

Agenda

Sixty-first Regular or Special Meeting

of the Twenty-Ninth Town Council of Highland

Regular Plenary Meeting of Monday, February 28, 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 21-31, allowing such meetings, pursuant to IC 5-14-1.5-3.7 for the duration

of the emergency, through to January 1.

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

<https://us06web.zoom.us/j/86106115723?pwd=V2hoU0p6NIJYOGZ2MDFXRCSvU1lxdz09>

Meeting ID: 861 0611 5723

Passcode: 497521

One tap mobile

+13126266799,,86106115723#,,,,*497521# US (Chicago)

+16465588656,,86106115723#,,,,*497521# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 720 707 2699 US (Denver)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 861 0611 5723

Passcode: 497521

Find your local number: <https://us06web.zoom.us/u/kdCkadQxQT>

Prayer: Mark Herak

Pledge of Allegiance: Mark Herak

Minutes of Previous Session: Minutes of the Regular Meeting of 14 February 2022.

Special Orders: • **Consideration of Proposed Additional Appropriations:** *(controlled funds)*
Proposed Additional Appropriations in Excess of the 2022 Budget for the

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.

1. Appropriation Enactment 2022-07
INFORMATION COMMUNICATIONS TECHNOLOGY FUND
Acct. 030-0000-11101 Director of IT Salary : \$ 3,999.00
Acct. 030-0000-11201 FICA: \$ 306.00
Acct. 030-0000-11201 PENSION: \$ 448.00
Acct. 030-0000-11210 PERF PAID by EMPLOYER \$ 120.00
Total Personnel Expenditures: \$ 4,873.00
Increase
Acct. 030-0000-34023 Medical/Dental Insurance \$ 1,612.00
Total Contractual and Services Expenditures: \$ 1,612.00
Fund Total: \$ 6,485.00

- (a) *Attorney verification of Proof of Publication:* The TIMES 9 February 2022.
- (b) **Public Hearing.**
- (c) Action on **Appropriation Enactment No. 2022-07:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5

Appropriation Enactment 2022-08
GENERAL FUND
Increase
Office of Town Council
001-0001-11101 Town Council Salaries \$ 16,248.00
001-0001-11201 TC FICA \$ 1,243.00
Department Increase Total: \$ 17,491.00

Increase
Building and Inspection Department
001-0006-34023 Group Health/Medical Insurance: \$ 35,648.00
Decrease
Police Department
001-0009-34023 Group Health/Medical Insurance: (\$ 35,648.00)
Department Reduction Total: (\$ 35,648.00)

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2. Appropriation Enactment 2022-07
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Acct. 030-0000-11201 FICA: \$ 306.00
Acct. 030-0000-11201 PENSION: \$ 448.00

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Fund Total: \$ 6,485.00

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- (c) Action on **Appropriation Enactment No. 2022-07:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5

- 3.** Consideration of engaging Idea Factory and Lithographics to create and maintain a renter newsletter and database

**COMMENTS FROM
THE PUBLIC or
VISITORS**

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

Appointments:

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

Executive Appointments

- **Economic Development Commission** (1) appointment to be made by the Town Council President. Term expires 01.30.2022. *(Note: Currently held by Matthew Reardon.)*
- **Tree Board** (1) appointment to be made by the Town Council president BUT nominated by the Town Council. See HMC Section 8.25.030 (B). *(Note: Currently a vacancy for a NON-High School Member)*
- **Multi-year terms** (1) appointment to be made by the Town Council President term expiring 01.01.2023.

Legislative Appointments

- **Redevelopment Commission** (1) appointments to be made by Town Council. *(Note: Currently held by Cyril Huerter)*
- **Community Events Commission**
- **Multi-year terms** (4) appointments to be made by the Town Council with 2 terms expiring 10.01.2022 and 2 terms expiring 01.01.2025.

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.

- **Annual terms** (9) appointments to be made by the Town Council terms ending on 01.01.2022. *(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) and a vacancy.)*

3. Community Events Commission Multi-year positions: (2) appointments to be made by the Town Council. **Term: 4 years.**

- *One vacancy of term expires on 1 Jan 2025.*
- *One vacant post the term of which expires 1 January 2022(unexpired term)*

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

Term: 1 year.

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

**Unfinished
Business & General
Orders:**

NEW BUSINESS:

Comments or Remarks from the Town Council: (Good of the Order)	Councilor Bernie Zemen Councilor Mark Herak Councilor Mark Schocke Councilor Thomas Black Councilor Roger Sheeman
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**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 February 15 to February 28, 2020 in the amount of \$tbd.

ADJOURNMENT

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

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

	ONE COURTHOUSE SQUARE SUITE 207 CROWN POINT, IN 46307 219.779.9041	THERESA BADOVICH theresa@theideafactory.us.com 219.669.8312
		ROBIN CARLASCIO robin@theideafactory.us.com 219.831.0634
Prepared for: Highland Town Council President Bernie Zemen		Proposal number 022122-001

Estimate - postcard to renters, e-newsletter blast

PRODUCT	DESCRIPTION	UNITS	ESTIMATE
POSTCARD	6" x 11" POSTCARD - CREATIVE Custom content and design of postcard	1	\$600
	6" x 11" MAILER - PRINTING Full-color, two-sided mailer printed on 100# gloss	1,962	\$358
	MAILING SERVICES Includes the mailing list of all Highland renters	1,962	\$395
	POSTAGE Lithographic Communication estimates the postage will be 0.4277 each, or up to 0.4850 for first-class mailing.	0.4850	\$951.57
		TOTAL	\$2304.57
E-NEWSLETTER	MAIL CHIMP SUBSCRIPTION Free account based on 2,000 contacts a month. Note: Subscriptions are available from \$11-\$299 per month based on the number of contacts and complexity of services.	1	\$0
	E-NEWSLETTER TEMPLATE Custom e-newsletter template.	1	\$500 one-time fee
	E-NEWSLETTER + MANAGE MAILING LIST Monthly e-newsletter blast to registered recipients. Highlights Gazebo headlines and clicks through to PDF.	1	\$500 per month
CUSTOM GRAPHICS	Custom graphics and photography		\$150 each
STOCK IMAGES	Stock images		\$50 each

The charges quoted are based on the amount of time expected to complete each task. The services shall be carried out within the framework described in this proposal. Any delay in these approvals or activities shall affect the total effort of The Idea Factory and may lead to additional charges. If additional work is required, it will be carried out with mutually agreeable terms and conditions. This proposal contains information that is proprietary to The Idea Factory. No part of this proposal may be duplicated or used for commercial purposes without the prior consent of The Idea Factory. This proposal is valid for 30 days.



IntelliSight™ Reports



Highland Renters

(219) 924-9779



Details

User ID:
64040HAV

Count ID:
64040HAV-7

Search Description:
Highland Renters

Total count:
1,962

Geography:

ZIP Codes
46322

Selects :

Address Type Indicator

Undetermined, Single Family Dwelling, Apartment with Unit #, Apartment without Unit#, Rural Route

Homeowner Renter

Renter

Homeowner Flag

Renter and or Uncoded Null, Uncoded/Null

Homeowner Renter Precision Indicator

Premier, Premier Plus

One Per All Per Household or Address

One per Address (default)

Only records with ZIP+4

Only Records with ZIP+4

Confidence Use Code

Premium Deliverability, U.S. Territory Military Addresses

Geography Breakdown

ZIP Codes		Qty	Percent
46322	HIGHLAND, IN	1,962	100.0%
Total		1,962	100%

HIGHLAND FIRE DEPARTMENT

Emergency 911

Station #1: 923-9876

Station #2: 824-7878

Notice of Available Position

Department: Fire Department
Position: Full time Secretary
Position summary: Administrative duties of the Fire Department
Posted: Tuesday February 22, 2022
Post period ends: Tuesday, March 1, 2022

The Highland Fire Department is accepting applications for the position of Fire Department Secretary from all departments within the Town of Highland.

Applicants must be able to work 8:30 am to 4:30 pm, 5 days a week which may include an occasional holiday to work that will support any Fire Department operations.

Knowledge and experience of Excel and Word is vital to maintain the Department's administration. There will also be involvement with the County Spillman system and ESO Firehouse system to access fire call case sheets and entries for the State Fire Marshal's office. This will require specific on the job training, but general computer knowledge and navigation is a must for the transition.

Key responsibilities of this position will be to do entries of fire call case sheets\trainings\maintenance tasks, issue reports, enter purchase orders, process invoices, along with the organization, entry and validation of the firefighter payroll system for submittal throughout the year. The role requires constant communication with the Fire Chief, firefighters, vendors, support services and citizens that may require our services.

Applicants must have quality people skills as this job requires dealing with the general public both in person and on the telephone. You must be able to work in an office environment both in a solo capacity and with fire department personnel.

The rate for this position is \$19.99 per hour.

Interested persons should submit their intent in writing to Chief William Timmer of the Highland Fire Department by 4:00pm on March 1, 2022.

If you have any questions, you may contact Chief Timmer 219-923-9876.

*** Proof of Publication ***

State of Indiana)
) ss:
Lake County)

Personally appeared before me, a notary public in and for said county and state, the undersigned Nicole Muscari who, being duly sworn, says that She/he is Legal Clerk of the Northwest Indiana Times newspaper of general circulation printed and published in the English language in the Town of Munster in state and county afore-said, and that the printed matter attached hereto is a true copy, which was duly published in said paper for 1 time(s), the date(s) of publication being as follows:
February 9, 2022

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

ORDER NUMBER 87765

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

Nicole Muscari, Legal Clerk
By: JoAnn Nuñez

Subscribed and sworn to before me this 9th day of February, 2022

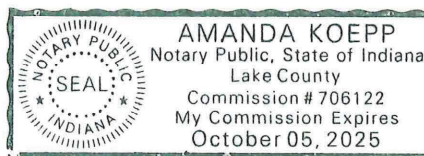
Amanda Koepf
Notary Public

My commission expires: 10/5/25

Section: Legals
Category: 198 Legal - Lake County
PUBLISHED ON: 02/09/2022

TOWN OF HIGHLAND
NOTICE TO TAXPAYERS
OF PROPOSED ADDITIONAL
APPROPRIATIONS

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at 6:30 p.m. on the 28th day of February, will consider the following additional appropriations in excess of the budget for the current year in the following funds:
Increase
INFORMATION COMMUNICATIONS TECHNOLOGY FUND
Acct. 030-0000-11101 Director of IT Salary: \$ 3,999.00
Acct. 030-0000-11201 FICA: \$ 306.00
Acct. 030-0000-11201 PENSION: \$ 448.00
Acct. 030-0000-11210 PERF PAID by EMPLOYER \$ 120.00
Total Personnel Expenditures: \$ 4,873.00
Increase
Acct. 030-0000-34023 Medical /Dental Insurance \$ 1,612.00
Total Contractual and Services Expenditures: \$ 1,612.00
Fund Total: \$ 6,485.00
Funds to support these additional appropriations in the Information Communications Technology Fund shall be from interest earnings, miscellaneous revenues, and from interdepartmental charges fixed and charged annually by the Town Council pursuant to HMC Section 3.45.110 (F) deposited 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
Bernie Zemen, President
By: Michael W. Griffin, IAMC/MMC /CPFA/ACPFIM/CMO
Clerk-Treasurer
2/9 - 87765 HSPAXLP



TOTAL AD COST: 31.40
FILED ON: 2/9/2022

Town of Highland Clerk
(Governmental Unit) Treasurer

To: The Times Media Company

Lake County, Indiana

601-45th Avenue, Munster, IN 46321

PUBLISHER'S CLAIM

LINE COUNT

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

COMPUTATION OF CHARGES

65 lines, columns wide equals 65 equivalent lines at .4907 - 1 line cents per line \$ 31.40
Additional charges for notices containing rule or tabular work (50 per cent of above amount)
Charge for extra proofs of publication (\$1.00 for each proof in excess of two)
TOTAL AMOUNT OF CLAIM \$ 31.40

DATA FOR COMPUTING COST

Width of single column in picas 9p4 Size of type 7.0 point.
Number of insertions 1

order 87765

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

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

February 9, 2022

Additionally, the statement checked below is true and correct:

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

Date February 9, 2022

Nicole L. Muscari
Title: Legal Clerk

By: [Signature]

ATTACH COPY OF ADVERTISEMENT HERE

**TOWN OF HIGHLAND ADDITIONAL
APPROPRIATION ENACTMENT NO. 2022-07**

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the INFORMATION COMMUNICATIONS TECHNOLOGY FUND, ALL PURSUANT TO I.C. 6-1.1-18, and I.C. 36-5-3-5.

WHEREAS, It has been determined that certain exigent conditions have developed since adoption of the original budget and it is now necessary to transfer certain appropriations into different categories than were initially appropriated for the various functions of the **Information Communications Technology 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 **Information Communications Technology Fund**, herein named and for the purposes herein specified, subject to the laws governing the same:

INFORMATION COMMUNICATIONS TECHNOLOGY FUND

Increase

INFORMATION COMMUNICATIONS TECHNOLOGY FUND

Acct. 030-0000-11101 Director of IT Salary :	\$ 3,999.00
Acct. 030-0000-11201 FICA:	\$ 306.00
Acct. 030-0000-11201 PENSION:	\$ 448.00
Acct. 030-0000-11210 PERF PAID by EMPLOYER	\$ 120.00
<i>Total Personnel Expenditures:</i>	\$ 4,873.00

Increase

Acct. 030-0000-34023 Medical/Dental Insurance	\$ 1,612.00
<i>Total Contractual and Services Expenditures:</i>	\$ 1,612.00

Fund Total: \$ 6,485.00

DULY RESOLVED and ADOPTED this 14th Day of February 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:

Janice Figueroa
Fiscal Analyst (IC 33-42-4-1; IC 36-5-6-5)

*** Proof of Publication ***

State of Indiana)
) ss:
Lake County)

Personally appeared before me, a notary public in and for said county and state, the undersigned Nicole Muscari who, being duly sworn, says that She/he is Legal Clerk of the Northwest Indiana Times newspaper of general circulation printed and published in the English language in the Town of Munster in state and county afore-said, and that the printed matter attached hereto is a true copy, which was duly published in said paper for 1 time(s), the date(s) of publication being as follows:
February 9, 2022

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

ORDER NUMBER 87767

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

Nicole Muscari, Legal Clerk
By: JoAnn Nuñez

Subscribed and sworn to before me this 9th day of February, 2022

Amanda Koepf
Notary Public

My commission expires: 10/5/25

Section: Legals
Category: 198 Legal - Lake County
PUBLISHED ON: 02/09/2022

TOWN OF HIGHLAND
NOTICE TO TAXPAYERS
OF PROPOSED ADDITIONAL
APPROPRIATIONS

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at 6:30 p.m. on the 28th day of February 2022, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

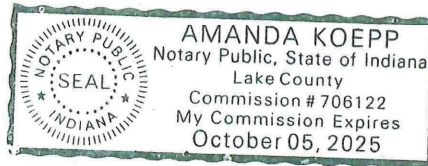
GENERAL FUND
Increase
Office of Town Council
001-0001-11101 Town Council Salaries \$ 16,248.00
001-0001-11201 TC FICA \$ 1,243.00
Department Increase Total: \$ 17,491.00
Increase
Building and Inspection Department
001-0006-34023 Group Health /Medical Insurance: \$ 35,648.00
Department Increase Total: \$ 35,648.00
Decrease
Police Department
001-0009-34023 Group Health /Medical Insurance: (\$ 35,648.00)
Department Reduction Total: (\$ 35,648.00)

Funds to support these additional appropriations in the Corporation General Fund shall be supported by reductions from the Police Department to be used to support the increases to the Building and Inspection Department and from positive net income approved for and identified in the FY 2022 Budget for this this 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
Bernie Zemen, President
By: Michael W. Griffin, IAMC/MMC /CPFA/ACPFIM/CMO
Clerk-Treasurer
2/9 - 87767 HSPAXLP



TOTAL AD COST: 32.39

FILED ON: 2/9/2022

ATTACH COPY OF ADVERTISEMENT HERE

Town of Highland, Clerk
(Governmental Unit) Treasurer

To: The Times Media Company

Lake County, Indiana

601-45th Avenue, Munster, IN 46321

PUBLISHER'S CLAIM

LINE COUNT

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

COMPUTATION OF CHARGES

67 lines, 1 columns wide equals 67 equivalent lines at .4907 cents per line \$ 32.39
Additional charges for notices containing rule or tabular work (50 per cent of above amount)
Charge for extra proofs of publication (\$1.00 for each proof in excess of two)
TOTAL AMOUNT OF CLAIM \$ 32.39

DATA FOR COMPUTING COST

Width of single column in picas 9p4 Size of type 7.0 point.
Number of insertions 1

order 87767

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

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

February 9 2022

Additionally, the statement checked below is true and correct:

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

Date February 9 2022

Nicole L. Muscari
Title: Legal Clerk

By:

[Signatures]

**TOWN OF HIGHLAND ADDITIONAL
APPROPRIATION ENACTMENT NO. 2022-08**

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the GENERAL FUND, ALL PURSUANT TO I.C. 6-1.1-18, and I.C. 36-5-3-5.

WHEREAS, It has been determined that certain exigent conditions have developed since adoption of the original budget and it is now necessary to transfer certain appropriations into different categories than were initially appropriated for the various functions of the **General 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 **General Fund**, herein named and for the purposes herein specified, subject to the laws governing the same:

GENERAL FUND

Increase

Office of Town Council

001-0001-11101 Town Council Salaries \$ 16,248.00

001-0001-11201 TC FICA \$ 1,243.00

Department Increase Total: \$ 17,491.00

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

Increase

Building and Inspection Department

001-0006-34023 Group Health/Medical Insurance: \$ 35,648.00

Department Increase Total: \$ 35,648.00

Decrease

Police Department

001-0009-34023 Group Health/Medical Insurance: (\$ 35,648.00)

Department Reduction Total: (\$ 35,648.00)

DULY RESOLVED and ADOPTED this 14th Day of February 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:

Janice Figueroa
Fiscal Analyst (IC 33-42-4-1; IC 36-5-6-5)



UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54266 (R2 / 6-15) / Form 236
STATE BOARD OF ACCOUNTS

Indiana Code 35-44.1-1-4

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant. "Dependent" means any of the following: the spouse of a public servant; a child, stepchild, or adoptee (as defined in IC 31-9-2-2) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half (1/2) of whose support is provided during a year by the public servant.

The foregoing consists only of excerpts from IC 35-44.1-1-4. Care should be taken to review IC 35-44.1-1-4 in its entirety.

1. **Name and Address of Public Servant Submitting Statement:** Christine Cook
9515 Kennedy Ave Highland, In 46322
2. **Title or Position With Governmental Entity:** Board member
3. a. **Governmental Entity:** SSCUB
b. **County:** Lake
4. **This statement is submitted (check one):**
 - a. as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
 - b. as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. **Name(s) of Contractor(s) or Vendor(s):** Ramada by Wyndham
Hammond Hotel & Conference 4141 Calumet
Avenue Hammond, Indiana 46320
6. **Description(s) of Contract(s) or Purchase(s)** (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship.):
promotions of Lodging needs.

7. **Description of My Financial Interest** (Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):

managing the hotel described in line 5

(Attach extra pages if additional space is needed.)

8. **Approval of Appointing Officer or Body** (To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university.):

I (We) being the _____ of
(Title of Officer or Name of Governing Body)

_____ and having the power to appoint
(Name of Governmental Entity)

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44.1-1-4; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

Elected Official

Office

9. **Effective Dates** (Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.):

_____ Date Submitted (month, day, year)

_____ Date of Action on Contract or Purchase (month, day, year)

10. **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting of the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed: _____
(Signature of Public Servant)

Date: _____
(month, day, year)

Printed Name: _____
(Please print legibly.)

Email Address: _____

Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with the State Board of Accounts by uploading it here https://gateway.ifionline.org/sboa_coi/ which is the preferred method of filing, or by mailing it to the State Board of Accounts, Indiana Government Center South, 302 West Washington Street, Room E418, Indianapolis, Indiana, 46204-2765 and the Clerk of the Circuit Court of the county where the governmental entity took final action on the contract or purchase.

**TOWN OF HIGHLAND
PERSONNEL-EMPLOYMENT NOTICE**

Name: Jerry Koedyker
Address: _____
Department: Police

Employee Payroll # 1999
Phone #: _____
Account #: _____

Email address: _____

NEW HIRE (Not currently on the payroll in any status) **Date Effective:** _____

Remind new hires they will need to show their original social security card when they complete their employment forms.

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

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

Job Title: _____ Bi-weekly Salary/Hourly Rate _____

Characterize the Employment:

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

Full-Time Only:

This position succeeds: _____ (If applicable)
The current workforce level is _____ as of the date of this notice.
This position will/will not increase authorized full-time work force levels.

PAY RATE CHANGE OR CHANGE IN STATUS

Date Effective: 1/9/22

Current:

Job Title: PT IT Account: 111.42
~~Base~~ Bi-weekly/Hourly Rate: 32.31 Longevity: _____

Proposed:

Job Title: PT IT Account: 111.42
~~Base~~ Bi-weekly/Hourly Rate: 33.65 Longevity: _____
This position succeeds: _____

Characterize the Increase or Status Change:

Merit Promotion Returning Summer Brevet/Acting Appt. Per Ordinance
Administrative Leave (department head requesting must detail rationale on reverse of form)

(Salary Ord was incorrect.)

SEPARATION

Last Day Worked: _____ **Effective Last Day:** _____

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

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

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

SUPERVISOR SIGNATURE: [Signature] Date: 2-11-22

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