

Agenda
Fifty-Ninth Regular or Special Meeting
of the Twenty-Ninth Town Council of Highland

Regular Plenary Meeting of Monday, January 24, 2022 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 21-3, allowing such meetings, pursuant to IC 5-14-1.5-3.7 for the duration of the emergency, through to February 1.

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

<https://us06web.zoom.us/j/84921226421?pwd=dVNqdnRmK0JkczlFL28xbUxvUE85Zz09>

Further, some may need to access the electronic meeting by using the preceding link and adding the Meeting ID 849 2122 6421, and the password (code): 818562

Prayer: Mark J. Schocke

Pledge of Allegiance: Mark J. Schocke

Roll Call:

Bernie Zemen



Mark A. Herak

Mark J. Schocke

**A GREAT PLACE
TO CALL HOME**

Thomas (Tom) Black

Roger Sheeman

Minutes of Previous Session: Minutes of the Regular Meeting of 10 January 2022.

Special Orders: Encomium for the 70th Town Council President

1. *Service as Town Executive.* Presentation of Plaque of Appreciation to the 70th Town Council President, Roger Sheeman.
2. **Consideration of Proposed Additional Appropriations:** (non-controlled funds) Proposed Additional Appropriations in Excess of the 2022 Budget for the Unsafe Building Fund, the General Improvement Fund, the Hazardous Materials Response Fund, and the Public Safety Local Income Tax (LIT) Fund.
 - (a) *Attorney verification of Proof of Publication:* The TIMES 13 Jan 2022.
 - (b) **Public Hearing.**
 - (c) Action on **Appropriation Enactment No. 2022-05:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Unsafe Building Fund, the General Improvement Fund, the Hazardous Materials Response Fund, and the Public Safety Local Income Tax (LIT) Fund all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

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

**COMMENTS FROM
THE PUBLIC or
VISITORS**

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

Appointments:

Executive Appointments

1. **Municipal Plan Commission** (1) (vacancy) appointment to be made by Town Council President. (Note: *Unexpired term of the Late Dr. Mark Kendra, term ending 1st Monday January 2024*) No more than two of any party. Current composition is 2 Republicans, 1 Democrat.
2. **Redevelopment Commission Non-voting School Town Advisor.** (1) appointment to be made by the Town Council President. Must be a member of the School Board or a representative of the School town but is appointed by the Town Council President. Term does not expire until 06.30.2022. (See IC 36-7-14-6.1(a)(d)). (Note: *Currently held by Patrick Krull.*)
3. **Redevelopment Commission** (2) appointments to be made by Town Council. (Note: *Currently held by Cyril Huerter and Robyn Radford. Both do not seek reappointment*)
4. **Lake County Convention and Visitors Bureau Board of Directors** (1) appointment to be made by the Town Council President. Must be a involved in hotel or hospitality industry. Term does not expire until 06.30.2022. (See IC 6-9-2-3) (Note: *Currently held by Christine Cash.*)
5. **Economic Development Commission** (1) appointment to be made by the Town Council President. Term does not expire until 01.30.2022. (Note: *Currently held by Matthew Reardon.*)
6. **Tree Board** (2) appointments to be made by the Town Council president BUT nominated by the Town Council. See HMC Section 8.25.030 (B). (Note: *Currently serving Michael Burns, Jr. and a vacancy from Terry Krooswyk*)
7. **Community Events Commission Multi-year positions: (2)** appointments to be made by the Town Council Executive. **Term: 4 years.**
 - One vacancy of term expiring on 1 Jan 2026.
 - One vacant post the term of which expires 1 January 2023

Legislative Appointments

1. **Community Events Commission Multi-year terms positions: (4)** appointments to be made by the Town Council **Term: 4 years.**
 - Two (2) vacancies with terms expiring 01.01.2026
 - Two (2) vacancies with terms expiring 01.01.2025.
2. **Community Events Commission Annual terms positions: (9)** appointments to be made by the Town Council terms ending on 01.01.2023. (Note: *Currently serving Allencia Ballard, Stan Allen, Deborah Trevino, Christine Gonzalez, Linda Carter, Jeffery Pena, Sandra McKnight, Elizabeth Alakel (who does not wish to be reappointed)*)

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3. Traffic Safety Commission: Councilor Black is currently serving a term co-extensive with his term of office. HMC Section 10.45.030 (A)(4) reads in pertinent part: *“The member(s) ... shall be appointed for a term coextensive with the member’s or members’ term of office on the town council, unless the town council at its first regular meeting in any year appoints another to serve as its representative(s).”*

Unfinished
Business &
General Orders:

1. **PROPOSED ORDINANCE No. 1764.1760-A:** An Ordinance To Amend Ordinance No. 1760 To Establish The Wage And Salary Rates Of The Elected Officers, The Non-Elected Officers, And The Employees Of The Town Of Highland, Indiana Particularly Authorizing Modification To The Compensation Associated With Positions In The Police Department and Adjusting One Classification of Longevity.
 2. **PROPOSED ORDINANCE No. 1765.1743-B:** An Ordinance To Further Amend The Ordinance Adopted To Authorize And Approve Certain Additional Payments To Employees Of The Town Of Highland, Indiana To Acknowledge And Express Appreciation For Services During The Period Of The Novel Corona Virus Pandemic And To Affirm Or Incent Vaccination Against The Virus, Granting An Exception For A Worker In The Parks And Recreation Department.
 3. **Resolution No. 2022-03:** A Resolution Determining an Exigency and authorizing an extension for a Temporary Interfund Loan or Transfer Pursuant to IC 36-1-8-4.
 4. **Resolution No. 2022-04:** A Resolution Authorizing Temporary Interfund Loan or Transfer Pursuant to IC 36-1-8-4 of the Indiana Code and Section 3.20.040 of the Highland Municipal Code for the Corporation Bond and Interest Fund, The Park District Bond and Interest Fund, the Sanitary District Bond and Interest Fund, and the Water District Bond and Interest Fund.
 5. **Resolution No. 2022-06:** A Resolution Articulating The *“Sense Of The Town Council”* Regarding The Indiana General Assembly’s Proposed Elimination of Business Personal Property from the Tax Base and Its Undue Impact On The Ability Of Cities And Towns To Provide Public Services through A Variety Of Economic Cycles and Proposing an Alternative that will Achieve its Objects and Purposes. (*Aim has suggested a preparing resolutions like this as part of the AIC, Aim, School Board Association Replace don’t Erase Initiative.*)
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NEW BUSINESS:

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

Councilor Mark Herak	<i>Budget Committee Chairman; Economic Development Commission Liaison; Public Works Agency Liaison; Building and Inspection Department Liaison; Advisory Board of Zoning Appeals Liaison and Board of Sanitary Commissioners, Liaison.</i>
Councilor Mark Schocke	<i>Parks & Recreation Department Liaison; and Community Events Commission Liaison.</i>
Councilor Thomas Black	<i>Board of Waterworks Directors, Liaison and Redevelopment Department Liaison.</i>
Councilor Roger Sheeman	<i>Town Board of Metropolitan Police Commissioners Liaison; Fire Department, Liaison; Chamber of Commerce Liaison; and ICT Department Liaison;</i>
Councilor Bernie Zemen	<i>Town Executive (I.C. 36-1-2-5-(4);I.C. 36-5-2-2;I.C. 36-5-2-7) • Board of Trustees of the Police Pension Fund, Chair (By law); and Tree Board Liaison</i>

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COMMENTS FROM THE PUBLIC or VISITORS	This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council. 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 January 11, 2022 to January 24, 2022 in the amount of \$1,038,180.01 . Payroll Dockets for the payday of December 31, 2021 the amount of \$297,703.86 and the Payday of January 14, 2022 in the amount of \$253,998.42 .
ADJOURNMENT	The Town Council may meet in study session immediately following the Regular Meeting. <i>Posted pursuant to IC 5-14-1.5-4(a)</i>

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**Enrolled Minutes of the Fifty-eighth Regular or Special Meeting
For the Twenty-Ninth Highland Town Council
Regular Plenary Meeting (Electronic)
Monday, January 10, 2022**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, January 10, 2022 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 both an in-person and an *electronic meeting*, pursuant to Governor Holcomb's Executive Order 20-04 and 20-09 allowing such meetings pursuant to IC 5-14-1.5-3.7 for the duration of the COVID-19 public health emergency, extended by Executive Order No. 21-33. Some persons were participating remotely on a Zoom platform that allowed for real time interaction, and supported the public's ability to observe and record the proceedings. People were able to participate in person and remotely. When the agenda item provided for public comment, this was supported as well. Councilor Bernie Zemen, Councilor Mark Herak, Councilor Mark Schocke, Councilor Thomas Black and Councilor Roger Sheeman all participated in person.

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

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

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

Also present: George Georgeff of the Highland Redevelopment Commission was also present.

Guests: Thomas Brown, Brown Insurance Agency (in person); and Theresa Badovich of the Idea Factory were also present (remotely).

Minutes of the Previous Meetings: The minutes of the regular meeting of 27 December 2021 were submitted for consideration. They were approved by general consent.

Special Orders:

1. Election of the **Town Council President** for 2022, pursuant to § 2.05.040 of the Highland Municipal Code.

Councilor Herak nominated Councilor Bernie Zemen for president. There were no further nominations. Councilor Herak moved that Councilor Zemen be elected Town Council President. Councilor Schocke seconded. Upon a roll call vote, there were five affirmatives, and no negatives. **Councilor Bernie Zemen** was elected the 71st Town Council President. Councilor Zemen assumed the chair.

2. Election of the **Town Council Vice President** for 2022, pursuant to § 2.05.040 of the Highland Municipal Code.

Councilor Herak moved to elect Councilor Tom Black as vice president. Councilor Schocke seconded. Upon a roll call vote, there were four affirmatives, no negatives and one abstention. With Councilors Herak, Schocke, Black and Zemen voting in the affirmative and Councilor Sheeman abstaining, the motion passed. Councilor **Tom Black** was elected the Town Council Vice President.

3. **Consideration of Proposed Additional Appropriations:** (controlled funds): Proposed Additional Appropriations in Excess of the 2022 Budget for the Building and Inspection Department of the General Fund in the amount of \$57,152.76

- (a) Attorney verification of Proofs of Publication: The TIMES 30 December 2021. The Town Attorney indicated that the proof of publication complied with the related law.

- (b) **Public Hearing.** There public hearing was called to order.

1. Larry Kondrat, Highland, spoke in favor of the proposed additional appropriation. There were no further comments. The public hearing was closed

- (c) Action on **Appropriation Enactment No. 2022-01:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Building and Inspection Department of the General Fund, and Reducing Appropriations in the Budget of the Police Department of the General Fund, all 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, 2022-01 at the same meeting of its introduction. Councilor Schocke seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of its introduction.

Councilor Herak the passage and adoption of Enactment No, 2022-01 at the same meeting of its introduction. Councilor Schocke seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment was passed and adopted upon the signature of the municipal executive at the same meeting of its introduction.

TOWN OF HIGHLAND
APPROPRIATION ENACTMENT
Enactment No. 2022-01

An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Building and Inspection Department of the General Fund, and Reducing Appropriations in the Budget of the Police Department of the General Fund, all pursuant to I.C. 6-1.1-18, I.C. 36-5-3-5, et seq.

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Building and Inspection Department of the Corporation 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 2022, all pursuant to I.C. 36-5-3-5,

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

Section 1. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Building and Inspection Department of the GENERAL FUND** and for the purposes herein specified, subject to the laws governing the same:

GENERAL FUND

Building and Inspection Department

Increase the following accounts:

001-0006-11110 Ordinance Enforcement Officer	\$	46,789.00
001-0006-11201 FICA & MEDICARE	\$	3,579.36
001-0006-11209 PERF PENSION	\$	5,380.74
001-0006-11210 PERF Annuity	\$	1,403.67
Total for 100 Series:	\$	57,152.76

Total Increase for the Department: \$ 57,152.76

Section 2. 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:

GENERAL FUND

Police Department

Reduce the following accounts:

001-0009-11131 Code Enforcement	\$	46,789.00
001-0009-11201 FICA & MEDICARE	\$	3,579.36
001-0009-11209 PERF PENSION	\$	5,380.74
001-0009-11210 PERF Annuity	\$	1,403.67
Total for 100 Series:	\$	57,152.76

Total Decrease for the Department: \$ 57,152.76

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

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

Introduced and Filed on the 10TH Day of January 2022. Consideration on the same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 10th Day of January 2022, 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/ Bernie Zemen, President (IC 36-5-2-10)

ATTEST:

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

Comments from the Public or Visitors:

There were no comments from the public.

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

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

Permit Type	Number	Residential	Commercial	Est. Cost	Fees
Commercial Buildings:	0	0	0	\$0.00	\$0.00
Commercial Additions or Remodeling:	4	0	4	\$3,865,713.00	\$65,474.50
Signs:	3	0	3	\$25,000.00	\$1,598.50
Single Family:	0	0	0	\$0.00	\$0.00
Duplex/Condo:	0	0	0	\$0.00	\$0.00
Residential Additions:	0	0	0	\$0.00	\$0.00
Residential Remodeling:	49	49	0	\$580,473.00	\$13,338.00
Garages:	0	0	0	\$0.00	\$0.00

Sheds:	1	1	0	\$3,369.00	\$247.50
Decks & Porches:	0	0	0	\$0.00	\$0.00
Fences:	2	2	0	\$22,000.00	\$562.50
Swimming Pools:	0	0	0	\$0.00	\$0.00
DrainTile/ Waterproofing:	1	1	0	\$3,889.00	\$157.50
Miscellaneous	5	3	2	\$60,244.00	\$1,627.50
TOTAL:	65	56	9	\$4,560,688.00	\$83,006.00
Electrical Permits	15	12	3		\$1,814.00
Mechanical Permits	9	8	1		\$1,145.00
Plumbing Permits	11	8	3		\$2,216.75
Water Meters	0	0	0		\$0.00
Water Taps	0	0	0		\$0.00
Sewer/Storm Taps	0	0	0		\$0.00
TOTAL Plumbing:	11	8	3		\$2,216.75

December Code Enforcement:

Investigations: 022
Citations: 001
Warnings: 022

December Inspections:

Building: 25 Electrical: 17 Plumbing: 21 HVAC: 08
Electrical Exams: 2

• Fire Department Report for December 2021

<u>Type of Call</u>	<u>Month</u>	<u>YTD</u>
General Alarms	10	113
Paid Still Alarms	23	311
Still Alarms	3	35
Total Alarms:	36	Calls YTD: 459

• Workplace Safety Report for December 2021

There was one workplace incident to report in December. The following report was filed.

Department	Injuries this Month	Year to Date 2021	Total in 2020	Restricted Days 2021	Lost Workdays This Year (2021)	Restricted Days Last Year (2020)	Lost Workdays Last Year (2020)
Parks	0	02	0	0	0	0	0
Fire	0	1	0	0	0	0	0
Police	1	4	2	0	10	0	0
Street	0	0	1	0	0	0	0
Water & Sewer	0	2	2	32	0	93	81
Maint.	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
TOTALS	1	7	7	32	10	93	81

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

Appointments:

• Statutory Boards and Commissions *Executive Appointments*

1. **Municipal Plan Commission (1) appointment to be made by Town Council President.** (Note: Currently held by James M. Kissee (R)) The Town Council President announced his re-appointment of **James M. Kissee, (R)** 2651 43rd Street, Highland to the Plan Commission.
2. **Advisory Board of Zoning Appeals (1) appointment to be made by Town Council President.** (Note: Currently held by Matthew Thomas) The Town Council President announced his re-appointment of **Matthew Thomas, 8605 Liable Road, Highland** to the Advisory Board of Zoning Appeals.
3. **Redevelopment Commission (3) appointments to be made by Town Council President.** (Note: currently held by George Georgeff, William Leep and Sean Conley.) The Town Council President announced his re-appointments of **George Georgeff, 2251 Oakdale, Highland; Bill Leep, 8407 Cottage Grove Place, Highland; and Sean Conley, 2852 100th Street, Highland** to the Highland Redevelopment Commission.
4. **Redevelopment Commission Non-voting School Town Advisor. (1) appointment to be made by the Town Council President.** Must be a member of the School Board or a representative of the School town but is appointed by the Town Council President. **Term does not expire until 06.30.2022.** (See IC 36-7-14-6.1(a)(d)). (Note: Currently held by Patrick Krull.)

It was noted that the term did not end until June 30. The Clerk-Treasurer volunteered to contact the School Town to ask about its desired appointee for the next two-year term. Pending that information, the Town Council President took no action on this appointment.

5. **Waterworks Board of Directors: (2) appointments to be made by Town Council President.** (Note: Currently serving Curt Schroeder (D), a vacancy. Current composition of the board is two Republicans, two Democrats and once vacancy. No more than three of any one party under state law.

The Town Council President announced his re-appointment of **Curt Schroeder, (D)** 8100 Johnston, Highland, and **Larry Kondrat, (D), 8115 E. 4th Place, Highland** to the Board of Waterworks Directors.

6. **Board of Sanitary Commissioners: (1) appointment to be made by Town Council President.** (Note: Currently serving Laura Corpus (D). Current composition of the board is three Republicans. No more than three of any one party under state law. The Town Council President announced his re-appointment of **Laura Corpus, (D)** 8840 Parkway Drive, Highland to the Board of Sanitary Commissioners.

Legislative Appointments (Town Council)

7. **Municipal Plan Commission (3) appointments to be made by the Town Council.** (Note: Currently held by Bernie Zemen (elected official); Joseph Gryzyski (municipal employee); and G. Douglas Turich; Gryzyski (municipal employee).
(Must either be an elected, or appointed official or an employee of the town)
There is no partisan requirement for these appointments.

It was noted that there was no action necessary if the Town Council did not intend any change.

Councilor Schocke moved to reappoint Councilor Bernie Zemen to the plan commission. Councilor Black seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. **Councilor Zemen** was reappointed to the plan commission. There was no further action. *(This is not a change)*

8. **Park and Recreation Board** (1) appointment to be made by the Town Council. *(Note: Currently held by Omar A. Torres (R). Based upon the statutory requirements for balance, this position must be republican. (Current composition for this board's four citizen positions is two democrats and two republicans)*

Councilor Herak moved to re-appoint **Omar Torres**, (R) 2120 44th Street, Highland, to the Park and Recreation Board. Councilor Schocke seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Mr. Torres was re-appointed.

9. **Town Board of Metropolitan Police Commissioners** (3) appointments to be made by the Town Council. *(Note: Currently held by Larry Moes (R), Michael R. Danko (R) and James Slagle (D), who wishes to no longer serve. Based upon the statutory requirements no more than three may be of the same party. (Current composition for this is three democrats and two republicans)*

Councilor Schocke nominated **John Beebe** to the Town Board of Metropolitan Police Commissioners.

Councilor Herak joined by Councilor Sheeman nominated **Dan Stombaugh** to the Town Board of Metropolitan Police Commissioners.

The Town Council was instructed that as the Clerk-Treasurer called the roll, the Councilor should respond with the name of the nominee for whom the councilor was voting. Upon a roll call vote, Councilor Herak voted Dan Stombaugh; Councilor Schocke voted John Beebe; Councilor Black voted Dan Stombaugh; Councilor Sheeman voted Dan Stombaugh; Councilor Zemen voted Dan Stombaugh. With Dan Stombaugh receiving four votes, and John Beebe receiving one vote, **Dan Stombaugh** (R) 2049 Porte de Leau #203, Highland, was appointed to the Town Council of Metropolitan Police Commissioners.

Councilor Herak moved to re-appoint **Mike Danko** (R) 3501 Maple Place, Highland and **Larry Moes** (R) 2904 Clough Avenue, Highland to the Town Board of Metropolitan Police Commissioners. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Mr. Moes and Mr. Danko were reappointed.

10. **Redevelopment Commission** (2) appointments to be made by Town Council. *(Note: Currently held by Cyril Huerter and Robyn Radford. Both do not seek reappointment)*

The Town Council discussed the composition of the commission and whether some members of the Town Council should be appointed to the commission. Under general consent, it was determined that this appointment would be discussed further at the Town Council study session.

Regional Statutory Boards or Commissions

11. **Northwest Indiana Regional Plan Commission** (1) person who is an elected official serves at pleasure of the Town Council President/Municipal Executive. No action necessary unless change is desired. *(Note: Currently held by Michael W. Griffin.)*

The Town Council President indicated that he did not wish to change the appointment to the Northwest Indiana Regional Plan Commission.

12. **Lake County Convention and Visitors Bureau Board of Directors** (1) appointment to be made by the Town Council President. Must be a involved in hotel or hospitality industry. **Term does not expire until 06.30.2022.** *(See IC 6-9-2-3) (Note: Currently held by Christine Cash.)*

There was no action taken at this time.

13. **Economic Development Commission** (1) appointment to be made by the Town Council President. **Term does not expire until 01.30.2022.** *(Note: Currently held by Matthew Reardon.)*

The Town Council President was advised that Mr. Reardon suggested seeking another candidate for this position. The Town Council would discuss at the Study Session.

14. **Lake County Solid Waste Management District Board of Directors** (1) appointment to be made by the Town Council. Must be a member of the town council. Term is co-extensive with legislative body term unless the council acts otherwise. *(Note: Currently held by Thomas Black.)*

It was noted that there was no desire to make a change to this appointment. So, the Town Council took no added action.

Home Rule Boards or Commissions

15. **Tree Board** (2) appointments to be made by the Town Council president BUT nominated by the Town Council. See HMC Section 8.25.030 (B). *(Note: Currently serving Richard Underkofler; Michael Burns, Jr.)*

Councilor Schocke moved to renominate **Richard Underkofler**. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Richard Underkofler was renominated to the Town Council President for appointment.

The Town Council President accepted the nomination and re-appointed **Richard Underkofler**, 9205 Idlewild Drive, Highland to the Tree Board.

16. **Community Events Commission**

By general consent it was determined the appointments to the Community Events Commission would be discussed at the next Study Session.

Committee Liaison Assignments *(By custom, made by the Town Council President)*

The Town Council President made the following liaison assignments:

Mark A. Herak: Budget Committee Chairman; Economic Development Commission Liaison; Public Works Agency Liaison; Building and Inspection Department Liaison; Advisory Board of Zoning Appeals Liaison and Board of Sanitary Commissioners, Liaison.

Mark J. Schocke: Parks & Recreation Department Liaison; and Community Events Commission Liaison.

Tom Black: Board of Waterworks Directors, Liaison and Redevelopment Department Liaison.

Roger Sheeman: Town Board of Metropolitan Police Commissioners Liaison; Fire Department, Liaison; Chamber of Commerce Liaison; and ICT Department Liaison.

Bernie Zemen: Tree Board Liaison.

Unfinished Business and General Orders:

- 1. Proposed Ordinance No. 1762: An Ordinance to Amend Chapter 12.15 of the Highland Municipal Code, By Amending Solid Waste Service Fees set Forth in Section 12.15.130 of the Municipal Code and particularly Modifying or Amending Certain Other Provisions for Technical Clarity and Correctness.** *(A public hearing was conducted by the Board of Sanitary Commissioners at its meeting of Tuesday, January 4, 2022. Following the hearing, the resolution was passed and adopted by the Board of Sanitary Commissioners by a vote of 4 in favor and 0 opposed. The Secretary of the Board of Sanitary Commissioners directed a copy of this resolution to the office of the clerk treasurer as clerk of the legislative body, with a request that the Town Council of the Town of Highland, take up the matter for consideration and action at its earliest opportunity.)*

Councilor Herak introduced and moved the consideration of Ordinance No. 1762 at the same meeting of its introduction. Councilor Black seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance could be considered at the same meeting of its introduction.

Councilor Herak moved the passage and adoption of Ordinance No. 1762 at the same meeting of its introduction. Councilor Black seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was adopted upon the signature of the municipal executive at the same meeting of its introduction.

ORDINANCE No. 1762
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE TO AMEND CHAPTER 12.15 OF THE HIGHLAND MUNICIPAL CODE, BY AMENDING SOLID WASTE SERVICE FEES SET FORTH IN SECTION 12.15.130 OF THE MUNICIPAL CODE AND PARTICULARLY MODIFYING OR AMENDING CERTAIN OTHER PROVISIONS FOR TECHNICAL CLARITY AND CORRECTNESS.

WHEREAS, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq; and

WHEREAS, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

WHEREAS, The Board of Sanitary Commissioners in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 36-9-25 including repealing and amending them consistent with the Sanitary District Law; and

WHEREAS, IC 36-9-25-11 specifically provides that the Board of Sanitary Commissioners may fix fees for disposal of sewage and other waste discharged into the sewerage system, including -- structures necessary or useful for the collection, treatment, purification, and sanitary disposal of the liquid waste, *solid waste*, sewage, storm drainage, and other drainage of a municipality, and may change fees from time to time in order to produce revenues sufficient to pay operation, maintenance and administrative expenses; and

WHEREAS, IC 36-9-25-9 expressly provides that *the board shall collect and remove garbage, ashes, and other waste materials to prevent the pollution of watercourses within the district and to protect the public health;*

WHEREAS, Pursuant to Section 12.20.360 of the Highland Municipal Code, entitled, *Annual Review*, the Board of Sanitary Commissioners has studied the current rates and charges of the district and has determined that the rates and charges associated with solid waste management services should be modified; and

WHEREAS, The Board has determined that establishing rates to support the costs associated with the *Solid Waste Management Program*, is necessary to provide sufficient revenues for operation, maintenance, and replacements to the program; and

WHEREAS, IC 36-9-25-11(e) provides that a change of fees may be made in the same manner as fees were originally established; however, if a change is made substantially pro-rata for all classes of service, hearing or notice is not required, but approval of the change by ordinance of the municipal legislative body is required;

WHEREAS, The Town of Highland through its Department of Public Sanitation and Sanitary District provides *solid waste management services* that include, weekly curbside solid waste collection, every other week curbside recycling, seasonal leaf collection, optional weekly large appliance disposal and collection, central electronics disposal, and on-demand branch collection;

WHEREAS, The Town of Highland through its Department of Public Sanitation and Sanitary District provides *solid waste management services for which the utilization is measurable and for which costs for administration, management and service provision are realized and the cost basis for these service elements has changed*;

WHEREAS, The Board of Sanitary Commissioners approved a contract with Republic Services of Indiana at its meeting of March 19, 2019 pursuant to the procedures set forth in IC 36-9-30 et seq., and IC 36-9-25 et seq.;

WHEREAS, The Board conducted the proper public hearing on January 4, 2022 at which it determined that the schedule of fees for Solid Waste Management services required modification in order to remain just, equitable and sufficient to support the costs associated with the program, and did pass a resolution to establish use rates for all classes of users for Solid Waste management services; and,

WHEREAS, The Board did transmit the resolution and the suggested ordinance for the adoption of the rates and charges for Solid Waste Management Program, and does request that the Town Council approve the rates and charges and adopt the ordinance presented,

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

Section 1. That the following provisions and associated rates and charges for the disposal of sewage and other waste discharged into the sewerage system, *including solid waste*, subject to IC 36-9-25-11(c) be approved;

Section 2. That Section 12.15.130 under Chapter 12.15 of the Highland Municipal Code be hereby deleted and repealed and be hereby amended by inserting the following replacement Section 12.15.130 under Chapter 12.15, which shall read as follows:

Section 12.15.130 Procedures and fees for disposal of refuse

(A) Permitted Uses. The disposal of compactable refuse by residents of the town shall be permitted in accordance with this section. **The Town of Highland Garage dump site is only intended for a small amount of household waste on an occasional basis.**

(B) Prohibited Uses.

(1) It shall be an offense for commercial dumping or disposal of refuse by commercial vendors or any contractors.

(2) ~~Further, n~~ Non-residents of the town are prohibited under penalty from disposing of refuse at the Highland public works facility.

(3) **No resident is allowed to dump construction materials. If debris is from a contracted job, it must be taken to a landfill for disposal, at the resident's expense. Residents remodeling their homes are considered contractors.**

(C) Permit and Fees.

(1) Any person dumping refuse at the Highland public works facility shall first secure a "dumping permit" from the public works office. The permit shall identify the name, address, and phone number of the permittee; vehicle type and license number; description of the refuse to be disposed; and disposal fee. Dumping refuse without a valid permit is prohibited; said permit shall be presented to the dumpster attendant prior to dumping refuse, and the dumpster attendant shall verify that the permit is proper for the refuse being disposed. **Only single axle trailers shall be allowed to dump. Double axle trailers are prohibited.**

(2) Fees for the disposal of residential refuse by residents of the town of Highland served by the department of public sanitation shall be collected by the public works office according to the following schedule:

(a) Compactor Rate. ~~Construction and demolition debris.~~ **Extra trash (less than four feet in length):**

1. Pickup truck, van, SUV or one-ton dump truck, **single axle trailer (full): \$10.00 \$15.00.**

2. **Pickup truck, van, suv or one-ton dump truck, single axle trailer (1/2 full or less): \$10.00**

23. Minimum fee (car load): \$5.00.

(b) Open Container Rate. Extra trash; ~~construction and demolition debris~~ (over four feet in length):

1. Pickup truck, van, ~~su~~v or one-ton dump truck, ~~single axle trailer~~ : ~~\$20.00~~ \$25.00.
2. Furniture, appliances, mattresses, and the like (each piece): \$5.00.

(c) Tree Branch Disposal. No charge (~~office check-in required~~).

(d) Concrete, ~~up to one cubic yard - \$5.00.~~ \$10.00 minimum charge and \$25.00 per cubic yard.
(Standard full size pickup = 1 cubic yard, 1-ton dump truck and single axle trailer = 2 cubic yards).

(D) Concrete. Disposal of concrete at the Highland public works facility is limited to no more than ~~one~~ **two** cubic yards.

(E) Hours. The Highland public works facility shall be available for the disposal of refuse in accordance with the provisions of this chapter from Monday through Saturday Friday from the hours of ~~8:30~~ 8:00 a.m. through 3:30 p.m. and on Saturday from the hours of 8:00am through 3:30 p.m. from March through December. Dumping shall not be available on Saturday from January through February.

(F) Temporary Fee Waiver by Order of the Board of Sanitary Commissioners President. Whenever an intense weather or other natural event has occurred which has unduly caused or created an unusual and involuntary increase in the volume of trash or debris experienced by residents of the town, the board of sanitary commissioners hereby authorizes that the board of sanitary commissioners president, when in his opinion the public good would require it, may issue a written order, directed to the public works director and the clerk-treasurer, indicating that for the foregoing reasons set forth in this chapter, the fees set forth in the schedule under this section for refuse services at the public works facility are waived for residents, with such waiver to be for a time certain and not to exceed a period of three weeks. Further, such order should be reported to the board of sanitary commissioners for its information in a timely manner.

Section 3. That the fees and charges imposed by the passage and adoption of this ordinance shall become and be effective upon all users whose property is within the district, upon its passage and adoption, pursuant to its terms and effective dates set forth herein;

Section 4. That upon its passage and adoption, the provisions of this ordinance shall be effective immediately, evidenced by the executive's signature in the manner prescribed by IC 36-5-2-10(a), subject to any requirements for publication, which, may be required, pursuant to IC 36-5-2-10.

Sanitary District Rate Statement. The forgoing provisions set forth in Section 2, were captured in resolution form, introduced in the meeting of the Board of Sanitary Commissioners of Tuesday, December 21, 2021, where it was ordered for a public hearing, all pursuant to IC 36-9-25-11. The public hearing was conducted at the meeting of Tuesday, January 4, 2022. Following the hearing, the resolution was passed and adopted by the Board of Sanitary Commissioners by a vote of 4 in favor and 0 opposed. The Secretary of the Board of Sanitary Commissioners forwarded a copy of its resolution to the office of the clerk treasurer as clerk of the legislative body, with a request that the Town Council of the Town of Highland, take up the matter for consideration and action at its earliest opportunity.

Introduced and Filed on 10th day of January 10, 2022. Consideration on same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 10th Day of January 2022 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/ Bernie Zemen, 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)

2. Proposed Ordinance No. 1763: An Ordinance to Make A Technical Updating Amendment To The Current Code of Ordinances for The Town of Highland, Particularly Amending Section 2.10.050, Authoring Control of Certain Office Access Hours of the Office of the Clerk-Treasurer, All Pursuant To IC 36-5-6 et Seq.

Councilor Black introduced and moved the consideration of Ordinance No. 1763 at the same meeting of its introduction. Councilor Schocke seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance could be considered at the same meeting of its introduction.

Councilor Black moved the passage and adoption of Ordinance No. 1763 at the same meeting of its introduction. Councilor Sheeman seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was adopted upon the signature of the municipal executive at the same meeting of its introduction.

ORDINANCE No. 1763
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE TO MAKE A TECHNICAL UPDATING AMENDMENT TO THE CURRENT CODE OF ORDINANCES FOR THE TOWN OF HIGHLAND, PARTICULARLY AMENDING SECTION 2.10.050, AUTHORIZING CONTROL OF CERTAIN OFFICE ACCESS HOURS OF THE OFFICE OF THE CLERK-TREASURER, ALL PURSUANT TO IC 36-5-6 ET SEQ.

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

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

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

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

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

Section 1. That the Highland Municipal Code, be hereby amended by repealing Section 2.10.050 in its entirety, and replacing it with a new provision, to be styled as Section 2.10.050, which shall read as follows:

2.10.050 Office space for the clerk-treasurer.

(A) If office space exists in a building owned or leased by the town, the town council shall provide suitable office space for the clerk-treasurer and staff and records of the clerk-treasurer, all pursuant to IC 36-5-6-5.1;

(B) The clerk-treasurer shall be authorized to close public access to the building leased or owned by the town that hosts the office of the clerk-treasurer and staff in the following circumstances:

1. The last working business day of the fiscal year public access for up to half a day may be closed in order to support the ease of year end tasks;

2. In the event of exigent circumstances caused by insufficient staffing, public access may be curtailed to cover a reasonable lunch period.

(C) In all cases, the clerk-treasurer shall cause reasonable notice to be provided to the public of the closure. The clerk-treasurer shall also inform the town council president.

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

Introduced and Filed on 10th day of January 2022. Consideration on same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 10th Day of January 2022, 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/ Bernie Zemen, 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. **Worked Board Order No. 2022-01: An Order Authorizing and Approving the First Change Order to the Construction Contract with Rieth-Riley Construction Co.,**

Incorporated Related to the 2021 CCMG Street Improvement Project, DES #2100392, all Pursuant to I.C. 36-1-12-18.

Councilor Herak moved the passage and adoption of Works Board Order No. 2022-01. Councilor Schocke seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

THE TOWN OF HIGHLAND
ORDER OF THE WORKS BOARD NO. 2022-01

An Order Authorizing and Approving the First Change Order to the Construction Contract with Rieth-Riley Construction Co., Incorporated related to the 2021 CCMG Street Improvement Project, DES #2100392, all Pursuant to I.C. 36-1-12-18

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has heretofore authorized and approved a public works project for certain street resurfacing and other improvements in the public right-of-way to be funded, in part, by the State of Indiana through its Community Crossings Matching Grant program, with the project commonly known as the 2021 CCMG Street Improvement Project;

Whereas, The Town Council has heretofore awarded a contract to Rieth-Riley Construction Co., Incorporated for the Project on August 16, 2021 in the amount of One Million One Hundred Forty-six Thousand Four Hundred Fifty-seven Dollars and Ninety-five Cents (\$1,146,457.95);

Whereas, During the course of construction of the Project, it has become necessary to adjust the original estimated quantities of materials to actual quantities used on the project;

Whereas, NIES Engineering, Incorporated, a licensed engineer performing construction engineering services on this project has specifically identified and presented a description of such changes as one (1) proposed first addendum to the original construction contract with Rieth-Riley Construction Co., Incorporated, particularly in support of costs associated with several bid items, which has a net effect of decreasing the contract cost by the amount of One Hundred Thousand Two Hundred Sixty-two Dollars and 53/100 Cents (\$100,262.53); and,

Whereas, The Town of Highland, through its Town Council which is also the Board of Works, now desires to accept and issue the order for change as described,

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

Section 1. That Change Order No. 1 for the 2021 CCMG Street Improvement Project, as prepared by NIES Engineering, Incorporated, a licensed professional engineer performing construction engineering services on the Project, is hereby approved and authorized in each and every respect;

Section 2. That this first addendum is hereby ordered to be known as Change Order No. 1, issued to decrease the net cost to the original agreement between the Town of Highland and Rieth-Riley Construction Co., Incorporated, in the amount of One Hundred Thousand Two Hundred Sixty-two Dollars and 53/100 Cents (\$100,262.53), bringing the total value of the entire agreement with any and all change orders approved to date to One Million Forty-six Thousand One Hundred Ninety-five Dollars and 42/100 Cents (\$1,046,195.42);

Section 3. That the total of all change orders issued that increase the scope of this project may not exceed twenty percent (20%) of the amount of the original contract, that amount being One Million Three Hundred Seventy-five Thousand Seven Hundred Forty-nine Dollars and 54/100 Cents (\$1,375,749.54), all pursuant to IC 36-1-12-18(d);

Section 4. That the Proper Officers are hereby authorized to execute the necessary documents with their signatures.

Be it So Ordered

DULY, PASSED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 10th day of January 2022, having passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

/s/ Bernie Zemen, President (IC 36-5-2-10)

Attest:

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

Contract Number Des. No. 2100392

Change Order Number 1

CHANGE ORDER

Owner: Town of Highland, Indiana

Project: 2021 CCMG Street Improvement Project – Des. No. 2100392

Owner's Name: Town of Highland, Indiana

Owner's Address: 3333 Ridge Road, Highland, IN 46322

Contractor: Rieth Riley Construction Co., Inc.

Contractor's Address: 7500 W. 5th Avenue, Gary, IN 46406

DESCRIPTION OF CHANGE:

1. Adjust quantities of original contract items based on actual quantities installed, as tabulated on attached Tables 1 and 2. A decrease to the contract price in the amount of \$85,857.76.
2. Credit the contract for non-conforming HMA surface course on Jewett Avenue and Cottage Grove Place, as the Owner prefers to accept said non-conforming surface mix rather than requiring its removal and replacement with 100% virgin surface mix. Amount of credit determined as follows: difference in material cost of non-virgin HMA versus required virgin HMA (\$10.89/Ton x 596.59 Tons = \$6,496.87), as well as half the cost of milling (\$1.30/SY x 6,083 SY = \$7,907.90). A decrease to the contract price in the amount of \$14,404.77.

REASON FOR CHANGE:

1. Adjustment of contract item quantities is based on field measurements of work actually installed.
2. Rieth-Riley mistakenly placed 596.59 tons of HMA surface containing recycled asphalt pavement (RAP) on October 11, 2021. Since the Contract requires HMA surface to contain 100% virgin binder and no RAP, the HMA surface mix placed is non-conforming. Rather than requiring complete removal of the RAP-containing mix and then resurfacing with 100% virgin surface mix, it was determined to be in the Town's best interest to accept the HMA as placed due to the following: (1) the pavement appears to be in good condition, (2) the pavement is still covered by the standard 1-year warranty, (3) the mix is an INDOT-approved design, (4) adding additional days to the tight schedule could potentially delay some paving work until Spring if cold temperatures were to arrive sooner than anticipated, and (5) the proposed credit amount reasonably offsets the risk of a potentially reduced service life.

Table 1
 Town of Highland Board of Works
 2021 CCMG Street Improvement Project
 Dist. No. 2103302
 Change Order #1 - Change in Original Contract Quantities

Item	Description	Original Contract Amount			Actual Installed		Net Change		
		Quantity	Units	Unit Price Amount	Quantity	Amount	Quantity	Amount	
1	Modification/Re-subsititition	1	LS	\$ 69,800.00	\$ 69,800.00	1	\$ 69,800.00	0.00	\$ -
2	Maintenance of Traffic	1	LS	\$ 37,866.00	\$ 37,866.00	1	\$ 37,866.00	0.00	\$ -
3	Curb and Gutter, Concrete, Remove (including Sawcutting and Excavation)	1,735	LF	\$ 17.00	\$ 29,495.00	1,797	\$ 29,860.50	21.50	\$ 365.50
4	Sidewalk or Driveway, Concrete, Remove (including Sawcutting and Excavation)	1,214	SY	\$ 20.50	\$ 24,887.00	1,139.40	\$ 23,357.70	(74.60)	\$ (1,529.30)
5	Asphalt Milling, 1.5 In. Depth	78,863	SY	\$ 2.60	\$ 205,124.00	78,232	\$ 202,607.20	(631.00)	\$ (1,516.80)
6	Asphalt Pavement Removal, Full Depth	375	SY	\$ 4.60	\$ 1,733.00	771.4	\$ 3,579.68	404.40	\$ 1,846.68
7	Excavation, Unclassified	88	CY3	\$ 51.00	\$ 4,488.00	83.90	\$ 4,278.90	(4.10)	\$ (209.10)
8	Compacted Aggregate Base for Pavement, No. 53 Limestone	163	TC3	\$ 33.00	\$ 5,379.00	136.72	\$ 4,545.78	(26.28)	\$ (833.22)
9	HMA Patching, Intermediate, 9/8 min	62	TC3	\$ 32.00	\$ 1,984.00	209	\$ 6,688.00	147.00	\$ 2,704.00
10	HMA Wedge and Level, 9/8 min	534	TC3	\$ 70.00	\$ 37,380.00	402	\$ 28,140.00	(132.00)	\$ (9,240.00)
11	HMA Overlay, Surface, 9/8 min, 1.5 In.	7,858	TC3	\$ 58.00	\$ 455,764.00	5,980	\$ 346,840.00	(1,878.00)	\$ (78,924.00)
12	Asphalt for Tack Coat (9/10 Gal/SY)	79,263	SY	\$ 0.40	\$ 31,705.20	78,237	\$ 31,294.80	(1,026.00)	\$ (410.40)
13	Sidewalk, Concrete, 4 in. (including Agg. Base and Grass Restoration)	804	SY	\$ 57.50	\$ 46,230.00	479.70	\$ 27,662.25	(324.30)	\$ (18,567.75)
14	Sidewalk or Driveway, Concrete, 5 in. (including Agg. Base and Grass Restoration)	161	SY	\$ 75.00	\$ 12,075.00	148.70	\$ 11,152.50	(12.30)	\$ (922.50)
15	Curb Ramp, Concrete (including Agg. Base and Grass Restoration)	377	SY	\$ 157.00	\$ 59,189.00	250	\$ 39,250.00	(127.00)	\$ (19,939.00)
16	Curb and Gutter, Concrete (including Agg. Base, Pavement Patch and Grass Restoration)	1,735	LF	\$ 51.50	\$ 89,362.50	1,834	\$ 94,549.50	99.00	\$ 5,187.00
17	Topsoil and Mulch and Seeding	214	SY	\$ 10.00	\$ 2,140.00	214	\$ 2,140.00	0.00	\$ -
18	Grading, Furnish and Adjust to Grade	14	EA	\$ 750.00	\$ 10,500.00	6	\$ 4,500.00	(8.00)	\$ (6,000.00)
19	Grading Rear Ring	11	EA	\$ 470.00	\$ 5,170.00	7	\$ 3,290.00	(4.00)	\$ (1,880.00)
20	Walk Box Top Section, Furnish and Adjust to Grade	1	EA	\$ 630.00	\$ 630.00	0	\$ -	(1.00)	\$ (630.00)
21	Walk Box Rear Ring	9	EA	\$ 425.00	\$ 3,825.00	0	\$ -	(9.00)	\$ (3,825.00)
22	Traffic Loop Detector, Repair (including Sawcutting, Curb, Splice and Sealing)	3	EA	\$ 425.00	\$ 1,275.00	3	\$ 1,275.00	0.00	\$ -
23	Line, Thermoplastic, Solid, Yellow, 4 In.	1,762	LF	\$ 0.70	\$ 1,233.40	1,774	\$ 1,241.80	(8.00)	\$ (5.60)
24	Line, Thermoplastic, Solid, White, 4 In.	866	LF	\$ 0.70	\$ 606.20	869	\$ 608.30	(2.00)	\$ (14.00)
25	Transverse Marking, Thermoplastic, Crosswalk, White, 6 In.	2,528	LF	\$ 1.10	\$ 2,780.80	2,728	\$ 2,999.80	198.00	\$ 217.00
26	Transverse Marking, Thermoplastic, Stop Bar, White, 24 In.	649	LF	\$ 0.38	\$ 2,467.18	525	\$ 1,995.75	(124.00)	\$ (471.43)
27	Sign Post, Square, 2, Reinforced Anchor Base	53	LF	\$ 37.50	\$ 1,987.50	53	\$ 1,987.50	0.00	\$ -
28	Sign Sheet, Encapsulated Lense with Legend, 6/80 In. Thickness	40	SY	\$ 17.00	\$ 680.00	40	\$ 680.00	0.00	\$ -
				Original Contract Amount	\$ 1,145,457.95	Net Change in Original Contract Items		\$ (65,857.78)	

4. **Resolution No. 2022-02:** A Resolution Authorizing Temporary Interfund Loan or Transfer Pursuant to IC 36-1-8-4 of the Indiana Code and Section 3.20.040 of the Highland Municipal Code for the Corporation Bond and Interest Fund.

Councilor Herak moved the passage and adoption of Resolution No. 2022-02. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

TOWN of HIGHLAND
RESOLUTION NO. 2022-02

A RESOLUTION AUTHORIZING TEMPORARY INTERFUND LOAN or TRANSFER PURSUANT to IC 36-1-8-4 OF THE INDIANA CODE AND SECTION 3.20.040 OF THE HIGHLAND MUNICIPAL CODE FOR THE CORPORATION BOND AND INTEREST FUND.

Whereas, The Clerk-Treasurer has advised the Town Council that cash balance in the **Corporation Bond and Interest Fund**, is not sufficient to meet its regular expenses prior to the receipt of the semi-annual distribution of ad-valorem revenues so it has become necessary to temporarily borrow money to enhance the debt service funds;

Whereas, The Clerk-Treasurer has further advised that there is sufficient money on deposit to the credit of the **Economic Development Local Income Tax Fund** that can be temporarily transferred, pursuant to IC 36-1-8-4 and HMC Section 3.20.040;

Now, Therefore Be it Resolved by the Town Council of the Town of Highland, Lake County, Indiana as follows:

Section 1. That the amount of \$61,576.00 be borrowed for the **Corporation Bond & Interest Fund** with the amount of \$61,576.00 to be loaned by the **Economic Development Local Income Tax Fund**, as authorized by HMC Section 3.20.040 and IC 36-1-8-4;

Section 2. That said loan in the amount of \$61,576.00 be repaid to the **Economic Development Local Income Tax Fund**, of the Town of Highland upon receipt of sufficient tax or other monies in the **Corporation Bond & Interest Fund** with such loan to be repaid no later than December 31, 2022, subject to IC 36-1-8-4(b);

Duly Adopted by the Town Council of the Town of Highland, Lake County, Indiana, this 10th day of January 2022. Having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

/s/ Bernie Zemen, 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. **Property, Commercial and other non-health insurance lines for the Town of Highland for FY 2022.** *(The Town Council seeks to have plans run January 1 through February 28, 2023)*

- **Crowel Insurance Agency.** Crowel Insurance Agency has proposed a total cost of \$321,930, representing \$306,838 for Public Agency Multi-class Liability; and Cyber Liability Coverage of \$15,102. *(See executive summary included) These numbers might be different.*
- **Brown Insurance Group.** Brown Insurance Group has proposed a total cost of \$316,011, representing \$295,285 for Public Agency Multi-class Liability including Cyber liability coverage of \$20,726. *(See executive summary proposal included)*

Under informal consideration the Town Council and Tom Brown discussed his proposal. During the informal consideration there was a colloquy concerning the possible differences between the proposals. There was a discussion regarding the desirability of having a more formal request for proposals process. The discussion also noted the desirability of having a renewal for these policies to be March 1 rather than January 1.

Councilor Herak moved that the proposal of the *Crowel Insurance Agency* be approved. Councilor Black seconded. After further discussion, Councilor Black withdrew his second to the motion. No other seconded was attained.

Councilor Schocke moved to approve the proposal of Brown Insurance Group. Councilor Sheeman seconded. Upon a roll call vote, there were four affirmatives and one negative. With Councilors Schocke, Black, Sheeman and Zemen voting in the affirmative and Councilor Herak voting in the negative, the motion passed. The proposal from Brown Insurance Group was approved.

It was noted that for all the coverages, Mr. Brown has obtained assurances that the coverage would be bound retroactive from January 1, provided a letter certifying that no covered incident took place from January 1 until now.

Town of Highland

Trident Coverage / Premium Summary

Line of Business	Subject	Limits	Deductible	Proposed Premium
Property	Blanket Bldg. & Contents	\$62,935,275	\$10,000	\$84,581
	Property Off Premises	\$3,711,587	\$10,000	
	Business Inc. / Extra Expense/ Rental Value	\$4,700,000	24 Hours	
	Earthquake	\$10,000,000	\$50,000	
	Flood	\$10,000,000	\$50,000	
Equipment	Blanket Contractors Scheduled Equipment	\$1,200,000	\$2,500	\$11,396
	Blanket Unscheduled Property	\$4,716,447	\$2,500	
	Leased, Rented or Borrowed Equipment	\$100,000	\$2,500	
	Computer Hardware	\$1,113,635	\$10,000	
Crime	Employee Theft	\$100,000	\$1,000	\$901
	Forgery or Alteration	\$100,000	\$1,000	
	Money/Securities - in & out	\$10,000	\$1,000	
	Computer Fraud	\$100,000	\$1,000	
	Funds Transfer Fraud	Included	\$1,000	
General Liability	CGL incl. Abuse, Molestation, EMT & Medic	\$1MM / \$2MM	\$10,000	\$47,147
Professional Liabilities	Public Officials Errors & Omission	\$1MM / \$2MM	\$10,000	\$51,291
	Employment Practices	\$1MM / \$2MM	\$10,000	
	Employee Benefits	\$1MM / \$3MM	\$10,000	
	Law Enforcement	\$1MM / \$2MM	\$10,000	
Commercial Automobile	Auto Liability	\$1MM / \$2MM	\$0	\$74,989
	Auto Physical Damage	111 Vehicles	\$1,000 / \$1,000	
Excess Liability	Following Form over GL, Auto, E&O, EPL, EBL, IEL, Sex Abuse, ER's	\$9MM / \$9MM	\$0	\$24,980
Cyber Liability	Cyber Liability, Expense & Reimbursement	\$1MM / \$1MM	\$25,000	\$20,726
Total Premium:				\$316,011

- Renewal for the Workers Compensation Plan**, effective February 1, 2022 with Indiana Public Employers Plan (IPEP) as presented by Brown Insurance Group. *The proposed premium or "contribution" is estimated to be \$90,299.*

Councilor Sheeman moved to renew Workers Compensation Plan as proposed by the Brown Insurance Group. Councilor Schocke seconded. Upon a roll call vote, there were

five affirmatives and no negatives. The motion passed. The renewal with IPEP was approved.

7. **Authorizing the proper officer to publish legal notice of a public hearing:** Public Hearing to consider additional appropriations in the amount of \$142,727 in the Unsafe Building Fund; in the amount of \$10,000 in the General Improvement Fund; in the amount of \$4,304 in the Hazardous Materials Fund; in the amount of \$110,000 in the Public Safety LIT Fund; and the amount of \$1,720,643.00 in the Redevelopment Capital Fund.

Councilor Herak moved to authorize the proper officer to public legal notice of a public hearing as indicated. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The publication was approved.

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

- **Councilor Mark Herak:** • *Budget and Finance Chair • Liaison to the Advisory Board of Zoning Appeals • Liaison to Building and Inspection; Liaison to Public Works Department; Liaison to Board of Sanitary Commissioners; Economic Development Commission Liaison.*

Councilor Herak thanked Councilor Sheeman for his service as Town Council President.

Councilor Herak congratulated the newly elected Council President and Vice President.

Councilor Herak acknowledged the Public Works Director who offered a survey of matters undertaken by the Public Works Agency. There was a brief discussion regarding finding local match for Community Crossing Grants in 2020.

Councilor Herak acknowledged the Building Commissioner who reported on matters associated with the Advisory Board of Zoning Appeals.

- **Councilor Mark Schocke:** *Park and Recreation Liaison and Community Events Commission liaison.*

Councilor Schocke congratulated the newly elected Town Council President.

Councilor Schocke acknowledged the Parks and Recreation Superintendent who reported on parks and recreation generally. The Parks and Recreation Superintendent noted that the Daddy-Daughter tickets were on sale.

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

Councilor Black wished the new president well. Councilor Black offered condolences to the Kendra family on the recent passing of Dr. Mark Kendra, late of the plan commission.

- **Councilor Roger Sheeman:** • *Chamber of Commerce Liaison • Information Communications Technology Department Liaison • Fire Department, Liaison; Town Board of Metropolitan Police Commissioners, liaison; and Redevelopment Commission Liaison.*

Councilor Sheeman acknowledged the Fire Chief who offered a survey of service and incidents of the Fire Department.

- **Council President Bernie Zemen:** • *Town Executive* • *Chair of the Board of Police Pension Trustees* • *Liaison to the Tree Board.*

Acknowledged the Zoning Administrator, who reported on matters before the Plan Commission.

The Town Council President thanked Councilor Sheeman for his service as Town Council President.

Comments from Visitors or Residents:

1. Carol Parker, Highland, via Zoom platform, noted that there are residents who are part of a condominium associations or renters who do not receive the newsletters for the Town or for the School Town. Ms. Parker expressed the desirability for these to be somehow made available to these residents.

It was noted that these documents are also available on the Town website.

2. Terry Steagall, Highland, via Zoom platform, referenced an electronic mail missive he had sent to the town council regarding the anniversary of the January 6, 2021 attack on the Capital as the U.S. House and the U.S. Senate were counting the reports from electors of the several states. Mr. Steagall urged the Town Council to consider a resolution supporting the John Lewis Freedom to Vote Act.
3. Larry Kondrat, Highland, expressed his opposition to the Town Council passing a resolution supporting the John Lewis Freedom to Vote Act, as suggested by Mr. Steagall.
4. Lydia Schott, Highland, via Zoom platform, congratulated the new Town Council President. Ms. Schott also suggested that the Town Calendar have notices of meetings.

Payment of Accounts Payable Vouchers. There being no further comments from the public, Councilor Schocke moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period December 28, 2021 through January 10, 2022. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and 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, \$223,789.68; Motor Vehicle Highway and Street (MVH) Fund, \$20,760.10; Insurance Agency Fund, \$212,231.87; Information Communications Technology Fund, \$9,124.19; Special Events Non Reverting Fund, \$1,650.00; Police Pension Fund, \$68,529.47; Municipal Cumulative Capital Development Fund, \$7,930.00; Traffic Violations and Law Enforcement Agency Fund, \$500.00; Public Safety Local Income Tax Fund, \$20,070.00; Total: \$564,585.31

Adjournment of Plenary Meeting. There being no further business on the agenda, Councilor Schocke moved to adjourn the meeting. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The regular plenary meeting of the Town Council of Monday, January 10, 2022 at 8:10 O'clock p.m.

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

Approved by the Town Council at its meeting of _____, 2020.

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

Customer Ad Proof

60008515 TOWN OF HIGHLAND, CLERK TREASURER - LEGALS

Order Nbr 85796

Publication	The Times	PO Number	
Contact	TOWN OF HIGHLAND, CLERK TREASURER -	Rate	Legal
Address 1	3333 RIDGE ROAD	Order Price	47.11
Address 2		Amount Paid	0.00
City St Zip	HIGHLAND IN 46322	Amount Due	47.11
Phone	2198381080	Start/End Dates	01/13/2022 - 01/13/2022
Fax	2199725097	Insertions	1
Section	Legals	Size	97
SubSection		Salesperson(s)	Nicole Muscari
Category	198 Legal - Lake County	Taken By	Amanda Koeppe
Ad Key	85796-1		
Keywords	ADDITIONAL APPROP non-ctrl - 1.24.22		
Notes			

Ad Proof

**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 24th day of January, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

UNSAFE BUILDING FUND
Acct. No. 003-0000-310.05 Demolition Costs: \$ 142,727.00
Total Series: \$ 142,727.00
Fund Total: \$ 142,727.00

GENERAL IMPROVEMENT FUND
Acct. No. 083-0000-34003 Record /Releasing Lien \$ 10,000.00
Total Series: \$ 10,000.00
Fund Total: \$ 10,000.00

HAZARDOUS MATERIALS RESPONSE FUND
Acct. 20-0000-21000 Haz Mat Misc. Supplies: \$ 3,304.00
Total Supplies: \$ 3,304.00
Acct. 20-0000-44050 Haz Mat Equipment: \$ 1,000.00
Total Equipment: \$ 1,000.00
Fund Total: \$ 4,304.00

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

Funds to support these additional appropriations in the **Unsafe Building Fund** shall be from interest earnings, miscellaneous revenues, transfers, and fees imposed under IC 36-7-9 and Chapter 15.30 of the Highland Municipal Code and unassigned fund balance on deposit to the credit of the Fund.

Funds to support these additional appropriations in the **General Improvement Fund** shall be from interest earnings, property assessments paid from benefiting property holders and unassigned fund balance on deposit to the credit of the Fund.

Funds to support these additional appropriations in the **Hazardous Materials Fund** shall be from interest earnings, miscellaneous

Customer Ad Proof

60008515 TOWN OF HIGHLAND, CLERK TREASURER - LEGALS

Order Nbr 85796

interest earnings, miscellaneous revenues, revenue from service fees and charges imposed upon responsible parties involved in hazardous materials incidents pursuant to HMC Section 9.75.030, and unassigned fund balance on deposit to the credit of the Fund.

Funds to support these additional appropriations in the **Public Safety LIT Fund** shall be from interest earnings, miscellaneous revenues, a distribution pursuant to IC 6-3.6 et seq., and unobligated fund balance on deposit to the credit of the Fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. Taxpayers 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
President

By: Michael W. Griffin, IAMC/MMC
/CPFA/ACPFIM/CMO
Clerk-Treasurer
1/13 - 85796

HSPAXLP

**Town of Highland
Appropriation Enactment
Enactment No. 2022-05**

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the UNSAFE BUILDING FUND, GENERAL IMPROVEMENT FUND, HAZARDOUS MATERIALS RESPONSE FUND, AND THE MUNICIPAL CUMULATIVE STREET FUND, ALL PURSUANT TO I.C. 6-1.1-18, and I.C. 36-5-3-5.

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Unsafe Building Fund, General Improvement Fund, Hazardous Materials Response Fund, and the Municipal Cumulative Street Fund;**

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levies set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

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

Section 1. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Unsafe Building Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

UNSAFE BUILDING FUND	
Acct. No. 003-0000-310.05 Demolition Costs:	<u>\$ 142,727.00</u>
<i>Total Series:</i>	\$ 142,727.00
Fund Total:	\$ 142,727.00

Section 2. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **General Improvement Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

GENERAL IMPROVEMENT FUND	
Acct. No. 083-0000-34003 Record/Releasing Lien	<u>\$ 10,000.00</u>
<i>Total Series:</i>	\$ 10,000.00
Fund Total:	\$ 10,000.00

Section 3. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Hazardous Materials Response Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

HAZARDOUS MATERIALS RESPONSE FUND

Acct. 20-0000-21000	Haz Mat Misc. Supplies:	<u>\$ 3,304.00</u>
	<i>Total Supplies:</i>	<u>\$ 3,304.00</u>
Acct. 20-0000-44050	Haz Mat Equipment:	<u>\$ 1,000.00</u>
	<i>Total Equipment:</i>	<u>\$ 1,000.00</u>
	Fund Total:	<u>\$ 4,304.00</u>

Section 4. That the Clerk-Treasurer is hereby authorized and instructed to inform the Department of Local Government Finance of this action and that these monies be made available for expenditure pursuant to I.C. 6-1.1-18.

Section 5. 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 24th Day of January 24, 2022. Consideration on the same day or at same meeting of introduction sustained a vote of ____ in favor and ____ opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this ____ Day of January 2022, 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**

Bernie Zemen, 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)**

Board or Commission or Appointed Officer	Form or organization	Composition	Appointment Authority
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Statutory Boards & Commissions

<p>1) Town Board of Metropolitan Police Commissioners <i>"Each commissioner shall take and subscribe an oath before the clerk of the county in which the Town is located"</i></p>	<p>Chairman & Vice Chairman IC 36-8-9-4 adopts consistent patterns of the Safety Brds which has chairman IC 36-8-3-3 Also refer IC36-8-9-6(a)</p>	<p>(5) member body Initial body is 3. No more than 2 of same political party. After initial appt of 3, board may be increased by 2 who may not be the same political party. 3 year term <u>Oath</u> by circuit court clerk. Appointees must be of good moral character and legal residents of the Town. If ordinance amended, Town Council members can be appointed with limits.</p>	<p>Legislative Body Town Council Appointment I.C. 36-8-9-3(a)(b) HMC Chapter 9.10</p>
<p>2) Park & Recreation Board</p>	<p>President and Vice President a secretary may be selected from within or without its membership. IC 36-10-3-8(c)</p>	<p>6 member body one an appointee of school board/ one an appointee of Library Board. 4 citizens no more than 2 of same political party. 4 year term. Term goes to 1st Monday in January. If not made by first Monday in April continues for a full term. Members shall be appointed on the basis of their interest in and knowledge of parks and recreation. (In towns must be a resident) Oath of Office</p>	<p>Legislative Body (changed 2007) Town Council Appoints 4 citizen members I.C. 36-10-3-4(a) HMC Chapter 11.05 Formerly Municipal Executive as appointing authority School Board Appoints (1) member Lake County Library Board Appoints (1) member</p>
<p>3) Plan Commission</p>	<p>President and Vice President IC 36-7-4-303 Commission may appoint and fix the duties of a secretary who is not required to be a member of the commission. IC 36-7-4-304 Citizen members shall be appointed because of the member's knowledge, and experience in community affairs, the members' awareness of the social, economic, agricultural, and industrial problems of the area and the member's interest in the development of and integration of the area.</p>	<p>7 member panel no more than two of the citizen members may be of the same political party. 4 year term Commences First Monday in January Citizens: IC 36-7-4-218(a)(1)(b) Legislative: IC 36-7-4-217. Certified by exec & clerk. A citizen member may not hold other elective or appointive office in municipal, state or county government and must be a resident.</p>	<p>Split Appointment: Municipal Executive appoints 4 Citizen members I.C. 36-7-4-207(b)(2) HMC Chapter 14.05) Legislative Body appoints 3 persons who shall be elected or appointed officials or employees in municipal government I.C.36-7-4-207(b)(1) HMC Chapter 14.05</p>
<p>4) Advisory Board of Zoning Appeals</p>	<p>Chairman and Vice-Chairman IC 36-7-4-912 May Appoint a secretary and such employees as are necessary for the discharge of its duties. IC 36-7-4-913</p>	<p>5 member panel 4 year term First Monday in January IC 36-7-4-906(b) None of the members of a BZA may hold other elective or appointive office in municipal, county or state government, except as permitted by I.C. 36-7-14-902. Member must be a resident</p>	<p>Triune Appointment: Municipal Executive appoints 3 citizen members - 1 must be a plan commission member; 2 must not be members. I.C. 36-7-4-902(a)(1) Municipal Fiscal Body</p>

Board or Commission or Appointed Officer	Form or organization	Composition	Appointment Authority
			<p>appoints 1 citizen member who must not be a plan commission member. I.C. 36-7-4-902(a)(2)</p> <ul style="list-style-type: none"> • Plan Commission appoints 1 member who must be a plan commission member other than the one appointed under subdivision 1 above I.C. 36-7-4-902(a)(3).
5) Board of Sanitary Commissioners	President and Vice President IC 36-9-25-6	5 member panel No more than three of same political party 4 year term oath of office.	Municipal Executive appointment I.C. 36-9-25-3(b)(1).
6) Redevelopment Commission	IC 36-7-14 President, Vice - President and Secretary	5 member panel one year term from January 1 must be 18 years old & reside in unit. Oath of office.	<p>Split appointment:</p> <ul style="list-style-type: none"> • Municipal Executive appoints 3 members I.C. 36-7-14-6.1 HMC Chapter 14.10 <p>Legislative Body appoints 2 members I.C. 36-7-14-6.1 Ord. No.946 H.M.C.Chapter 14.10</p>
7) Water Works Board of Directors		5 member panel members called Directors w/ oath of office. No more than three of same party. By act of ordinance serve for three year terms. (See HMC 190) Oath of office.	Municipal Executive I.C. 8-1.5-4-2(a)(b). H.M.C.Chapter 12.05
Regional Appointments			
1)Northwest Indiana Regional Planning Commission	Appointee must be a resident of Highland, an <i>elected official</i> and knowledgeable in matters of physical, social, or economic development in the region.	Multi-Member panel One (1) appointment 51 Members called Commissioner :Highland allowed one (1) appointment Term: Serves until recalled	Municipal Executive certified to the MPO IC 36-7-7-4(c)(1)
2)Lake County Convention &Visitor Bureau	No appointee may hold an elective or appointed political office while serving on the bureau. Appointing Authority shall give consideration to appointees knowledgeable about or employed as executives or managers in at least one of the following in the county: Hotel, Motel, Restaurant, Travel, Transportation, Convention, Trade Show; riverboat,banking,real estate, & construction. If not made before July 16	13 Member panel Three (3) year term beginning July 1: Highland allowed one (1) appointment The Executives of the eight (8) largest municipalities shall appoint one member to the bureau. IC 6-9-2-3. Oath & Certificate	Municipal Executive IC 6-9-2-3(c) Note: If a vacancy is not filled within 30 days of vacancy or an appointment is not made by July 16 then the Lt. Governor's appointee shall appoint a qualified person.(IC 6-9-2-3(i).

**Appointment Authority
Highland Town Government**

Board or Commission or Appointed Officer	Form or organization	Composition	Appointment Authority
	or 30 days vacancy.(amended 2007)		
3) Lake County Solid Waste Management District		Multi-member Panel 22-23 persons: Highland allowed one (1) member to be selected from membership of fiscal body.Term is co-extensive with member's elective term. Serves at pleasure of appointing authority.	Fiscal Body(Legislative Body) IC13-9.5-2-5(d)(4).
4) Lake County Public Safety Communications Commission	Appointee must be one of the following: Fire Chief, Police Chief, EMA Director or a Town Council Member. A proxy vote can be granted to a deputy of the public safety representative	Multi-member Panel 19 members. Highland allowed one (1) member Term four years.	Municipal Executive (Town Council President) See Section 31.302(A)(1)(b) of the Lake County Code of Ordinances
Home Rule Boards & Commissions			
Traffic Safety Commission		No less than six members. (1) member from Town Council;2 from the Police Department;1 from the Fire Department;1 from Department of Public Works;1 Police Commissioner; Police Chief is <i>ex officio</i> Chairman(HMC §11-203(c))	Legislative Appointment. HMC Chapter 10.45
Community Events Commission	Chair & Vice Chair	consist of 7 voting members; term of 3 years. Also 9 who are annual and appointed as legislative appt.	Three (3) appointed by Municipal Executive; four (4) appointed by legislative body. Three year terms. 9 for one year terms appointed by legislative body. HMC Chapter 11.15.
TREE BOARD	Chairperson	Consists of 7 voting members, staggered terms	Seven (7) appointed by the municipal executive upon nomination by the Town Council. Municipal executive chooses the chair from the membership of the board. HMC Chapter 8.25.
Main Street Bureau Board of Directors Department of Redevelopment	Chairperson	Consists of not less than 7 and not more than 21 members	The municipal executive shall appoint three (3) special constituency members (Town Council, Economic Development and Highland chamber, who serve until a successor is appointed. Municipal legislative body chooses up to 17 members, who serve for 2 year terms. HMC Chapter 14.15.

Legislative Appointment means the appointment comes from the Town Council.

Fiscal Body Appointment means the appointment comes from the Town Council.

Municipal Executive Appointment means the appointment comes from the Town Council President.

Appointment Authority
Highland Town Government

Board or Commission or Appointed Officer	Form or organization	Composition	Appointment Authority
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Also note:

IC 36-1-8-10 " Board" defined; political affiliation of board appointees

Sec. 10. (a) As used in this section, "board" means an administration, an agency, an authority, a board, a bureau, a commission, a committee, a council, a department, a division, an institution, an office, a service, or another similarly designated body of a political subdivision.

(b) Whenever a law or political subdivision's resolution requires that an appointment to a board be conditioned upon the political affiliation of the appointee, or that the membership of a board not exceed a stated number of members from the same political party, at the time of an appointment, one (1) of the following must apply to the appointee:

- (1) The most recent primary election in Indiana in which the appointee voted was a primary election held by the party with which the appointee claims affiliation.
- (2) If the appointee has never voted in a primary election in Indiana, the appointee is certified as a member of that party by the party's county chair for the county in which the appointee resides.

(c) If a certification by a county chair of a political party is required under subsection (b), the certification must be filed with the office of the circuit court clerk not later than the time the appointee's oath of office is filed with the clerk under [IC 5-4-1](#). If the county chair's certification is not filed with the circuit court clerk's office as required by this subsection, the appointment is void.

(d) Notwithstanding any other law, if the term of an appointed member of a board expires and the appointing authority does not make an appointment to fill the vacancy, both of the following apply:

- (1) The member may continue to serve on the board for *only ninety (90) days* after the expiration date of the member's term.
- (2) The county chair of the political party of the member whose term has expired shall make the appointment.

Special Law for appointments to the Board of Sanitary Commissioners:

IC 36-9-25-3 Establishment of department; composition of board of commissioners; oaths, surety bonds, and compensation of commissioners.

IC 36-9-25-3 (f)

Notwithstanding IC 36-1-8-10, whenever this section requires that the membership of the board of sanitary commissioners not exceed a stated number of members from the same political party, at the time of appointment the appointee must:

- (1) have voted in the two (2) most recent primary elections held by the party with which the appointee claims affiliation; or
- (2) if the appointee did not vote in the two (2) most recent primary elections or only voted in one (1) of those elections, be certified as a member of the party with which the appointee claims affiliation by that party's county chairman for the county in which the appointee resides.

(Print optimized 85%)

ORDINANCE No. 1764.1760-A
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE to AMEND ORDINANCE No. 1760 to ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA PARTICULARLY AUTHORIZING MODIFICATION to the COMPENSATION ASSOCIATED With POSITIONS In THE POLICE DEPARTMENT and ADJUSTING ONE CLASSIFICATION of LONGEVITY

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;

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

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

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

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2022 and thereafter as amended;

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, has been advised that it is desirable to further modify the position of Lead Support Services Training Coordinator and fix rate for the position based upon the needs of the Police Department as well as to acknowledge a change made by an amendment to the wage and salary ordinance with Ordinance No. 1738.1726-C, adopted June 28, 2021;

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, has been further advised that it is desirable to further modify the starting longevity pay in order to align the hourly with the salaried value; and,

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to further modify the position of Lead Support Services Training Coordinator and fix the rate for the position based upon the needs of the Police Department as well as to acknowledge a change made by an amendment to the wage and salary ordinance with Ordinance No. 1738.1726-C, adopted June 28, 2021, as well as to further modify the starting longevity pay in order to align the hourly with the salaried value,

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, modified and fixed, pursuant to the provisions indicated herein and as follows:

Section 1. That subdivision (F) in Section 10 of Ordinance No. 1760 be amended by repealing it in its entirety and replacing with a successor subdivision, to be styled as Section 10 subdivision (F) which shall read as follows:

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

(F) Other Associate Staff and Public Safety Employees

		Starting Rate	Incumbent Rate
(1) Support Services Administrator	(1)	\$ 2,090.77	\$ 2,137.82
(2) Systems Administrator/ IT & Training Officer (part-time)		\$23.39 hr.	\$32.31 hr*.
		Starting Rate	Incumbent Rate
(3) Secretary	(1)	\$ 19.99	\$ 23.15 per hr.
(4) Lead Support Services Clerk	(1)	\$ 17.75	\$ 19.33 per hr.
(5) Lead Support Services Training Coordinator	(1)	\$ 17.23 \$17.75	\$ 18.77 \$19.33
(6) Support Services Clerk	(2)	\$ 16.59	\$ 18.14
Support Services Clerk (part-time)		\$ 16.59 - \$ 18.14 hr.	
Animal Warden (part-time)		\$ 12.48 hr. - \$16.07 hr.	
Crossing Guard (part-time)		\$ 10.35 hr. - \$ 11.52 hr.	
Sub Crossing Guard (part-time)		\$ 10.35 hr. - \$ 11.52 hr.	
Secretary (part-time)		\$ 19.99 hr. - \$ 23.15 hr.	
Metropolitan Police Chaplain (4)		no pay	
Matron or Clerk Duty (call-out) hourly rate - 2 hour minimum		hourly rate	
Off-Duty Court Time (2 hour minimum)		hourly rate	

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

Section 2. That notwithstanding the provisions set forth in Section 2 subdivisions (A) and (D) of the Wage and Salary Ordinance as amended, the current worker whose promotion was approved by the Town Board of Metropolitan Police Commissioners at its meeting of January 13, 2022, shall be hereby authorized to begin the assignment to Lead Support Services Training Coordinator at the *incumbent rate* approved in this amendment;

Section 3. That Section 4.04 of the Compensation and Benefits Ordinance

commonly called the Employees Handbook be hereby further amended to modify the employee longevity schedule for workers who completed one year to read as follows:

§ 4.04 Longevity Pay

Years of Service Completed	NEW RATES	
	HOURLY	BI-WEEKLY
1	\$ 0.09	\$ 7.20

Section 4. That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

Section 5. 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;

Section 6. (A) That this ordinance shall become effective and shall remain in full force and effect from and after the date of its passage and adoption, subject to any express provisions of this ordinance, in all other instances not sooner than January 9, 2022, and except to any express effective dates herein described to the contrary and until its repeal or amendment by subsequent enactment;

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

Introduced and Filed on 24th day of January 2022. 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 January 2022, 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**

Bernie Zemen, 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; IC 36-5-6-5; IC 36-5-2-10.2)

ORDINANCE No. 1765.1743-B
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE to FURTHER AMEND THE ORDINANCE ADOPTED TO AUTHORIZE AND APPROVE CERTAIN ADDITIONAL PAYMENTS TO EMPLOYEES of the TOWN of HIGHLAND, INDIANA TO ACKNOWLEDGE AND EXPRESS APPRECIATION for SERVICES DURING THE PERIOD of the NOVEL CORONA VIRUS PANDEMIC and TO AFFIRM OR INCENT VACCINATION AGAINST THE VIRUS, GRANTING AN EXCEPTION FOR A WORKER IN THE PARKS and RECREATION DEPARTMENT.

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;

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, The people of the United States of America, the State of Indiana and the Town of Highland, are enduring a public health emergency, that first began in March 2020, related to the risk of airborne infection from the Novel Corona Virus 19 and its continuing mutations including most recently the Delta Variant;

WHEREAS, The risk to the public health has been combated by sheltering in place, closures of businesses, undertaking personal protective measures including the wearing of face masks, the emergency approval and dissemination of vaccines, and the continuing delivery of critical governmental services by the several workers of the municipal government of Highland;

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, did pass Ordinance No. 1743 to fix the compensation of the employees of the Town providing a *one-time appreciation stipend*, in appreciation for and in recognition of the commendable service of the municipal workforce during the Novel Corona Virus 19 pandemic, maintaining governmental services without interruption;

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, has been reliably advised that certain refinements and modifications are now desirable in order to further perfect the program for stipends set forth in Ordinance No. 1743; and,

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to adopt a particular refinement and modification to its program set forth in Ordinance No. 1743, as amended by 1748.1743-A, to still further fix the compensation of the employees of the Town providing a *one-time appreciation stipend*, in appreciation for and in recognition of the commendable service of the municipal workforce during the Novel Corona Virus 19 pandemic, maintaining governmental services without interruption,

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 further established and fixed, pursuant to the provisions indicated herein and as follows:

Section 1. That the second section styled as 2 of Ordinance No. 1748.1743-A is hereby repealed in its entirety and amended by adding the following section to be styled as Section 2.1, which shall read as follows:

Section 2.1 (A) That, to further affirm and encourage the health and welfare of the public workforce, all full-time employees, eligible employees as defined by Section 6.03.06(A)(3) of the compensation and benefits ordinance, certain additional identified workers from the departments described in *exhibits* to this ordinance, and paid on call firefighters of the Town of Highland, shall be paid a vaccination stipend in the amount of one thousand dollars (\$1,000);

(B) That the vaccination stipend shall not be paid without proof of vaccination to be filed with the worker's department head;

(C) That the proof of vaccination must evidence that the vaccinated worker has received the full course of the vaccine as stipulated by the vaccine manufacturer, meaning the two (2) inoculations for the Pfizer and Moderna vaccines and one (1) for the Johnson and Johnson vaccine and such eligibility will not require any booster;

(D) That all full-time employees, eligible employees as defined by Section 6.03.06(A)(3) of the compensation and benefits ordinance, certain additional identified workers from the departments described in *exhibits* to this ordinance, and paid on call firefighters of the Town of Highland, will have the period beginning from the passage and adoption of this ordinance and until December 31, 2021 to apply for the covid vaccine stipend;

(E) That notwithstanding subdivision (D), for the worker *Robert Kirk*, who was listed on roster of eligible workers provided by the parks and recreation superintendent, who received his first of two doses of a COVID vaccine, on December 22, 2021, the deadline to apply for the vaccine stipend is **March 1, 2022**;

Section 2. That the adoption of this ordinance and amendment shall in no way be construed as a precedent for the subject department or any other department of the municipality, nor shall it be construed as creating an entitlement for any other workers in any other department, but rather the provisions in this enactment are specific, unique and particularly conferred for the worker named and that worker's unique circumstances;

Section 3. That the payment authorized by this amendment to the ordinance shall be subject to an additional appropriation of *unreserved, undesignated* fund balance on deposit to the credit of the Corporation General Fund, or from the Parks and Recreation Special Operating Fund and be paid from this approved appropriation provided it is approved and authorized by the Town Council, or from an existing appropriation that can be identified for this purpose;

Section 4. That this ordinance is intended to be complementary and a companion to and in support of the existing ordinances governing wages, salaries and compensation and shall not be construed as abridging those provisions;

Section 5. (A) That this ordinance, shall become effective and shall remain in full force and effect after the date of its passage and adoption, upon the signature of the municipal executive as attested thereto by the clerk-treasurer;

(B) That the clerk-treasurer's authority to implement the provisions of this ordinance pursuant to the provisions expressly set forth in IC 36-5-6-6 (a) (3) & (4) is hereby acknowledged.

Introduced and Filed on the 24th day of January 2022. 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 27th Day of September 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**

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
RESOLUTION NO. 2022-03**

A RESOLUTION DETERMINING AN EXIGENCY AND AUTHORIZING AN EXTENSION FOR A TEMPORARY INTERFUND LOAN or TRANSFER PURSUANT to IC 36-1-8-4.

Whereas, The Clerk-Treasurer previously advised the Town Council that the cash balance in the **Waterworks District Bond & Interest Fund**, was not sufficient to meet regular operating expenses of the funds prior to the receipt of the semi-annual distribution of ad-valorem revenues so it was necessary to temporarily borrow money to enhance the fund for which the Town Council adopted **Resolution No. 2021-03** on January 25, 2021;

Whereas, The Clerk-Treasurer has advised that after a reviewing of revenue forecasts for all funds, there will be insufficient funds on deposit to the credit of the **Waterworks District Bond & Interest Fund** by December 31, 2021 to repay the temporary loan made from the **Corporation General Fund**, under the authority of HMC Section 3.20.040 and IC 36-1-8-4;

Whereas, The Clerk-Treasurer has still further advised that there is an exigent circumstance for this fund in consequence of the undue impact of the circuit breaker on the debt service funds of the special taxing districts so as to require an extension of the loan repayment from December 31, 2021 to not later than June 30, 2022, pursuant to the provisions of IC 36-1-8-4(b);

Whereas, The Clerk-Treasurer has further advised that it shall be necessary to declare an exigency and extend these loan repayments from December 31, 2021 to not later than June 30, 2022, pursuant to the provisions of IC 36-1-8-4(b); and

Whereas, The Town Council desires to act according to the advice of the Clerk-Treasurer and declare an exigency and extend this loan repayment from December 31, 2021 to not later than June 30, 2022, pursuant to the provisions of IC 36-1-8-4(b),

Now, Therefore Be it Resolved by the Town Council of the Town of Highland, Lake County, Indiana as follows:

Section 1. That owing to the review of revenue forecasts for all funds, the Town Council finds and determines that circumstances exist related to the temporary loan in the **Waterworks District Bond & Interest Fund** such that an exigency is declared, according to terms of IC 36-1-8-4(b)(1) and IC 36-1-2-4.5;

Section 2. That the amount of **\$71,567.00** already borrowed for the **Waterworks District Bond & Interest Fund** with the amount of **\$71,567.00** loaned by the General Fund, is re-authorized and extended;

Section 3. That said loan repayment be extended for up to six months from the end of FY 2021 and that repayment be made to the **General Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the borrowing funds herein named, with such loan likely to repaid by January 31, 2022 but **no later than** June 30, 22, subject to IC 36-1-8-4(b);

Section 4. That actions related to the making and extension of a temporary interfund loan for this fund, pursuant to IC 36-1-8-4(b), be further affirmed, ratified and authorized, pursuant to IC 36-1-4-16;

Section 5. That the proper officer be further instructed to Immediately forward an original executed version of this resolution to the **State Board of Accounts** and the **Department of Local Government Finance**, and make such changes to the affected budget documents already filed for FY 2021,if necessary, all pursuant to IC 36-1-8-4(b)(2);

Duly Adopted by the Town Council of the Town of Highland, Lake County, Indiana, this 24th day of January 2022. Having been passed by a vote of _____ in favor and _____ opposed.

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

Bernie Zemen, 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
RESOLUTION NO. 2022-04**

A RESOLUTION AUTHORIZING TEMPORARY INTERFUND LOAN or TRANSFER PURSUANT to IC 36-1-8-4 OF THE INDIANA CODE AND SECTION 3.20.040 OF THE HIGHLAND MUNICIPAL CODE FOR, THE CORPORATION BOND AND INTEREST FUND, THE PARK DISTRICT BOND AND INTEREST FUND, THE SANITARY DISTRICT BOND AND INTEREST FUND, AND THE WATER DISTRICT BOND AND INTEREST FUND.

Whereas, The Clerk-Treasurer has advised the Town Council that cash balances in the **Corporation Bond and Interest Fund, Park District Bond and Interest Fund, Sanitary District Bond & Interest Fund,** and the **Waterworks District Bond and Interest Fund** are not sufficient to meet their regular expenses prior to the receipt of the semi-annual distribution of ad-valorem revenues so it has become necessary to temporarily borrow money to enhance the debt service funds;

Whereas, The Clerk-Treasurer has further advised that there is sufficient money on deposit to the credit of the **Municipal Cumulative Capital Development Fund** and the **Economic Development Local Income Tax Fund** that can be temporarily transferred, pursuant to IC 36-1-8-4 and HMC Section 3,20.040;

Now, Therefore Be it Resolved by the Town Council of the Town of Highland, Lake County, Indiana as follows:

Section 1. That the amount of **\$547,511.00** be borrowed for the **Sanitary District Bond and Interest Exempt Fund** with the amount of **\$547,511.00** to be loaned by the **Municipal Cumulative Capital Development Fund,** as authorized by HMC Section 3.20.040 and IC 36-1-8-4;

Section 2. That said loan in the amount **\$547,511.00** be repaid to the **Municipal Cumulative Capital Development Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the **Fund** with such loan to be repaid no later than December 31, 2022, subject to IC 36-1-8-4(b).

Section 3. That the amount of **\$261,007.00** be borrowed for the **Park District Bond & Interest Fund** with the amount of **\$261,007.00** to be loaned by the **Economic Development Local Income Tax Fund;**

Section 4. That said loan in the amount of **\$261,007.00** be repaid to the **Economic Development Local Income Tax Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the **Park District Bond & Interest Fund** with such loan to be repaid no later than December 31, 2022, subject to IC 36-1-8-4(b).

Section 5. That the amount of **\$120,600.00** be borrowed for **the Waterworks District Bond & Interest Fund** with the amount of **\$120,600.00** to be loaned by the **Economic Development Local Income Tax Fund**;

Section 6. That said loan in the amount of **\$120,600.00** be repaid to the **Economic Development Local Income Tax Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the **Waterworks District Bond & Interest Fund** with such loan to be repaid no later than December 31, 2022, subject to IC 36-1-8-4(b);

Section 7. That the amount of **\$135,118.00** be borrowed for **the Corporation Bond & Interest Fund** with the amount of **\$135,118.00** to be loaned by the **Economic Development Local Income Tax Fund**;

Section 8. That said loan in the amount of **\$135,118.00** be repaid to the **Economic Development Local Income Tax Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the **Corporation Bond & Interest Fund** with such loan to be repaid no later than December 31, 2022, subject to IC 36-1-8-4(b);

Section 9. That for the temporary loans made by the Town of Highland to the Sanitary District Bond and Interest Fund, and to the Waterworks District Bond and Interest Fund, for the purposes of HMC Section 3.20.040(B)(1), this resolution shall serve as evidence of the obligation and that under Section 3.20.040(B)(4) no interest will attain.

Duly Adopted by the Town Council of the Town of Highland, Lake County, Indiana, this 24th day of January 2022. Having been passed by a vote of _____ in favor and _____ opposed.

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

Bernie Zemen, 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)

**SENSE of the TOWN COUNCIL RESOLUTION
RESOLUTION NO. 2022-06**

A RESOLUTION ARTICULATING THE “SENSE OF THE TOWN COUNCIL” REGARDING THE INDIANA GENERAL ASSEMBLY’S PROPOSED ELIMINATION of BUSINESS PERSONAL PROPERTY FROM THE TAX BASE AND ITS UNDUE IMPACT ON THE ABILITY OF CITIES AND TOWNS TO PROVIDE PUBLIC SERVICES THROUGH A VARIETY OF ECONOMIC CYCLES and PROPOSING AN ALTERNATIVE THAT WILL STILL ACHIEVE ITS OBJECTS and PURPOSES

WHEREAS, The Town of Highland was incorporated to provide certain public services to the residents of this community, all of whom are also residents of this state, and Nation, for whom their elected public servants commit their judgment and industry to promote the general welfare and common public good;

WHEREAS, The Highland Town Council, as the fiscal and legislative body of the Town of Highland, from time to time, encounters issues of public import and moment which warrant an expression from the elected representatives as part of the public discourse on the matter;

WHEREAS, Article 1, Section 31 of the Indiana Constitution provides that no law shall restrain any of the inhabitants of the State from assembling together in a peaceable manner, to consult for their common good, nor from instructing their representatives, nor from applying to the General Assembly for redress of grievances;

WHEREAS, The First Amendment of the United States Constitution provides that Congress shall make no law abridging freedom of speech, or the right of the people to peaceably assemble, and to petition the government for redress of grievances;

WHEREAS, The Indiana legislature proposed changes to the depreciation floor and other aspects of Indiana’s business personal property tax as a priority in their 2022 legislative agenda;

WHEREAS, The Town of Highland, through its Town Council, embraces a public finance system that is fair, sufficiently provides for the provision of public services at the highest possible quality, while at the lowest possible cost, and does not unduly interfere with the cultivation of business investment especially small business;

WHEREAS, The Indiana General Assembly, in 2019, changed the business personal property tax exemption from \$20,000 to \$40,000, being effective in 2020;

WHEREAS, The Indiana General Assembly is now considering SB 336, which if passed in its current iteration, would further change the business personal property tax exemption from \$40,000 to \$80,000, resulting in a further shift in property taxation from the business tax base to the residential tax base, that according to the General Assembly’s own fiscal impact statements, would result

in a \$3.9 million higher incidence on homesteads and other residential properties, in Calendar Year 2023;

WHEREAS, The Indiana General Assembly's fiscal impact statement further estimates that in Lake County, there would be an overall net revenue loss owing to the rate increase in consequence of the tax shift of \$510 million dollars;

WHEREAS, The Highland Town Council, while supportive of measures that ameliorate the barriers to investment for small businesses, strongly resists any measures that would further erode fiscal stability for local governments by eliminating any portion of the personal property tax base without a corresponding permanent full, replacement guaranteed by the state;

WHEREAS, Any contemplated revenue replacement must be a source of revenue that continues to grow over time just as a property tax base would in order to allow growing communities to meet the demand for services;

WHEREAS, The personal property tax is part of the property tax base which is a relied upon method for funding local government generally and supports public safety in particular without much variability in a variety of economic cycles;

WHEREAS, For cities and towns not at the circuit breaker caps, the contemplated reduction in the tax base could result in property owners paying more in residential property taxes, while for those communities at the circuit breaker caps, any phase out of the business personal property tax renders a loss in revenue for local units of government;

WHEREAS, The business personal property tax base represents approximately four percent (4%) of the Town of Highland's property tax base, therefore its elimination could result in an increase of 11 cents per \$100 of assessed valuation or a \$1.3 million dollar shift to residential, and greater revenue reduction owing to the circuit breaker;

WHEREAS, Indiana consistently ranks in the top states with an attractive business tax climate, yet a community's quality of life is an increasingly greater influencer of business relocation and growth decisions; and,

WHEREAS, The Town of Highland by and through its elected officers now wishes to offer a *distinct* public expression on the public importance of this matter,

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Highland, Lake County, Indiana that it is the *sense of the Town Council of Highland* is as follows:

Section 1. That the Town Council is supportive of measures that ameliorate barriers to investment for small businesses, but it is further the sense of the Town Council to strongly resist measures that would that would further erode fiscal stability for local governments by eliminating any portion of the personal property tax base without providing a corresponding permanent, full, replacement guaranteed by the state;

Section 2. That it is further the sense of the Town Council of the Town of Highland to urge the Indiana General Assembly to consider using a permanent state tax credit applied to all proposed business personal property tax reductions, holidays, and phase-outs, as it would achieve the tax relief sought by the Indiana General Assembly and avert the undue impact on local government operations, allowing them to continue building healthy Indiana communities and desired essential public services;

Section 3. That the Clerk-Treasurer be hereby further instructed to transmit and forward this resolution to the **President Pro Tempore of the Indiana State Senate, the Speaker of the Indiana House, the Governor of the State of Indiana**, members of the delegation that represents and serves the Town of Highland, and such other persons as may be deemed to have an interest in this matter and to encourage those persons to evidence their strong desire to see the objects and purposes of this "*Sense of the Council Resolutions*" achieved.

Duly Adopted by the Town Council of the Town of Highland, Lake County, Indiana, this 24th day of January 2022. Having been passed by a vote of _____ in favor and _____ opposed.

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

Bernie Zemen, 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)

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



FISCAL OFFICER

DATED THIS 21st DAY OF January, 2022

ALLOWANCE OF VOUCHERS

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 6 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 1,038,180.01.

Dated this _____ day of _____,

TOWN COUNCIL

MARK A. HERAK

ROGER SHEEMAN

BERNIE ZEMEN

MARK SCHOCKE

TOM BLACK

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
 EXP CHECK RUN DATES 01/12/2022 - 01/25/2022
 BOTH JOURNALIZED AND UNJOURNALIZED

User: CRK
 DB: Highland

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0000						
001-0000-09000	CASH CHANGE FUND FOR BUILD DE	95895	PETTY CASH-BUILDING DEPARTM	CASH CHANGE FUND FOR BUILD DEPART	200.00	46832
001-0000-45200	GEN FUND TRANSFERS GROSS	95966	PAYROLL ACCOUNT	1/14PRL D/S TRANSFER GENERAL	222,879.14	46837
			Total For Dept 0000		223,079.14	
Dept 0001 TOWN COUNCIL						
001-0001-33001	TC LEGAL NOTICE	95948	THE TIMES	ETHICS LEGAL NOTICE	33.89	
001-0001-38004	NEW PAGES	95843	CODE PUBLISHING COMPANY INC	MUNICIPAL CODE ORDINANCE 1759	336.00	
001-0001-39004	GAZEBO EXPRESS DEC 2021	95842	THE IDEA FACTORY, INC	GAZEBO EXPRESS DEC/WEBSITE UPDATE	2,493.71	
			Total For Dept 0001 TOWN COUNCIL		2,863.60	
Dept 0003 VIPS						
001-0003-20003	SUPPLIES FOR VIPS BLDG	96098	MENARDS CORP - SCHERERVILLE	BUILDING SUPPLIES FOR VIPS BLDG	257.97	
001-0003-39007	VIPS CAR WASHES FOR DEC	96091	EASY CLEAN CAR WASH, INC	VIPS CAR WASHES FOR DEC	3.00	
			Total For Dept 0003 VIPS		260.97	
Dept 0004 CLERK-TREASURER						
001-0004-20003	D/S CLSP ENV, ADHES REFIL, BNDR	95884	PULSE TECHNOLOGY OF INDIANA	D/S CLSP ENV, ADHES REFIL, BNDRS, FI	49.78	
001-0004-20003	D/S TONER CARTRIDGE	96067	PULSE TECHNOLOGY OF INDIANA	D/S TONER CARTRIDGE	16.68	
001-0004-20003	D/S DATE STAMP	96068	PULSE TECHNOLOGY OF INDIANA	D/S DATE STAMP	19.04	
001-0004-31004	22 ANNUAL DUES MICHAEL/JANICE	95894	ILMCT	2022 ANNUAL DUES MICHAEL/JANICE/D	446.00	
001-0004-34023	HEALTH & DENTAL INS	95862	TOWN OF HIGHLAND INS FUND (JAN 2022 HEALTH/LIFE INS PREM GEN	5,021.12	
001-0004-34043	LIFE INS	95862	TOWN OF HIGHLAND INS FUND (JAN 2022 HEALTH/LIFE INS PREM GEN	40.07	
			Total For Dept 0004 CLERK-TREASURER		5,592.69	
Dept 0006 BUILDING & INSPECTION						
001-0006-34023	HEALTH AND DENTAL INSURANCE	95863	TOWN OF HIGHLAND INS FUND (JAN 2022 HEALTH/LIFE INS PREM BLD	7,879.16	
001-0006-34043	LIFE INSURANCE	95863	TOWN OF HIGHLAND INS FUND (JAN 2022 HEALTH/LIFE INS PREM BLD	47.76	
001-0006-39001	DUES 2022 AIM-INDIANA ADA	95898	AIM, ACCELERATE IND MUNICIP	DUES 2022 AIM-INDIANA ADA	25.00	
			Total For Dept 0006 BUILDING & INSPECTION		7,951.92	
Dept 0007 FIRE DEPARTMENT						
001-0007-11113	4TH QUARTER UNPAID STILL ALAR	96131	HIGHLAND FIRE DEPARTMENT	4TH QTR STILL ALARMS AND MEETINGS	515.00	
001-0007-11114	4TH QUARTER DEC MEETING ATEN	96131	HIGHLAND FIRE DEPARTMENT	4TH QTR STILL ALARMS AND MEETINGS	19.57	
001-0007-11128	ENCUMBER INNO-855-L 2D FIRE G	96117	FIRE SERVICE, INC.	ENCUMBER SAFETY GLOVES	2,924.00	
001-0007-11128	ENCUMBER RAD-SJ07-3ZDS-2X SAF	96121	FIRE SERVICE, INC.	ENCUMBER SAFETY JACKETS	3,893.80	
001-0007-11204	NEW F/F DRUG SCREEN - DEPOZO	96129	COMPREHENSIVE CARE	FIREFIGHTER DRUG SCREEN	80.00	
001-0007-20003	VARIOUS BATTERIES	96127	BEECHY BATTERY INC	VARIOUS BATTERIES	140.00	
001-0007-20003	BROTHER INK PKG - 8114926	96128	OFFICE DEPOT, INC	INK OFFICE SUPPLIES	241.29	
001-0007-20003	VOICE # P2202-001	96135	PC-PLUS! LLC	OFFICE & STATION SUPPLIES	750.00	
001-0007-21004	INSTITUTIONAL SUPPLIES	96137	PERFORMANCE CHEM & SUPPLY I	INSTITUTIONAL SUPPLIES	70.47	
001-0007-21004	INV # 271851	96138	PERFORMANCE CHEM & SUPPLY I	INSTITUTIONAL SUPPLIES	62.56	
001-0007-22004	INV # 337-395971	96136	AUTO-WARES	VEHICLE MAINTENANCE SUPPLIES	19.75	
001-0007-23004	ENCUMBER LEATHER EXTRICATION	96118	FIRE SERVICE, INC.	ENCUMBER EXTRICATION GLOVES	994.50	
001-0007-23004	ENCUMBER 5"X100' JAFRIB LDH W	96120	FIRE SERVICE, INC.	ENCUMBER 5" X 100' LDH HOSE	6,313.00	
001-0007-23004	ENCUMBER FOAM NOZZLES TFT-HD-	96122	FIRE SERVICE, INC.	ENCUMBER FOAM NOZZLES	3,034.00	
001-0007-23004	CHEMICAL KIT	96125	FIRE SERVICE, INC.	5 INCH JACKSTRAPS	134.70	
001-0007-23004	ENCUMBER 24" FAN 19232 SCFM	96119	GARNER SALES & SERVICE	ENCUMBER 24" FAN 19232 SCFM	2,100.00	
001-0007-23004	SHIPPING FOR TEMPEST FAN	96139	GARNER SALES & SERVICE	TEMPEST FAN SHIPPING	389.00	
001-0007-23004	TFT 2.5" NOZZLE	96140	GARNER SALES & SERVICE	TFT NOZZLES	1,000.00	
001-0007-23004	S3485461.001	96126	LEEP'S SUPPLY COMPANY INC	PLUMBING SUPPLIES	6.36	
001-0007-32005	FIRE ALARM MONITORING - CENTR	96133	STANLEY CONVERGENT SECURITY	FIRE ALARM MONITORING BOTH STATIO	192.60	
001-0007-32006	STATIONS SECURITY SYSTEM	96134	PHIL & SON, INC	STATIONS SECURITY	145.60	
001-0007-34023	2020 TOH WORKERS' COMP - FIRE	95901	TOWN OF HIGHLAND INS FUND (2020 TOH WORKERS' COMP D/S	3,425.00	46833

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GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0007 FIRE DEPARTMENT						
001-0007-34023	HEALTH & DENTAL INSURANCE	95865	TOWN OF HIGHLAND INS FUND (JAN 2022 HEALTH/LIFE INS PREM FIR	2,030.44	
001-0007-34043	LIFE INSURANCE	95865	TOWN OF HIGHLAND INS FUND (JAN 2022 HEALTH/LIFE INS PREM FIR	8.42	46842
001-0007-35001	ELECTRIC - FD TRAINING SITE	96143	NISOURCE INC.	ELECTRIC - FD TRAINING SITE	30.42	46842
001-0007-35001	ELECTRIC - SOUTH STATION	96144	NISOURCE INC.	GAS & ELECTRIC SOUTH STATION	277.25	46842
001-0007-35001	ELECTRIC - CENTRAL FIRE STATI	96146	NISOURCE INC.	ELECTRIC - CENTRAL FIRE STATION	730.87	46842
001-0007-35003	GAS - SOUTH STATION	96144	NISOURCE INC.	GAS & ELECTRIC SOUTH STATION	451.37	46842
001-0007-35003	GAS - CENTRAL STATION	96145	NISOURCE INC.	GAS - CENTRAL FIRE STATION	844.44	46842
001-0007-35005	HYDRANT - CENTRAL STATION	96123	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	107.12	
001-0007-35005	HYDRANT - SOUTH STATION	96124	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	100.94	
001-0007-35007	STORM - CENTRAL STATION	96123	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	233.18	
001-0007-35007	STORM - SOUTH STATION	96124	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	218.63	
001-0007-39001	ESO FIRE INCIDENTS	96132	ESO SOLUTIONS, INC	FIRE ADMINISTRATION SOFTWARE 2022	3,265.20	
001-0007-39007	5151 OIL CHANGE/SERVICE	96142	GARBER CHEVROLET OF HIGHLAN	5151 OIL CHANGE/SERVICE	65.95	
			Total For Dept 0007 FIRE DEPARTMENT		34,815.43	
Dept 0008 PLAN COMMISSION						
001-0008-31001	PLAN COMMISSION LEGAL FEE DEC	95875	ABRAHAMSON, REED & BILSE	PLAN COMMISSION LEGAL FEE DEC 202	684.00	
001-0008-31001	BZA LEGAL FEES DECEMBER, 2021	95876	ABRAHAMSON, REED & BILSE	BZA LEGAL FEES DECEMBER, 2021	1,596.00	
001-0008-31002	P C 12-31 - 01-06-22 INV 5071	95899	NIES ENGINEERING, INC.	P C 12-31 - 01-06-22 INV 50712002	1,247.96	
			Total For Dept 0008 PLAN COMMISSION		3,527.96	
Dept 0009 POLICE DEPARTMENT						
001-0009-21001	GAS DELIVERY 1/3	96101	WARREN OIL COMPANY	GAS DELIVERY 1/3	3,229.32	
001-0009-22004	DEC STMT OF VEH PARTS AND SUP	96085	AUTO-WARES	DEC STMT OF VEH PARTS AND SUPPLIE	202.07	
001-0009-22004	TRI FOLD BED LINER FOR TRUCK	96086	BOSAK IMPORTS OF CHESTERTON	TRI FOLD BED LINER FOR NEW TRUCK	1,694.00	
001-0009-23004	CID RING CAMERAS AND EQUIP	96082	AMAZON	CID RING CAMERAS/EQUIP	569.95	
001-0009-23004	CID OUTDOOR NITE VISION CAMER	96097	LENS EQUIPMENT	FUSEBOXWIFI DVR W NITE VISION OUT	1,084.00	46833
001-0009-32003	IDACS NETWORK ACCESS FOR DEC	96095	INDIANA OFFICE OF TECHNOLOG	IDACS NETWORK ACCESS FOR DEC	140.47	
001-0009-34023	2020 TOH WORKERS' COMP - PD	95901	TOWN OF HIGHLAND INS FUND (2020 TOH WORKERS' COMP D/S	38,699.00	
001-0009-34023	HEALTH & DENTAL INSURANCE	95866	TOWN OF HIGHLAND INS FUND (JAN 2022 HEALTH/LIFE INS PREM PD	87,174.15	
001-0009-34042	SURVIVORS ADJ	95866	TOWN OF HIGHLAND INS FUND (JAN 2022 HEALTH/LIFE INS PREM PD	1,957.56	
001-0009-34043	LIFE INSURANCE	95866	TOWN OF HIGHLAND UTILITIES	JAN 2022 HEALTH/LIFE INS PREM PD	621.14	
001-0009-35005	WATER SERV 3315 RIDGE 11/24-1	96099	FRANCIS PECKLER (R)	WATER SERV 3315 11/24-12/24	719.46	
001-0009-36001	REIMBURSE FOR REPAIRS TO DRON	96116	TRI-ELECTRONICS, INC	REIMBURSE FOR REPAIRS TO DRONE	387.00	
001-0009-36003	MODIFICATIONS TO FRONT DOOR O	96100	ARCTIC ENGINEERING CO., INC	MODIFICATIONS TO FRONT DOOR PROGR	130.00	
001-0009-38006	HVAC MAINTENANCE RENEWAL 2022	96102	CINTAS CORPORATION #319	HVAC MAINTENANCE RENEWL	10,381.55	
001-0009-38006	MAT CHANGE AT PD ON 1/4	96089	AMERICAN POLICE CANINE ASS.	MAT CHANGE AT PD ON 1/4	37.10	
001-0009-39001	2022 MEMBERSHIP DUES FOR K9	96083	FBI NAT'L ACADEMY ASSOC, INC	2022 MEMBERSHIP DUSE FOR K9	50.00	
001-0009-39001	RENEWAL OF CHIEF & COMMANDER	96093	INT'L ASSOC OF CHIEFS OF PO	RENEWAL OF CHIEF AND COMMANDER NA	210.00	
001-0009-39001	CHIEFS RENEWAL IACP 02091826	96096		CHIEFS RENEWAL- IACP 02091826	190.00	
			Total For Dept 0009 POLICE DEPARTMENT		147,476.77	
Dept 0011 SERVICES & WORKS						
001-0011-34013	2020 TOH WORKERS' COMP - PW	95901	TOWN OF HIGHLAND INS FUND (2020 TOH WORKERS' COMP D/S	12,626.55	46833
001-0011-35005	TOWN GARAGE WATER/HYDRANT	95886	TOWN OF HIGHLAND UTILITIES	#0382013660 TOWN GARAGE WATER/SE	206.28	
001-0011-35005	WATER/HYDRANT	95887	TOWN OF HIGHLAND UTILITIES	#0542303600 TOWN HALL WATER/SEWER	111.24	
001-0011-35007	STORM	95885	TOWN OF HIGHLAND UTILITIES	0901207112- 2819 LINCOLN -STORM-	15.22	
001-0011-35007	TOWN GARAGE SEWER/STORM	95886	TOWN OF HIGHLAND UTILITIES	#0382013660 TOWN GARAGE WATER/SE	412.65	
001-0011-35007	STORM/SEWER	95887	TOWN OF HIGHLAND UTILITIES	#0542303600 TOWN HALL WATER/SEWER	167.43	
001-0011-35007	VIPS WATER/HYDRANT	95888	TOWN OF HIGHLAND UTILITIES	0643112591 VIPS WATER/SEWER	51.60	
			Total For Dept 0011 SERVICES & WORKS		13,590.97	
Dept 0012 TOWN HALL						

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Fund 001 GENERAL						
Dept 0012 TOWN HALL						
001-0012-21004	BOTTLE WATER 12/21	95893	HINCKLEY SPRINGS	BOTTLE WATER 12/08/21	49.90	
001-0012-36003	TOWN HALL MATS 1/4/22	95844	CINTAS CORPORATION #319	TOWN HALL MATS ACT 16459440	57.91	
001-0012-36004	DECEMBER CLEANING	96149	GLOBAL MAINTENANCE & CO.	GENERAL CLEANING SERVICE FOR DECEMBER	1,495.00	
			Total For Dept 0012 TOWN HALL		1,602.81	
			Total For Fund 001 GENERAL		440,762.26	
Fund 002 MVH						
Dept 0000						
002-0000-45200	MVH TRANSFERS GROSS	95967		1/14PRL D/S TRANSFER MVH	32,173.06	46838
			Total For Dept 0000		32,173.06	
Dept 0016 MVH ADMIN/MAINT						
002-0016-36009	2022 SERVICE FEE	96150	INDIANA TESTING INC	ANNUAL SERVICE FEE FOR STAND-ALON	99.00	
002-0016-36009	250 DRUM RENTAL	96167	TRAFFIC MANAGEMENT COMPANY,	TRAFFIC DRUM RENTAL FOR CHRISTMAS	312.38	
			Total For Dept 0016 MVH ADMIN/MAINT		411.38	
Dept 0017 MVH CONSTRUCTION/RECONSTRUCT/PRESER(CRP)						
002-0017-22004	504062856 GASKET	96153	MCCANN INDUSTRIES,INC	GASKET FOR UNIT # 37 - STREET DEP	7.61	
002-0017-22004	5802470503 WATER PUMP	96154	MCCANN INDUSTRIES,INC	WATER PUMP FOR UNIT # 37 - STREET	114.99	
002-0017-22004	INV # 690980 BEARING ASSEMB	96165	TERPSTRA'S SALES & SERVICE,	BEARING ASSEMBLY / BELT V - STREE	18.18	
002-0017-23001	CLEAN MELT 50LB BAGS - 50 BAG	96152	KROOSWYK MATERIALS, INC	50 CLEAN MELT 50LB BAGS- STREET D	394.50	
002-0017-23003	WASHERS / SCREWS / NUTS	96151	J & L FASTENERS, INC.	WASHERS/SCREWS/NUTS FOR THE SIGN	10.96	
002-0017-23005	ROAD SALT	96148	COMPASS MINERALS AMERICA IN	ROAD SALT	16,242.09	
002-0017-23006	48" DRIVEWAY MARKER	96156	MENARDS CORP - SCHERERVILLE	48" DRIVEWAY MARKER - STREET DEPT	39.60	
002-0017-23006	XL MAILBOX COMBO MOCHA	96168	MENARDS CORP - SCHERERVILLE	MAILBOX COMBO/CLASSIC POST COMBO	149.96	
002-0017-23007	12/8/2021 INVOICE # 337-39417	96147	AUTO-WARES	DECEMBER 2021 INVOICES FOR THE ST	186.76	
002-0017-31002	2021 CCMG (CE)	96163	NIES ENGINEERING, INC.	2021 CCMG (CE)	9,163.36	
002-0017-36006	REPAIR LIGHTS CAMBRIDGE WAY	96157	MIDWESTERN ELECTRIC INC	REPAIR LIGHTS ON CAMBRIDGE WAY	580.23	
002-0017-36006	INSTALL DECORATIVE LIGHT	96159	MIDWESTERN ELECTRIC INC	INSTALL DECORATIVE LIGHT JEWETT A	730.60	
002-0017-36007	REPAIR TRAFFIC LIGHT INDY AND	96158	MIDWESTERN ELECTRIC INC	REPAIR STREET LIGHTS NOT WORKING	459.80	
			Total For Dept 0017 MVH CONSTRUCTION/RECONSTRUCT/PRE		28,098.64	
			Total For Fund 002 MVH		60,683.08	
Fund 004 LR&S						
Dept 0000						
004-0000-31002	DEREK SNYDER	96160	NIES ENGINEERING, INC.	GENERAL CONSULTING THRU DEC 31, 2	140.28	
004-0000-31026	RIVER DRIVE (PE)	96161	NIES ENGINEERING, INC.	RIVER DRIVE 2021 CDBG (PE) WORKS	3,374.08	
			Total For Dept 0000		3,514.36	
			Total For Fund 004 LR&S		3,514.36	
Fund 018 LAW ENFORCE CON'T ED						
Dept 0000						
018-0000-20003	NAME PLATE FOR NEW POLICE COM	96081	ALLIN PLASTIC ENGRAVING	NAME PLATE FOR NEW POLICE COMMISS	10.95	
018-0000-23006	BAL DUE FOR IN CAR COMPUTERS/	96088	CDW-GOVERNMENT, INC	D/S BAL DUE FOR IN CAR COMPUTERS	859.65	
018-0000-31004	INSTRUCTOR RENEWAL- NORRIS	96090	DOLAN CONSULTING GROUP LLC	VERBAL DE ESCALATION INSTRUCTOR R	95.00	
018-0000-31004	GST LEVEL 1 FULL CERT TRAININ	96094	GRACIE GLOBAL LLC	LEVEL 1 FULL CERT TRAINING FOR OF	995.00	
018-0000-39005	PD CAR WASHES FOR DEC	96092	EASY CLEAN CAR WASH,INC	CAR WASHES PD FOR DEC	81.00	
			Total For Dept 0000		2,041.60	
			Total For Fund 018 LAW ENFORCE CON'T ED		2,041.60	

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GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 023 CORPORATION BOND - NON-EXEMPT DEBT						
Dept 0000	CAPITAL LEASE FOR POLICE STAT 95949		HUNTINGTON NATIONAL BANK	HIGHLAND PUBLIC BUILDING CORP - A	404,000.00	999467
023-0000-38000					404,000.00	
	Total For Dept 0000				404,000.00	
	Total For Fund 023 CORPORATION BOND - NON-EXEMPT DEB				404,000.00	
Fund 030 ICT FUND						
Dept 0000	JAN 2022 POSTAGE METER SERVIC 95965		PITNEY BOWES INC.	JAN 2022 POSTAGE METER SERVICE A	129.29	
030-0000-32001	ELEVATOR PHONE-12/21-1/1/22 95959		AT&T	219923-2320 260 1 ELEVATOR PHONE	203.94	46834
030-0000-32003	219 R10 2255 255 7 12/2/21-1/1/2 95960		AT&T	219 R10 2255 255 7 12/2/21-1/1/2	579.38	46835
030-0000-32003	PHONE/INTERNET FD CENTRAL 95958		COMCAST CABLE	FD CENTRAL/2901 HIGHWAY-PHONE/INT	217.62	999466
030-0000-32003	PW/B&I/PARK/FD WIRELESS 78032 96065		VERIZON	PW/B&I/PARK/FD WIRELESS 780324475	1,126.27	46840
030-0000-32003	MONTHLY TELEPHONE FEE- PD 96064		WINDSTREAM HOLDINGS INC	MONTHLY TELEPHONE FEE- PD JAN 202	807.23	46841
030-0000-34023	HEALTH AND DENTAL INSURANCE 95864		TOWN OF HIGHLAND INS FUND (JAN 2022 HEALTH/LIFE INS PREM ICT	2,958.27	
030-0000-34043	LIFE INSURANCE 95864		TOWN OF HIGHLAND INS FUND (JAN 2022 HEALTH/LIFE INS PREM ICT	14.45	
030-0000-38006	BRIVO CLOUD HOSTED MONTHLY SI 96141		PHIL & SON, INC	BRIVO CLOUD HOSTED MONTHLY SITE/A	100.95	
030-0000-38006	JAN 2022 COPIER AGREEMENT 96063		RICOH USA, INC	JAN 2022 COPIER AGREEMENT	495.22	
030-0000-38006	WEB SECURITY MONTHLY 95842		THE IDEA FACTORY, INC	GAZEBO EXPRESS DEC/WEBSITE UPDATE	899.99	
030-0000-38006	ANNUAL PREMIUMS 2022 95963		TKB ASSOCIATES, INC	ANNUAL ASSURANCE PLAN TO 3/27/202	1,400.00	
030-0000-38006	CISCO NETWORK SUPPORT FOR THE 95964		ZANZO LLC	CISCO NETWORK SUPPORT FOR THE YEA	14,500.00	
030-0000-39024	WEB UPDATE WEEKLY 95842		THE IDEA FACTORY, INC	GAZEBO EXPRESS DEC/WEBSITE UPDATE	676.35	
030-0000-45200	ICT TRANSFERS GROSS 95968		PAYROLL ACCOUNT	1/14 PRL D/S TRANSFER ICT	4,303.50	46836
	Total For Dept 0000				28,412.46	
	Total For Fund 030 ICT FUND				28,412.46	
Fund 031 SOLID WASTE						
Dept 0000	NOTICE TO TAXPAYERS	96166	THE TIMES	NOTICE TO TAXPAYERS/CHANGE IN SOL	146.53	
031-0000-33002					146.53	
	Total For Dept 0000				146.53	
	Total For Fund 031 SOLID WASTE				146.53	
Fund 036 SPECIAL EVENTS						
Dept 0000	FIREWORKS 2022 NEW YEARS 95861		MAD BOMBER FIREWORKS	FIRWORKS 2022 NEW YEARS	5,000.00	46831
036-0000-38607					5,000.00	
	Total For Dept 0000				5,000.00	
	Total For Fund 036 SPECIAL EVENTS				5,000.00	
Fund 055 MCCD						
Dept 0000	5 IN CAR COMPUTERS AND EQUIP 96087		CDW-GOVERNMENT, INC	5 NEW IN CAR COMPUTERS AND EQUIP	17,098.00	
055-0000-43010					17,098.00	
	Total For Dept 0000				17,098.00	
	Total For Fund 055 MCCD				17,098.00	
Fund 085 TRAFFIC VIOLATIONS						
Dept 0001 TOWN COUNCIL	CASH BOND FEES	96169	LAKE COUNTY CLERK	CASH BOND FEES	250.00	46843
085-0001-00400					250.00	
	Total For Dept 0001 TOWN COUNCIL				250.00	
	Total For Fund 085 TRAFFIC VIOLATIONS				250.00	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 091 GAMING REVENUE Dept 0000 091-0000-31002	3500 BLOCK OF JEWETT (CE)	96162	NIES ENGINEERING, INC.	3500 BLOCK OF JEWETT (CE)	4,184.14	
			Total For Dept 0000		<u>4,184.14</u>	
Fund 104 COMMUNITY CROSSING GRANT FUND Dept 0000 104-0000-44081	2021 CCMG	96164	RIETH-RILEY CONSTR CO., INC 2021 CCMG		72,087.58	
			Total For Dept 0000		<u>72,087.58</u>	
			Total For Fund 104 COMMUNITY CROSSING GRANT FUND		<u>72,087.58</u>	

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Fund Totals:						
				Fund 001 GENERAL	440,762.26	
				Fund 002 MVH	60,683.08	
				Fund 004 LR&S	3,514.36	
				Fund 018 LAW ENFORCE CON'T ED	2,041.60	
				Fund 023 CORPORATION BOND - NON-E	404,000.00	
				Fund 030 ICT FUND	28,412.46	
				Fund 031 SOLID WASTE	146.53	
				Fund 036 SPECIAL EVENTS	5,000.00	
				Fund 055 MCCD	17,098.00	
				Fund 085 TRAFFIC VIOLATIONS	250.00	
				Fund 091 GAMING REVENUE	4,184.14	
				Fund 104 COMMUNITY CROSSING GRANT	72,087.58	
					<u>1,038,180.01</u>	

Payroll Docket

\$	297,703.86	\$	297,703.86	Delta	\$	-
Council, Boards and Commissions		\$	10,485.27			
Office of Clerk-Treasurer		\$	15,175.01			
Regular Staff	\$ 15,175.01					
Field Service Rep	\$ -					
Building & Inspection		\$	8,938.48			
Metropolitan Police		\$	122,428.70			
Crossing	\$ 631.45					
Full-Time Police	\$ 102,949.51					
Full-Time Non-sworn	\$ 18,847.74					
Public Works Department		\$	65,192.07			
Fire Department		\$	3,524.04			
Component One	\$ 3,524.04					
Component Two	\$ -					
Information Communications Technology Dept		\$	3,538.47			
Police 1925 Pensions		\$	68,421.82			

Payday: 31-Dec-2021

Payroll Docket

\$	253,998.42	\$	253,998.42	Delta	\$	-
Council, Boards and Commissions		\$	-			
Office of Clerk-Treasurer		\$	14,684.70			
Regular Staff	\$ 14,684.70					
Field Service Rep	\$ -					
Building & Inspection		\$	9,487.88			
Metropolitan Police		\$	135,314.78			
Crossing	\$ 483.00					
Full-Time Police	\$ 116,905.09					
Full-Time Non-sworn	\$ 17,926.69					
Public Works Department		\$	79,932.03			
Fire Department		\$	11,040.56			
Component One	\$ 11,040.56					
Component Two	\$ -					
Information Communications Technology Dept		\$	3,538.47			
Police 1925 Pensions		\$	-			

Payday: 14-Jan-2022