

Enrolled Memorandum of the Meeting
Study Session/Meeting (Convened Electronically/Hybrid)
Twenty-Ninth Town Council of Highland
Monday, August 15, 2022

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in a study session on **Monday, August 15, 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 between and among all of the Town Council and supported the public's ability to observe and record the proceedings. People were able to participate in person and remotely, allowing for all councilors to be simultaneously seen and heard. When the agenda item provided for public comment, this was supported as well. Councilor Toya Smith, Councilor Mark Schocke, Councilor Tom Black, Councilor Roger Sheeman, Councilor Zemen all participated in person.

The meeting was streamed live on the Town of Highland, Indiana Facebook page and participation was supported by the Zoom on-line communication platform.

Silent Roll Call: Councilors Bernie Zemen, Toya Smith, Mark Schocke, Tom Black, Roger Sheeman, were present in person as indicated. The Clerk-Treasurer, Mark Herak was present to memorialize the proceedings. *A quorum was attained.*

Officials Present: Ed Dabrowski, IT Director, Pete Hojnicky, Metropolitan Police Chief, were in person.

General Substance of Matters Discussed.

Discussion: Mullins v Highland. Town Attorney Reed asked that this matter be put on the August 15th Study Session. Officer Mullin filed a worker's compensation claim for injuries he sustained before the Illinois Worker's Compensation Board. Officer Mullin was in a high-speed pursuit that took him far into the State of Illinois and he was injured when the pursuit became an on-foot chase.

John Reed began by explaining this issue concerns one of our police officers, who was injured in the line of duty, while in a pursuit that led him into Illinois. The pursuit ultimately turned into a foot chase and that foot chase allegedly resulted in an injury to Officer Mullins knee, which required some minor medical treatment. Because the incident took place in Illinois, we're being told the incident is not covered by our Worker's Comp carrier. However, due to the lack of severity of the injury, the case has been negotiated down to a \$4,000 settlement offer. That's where the case is right now. The Attorney for our carrier, a gentleman by the name of Ross Abella, a well-known, Workers Comp Defense Attorney in Illinois, who I have talked with several times about this case, suggested we settle for the \$4,000. I will be seeking

at the next open public meeting, assuming all the i's are dotted and the t's are crossed, the Council's authority to settle this case, given the small amount that it represents. Due to that amount and that's why I've kind of circling back to the insurance carrier. It's not worth trying considering the money, fees, time and effort to get into a major issue or fight right now with the carrier which is IPEP through the State of Indiana. Our agent, Tom Brown is actually looking at that policy more closely, taking a look at what we can do to increase our coverage to the Town during these types of events which lead our employees, officers or agents into a neighboring a State. We don't really have a life potential liability like that hanging out the wind. Mr. Brown, even emailed me today as he continues to look for quotes and what the cost would be to the Town for that type of extension.

The Clerk-Treasurer said he too received the same e-mail and reached out to the Town's former carrier, Bliss-McKnight to see if they carried that type of coverage.

Councilor Schocke said I was a little surprised that it wasn't covered considering how close we are to Illinois. Let's say one of our employees went to a conference in Chicago and they got injured going to the conference. They were going to the conference on behalf of the Town, to the betterment of their job and it's a little concerning that we don't have coverage. Honestly, like for four grand for a lawsuit or for a Worker's Comp claim is like peanuts, I mean even to defend that case, you're going to spend upwards from \$10 to \$15,000. I see no reason not to approve the settlement. Without getting too far into the weeds, the Indiana workers compensation system and the Illinois workers compensation are totally different.

Attorney Reed said he would agree with Councilor Schocke's assessment. Depending on what the prices are and assuming it's not exorbitant, I think we've been lucky up until now, and one of the main points of having insurance is that you don't always get lucky. I think it's certainly a good time to look at it. I'm surprised that hadn't come up before. To be honest, it's a good time to take it up.

Councilor Sheeman wanted to know if Mr. Brown was looking to cover any employee that goes on official Town business or just members of the Police Department

Neither the Clerk-Treasurer or Attorney Reed could provide Councilor Sheeman with an answer. Attorney Reed said he would reach out to Mr. Brown and get an answer.

Councilor Schocke raised the same question about the Fire Department. What if they answer a call in Lansing, a mutual aide, and someone got hurt, the same scenario applies.

Attorney Reed responded, you wouldn't run into that type of problem especially if it was a lot more severe, then you're talking real money. I am waiting on Ross Abella to get back to me and let me know if the injured party accepted the offer. I told him,

once the decisions made, I can't tell you that I'm going to have a meeting the very next day. I let him know, it is contingent upon the Town Council's approval. I'm hoping to hear back yet this week.

Discussion: Preplacement of the generator at the Town Hall. This was placed on the study session agenda by the Clerk-Treasurer. During the most recent power outage, the generator at the town hall did not turn on. A service call was placed and the service company could not fix it. Public Works Director, Mark Knesek solicited 3 proposals. The first was from Midwestern Electric, simply replace in kind. Their quote was \$34,330 with a lead time of 26 weeks. The other 2 were from Hyre Electric. The first being to simply replace the generator in kind. Their cost was \$33,800 and lead time 22 weeks. The second option from EMCOR Hyre was to tie into the generator that services the Police Department. Their quote was \$25,560 and lead time is 18 to 22 weeks.

The Clerk-Treasurer began by saying that several weeks ago, when I was coming to town hall to work on either Saturday or Sunday, I noticed that the generator to the police station was on. I thought it was strange as the generator is usually tested on Wednesdays. When I left my house to walk to the Town Hall, I had power at home but when I got into the Town Hall I noticed we had no power. I even called ED, saying all these red lights are on the phones and the computers aren't working. The computers have an eternal battery that last 4 hours so the power must have been out longer than 4 hours. On Monday, I reached out to Public Works Director, Mark Knesek who arranged for a service call. The company came out saying the starter was bad and replaced it at \$1,600. That wasn't the problem as the generator still would not start. Since the generator is 14 years old, the service company suggested either rebuilding the current generator for \$8,400 or replacing the generator. The Public Works Director reached out for 3 proposals. Midwestern and Hyre Electric both provided proposals to replace the generator in kind. Hyre Electric also proposed purchasing a transfer switch and apply to the generator that supplies the police department which was oversized when purchased to be able to supply back up power when a future Town Hall was built. The current generator did not service the entire Town Hall but mainly the PD and several offices upstairs. The Midwestern proposal was \$34,000 and the lead time was 26 weeks. The second proposal from Hyre Electric was \$33,800 and lead time was 22 weeks. Hyre also made another proposal to feed the Town Hall from the generator that supplies the police department with back-up power as it is large enough to provide all the power needed by the police department and the town hall. The nice thing about the 2nd proposal from Hyre was that if a decision was ever made to build a new town hall at its present location, the same arrangement would work, using the police department generator. The second proposal from Hyre was \$25,560 with a lead time of 22 weeks.

The Metropolitan Police Chief commented that the generator that currently serves the police station was oversized to accompany a new town hall. He elaborated that the police station was designed for a new hall to be built on the present site, utilizing

the main entrance, the same elevator and stairwell. That is also the reason, no windows were placed on the east side of the building.

Councilor Schocke said it sounds like a no brainer but questioned that since the building that was built in the 70's and the roof leaks when it rains is this something you really want to consider when there is talk about replacing this building with a new one, even in the interim is it wise to spend \$25,000 on a new generator. Do we want to spend \$25,000 on a new generator on a 50-year-old building?

The Clerk-Treasurer explained that if a new town hall was built at its present location then the transfer switch would still be used to power up the new town hall. The transfer switch would not go to waste, which is why we are recommending the 2nd proposal from Hyre.

Councilor Schocke then asked how the project was going to be funded.

The Clerk-Treasurer responded he needed to find the money before proceeding.

Discussion: Reminding the public that the start of the August 22, 2022 Highland Town Council Plenary Meeting was starting at 7:00 p.m. instead of the normal 6:30 p.m. start time

TOWN of HIGHLAND

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OFFICE of the TOWN COUNCIL

Public Notice

DATE: TUESDAY, AUGUST 16, 2022
TO: AREA MEDIA AND PUBLIC

Re: Meeting Start time Change of the Town Council of
Highland.

Please let this serve as **notice that the starting Time for Monday's, August 22, 2022 of the Highland Town Council's plenary meeting has been changed from 6:30 p.m. to 7:00 p.m.** The Meeting is a Hybrid meeting, both in person and accessible on Zoom Platform.
Topic: Town of Highland, IN - Town Council Plenary Meeting
Time: Aug 22, 2022 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86731025011?pwd=WGdUbFRiWU9tT1ZYeDh6elp5b1lsQT09>

MEETING ID: 867 3102 5011

PASSCODE: 496710

ONE TAP MOBILE

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+1 646 931 3860 US

+1 301 715 8592 US (WASHINGTON DC)

+1 309 205 3325 US

+1 312 626 6799 US (CHICAGO)

+1 646 558 8656 US (NEW YORK)

+1 720 707 2699 US (DENVER)

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+1 386 347 5053 US

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Meeting ID: 867 3102 5011

Passcode: 496710

The meeting will be conducted via Zoom and at the Highland Municipal Building, 3333 Ridge Road, Highland. This notice is published pursuant to I.C. 5-14-1.5-5(d).

TOWN COUNCIL of HIGHLAND
Bernie Zemen, President

BY: OFFICE OF THE HIGHLAND CLERK-TREASURER
MARK HERAK, CLERK-TREASURER

(IC 5-14-1.5-5).

Discussion: General discussion regarding the 2023 budget. As the budget is starting to take shape and prior to the budget book being distributed on or before the August 22nd meeting and wanting to be open and transparent, the Clerk-Treasurer wanted to review some of the proposals that are on the table and to let the Council get a feel and see the impact of the proposals so they can be in a better position to provide direction to the Clerk-Treasurer as to how to prioritize the proposals. Topics to include but not limited to the General Fund (2022 vs 2023); the Cumulative Capital Development Fund; the Local Income Tax Fund (CAGIT); Economic Development

Income Tax (CEDIT); proposals from the Highland FOP to change from the current scheduling of sworn personnel to a 12-hour shift; take home cars and a 12% raise.

The Clerk-Treasurer began that in preparation of our August 23rd, 24th, 25th budget workshops (department heads) and the 29th with Jim Higgins, this is supposed to be high level, giving the Council a chance to look at the various forms out of gateway and to try to put numbers to the FOP's request. You were all were copied about receiving a budget packet either on or before the August 22nd plenary meeting and the various budget workshops with the department heads the 23rd, 24th and 25th. On the 23rd, with the police department and building. On Wednesday with Alex and Ed. Thursday, after the Water Board is with Mark Knesek and Bill Timmer. The hope is with the budget books and meeting with the various department heads, when we meet on the 29th the Council will come with questions to ask. As mentioned previously, this is going to be high level. I've put together a power point to assist those watching from home. The 1st power point is the General Fund, listing all of the departments that fall under the General Fund. They are the same as who the Council will be meeting with next week as they explain their Form 1 request for 2023. In 2022, the aggregate of all the Form 1's for the General Fund was \$8,209,016. As you can see, that the aggregate for the General Fund in 2023 is \$8,728,951, with the difference being \$438,935. Keep in mind that the growth quotient for 2023 is 5% less the circuit breaker. Highland anticipates \$500,000 new money so the General Fund as submitted by the Department heads is fundable. Breaking it down further, is the personal services portion of the Form 1. The department heads were told to budget for a 10% increase in health insurance and incorporate the raises the Council gave for 2022. The police department did add 2 additional officers in anticipation of going to a 12-hour shift. As you will note that the personal services aggregate for 2022 is \$5,028,204 and for 2023 it is \$5,315,898 or a difference of \$287,694. Personal services is the largest portion of the General Fund. Look over the personal services portion and ask any question you might have. Again, the large increase in police is because they budgeted for 41 officers and their current staffing level is 39. You'll note the increase in the Town Council. I can't explain except last year Michael did an additional appropriation for \$30,000. I cannot explain why he did it but I left it in.

Councilor Sheeman thought Michael did it to cover the legal fees over the nursing home, as legal services falls under the Town Council.

The Clerk-Treasurer commented that the decrease in the Clerk-Treasurer's Form 1 is because he is making less than his predecessor.

Councilor Schocke asked about the difference between the 2022 Total by Unit and the 2023.

The Clerk-Treasurer said that difference will have to be made up by Miscellaneous Revenue.

Councilor Schocke also asked about the Public Safety Fee, since we are in the middle of the budget cycle and also the Wheel Tax. I don't know if that's something we want to

consider sooner rather than later, so we could build it into our budget numbers. Nobody wants to bring up taxes and I'm not a huge fan of increasing taxes but this paving season was a classic example. We did not receive all of the grant money because we didn't have the matching portion. If we had more money, we could get more matching dollars from the State, which means we could pave more roads. In light of that we're basically giving away money that the State would have matched since we did not have enough money on the front end to match.

The Clerk-Treasurer responded that he doesn't know how much time it takes to implement and he knows Town Attorney Reed was looking into it and he reminded the Council that he had to dip into cash reserves to raise the amount for the Town's match. Additionally, he told the Council that you could put a sunset provision in that once the State Grant goes away, the Wheel Tax goes away. He said, when you talk with other communities who have a wheel tax, their residents hate paying the tax but like the condition of their roads.

Ed Dabrowski brought the next slide, a slide that the Clerk-Treasurer will continue to refer back to. The power point is of the 2022 Trial Balance for the Fund 2240 – Public Safety, Fund 4436 – CEDIT Econ. Development Income Tax and 4402 – MCCD Fund.

The first power point is from the CEDIT or Economic Dev Income Tax Credit. The total requests for 2023 for the fund is \$630,000. Unfortunately, the Town receives \$550,000 a year from the State, so the Council will have to make a cut of about \$80,000 to bring the fund into balance, unless they want to make up the difference from available cash. Some of the request are: \$250,000 for Downtown Development of which only \$21,000 has been spent this year (Kathy DeGuilio-Fox put in it, the same every year); \$100,000 as a contribution to the School Town to help support debt service and property tax impacts. The agreement runs through 2036. Another \$250,000 is requested for local roads and streets and another \$30,000 for lighted street signs.

Councilor Schocke asked why we would give the School Town \$100,000.

The Clerk-Treasurer explained the agreement was done in 2017 to help off set the school's debt service (a capital improvement program) which would lower the property tax impacts and runs through 2036.

Councilor Sheeman said it was to reduce the impact of the taxes because of their debt and the fact that the schools are in an allocation area and they are not receiving any of the tax money.

Councilor Schocke said he's not trying to steal money from the children but I'm curious what is the purpose of the contribution.

The Clerk-Treasurer said it was an attempt to lessen the impact on the property taxes caused by the School Town's debt service as they had several capital projects they wanted to get done. The key take away is that the Town gets \$550,000 annually and we

have requests for \$630,000 so the Council will have to prioritize and make cuts or take from cash reserves.

The next fund we are going to look at is called CAGIT or Public Safety income tax. The Town receives roughly \$574,000 annually for this fund. As you can see by the requests of the Department Heads, we are funded and can fund all the projects the Department Heads requested. You can see the Department Heads request. The Fire Department has asked for 3 Laptop computers, 5" supply hose, rescue tools, new flooring for Central Fire Station, remodeling the kitchen at Central and replacing the roof at Central. The police department have requested money for Opticom and Police Video & Radios. Again, the key take away is you have requests for \$562,000 and your annual receipts will be \$574,000

Councilor Schocke asked that the didn't see the body cams on the list and does that mean we are not getting them.

The Metropolitan Police Chief responded that everything is fine. Part of the payment will be from a grant. He added that there is another federal grant available that will lessen the out of pocket costs for the Town of Highland that they are looking at. The out of pocket costs to the town will then go down from \$68,000 to \$33,000. They just applied for the grant but it looks promising. The contract has already been signed for the body cams. Attorney Reed reviewed the contract prior to signing and was able to make some major changes that will benefit the Town. If a lawsuit arises, the case will no longer be tried in Cook County but moved to Lake County. The order has been placed for the equipment and we're waiting delivery like anything else, there's a supply issue.

The Clerk-Treasurer added that the funding for the body cams is coming out of this year's appropriation. Some months back the Clerk-Treasurer asked the Fire Chief if he would give up some of the funds designated to the Fire Department so the Police Department could apply for the grant and he agreed with the understanding when the grant arrived, the money would be paid back.

The next fund is the MCCD or Cumulative Capital Development. You can see from gateway the requests put in by the Department Heads. The Clerk-Treasurer put in a request for \$10,000 for Town Hall Rehab; the Public Works Director put in a request for \$300,000 for a new roof at the Public Works Garage; \$110,000 for new doors at the Public Works Garage and another \$28,000 for replacement of service doors and a camera installation at the Public Works Garage. The Police Department requested \$72,000 for 2 new police cars, \$40,035 for new police in car computers, \$25,000 toward leases of new police cars, \$10,000 for police vests and \$5,000 for new furniture for their building. The Building Department put in \$2,000 for new filing cabinets and the IT Director put in \$41,000 for new computers, \$22,000 for application software and \$25,000 for software training on the BS&A system. The total requests is \$833,035 and the total from the State is \$550,000 so the Council can see, you are going to have to cut someplace.

The Clerk-Treasurer then directed the Council back to the beginning slide and to the Local Income Tax or CAGIT trial balance. I would ask the Council to reach out to the different departments and check the unallocated balances (balances available to spend) and determine if they are going to use the money. If you recall from Jim Higgins presentation, the DLGF assumes you are going to spend everything budgeted and if not, then the Council has to pass a resolution reducing the balances which basically says, we're not going to spend it this year but we'd like to carry it over to next year. My point is that we have some real needs this year. For example, repairs to the Opticom system; new doors at the Public Works Garage; a new roof at the Public Works Garage; updating the radios, items that could be bought out of this year's budget.

These needs are not going to get better but rather worse the longer the repairs are delayed. I'm not saying if a department needs the funds to purchase something then, I'm all in favor but if the funds don't have a home and aren't necessarily needed at this time, other departments could use the funds. For example, in the Fire Department, we already bought a new compressor for filling the oxygen bottles at \$39,000. The same with turn out gear, we just purchased new gear. Can any of that money be used by other departments to help with their current needs.

Councilor Sheeman expressed his support to transferring money from funds within other departments to other departments that need of them at this time.

The Clerk-Treasurer's next slide listed all of the police officers, with their names have been removed. The Clerk-Treasurer created a similar spread sheet for all of the departments. The Clerk-Treasurer explained that he created this tool in case the Council decides to give raises, all that is required is to plug in the raise and the formulas in the spreadsheet will determine the employees new rate, as well as, effect on the overall budget and in particular personal services. He further commented that he built the model to assist in putting numbers to the requests from the FOP. In particular, we talked about a 12-hour shift, a School Resource Officer, a replacement officer for the retirement of Garza and Palmer. In addition to salaries, I put in a calculation for health insurance as that has to be taken in consideration. At the current strength level, the annualized salary for the police department is \$3,473,725.31. A 3% raise and to be clear, I'm not suggesting a 3% raise, I'm simply using that number for the purposes of my presentation. A 3% increases the annualized salary from \$3,473,725.31 to \$3,575,003.99. Add to that figure, health insurance cost of another \$1,094,000. For purposes of this presentation, I took the increase after a 3% raise and divided by 3 to determine what a 1% raise would and then multiplied by 12, as they were asking for a 12% raise. If the Council would look at the last slide, I have shown on paper what I described above. The Council will note that a 12% would require \$406,695.72 in new monies. Again, anything is possible. It all depends on the Council priorities. Its like a balancing act.

Councilor Schocke asked if the \$406,695 was for raises for all the employees or just the police department. He was informed that was reflective of only the police department.

If the Council will look at the next slide, which shows the 12-hour shift scenario and the SRO scenario. I made several assumptions in my scenarios. If the Police Department

adopts a 12-hour shift, I made the assumptions that it would require 2 additional officers, 1 additional sergeant and 1 additional corporal. The Metropolitan Police Chief said they would have enough corporals to fill all four shifts and the number of corporals will be reduced through attrition. The Metropolitan Police Chief said in anticipation of going to a 12-hour shift, he budgeted 2 additional officers.

Councilor Schocke asked if it was additional sergeant or a replacement?

The Metropolitan Police Chief responded that it actually an increase. By going to a 12-hour shift, you'll need 4 shift which requires one additional sergeant. Referring back to the spreadsheet of all the policer officers (I added a spot to the spreadsheet so I could give the Council realistic numbers for raises.) If the 12-hour shift doesn't materialize, I can easily remove those positions from the spreadsheet. For this presentation, I took the last two people hired, again removing their names, and changed the word from patrolman to patrol officer. As you can see, in addition to base pay I have included longevity, Medicare, pension which gave me a subtotal of \$2,800.25 which I multiplied by 26. A new officer starting tomorrow annualized rate of pay is \$72,806.48. If I take that number and multiply by 2 as we are hiring 2 additional officers, equals an annualized rate of \$145,612.96. Remember I also figured out what the health insurance cost to the Town. Annual health care cost, for one officer, paid by the Town is \$22,812.48. I multiplied by 2, as again, 2 officers are being hired and the cost to the Town for hiring 2 additional officers is \$45,624.96. The cost to the Town of hiring 2 additional officers is \$191,237. As the Chief just alluded to, going from 3 shifts to 4, requires 1 additional sergeant. I'm making the assumptions that they promote from within, so for the first year, the increase would be the increase from a corporal's pay to a sergeant's pay. But in year 2024, the cost would be the full salary of a sergeant. For this presentation, I'm assuming the entire cost of a sergeant's pay in the first year. You can see that a cost to the Town for 1 additional sergeant position is \$95,395.21. I did not include health insurance because of my earlier assumption that they are being promoted from within so they are already receiving health insurance from the Town. The thing to remember, that by going to a 12-hour shift, which requires hiring 2 additional officers and 1 additional sergeant, the cost to the Town is \$290,000. If I'm an officer, I'd like every other weekend off. Since all of our property taxes go to funding the police, fire and vips, the money to fund will have to come out of miscellaneous revenue. The next item on the spreadsheet is an additional SRO officer. I have not heard if the School Town has agreed to pay ½ the cost as is the current arrangement. Again, I making the assumptions that the position will be 100% funded by the Civil Town, the promotion will be from a current officer and that position will have to be back filled. And again, no one said my assumptions are correct. Since the SRO will be promoted from within, it will require 1 new officer to be hired to backfill the position of the officer becoming the SRO officer. Once again, I took the last person hired and used that rate for purposes of this presentation. The annualized salary, inclusive of longevity, Medicare, and pension is a subtotal of \$2,800.25. I multiplied that number by 26 to reflect 26 weeks or an annualized salary of \$72,806.48. Since this is a new hire, the Town will have to provide health insurance and the cost to the Town is \$22,812.46. The cost to backfill the position should a second SRO be implemented is \$95,615.96.

Councilor Schocke raised the question that when he was in discussions with the School Town, he used the figure of \$120,000 and my number is considerably less, of which the Town's portion is \$60,000. He said the School Town was open to sharing the cost, so I was asking the Council to appropriate half. In light that we are giving them \$100,000 a year, I think they would be very open to sharing ½ the cost of a second resource officer. The School Town, like the Civil, are preparing their budget now.

The Clerk-Treasurer responded that Councilor Schocke's assumptions maybe correct. I hadn't heard that the School Town had agreed to fund ½ of the cost, so again I made the assumptions that the Town would absorb the entire cost. The \$120,000 you alluded to, is taking a fully charged rate of a seasoned officer and placing them in that position. So technically, my figure should be raised by \$60,000 to cover not only the cost of the new officer but also ½ of the cost of the officer who was moved into the school.

The last item on the spreadsheet is adding another officer in the anticipation of the retirement of Palmer or Garza. Last week, I was talking with Greg Palmer and his goal is to retire by next August. Both officers are in the drop program and once entering, you have up to 3 years to retire. Considering the length of time, it takes to get an officer on the street, it seems the Police Department is always behind the 8 ball when it comes to full strength. Knowing that Palmer and Garza have entered the drop, the Metropolitan Police Chief is requesting one additional officer. Again, I took the most recently hired officer and used that salary for presentation purposes. The annualized rate is \$72,806.46 not inclusive of health insurance. If you include health insurance which is another \$22,812.46, the total cost to bring a new officer on board is \$95,618.96. I didn't put up a slide for additional take home cars. I can add if the Council desires but you'd have to pay for them either out of the Police Department's budget or through either MCCD or Local Income Tax. If you'd like I can bring up those slides again but there is not enough money (unless the Council wants to cut) to pay for the cars and the projects listed by the Department Heads. Again, when you meet with the Department Heads during the week of August 23rd and then again when we meet with Jim Higgins on the 29th, the Council can make those decisions then.

Councilor Schocke began to comment on the 12-hour shift proposal from the FOP. Without getting to crazy on the 12-hour shifts and knowing we're going to start the budget process workshop, I was looking at some data that was supplied to me. If you look at eight-hour shifts, that's 260 working days per officer, but if it's eight and a half hour shifts it's 243 working days, and if it's 12-hour shifts, it's 173 working days per which is a substantial reduction from the norm in working days. As a guy with a family myself, I'm sensitive to that, I mean, I understand that this would potentially allow our officers to go spend more time with their family. Have a little bit more R&R time, so that they're not at their wit's end. I mean, there's a mental health aspect of this whole thing too.

Councilor Sheeman said, So, just throwing that out there, what do you think the mental strain of a of an officer that's been sitting in the car for 12 hours. I mean if you look

nationwide, especially over the state line in Chicago, there's officer suicide rates like super high right now, like through the roof yeah well that's another whole subject. I'm really not in favor of the 12-hour shifts to be honest with you. I'll tell you, does it make the Town any safer. I don't think so but maybe it cuts down on the productivity of the officers. I've driven on vacation for eight hours and I couldn't wait to get out of a car, let alone 12. And the department will probably have to raise their productivity standards because they are working longer shifts. I don't know if the officers are going to be at their best mentally or physically after 10 or 12 hours. Maybe making a mental mistake during a routine traffic stop after 10 or 12 hours on the road. But I have to look at Highland and I don't know that 12-hour shifts make our Town any safer, probably not. I think that's why I have to look at and ask, is it gonna make our town safer. No, because you're going to have officers working less days during the year. I mean, you know they're not working 177 days and that's almost a half a year they're not working.

Councilor Schocke countered by saying how many doctors work crazy shifts, where they're working 12 hours and I'm sure mistakes happen but you're trusting your life with that doctor and the same thing with steel workers, I mean these guys work doubles all the time. And, they're still able to get their job done and the steel produced. I think they work like that, weeks at a time. I mean, it's not like it's any less safe either that's kind of like the counter point of what you're saying, is it safer, I don't know, is it less say I don't think so.

Councilor Smith said, I hear both of your opinions but for me, I feel it's important that give the officers what they want.

Councilor Sheeman said, if the officers asked for \$1 million dollars, would you give it to them.

Councilor Smith countered, I'm not talking about \$1 million dollars, I'm talking about 12-hour shifts. I'm sticking to the fact. I believe it was 2/3 who wanted the 12-hour shifts and 1/3 who were opposed. My numbers maybe a little off but their generally right.

Councilor Schocke said the internal pole of all the officers was 60% in favor and 40% opposed. When you remove from the pole, those who won't work the 12-hour shift, like detectives, it's more like 70/30 in favor.

The Metropolitan Police Chief was asked about the results and he said the results were not shared with him.

FOP President Peckler was in attendance and responded, it isn't less coverage to the Town but the officers are just working less days. We polled the entire department, from the Chief to the newest rookie. 22 were in favor and 14 were against, with 5 abstaining. If you narrow the sample size to those who are primarily going to be affected, patrol, there were 20 in favor, eight against and one abstained.

Discussion: Originally introduced at the Council's May 23rd Plenary Meeting, to produce a custom content, two-sided postcard to be sent to Highland renters informing them where they can look to stay current with events happening in Highland.

Carol Parker, Highland was allowed to address the Council in regards to the post card that was to be sent out to Highland renters informing them what sites they might go to to find out events that are happening in Highland. She said she wanted to get a handle on this, because the last time the Council spoke regarding this matter, she thought the Council was in complete agreement to proceed with sending the postcards out.

Councilor Zemen said the ultimate cost was like \$2,304 and unanimously we felt that that pretty expensive to spend all that money on spent on sending out a post card and the fact it is a one-time thing.

Carol responded that she contacted Dave at Baxter's and he said he could do the whole thing for \$1,100.

The Clerk-Treasurer commented that when Councilor Zemen asked me to place this item on the agenda, he reached out to Dave to get a formal quote so it could be placed on the agenda. Dave responded that he needs more information. Information like, is the Town supplying the mailing list; how many renters are the post cards to be mailed to.

Carol then said that maybe we should start with beginning. She said based upon the 2020 census, 19-1/2% of the Highland residents are renters. Either in apartments or condos, who don't get a utility bill, so they aren't receiving the Gazebo Express and aren't being informed as to happenings in Highland. She said they are tax payers as everybody else but they are not getting the information. So, I thought in February, you know that this board agreed that it might be a good remedy that we send out a postcard to these renters and condo owners, just to let them know what's available online at the Town via the Gazebo or the School's via the Trojan Today. Things may have changed since we talked in February. The School Town doesn't provide the Trojan Today online. The Trojan Today is only provided through the utility bill. So, I think about the renters and the kids in those places and all the things they are missing because they are not receiving a Trojan Today simply because they don't receive a utility bill. She said this may seem petty but I've brought some back issues of the Gazebo and there is information on immunization clinics, Toys for Tots. I'm sure the kids may want to be part of it. The renters aren't getting the Gazebo and so I thought the Council agreed in February that a post card would be created and it will be sent out to inform the renters via a one-time post card. This is your business, not my business and the Council represents the Town, as the

voters put you in that spot and this is a simple post card. With people feeling like they're not getting justice and I'm hearing here that the price is too high and it's not going to happen. You'll generate more business if people are informed. It's a win win for everyone. When I talked with Dave at Baxter's I gave him the 2020 census data. He said he could do it for \$1,100. Over 20% of Highland's population is renters and your leaving them behind.

The Clerk-Treasurer reiterated that after the Council President asked me to place this item on the agenda, I reached out to Dave Turoci, who is a friend of mine, said he needed more information to give a formal quote. He said he only gave you ballpark figures. He asked questions that I couldn't answer.

Councilor Schocke said when he did his mailer for his political campaign, he purchased an excel file that served as his mailing list. However, there wasn't a designation between renters and home owners. He said he could probably guess at who were renters as they would have an apt after their name.

Theresa Badovich, from the Idea Factory said she could speak to that. When we addressed this at the beginning of the year, if you remember, Lithographics said they had a list of renters and there were roughly 1,900 renters. Lithographics had to purchase that list which determines the type of mailing you are doing, to a specific group. We were only supposed to design the postcard. You can go to any printer the Town desires or we can find one. When this topic arose again, I reached out to Lithographics and they said that their new list had only increased by 16 renters to around 1,978 renters which is roughly 10% of Highland's population. I might add, that the post card is one way to address it but we suggested other methods. After the May meeting, we sort of put the project on the back burners.

Carol added, that the bottom line is, if you're not going to do anything, then I would simply ask that if the Council could create a resolution and take a vote, either it passes or it doesn't as there are bigger fish to fry. A resolution that the board take a vote. We're talking less than 2,000 addresses. Why not invest in making sure our residents have the information. We're known as the Town that is one of the friendliest in the area.

Theresa Badovich said postage is anywhere between .43 cents each or up to .4849 cents for first class mailing. The postage alone was \$951.

Councilor Schocke said he recalls seeing a preparation fee.

Councilor Zemen said he had the original quote from the Idea Factory. The design of the program was \$600, the printing was \$358, the preparation fee was \$395 and the postage was \$951.

Theresa responded that mailing services is a standard fee that is charged when you do a mailing through a printer. With Lithographic, for example, once they get the list, they'll also run it through for bad addresses and duplicates as part of the \$395 which also includes the cost of that renters mailing list.

Carol wanted to know if Highland is committed to only 1 company when it comes to design or printing? When I talked to Dave at Baxter's, he said postage was \$286 and that's a big discrepancy. Regardless of the discrepancy, is it worth spending \$1,100 to \$1,200 to the public of what's available to everybody.

Theresa said you can't do a saturation or what we call an EDM because this is a specific mailing. Since you are mailing renters, you're mailing to specific addresses. For example, when we sent the postcard out on the water rate hike. That, was a saturation mailing and went to the entire town, so postage is at \$.15 cents as opposed to the \$.4849 cents. So, there's definitely a difference in postage. Then you have to buy the mailing list which was that preparation fee Councilor Schocke made mention. I do not know what Baxter Printing pays for those services. We could look at it but our agreement was to just produce and deliver camera ready art. We would delivery to any printer the Town chooses, that's not a problem. We could look at other less expensive ways of producing it.

Carol asked isn't it in the Town's best interest to know who lives in Town. I mean it might be good to know.

Councilor Sheeman said he brought that up and was ridiculed. He offered a suggestion, why not a simple black and white postcard, with the Town's logo on it, that says, Dear Resident, you know that you can find out information about the Town and events by going and logging into Highland.in.gov. A simple thing like that and it gets mailed and its not going to cost a lot of money. My goal is to eventually email the Gazebo to the residents and save on postage. I don't think we have the capability at the moment to create an email list.

Councilor Schocke said, I typed in Town of Highland and I clicked on the Town of Highland and it took me to Highland.in.gov. As I right click, I get every Gazebo for the last 2 years and I can download as a PDF. I got to say, like in 2022, most people have this thing called a cell phone and they can look up this stuff. I know that when I get something in the mail, I almost automatically toss it in the trash. Every time I see people wanting information about getting involved in this Community, it seems like they either Google it or go on one of the Facebook groups and get the information needed. I'm not sure why we are relying on the US Postal Service which is not the most efficient. I don't get the Gazebo at my house as I signed up to get my utility bill digitally. If I want to look at the Gazebo I go to Highland.in.gov and download. I think your assuming that because they don't get the Gazebo they don't know that Highland.in.gov exists.

Carol responded if everyone can download off their phone, why are we bothering sending it to everybody if its not required.

Council Schocke responded you are preaching to the choir because I frankly I don't want to get rid of it. I think it's a great way of communicating because people don't think of going online.

Carol responded, you're the Council and it's up to you. You have a lot of important decisions to make but I think communication is a big one. People don't always know where to get the information. Where to get information that is accurate.

Councilor Schocke said I'm sure a list exists as Mrs. Parker said, as local organizations get them all of the time. Maybe Baxter Printing has their own list. As far as I know, there is no differentiation between apartments or condos or residential. When I bought my mailing list, you can sort of tell because an apartment has a D notation. I supposed you could search within the document for anything that says a PT or a unit or something like that.

Theresa said I gave you a copy of the report and I'm happy to redistribute it. It's called Intel. It's a site and it details in that report, the number of renters. I will be happy to resend.

Carol asked again if the Council could have on next weeks agenda, a Resolution in favor of sending out postcards to the renters. The Council can either vote the resolution up or it could vote it down.

Council Zemen asked the Clerk-Treasurer to prepare a resolution.

After the meeting, Councilor Schocke and Smith met with Carol Parker. It was agreed that a blurb would be placed in the quarterly brochure put out by the Park Department, which goes to every house, apartment and condo in Highland, with something like: attention renters and condo owners: want more useful information about Highland? Go to highland.in.gov and click on the Highland Gazebo Express.



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Contact, Town of Highland

The 'Gazebo,' our town newsletter, 'Trojan,' the Highland School Newsletter, and water quality test results are available to you online or choose to be on the town's e-mail list. Please call _____, for a subscription or go to: _____, to view all 'Gazebos' and 'Trojans,' published by the town and school. Stay informed, send your e-mail address today to receive your community and event source.

Prior to the adjournment of the meeting, the Clerk-Treasurer passed out the 2022 Highland 4th of July Net Profit Summary and asked the Council to review and if they had any questions, to let him know.

Memorandum of Meeting
Monday, August 15, 2022

2022 Highland 4th of July Net Profit Summary

Revenues

Ride/Concessions	\$61,362.40
Art/Crafts Booth	\$3,100.00
Food Booths	\$14,096.57
Parade	\$1,400.00
Beverage Services	\$26,835.00
Game Revenue	\$1,668.00
Sales Tax	\$1,497.37
Total Revenues	\$109,959.34

Expenses

Misc. Supplies	247.23
Printing & Promotion	3497.11
Event Insurance	291.04
Sanitation	9913
Sales Tax	4352.11
Parade	470.54
Permits	291.04
Fireworks	25000
Sound System	6000
Entertainment	27575
Beverage Services	436.72
Public Relations/Donations	10450
Total Expenses	\$88,523.79
Net Profit	\$21,435.55