

**Enrolled Minutes of the Seventieth-First Regular Meeting or Special Meeting
For the Twenty-Ninth Highland Town Council
Regular Plenary Business Meeting (Electronic/In person Hybrid)
Monday, July 25, 2022**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, July 25, 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. 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 Zemen, Councilor Toya Smith, Councilor Tom Black, Councilor Roger Sheeman all participated in person. Councilor Schocke was absent.

Pursuant to HMC Section 2.05.130(A)(2), the Town Council considered and reviewed the agenda in an informal proceeding in the plenary meeting room before the president called the meeting to order.

The Town Council President Bernie Zemen presided. The Town Clerk-Treasurer, Mark Herak, was present to memorialize the proceedings. The meeting was opened with Councilor Toya Smith 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, Toya Smith, Mark Schocke, Thomas Black, Roger Sheeman and Clerk-Treasurer, Mark Herak were present. A quorum was attained.

Additional Officials Present: Pete Hojnicky, Metropolitan Police Chief; Edward Dabrowski, Director of Information Technology; Kenneth J. Mika, Building Commissioner; were present. Alex Brown, CPRP, Superintendent of Parks and Recreation; Mark Knesek, Public Works Director; John Reed, Attorney with Abrahamson, Reed & Bilse were remote. Kathy DeGuilio-Fox was absent.

Guests: Theresa Badovich (remotely) and Robin Carlascio (remotely) of the Idea Factory were also present.

Minutes of the Previous Meetings: The minutes of the July 11, 2022 Plenary meeting were approved by general consent.

Special Orders: None

Comments from the Public or Visitors:

Larry Kondrat, Highland, began by asking regarding the stipend being requested by the Council of Community Events. He noticed that per Works Board Order 2022-18, that the three (3) performers who the HCCE voted to give \$25 each for their patience for not being paid on the day of their performances were excluded. He wanted to know why they were not part of the Works Board Order and yet the Highland High School and Bishop Noll marching bands were and the person who sang the National Anthem. Did it have anything to do with the fact they didn't have signed contracts and turned in W-9's. On a more pressing matter, I see we're moving money around in the funding the IT department. The totals come out to 80% and not 100%. I talked to somebody and he said that some of the funds have already been expended. On the water department and sanitary, they are paying approximately \$68,000 each to the IT Fund. Does anybody know what the budget was last year, because no offense to Ed here, but we were supposed to say big money by bringing all of the IT in house.

The Clerk-Treasurer responded that he didn't have the IT budget in front of him but he would be happy to look it up after the meeting and advise Mr. Kondrat.

The IT Director said that last year was basically the contracted rate and this year's budget has the salary and benefits included which accounts for much of the increase.

Mr. Kondrat responded that now we have a full time IT Director, whose getting paid a salary plus benefits and the IT budget is \$100,000 over last year's budget. He then asked Councilor Black the difference between \$310,000 and \$210,00. My math says its \$100,000 more and we were promised big savings by bringing it in house and it hasn't seemed to materialize. Also, as a member of the Water Board why are we getting stuck with 20% of the IT Budget.

The IT Director responded about 20 years ago, the then Town Manager formulated the IT budget and the percentages charged to each department. The Water Board's and Sanitary Board's percentages cover all of water and sewer, essentially all the utilities IT needs. He felt that the numbers need to be readjusted.

The Clerk-Treasurer explained that at the beginning of the year, a resolution is passed moving the money from each departments IT account and redistributed to the newly IT Department. That didn't happen this year so some of the departments started spending the money. Park Superintendent Alex Brown raised the question as to why the money hadn't been transferred yet as he is concerned that he might spend it.

Communications: None

Staff Reports: None

Appointments: None

General Orders and Unfinished Business: None

New Business:

1. **Works Board Order No. 2022-20: An Order of the Works Board Accepting the Bid of Milestone Contractors North, Inc. for the 2022 Community Crossing Matching Grant Street Improvement Project Being the Lowest Responsive and Responsible Bid in the amount of One Million Five Hundred Thirty-Three Thousand Six Hundred Eighty-Four Dollars (\$1,533,684.00).**

Councilor Sheeman moved the passage and adoption of Works Board Order No. 2022-20. Councilor Black seconded. Upon a roll call vote of the elected officials, there were five (5) affirmatives and 0 negatives. The motion passed. Works Board Order No. 2022-20 was adopted.

TOWN of HIGHLAND
Board of Works
Order of the Works Board No. 2022-20

AN ORDER OF THE WORKS BOARD ACCEPTING THE BID OF MILESTONE CONTRACTORS NORTH, INC. FOR THE 2022 COMMUNITY CROSSING MATCHING GRANT STREET IMPROVEMENT PROJECT BEING THE LOWEST RESPONSIVE AND RESPONSIBLE BID IN THE AMOUNT OF ONE MILLION FIVE HUNDRED THIRTY-THREE THOUSAND SIX HUNDRED EIGHTY-FOUR DOLLARS AND NO CENTS (\$1,533,684.00)

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has determined a need to improve the certain roadway sections, listed in Appendix A, attached hereto and made a part of this Order, compiled into one (1) project identified as the 2022 Community Crossings Match Grant Street Improvement Project, Des. No. 2200296 (Project); and

Whereas, the Town had applied and was successfully awarded a Community Crossings Matching Grant for the Project from the State of Indiana in the amount of Seven Hundred Five Thousand Nine Hundred Fifty Dollars and 45/100 Cents (\$705,950.45), which represents fifty percent of the estimated construction cost; and

Whereas, NIES Engineering, Incorporated had prepared plans and specifications for the Project and the project was bid in accordance with I.C. 36-1-12 *et seq.* and notice was published in accordance with I.C. 5-3-1; and

Whereas, the following bids were received at 10:00 a.m. on July 22, 2022:

<u>Bidder</u>	<u>Base Bid</u>
1. Milestone Contractors North, Inc.	\$1,533,684.00
2. Rieth-Riley Construction, Inc.	\$1,690,800.00
3. F.H. Paschen, S.N. Nielsen & Assoc. LLC	\$2,078,900.70
Engineer's Estimate	\$1,485,753.00

Whereas, NIES Engineering, Incorporated and the Director of Public Works have reviewed the bids and determined that the bid of Milestone Contractors North, Inc. in the amount of One Million Five Hundred Thirty-three Thousand Six Hundred Eighty-four Dollars and no Cents (\$1,533,684.00) to be the lowest responsive and responsible bid.

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

Whereas, The Town of Highland, through its Town Council, now desires to accept the recommendation of the Public Works Director and award a construction contract to Milestone Contractors North, Inc. for the 2022 Community Crossings Match Grant Street Improvement Project.

Now, Therefore, Be It Resolved, by the Town Council of the Highland, Indiana that the bid of Milestone Contractors North, Inc. for the 2022 Community Crossings Match Grant Street Improvement Project in the amount of One Million Five Hundred Thirty-three Thousand Six Hundred Eighty-four Dollars and no Cents (\$1,533,684.00) is hereby accepted as the lowest responsive and responsible bid. Further, the Public Works Director is hereby authorized to execute the agreement and all documents necessary to implement the project.

Duly Adopted, Resolved and Ordered by the Highland Town Council, Lake County, Indiana, this 25th day of July, 2022. Having been passed by a vote of 5 in favor and 0 opposed.

BOARD OF WORKS OF THE TOWN OF

HIGHLAND, INDIANA

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

Attest:

Mark Herak, Clerk-Treasurer (IC 33-16-4-1;IC 36-5-6-5)

Appendix A 2022 Community Crossings Matching Grant Project List

<u>Route Name</u>	<u>From</u>	<u>To</u>	
<u>Estimate Cost</u>			
Forrest Dr	45 th St	41 st St	\$220,155.20
Farmer Dr	45 th St	41 st St	\$219,525.80
43 rd St	5 th St	Ellen Dr	\$184,946.80
Anthony Pl	Lois Pl	Forrest Dr	\$45,047.00
Lois Pl	Anthony Pl	Forrest Dr	\$35,070.00
Amy Dr	Dead End	Forrest Dr	\$11,097.00
Ellen Dr	43 rd St	41 st St	\$52,380.00
Grace St	41 st St	Martha St	\$38,795.00
Grace Pl	41 st St	Martha St	\$32,504.00
Cottage Grove Av	41 st St	Martha St	\$37,700.00
Cottage Grove Pl	41 st St	Martha St	\$35,024.00
Laverne Dr	220' E. of Grace St	Liabe Rd	\$53,921.40
Liabe Rd	Wirth Rd	Lincoln Av	\$79,044.60
Lincoln Av	Arbor Hill Dr	Liabe Rd	\$17,696.00
Grace St	Strong St	North Dr	\$179,622.60
North Dr	270' E. of Grace St	Dead End	\$32,389.00
Eder St	Grace St	Grace Pl	\$12,311.00
Grace Pl	Eder St	Duluth St	\$40,971.00
Cottage Grove Av	Highway Av	Laporte St	\$121,996.60
<u>Hook St</u>	<u>41st St</u>	<u>Martha St</u>	<u>\$83,487.00</u>

\$1,533,684.00

2. **Works Board Order No. 2022-21: An Order Approving and Authorizing An agreement between NIES Engineering, Incorporated and the Town of Highland to perform Professional Engineering Services during Construction for the 2022 Community Crossings Matching Grant (CCMG) Street Improvement Project in the amount not-to-exceed \$77,500.**

Councilor Schocke moved the passage and adoption of Works Board Order No. 2022-21. Councilor Smith seconded. Upon a roll call vote of the elected officials, there were five (5) affirmatives and no negatives. The motion passed. Works Board Order No. 2022-21 was adopted.

**TOWN OF HIGHLAND
BOARD OF WORKS
ORDER OF THE WORKS BOARD NO. 2022-21**

**AN ORDER APPROVING AND AUTHORIZING AN AGREEMENT
BETWEEN NIES ENGINEERING, INCORPORATED AND THE TOWN OF
HIGHLAND TO PERFORM PROFESSIONAL ENGINEERING SERVICES
DURING CONSTRUCTION FOR THE 2022 COMMUNITY CROSSINGS
MATCHING GRANT (CCMG) STREET IMPROVEMENT PROJECT IN
THE AMOUNT NOT-TO-EXCEED \$77,500**

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has determined a need to improve certain roadway sections, listed in Appendix A, attached hereto and made a part of this Order, compiled into one (1) project identified as the 2022 Community Crossings Match Grant Street Improvement Project (Project); and

Whereas, the Town had applied and was successfully awarded a Community Crossings Matching Grant for the Project from the State of Indiana in the amount of Seven Hundred Five Thousand Nine Hundred Fifty Dollars and 45/100 Cents (\$705,950.45), which represents fifty percent of the estimated construction cost; and

Whereas, NIES Engineering, Inc. had prepared plans and specifications for the Project and the project was bid in accordance with I.C. 36-1-12 *et seq.* and notice was published in accordance with I.C. 5-3-1; and

Whereas, The Town has heretofore awarded a construction contract to Milestone Contractors North, Inc. in the amount of One Million Five Hundred Thirty-three Thousand Six Hundred Eighty-four Dollars and no Cents (\$1,533,684.00) to be the lowest responsive and responsible bid and has further

determined a need to engage professional engineering services during construction to supervise, inspect, and manage the construction activities on the Project on behalf of the Town; and

Whereas, NIES Engineering, Inc. (Consultant) has offered and presented an agreement to provide and furnish professional engineering services during construction for the Project in consideration for fees to be charged and billed monthly based upon a lump sum of the value of the services in the amount of Seventy-seven Thousand Five Hundred Dollars and no Cents (\$77,500.00); and

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

Whereas, The Town of Highland, through its Town Council now desires to approve the project and to accept and approve the agreement for services as herein described.

Now Therefore Be It Resolved by the Town Council of the Town of Highland, Lake County, Indiana;

Section 1. That the Professional Engineering Services during Construction Agreement, (incorporated by reference and made a part of this Order) between NIES Engineering, Inc. and the Town of Highland for the 2022 Community Crossings Match Grant Street Improvement Project, is hereby approved, adopted and ratified in each and every respect;

Section 2. That the terms and charges under the agreement for Professional Engineering Services during Construction in the not to exceed fee amount of Seventy-seven Thousand Five Hundred Dollars and no Cents (\$77,500.00) is found to be reasonable and fair;

Section 3. That the Town of Highland, through its Town Council, believes that NIES Engineering, Inc. has demonstrated professional competence and has the qualifications to perform the particular professional engineering services called for in the Agreement and associated project, pursuant to I.C. 5-16-11.1-5;

Section 4. That the President of the Town Council be authorized to execute the Agreement with his signature as attested thereto by the Clerk-Treasurer.

DULY, PASSED AND ADOPTED by the Town Council of the Town of Highland, Lake County, Indiana this 25th day of July, 2022 having passed by a vote of 5 in favor and 0 opposed.

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

Bernie Zemen, President

Attest:

Mark Herak, Clerk-Treasurer

**Appendix A
2022 Community Crossings Matching Grant Project List**

<u>Route Name</u>	<u>From</u>	<u>To</u>	
Forrest Dr	45 th St	41 st St	\$220,155.20
Farmer Dr	45 th St	41 st St	\$219,525.80
43 rd St	5 th St	Ellen Dr	\$184,946.80
Anthony Pl	Lois Pl	Forrest Dr	\$45,047.00
Lois Pl	Anthony Pl	Forrest Dr	\$35,070.00
Amy Dr	Dead End	Forrest Dr	\$11,097.00
Ellen Dr	43 rd St	41 st St	\$52,380.00
Grace St	41 st St	Martha St	\$38,795.00
Grace Pl	41 st St	Martha St	\$32,504.00
Cottage Grove Av	41 st St	Martha St	\$37,700.00

Cottage Grove Pl	41 st St	Martha St	\$35,024.00
Laverne Dr	220' E. of Grace St	Liabe Rd	\$53,921.40
Liabe Rd	Wirth Rd	Lincoln Av	\$79,044.60
Lincoln Av	Arbor Hill Dr	Liabe Rd	\$17,696.00
Grace St	Strong St	North Dr	\$179,622.60
North Dr	270' E. of Grace St	Dead End	\$32,389.00
Eder St	Grace St	Grace Pl	\$12,311.00
Grace Pl	Eder St	Duluth St	\$40,971.00
Cottage Grove Av	Highway Av	Laporte St	\$121,996.60
<u>Hook St</u>	<u>41st St</u>	<u>Martha St</u>	<u>\$83,487.00</u>

\$1,533,684.00

3. Proposed Appropriation Enactment No. 2022-14: An Enactment

Appropriating Additional Moneys in Excess of the Annual Budget from Monies received as a Grant from the State or Federal Government, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5 ET SEQ.

Councilor Black introduced and moved the consideration of Appropriation Enactment No. 2022-14 at the same meeting of introduction. Councilor Sheeman seconded. Upon a roll call vote, a unanimous vote being necessary to consider the Ordinance on the same night of introduction, there were five (5) 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 Appropriation Enactment No. 2022-14 at the same meeting of its introduction. Councilor Schocke seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmative votes and no negatives. The motion passed. Appropriation Enactment No. 2022-14 was passed and adopted at the same meeting of its introduction.

RCPT. # 769585

APPROVED BY STATE BOARD OF ACCOUNTS FOR TOWN OF HIGHLAND 2009

RECEIPT - OFFICE OF THE CLERK-TREASURER

TOWN OF HIGHLAND

3333 RIDGE ROAD

HIGHLAND, IN 46322

DATE: 02/22/2022	Ref: ANIMAL LODGI			
RECEIVED OF: TOWN OF MUNSTER	1005 RIDGE ROAD	MUNSTER	IN	46321
THE SUM OF: 1,225.00				
DESCRIPTION: ANIMAL SHELTER LODGING BI-ANNUAL REIMBURSMENT				
ON ACCOUNT OF:			AMOUNT:	
001-0000-36403	ANIMAL SHELTER LODGING		1,225.00	
			TOTAL	1,225.00

TENDERED: Check 875080 Payment: 1,225.00

Change Due: 0.00

MARK HERAK/JCF

CLERK-TREASURER

Town of Highland
APPROPRIATION ENACTMENT
ENACTMENT NO. 2022-14

An Enactment Appropriating Additional Monies in Excess of the Annual Budget From Monies Received from the State or Federal Government, pursuant to I.C. 6-1.1-18-7.5, I.C. 36-5-3-5 et seq.

WHEREAS, IC 6-1.1-18-7.5 provides that notwithstanding any other law, the appropriating body of a political subdivision may appropriate any funds received from a state or the federal government without using the additional appropriation procedures under IC 6-1.1-18-5, if the funds are provided or designated by the state or the federal government as a reimbursement of an expenditure made by the political subdivision;

WHEREAS, The Town Council has been informed of the receipt of funds from the **Town of Munster**, representing funds from the Animal Shelter Lodging Bi-Annual Reimbursement Agreement per the Memorandum of Understanding executed between the Town of Highland and the Town of Munster in January of 2019, particularly represented on Clerk-Treasurer's receipt number 773283 in the total amount of **\$1,225.00**, for the months of from January through June 2022, as reimbursement per the Animal Shelter Lodging Bi-Annual Reimbursement Agreement ;

WHEREAS, The Town Council has been further informed that these funds were provided or designated by the Town of Munster as a reimbursement per the Memorandum of Understanding for the Animal Shelter Lodging Bi-Annual Reimbursement Agreement for expenditures made by the political subdivision;

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

Section 1. That for the lodging and sheltering expenses of said municipality related to the Memorandum of Understanding Animal Shelter Lodging Bi-Annual Reimbursement Agreement to reimburse the Town of Highland for its actual expenses incurred by said municipality, the following additional sums of money, received from the Town of Munster as designated as a reimbursement per the Memorandum of Understanding dated January 2019 by the Town of Highland for an expenditure made by the political subdivision, are hereby appropriated and ordered set apart out of the funds herein named:

CORPORATION GENERAL FUND

Metropolitan Police Department

Reduce Account: #1101-0000-364.03 Animal Shelter Lodg. \$1,225.00
Total 300 Series Reductions \$1,225.00

Increase Account: #1101-0009-390.05 Animal Quarantine \$1,225.00
Total 300 Series Increases \$1,225.00

Total of All Fund Decreases: \$1,225.00

Total of All Fund Increases: \$1,225.00

Total of All Fund Increases: \$ 1,225.00

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

Introduced and Filed on the 25th day of July 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 ENACTED AND ADOPTED this 25th Day of July 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**

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

Attest:

Mark Herak
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

4. **Resolution No. 2022-14:** A Resolution Of The Fiscal Body Of The Town Of Highland Approving And Fixing The Official Charges Or Fees For Information And Communication Technology Services Provided By The Municipality To Its Executive Departments And Offices And Accounted In The Information And Communication Technology Fund.

Councilor Schocke moved the passage and adoption of Works Board Order No. 2022-14. Councilor Smith seconded. Upon a roll call vote of the elected officials, there were five (5) affirmatives and no negatives. The motion passed. Works Board Order No. 2022-14 was adopted.

TOWN of HIGHLAND
Town Council Resolution No. 2022-14

A RESOLUTION OF THE FISCAL BODY OF THE TOWN OF HIGHLAND APPROVING AND FIXING THE OFFICIAL CHARGES OR FEES FOR INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES PROVIDED BY THE MUNICIPALITY TO ITS EXECUTIVE DEPARTMENTS AND OFFICES AND ACCOUNTED IN THE INFORMATION AND COMMUNICATION TECHNOLOGY FUND

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

WHEREAS, IC 36-1-3-2 and IC 36-1-3-6(b)(1) confer upon local units of government the powers that they need for the effective operation of government as to local affairs and prescribe the manner and form of enactment for any such exercise of power;

WHEREAS, The Highland Town Council did adopt and establish an Information and Communication Technology Fund, by adoption of Ordinance No. 1323, amending the Highland Municipal Code by adding a new section § 31.08 (now codified as Section 3.45.110), which provides for an internal service fund as an accounting entity to which the resources and costs associated with providing information and communication technology services to the municipality will be accounted; and,

WHEREAS, Section 3.45.110 (F) (1) particularly provides that resources or revenue for these services supported by the internal service fund may consist of *“interdepartmental charges, contributions, cost shares or assessments levied against funds or departments of the municipality to support the lawful purposes and budget of the Information and Communication Technology Fund;”*

WHEREAS, Section 3.45.110 (F) (1) (a) still further provides that the *“charges and rates shall be developed and recommended by the proper officers of the municipality and fixed and approved by the Town Council”*;

WHEREAS, The proper officers of the municipality have developed and now recommend charges and rates for **FY 2022** to support the costs associated with the provision of information and communication technology services to the municipality and its several executive departments and utilities; and,

WHEREAS, The Town Council now desires to fix and adopt the charges and rates as recommended,

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

Section 1. That the proper officer(s) of the municipality have developed and now recommend the following annual charge for services for the fiscal year **2022** as follows:

(a) For information and communication technology services provided to the several departments reposed in the **Corporation General Fund**, the annual charge is allocated at **24% of costs or \$79,585.00**;

(b) For information and communication technology services provided to the department reposed in the **Park and Recreation Fund**, the annual charge is allocated at **11% of costs or \$37,263.77**;

(c) For information and communication technology services provided to the department reposed in the **Redevelopment General Fund**, the annual charge is allocated at **5% of costs or \$15,917.00**;

(d) For information and communication technology services provided to the Waterworks Utility, the annual charge is allocated at **20% of costs or \$63,856.88**;

(e) For information and communication technology services provided to the Wastewater/Stormwater Utility, the annual charge is allocated at **20% of costs or 63,856.88**;

Section 2. That the Town Council hereby finds and determines that the rates and charges as recommended are consistent with IC 36-1-3-8(a)(6), calculated to include reasonable costs associated with those purposes outlined in Section 3.45.110 (D) of the Highland Municipal Code;

Section 3. That the Town Council hereby now fixes and approves the annual rates and charges as set forth herein, and authorizes the municipal fiscal officer to take such lawful measures to charge and collect the fees herein, either as a single lump sum fee or collected periodically until fully collected, and then to deposit these charges into the **Information and Communication Technology Fund**;

DULY RESOLVED and ADOPTED this 25th Day of July 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

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

ATTEST:

Mark Herak
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

5. TRANSFER RESOLUTION NO. 2022-15: AN EXIGENT RESOLUTION PROVIDING FOR THE TRANSFER OF APPROPRIATION BALANCES FROM AND AMONG MAJOR BUDGET CLASSIFICATIONS IN THE SPECIAL EVENTS FUND AS REQUESTED BY THE PROPER OFFICER AND FORWARDED TO THE TOWN COUNCIL FOR ITS ACTION PURSUANT TO IC 6-1.1-18-6.

Councilor Black moved the passage and adoption of Works Board Order No. 2022-15. Councilor Sheeman seconded. Upon a roll call vote of the elected officials, there were five (5) affirmatives and no negatives. The motion passed. Works Board Order No. 2022-15 was adopted.

TOWN OF HIGHLAND
APPROPRIATION TRANSFER RESOLUTION
RESOLUTION NO. 2022-15

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

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

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

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

Section 2. That it has been shown that certain existing unobligated appropriations of the **Special Events 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:

SPECIAL EVENTS FUND

Council of Community Events

Reduce Account:	#2505-0000-111.01 Security Sworn Officers	<u>\$ 9,900.00</u>
	<i>Total 100 Series Reductions</i>	\$ 9,900.00
Increase Account:	#2505-0000-390.03 Public Relations Donation	<u>\$ 9,900.00</u>
	<i>Total 300 Series Increases</i>	\$ 9,900.00
	Total of All Fund Decreases:	\$ 9,900.00
	Total of All Fund Increases:	\$ 9,900.00

DULY RESOLVED and ADOPTED this 25th Day of July 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**

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

Attest:

Mark Herak
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

6. WORKS BOARD ORDER NO. 2022-19: AN ORDER APPROVING AND AUTHORIZING THE METROPOLITAN POLICE CHIEF TO ENTER INTO A PURCHASE AGREEMENT WITH CDW GOVERNMENT LLC TO PURCHASE FIVE (5) IN-CAR COMPUTERS WITH ACCESSORIES AT A PRICE OF \$20,409.20, AND FINDING IT BOTH TO BE A SPECIAL PURCHASE AND A SMALL PURCHASE PURSUANT TO I.C. 5-22 AND CHAPTER 3.05 OF THE HIGHLAND MUNICIPAL CODE.

Councilor Sheeman moved the passage and adoption of Works Board Order No. 2022-19. Councilor Black seconded. Upon a roll call vote of the elected officials, there were five (5) affirmatives and no negatives. The motion passed. Works Board Order No. 2022-19 was adopted.

**Town of Highland
Board of Works
Order of the Works Board 2022-19**

An Order Approving and Authorizing the Purchase Certain Public Safety Communications Equipment, as Identified by the Metropolitan Police Chief, from CDW Government LLC., of 75 Remittance Drive Suite 1515, Chicago, Illinois and finding it to be a Special Purchase pursuant to I.C. 5-22 and Chapter 3.05 of the Municipal Code.

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

Whereas, The Metropolitan Police Chief has determined a need to replace certain equipment and supplies and has further determined the purchase price will be below \$150,000.00. An opportunity has arisen which enables the department to purchase additional in-car computers with accessories.

Whereas, The Metropolitan Police Chief has identified CDW Government, LLC of Chicago, IL to be a desirable source vendor for the purchase of five (5) in-car computers with accessories at a price of \$20,409.20

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

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

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

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

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

Whereas, The purchase of the five (5) in-car computers and accessories will be supported by appropriations anticipated to be approved and adopted in the MCCD Fund;

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

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

Section 1: That the Works Board hereby authorizes and approves the purchase as from CDW Government LLC, of 75 Remittance Dr., Chicago, IL, as a desirable source vendor for the purchase of five (5) in-car computers plus accessories as set forth in the invoices, which is attached as an exhibit to and made a part of this order in the amount of \$20,409.20;

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

- (A) That CDW Government LLC, of 75 Remittance Dr Chicago IL a sole source to meet the police departments reasonable requirements for this purchase; and
- (B) That for this purchase, the compatibility of equipment, accessories or replacement parts is a substantial consideration; and,
- (C) That the foregoing rational, this purchase qualifies as a special purchase pursuant to IC5-22-10 et seq. and HMC Section 3.05.065 (I)

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

Be It So Ordered.

DULY, PASSED, ADOPTED AND ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 25th day of July, 2022 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL OF THE TOWN of
HIGHLAND, INDIANA**

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

Attest:

Mark Herak, Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

7. WORKS BOARD ORDER NO. 2022-18: AN ORDER AUTHORIZING, AND APPROVING THE PAYMENT OF ELECTIVE HONORARIA TO THE MUNICIPAL DEPARTMENTS AND SELECT EVENT PARTICIPANTS IN RECOGNITION OF AND IN GOODWILL FOR THEIR ASSISTANCE AND SUPPORT OF THE EVENTS UNDER THE COMMUNITY EVENTS COMMISSION AND AUTHORIZING THE PAYMENT OF ELECTIVE HONORARIA FOR THEIR PARTICIPATION IN THE ANNUAL HIGHLAND INDEPENDENCE DAY FESTIVAL.

Councilor Black moved the passage and adoption of Works Board Order No. 2022-18. Councilor Sheeman seconded. Upon a roll call vote of the elected officials, there were five (5) affirmatives and no negatives. The motion passed. Works Board Order No. 2022-18 was adopted.

**THE TOWN of HIGHLAND
WORKS BOARD ORDER NO. 2022-18**

AN ORDER AUTHORIZING, AND APPROVING THE PAYMENT OF ELECTIVE HONORARIA TO THE MUNICIPAL DEPARTMENTS AND SELECT EVENT PARTICIPANTS IN RECOGNITION OF AND IN GOODWILL FOR THEIR ASSISTANCE AND SUPPORT OF THE EVENTS UNDER THE AEGIS OF THE COMMUNITY EVENTS COMMISSION AND AUTHORIZING THE PAYMENT OF ELECTIVE HONORARIA FOR THEIR PARTICIPATION IN THE ANNUAL HIGHLAND INDEPENDENCE DAY FESTIVAL.

Whereas, The Town Council for the Town of Highland is the Legislative and Fiscal Body of the Municipality as well as the works board pursuant to IC 36-1-2 et seq.,

Whereas, The Highland Community Events Commission and the Town Council of Highland did rely on the support and special services of the Highland Parks and Recreation Department, the Public Works Department (Agency) and many volunteers from community groups in carrying out its programming for the year;

Whereas, The Town Council has been reliably advised that it has been customary and is highly desirable for the payment of an honorarium or stipend to some of the participating municipal departments and community groups in recognition of their laudable support and contribution to the special event programming during the recent festival;

Whereas, The Town Council has been further reliably advised that many employees of the Highland Parks and Recreation Department and the Public Works Department (Agency) and many volunteers from community groups did expend time, labor and creative process to support the Town of Highland's community programming during the Independence Day Festival;

Whereas, Under its authority of IC 36-1-3, the Town Council passed and adopted Section §2.35.030 of the Highland Municipal Code which provides in pertinent part that the Town Council is authorized to budget and appropriate funds from the general fund of the town to pay the expenses incurred in promoting the best interests of the town and that such expenses may include, but not necessarily be limited to those incurred in developing relations with other units of government or any other expenses of civic or governmental nature deemed by the Town Council to be in the interests of the Town; and,

Whereas, The Town Council has reviewed the matter, and now desires to make findings and determinations related to the support and authorization of the awarding of honoraria to certain groups,

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

Section 1. That the following named groups or bands, which participated in the most recent **Independence Day**, as identified be paid an elective honorarium in the amount specified, in appreciation and recognition of this participation as follows:

- | | | |
|-----|------------------------------------|-----------|
| (A) | Highland High School Marching Band | \$ 250.00 |
| (B) | Bishop Noll Marching Band | \$ 250.00 |
| (C) | Wilfred Akanbi | \$ 100.00 |

Section 3. That the Town Council hereby finds and determines that the forgoing activities and items of expense are

lawful and proper expenses incurred in promoting the best interests of the Town as set forth in Section §2.23.030 of the Highland Municipal Code which reads as follows:

§ 2.35.030 AUTHORITY OF TOWN COUNCIL TO REIMBURSE
TOWN OFFICIALS FOR CERTAIN EXPENSES.

The Town Council is hereby authorized to budget and appropriate funds from the general fund of the town to pay the expenses of, and to reimburse, town officials for expenses incurred in promoting the best interests of the town. Such expenses may include, but not necessarily be limited to meals, decorations, memorabilia, awards, expenses incurred in interviewing job applicants, expenses incurred in promoting industrial, commercial, and residential development, expenses incurred in developing relations with other units of government, and any other expenses of civic or governmental nature deemed by the Town Council to be in the interests of the town.

Section 4. That the Town Council further finds and determines that the activities and expenses as described herein, if not paid from the Corporation General Fund, are uses and expenditures consistent with the purposes of the Special Events Non Reverting Fund, when proper appropriations are accordingly approved;

Section 5. That the Clerk-Treasurer is hereby authorized and instructed to prepare sufficient accounts payable vouchers against the appropriate fund and accounts for the benefit of each of the several identified groups, depicting the expense as an Honorarium, in the amount herein fixed, to be paid to the proper donation fund for the Parks and Recreation Department, for its benefit, to pay all other groups as indicated and to take such other measures to carry-out the purposes and objects of this order;

Section 6. That the Clerk-Treasurer is hereby authorized and instructed to prepare sufficient accounts payable vouchers against the appropriate fund or funds and accounts for the benefit of each of the several named parties herein identified, depicting the expense as an Honorarium or Stipend, in the amount herein fixed, to be paid according to law;

Section 7. That any actions taken by public officers in advance and in anticipation of the passage and adoption of this order, are hereby ratified, all pursuant to IC 36-1-4-16.

Be it so ordered.

DULY, PASSED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 25th day of July 2022, having passed by a vote of 5 in favor and 0 opposed.

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

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

Attest:

Mark Herak
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

HCCE Minutes

Meeting date | time 7/11/22 | 6:31pm | Meeting location Upper Town Hall

Type of Meeting	Regularly Scheduled	Members Present: Jacqui Herrera, Sandy McKnight, Linda Carter, Jeffrey Pena Liaisons Present: Trever Kinley (P&R) Additional Attendees: N/A
President	Jacqui Herrera	
Vice President	Sandy McKnight	
Financial Secretary	Allencia Ballard	
Secretary	Jeffrey Pena	

Minutes Review – June minutes motioned to be accepted by Linda Carter and 2nd by Sandy McKnight. Motion passed.

Financial Report – No official financial report at this time.

Liaison Reports – Liaisons were pleased with the 4th of July festival and offered ways to improve next year. Looking forward to assisting with the 2022 Fall Festival.

Additional Topics Presented

- Begin looking for Trunk or Treat and Santa Parade photographers.
- Begin looking for a Santa Parade backdrop.

Committee Reports

- Twilight Parade staging was discussed. Numbering system will be changed.
- Great feedback from vendors and ways to improve for next year.
- Linda Carter motioned to give an **honorarium of \$25** to each of the entertainers contracted by HCCE (Kalita, John Measner, Silly Safaris) as a thank you for their patience in receiving their payments past their performance dates. Motion was 2nd by Sandy McKnight and passed by HCCE vote.
- Jeffrey Pena motioned to give an **honorarium of \$250** to each band that played in the Twilight Parade (Highland High School and Bishop Noll). Motion was 2nd by Sandy McKnight and passed by HCCE vote.
- Sandy McKnight motioned **to pay \$100 to National** Anthem singer of Memorial Day and 4th of July fireworks, Wilfred Akanbi. Linda Carter 2nd the motion and passed by HCCE vote.
- Linda Carter motioned for a \$50 budget for August 27-28th garage sale marketing sticker for the banner. Motion 2nd by Jeffrey Pena and passed by HCCE vote.
- Setting dates for Fall Festival (now called the Backyard Barbecue), booking activities, and reaching out to vendors will be the priority moving forward for the committee.

Old Business – Discussed recap of July 4th Festival.

New Business – Moving forward, the committee will be planning the Backyard BBQ Festival

Next Meeting: July 27th, 6:30pm, Upper Town Hall

Adjournment: Sandy McKnight motioned for meeting to be adjourned. Jeffrey Pena 2nd motion, all agreed. Meeting adjourned at 9:03pm

8. **COMMENDATION LETTER FOR DAY OFF AND SIGNATURE AUTHORIZATION. ACTION TO APPROVE LETTERS OF COMMENDATION FOR EXEMPLARY PUBLIC SERVICE LEADING TO THE AWARD OF A SINGLE PAID DAY OFF FOR SEVERAL WORKERS IN THE METROPOLITAN POLICE DEPARTMENT. PURSUANT TO SECTION 4.13 OF THE COMPENSATION AND BENEFITS ORDINANCE, FOR THE DAY OFF TO BE EFFECTIVE REQUIRES THE APPROVAL OF THE BOARD OF JURISDICTION AND THE TOWN COUNCIL. THE TOWN BOARD OF METROPOLITAN POLICE COMMISSIONERS HAS GRANTED PRELIMINARY APPROVAL TO**

SEVERAL LETTERS OF COMMENDATION REGARDING SEVERAL EMPLOYEES WHO HAVE WORKED SIX MONTHS WITHOUT CALLING OFF SICK AND WITHOUT EXPERIENCING AN "AT FAULT ACCIDENT".

- ACTION SHOULD INCLUDE APPROVAL FOR THE MEMBERS OF THE TOWN COUNCIL TO SIGN THE LETTERS OF COMMENDATION.

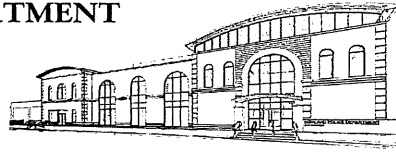
Councilor Black moved the passage and adoption of Commendation Letter with one (1) off. Councilor Smith seconded. Upon a roll call vote of the elected officials, there were five (5) affirmatives and no negatives. The motion passed. The Commendation Letter with one (1) day off was adopted.



HIGHLAND POLICE DEPARTMENT

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

PETER T. HOJNICKI, CHIEF OF POLICE



July 11, 2022

Chief Peter Hojnicki
Assistant Chief Pat Vassar
Detective Sgt Jason Hildenbrand
Detective Corp Brian Stanley
Detective Corp Lee Natelborg
Detective Corp Darren Conley
Corporal Gerardo Garza
Corporal Erich Swisher
Corporal Michael Yonkman
Corporal Nick Vanni

Lance Corp Greg Palmer
Officer Anthony Kowal
Officer Joel Sullivan
Detective Frank Peckler
Detective Gerardo Garza
Officer Emmalie Wolke
Officer Corey Anderson
Officer Kade Sapp
Officer Joshua Brzezinski
Officer John Freyek
Officer James Glidewell

Working six months without calling off sick and not having an at-fault accident is a tremendous achievement that exemplifies the conscientious effort you have put forth. This accomplishment reflects your concern for the welfare of your fellow officers and a conscientious attitude toward the department and the community.

On behalf of the Metropolitan Board of Police Commissioners, I commend you for your dedication.

Highland Board of Metropolitan
Police Commissioners

Highland Town Council

9. ACTION TO APPROVE APPOINTMENT OR EMPLOYMENT OF FULL-TIME EMPLOYEE, PURSUANT TO SECTION §3.03 OF THE COMPENSATION AND BENEFITS ORDINANCE. ASSISTANT PUBLIC WORKS DIRECTOR RECOMMENDS THE FOLLOWING, EFFECTIVE AUGUST 8, 2022:

(A) THE HIRING (PROMOTION) OF BRIAN BURBRIDGE, TO THE FULL-TIME POSITION OF UTILITY WORKER B IN PUBLIC WORKS DEPARTMENT (AGENCY) AT A RATE OF PAY OF \$13.71 PER HOUR. THIS WILL NOT INCREASE THE FULL-TIME WORKFORCE GREATER THAN THE AUTHORIZED WORK FORCE STRENGTH. (PREVIOUSLY THE WORKER WORKED SUMMER HIRE HELP FOR THE STREET DEPARTMENT FOR SEVERAL YEARS. WHILE UNDER CURRENT ORDINANCES, HIRES ARE UNDER THE AUTHORITY OF THE DEPARTMENT HEAD. THE PUBLIC WORKS DIRECTOR ASKED FOR THIS ACTION TO AFFIRM THE PROMOTION AND THE RETENTION OF THE POSITION.)

Councilor Black moved the passage and adoption of the hiring of Brian Burbridge as Utility Work B, replacing Kyle Foster, effective August 8, 2022. Councilor Schocke. Upon a roll call vote of the elected officials, there were five (5) affirmatives and no negatives. The motion passed. The hiring of Brian Burbridge was adopted.

8/26/22

TOWN OF HIGHLAND
PERSONNEL-EMPLOYMENT NOTICE

RECEIVED
JUL 25 2022

Name: Brian Burbidge Employee Payroll # _____
Address: _____ Phone #: _____
Department: Public Works Account #: MUH
Email address: _____

NEW HIRE (Not currently on the payroll in any status) Date Effective: 8-7-2022
Remind new hires they will need to show their original social security card when they complete their employment forms.

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

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

Job Title: Utility Wkr B Bi-weekly Salary/Hourly Rate: 13.71

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

Full-Time Only:
This position succeeds: Kyle Foster (If applicable)
The current workforce level is 2 as of the date of this notice.
This position will increase authorized full-time work force levels.

PAY RATE CHANGE OR CHANGE IN STATUS Date Effective: 8-7-2022

Current:
Job Title: Summer Help Account: MUH
Base Bi-weekly/Hourly Rate: 10.70 Longevity: _____

Proposed:
Job Title: Utility Wkr B Account: MUH
Base Bi-weekly/Hourly Rate: 13.71 Longevity: _____
This position succeeds: Kyle Foster

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

SEPARATION Last Day Worked: _____ Effective Last Day: _____
Resignation Discharge Retirement Other _____
(Details for Discharge may be found in personnel file of the department)

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

Vacation Pay: _____ Comp Pay: _____ Personal Day Pay: _____
Severance Pay: _____ Holiday Pay: _____ Other Pay Allowed: _____
SUPERVISOR SIGNATURE: _____ Date: 7-25-22

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

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

10. TRANSFER RESOLUTION NO. 2022-16: AN EXIGENT RESOLUTION PROVIDING FOR THE TRANSFER OF APPROPRIATION BALANCES FROM AND AMONG MAJOR BUDGET CLASSIFICATIONS IN MOTOR VEHICLE HIGHWAY FUND, LOCAL ROAD & STREET FUND, CCI FUND AND THE CREDIT ECCLON. DEV. INCOME TAX FUND AS REQUESTED BY THE PROPER OFFICER AND FORWARDED TO THE TOWN COUNCIL FOR ITS ACTION PURSUANT TO IC 6-1.1-18-6.

Councilor Black moved the passage and adoption of Works Board Order No. 2022-16. Councilor Smith seconded. Upon a roll call vote of the elected officials, there were five (5) affirmatives and no negatives. The motion passed. Works Board Order No. 2022-16 was adopted.

TOWN OF HIGHLAND
APPROPRIATION TRANSFER RESOLUTION
RESOLUTION NO. 2022-16

AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS to the COMMUNITY CROSSINGS GRANT FUND as REQUESTED BY THE PROPER OFFICER AND FORWARDED to the TOWN COUNCIL for its ACTION PURSUANT TO IC 6-1.1-18-6.

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

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

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

Section 2. That is has been shown that certain existing unobligated appropriations of the **Community Crossing Grant 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:

COMMUNITY CROSSING GRANT FUND

Motor Vehicle Highway Fund

Reduce Account:	#2201-0017-390.09 MVH Constr/Reconstr Str	<u>\$ 50,000.00</u>
	<i>Total 300 Series Reductions</i>	\$

50,000.00

Local Road & Street Fund

Reduce Account:	#2202-0000-390.09 LR&S Constr/Reconstr Str	<u>\$257,000.00</u>
	<i>Total 300 Series Reductions</i>	

\$257,000.00

CCI Fund

Reduce Account: #4401-0000-390.09 CCI Constr/Reconstr Str \$100,000.00

Reduce Account: #4401-0000-310.02 CCI Prof. Serv Eng \$ 15,000.00
Total 300 Series Reductions

\$115,000.00

CEDIT Econ. Dev. Income Tax Fund

Reduce Account: #4436-0000-471.18 Cedit Resurf of Local Strs \$250,000.00
Total 400 Series Reductions

\$250,000.00

Community Crossing Grant Fund

Increase Account: #2405-0000-390.72 CCMG Projects 2022 \$657,000.00

Increase Account: #2405-0000-390.73 CCMG Engineering \$15,000.00
Total 300 Series Increases

Total of All Fund Decreases:

\$672,000.00

Total of All Fund Increases:

\$672,000.00

DULY RESOLVED and ADOPTED this 25th Day of July 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**

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

Attest:

Mark Herak
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

11. Authorizing the proper officer to publish legal notice of a public hearing: Public Hearing to consider additional appropriations in the amount of \$23,000 in the Corporation General Fund and \$14,515 in the Motor Vehicle Highway Fund.

Councilor Sheeman moved to instruct the proper officer to publish legal notice of a public hearing. Public hearing to be held on August 8, 2022, at 6:30, in the Plenary Meeting Room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana 46322. Councilor Black seconded. Upon a roll call vote of the elected officials, there were five (5) affirmatives and no negatives. The motion passed. The proper officer was instructed to advertise for a public hearing to be held on August 8, 2022 was adopted.

Comments from the Town Council:

(Good of the order)

Councilor Toya Smith: • *Sanitary Board Liaison* • *and Public Works.*

Councilor Smith began by acknowledging the Building Commissioner, Ken Mika asking about what's on the agenda for the upcoming BZA meeting. He said this Wednesday, the Board of Zoning Appeals will have three (3) Findings of Fact to approve and a use variance request for the Highland Plaza on Indianapolis Blvd. The petitioner is requesting a use variance to put in an auto body collision center. He also commented on the delay on the gas station located at Hart Road and 41. Since our last meeting and at the request of Councilor Sheeman, Mr. Mika had the property owner trim the weeds & cut the grass. The owners have put the soil erosion control measures around the property. They're planning on getting started next week barring no complications. The owner stated part of the problem is trying to get materials, in addition to the large price increase for those materials. They believed they got it all worked out and he's assured Ken that everything is online to get started sometime next week.

Toya then acknowledged Mark Knesek, Public Works Director. Mark began by commenting that last Saturday, we had our Lake County hazardous waste pick up and it is very successful. They had 529 Lake County residents come in, which was about 100 more from last year to the public works facility to drop off their hazardous waste. He reminded residents, that if you have latex paint, put sand or kitty litter in the paint to cause it to dry out. Then you can put it in your regular garbage. If you consider the amount of resident and the fact that it rained, it was a successful event. Mark reported that the River Drive project will start on Wednesday. It was supposed to start on Tuesday and for some reason they pushed it back another day. They are planning on tapping into the water main first, then they'll start laying pipe. Thank you to the Council for

approving the Community Crossings. I'm anxious to get that going and to get this project started as most streets on the list are in need of repaving.

Councilor Sheeman asked if we had enough yellow paint?.

Mr. Knesek responded we have enough yellow paint now and the crews are actually out working on priority lists from the Police Department. They will hit the school zones before school starts.

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

Councilor Schocke acknowledged Park Superintendent Alex Brown who said we've been extremely busy hosting the NSA Girls Fast Pitch World series at Sharp Athletic complex last Wednesday through Sunday. They had 102 games scheduled but only got 96 of them in and didn't finish on Sunday. We had the Chicago Bulls Camp at the Lincoln Center last week. I've been involved with the Chicago Bulls Camps for 35 years. We had 179 kids registered for that last week and I've never seen that kind of registration before. We're in the middle of the summer theater program. It opened last weekend and runs through this coming weekend, Thursday, Friday Saturday nights at Main Square. This summer they are doing Joseph and the Amazing Technicolor Dreamcoat. It's a nice thing for families, so come out and see a Broadway musical right in downtown Highland. Next Friday, a week from this Friday, we will have our second movie in the park and that'll be after the Rotary corn roast, which is that same evening. Construction should begin this week on repaving the bike trail. The bridge over the little Cal River will be closed starting today. Some work needed to be done to the berm and once that is complete, then Milestone Contractors are going to start milling the bike trail on Friday. That will take a few days and then they're going to be laying fabric over the cracks. During the repaving, we are not going to close the bike trail. It should be fine for walkers and bike riders who have road wheels for tires but it will still be a rough ride for several weeks. We're putting this information out on social media.

Councilor Schocke wanted to mention that he received a text from Sandy McKnight, who serves on the Council of Community Events and advised that the Council of Community Events is planning on doing a Highland Backyard Barbeque Festival the weekend of September 17 and 18th at Main Square. It will be barbeque food and bands. What she provided Councilor Schocke was tentative and she wanted Councilor Schocke to ask the Council, without taking a formal vote, whether the Council would be interested in that kind of event. It would be taking the place of a fall festival. Councilor Schocke tabulated the bands that Sandy is proposing, the bands and the sound equipment would be in the area of \$9,000. Playing it safe, make it \$10,000.

Councilor Sheeman asked the Clerk-Treasurer what the proceeds were from the 4th of July celebration as he felt the Council of Community Events should have tons of money.

The Clerk-Treasurer advised that his office was still tabulating the numbers but should have them soon. He added that President Zemen asked that the idea of a fall festival be put on the August 1st Council study session to discuss a fall event. President Zemen asked Councilor Schocke to make sure members of the HCCE are aware of the meeting and are in attendance. The meeting is to make sure everyone is on the same page and to make sure the HCCE knows what preplanning they need to do, for example W-9's and signed contracts for the bands, a special event permit from the Park Board and Town Council.

Councilor Sheeman asked Alex if there is any kind of policy regarding electric bikes on the bike path. I had somebody mentioned to me that they were walking on the bike path and one zipped by them at about 25 miles an hour, so I just wondering if there is type of speed limit as electric bikes are becoming more popular. I just was wondering if there's anything thought about regulating them.

Alex said the State, two summers ago actually passed a law that made them allowable on all the trails in the State. I'd have to relook it, as they are not allowed to go over a certain mph. The Park Board has been made aware. Electric bikes are more popular in Southern Indiana where there's a lot more hills.

Councilor Schocke said the other thing I was going to bring up was the potential of adding a second resource officer to the Highland Schools. I have started a conversation with certain school board members and tomorrow I'm actually going to meet with School Superintendent Brian Smith. I believe Chief Hojnicky will be in attendance and I've invited another Council member to attend, as well as, the Clerk-Treasurer. I believe Victor Garcia and Pat Krull will also be in attendance. The meeting is tomorrow at 12:30 at the School Administration Building. In light of what has happened in Texas, it would be a good idea to perhaps fund a second officer and want to hear the School Board's thoughts. Hopefully, we can get everyone on board. And I want to thank Amber Smith, who is Tom's partner, for the nice Hawaiian shirts were wearing at tonight's meeting.

- **Councilor Tom Black:** *Liaison to the Board of Waterworks Directors • Redevelopment Commission Liaison.*

Councilor Black again thanked all the residents who participated in the house hold hazardous waste collection. It was a huge success. The Lake County Solid Waste Management District was very pleased with the turnout as it was the largest turnout they've had in two (2) years. Just think of the chemicals they collected that otherwise might have gone down the drain. Kathy DeGuilio-Fox was unable to attend tonight's but she wanted me to remind everyone that a lot is going on in Redevelopment. They are still looking for a Redevelopment Director, as well as, an administrative assistant with the departure of Lance Ryskamp. A reminder that the restaurant crawl is tomorrow night. The menu has a different look. Alex Robertson, the owner of Fuzzy Line, took it upon himself to redesign the menu flyer as the format previously used was on a file that was not accessible from the former administrative assistant. Councilor Black then read from the menu what each restaurant was offering.

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

Councilor Sheeman began by acknowledging Metropolitan Police Chief Pete Hojnicky who said that the Police Department did their final school safety audit. Every officer walked through all the schools, regardless whether private, public, Christian, Catholic or Baptist. As we walked through the schools, recommendations were made that we gave to the various schools as we met with the school representative. We went over our safety plan on what they can expect from us and what we can expect from them. It was nice to get everybody together to discuss school safety and not just the school administrators. We had all of our department's heads present because in any given situation, it's going to take the Town to come together as one. We covered a lot of details and are planning more training. The school's have made great progress in upgrading their building security. They have a lot of good things going on and more in the planning stages. Without going into specifics, we are very comfortable at what they have done thus far.

Councilor Sheeman then acknowledged acting fire chief and Building Commissioner Ken Mika. Mr. Mika started by describing a garage fire last Thursday evening. We had a working structure fire in the 9900 block of Delaware Place in Lake Side. If you listened to the radio traffic, it sounded like the world was coming to an end. We upped the alarm to have additional manpower if needed. Upon arrival, there were two detached garages involved. Once on the scene, we knocked the fire down. We had assistance from Griffith. For some reason, the initial radio traffic indicated that the house on fire was on the Griffith side, which wasn't the case. It appears to be an accidental and not a huge dollar loss but both garages most likely are going to be torn down and rebuilt. The house will have to have the siding replaced.

Councilor Sheeman then acknowledge IT Director, Ed Dabrowski who began by saying even with no picture, the sound is working good. He was waiting for this meeting to end so he can update it on line. He said he finished his form 1 for his 2023 budget. He wanted to remind the Council that one of his big increases in the 2023 budget is cyber insurance. The Council chose to add cyber insurance to their policy and it continues to go up and up and up. I've been in contact with our insurance provider and he's already cautioning on the cost increases. Using my home as an example, my policies on my home has gone up 25%, my auto have gone up 25%. I'm telling you, were in for a rude awakening when it comes to insurance next year. Ed has assisted in the conversion of the 3-digit fund numbers to 4- digit fund numbers. People don't realize how complex the conversion was, as many people or departments are affected and overall, the conversion went very well. I received some quotes recently for some new cloud based systems. It was shocking to me the quotes to convert to a cloud based. They were all 6 figures.

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

Councilor Zemen acknowledged Building Commissioner, Ken Mika and asked him what was on the agenda for the upcoming Plan Commission Meeting. The Plan Commission will be sending to the Town Council a favorable recommendation for and exiting PUD for Rich Klausung. Mr. Klausung wants to construct 2, 4- unit town houses in the Nevers Cove subdivision.

Comments from Visitors or Residents:

Dominic Vasil, Highland, directed his question to Public Works Director, Mark Knesek regarding a letter that was supposed to go to the residents on River Drive concerning the start of the project and to keep their cars off the street. Mr. Knesek advised that the letters would be going out Wednesday and they will be hand delivered to each resident. He did want to release the letter till he knew for certain when the project was going to start.

Blane Roberts, Highland, asked the status of the gas station at the corner of Hart Road. Building Commissioner, Ken Mika commented on the cause of the delay on the gas station located at Hart Road and 41. Since our last meeting and at the request of Councilor Sheeman, Mr. Mika had the property owner trim the weeds & grass. The owners have put the soil erosion control measures around the property. They're planning on getting started next week barring no complications. The owner stated part of the problem is trying to get materials, in addition to the large price increase for those materials. They believed they got it all worked out and he's assured Ken that everything is online to get started sometime next week.

Councilor Zemen responded that it is going to be 16 pumps. The owners do a fantastic job. We've checked them out. They own the gas station at the corner of 231 and 41 in Cedar Lake. The owners keep it spotless. This will be the only gas station on the east side of the street from Walmart to the river.

Larry Kondrat, Highland, was asking whether a replacement had been found to replace Lance Ryskamp and did he leave his password? Was there any trouble as in the ability to find files or had any files been deleted or wiped out. He had heard that the Redevelopment Director was having difficulty in locating some the files of the recently resigned Assistant Redevelopment Director's computer. In particular the restaurant crawl menu, which had to be created by Alex Robertson as the Redevelopment Director could not access the file.

Ed Dabrowski, IT Director, responded to Mr. Kondrat's questions stating that the Redevelopment Director did have some trouble locating the files but the IT Director was able retrieve them. He said the Redevelopment Director hasn't mentioned any problems since. It wasn't that the files were missing but the method in which the former assistant redevelopment director saved the files. They were done in a form, using a free program with Main Street and no one had the directory as to how things were saved. Since the Redevelopment Director was on vacation at the time the Assistant Redevelopment

Director left, she was not aware how to access certain files. Mr. Kondrat said he was told that the Assistant Redevelopment Director was to send the passwords to the Redevelopment Director but it didn't happen. And a Redevelopment Commission member wanted to have access to Assistant Redevelopment Director's email, since the Redevelopment Director is only working 30 hours a week.

Mr. Dabrowski responded that I'm not aware of any of that, I mean the piece of paper with the password. There was no attempt to hide any information.

Councilor Zemen asked if there were any other comments. Hearing none, he closed comments from the public and brought it back to the Council. He then entered a motion to pay claims.

Payment of Accounts Payable Vouchers. There being no further comments from visitors or residents, Councilor Schocke moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period **June 29, 2022 through July 12, 2022.** Councilor Black seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified, the payroll dockets listed were ratified and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

Vendors Accounts Payable Docket:

General Fund, \$362,060.27; Special Events, \$36,563.64; Law Enforcement Continuing Education, Training and Supply Fund, \$2,256.84; Corporation Bond Exempt, \$393,500.00; Information and Communications Technology Fund, \$16,548.14; \$36,563.64; General Improvement, \$25.00; MVH, \$7,756.94; LR&S, \$17,698.74; MCCD, \$142,095.27..

Total: \$978,504.84.

PAYROLL DOCKET FOR PAYDAY OF JULY 15, 2022:

COUNCIL, BOARDS AND COMMISSIONS, \$10,169.88; OFFICE OF CLERK-TREASURER, \$14,905.26 BUILDING AND INSPECTION DEPARTMENT, \$9,476.29; METROPOLITAN POLICE DEPARTMENT, \$157,547.20; PUBLIC WORKS DEPARTMENT (AGENCY), \$73,817.91; FIRE DEPARTMENT, \$4,876.07; INFORMATION AND TECHNOLOGY DEPARTMENT, \$3,690.41; TOTAL PAYROLL: \$264,313.10.

Adjournment of Plenary Meeting. THERE BEING NO FURTHER BUSINESS ON THE AGENDA, THE TOWN COUNCIL PRESIDENT DECLARED THE REGULAR PLENARY MEETING OF THE TOWN COUNCIL OF MONDAY JULY 25, 2022, ADJOURNED AT 7:55 O'CLOCK P.M.

Mark Herak
Clerk-Treasurer

Approved by the Town Council at its meeting of August 8, 2022.