGAL MATTERS AUGUST THRU OCTOBER	912.00	
001-0009-32003	IDACS NETWORK ACCESS FEE FOR	95462	INDIANA OFFICE OF TECHNOLOG	IDACS NETWORK ACCESS FEE FOR NOV	140.47	
001-0009-32003	SPILLMAN CIRCUIT USER FEE FOR	95466	LAKE COUNTY DATA PROCESSING	SPILLMAN CIRCUIT USER FEE FOR NOV	308.30	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0009 POLICE DEPARTMENT						
001-0009-32004	IDACS INTERNET 11/28-12/27	95452	COMCAST CABLE	IDACS INTERNET 11/28- 12/27	126.85	
001-0009-32004	CID INTERNET SEARCHES FOR NOV	95483	TLO, LLC	CID INTERNET SEARCHES FOR NOV	96.20	
001-0009-34023	HEALTH & DENTAL INSURANCE	95282	TOWN OF HIGHLAND INS FUND (DEC 2021 HEALTH/LIFE INS PREM PD	93,328.29	
001-0009-34042	SURVIVORS ADJ	95282	TOWN OF HIGHLAND INS FUND (DEC 2021 HEALTH/LIFE INS PREM PD	2,086.96	
001-0009-34043	LIFE INSURANCE	95282	TOWN OF HIGHLAND INS FUND (DEC 2021 HEALTH/LIFE INS PREM PD	520.93	
001-0009-35001	LPR AT 8200 INDPLS RED ON 11/	95469	NISOURCE INC.	LPR AT 8200 INDPLS READ ON 11/22	43.58	
001-0009-35001	LPR 3949 HIGHWAY READ ON 11/1	95470	NISOURCE INC.	LPR 3949 HIGHWAY AVE READ ON 11/1	66.18	
001-0009-35001	ELEC SERV FOR 3315 RIDGE READ	95471	NISOURCE INC.	ELEC SERV FOR 3315 RIDGE RD READ	5,577.34	
001-0009-35001	ELEC SERV LPR 10221 INDPLS RE	95472	NISOURCE INC.	ELEC SERV LPR CAMERA 10221 INDPLS	40.28	
001-0009-35001	ELEC SERV LLPR 2000 RIDGE REA	95473	NISOURCE INC.	ELEC SERV LPR 2000 RIDGE RD READ	31.75	
001-0009-35005	WATER SERV 3315 RIDGE 10/25-1	95482	TOWN OF HIGHLAND UTILITIES	WATER SERVICE FOR 3315 10/25-11/2	618.93	
001-0009-36001	GRAPHICS AND INSTALL ON 3 NEW	95474	NWI EMERGENCY OUTFITTERS,LL	GRAPHICS AND INSTALL ON 3 VEHICLE	1,830.00	
001-0009-36001	EQUIP INSTALL OF 3 NEW VEHICL	95475	NWI EMERGENCY OUTFITTERS,LL	EQUIP INSTALL OF 3 NEW VEHICLES	3,600.00	
001-0009-36004	GEN OFFICE CLEANING FOR NOV	95456	GAYLE THARP	GEN OFFICE CLEANING FOR NOV	2,666.66	
001-0009-38006	MAT CHANGE AT PD ON 11/30	95449	CINTAS CORPORATION #319	MAT CHANGE AT PD ON 11/30	37.10	
001-0009-38006	BREATH TEST MNTC RENEWAL	95463	INDIANA STATE BUDGET AGENCY	2022 BREATH TEST MAINTNC AGREEMEN	650.00	
001-0009-39001	MEMBERSHIP RENEWAL	95461	INDIANA ASSOC CHIEFS OF POL	MEMBERSHIP RENEWAL	350.00	
Total For Dept 0009 POLICE DEPARTMENT					135,236.59	
Dept 0011 SERVICES & WORKS						
001-0011-32008	ACCT. SERVICE FEES	95246	FIRST FINANCIAL BANK CORP S	NOV 2021 ACCT ANALYSIS CHARGE	1,613.69	999455
001-0011-32008	ACCT. SERVICE FEES	95245	INVOICE CLOUD, INC	OCT2021 ACCOUNT SERVICE FEES	374.20	999456
001-0011-34013	SV WORKER'S COMPENSATION INS	95370	TOWN OF HIGHLAND INS FUND (2021 WORK COMP INS ALLOCATION	51,881.92	46630
001-0011-35001	SV ELECTRIC	95210	NISOURCE INC.	MISC. (INDPLS BLVD)	142.49	999454
001-0011-35001	000-901-005-4 9217 LIABLE	95211	NISOURCE INC.	MISC TH,VIP 198-801-002-1,000-901	1,128.26	999454
001-0011-35001	7502010024,8001 KENNEDY-ELECT	95248	NISOURCE INC.	MISC (TH,GARAGE)-CT	287.24	999457
001-0011-35002	0514000055, 2705HIGHWAY AVE	95209	NISOURCE INC.	STREET/TRAFFIC LIGHTS- NOV 2021 N	15,318.62	999453
001-0011-35003	130-850-001-0,3333 RIDGE RD A	95211	NISOURCE INC.	MISC TH,VIP 198-801-002-1,000-901	672.14	999454
001-0011-35003	7502010024,8001 KENNEDY-GAS	95248	NISOURCE INC.	MISC (TH,GARAGE)-CT	282.53	999457
001-0011-35005	WATER/HYDRANT	95435	TOWN OF HIGHLAND UTILITIES	#0542303600 TOWN HALL WATER/SEWER	109.18	
001-0011-35005	TOWN GARAGE WATER/HYDRANT	95436	TOWN OF HIGHLAND UTILITIES	#0382013660 TOWN GARAGE WATER/SE	212.46	
001-0011-35007	STORM	95434	TOWN OF HIGHLAND UTILITIES	0901207112- 2819 LINCOLN -STORM-	15.22	
001-0011-35007	STORM/SEWER	95435	TOWN OF HIGHLAND UTILITIES	#0542303600 TOWN HALL WATER/SEWER	162.58	
001-0011-35007	TOWN GARAGE SEWER/STORM	95436	TOWN OF HIGHLAND UTILITIES	#0382013660 TOWN GARAGE WATER/SE	427.20	
001-0011-35007	VIPS WATER/HYDRANT	95437	TOWN OF HIGHLAND UTILITIES	0643112591 VIPS WATER/SEWER	37.78	
001-0011-38005	PROPSAL/AGREEMENT SERVICES	95168	NEW FOCUS HR,LLC	HR CONSULTING SERVICES	150.00	
001-0011-39002	REFUND PERMIT EL21-01968 DUPL	95404	BOENDER ELECTRIC, INC	REFUND PERMIT EL21-01968 DUPLICAT	198.00	
001-0011-39004	SETUP/DIE CHARGE	95438	THE PIN CENTER	TOWN OF HIGHLAND PINS	577.10	
Total For Dept 0011 SERVICES & WORKS					73,590.61	
Dept 0012 TOWN HALL						
001-0012-21004	FEATHER SOFT TOILET TISSUE	95351	AJAX SANITARY SUPPLY CO, IN	SUPPLIES FOR TOWN HALL	130.05	
001-0012-35002	3074860092,8201 INDY BLVD BLD	95210	NISOURCE INC.	MISC.(INDPLS BLVD)	47.76	999454
001-0012-36003	TOWN HALL MATS 11/19/21	95191	CINTAS CORPORATION #319	TOWN HALL MATS ACT 16459440	57.91	
001-0012-36004	NOVEMBER CLEANING SERVICE	95350	GLOBAL MAINTENANCE & CO.	GENERAL CLEANING SERVICE FOR NOVE	1,400.00	
Total For Dept 0012 TOWN HALL					1,635.72	
Total For Fund 001 GENERAL					499,154.41	
Fund 002 MVH						
Dept 0000						
002-0000-45200	MVH TRANSFERS GROSS	95270	PAYROLL ACCOUNT	12/3PRL D/S TRANSFER MVH	16,613.42	46629

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
 EXP CHECK RUN DATES 11/24/2021 - 12/14/2021
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 002 MVH Dept 0000	Flags for Monument	95368	THE COLLINS GROUP	US FLAG AND POW FLAG FOR MONUMENT	69.00	
Dept 0016 MVH ADMIN 002-0016-20003	Flags for Monument	95368	THE COLLINS GROUP	US FLAG AND POW FLAG FOR MONUMENT	69.00	
Dept 0017 MVH RECONSTRUCTION/MAINTENANCE					16,613.42	
002-0017-21001	CHEVRON 15W40 AND HYDRAULIC O	95254	TOWN OF HIGHLAND GASOLINE F	CHEVRON 15W40 AND HYDRAULIC OIL D	825.21	
002-0017-21001	1350.4 GALLONS DIESEL	95258	TOWN OF HIGHLAND GASOLINE F	FUEL BY USAGE - STREET	4,568.78	
002-0017-22004	10/29/2021 INVOICE # 337-390	95354	AUTO-WARES	NOVEMBER 2021 INVOICES FOR THE ST	1,418.17	
002-0017-22004	HOLLOW ORING HEX HEAD PLUG	95356	HOSE CONNECTIONS INC	HOLLOW ORING HEX PLUG/MALE ORING	19.20	
002-0017-22004	IS07421-1 A COUPLER	95357	HOSE CONNECTIONS INC	COUPLER/NIPPLE - STREET DEPT	111.24	
002-0017-22004	ORING	95358	HOSE CONNECTIONS INC	ORING FOR UNIT # 11 - STREET DEPT	1.44	
002-0017-22004	4N-6828 NEW STARTER	95365	NAPA AUTO PARTS	NEW STARTER FOR UNIT # 7 - STREET	261.23	
002-0017-22004	CRANKCASE FILTER	95366	NAPA AUTO PARTS	CRANKCASE FILTER FOR UNIT #23 - S	78.64	
002-0017-22004	CABLE TIE - 11 3/4"x18"	95367	TERMINAL SUPPLY INC	CABLE TIE/LASHING CABLE - STREET	71.49	
002-0017-22004	MISC PARTS	95369	VALPARAISO AUTO/TRAILER SAL	MISC PARTS - STREET DEPT	467.21	
002-0017-23005	11/9/2021 172982 BLACK DIRT	95359	KROOSWYK MATERIALS, INC	BLACK DIRT FOR RESTORTATION - STR	72.00	
002-0017-23003	CROSS TRAFFIC DOES NOT STOP S	95402	HALL SIGNS, INC	CROSS TRAFFIC/ BLACK BORDER ONLY	305.01	
002-0017-23003	20V ATOMIC IMPACT DRILL	95403	HOME DEPOT CORPORATION	IMPACT DRILL/ PRY BAR SET - STREE	173.97	
002-0017-36006	LOCATE STREET LIGHTING	95361	MIDWESTERN ELECTRIC INC	LOCATE STREET LIGHTING 10404 INDI	125.90	
002-0017-36006	REPAIR LIGHT/REMOVE POLE/RESE	95362	MIDWESTERN ELECTRIC INC	REPAIR ROADWAY LIGHTS/REMOVE POLE	670.06	
002-0017-36007	SECURE WIRES AND BASE	95363	MIDWESTERN ELECTRIC INC	EMERGENCY SECURING OF WIRES AND B	790.00	
002-0017-36007	LOCATE TRAFFIC SIGNALS	95360	MIDWESTERN ELECTRIC INC	LOCATE TRAFFIC SIGNALS 9302 KENNE	125.90	
002-0017-36007	OCT TRAFFIC SIGNAL MAINT	95364	MIDWESTERN ELECTRIC INC	TRAFFICE SIGNAL MAINT FOR THE MON	117.50	
002-0017-39009	CONCRETE REPLACEMENT MVH	95355	H3 CONCRETE, INC	CONCRETE REPLACEMENT MVH PER ATTA	394.88	
Fund 018 LAW ENFORCE CON'T ED Dept 0000	Phone Case for CID	95445	AMAZON	PHONE CASE FOR CID	24.99	
018-0000-20003	2022 DESK PADS	95477	PULSE TECHNOLOGY OF INDIANA	2022 DESK PADS	142.80	
018-0000-21401	FEB 26-21 ORDER- INVS0158807	95464	KIESLER'S POLICE SUPPLY INC	BAL DUE FROM YEAR ORDERS/ NW AMMO	2,084.06	
018-0000-23006	SCANNERS FOR NEW CARS	95454	EMP TECHNICAL GROUP LLC	SCANNERS FOR NEW CARS	1,205.00	
018-0000-31004	INSTRUCTOR RECERT	95480	STATE OF INDIANA	INSTRUCTOR RECERT FOF OFFICER	50.00	
018-0000-42014	K9 SUPPLIES/EQUIP	95467	MENARDS CORP - SCHERRERVILLE	K9 SUPPLIES/EQUIP	929.98	
018-0000-42014	K9 EQUIPMENT	95478	RAY ALLEN MANUFACTURING LLC	K9 EQUIPMENT	439.97	
Fund 027 INSURANCE PREMIUM Dept 0000	Insurance Premium Health/Dent	95241	METLIFE GROUP BENEFITS	KM05-958227 DEC 2021 DENTAL PREMI	8,626.53	46626
027-0000-34002	Insurance Premium Health Feb	95268	AIM MEDICAL TRUST	DEC 2021 MEDICAL AND LIFE INSURAN	220,004.01	999458
Fund 028 GASOLINE FUND Dept 0000	Diesel Exhaust Fluid	95253	WARREN OIL COMPANY	DIESEL EXHASUT FLUID	562.72	
028-0000-21001	Diesel Exhaust Fluid	95253	WARREN OIL COMPANY	DIESEL EXHASUT FLUID	562.72	

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
 EXP CHECK RUN DATES 11/24/2021 - 12/14/2021
 BOTH JOURNALIZED AND UNJOURNALIZED

User: CRK
 DB: Highland

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 028 GASOLINE FUND						
Dept 0000	CHEVRON 15W40	95255	WARREN OIL COMPANY	CHEVRON 15W40 AND HYDRAULIC OIL	2,475.59	
028-0000-21001	4000 GALLONS DIESEL	95256	WARREN OIL COMPANY	DIESEL FUEL	12,394.80	
028-0000-21001	4000 GALLONS UNLEADED FUEL	95257	WARREN OIL COMPANY	UNLEADED FUEL	11,084.00	
			Total For Dept 0000		26,517.11	
			Total For Fund 028 GASOLINE FUND		26,517.11	
Fund 030 ICT FUND						
Dept 0000	DEC 2021 POSTAGE METER SERVIC	95431	PITNEY BOWES INC.	DEC 2021 POSTAGE METER SERVICE A	129.29	
030-0000-32001	FIRE DEPT	95389	AT&T MOBILITY	FIRE DEPT 666-4120 ACT 2872990949	86.03	46631
030-0000-32003	PARK INTERNET ACCT 8771400250	95394	COMCAST CABLE	PARK INTERNET ACCT 87714002502083	246.12	46632
030-0000-32003	PUMP STATION 877140025029637	95395	COMCAST CABLE	PUMP STATION 8771400250296375 11	231.27	46632
030-0000-32003	3001 RIDGE MAIN SQUARE 877140	95390	COMCAST CABLE	3001 RIDGE MAIN SQUARE 8771400250	154.69	46633
030-0000-32003	MO INTERNET SVC 8771400250188	95405	COMCAST CABLE	TOWN HALL ACCT 8771400250188267	234.76	46634
030-0000-32003	MONTHLY CELL PHONE 642004646-	95392	VERIZON	PD CELL PHONE USE PD- 642004646-0	2,767.55	46640
030-0000-32003	642004646-00002 BROADBAND-J K	95391	VERIZON	642004646-00002 D/S BROADBAND-J K	330.15	46641
030-0000-32003	SIP TRUNKING CHARGES @ \$.020	95349	CBL CONSULTING, INC	SIP TRUNKING CHARGES 11/21	304.27	
030-0000-33811	BRIVO CLOUD HOSTED MONTHLY SI	95432	PHIL & SON, INC	BRIVO CLOUD HOSTED MONTHLY SITE/A	100.95	
030-0000-34023	HEALTH AND DENTAL INSURANCE	95286	TOWN OF HIGHLAND INS FUND (DEC 2021 HEALTH/LIFE INS PREM ICT	3,145.88	
030-0000-34043	LIFE INSURANCE	95286	TOWN OF HIGHLAND INS FUND (DEC 2021 HEALTH/LIFE INS PREM ICT	12.45	
030-0000-39007	EMAIL ARCHIVING SERVICES 11/1	95348	CBL CONSULTING, INC	EMAIL ARCHIVING SERVICES 10/1/21-1	670.88	
030-0000-45200	ICT TRANSFERS GROSS	95271	PAYROLL ACCOUNT	12/3 PRL D/S TRANSFER ICT	4,303.50	46627
			Total For Dept 0000		12,717.79	
			Total For Fund 030 ICT FUND		12,717.79	
Fund 036 SPECIAL EVENTS						
Dept 0000	HALLOWEEN PARADE DEC	95189	FUN EXPRESS LLC	HALLOWEEN PARADE DEC	1,023.35	46622
036-0000-38608	SANTA PARADE DEC	95190	FUN EXPRESS LLC	SANTA PARADE DEC	415.95	46622
036-0000-38608	SANTA PARADE EXPENSES	95396	ELIZABETH BRESLIN (R)	SANTA PARADE EXPENSES	165.88	46635
036-0000-38608	SANTA PARADE	95401	LINDA CARTER	SANTA PARADE SUPPLIES	116.36	46637
			Total For Dept 0000		1,721.54	
			Total For Fund 036 SPECIAL EVENTS		1,721.54	
Fund 050 POLICE PENSION						
Dept 0000	INV 340511-01 OFFICE SUPPLIE	95440	PULSE TECHNOLOGY OF INDIANA	OFFICE SUPPLIES	187.80	
050-0000-20003	POSTAGE METER	95441	US POSTMASTER	POSTAGE FOR METER	200.00	
050-0000-32001	CONSULTING	95439	CAVANAUGH MACDONALD CONSULT	CONSULTING	3,500.00	
050-0000-38005			Total For Dept 0000		3,887.80	
			Total For Fund 050 POLICE PENSION		3,887.80	
Fund 055 MCCD						
Dept 0000	BAL OF VIN 3543	95448	BOSAK IMPORTS OF CHESTERTON	3 NEW 2021 PD VEHICLES	10,370.00	
055-0000-30002	2021 EXPL- VIN 3274	95448	BOSAK IMPORTS OF CHESTERTON	3 NEW 2021 PD VEHICLES	56,000.00	
055-0000-43002	MICROSOFT EMAIL BOXES FOR 202	95251	DESERT NEWCO, LLC	MICROSOFT EMAIL BOXES FOR 2022	8,905.00	999326
055-0000-43009	REMOTE DESKTOP LICENSES WINDO	95188	AMAZON	REMOTE DESKTOP LICENSES WINDOWS S	1,499.08	
055-0000-43009	MICROSOFT WINDOWS REMOTE DESK	95429	CDW-GOVERNMENT, INC	MICROSOFT WINDOWS REMOTE DESKTOP	699.00	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 055 MCCD Dept 0000 055-0000-43009	KMSATD	95430	KNOWBE4, INC.	SECURITY AWARENESS TRAINING SUBSC	4,442.50	
			Total For Dept 0000		81,915.58	
			Total For Fund 055 MCCD		81,915.58	
Fund 083 GENERAL IMPROVEMENT Dept 0000 083-0000-34003	LIENS ON PROPERTIES FOR 3500	95393	LAKE COUNTY RECORDER	LIENS PLACED ON PROPERTIES FOR TH	325.00	46636
			Total For Dept 0000		325.00	
			Total For Fund 083 GENERAL IMPROVEMENT		325.00	
Fund 085 TRAFFIC VIOLATIONS Dept 0001 TOWN COUNCIL 085-0001-00400	CASH BOND FEES	95244	LAKE COUNTY CLERK	CASH BOND FEE	3,000.00	46625
	CASH BOND FEES	95488	LAKE COUNTY CLERK	CASH BOND FEES	3,000.00	46642
			Total For Dept 0001 TOWN COUNCIL		6,000.00	
			Total For Fund 085 TRAFFIC VIOLATIONS		6,000.00	
Fund 088 MUN CUM STREET FUND Dept 0000 088-0000-44010	ESCROW CONCRETE REPLACEMENT	95352	H3 CONCRETE, INC	CONCRETE REPLACEMENT FOR ESCROW P	3,634.60	
			Total For Dept 0000		3,634.60	
			Total For Fund 088 MUN CUM STREET FUND		3,634.60	
Fund 104 COMMUNITY CROSSING GRANT FUND Dept 0000 104-0000-44081	2021 CCMG	95353	RIETH-RILEY CONSTR CO., INC	2021 CCMG	944,107.84	
			Total For Dept 0000		944,107.84	
			Total For Fund 104 COMMUNITY CROSSING GRANT FUND		944,107.84	
Fund 249 PUBLIC SAFETY INCOME TAX FUND Dept 0000 249-0000-43008	LPR UPGRADES KENNEDY /CORRINE	95457	HERNANDEZ ELECTRIC CONSTRUC	LPR UPGRADES TO KENNEDY & CORRINE	3,002.00	
	LPR UPGRADES 41/MEIJER	95458	HERNANDEZ ELECTRIC CONSTRUC	LPR UPGRADES 41 & MEIJER	3,052.00	
	LPR UPGRADES RIDGE & PRAIRIE	95459	HERNANDEZ ELECTRIC CONSTRUC	LPR UPGRADES RIDGE & PRAIRIE	6,519.00	
	LPR EQUIP KENN & DULUTH	95460	HERNANDEZ ELECTRIC CONSTRUC	LPR EQUIPMENT KENNEDY& DULUTH	1,732.51	
			Total For Dept 0000		14,305.51	
			Total For Fund 249 PUBLIC SAFETY INCOME TAX FUND		14,305.51	
Fund 701 PAYROLL Dept 0000 701-0000-22821	DEF COMP & INS	95287	AFLAC	AFLAC LINDA WADE SELF PAY NOV 202	96.78	25195
			Total For Dept 0000		96.78	
			Total For Fund 701 PAYROLL		96.78	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
				Fund 001 GENERAL	499,154.41	
				Fund 002 MVH	27,280.25	
				Fund 018 LAW ENFORCE CON'T ED	4,876.80	
				Fund 027 INSURANCE PREMIUM	228,630.54	
				Fund 028 GASOLINE FUND	26,517.11	
				Fund 030 ICT FUND	12,717.79	
				Fund 036 SPECIAL EVENTS	1,721.54	
				Fund 050 POLICE PENSION	3,887.80	
				Fund 055 MCCD	81,915.58	
				Fund 083 GENERAL IMPROVEMENT	325.00	
				Fund 085 TRAFFIC VIOLATIONS	6,000.00	
				Fund 088 MUN CUM STREET FUND	3,634.60	
				Fund 104 COMMUNITY CROSSING GRANT	944,107.84	
				Fund 249 PUBLIC SAFETY INCOME TAX	14,305.51	
				Fund 701 PAYROLL	96.78	

Fund Totals:

1,855,171.55

Payroll Docket

\$	290,967.58	\$	290,967.58	Delta	\$	-
Council, Boards and Commissions		\$	8,415.27			
Office of Clerk-Treasurer		\$	15,088.85			
Regular Staff	\$ 15,088.85					
Field Service Rep	\$ -					
Building & Inspection		\$	8,291.38			
Metropolitan Police		\$	115,184.26			
Crossing	\$ 1,136.61					
Full-Time Police	\$ 96,812.77					
Full-Time Non-sworn	\$ 17,234.88					
Public Works Department		\$	68,164.42			
Fire Department		\$	3,863.14			
Component One	\$ 3,863.14					
Component Two	\$ -					
Information Communications Technology Dept		\$	3,538.47			
Police 1925 Pensions		\$	68,421.79			

Payday: 19-Nov-2021

Payroll Docket

\$	303,622.80	\$	303,622.80	Delta	\$	-
Council, Boards and Commissions		\$	8,415.27			
Office of Clerk-Treasurer		\$	16,097.86			
Regular Staff	\$ 16,097.86					
Field Service Rep	\$ -					
Building & Inspection		\$	9,534.08			
Metropolitan Police		\$	123,948.05			
Crossing	\$ 861.87					
Full-Time Police	\$ 103,598.84					
Full-Time Non-sworn	\$ 19,487.34					
Public Works Department		\$	68,659.60			
Fire Department		\$	5,007.68			
Component One	\$ 5,007.68					
Component Two	\$ -					
Information Communications Technology Dept		\$	3,538.47			
Police 1925 Pensions		\$	68,421.79			

Payday: 3-Dec-2021