

Agenda
Forty-eighth Regular or Special Meeting
of the Twenty-Ninth Town Council of Highland
Regular Meeting of Monday, August 23, 2021 at 6:30 p.m.

Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code. This meeting will be convened as in person and an electronic meeting (Hybrid), pursuant to Governor Holcomb's Executive Orders 20-04, 20-09 and 20-25 and now extended by Executive Order 21-18 allowing such meetings, pursuant to IC 5-14-1.5-3.7 for the duration of the emergency, through August 30, 2021.

People may observe and record the meeting live streaming by joining the meeting on the Zoom platform: <https://us06web.zoom.us/j/85807545237?pwd=OGE0UlpmUkkvR2dJdGVONDJGQjkvdz09>.

Further, persons wishing to offer comment in the meeting may access the electronic meeting by using the preceding and adding the password for Meeting ID 858 0754 5237, password (code): 324215.

Prayer:	Mark Schocke
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Pledge of Allegiance:	Mark Schocke
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Roll Call:	Bernie Zemen
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Mark A. Herak

Mark J. Schocke

**A GREAT PLACE
TO CALL HOME**

Thomas (Tom) Black

Roger Sheeman

Minutes of Previous Session:	Minutes of the Regular Meeting of 09 August 2021 and the Special Meeting of 16 August 2021.
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Special Orders:	Plan Commission Docket: Plan Commission Docket No. 2021-01: Petitioner seeking an amendment to the governing PUD Ordinance involving an existing B-PUD District Plan located at 10404 Indianapolis Boulevard, Highland, currently zoned B-3 General Business Planned Unit Development District, petitioner seeks an Amended B-3 General Business PUD zoning designation. Petitioner: WSU Properties, LLC, by its attorney, Greg Bouwer, 425 Joliet Street, Suite 435, Dyer, Indiana 46311. The matter was certified by the Municipal Plan Commission with a favorable recommendation, by a vote of six (6) in favor, no opposed at its meeting of July 21, 2021. It is expected that the enrolled Findings of Fact will be taken up by the Plan Commission at its meeting on September 15, 2021. This is now placed before the Town Council, pursuant to IC 36-7-4-1505 (c), Chapter 18.70.100(B), and 18.55.050 of the Highland Municipal Code. (Also see IC 36-7-4-608(f) (PUD Ordinances) (Still a map amendment)
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The Town of Highland acknowledges its responsibility to comply with the American with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, etc.) for participation in or access to Municipal sponsored public programs, services and or meetings, the Town of Highland requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and or meeting. To make arrangements, contact the ADA Coordinator for the Town of Highland at (219) 972-7595.

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- (a) Certification of Action by the Plan Commission regarding a Proposed Amendment to the Existing B-PUD District Plan. *(The Town Council may adopt the following ordinance, accept the plan commission favorable recommendation or not pass the ordinance and deny the recommendation of the plan commission. 90 days tolls on 19 October 2021)*
 - (b) Proposed **Ordinance No. 1742:** An Ordinance Amending the Comprehensive Zoning Ordinance Passed by the Town Council of the Town of Highland, Lake County, Indiana, on the 9th day of October 2017, by Ordinance No. 1659 and Codified as Title 18 of the Municipal Code to be Effective on the date of adoption; and hereinafter reclassifying an area in the Town of Highland, Lake County, Indiana from a B-3 PUD District to an Amended B-3 PUD District for petitioner WSU Properties, LLC, for a B-3 PUD in Highland.

Further Note: As an ordinance to amend the zoning code, IC 36-5-2-9.8 (b)(1) states the usual rules for considering an ordinance on the same night of introduction do not apply.

- 2. **Commissioning Ceremony:** A ceremony commissioning Metropolitan Police Canine Officer BANE and his assigned officer, Ofc. (if ready)
 - (a) Instruction
 - (b) Institution and Examination
 - (c) Presentation of Badge
- 3. **Executive Proclamation:** A Proclamation Recognizing Rail Safety Week in the Town of Highland from September 20 through 26th 2021.
 - (a) Reading and Execution of Proclamation.
 - (b) Action by the Town Council President

**COMMENTS FROM
THE PUBLIC or
VISITORS**

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

Appointments:

• **Home Rule Boards and Commissions**

(Appointments have been placed on agenda in case there is readiness to act)

Legislative Appointments

Home Rule Commissions

- 1. **Main Street Bureau Board:** Up to (4) appointments to be made by the Town Council. Term: Two years ending 1 Jan 2023. *There are currently 13 of the 17 in place and serving.*
- 2. **Community Events Commission** *Multi-year positions:* (2) appointments to be made by the Town Council. **Term: 4 years.**
 - *One vacancy of term expires on 1 Jan 2025.*
 - *One vacant post the term of which expires 1 January 2022 (unexpired term)*

Single year positions: (1) appointment to be made by the Town Council.

Term: 1 year.

- *One position the term expiring on 1 January 2022*
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**Unfinished
Business &
General Orders:**

- 1. **Introduced Enactment No. 2021-35:** An Enactment Appropriating Additional Monies in Excess of the Annual Budget From Monies Received as a Grant from the State or Federal Government, pursuant to I.C. 6-1.1-18-7.5, I.C. 36-5-3-5 et seq. *(At its meeting of August 9, the Town Council acted on the motion to consider the enactment at the same meeting of its introduction. Having not*
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obtained the needed unanimous vote of those present, the enactment is now being considered in the current meeting. Only three affirmative votes are needed for adoption.)

2. **Proposed Ordinance No. 1740:** An Ordinance Designating An Economic Development Target Area Within The Boundary Of An Economic Revitalization Area Established By Resolution 2012-10 Adopted January 30, 2021 That Is Located At 9236 Indianapolis Boulevard To Enable Property Tax Abatement For Retail Uses. (*At its meeting of August 16, 2021, the Economic Development Commission considered the approval of the Economic Development Target Area, pursuant to IC 6-1.1-12.1-7. The Economic Development Commission favorably recommended the establishment by the Town Council of an EDTA for 9236 Indianapolis Boulevard. A letter reporting this is included.*)
3. **Proposed Ordinance No. 1741:** An Ordinance to Amend the Highland Municipal Code by Adding a New Chapter 2.17 Establishing the new position of Town Manager all pursuant to IC 36-1-5 and IC 36-5-5 et sequitur.
4. **Proposed Ordinance No. 1743:** An Ordinance To Authorize And Approve Certain Additional Payments To Employees Of The Town Of Highland, Indiana To Acknowledge And Express Appreciation For Services During The Period Of The Novel Corona Virus Pandemic And To Affirm Or Incent Vaccination Against The Virus.
5. **Action to approve appointment or employment of full-time employee, pursuant to Section §3.03 of the Compensation and Benefits Ordinance.**

(A) *The hiring of the identified candidate, to the full-time position of Director of Information Technology in Information Communication Technology Department at a rate of pay to be fixed by amendment to the wage and salary ordinance.*
6. **Proposed Ordinance No. 1744.1726-D:** An Ordinance to Amend Ordinance No. 1726 to Establish the Wage And Salary Rates Of The Elected Officers, The Non-Elected Officers, And The Employees Of The Town Of Highland, Indiana Particularly Amending To Authorize Changes To The Compensation Associated with the Newly Created Information Communications And Technology Department.
7. **Commendation Letter for Day Off and Signature Authorization.** Action to approve a Letter 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 a special letter of commendation regarding an officer who exhibited extraordinary compassion in bringing meals to a person recovering from COVID 19.
 - Action should include approval for the members of the Town Council to sign the letters of commendation.

The Police Chief and the Town Board of Metropolitan Police Commissioners are asking for approval of a letter of commendation for actions described in the letter of commendation for the following:

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

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.

The Police Chief and the Town Board of Metropolitan Police Commissioners are asking for approval of a letter of commendation for six months of work without calling off and not having an at-fault accident for the following:

*Assistant Chief Pat Vassar
Commander Ralph Potesta
Commander John Banasiak
Sergeant Glenn Cox
Lance Corporal Greg Palmer
Officer Richard Hoffman*

*Officer Daniel Matusik
Corporal Brian Stanley
Corporal Michael Yonkman
Officer Frank Peckler
Officer Darren Conley
Officer James Mullins
Officer Ken Norsweather*

9. **Authorizing the proper officer to publish legal notice of a public hearing:** Public Hearing to consider additional appropriations in the amount of \$51,623 in the **General Improvement Fund**, in the amount of \$ \$791,160 in the **Works Board Department of the General Fund**, and in the amount of \$146,458 in the **Community Crossings Grant Fund**.

NEW BUSINESS:

Comments or Remarks from the Town Council: (Good of the Order)	Councilor Bernie Zemen
	Councilor Mark Herak
	Councilor Mark Schocke
	Councilor Thomas Black
	Councilor Roger Sheeman

COMMENTS FROM THE PUBLIC or VISITORS	This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council. Depending on the nature of the comments, the Town Council may direct the staff to address the topic or follow-up on matters that may arise from public comments. If necessary, the matter may be set for action at a future meeting. Persons addressing the Town Council are requested to limit their presentations to two (2) minutes and encouraged to avoid repetitious comments.
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ACTION TO PAY Accounts Payable Vouchers	Accounts payable August 10, 2021 to August 23, 2021 in the amount of \$289,171.80.
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ADJOURNMENT	The Town Council may meet in study session immediately following the Regular Meeting. <i>Posted pursuant to IC 5-14-1.5-4(a)</i>
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**Enrolled Minutes of the Forty-Sixth Regular or Special Meeting
For the Twenty-Ninth Highland Town Council
Regular Plenary Meeting (Electronic/Hybrid)
Monday, August 09, 2021**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, August 09, 2021 at 6:30 O'clock P.M. in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

This meeting was convened as an *electronic and in person meeting*, pursuant to Governor Holcomb's Executive Order 20-04 and 20-09 allowing such meetings pursuant to IC 5-14-1.5-3.7 for the duration of the COVID-19 public health emergency, extended by Executive Order No. 21-18. Some persons were participating remotely on a Zoom platform that allowed for real time interaction between and among all the Town Council and supported the public's ability to observe and record the proceedings. People were able to participate in person and remotely. When an agenda item provided for public comment, this was supported as well. All members of the Town Council were present in person.

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

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

Additional Officials Present: John Reed, Town Attorney; Scott Bilse, Attorney with Abrahamson, Reed & Bilse; Mark Knesek, Public Works Director; Peter Hojnicky, Metropolitan Police Chief; William R. Timmer, Jr., CFOD, Fire Chief; Alex M. Brown, CPRP, Superintendent of Parks and Recreation; Kathy DeGuilio-Fox, Redevelopment Director; and Kenneth J. Mika, Building Commissioner, were present. All participated electronically except for the Redevelopment Director and the Building Commissioner who participated in person.

Also present: Michael Blejsky, and Liz Breslin of the Community Events Commission; and Ed Dabrowski IT Director (Contract) and Board of Waterworks Directors were all present in person.

Guests: Les Thresher, Architect commissioned by F&E Ventures, LLC; Scott Yahne, Attorney for F&E Ventures, LLC; Errol Singleton and Frank Carruso, principals from F&E Ventures, LLC; Kelly Webb Roberts and Brian Webb both of Webb Hyundai were present in person; Theresa Badovich of the Idea Factory was present remotely.

Minutes of the Previous Meeting:

The minutes of the regular meeting of July 26, 2021, were approved by general consent.

Special Orders:

1. **Consideration of Proposed Additional Appropriations:** (controlled funds): Proposed Additional Appropriations in Excess of the 2021 Budget for the Police Department of the Corporation General Fund in the amount of **\$281.87**.
 - (a) Attorney verification of Proofs of Publication: The TIMES 29 July 2021. John Reed, Town Attorney, indicated that the proof of publication was in order.

- (b) **Public Hearing.** The Town Council President called the public hearing to order. There were no remonstrances or written comments. The hearing was closed.
- (c) Action on **Appropriation Enactment No. 2021-37:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Police Department of the Corporation General Fund, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Herak introduced and moved the consideration of Enactment No. 2021-37 at the same meeting of its introduction. Councilor Schocke seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of its introduction.

Councilor Herak moved the passage and adoption of Enactment No. 2021-37 at the same meeting of its introduction. Councilor Schocke seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment was passed and adopted at the same meeting of its introduction.

TOWN OF HIGHLAND
APPROPRIATION ENACTMENT
Enactment No. 2021-37

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

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the Police Department of the Corporation General Fund;

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

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

Section 1. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the Police Department in the Corporation General Fund and for the purposes herein specified, subject to the laws governing the same:

CORPORATION GENERAL FUND

Police Department

Acct. 001-0009-36001 Equipment Maintenance	\$ 281.87
Total 300 Series:	\$ 281.87
Total for the Department:	\$ 281.87
TOTAL for the FUND:	\$ 281.87
TOTAL INCREASE FOR DEPARTMENT and FUND:	\$ 281.87

Section 2. That pursuant to Chapter 3.05 of the Highland Municipal Code, the proper purchasing agency may proceed to authorize the purchase provided the additional appropriation is approved by the Commissioner of the Department of Local Government Finance;

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

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

Introduced and Filed on the 9th Day of August 2021. Consideration on the same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 9th Day of August 2021, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

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

ATTEST:

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

2. **Advisory Board of Zoning Appeals Docket:** Petition for a Use Variance for the location commonly referred to as 8945-8955 Indianapolis Boulevard, **Highland**, which is an overlay district, to allow the petitioner the use of a car wash/auto laundry. The use from HMC Section 18.55.050(C)(h) via HMC Section 18.115.050. The property has an existing business use of B-3 General Business District. Petitioner: **F&E Ventures, LLC, c/o Scott Yahne, Esq.**, 9301 Calumet Avenue, Munster, In 46321. The Advisory Board of Zoning Appeals by a vote of three (3) in favor and one (1) opposed acted to **favorably recommend the request for the use variance** for the property. The ABZA acted at its meeting of 23 June 2021. The findings of fact were memorialized and the board approved the facts in written form at its meeting of 29 July 2021. (90 days ends 21 September 2021). This tolls from the making of the recommendation. If the Town Council does not act before the end of the 90 days, the recommendation of the Advisory Board of Zoning Appeals will obtain.

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

- (a) *Opportunity for Comment.* Les Thresher, Architect commissioned by F&E Ventures, LLC; Scott Yahne, Attorney for F&E Ventures, LLC; Errol Singleton and Frank Caruso, principals from F&E Ventures, LLC were present and offered comments in support of the petition for the use variance. Mr. Yahne presented to the members of the town council a signed letter from businesses nearby favoring the use variance.

There was a colloquy between the petitioner, the petitioner's legal counsel and members of the Town Council regarding the use and the particulars at the location for the auto laundry.

- (b) *Action by the Town Council.* Councilor Herak moved to **reject** the favorable recommendation and to **deny** the use variance requested by the petitioner. However, it did not reach the full council because the motion did not obtain a second.

Councilor Zemen moved that the favorable recommendation be accepted and the use variance be granted. The motion was seconded by Councilor Black.

Amendment to motion. Councilor Herak moved to amend the favorable recommendation to include an added condition that hours of operation be fixed at 8:00 a.m. to 6:00 p.m. and that the alley be unused by the petitioner. The motion was seconded by Councilor Schocke. Upon a roll call vote, there were three negatives and two affirmatives. With Councilors Zemen, Black and Sheeman voting in the negative and Councilors Herak and Schocke voting in the affirmative, the motion did not pass. The amendment was not approved.

Motion pending. Upon a roll call vote, there were four affirmatives and one negative. With Councilors Zemen, Schocke, Black, and Sheeman voting in the affirmative and Councilor Herak voting in the negative, the motion passed. The favorable recommendation was accepted and the use variance was granted.

It was noted that there was still much work regarding plan commission oversight under the development standards ordinances.

Comments from Visitors

There were no comments made.

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

• Building & Inspection Report for July 2021

Permit Type	Number	Residential	Commercial	Est. Cost	Fees
Commercial Buildings:	0	0	0	\$0.00	\$0.00
Commercial Additions or Remodeling:	8	0	8	\$1,134,112.00	\$20,926.50
Signs:	2	0	2	\$8,244.00	\$600.00
Single Family:	0	0	0	\$0.00	\$0.00
Duplex/Condo:	0	0	0	\$0.00	\$0.00
Residential Additions:	0	0	0	\$0.00	\$0.00
Residential Remodeling:	0	0	0	\$0.00	\$0.00
Garages:	1	1	0	\$25,000.00	\$702.00
Sheds:	0	0	0	\$0.00	\$0.00
Decks & Porches:	1	1	0	\$1,000.00	\$252.00
Fences:	21	20	1	\$124,181.00	\$4,083.00
Swimming Pools:	5	5	0	\$0.00	\$540.00
DrainTile/ Waterproofing:	7	7	0	\$77,062.00	\$2,050.50
Miscellaneous	10	10	0	\$70,330.00	\$2,341.00
TOTAL:	55	44	11	\$1,439,929.00	\$31,495.00
Electrical Permits	27	19	8		\$3,343.00
Mechanical Permits	13	10	3		\$1,559.00
Plumbing Permits	24	13	11		\$3,241.85
Water Meters	0	0	0		\$0.00
Water Taps	0	0	0		\$0.00
Sewer/Storm Taps	0	0	0		\$0.00
TOTAL Plumbing:	24	13	11		\$3,241.85

July Code Enforcement:

Investigations: 073
Citations: 001
Warnings: 073

July Inspections:

Building: 37 Electrical: 38 Plumbing: 16 HVAC: 10
Pool Inspections: 12 Electrical Exams: 3

• Fire Department Report for July 2021

<u>Type of Call</u>	<u>Month</u>	<u>YTD</u>
General Alarms	08	69
Paid Still Alarms	35	180
Still Alarms	05	20
Total Alarms:	48	Calls YTD: 269

• **Workplace Safety Report for July 2021**

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

Department	Injuries this Month	Year to Date 2021	Total in 2020	Restricted Days 2021	Lost Workdays This Year (2021)	Restricted Days Last Year (2020)	Lost Workdays Last Year (2020)
Parks	0	0	2	0	0	0	0
Fire	0	1	0	0	0	0	0
Police	1	2	2	0	0	0	0
Street	0	0	1	0	0	0	0
Water & Sewer	0	2	2	32	0	93	81
Maint.	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
TOTALS	1	5	7	32	0	93	81

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

Appointments:

The Town Council President invited action regarding any appointments from the Town Council. There was none.

Unfinished Business and General Orders:

1. **Proposed Enactment No. 2021-35:** An Enactment Appropriating Additional Monies in Excess of the Annual Budget From Monies Received as a Grant from the State or Federal Government, pursuant to I.C. 6-1.1-18-7.5, I.C. 36-5-3-5 et seq.

Councilor Herak introduced and moved the consideration of Enactment No. 2021-35 at the same meeting of its introduction. Councilor Black seconded. Upon a roll call vote, a unanimous vote being necessary, there were four affirmatives and one negative. With Councilors Zemen, Herak, Black and Sheeman voting in the affirmative and Councilor Schocke voting in the negative, the motion did not obtain a unanimous vote. The enactment could not be considered at the same meeting of its introduction.

It was noted that the matter would be placed on the agenda for the next plenary meeting. At that time, only three affirmative votes would be necessary for passage and adoption.

2. Application for ERA Abatement filed by Webb Hyundai.

- (a) **Resolution No. 2021-39:** A Resolution Of The Town Council Of The Town Of Highland, Indiana Granting Indiana Land Trust Company TR #120086 (Dba: Webb Hyundai, L.L.C.) An Assessed Valuation Deduction (Tax Abatement) For Tangible Real Property Under Indiana Code 6-1.1-12.1, For Property Located At 9236 Indianapolis Boulevard.

(If passed, then a meeting of the Economic Development Commission will be convened to establish an EDTA, to further perfect the action.)

With leave from the Town Council, Mr. Brian Webb and Kelly Webb Roberts were recognized. Mr. Webb was invited to offer remarks in support of the tax abatement application as presented. Mr. Webb described generally the improvements contemplated.

With leave from the Town Council, Councilor Schocke was allowed to engage in an extended colloquy with Mr. Webb regarding the proposed abatement, including the rationale for it and the need for it. It was noted that the Webb family has operated their businesses for 61 years in Highland.

Councilor Herak and Councilor Schocke discussed the manner in which the value of the abatement is calculated, noting that ultimately its value would depend upon the final property tax rate each year of the deduction period and the assessed value of the improvement as ascertained by the Lake County Assessor, who performs the assessments in North Township. It was further noted that abatements were used to induce the Circle GMC/Buick and Highland Volkswagen to locate the town.

Councilor Herak moved to pass and adopt Resolution No. 2021-39. Councilor Zemen seconded. Upon a roll call vote, there were three affirmatives and two negatives. With Councilors Zemen, Herak and Sheeman voting in the affirmative and Councilors Schocke and Black voting in the negative, the motion passed. The resolution was adopted and the abatement was granted for a five year period at 100% of value of the improved addition.

TOWN OF HIGHLAND, INDIANA
RESOLUTION NO. 2021-39

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND, INDIANA GRANTING INDIANA LAND TRUST COMPANY TR #120086 (DBA: WEBB HYUNDAI, L.L.C.) AN ASSESSED VALUATION DEDUCTION (TAX ABATEMENT) FOR TANGIBLE REAL PROPERTY UNDER INDIANA CODE 6-1.1-12.1, for PROPERTY LOCATED AT 9236 INDIANAPOLIS BOULEVARD

WHEREAS, Indiana Code 6-1.1-12.1 et seq.; amended, (the "Act") allows a partial abatement of property taxes attributable to "Redevelopment" or "Rehabilitation" activities and installation of new machinery and equipment in "Economic Revitalization Areas" as those terms are defined in the Act, and

WHEREAS, The Act provides that such Economic Revitalization Areas are areas within the Town which have:
"...become undesirable for, or impossible of, normal development, and occupancy because of a lack of development, cessation of growth, deterioration of improvements or character of occupancy, age, obsolescence, substandard buildings or other factors which have impaired values or prevent a normal development of property or use of property", and

WHEREAS, Pursuant to Resolution No. 2012-07 adopted on January 16, 2012, as confirmed by Resolution No. 2021-10 adopted on January 30, 2012, the Town Council (the "Town Council") of the Town of Highland, Indiana (the "Town"), designated a certain area located within the Town as the Highland Redevelopment Area as an economic revitalization area (an "ERA") pursuant to Indiana Code 6-1.1-12.1 et seq. (the "Act"), under Section 2.5;

WHEREAS, Resolution No. 2012-10 remains in full force and effect;

WHEREAS, Webb Hyundai, L.L.C. (the "Company") has filed with the Town Council a Statements of Benefits Real Property Improvements (FORM SB-1/Real Property), dated July 30, 2021 attached hereto as EXHIBIT A and a Highland Tax Abatement Application attached hereto as an EXHIBIT B proposing

real property improvements, more specifically related to (the "Project"), estimated to be completed on or prior to December 31, 2022 and to be fully assessed on or prior to January 1, 2023;

WHEREAS, A Statement of Benefits Real Property (FORM SB-1/Real Property) was submitted to the Town Council as the designating body before and prior to the construction, renovation, redevelopment or installation of real property improvements related to the Project for which the Company desires to request an assessed valuation deduction;

WHEREAS, The Company's real property located at 9236 Indianapolis Boulevard in the Town (real property parcel number 45-07-29-279-036.000-026) is within the boundaries of a designated ERA, and therefore the Town Council may make a determination pursuant to IC 6-1.1-12.1-3(b) based upon the evidence as to whether Company shall be allowed an assessed valuation deduction or real property,

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

Section 1. That the actions of the Town Council of the Town of Highland, Indiana are based upon the evidence as presented by **Webb Hyundai, L.L.C.** upon review of the FORM SB-1/Real Property as well as other pertinent information provided by the Town and upon the following findings and determinations pursuant to IC 6-1.1-12.1-3(b):

- (A) The Project is reasonable for a project of its nature;
- (B) The estimated number of individuals who will be employed or whose employment will be retained can reasonably be expected to result from the construction, renovation, redevelopment or installation of real property improvements related of the Project;
- (C) The estimated annual salaries of those individuals who will be employed or whose employment will be retained can reasonably be expected to result from the from the construction, renovation, redevelopment or installation of real property improvements related of the Project; and
- (D) The totality of the benefits is sufficient to justify an assessed valuation deduction on the Project;

Section 2. That the Town Council acknowledges that the Project is located within a designated allocation area of the Commercial Corridors Redevelopment Area, more specifically TIF Code 050-03-026 and State Code T45453, also commonly known as the Commercial Corridors Allocation Area;

Section 3. That assessed valuation deduction(s) (Tax Abatement) from tangible real property shall be applied only to the Company's qualified real property improvements to be located at **9236 Indianapolis Boulevard** in the Town (real property parcel number **45-07-29-279-036.000-026**);

Section 4. That the Town Council hereby grants an assessed valuation deduction (Tax Abatement) from tangible real property as subject such limitation as may be indicated on the (SB 1) Section D, **to be completed by December 31, 2022 for full assessment on the January 1, 2023, for an abatement period of five (5) years** to the Company in accordance with IC 6-1.1-12.1-3(c) and IC 6-1.1-12.1-17(b) as it relates to the Project;

Section 5. That the Town Council hereby grants an assessed valuation deduction (Tax Abatement) of real property with an abatement schedule provided below pursuant IC 6-1.1-12.1-17(b) consistent with the above abatement period as it relates to the Project, as follows:

Approved Abatement Period Schedule:

Tangible real property improvements:

- a. To be installed and placed into service by December 31, 2022;
- b. Construction as completed is limited to the following assessment date: January 1, 2023;

Year of Abatement Period	Deduction Percentage
Year One (1)	100%
Year Two (2)	100%
Year Three (3)	100%
Year Four (4)	100%
Year Five (5)	100%

Section 6. That having received as attached hereto documentation under (EXHIBIT C) as a condition of approval of the FORM SB-1/Real Property (FORM SB-1/RE), the Company as the property owner, including all subsequent property owner(s), during the abatement period for which an ERA assessed valuation deduction is applied, waives its rights to appeal real property improvement assessed valuations of the Project or within the Project area of the ERA associated with real property parcel number 45-07-29-279-036.000-026 unless deemed to be a clerical error of assessment application or a mathematical error, such that the Town Council as the legislative body of the Town reserves the right to waive the above condition included in this Resolution upon submission of a reasonable written request of the Property Owner, including all subsequent property owner(s);

Section 7. That having received as attached hereto documentation under (EXHIBIT D) as a condition of approval of the FORM SB-1/Real Property (FORM SB-1/RE), the town Council directs:

(A) That the Company as the property owner, including all subsequent property owner(s), during the abatement period for which an ERA assessed valuation deduction is applied, waives its rights to request or file an additional or supplementary assessed valuation deductions, credits or exemptions, on tangible property investments identified in said FORM SB-1 whether available to a property owner as of the date of this Resolution or which subsequently may be authorized by the state of Indiana Legislature to tangible real property improvements to be constructed, built related to the Project or within the Project area of the ERA;

(B) That this condition is not intended to preclude the property owner, including all subsequent property owner(s), from filing future FORM SB-1s as a result of additional investments in tangible real property related to the Project or within the Project area of the ERA;

(C) That the Highland Town Council as the legislative body of the Town reserves the right to waive the above condition included in this Resolution upon written request of the property owner, including all subsequent property owner(s);

Section 8. That the Town Council may impose a fee on the tax savings realized by the Company pursuant to Section 14 of the Act as a result of the application of an ERA deduction as calculated and applied by the Office of the Lake County, Indiana Auditor;

Section 9. That having received the consent of the Company in accordance with Section 14(b) of the Act, a copy of which is attached hereto as EXHIBIT E and is made a part hereof and incorporated herein, and pursuant to Section 14(b) of the Act, for each year the Company's real property tax liability is reduced by an assessed valuation deduction related specifically to the construction and the full assessment of real property as a result of the Project, the Company shall pay to the Lake County, Indiana Treasurer a fee in the amount computed and determined by the Lake County, Indiana Auditor pursuant to the provisions of Section 14(c) of the Act (the "Imposed Fee") such that:

1. **The Town Council hereby determines that fifteen percent (15%) shall be the percentage to be applied by the Lake County, Indiana Auditor for purposes of STEP TWO of Section 14(c) of the Act;**
2. **Accordingly, for each year the Imposed Fee is payable by the Company, the Imposed Fee shall be equal to the lesser of One Hundred Thousand Dollars (\$100,000) or fifteen percent (15%) of the additional amount of real property taxes that would have been paid by the Company during that year if the deductions approved in this Resolution had not been in effect, i.e., 15% of the Company's real property tax savings attributable to a deduction from the assessed valuation from the Project; and**
3. **Pursuant to Section 14(d) of the Act, the Imposed Fee, as collected, shall be distributed to the Highland, Indiana Redevelopment Commission as a tax exempt governmental (nonprofit) entity established to promote economic development within the corporate limits of the Town as determined by the Town Council as the designating body.**

Section 10. That the Company has agreed to the imposed reasonable conditions during the abatement period upon approval of an assessed valuation deduction for real property as herein specified and authorized under Section 2(i)(6) of the Act and to be included under Item D (page 2) of the approved FORM SB-1/Real Property;

Section 11. That the Town agrees not to exercise the discretion to impose a claw back provision as attached hereto under EXHIBIT F for tax savings any tax years in which the Company reasonably complies with:

1. **The Statement of Benefits, the annual filings required pursuant to the Act, the conditions of this Resolution, and the reasonable and timely payment of an applicable Imposed Fee during the five (5) year abatement period for which an ERA assessed valuation deduction is applied to an assessment date.**
2. **The employment benchmarks and targets identified in the Statement of Benefits as reached over the three year period.**

Section 12. That the Town's Clerk-Treasurer is hereby directed to cause the filing of all appropriate approval documents related to this Resolution with the Office of the Assessor for Lake County, Indiana as it applies to this Resolution and the approval of the Company's assessed valuation deduction, more specifically the following documents or information:

1. The Statement of Benefits, as approved, properly completed consistent with this Resolution and as signed and attested by the appropriate Town officials;
2. A certified copy of this Resolution; and
3. An approved and signed copy of the minutes of the meeting at which the Town Council approved this Resolution and the Statement of Benefits.

Section 13. That the final determination of the amount of assessed valuation deduction as applied to the Project for real property improvements shall be made by the appropriate Lake County or State of Indiana agency;

Section 14. That along with the application, an Application Fee shall be paid, hereby fixed in the amount of \$250.00 to defray actual processing and administrative costs, pursuant to Section 14.20.220 of the Highland Municipal Code;

Section 15. That the forgoing approval of the Economic Revitalization Area (ERA) is subject to and contingent upon the favorable recommendation by the Economic Development Commission and then approval by ordinance of the Town Council of an Economic Development Target Area (EDTA) for this property, all pursuant to IC 6-1.1-12.1-7(a)(1);

Section 16. That if any part, clause, or portion of this Resolution shall be adjudged invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of this Resolution as a whole or any other part, clause, or portion of this Resolution.

DULY RESOLVED and NOT PASSED 9th Day of August 2021, by the Town Council of the Town of Highland, Lake County, Indiana, acting as the designating body, having sustained a vote of 3 in favor and 2 opposed.

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

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

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC; 1-1-4-1(5); IC 36-5-6; IC 36-5-6-7)

EXHIBIT A

Statements of Benefits Real Property Improvements
INDIANA LAND TRUST COMPANY TR #120086
(DBA: WEBB HYUNDAI, L.L.C.)



**STATEMENT OF BENEFITS
REAL ESTATE IMPROVEMENTS**

State Form 51767 (R6/10/14)
Prescribed by the Department of Local Government Finance

This statement is being completed for real property that qualifies under the following Indiana Code (check one box):
☒ Redevelopment or rehabilitation of real estate improvements (IC 6-1.1-12.1-4)
☐ Residentially distressed area (IC 6-1.1-12.1-4.1)

2023 PAY 20 24
FORM SB-1 / Real Property
PRIVACY NOTICE Any information concerning the cost of the property and specific salaries paid to individual employees by the property owner is confidential per IC 6-1.1-12.1-4.1.

INSTRUCTIONS:

1. This statement must be submitted to the body designating the Economic Revitalization Area prior to the public hearing if the designating body requires information from the applicant in making its decision about whether to designate an Economic Revitalization Area. Otherwise, this statement must be submitted to the designating body BEFORE the redevelopment or rehabilitation of real property for which the person wishes to claim a deduction.
2. The statement of benefits form must be submitted to the designating body and the area designated an economic revitalization area before the initiation of the redevelopment or rehabilitation for which the person desires to claim a deduction.
3. To obtain a deduction, a Form 322RE must be filed with the County Auditor before May 10 in the year in which the addition to assessed valuation is made or not later than thirty (30) days after the assessment notice is mailed to the property owner (if it was mailed after April 10). A property owner who failed to file a deduction application within the prescribed deadline may file an application between March 1 and May 10 of a subsequent year.
4. A property owner who files for the deduction must provide the County Auditor and designating body with a Form CF-1/Real Property. The Form CF-1/Real Property should be attached to the Form 322RE when the deduction is first claimed and then updated annually for each year the deduction is applicable. IC 6-1.1-12.1-5.1(b)
5. For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. For a Form SB-1/Real Property that is approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect. IC 6-1.1-12.1-17

SECTION 1 TAXPAYER INFORMATION					
Name of taxpayer Indiana Land Trust Company TR#120086					
Address of taxpayer (number and street or highway, and ZIP code) 8236 Indianapolis Blvd. Highland, Indiana 46322					
Name of contact person Kelly Webb Roberts			Telephone number (815) 230-6109	E-mail address Kelly@webbcars.com	
SECTION 2 LOCATION AND DESCRIPTION OF PROPOSED PROJECT					
Name of designating body Town of Highland					
Location of property 8236 Indianapolis Blvd. Highland, Indiana 46322			County Lake County	DLGF listing district number 45028	
Description of real property improvements, redevelopment, or rehabilitation (use additional sheets if necessary) See Attached...					
Estimated start date (month, day, year) August 30, 2021					
Estimated completion date (month, day, year) May 1, 2022					
SECTION 3 ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT					
Current number	Salaries	Number retained	Salaries	Number additional	Salaries
38.00	\$50,000.00	38.00	\$50,000.00	15.00	\$50,000.00
SECTION 4 ESTIMATED TOTAL COST AND VALUE OF PROPOSED PROJECT					
			REAL ESTATE IMPROVEMENTS		
			COST	ASSESSED VALUE	
Current values			2,500,000.00	1,318,000.00	
Plus estimated values of proposed project			3,500,000.00	1,980,000.00	
Less values of any property being replaced			-200,000.00	0.00	
Net estimated values upon completion of project			3,800,000.00	3,028,000.00	
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER					
Estimated solid waste converted (pounds) 0.00			Estimated hazardous waste converted (pounds) 0.00		
Other benefits					
SECTION 6 TAXPAYER CERTIFICATION					
I hereby certify that the representations in this statement are true.					
Signature of authorized representative <i>Kelly Webb Roberts</i>				Date signed (month, day, year) July 30, 2021	
Printed name of authorized representative Kelly Webb Roberts				Title President	

Page 1 of 2

EXHIBIT B

Town of Highland Tax Abatement Application

Project Palisade Tax Abatement Application Exhibit & Drawings

As presented in our initial letter and presentation, this truly is a special project to The Webb Family. Not only does Project Palisade commemorate the 50th Anniversary of the Webb Automotive Group, but it reaffirms their financial commitment to in the Town of Highland by electing to reinvest in your community while retaining the jobs of the local 38 FTEs that the business currently employs. As a direct outcome of this project, it is anticipated that Project Palisade will result in the creation of an additional 15 new permanent jobs and 20 temporary construction jobs in the local community.

Within three years of the proposed project, it is anticipated Project Palisade will create 15 new permanent jobs at Webb Hyundai of Highland. This represents a new annual payroll increase between \$700,000.00 - \$750,000.00 will retaining the jobs of the local 38 FTEs that the business currently employs with the annual payroll of approximately \$1,900,000.00. The projected annual salaries for the newly created positions are as follows:

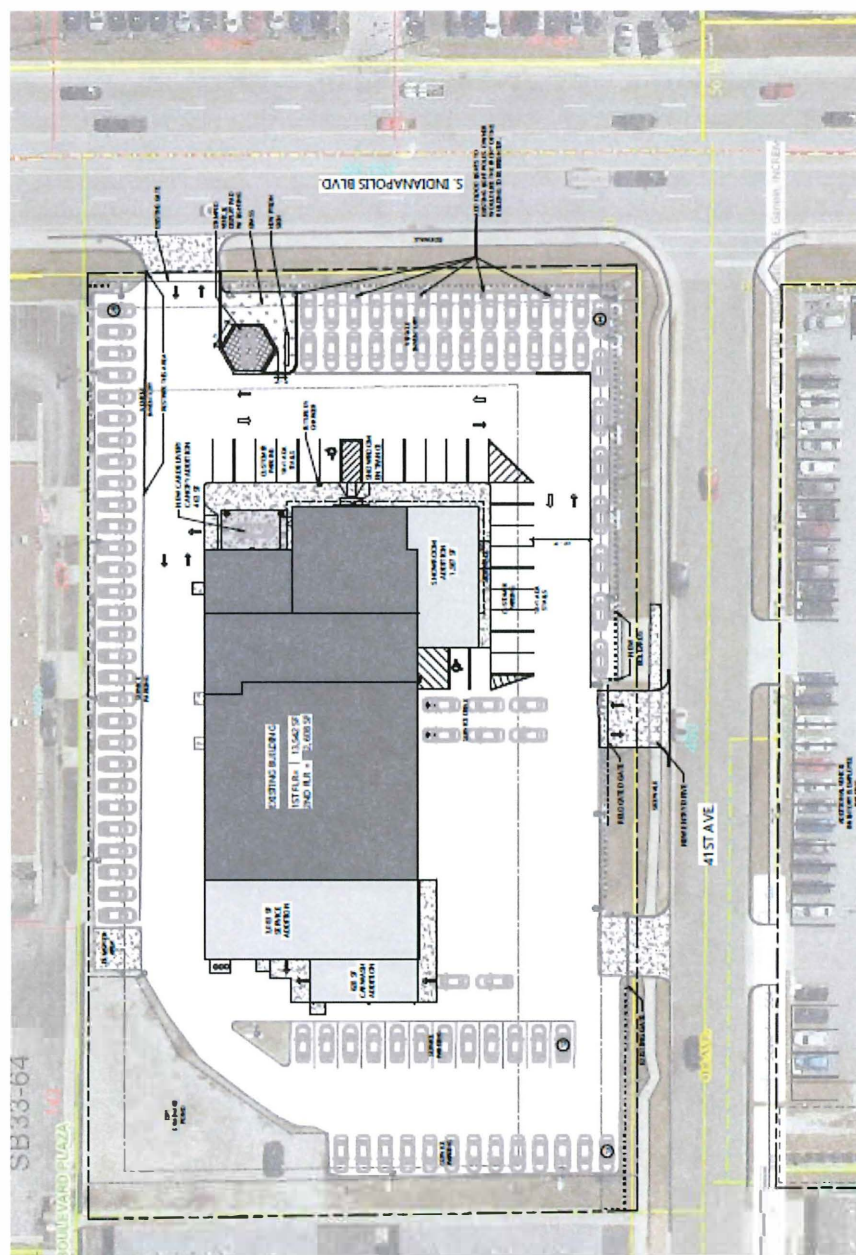
- 5 sales positions at \$50,000.00 - \$75,000.00
- 4 technician positions at \$60,000.00 - \$80,000.00
- 6 clerical and support positions at \$20,000.00 - \$30,000.00

LEGAL DESCRIPTION

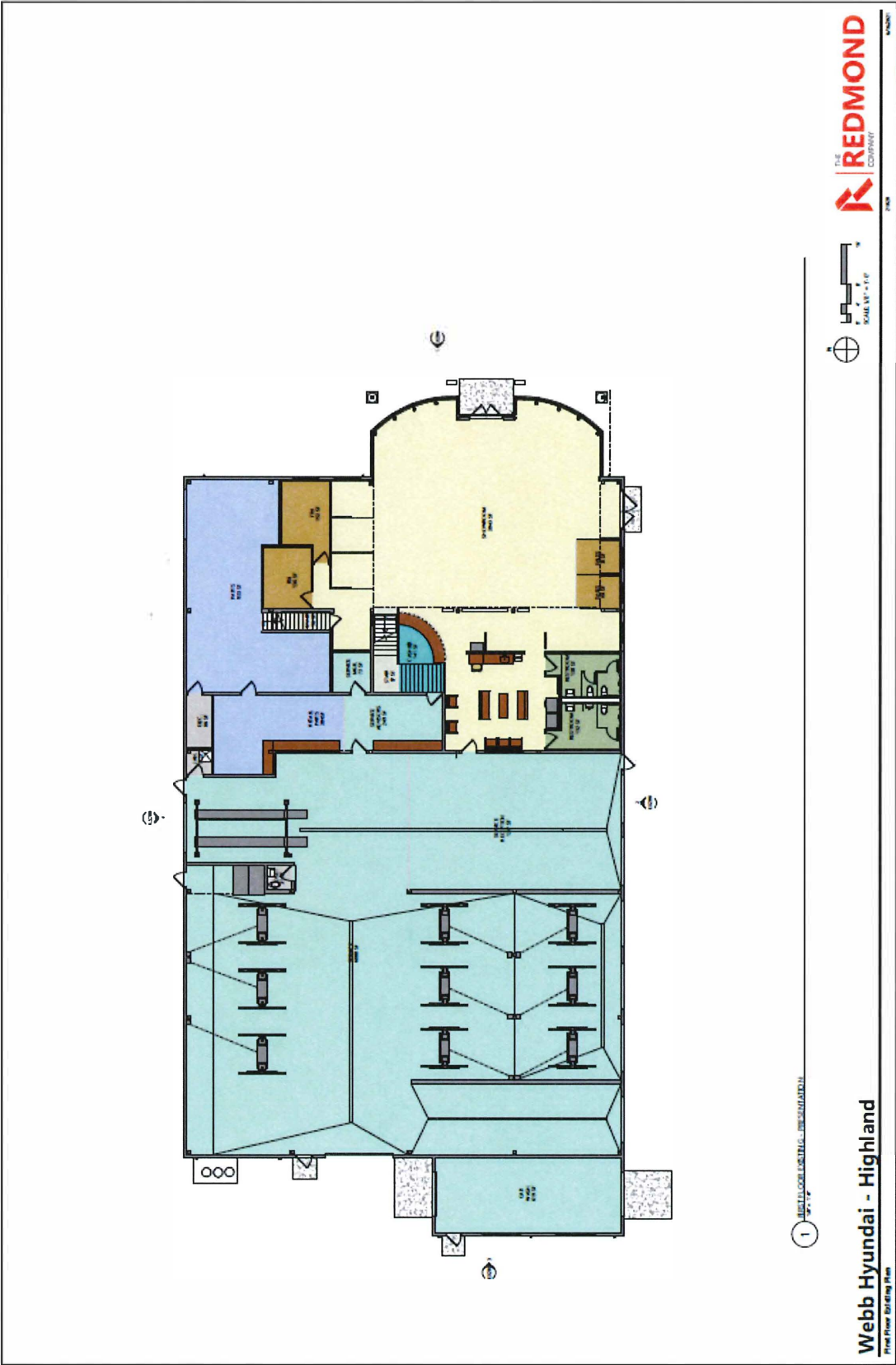
Deed Into Trust
Indiana Land Trust Company
Instrument No. 2014-068316

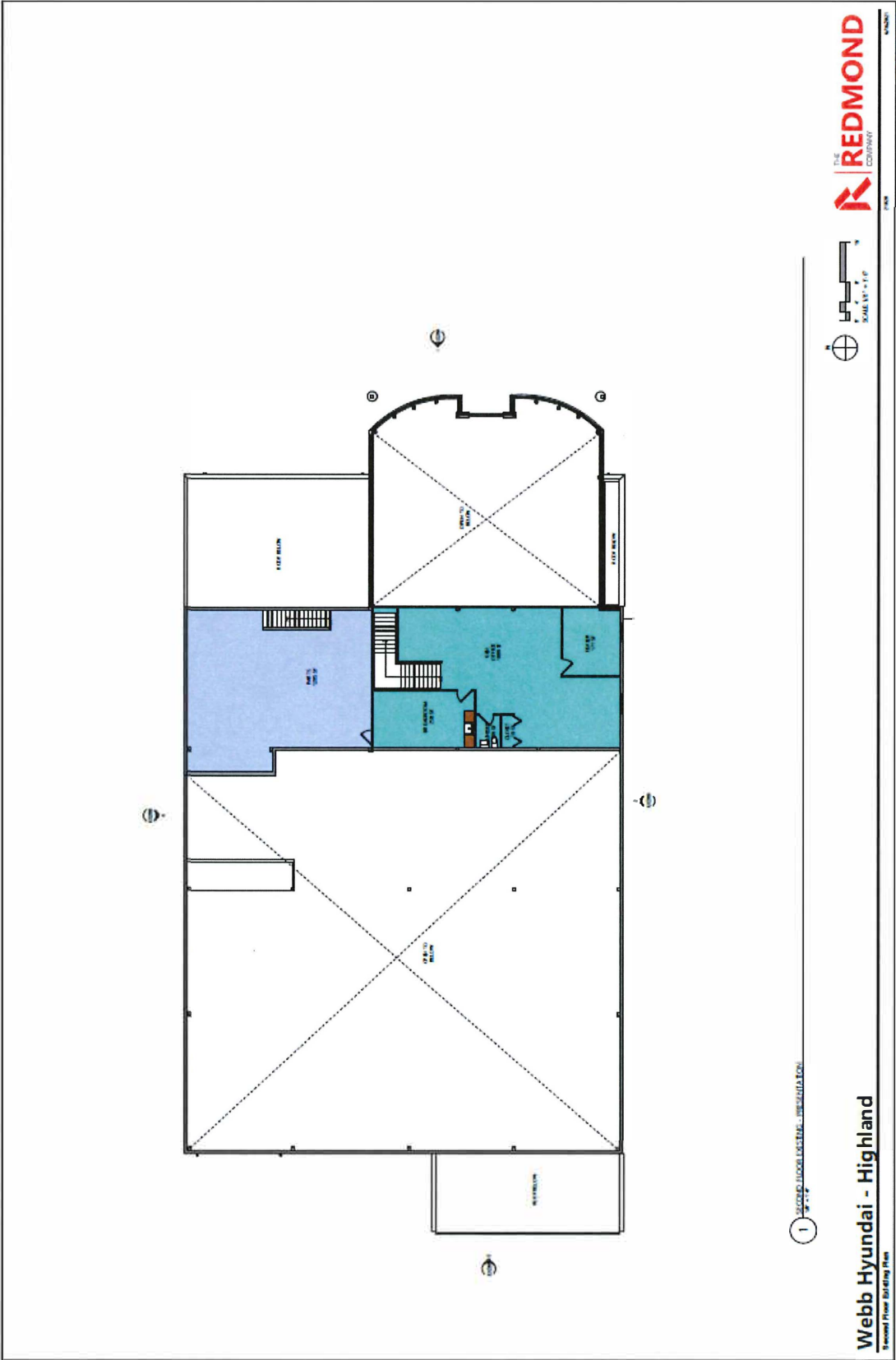
LOT 1, RUDOLPH ADDITION TO THE TOWN OF HIGHLAND, AS PER PLAT THEREOF, RECORDED IN PLAT BOOK 94 PAGE 5
IN THE OFFICE OF THE RECORDER OF LAKE COUNTY, INDIANA.

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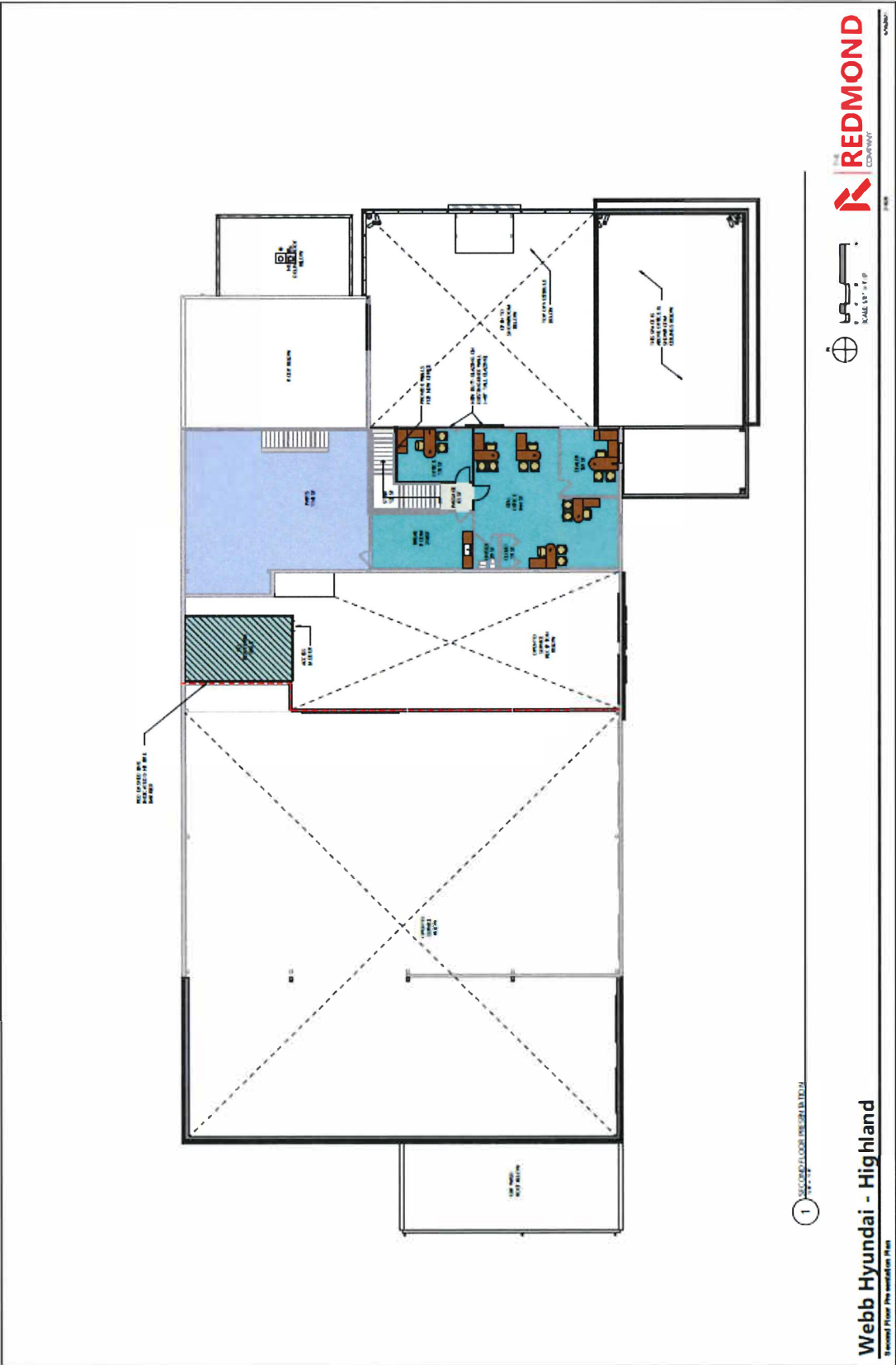
Webb Hyundai - Highland







1 FIRST FLOOR RESTAURANT & LOBBY



1

2

3

4

Webb Hyundai - Highland

REDMOND COMPANY

REDMOND COMPANY



1 3D View from SE



2 3D View from NE

Webb Hyundai - Highland

EXHIBIT C

Company as the Property Owner:

Waiver of Its Rights to
Appeal Real Property Improvement Assessed Valuations of The Project or within the Project area of the ERA

EXHIBIT C

March 24, 2021

Roger Sheeman, President
Common Council of the Town of Highland
Office of the Clerk Treasurer
3333 Ridge Road
Highland, Indiana 46322

RE: Company as the Property Owner – Waiver of Its Rights to
Appeal Real Property Improvement Assessed Valuations

Dear Councilman Sheeman,

Webb Hyundai, LLC as the property owner of real property located at 9236 Indianapolis Boulevard (45-07-29-279-036.000-026) has submitted a Form SB-1/Real Property (Statement of Benefits) signed and dated March 19, 2021 to the Town of Highland, Indiana (the "Town") for consideration by the Town's Common Council, as the designating body, for approval of an assessed valued deduction ("Tax Abatement") consents to and understands the following as a condition(s) of approval of an economic revitalization area assessed valuation deduction ("Tax Abatement") which will be included in a resolution for consideration by the Town's Common Council for approval of a FORM SB-1:

Waiver of Tangible Real Property Appeals

As a condition of approval of the FORM SB-1/Real Property (FORM SB-1/RE), the property owner, including all subsequent property owner(s), during the abatement period for which an ERA assessed valuation deduction is applied, waives its right to appeal real property improvement assessed valuations for the Project or within the Project area of the ERA unless deemed to be a clerical error of assessment application or a mathematical error.

The Town's Common Council as the legislative body reserves the right to waive the above condition included in an approving resolution upon submission of a reasonable written request of the Property Owner, including all subsequent property owner(s).

Sincerely,


Kelly Webb Roberts, President
Webb Hyundai, LLC

EXHIBIT D

Company as the Property Owner:

Waiver of Its Rights to Request or File an Additional or Supplementary Assessed Valuation Deductions, Credits or Exemptions Related to The Project or within the Project area of the ERA

EXHIBIT D

March 24, 2021

Roger Sheeman, President
Common Council of the Town of Highland
Office of the Clerk Treasurer
3333 Ridge Road
Highland, Indiana 46322

RE: Company as the Property Owner – Waiver of Its Rights to Request or File an
Additional or Supplementary Assessed Valuation Deductions, Credits or Exemptions

Dear Councilman Sheeman,

Webb Hyundai, LLC as the property owner of real property located at 9236 Indianapolis Boulevard (45-07-29-279-036.000-026) has submitted a Form SB-1/Real Property (Statement of Benefits) signed and dated March 19, 2021 to the Town of Highland, Indiana (the "Town") for consideration by the Town's Common Council, as the designating body, for approval of an assessed valued deduction ("Tax Abatement") consents to and understands the following as a condition(s) of approval of an economic revitalization area assessed valuation deduction ("Tax Abatement") which will be included in a resolution for consideration by the Town's Common Council for approval of a FORM SB-1:

Waiver of Assessed Valuation Deductions, Credits or Exemptions

As a condition of approval of the FORM SB-1/Personal Property (FORM SB-1/PP), the property owner, including all subsequent property owner(s) during the abatement period for which an ERA assessed valuation deduction is applied waives its right to request or file and additional or supplementary assessed valuation deductions, credits or exemptions, on tangible property investments identified in said FORM SB-1 whether available to the property owner as of the date of an approving resolution or which subsequently may be authorized by the State of Indiana legislature to tangible real property improvements to be constructed, built or developed within the Project area of the ERA.

The condition is not intended to preclude the property owner, including all subsequent property owner(s), from filing future SB-1s as a result of additional investments in tangible real and/or personal property.

The Town's Common Council as the legislative body reserves the right to waive the above

EXHIBIT E

Company as the Property Owner:

Consent of an Imposed Fee by the Company

EXHIBIT E

March 24, 2021

Roger Sheeman, President
Common Council of the Town of Highland
Office of the Clerk Treasurer
3333 Ridge Road
Highland, Indiana 46322

RE: Company as the Property Owner – Waiver of Its Rights to
Appeal Real Property Improvement Assessed Valuations

Dear Councilman Sheeman,

Webb Hyundai, LLC as the property owner of real property located at 9236 Indianapolis Boulevard (45-07-29-279-036.000-026) has submitted a Form SB-1/PP (Statement of Benefits Personal Property) signed and dated March 19, 2021 to the Town of Highland, Indiana (the "Town") for consideration by the Town's Common Council, as the designating body, for approval of an assessed valued deduction ("Tax Abatement") consents to and understands the following as a condition(s) of approval of an economic revitalization area assessed valuation deduction ("Tax Abatement") which will be included in a resolution for consideration by the Town's Common Council for approval of a FORM SB-1:

Waiver of Tangible Personal Property Appeals

As a condition of approval of the FORM SB-1/Personal Property (FORM SB-1/PP), the property owner, including all subsequent property owner(s), during the abatement period for which an ERA assessed valuation deduction is applied, waives its right to appeal personal property assessed valuations for the Project or within the Project area of the ERA unless deemed to be a clerical error of assessment application or a mathematical error.

The Town's Common Council as the legislative body reserves the right to waive the above condition included in an approving resolution upon submission of a reasonable written request of the Property Owner, including all subsequent property owner(s).

Sincerely,



Kelly Webb Roberts, President
Webb Hyundai, LLC

EXHIBIT F

Tax Abatement Termination and Claw Back Provisions

Section 1. If, after reviewing the information required to be filed by each Tax Abatement recipient by subsections 5.1, 5.3, and 5.6 of IC 6-1.1-12.1, the Town Council finds that an assessed valuation deduction recipient has not made reasonable efforts to substantially comply with the Statement of Benefits within the time frame(s) in the Statement of Benefits and its failure to comply was not caused by factors beyond its control, and the recipient does not:

- a. Meet and retain at least ninety percent (90%) of the private investment;
- b. Obtain at least ninety percent (90%) of the level of wages and/or number of employees; or
- c. Fulfill all of the requirements and conditions imposed upon approval of a FORM SB-1,

as set forth in its approved Statement of Benefits within the time frame(s) in the same Statement of Benefits, the Town Council of the Town of Highland, Lake County, Indiana (the "Town Council"), as the designating body following the procedures of IC 6-1.1-12.1-5.9, shall adopt a resolution terminating the recipient's assessed valuation deduction and the Town Council may impose this claw back provision requiring the recipient to pay back all tax savings realized as a result of an assessed valuation deduction proportional to the extent of the deficiency in levels of wages and/or number of employees. A determination by resolution to impose the claw back provision is the sole discretion of the Town Council as the designating body and may be dependent upon various factors and variables uniquely applicable to each approved Statement of Benefits.

Section 2. If, after the hearing provided for by IC 6-1.1-12.1-5.9(b) and (c) and after considering all relevant information presented at the hearing, the Town Council adopts a resolution terminating the Tax Abatement recipient's assessed valuation deduction, the Town Council shall immediately mail a certified copy of the resolution to the Tax Abatement recipient, the Office of the Lake County Auditor, and Office of the Lake County Assessor.

Section 3. The claw back provision may be imposed by the Town Council as the designating body for a period of one year after and subsequent to the final assessment date applicable to the approved abatement period of an assessed valuation deduction recipient as documented in the resolution approving the Statement of Benefits.

Section 4. Upon determination by resolution to impose the claw back provision, the Town Council shall have an independent advisor: (i) calculate the tax savings realized as a result of an assessed valuation deduction proportional to the extent of the deficiency in levels of wages and/or number of employees as determined by the FORM SB-1 as approved by the Common Council and (ii) calculate the distribution of the claw back payment to the Town proportional to each overlapping taxing unit for which the tax payable year the claw back provision is applied, as based upon the percentage of the overlapping taxing unit's tax rate to the gross tax rate for the appropriate tax unit, being State Taxing Districts for Lake County, Indiana 026 (Town of Highland – North Township).

Section 5. Prior to notification to the recipient of Tax Abatement of an assessed valuation deduction for which this claw back provision is imposed, the Town Council shall notify the Office of the Lake County Auditor and/or the Office of the Lake County Assessor as to the imposition of the claw back provision. The Town Council shall also submit the calculation of the claw back payment and its distribution to the overlapping taxing units pursuant to Section 3 for confirmation and verification prior to final imposition and notification of the claw back provision to the approved applicant of an assessed valuation deduction.

Section 6. The Office of the Lake County Auditor shall provide written confirmation and verification as to the amount of the claw back payment and the proportional distribution of the claw back payments to the overlapping taxing units as calculated for the Town Council pursuant to Section 3.

Section 7. Upon notice from the Office of the Lake County Auditor that the claw back payment and the distribution of the claw back payment to the overlapping taxing units is confirmed and verified, the Town Council shall notify the approved applicant of an assessed valuation deduction via USPS certified mail-return receipt that the claw back provision is imposed. Said notice shall include the calculation of the claw back payment, its distribution to the overlapping taxing units, and a statement that the calculations have been confirmed and verified by the Office of the Lake County Auditor prior to notification.

Section 8. Prior to the distribution to the overlapping taxing units of claw back payment made to the Town, the Town Council shall notify the Office of the Lake County Auditor and/or the Office of the Lake County Assessor as to the receipt of a claw back payment for its files pertaining to the assessed valuation deduction.

Section 9. The Town shall distribute the claw back payment to all overlapping taxing units via USPS certified mail-return receipt no later than 30 days from the date of the receipt for the claw back payment.

Section 10. Upon return of all USPS certified mail-return receipts from the overlapping taxing units, the Town Council shall provide copies of the return receipts to the Office of the Lake County Auditor and, if applicable, to the Office of the Lake County Assessor, as documentation that the imposed claw back payment was distributed to overlapping taxing units pursuant to this claw back provision.

3. **Resolution No. 2021-36:** A Resolution Approving an Interlocal Cooperation Agreement between the Incorporated Town of Highland and the School Town of Highland for the Utilization of School Resource Officer Program Services for 2021-2022.

Councilor Herak moved the passage and adoption of Resolution No. 2021-36. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

TOWN OF HIGHLAND
TOWN COUNCIL RESOLUTION No. 2021-36

A Resolution Approving an Interlocal Cooperation Agreement between the Incorporated Town of Highland and the School Town of Highland for the Utilization of School Resource Officer Program Services for 2021-2022

WHEREAS, Indiana Code 36-1-7-1, *et seq.*, allows local government entities to make the most efficient use of the powers by enabling them to mutually utilize services for the mutual benefit of each other; and

WHEREAS, The Incorporated Town of Highland and the School Town of Highland, Lake County, Indiana are municipal corporations empowered by the aforesaid Interlocal Cooperation Act, as amended, with authority to contract with each other on a basis of mutual advantage so as to better provide public services and facilities at a shared cost; and

WHEREAS, The Incorporated Town of Highland and the School Town of Highland desire to enter into a joint agreement pursuant to IC 36-1-7-1, *et seq.*, to provide for the ability and flexibility to obtain for the Highland Students certain gang resistance training, a heightened law enforcement presence in the local public schools as well as other related services for the mutual benefit of the participating entities, and at a shared cost,

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

Section 1. That a joint agreement, a copy of which is attached and incorporated herein by reference, among and between the Incorporated Town of Highland and the School Town of Highland entered into by the Town of Highland by and through its Town Council, this 9th Day of August 2021 is hereby authorized and approved in each and every respect;

Section 2. That the purpose of this agreement is to authorize and allow the Town Council of the Town of Highland and the School Board of Trustees to act as a joint board of the two participating entities to mutually support and utilize certain specified services associated with the **School Resource Officer Program** for the mutual benefit of the participating entities at shared costs;

Section 3. That the Clerk-Treasurer of the Town of Highland is hereby authorized to execute the duties related to the payment, collection and accounting for all moneys of this joint undertaking, pursuant to the terms of this agreement, in a manner that is mutually acceptable with the duly constituted and acting business official of the School Town of Highland;

Section 4. That the governing boards of the participating entities may be convened as a joint board, or may act as a joint board at separate meetings of the respective governing bodies of the participating entities in which the entities concur;

Section 5. That the governing boards of the participating entities may create a committee comprised of representatives from both participating entities or may designate a single individual from each of the participating entities, which may perform such administrative ministerial duties as the joint board may direct and the agreement may provide;

Section 6. That the President of the Highland Town Council and the Clerk-Treasurer are hereby authorized to execute the joint Interlocal Governmental Agreement with their signatures and any additional documents in order to implement the agreement;

Section 7. That this agreement shall be effective as indicated in and pursuant to its provisions, after the agreement has been authorized and approved by each of the participating entities, evidenced by passage and adoption of a similar Resolution all pursuant to I.C. 36-1-7-2;

Section 8. That upon its approval, this agreement repeals the agreements governing the school resource officer program, the first adopted January 17, 1997 and its succeeding agreements;

Section 9. That before this agreement takes effect, it must be recorded with the Office of the Lake County Recorder. No later than sixty (60) days after it takes effect and is recorded, the agreement must be filed with the Office of the State Board of Accounts for audit purposes, all pursuant to I.C. 36-1-7-6.

Duly Adopted by the Town Council of the Town of Highland, Lake County, Indiana, the 9th day of August 2021. Having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

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

Attest:

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

INTERGOVERNMENTAL AGREEMENT

This Interlocal Governmental Agreement made and entered into in accordance with I.C. 36-1-7 by and between the TOWN OF HIGHLAND (hereinafter called "Town") and the SCHOOL TOWN OF HIGHLAND (hereinafter called "School Town"), both municipal and corporations organized and operating under the laws of the State of Indiana.

WITNESSETH THAT:

WHEREAS, The Town desires to provide a Town of Highland Police Officer to the School Town to serve in the capacity as School Resource Officer to instruct both the G.R.E.A.T. curriculum and the Officer Friendly program, and to perform other related duties.

THEREFORE, IT IS AGREED AS FOLLOWS:

1. The Town agrees to provide to the School Town the service of one (1) Highland police officer to serve as a School Resource Officer. The purpose of the School Resource Officer will be to minimize the potential for hate crimes/bullying, alcohol and drug-related use, gang-related activities, and disruption and/or criminal behavior in and around schools, such as theft, vandalism, truancy, etc. in the most effective and efficient manner possible. The School Resource Officer shall at all times, remain an employee of the Town, which shall be solely responsible for payment of all salary, insurance, worker's compensation coverage, and benefits owing by reason of the Officer's employment. The Resource Officer's duties shall include those listed on the attached Exhibit B on "Essential Functions." The SRO shall be considered a "school official" when acting with the intent to promote a safe school environment by enforcing laws, school policies and all other rules and procedures of the school corporation. The School shall have input, at all times, on the Resource Officers duties under this agreement. The Resource Officer shall be a resource to all School Town of Highland staff as Safe School Plans designate or as need arises. The Resource Officer shall remain subject to all laws, rules, and regulations governing police officers of the jurisdiction and lawful orders of superior officers of the police department.

2. In consideration of the same, the School Town agrees to pay for said services in accordance with the terms of this Agreement the amount of **\$82,366.78. for a period of 180 days** during the **2021-2022** school year. The basis for said compensation to the Town is presented as an exhibit to this agreement incorporated herein by reference. The School Town's compensation shall be paid in two (2) equal installments, as follows:

- (A) the first being due on or before December 31, 2021;
- (B) the second payment being due on or before June 30, 2022.

3. The Clerk-Treasurer of the Town shall be authorized to execute the duties of receiving payments from the School Town as described in paragraph two (2) and of disbursing and accounting for all such monies in a manner consistent with the terms of this Agreement.

4. The School Resource Officer will be assigned on a full-time basis to the School Town the equivalent of up to one hundred eighty (180) days during the school year. The School Town will only be financially responsible for the equivalent number of days actually worked by the School Resource Officer.

5. The School Resource Officer will wear clothing that will easily identify him or her as a police officer.

6. The School Resource Officer will not take personal time off when school is in session. If sick, he must notify the receptionist at the School Town Administration Center. A substitute may be assigned subject to mutual approval of the Police Chief and the School Superintendent.

7. Lunch must be eaten in a School Town cafeteria unless prior arrangements have been made with the Superintendent/designee.

8. The Town will assume all costs and responsibility of initial and ongoing training associated with the School Resource Officer position. Any vehicle or additional equipment or expenses necessary for the program shall be paid for by the Town.

9. The Town shall be responsible for selecting the police officer to serve as the School Resource Officer, subject to the consent and approval of the School Town. The School Town has final authority on the content of all instructional materials used by the School Resource Officer.

10. The administration of the terms of this Agreement shall supersede any previous Agreement and shall be accomplished through the Superintendent of the School Town or designee and the Chief of Police or designee.

11. Any other provision of this Agreement to the contrary notwithstanding this Agreement may be changed or modified only with the written consent of both parties.

12. All notices or communications provided herein shall be in writing and delivered either in person or via certified or registered United States mail, return receipt requested, and with the proper postage prepaid, addressed to the party for whom such notice or communication is intended.

13. Should any part, term, or provision of this Agreement be determined by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining portion or provisions shall not be affected thereby.

14. No failure or delay in performance of the executed service Agreement by either party shall be deemed to be a breach when such failure or delay is occasioned by or due to any Act of God, strike, lockout, war, riot, epidemic, explosion, sabotage, the binding order of any court or governmental authority, or any other cause, whether of the kind enumerated above or otherwise, not within the control of the party claiming suspension, actually provided that no cause or contingency shall relieve the School Town of its obligation to make payment for the services of the School Resource Officer programs actually provided by the Town.

15. This Interlocal Agreement may be executed in several counterparts, each of which when so executed shall be deemed to be an original, and such counterparts, together, shall constitute but one and the same instrument, which shall be sufficiently evidenced by any such original counterpart.

16. Before this agreement takes effect, it must be recorded with the Office of the Lake County Recorder. No later than sixty (60) days after it takes effect and is recorded; the agreement must be filed with the Office of the State Board of Accounts for audit purposes, all pursuant to I. C.36-1-7-6.

Participant Counterpart

EFFECTIVE DATE. This agreement shall be effective after the same has been ratified by each of the participating entities by Ordinance or Resolution all pursuant to I.C.36-1-7-2.

IN WITNESS WHEREOF, the parties have caused this Interlocal Agreement to be executed in their names and on their behalf as of the date first written above.

TOWN OF HIGHLAND, INDIANA
3333 Ridge Road, Highland, Indiana 46322

Through its Town Council

By: _____
Roger W. Sheeman, Town Council President

Attest:

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

Participant Execution Date: _____

Approved as to Legality and Form:

John P. Reed, Attorney

Participant Counterpart

EFFECTIVE DATE. This agreement shall be effective after the same has been ratified by each of the participating entities by Ordinance or Resolution all pursuant to I.C. 36-1-7-2.

IN WITNESS WHEREOF, the parties have caused this Interlocal Agreement to be executed in their names and on their behalf as of the date first written above.

SCHOOL TOWN OF HIGHLAND, INDIANA
9145 Kennedy Avenue, Highland, Indiana 46322

Through its Board of Trustees

By: _____
Robert Kuva, President

Attest:

Pat Krull, Secretary

Participant Execution Date: _____

Approved as to Legality and Form:

Rhett L. Tauber, Attorney

Exhibit A

Assumed Cost for School Resource Officer
2021-2022
Exhibit

Salary	2021	2022
Base Salary 1st Class Patrol Officer	\$65,310.18 •	\$66,616.38 *
Assigned officer's longevity	\$1,705.60	\$1,809.60 #
One Time Pay Premium		
	67,015.78	68,425.98
Subtotal:		
Benefits		
Medical Insurance (Family coverage)	\$28,046.04	\$33,655.20 **
Employer Contribution to Health Savings Account	\$2,892.00	\$2,892.00
Dental Insurance	\$1,357.08	\$1,492.80 **
Life Insurance (.219 per \$1000 of gross payroll, up to \$50k)	\$131.40	\$144.54 **
Dependent life insurance coverage (\$1.50/mo)	\$18.00	\$18.00
Medicare	\$971.73	\$992.18
Employer Contribution to PERF	\$13,473.18 •	\$13,473.18
Workers Compensation Insurance (2.00/\$100 salary)	\$1,340.32	\$1,368.52
Law Enforcement Liability Insurance (no discrete premium)		
Subtotal Benefits:	\$48,229.74	\$54,036.42
Grand Total:	\$115,245.52	\$122,462.40

Instruction Days: 180
School Year Days: 260

** Assumes a 10% increase
* Assumes 1% increase

	2021	2022
	Daily rate based upon 260 days	
	\$ 443.25	\$ 471.01
	First Semester	Second Semester

School Compensation for 2021-2022 School Year:

FIRST SEMESTER: 2021 Days Instruction in School = 87 based upon school calendar		
Daily rate: $\frac{\text{Total Salary for Year}}{260}$	\$ 443.25	Semester 1: \$ 38,562.93
SECOND SEMESTER: 2022 Days Students are in School = 93		
Daily rate: $\frac{\text{Total Salary for Year}}{260}$	\$ 471.01	Semester 2: \$ 43,803.86
School Total:	\$ 82,366.78	
*** PERF PUBLIC SAFETY Employer is 17.5%		
of the 1st Class Patrol Officer plus 20 years longevity		
1st Installment Due by December 31, 2021:		\$ 41,183.39
2nd Installment Due by June 30, 2022:		\$ 41,183.39

A 2% change in the basic bi-weekly salary is contemplated in this initial calculation for 2022

Exhibit B

- The SRO shall be considered a "school official" for purposes of assisting educators in maintaining a safe and effective learning environment. "School Official" status includes:
 - Conducting searches and seizures based on reasonable suspicion that a student is violating the law or rules of the school pursuant to federal law (New Jersey v. TLO, (469 US 325 (1985)) and Indiana law (Meyers v. State, 839 N.E. 2d 1154 (2005); D.L. v. State, 877 N.E. 2d 500 (2007); and T.S. v. State, 863 NE 2d 362 (2007)).
 - Preventing a campus crisis by intervening in misconduct that violates school rules that would, if ignored, place students, faculty, and staff at risk of harm. NOTE: Disciplining students is a School District responsibility. Nevertheless, the SRO will intervene and take the student(s) who violate school rules to the principal where school discipline can be meted out.
- The SRO shall exchange relevant information with school officials pursuant to federal law (FERPA at CFR 99.31(a)(5)(i); 34 CFR 99.38) and Indiana law IC 31-39-9-1; IC 31-39-4-1; IC31-37-4-3) and cooperate with the Juvenile Court and other agencies that are concerned with juvenile crime prevention.
- The SRO shall serve as a resource person between school personnel and law enforcement to maintain maximum school safety and security for students, staff, and faculty.

4. The SRO shall serve as a member of the guidance team/administrators and school safety teams. The Resource Officer shall work with faculty, administrators, staff, and faculty.
 5. The SRO shall assist administrators, upon request, in tasks such as investigating theft, break-ins, assault, vandalism, drug/alcohol use or possession, and other occurrences where police intervention is either required or beneficial.
 6. The SRO shall assist with supervision and resolution of students, youth or adults who loiter around school facilities.
 7. The SRO shall assist in communication with parents/guardians.
 8. The SRO shall participate in ongoing efforts to acquaint parents, students, and school personnel with his/her responsibilities.
4. **Works Board Order No. 2021-24:** 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.

Councilor Herak moved the passage and adoption of Works Board Order No. 2021-24. Councilor Black seconded. Upon a roll call vote, there five affirmatives and no negatives. The motion passed. The order was adopted.

THE TOWN of HIGHLAND
WORKS BOARD ORDER NO. 2021-24

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 programing 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 municipal department be paid an elective honorarium in the amount specified, in appreciation and recognition of their contribution and support for the year's Independence Day Festival, as follows:

(A)	Parks and Recreation Department	\$ 500.00
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Section 2. 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 Athletic Booster Club	\$1,500.00
(B)	Highland Wrestling Club	\$ 600.00
(C)	Highland Volunteers Firefighters Association	\$ 500.00
(D)	Highland FOP Lodge 122	\$ 500.00

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 9th day of August 2021, having passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

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

Attest:

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

5. Authorize a Special Meeting. Authorize a special meeting of the Town Council for August 16, 2021 at 6:30 p.m., pursuant to HMC Section 2.05.130(A) (4), and Section 2.05.130(F) in order to consider the bids received for the Community Crossings Grant Project of 2021 and possibly award the bid. Once completed the Town Council would convene in a study session.

Councilor Schocke moved to authorize the special meeting of the Town Council for August 16, 2021 at 6:30 p.m. to consider the bids received for the Community Crossings Grant Project of 2021 and possibly to award the bid. Councilor Herak seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The special meeting was approved.

It was noted that the special meeting would take place at the usual time of the standing study session and that immediately following this special meeting, the Town Council would resolve itself into its study session.

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

- **Councilor Bernie Zemen:** *Park and Recreation Board Liaison • Fire Department, Liaison*

Councilor Zemen acknowledged the Parks Director, Alex Brown, reported on the demonstration solar powered LED lights on the bike trail. Mr. Brown offered a survey of programs and events under the aegis of the parks and recreation department.

- **Councilor Mark Herak:** *•Budget and Finance Chair • Town Board of Metropolitan Police Commissioners, Liaison • Public Works Liaison • Economic Development Commission Liaison • Board of Sanitary Commissioners Liaison and • Liaison to the Advisory Board of Zoning Appeals.*

Councilor Herak congratulated the Assistant Police Chief Pat Vassar for his 40 years of service to the Town of Highland all as a police officer. Councilor Herak further acknowledged the award of Ryan Hamilton of Highland as the Athletic Director of the Year.

Councilor Herak discussed his understanding of the Fiscal Recovery Act/American Rescue Plan Act proceeds and its constraints for the purposes of anything beyond premium pay. Councilor Herak noted that above the reserve requirement for the General Fund, there is a surplus that could probably support compensation such as bonuses to express appreciation for the workforce for its COVID 19 service.

Motion: Councilor Herak moved that the matter of bonuses to be supported from this surplus above the reserve requirement, to be paid to all employees, be discussed at the study session of August 16, and that the matter be placed on the agenda for the plenary meeting for August 23, 2021 with the amount to be fixed at a future date. Councilor Schocke seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The matter of bonuses would be discussed at the study session and the matter would be placed on the agenda for the meeting of August 23, 2021.

It was further noted that the idea of paying the Community Events Commission would be discussed at the next study session.

Councilor Herak indicated that a recent example involving the town of Merrillville, was not represented fully to the Town Council. Councilor Herak stated that Merrillville's bonuses were in lieu of raises and were not being paid by the Fiscal Recovery Act Funds.

A colloquy between Councilor Schocke and Councilor Herak ensued related to the importance of honoring Federal law related to federal money.

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

Councilor Schocke stated that he was resigning his position as a liaison to the Community Events Commission.

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

Councilor acknowledged the Public Works Director who in his role as Superintendent of the Waterworks reported on water projects.

Councilor Black acknowledged the Police Chief who along with the Fire Chief reported on an acquisition of PPE.

- **Council President Roger Sheeman:** *Town Executive • Chair of the Board of Police Pension Trustees • Chamber of Commerce Liaison • Information Technology Liaison • Redevelopment Commission Liaison.*

The Town Council President acknowledged the Redevelopment Director who reported on the redevelopment commission actions and related matters of redevelopment.

Comments from Visitors or Residents

1. Linda Carter, Highland, member of the Community Events Commission, inquired why there was no discussion or action related to an incident involving an issue between two members of the Community Events Commission and a complaint that was filed regarding the matter.
2. Liz Breslin, Highland, Second Vice President of the Community Events Commission, expressed disappointment regarding the manner in which the Town Council interacts and communicates with the Community Events Commission.

Ms. Breslin inquired further about the support and status of a Fall Festival Event. A colloquy between Ms. Breslin and Councilor Schocke involved his concerns about the manner in which the Community Events Commission governs and carries out its charge under the local ordinance.

There was a colloquy between and among the members of the Town Council regarding the Community Events Commission, the absence of an expected action to be taken regarding the complaint presented by a member of the Community Events Commission regarding another member, and the issues with whether a "Fall festival" should be undertaken.

It was noted that there were unappropriated resources in the Special Events Non Reverting Fund that could be appropriated for use for an autumn event.

3. Jon Breslin, Highland, member of the Community Events Commission, abjured the idea that events should be "money making" and expressed skepticism about Councilor Schocke's assessment of the Community Events Commission.
4. Kristen Smith, Highland, stated that she sent a letter communicating an incident for which she expected the Town Council to act upon. She expressed disappointment in the lack of action.
5. Larry Kondrat, Highland, inquired about a meeting that the Town Council President had with Mr. Brian Webb and whether he was induced to change his vote.

The Council President renounced the suggestion and denied any inducement to change his vote in having lunch with Mr. Webb to discuss the issue of the tax abatement.

6. Linda Carter, Highland, expressed her disappointment that the Town Council did not respond or act on the letter and complaint sent by Kristen Smith reporting an incident.

Payment of Accounts Payable Vouchers. There being no further comments from the public, Councilor Zemen moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period July 27, 2021, through August 09, 2021 and the payroll dockets for paydays of July 2, 2021, July 16, 2021 and July 30, 2021. Councilor Schocke seconded. Upon a roll call vote, there were five affirmatives, no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified, and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

Vendors Accounts Payable Docket:

General Fund, \$379,007.62; Motor Vehicle Highway and Street (MVH) Fund, \$17,649.59; Local Road and Street Fund, \$19,946.98; Law Enforcement Continuing Education and Training and Supply Fund, \$263.39; Corporation Bond and Interest Fund, \$404,000.00; Insurance Premium Agency Fund, \$231,275.15; Gasoline Agency Fund, \$8,011.65; Information Communications Technology Fund, \$8,260.66; Special Events Non Reverting Fund, \$33,059.83; Police Pension Fund, \$68,529.44; Cumulative Capital Improvement Fund, \$9,503.86; Municipal Cumulative Capital Development Fund, \$1,899.50; Shared Ethics Initiative Fund, \$71.88; Traffic Violations and Law Enforcement Agency Fund, \$8,000.00; Gaming Revenue Sharing Fund, \$465.71; Public Safety Local Income Tax Fund, \$72.36; Total: \$1,190,107.62.

Payroll Docket for payday of July 2, 2021:

Council, Boards and Commissions, \$0.00; Office of Clerk-Treasurer, \$16,913.17 Building and Inspection Department, \$8,043.49; Metropolitan Police Department, \$115,496.02; Public Works Department (Agency), \$71,561.05; Fire Department, \$3,863.14; and 1925 Police Pension Plan Pension Fund, \$0.00; Total Payroll: \$215,876.87.

Payroll Docket for payday of July 16, 2021:

Council, Boards and Commissions, \$0.00; Office of Clerk-Treasurer, \$27,149.33 Building and Inspection Department, \$7,019.88; Metropolitan Police Department, \$166,278.76; Public Works Department (Agency), \$72,646.14; Fire Department, \$3,804.70; and 1925 Police Pension Plan Pension Fund, \$0.00; Total Payroll: \$276,898.81.

Payroll Docket for payday of July 30, 2021:

Council, Boards and Commissions, \$8,485.27; Office of Clerk-Treasurer, \$15,107.15 Building and Inspection Department, \$7,909.38; Metropolitan Police Department, \$124,372.21; Public Works Department (Agency), \$75,469.88; Fire Department, \$30,675.32; and 1925 Police Pension Plan Pension Fund, \$68,421.79; Total Payroll: \$330,411.00.

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, August 09, 2021, adjourned at 9:05 O'clock p.m.

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

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

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

**Enrolled Minutes of the Forty-Seventh Regular or Special Meeting
Special Meeting (Electronic/Hybrid)
Twenty-Ninth Town Council of Highland
Monday, August 16, 2021**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in a **special** meeting Monday, August 16, 2021 at 6:30 O'clock P.M., in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.*

*This meeting was convened as an hybrid in person and *electronic meeting*, pursuant to Governor Holcomb's Executive Order 20-04 and 20-09 allowing such meetings pursuant to IC 5-14-1.5-3.7 for the duration of the COVID-19 public health emergency, extended by Executive Order No. 21-18. Some persons were participating remotely on a Zoom platform that allowed for real time interaction between and among all the Town Council and supported the public's ability to observe and record the proceedings. People were able to participate in person and remotely. When an agenda item provided for public comment, this was supported as well. All members of the Town Council were present in person. The Clerk-Treasurer was present in person too.

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

The Town Council President, Roger Sheeman, presided. The Town Clerk-Treasurer, Michael W. Griffin, was present in person to memorialize the proceedings. The meeting was opened with the Town Council President reciting the Pledge of Allegiance to the Flag of the United States of America.

Silent Roll Call: Councilors Bernie Zemen, Tom Black, Mark Schocke and Roger Sheeman, were present in person as indicated. Councilor Mark Herak was absent. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Officials Present: John P. Reed, Town Attorney; Mark Knesek, Public Works Director; Peter T. Hojnicky, Police Chief, and William R. Timmer, Jr., CFOD, Fire Chief; were also present (electronically).

Additional Officials Present: Ed Dabrowski, IT Consultant/Director (Contract) and Board of Waterworks Directors, was present in person.

Guests: Robin Carlascio of the Idea Factory was also present, electronically.

Special Orders:

1. **Ratify the Meeting.** Ratify the special meeting with its additional purposes, pursuant to HMC Section 2.05.130(A) (4) and Section 2.05.130(F).

Councilor Black moved to ratify and approve the additional purposes for the special meeting. Councilor Zemen seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The meetings purposes were ratified and approved.

2. **Action regarding Community Crossings Grant Project for 2021.**

- (a) **Works Board Order No. 2021-25:** An Order of the Works Board Accepting the Bid of Rieth-Riley Construction Co., Inc. for the 2021 Community Crossing Matching Grant Street Improvement Project Being the Lowest Responsive and Responsible Bid in the amount of One Million One Hundred Forty-Six

Thousand Four Hundred Fifty-Seven Dollars and Ninety-Five Cents (\$1,146,457.95).

- (b) **Works Board Order No. 2021-26:** 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 2021 Community Crossings Matching Grant (CCMG) Street Improvement Project in the amount not-to-exceed \$58,500.

Councilor Zemen moved the passage and adoption of *both* Works Board Order No. 2021-25 and Works Board Order No. 2021-26. Councilor Black seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The works board orders were adopted.

TOWN OF HIGHLAND
BOARD OF WORKS
ORDER OF THE WORKS BOARD NO. 2021-25

AN ORDER OF THE WORKS BOARD ACCEPTING THE BID OF RIETH-RILEY CONSTRUCTION CO., INC. FOR THE 2021 COMMUNITY CROSSING MATCHING GRANT STREET IMPROVEMENT PROJECT BEING THE LOWEST RESPONSIVE AND RESPONSIBLE BID IN THE AMOUNT OF ONE MILLION ONE HUNDRED FORTY-SIX THOUSAND FOUR HUNDRED FIFTY-SEVEN DOLLARS AND NINETY-FIVE CENTS (\$1,146,457.95)

Whereas, 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 2021 Community Crossings Match Grant Street Improvement Project, Des. No. 2100392 (Project);

Whereas, The Town had applied and were successfully awarded a Community Crossings Matching Grant for the Project from the State of Indiana in the amount of Five Hundred Thousand Dollars (\$500,000.00), which represents fifty percent of the estimated construction cost, the formal agreement of which was approved by Works Board Order No. 2021-13 on May 10, 2021;

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;

Whereas, the following bids were received at 10:00 a.m. on August 10, 2021:

	Bidder	Base Bid
1.	Rieth-Riley Construction, Inc.	\$1,146,457.95
2.	Milestone Contractors North, Inc.	\$1,159,041.35
	Engineer's Estimate	\$1,039,341.60

Whereas, NIES Engineering, Incorporated and the Director of Public Works have reviewed the bids and determined that the bid of Rieth-Riley Construction, Incorporated in the amount of One Million One Hundred Forty-six Thousand Four Hundred Fifty-seven Dollars and Ninety-five Cents (\$1,146,457.95) 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 acting as the Works Board, now desires to accept the recommendation of the Public Works Director and award a construction contract to Rieth-Riley Construction, Incorporated for the 2021 Community Crossings Match Grant Street Improvement Project,

Now, Therefore, Be It Resolved, by the Town Council of the Highland, Indiana acting as the Works Board as follows:

Section 1. That the bid of Rieth-Riley Construction, Incorporated for the 2021 Community Crossings Match Grant Street Improvement Project in the amount of One Million One Hundred Forty-six Thousand Four Hundred Fifty-seven Dollars and Ninety-five Cents (\$1,146,457.95) is hereby accepted as the lowest responsive and responsible bid.

Section 2. That the Public Works Director and Clerk Treasurer are hereby authorized to execute the agreement and all documents necessary to implement the project.

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 16th day of August 2021, having passed by a vote of 4 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

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

Attest:

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

Appendix A

2021 Community Crossings Matching Grant Project List

Route Name	From	To	Estimate Cost
41 st Street	5 th St	Ellen Dr	\$91,064.65
O'Day Dr	Martha St	Highland Pl	\$45,108.60
Highland St	O'Day Dr	Martha St	\$16,147.20
Highland Pl	41 st St	Martha St	\$34,919.95
Cottage Grove St	Wirth Rd	Lincoln Av	\$74,180.65
Cottage Grove Pl	Wirth Rd	Lincoln Av	\$49,270.10
Johnson St	41 st St	Martha St	\$21,611.20
Boulevard Dr	44 th St	44 th St	\$70,104.80
Ohio Pl	Wirth Rd	Dead End	\$72,021.10
38 th St	130'W of Ohio Pl	120'E of Ohio Pl	\$8,202.15
Jewett Ave	Orchard Dr	Kleinman Rd	\$20,750.40
Strong St	Kennedy Av	5 th St	\$93,379.85
Grand Blvd	Kennedy Av	5 th St	\$60,974.05
Eder Av	Duluth Av	Parrish Av	\$47,110.20
Eder Ct	Dead End	Eder Av	\$6,228.15
Parrish Ave	Glenwood Av	North Dr	\$22,289.40
North Dr	Parrish Av	270'E of Grace St	\$61,075.35
Oakdale Dr	Ridgewood Av	Ridgewood Av	\$51,539.40
Lincoln Av	N Parkway Dr	Prairie Av	\$39,767.65
Wildwood Dr	Bluebird Ln	37 th Pl	\$73,119.15
37 th Pl	Wildwood Dr	Idlewild Av	\$13,120.15
38 th Pl	Wildwood Dr	Idlewild Av	\$12,847.15
Idlewild Av	Martha St	37 th Pl	\$60,396.55
39 th Pl	Hook St	Kennedy Av	\$38,804.50
Wildwood Ct	Dead End	45 th St	\$53,055.45
Waymond Av	45 th St	Dead End	\$9,370.15
			\$1,146,457.95

TOWN OF HIGHLAND
BOARD OF WORKS
ORDER OF THE WORKS BOARD NO. 2021-26

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 2021 COMMUNITY CROSSINGS MATCHING GRANT (CCMG) STREET IMPROVEMENT PROJECT IN THE AMOUNT NOT-TO-EXCEED \$58,500

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 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 2021 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 Five Hundred Thousand Dollars and 00/100 Cents (\$500,000.00), 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 Rieth-Riley Construction, Inc., in the amount of One Million One Hundred Forty-six Thousand Four Hundred Fifty-seven Dollars and 95/100 Cents (\$1,146,457.95) 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 Fifty-eight Thousand Five Hundred Dollars and no Cents (\$58,500.00); 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 2021 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 Fifty-eight Thousand Five Hundred Dollars and no Cents (\$58,500.00) 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.

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 16th day of August 2021, having passed by a vote of 4 in favor and 0 opposed.

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

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

Attest:

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

Appendix A
2021 Community Crossings Matching Grant Project List

<u>Route Name</u>	<u>From</u>	<u>To</u>	<u>Estimate Cost</u>
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Cottage Grove Pl	Wirth Rd	Lincoln Av	\$49,270.10
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Boulevard Dr	44 th St	44 th St	\$70,104.80

Ohio Pl	Wirth Rd	Dead End	\$72,021.10
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Grand Blvd	Kennedy Av	5 th St	\$60,974.05
Eder Av	Duluth Av	Parrish Av	\$47,110.20
Eder Ct	Dead End	Eder Av	\$6,228.15
Parrish Ave	Glenwood Av	North Dr	\$22,289.40
North Dr	Parrish Av	270 th E of Grace St	\$61,075.35
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Idlewild Av	Martha St	37 th Pl	\$60,396.55
39 th Pl	Hook St	Kennedy Av	\$38,804.50
Wildwood Ct	Dead End	45 th St	\$53,055.45
Waymond Av	45 th St	Dead End	\$ 9,370.15

\$1,146,457.95

NIES AGREEMENT as EXHIBIT on File

- 3. Works Board Order 2021-27:** A Preliminary Order for the 3500 block of Jewett Ave Street Improvement Project and Financing thereof through Municipal General Improvement Fund and Special Assessments from Property Owners Benefiting from such Improvements.

Councilor Black moved the passage and adoption of Works Board Order No. 2021-27. Councilor Schocke seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The works board order was adopted.

**TOWN OF HIGHLAND
ORDER OF THE WORKS BOARD No. 2021 - 27**

A PRELIMINARY ORDER FOR THE 3500 BLOCK OF JEWETT AVE STREET IMPROVEMENT PROJECT AND FINANCING THEREOF THROUGH MUNICIPAL GENERAL IMPROVEMENT FUND AND SPECIAL ASSESSMENTS FROM PROPERTY OWNERS BENEFITING FROM SUCH IMPROVEMENTS

Whereas, Pursuant to IC 36-1-2-24, the Town Council is the works board for the Town of Highland, Indiana (the "Town");

Whereas, Pursuant to Ordinance No. 1084, adopted by the Town Council on March 23, 1998, the Town has established a Municipal General Improvement Fund to provide monies to construct, repair, reconstruct or improve certain streets, alleys, sidewalks, curbs, gutters and sewers within the Town;

Whereas, Several residents of the **3500 block of Jewett Avenue** have requested consideration of the Town of Highland to install concrete curbs and public sidewalks;

Whereas, The cost for curb and sidewalk shall be paid for by the adjoining property owners based upon front footage of their property through a special assessment pursuant to the Special General Improvement District statute;

Whereas, The Town Council desires to proceed with the **3500 Block of Jewett Avenue Street Improvement Project** and to finance the portion of the cost of such projects relating to reconstruction of curbs and sidewalks (each such portion of a project, an "Improvement") through the Municipal General Improvement Fund;

Whereas, The Town has retained NIES Engineering, Inc. to prepare plans and specifications for the **3500 Block of Jewett Avenue Street Improvement Project**; and,

Whereas, The Town desires to finance the costs of the improvements pursuant to assessments to be collected from the property owners benefited by the respective proposed improvements as set forth in IC 36-9-36,

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

Section 1. That the Town Council acting as the Works Board, hereby makes a preliminary determination to proceed with the **3500 Block of Jewett Ave Street Improvement Project** and to finance the cost of the improvements through the Municipal General Improvement Fund and the collection of special assessments from property owners benefited by the respective improvements pursuant to IC 36-9-36;

Section 2. That the Town Council, acting as the Works Board, hereby adopts the plans and specifications for the projects and directs the Project Engineer to place on file cross-sections, general plans and specifications for each of the improvements;

Section 3. That the Town Council, acting as the Works Board, hereby adopts the estimate of the maximum cost of each of the improvements attached hereto as Exhibit A and directs the Clerk Treasurer to place such estimate of maximum costs on file in the office of the Town Council;

Section 4. That the Town Council acting as the Works Board, hereby determines to hold a public hearing regarding each of the improvements and whether the benefits that will accrue to the property liable to be assessed for the respective improvements will equal the maximum estimated cost of each of the improvements, which public hearing will be held at the regular meeting place of the Town Council at **6:30 P.M. on August 30, 2021;**

Section 5. That the Town Council further directs the Clerk Treasurer to publish notice of such hearing and to mail notice of such hearing to property owners affected by the respective improvements.

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 16th day of August 2021, having passed by a vote of 4 in favor and 0 opposed.

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

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

Attest:

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

4. **Authorize a Special Meeting.** Authorize a special meeting of the Town Council for August 30, 2021 at 6:30 p.m., pursuant to HMC Section 2.05.130(A) (4), and Section 2.05.130(F) in order to conduct a public hearing on the matter of the improvement project as set forth in Works Board Order No. 2021-27 and such matters as may be determined necessary or desirable.

Councilor Schocke moved to authorize a special meeting of the Town Council for August 30, 2021 at 6:30 p.m. in order to conduct a public hearing in the matter of the improvement project as set forth in the Works Board Order N. 2021-27. Councilor Black seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The meeting was authorized.

There being no further business to come before the Town Council, the special meeting of the Town Council, of Monday, August 16, 2021 was adjourned at 6:35 O'clock p.m. The regular study session then immediately was convened.

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

Approved at the meeting of the Town Council of _____.

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



TOWN OF HIGHLAND

Highland Municipal Building • 3333 Ridge Road

Highland, Indiana 46322

219-838-1080 • Fax 219-972-5097



Population 23,696

Incorporated in 1910

August 17, 2021

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

**RE: CERTIFICATION OF ACTION BY THE TOWN OF HIGHLAND PLAN
COMMISSION CONCERNING AN AMENDMENT TO AN EXISTING B-
PUD/WSU PROPERTIES, LLC/10404 INDIANAPOLIS BLVD.**

Please allow for this correspondence to certify that the Town of Highland Plan Commission at their scheduled Public Hearing of July 21, 2021, by a vote of six (6) in favor, and none (0) opposed, moved to send a **Favorable Recommendation** to the Highland Town Council for approval of an amendment to an existing B-PUD District Plan at the location of 10404 Indianapolis Blvd. The proposed project will be Commercial in nature and be occupied by a Sherwin Williams retail paint store.

Attached please find the Plan Commissions prepared Findings of Fact, and petitioners prepared ordinance for said amendment. The Findings of Fact will be memorialized at the September 15, 2021 Plan Commission Meeting. Should you have any questions please do not hesitate to contact me.

Sincerely,

Kenneth J. Mika
Zoning Administrator

Cc: Town Council
Michael Griffin
Janice Figueroa
John Reed
File

Attached: Findings of Fact
Ordinance

TOWN OF HIGHLAND PLAN COMMISSION

Applicant:
WSU Properties, LLC
c/o Greg Bouwer
425 Joliet Street, Suite 435
Dyer, Indiana 46311

Plan Commission Docket No. 2021-01

FINDINGS OF FACT FOR APPROVAL OF AN AMENDMENT TO AN EXISTING B-PUD DISTRICT PLAN AND DEVELOPMENT PLAN WITHIN THE INDIANAPOLIS BOULEVARD ZONING OVERLAY DISTRICT

1) Application has been made to the Town of Highland Plan Commission for an amendment (minor modification) to an existing B-PUD development plan pursuant to Highland Municipal Code ("HMC") Chapter 18.70.100(B) and a development plan in the Indianapolis Boulevard Zoning Overlay District for a proposed retail paint store on the property commonly known as 10404 Indianapolis Boulevard, contained within the Indianapolis Boulevard Overlay District pursuant to HMC Chapter 18.55.050. WSU Properties, LLC, ("Petitioner"), appeared for preliminary hearing on June 16, 2021, at which hearing the Plan Commission voted in favor of scheduling the matter for public hearing on July 21, 2020.

2) The matter came for proper Public Hearing on July 21, 2021, the Notices examined for sufficiency, and properly published by written notice and by signage, pursuant to the Town of Highland's Zoning Ordinance. Proofs of publication regarding the same are proper and admitted into the record.

3) Petitioner, through counsel, attorney Greg Bouwer, presented evidence, documentation, and information regarding the Petition for amendment to the existing B-PUD development plan and the district plan for the Indianapolis Boulevard Zoning Overlay District for the subject property. Mr. Bouwer spoke on behalf of the Petitioner. Mr. Bouwer stated that the Petitioner was requesting the amendment to the existing B-PUD development plan to construct a retail paint store (Sherwin Williams) in the Indianapolis Boulevard Overlay District. Mr. Bouwer stated that Petitioner has owned the property for some time and has merely been waiting for a proper tenant to arrive. Mr. Bouwer described the property and provided detailed handouts to all of the Plan Commission Members and Town Staff showing the site plan. The site plan includes parking, landscaping, lighting, ingress and egress, drainage, elevations of the building, and construction materials. In addition, Mr. Posen, the Petitioner's engineer, stated that one issue remains as to the size and capability of the pump station on the subject property to alleviate potential water/sewer issues. Mr. Posen thereby requested that the Petitioner receive conditional approval based upon agreement with the Town's Engineer, Derek Snyder, as to the specifications of the pump station.

4) The Public Hearing was then opened by Commissioner Turich. There were no remonstrators opposing the Petition. The Public Hearing was closed after all present, by videoconference and telephone, were permitted the opportunity to speak.

5) Based upon the testimony and evidence presented by the Petitioner, and consideration of remonstrator's comments, the Town of Highland Plan Commission, having given due consideration and having paid reasonable regard to the requirements of the HMC Chapter 18.55.050 (Indianapolis Boulevard Overlay District) and HMC Chapter 18.70.100(B) (minor modification/amendments to planned unit developments) of the Town of Highland as amended from time to time, now by a vote of six (6) in favor, and none (0) opposed, upon motion duly made and seconded, contingent upon the Petitioner's engineer and the Town's engineer agreeing upon the specifications of the subject lift station.

6) In making such determination, the Highland Plan Commission makes the following written Findings of Fact pursuant to Indiana Code, I.C. §36-7-4-1406 (a) and HMC 18.55.030 (C), as amended from time to time:

- A. That the development plan does comply with the requirements of the underlying B-PUD zoning district as defined in the Town of Highland Zoning Ordinance, HMC Chapter 18.70 et. seq., as amended from time to time;
- B. That the development plan does comply with the provisions of the subdivision control ordinance, HMC Chapter 17, et seq.;
- C. That the development plan does comply with all applicable provisions of the Indianapolis Boulevard Overlay District, HMC Chapter 18.55.050, including any and all architectural design standards for said overlay district.
- D. That the physical development and described use contained within the development plan is appropriate and complementary to the site and the surrounding area;
- E. That the development plan does provide for distribution of population and traffic in a manner which provides conditions favorable to the health, safety, comfort, convenience, general welfare and harmonious development of the Town of Highland
- F. That this development plan is in consistent with the standards, requirements, intents, and purposes of the Town of Highland Comprehensive Master Plan currently in effect, and the intents and purposes of HMC Chapters 18.55 and 18.70.

WHEREFORE, based upon the above Findings of Fact, the Highland Plan Commission, by a vote of six (6) in favor, and none (0) opposed, approved the development plan and B-PUB amendment presented by the Petitioner, contingent upon the Petitioner's engineer and the Town's engineer agreeing on the specifications for the pump station.

Action taken on July 21, 2021. Findings of Fact approved this 15th day of September, 2021.

TOWN OF HIGHLAND PLAN COMMISSION

Doug Turich, President

Mark Kendra, Secretary

ORDINANCE NO. 1742
of the
TOWN OF HIGHLAND, INDIANA

An Ordinance Amending the Comprehensive Zoning Ordinance Passed by the Town Council of the Town of Highland, Lake County, Indiana, on the 9th day of October 2017, by Ordinance No. 1659 and Codified as Title 18 of the Municipal Code to be Effective on the date of adoption; and hereinafter reclassifying an area in the Town of Highland, Lake County, Indiana from a B-3 PUD District to an Amended B-3 PUD District.

WHEREAS, The Town Council of the Town of Highland, Indiana, did on the 9th day of October 2017, pass a certain replacement zoning ordinance which is now in full force and effect, and which is known as Ordinance No. 1659, together with all amendments thereof and supplements thereto and codified as Title 18 of the Highland Municipal Code; and

WHEREAS, A petition and application for said proposed amendment to an existing B-3 Planned Unit Development District Plan was presented to the Highland Plan Commission by the petitioner and a public hearing was held thereon according to said Ordinance No. 1659, together with all amendments thereof and supplements thereto and codified as Chapter 18.70 of the Highland Municipal Code, and said Plan Commission recommends **favorable approval**; and

WHEREAS, After due consideration and study, the Town Council of the Town of Highland, does believe that the amendment will be advantageous to said Town and will insure the public health, safety, welfare, and morals of the citizens thereof in the area affected,

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

Section 1. That the following described property situated in the Town of Highland, Lake County, Indiana, which is presently designated as being **"B-3 PUD" General Business Planned Unit Development District** is hereby rezoned to **"Amended B-PUD" General Business Planned Unit Development District**, which area is more particularly described as follows:

Lot 1 in Highland Acres, in the Town of Highland, as per Plat thereof, recorded in Plat Book 27, Page 69, in the Office of the Record of Lake County, Indiana.

More commonly known as **10404 Indianapolis Boulevard**, Highland, IN.

Section 2. That the Zoning Map, which accompanies the Comprehensive Zoning Ordinance and which is part thereof, shall be

amended and changed so as to include the "Amended B-PUD" General Business Planned Unit Development District on the specific parcel of the real estate hereinabove described, all of which was formerly B-PUD" General Business Planned Unit Development District, and henceforth whose regulations and rules governing the "B-PUD" General Business Planned Unit Development District shall apply to the specific parcel of real estate hereinabove described, respectively;

Section 3. That the Town Engineer is hereby ordered to make appropriate map change and that said Ordinance No. 1659 together with all amendments thereof and supplements thereto, codified as Title 18 of the Highland Municipal Code, and the same is hereby further amended accordingly;

Section 4. That an emergency exists for the immediate taking effect of this amendment, and that the same shall be in full force and effect from and after its passage and adoption.

Certificate of the Municipal Plan Commission

It is hereby certified that the foregoing proposed rezoning amendment was considered at a regular or special meeting by the Highland Municipal Plan Commission, and said request, having passed by a vote **6** in favor, and **0** opposed, for a **favorable recommendation**, is now duly forwarded with a favorable recommendation, for adoption to the Town Council of the Town of Highland by the Highland Municipal Plan Commission on the 21st day of July 2021, pursuant to IC 36-7-4-605(a)(3).

TOWN OF HIGHLAND
MUNICIPAL PLAN COMMISSION

Doug Turich, President

Attest:

Mark Kendra, Secretary

Action by Legislative Body

Having received the forgoing recommendation of the municipal plan commission pursuant to the duty set forth in IC 36-7-4-605(d), and pursuant to the provisions of IC 36-7-4-608(e), and IC 36-7-4-608(f) the Town Council considered the favorable recommendation of the municipal plan commission at its meeting of August 23, 2021 being the first regular meeting or a subsequent meeting within ninety days following the certification of the proposal.

Duly Ordained and Adopted/Rejected, pursuant to the provisions of IC 36-5-2-9.8 (b)(1) by the Town Council of the Town of Highland, Lake County, Indiana, this ____ day of _____ 2021, having passed by a vote of ____ in favor and ____ opposed.

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

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

Attest:

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

**COMMISSIONING CEREMONY
For**

Canine Officer BANE

To be supplied if ready

TOWN OF HIGHLAND
PROCLAMATION OF the TOWN EXECUTIVE

**A PROCLAMATION RECOGNIZING THE WEEK OF SEPTEMBER 20TH TO 26TH, 2021 AS RAIL
SAFETY WEEK IN THE TOWN OF HIGHLAND**

Whereas, 1,889 rail grade crossing collisions resulted in 678 personal injuries and were responsible for 201 fatalities in the United States during 2020;

Whereas, 1,088 trespassing incidents have occurred in the United States resulting in 532 pedestrians being killed and another 556 injured while trespassing on railroad property rights of way during 2020;

Whereas, Educating and informing the public about rail safety, reminding the public that railroad right of ways are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws will reduce the number of fatalities and injuries; and,

Whereas, The International Association of Chiefs of Police, National Operation Lifesaver, United States Department of Transportation, and all local, state, county, and railroad law enforcement officers, first responders, and railroad corporations commit to partnering together in an effort to educate at a national level all aspects of railroad safety, to enforce applicable laws in support of National Rail Safety Week,



Now, Therefore, I, Roger Sheeman, by virtue of the authority vested in me as President of the Town Council of the Town of Highland, Lake County, Indiana, now hereby proclaim and designate **the week of September 20th to the 26th 2021** , as **NATIONAL RAIL SAFETY WEEK** in the Town of Highland;

Be it Further Proclaimed, That , I urge all citizens to recognize the importance of rail safety education.

In Witness Whereof, I have hereunto set my hand and caused the Corporate Seal to be affixed at the Highland Municipal Building this 9th day of November in the year 2020.

TOWN of HIGHLAND, INDIANA
BY ITS TOWN COUNCIL PRESIDENT

Roger Sheeman

Attest:

Michael W. Griffin, **Clerk-Treasurer**

(Print optimized at 78%)

TOWN OF HIGHLAND
APPROPRIATION ENACTMENT
ENACTMENT NO. 2021-35

AN ENACTMENT APPROPRIATING ADDITIONAL MONIES IN EXCESS OF THE ANNUAL BUDGET FROM MONIES RECEIVED AS A GRANT 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 as a **grant** from the 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 a special training grant of the **Indiana Department of Homeland Security** program, particularly represented on Clerk-Treasurer's **receipt number 735559** in the amount of **\$4,000.00** as reimbursement in support of active shooter protection program;

WHEREAS, The Town Council has been further informed that these funds were provided or designated by the state or the federal government as a reimbursement of an expenditure 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 actual expenses of said municipality related to special training funded by **Indiana Department of Homeland Security** to reimburse the municipality for a portion of its actual expenses incurred by the training program and related costs the following additional sums of money, received as a grant from the state or the federal government and designated as a reimbursement of an expenditure made by the political subdivision, are hereby appropriated and ordered set apart out of the funds herein named:

CORPORATION GENERAL FUND

Fire Department

Increase Account:

Acct. 001-0007-23012 Active Shooter PPE Supplies	<u>\$ 4,000.00</u>
Total 200 Series:	\$ 4,000.00

Total of All Fund Increases:

\$ 4,000.88

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 9th Day of August 2021. Consideration on the same day or at same meeting of introduction sustained a vote of 4 in favor and 1 opposed, pursuant to IC 36-5-2-9.8 could not be considered at the same meeting of its introduction.

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

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

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

Attest:

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

ECONOMIC DEVELOPMENT COMMISSION TOWN OF HIGHLAND

3333 Ridge Road ♦ Highland, Indiana 46322 ♦ 219-972-7598 ♦ fax 219-972-5097

August 16, 2021

Roger Sheeman, President
Highland Town Council
Town of Highland
3333 Ridge Road
Highland, Indiana 46322

Dear Sirs,

On August 16, 2021 the Highland Economic Development Commission met and determined that the area proposed for an Economic Development Target Area, the property located at 9236 Indianapolis Boulevard, is within the Economic Revitalization Area that is coterminous and coextensive with the Commercial Corridor Redevelopment Area. And, this area is substantially less than 15% of the total geographic territory of the Town of Highland.

Further, the Economic Development Commission is supportive of the Webb Hyundai of Highland five year tax abatement application, the Economic Development Fund fees of \$19,055 and the hiring of local contractors as well as the fifteen permanent positions that will be created within three years of the completion of the renovations and expansion of the facility located at 9236 Indianapolis Boulevard. The Economic Development Commission is further supportive of the Webb Hyundai of Highland project because the newly created permanent positions will be added to the retained thirty-eight full time employees currently employed by the business.

Therefore, the Highland Economic Development Commission submits a favorable recommendation to the Highland Town Council for the creation of the Economic Development Target Area for 9236 Indianapolis Boulevard.

Sincerely,


Kathy DeGuillo-Fox
Redevelopment Director and Recording Secretary

TOWN OF HIGHLAND, INDIANA
ORDINANCE NO. 1740

AN ORDINANCE DESIGNATING AN ECONOMIC
DEVELOPMENT TARGET AREA WITHIN THE BOUNDARY OF
AN ECONOMIC REVITALIZATION AREA ESTABLISHED BY
RESOLUTION 2012-10 ADOPTED JANUARY 30, 2021 THAT IS
LOCATED AT 9236 INDIANAPOLIS BOULEVARD TO ENABLE
PROPERTY TAX ABATEMENT FOR RETAIL USES

WHEREAS, Indiana Code 6-1.1-12.1; amended, (the "Act") allows a partial abatement of property taxes attributable to "Redevelopment" or "Rehabilitation" activities in "Economic Revitalization Areas" as those terms are defined in the Act;

WHEREAS, On January 30, 2012, the Highland Town Council adopted **Resolution No. 2012-10** designating an Economic Development Revitalization Area including 9236 Indianapolis Boulevard;

WHEREAS, IC 6-1.1-12.1-3(e) provides that any facility the primary purpose of which is retail food or beverage service; automobile sales or service; or other retail is not eligible for property tax abatement unless the facility is located in an Economic Development Target Area;

WHEREAS, The Highland Redevelopment Commission and the Town Council desire to have the Real Estate located 9236 Indianapolis Boulevard designated as an Economic Development Target Area for the purpose of offering property tax savings for retail uses;

WHEREAS, IC 6-1.1-12.1-7(a)(1) enables the Town Council to designate an Economic Development Target Area by ordinance after a favorable recommendation by the Economic Development Commission in a specific geographic territory that *"has become undesirable or impossible for normal development and occupancy because of a lack of development, cessation of growth, deterioration of improvements or character of occupancy, age, obsolescence, substandard buildings, or other factors that have impaired values or prevent a normal development of property or use of property"*;

WHEREAS, IC 6-1.1-12.1-7(b) enables the Town Council to designate up to 15% of the total geographic territory of the town to be in Economic Development Target Areas;

WHEREAS, At a meeting held Monday, August 16, 2021, the Highland Economic Development Commission determined the area proposed for an Economic Development Target Area within the Economic Revitalization Area that is located at **9236 Indianapolis Boulevard** is substantially less than 15% of the total geographic territory of the town; and

WHEREAS, At the meeting held Monday, August 16, 2021, the Highland Economic Development Commission unanimously recommended designation of an Economic Development Target Area located at 9236 Indianapolis Boulevard to enable property tax abatement for retail uses;

NOW THEREFORE, IT IS FOUND, DETERMINED AND ORDAINED, by the Town Council of the Town of Highland as follows:

Section 1. That the foregoing findings in the preamble to this ordinance are true, all information required to be submitted has been submitted in proper form and all requirements for approval of property tax abatement for retail uses located at 9236 Indianapolis Boulevard have been met.

Section 2. That the real estate within the Economic Revitalization Area established by **Resolution No. 2012-10** adopted JANUARY 30, 2012, that is located at 9236 Indianapolis Boulevard as described in **Exhibit A** attached and incorporated herein by reference, is found to be, declared and designated an Economic Development Target Area.

Section 3. That a property owner within said Economic Development Target Area who seeks tax abatement must submit an application of a form approved by the Redevelopment Commission and a "Statement of Benefits" (Form SB-1) prescribed by the Indiana Department of Local Government Finance before installing new equipment or before the redevelopment or rehabilitation of real property for which the person wishes to claim a deduction. The application fee shall be \$250.00 to defray actual processing and administrative costs.

Section 4. That the Clerk-Treasurer is authorized and directed to file a copy of this ordinance, including a description of the real estate as contained in **Exhibit A**, with the Lake County Auditor and the Department of Local Government Finance.

Introduced and Filed on the _____ day of _____, 2021. Consideration on same day or at same meeting of introduction was not considered, pursuant to IC 36-5-2-9.8.

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

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

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

Attest:

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

EXHIBIT A

Legal Description of 9236 Indianapolis Boulevard

LEGAL DESCRIPTION

Deed Into Trust
Indiana Land Trust Company
Instrument No. 2014-068316

LOT 1, RUDOLPH ADDITION TO THE TOWN OF HIGHLAND, AS PER PLAT THEREOF, RECORDED IN PLAT BOOK 94 PAGE 5
IN THE OFFICE OF THE RECORDER OF LAKE COUNTY, INDIANA.

PLAT MAP
9236 INDIANAPOLIS BOULEVARD

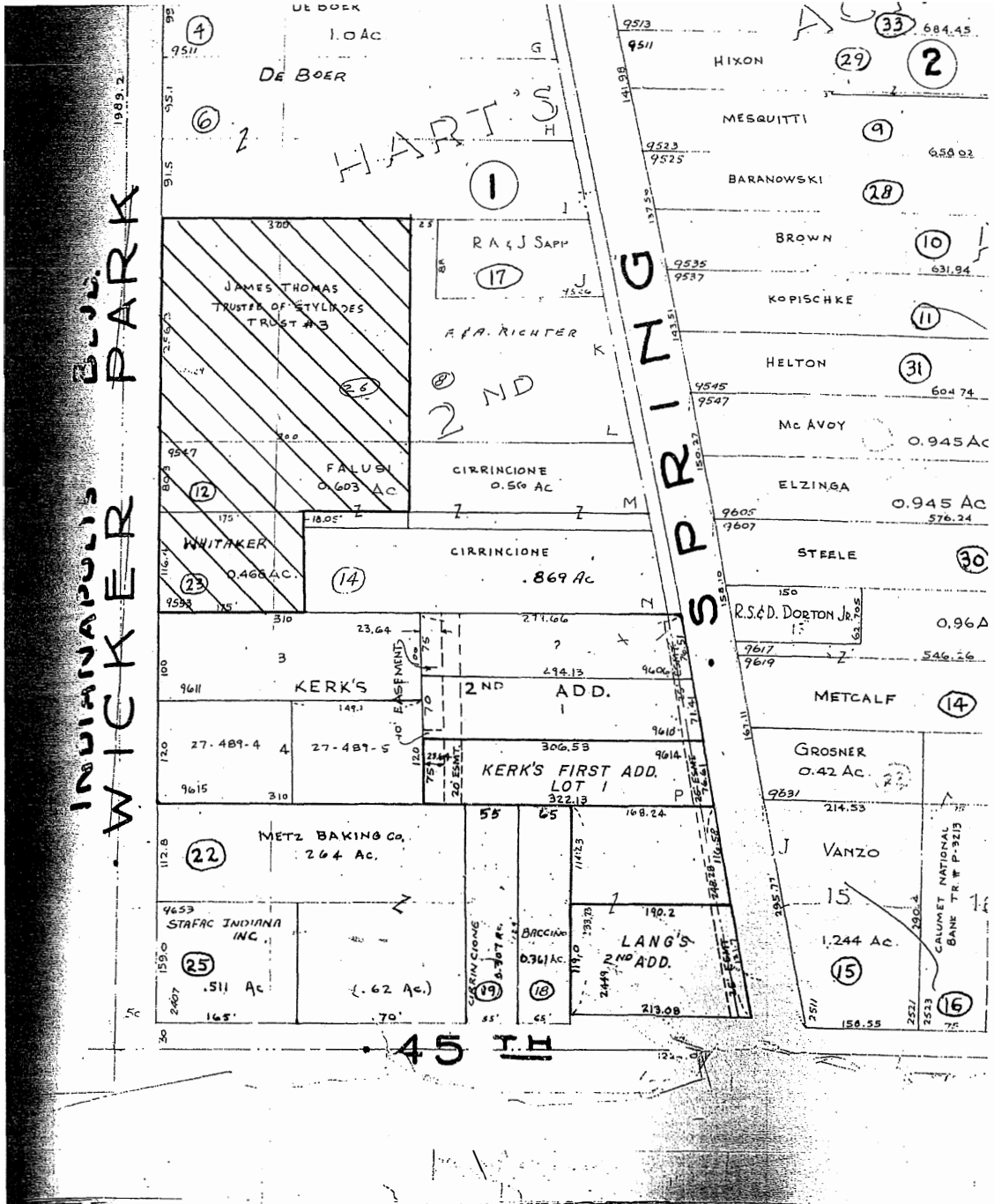


EXHIBIT B

INDIANA LAND TRUST COMPANY TR #120086 (DBA: WEBB HYUNDAI, L.L.C.) Tax Abatement Application



STATEMENT OF BENEFITS REAL ESTATE IMPROVEMENTS

State Form 51787 (08 / 10-14)

Prescribed by the Department of Local Government Finance

2023 PAY 2024
FORM 58-1 / Real Property
PRIVACY NOTICE Any information concerning the cost of the property and specific salaries paid to individual employees by the property owner is confidential per IC 6-1.1-12.1-6.1.

This statement is being completed for real property that qualifies under the following Indiana Code (check one box):

- ☒ Redevelopment or rehabilitation of real estate improvements (IC 6-1.1-12.1-4)
☐ Residentially distressed area (IC 6-1.1-12.1-4.1)

INSTRUCTIONS:

- This statement must be submitted to the body designating the Economic Revitalization Area prior to the public hearing if the designating body requires information from the applicant in making its decision about whether to designate an Economic Revitalization Area. Otherwise, this statement must be submitted to the designating body BEFORE the redevelopment or rehabilitation of real property for which the person wishes to claim a deduction.
- The statement of benefits form must be submitted to the designating body and the area designated an economic revitalization area before the initiation of the redevelopment or rehabilitation for which the person desires to claim a deduction.
- To obtain a deduction, a Form 322RE must be filed with the County Auditor before May 10 in the year in which the addition to assessed valuation is made or not later than thirty (30) days after the assessment notice is mailed to the property owner if it was mailed after April 10. A property owner who failed to file a deduction application within the prescribed deadline may file an application between March 1 and May 10 of a subsequent year.
- A property owner who files for the deduction must provide the County Auditor and designating body with a Form CF-1/Real Property. The Form CF-1/Real Property should be attached to the Form 322RE when the deduction is first claimed and then updated annually for each year the deduction is applicable (IC 6-1.1-12.1-5.14).
- For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. For a Form SB-1/Real Property that is approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect. IC 6-1.1-12.1-17

SECTION 1 TAXPAYER INFORMATION					
Name of taxpayer Indiana Land Trust Company TR#120086					
Address of taxpayer (number and street, city, state, and ZIP code) 9236 Indianapolis Blvd. Highland, Indiana 46322					
Name of contact person Kelly Webb Roberts		Telephone number (815) 230-6109		E-mail address Kelly@webbcars.com	
SECTION 2 LOCATION AND DESCRIPTION OF PROPOSED PROJECT					
Name of designating body Town of Highland				Resolution number	
Location of property 9236 Indianapolis Blvd. Highland, Indiana 46322		County Lake County		DLOF being district number 45026	
Description of real property improvements, redevelopment, or rehabilitation (use additional sheets if necessary) See Attached...				Estimated start date (month, day, year) August 30, 2021	
				Estimated completion date (month, day, year) May 1, 2022	
SECTION 3 ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT					
Current number	Salaries	Number retained	Salaries	Number additional	Salaries
38.00	\$50,000.00	38.00	\$50,000.00	15.00	\$50,000.00
SECTION 4 ESTIMATED TOTAL COST AND VALUE OF PROPOSED PROJECT					
REAL ESTATE IMPROVEMENTS					
		COST		ASSESSED VALUE	
Current values		2,800,000.00		1,348,000.00	
Plus estimated values of proposed project		3,500,000.00		1,680,000.00	
Less values of any property being replaced		-500,000.00		0.00	
Net estimated value upon completion of project		5,700,000.00		3,028,000.00	
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER					
Estimated solid waste converted (pounds) <u>0.00</u>			Estimated hazardous waste converted (pounds) <u>0.00</u>		
Other benefits					
SECTION 6 TAXPAYER CERTIFICATION					
I hereby certify that the representations in this statement are true.					
Signature of authorized representative <i>Kelly Webb Roberts</i>				Date signed (month, day, year) July 30, 2021	
Printed name of authorized representative Kelly Webb Roberts				Title President	

ORDINANCE No. 1741
of the
TOWN of HIGHLAND, INDIANA

An Ordinance to Amend the Highland Municipal Code by Adding a New Chapter 2.17 Establishing the new position of Town Manager all pursuant to IC 36-1-5 and IC 36-5-5 et sequitur.

Whereas, IC 36-1-3-2 confers upon all local units the powers that they need for the effective operation of government as to local affairs;

Whereas, IC 36-1-3-6 (b)(1) prescribes that any such exercise of power shall be authorized through enactment of an ordinance passed by the legislative body; and

Whereas, The Town of Highland, is a Municipal Government which may pass and codify ordinances for the operation of the government, all pursuant to IC 36-1-4 and IC 36-1-5;

Whereas, The Town of Highland, is a municipality located in Lake County which operates as a Town under the laws of Indiana; and,

Whereas, IC 36-5-5 provides for Towns that choose to adopt its provisions, to establish the position of Town Manager, to serve as administrative head of the Town; and,

Whereas, The Town Council of the Town of Highland believes that it would be of great public benefit, in the interest of greater administrative efficiency and salubrious to the provision of public services for the people of Highland to professionalize the public management of municipal resources to establish the position of Town Manager for the Town of Highland;

Whereas, The Town of Highland, through its Town Council, now wishes to further perfect its own organization as well as to increase its effectiveness in providing quality public services and governance to the people of Highland and toward that end make certain technical modifications to the Highland Municipal Code;

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

Section 1. That the Highland Municipal Code be hereby amended by adding a new chapter, Chapter 2.17, shall be styled as Town Manager and which shall read as follows:

Town Manager

2.17.010 Establishment of the Office of Town Manager

- (A) There is established the position of Town Manager for the Town of Highland who shall be the administrative head of the town government.
- (B) The Town Council shall fix the compensation and terms of employment for the Town Manager pursuant to IC 36-5-2 and IC 36-5-5-2.
- (C) The manager may be employed to serve: (1) at the pleasure of the legislative body; or (2) for a definite tenure not to exceed the longest remaining term in office of a member of the legislative body, in which case he may be dismissed only for cause.
- (D) The town legislative body may not employ one of its members as the manager.
- (E) The manager must, in the manner prescribed by IC 5-4-1, execute a bond for the faithful performance of his duties, which shall be fixed at the minimum amount of fifteen thousand dollars (\$15,000) as authorized in IC 5-4-1-18(c).
- (F) The town manager, before entering his or her official duties, shall take and subscribe to an oath to support the Constitution of the United States and the Constitution of the State of Indiana, and to faithfully discharge the duties of the office of town manager. The oath required by this subsection shall be deposited in the manner prescribed in IC 5-4-1 not later than thirty (30) days after the initial appointment. However, failure to take, subscribe or deposit this oath will not cause a vacancy in the position of town manager, but could render any compensation received in consequence of the appointment as improper and voidable.
- (G) The town legislative body may appoint a qualified person to perform the duties of the manager whenever he is absent or unable to perform his duties.
- (H) The town legislative body may not authorize the manager to issue or execute bonds, notes, or warrants of the town.

2.17.22 Qualifications of the Town Manager

- (A) The Town Manager shall be a person of good character who is at least twenty-one (21) years of age and a citizen of the United States of America;
- (B) The Town Manager shall possess sufficient experience, training and or education in the management of public organizations to coordinate the overall administration of the municipality in an effective and cost efficient manner.
- (C) The Town manager should possess the equivalent to a Bachelor's Degree in Public Administration or a closely related field and five years of

increasingly responsible municipal management experience. A Master's Degree in Public Administration or a related field is highly desirable.

- (D) The Town manager should possess a comprehensive *knowledge of* the town's municipal code and policies, relevant titles of the Indiana Code including the Access to Public Records Act and the Open Meeting Act;
- (E) The Town manager shall understand the following:
 - (1) Administrative principles, methods, and practices including goal setting, program and budget development, program implementation, and personnel management;
 - (2) Techniques utilized in administrative analysis, fiscal planning and management, and program development;
 - (3) Principles and practice of budget development and administration;
 - (4) Funding sources impacting program and service development; social, political, and environmental issues influencing program administration;
 - (5) Principles and practices of contract administration, evaluation, and administration.
- (F) The town manager should possess a general *knowledge of* legal and management principles and requirements dealing with employer-employee relations issues.
- (G) The town manager must possess the following abilities:
 - (1) The ability to plan, organize, administer, and coordinate a large variety of complex municipal services and programs;
 - (2) The ability to develop and implement goals, objectives, policies, procedures, work standards, and internal controls;
 - (3) The ability to provide advice and consultation to the town council on the development of ordinances, regulations, programs, and policies;
 - (4) The ability to analyze a variety of complex program and service delivery issues and formulate effective strategies and policies to address these issues;

- (5) The ability to direct the work of managers, supervisors, and staff in a manner that best utilizes their abilities to provide service to the public efficiently and at the lowest possible cost;
- (6) The ability to analyze, prepare, and administer a municipal budget;
- (7) In concert with the town's fiscal officer, the ability to implement and monitor fiscal controls to assure the town's financial health;
- (8) The ability to prepare concise and comprehensive reports;
- (9) In cooperation with the clerk-treasurer, the ability to coordinate the preparation of town council agendas;
- (10) The ability to exercise leadership, authority, and supervision tactfully and effectively;
- (11) The ability to communicate well with all sectors of the community and make effective public presentations;
- (12) The ability to effectively represent the municipality and the town council with individual citizens, community groups, and other governmental agencies;
- (13) The ability to establish and maintain cooperative working relationships.

2.17.020 Town Manager Prohibited from partisan political activities

A town manager may not campaign for or against a candidate for elected town office and may not participate in partisan political activities that would impair the town manager's performance as a professional administrator. This Section shall not prohibit the A town manager from voting in a primary election or any other election where it is necessary for a voter to declare membership in a political party.

2.17.030 Duties and Responsibilities of the Town Manager

- (A) The manager, under the direction of the town legislative body, is responsible for the administrative duties of the legislative body.
- (B) Unless a written order or ordinance of the legislative body provides otherwise, the manager shall:
 - (1) attend the meetings of the legislative body and recommend actions he considers advisable;

- (2) hire town employees according to the pay schedules and standards fixed by the legislative body or by statute, except where state law otherwise provides;
 - (3) suspend, ~~discharge, remove~~, or transfer town employees, **and recommend the discharge or removal**, if necessary for the welfare of the town;
 - (4) administer and enforce all ordinances, orders, and resolutions of the legislative body;
 - (5) see that all statutes that are required to be administered by the legislative body or a town officer subject to the control of the legislative body are faithfully administered;
 - (6) execute contracts on behalf of the town for materials, supplies, services, or improvements, after the completion of the appropriations, notice, and competitive bidding required by statute and in compliance with the ordinances and policies of the Town;
- (C) Unless a written order or ordinance of the legislative body provides otherwise, the manager may:
- (1) delegate any of his powers to an employee responsible to him;
 - (2) may receive service of summons on behalf of the town
- (D) The manager may not serve as a member of any body that hears disciplinary charges against a member of the town police department.
- (E) The Town Manager shall prepare and formulate budget estimates and submit them to the legislative body as follows:
- (1) Before the publication of notice of budget estimates required by IC 6-1.1-17-3, each department head shall prepare for his or her department an estimate of the amount of money required for the ensuing budget year, stating in detail each category and item of expenditure he anticipates.
 - (2) The town fiscal officer shall prepare an itemized estimate of revenues available for the ensuing budget year, and shall prepare an itemized estimate of expenditures for other purposes above the money proposed to be used by the departments.

- (3) The town manager shall meet with the department heads and the fiscal officer to review and revise their various estimates.
- (4) After the manager's review and revision, the fiscal officer and the town manager shall prepare for the legislative body a report of the estimated department budgets, miscellaneous expenses, and revenues necessary or available to finance the estimates.
- (5) The town fiscal officer shall present the report of budget estimates to the town manager and the town legislative body under IC 6-1.1-17. After reviewing the report, the legislative body shall cause to be prepared an ordinance fixing the rate of taxation for the ensuing budget year and an ordinance making appropriations for the estimated department budgets and other town purposes during the ensuing budget year.

2.17.040 Additional Duties and Responsibilities of the Town Manager

(A) The town manager, shall be responsible for the administrative duties of the several executive departments of the municipality whenever there is a vacancy in the regular head of department position for the department, by serving as acting department head, until such time as the vacancy is filled according to law.

(B) Subject to the following and where not expressly prohibited by law, the town manager shall assist in and make recommendations to the following boards and commissions of the municipality regarding certain positions, officers or employees as follows:

- (1) whenever the Town Board of Metropolitan Police Commissioners may act to appoint, select or evaluate the position of Chief pursuant to IC 36-8-9-4, provided that the manager may not serve as a member of any body that hears disciplinary charges against a member of the town police department;
- (2) whenever the Municipal Plan Commission may act to appoint, select, evaluate or discipline the position of executive director or otherwise named department head, pursuant to IC 36-7-4-402(a);
- (3) whenever the Redevelopment Commission may act to appoint, select, evaluate or discipline the position of executive director, pursuant to IC 36-7-14-12.2(a)(12);

- (4) whenever the Board of Sanitary Commissioners may act to appoint, select, evaluate or discipline the position of superintendent or otherwise named department head, pursuant to IC 36-9-25-10(15);
- (5) whenever the Park and Recreation Board may act to appoint, select, evaluate or discipline the position of superintendent, or otherwise named department head, pursuant to IC 36-10-3-13 or IC 36-10-3-10(a)(4);
- (6) whenever the Board of Waterworks Directors may act to appoint, select, evaluate or discipline the position of superintendent, or otherwise named department head, pursuant to IC 8-1.5-4-4 and IC 8-1.5-3-4;
- (7) whenever the Works Board which is the Town Council may act to appoint, select, evaluate or discipline a position of director of information technology, commissioner, chief inspector, fire chief or otherwise named department head under its jurisdiction, pursuant to IC 36-1-3, IC 36-1-4 or IC 36-8;
- (8) whenever any other board or commission, which may come into existence by lawful action of the proper body, may act to appoint, select, evaluate or discipline as position that may act as head of department or key administrative actor;

2.17.050 Relationship of Heads of Departments to the Town Manager

(A) All heads of departments as set forth and described in section 2.17.040 of this code are to faithfully respond and be accountable to the town manager in the day to day operations of their respective departments.

(B) All heads of departments as set forth and described in section 2.17.040 of this code are to carry out all lawful instructions, directives and orders of the town manager.

(C) All heads of departments as set forth and described in section 2.17.040 of this code who fail to faithfully comply with the provisions of this section, or to faithfully and well execute their duties according to law, may be subject to discipline, which may include termination from employment with the municipality, **as may be recommended by the town manager to the proper board of jurisdiction.**

Section 2. The provisions of this Ordinance shall become and be in full force and effect from and after the date of its passage and adoption upon its signature by the executive in the manner prescribed by IC 36-5-2-10(a) and its publication in the manner provided by IC 36-1-5 and IC 5-3-1, if applicable.

Introduced and Filed on 23rd day of August 2021. Consideration on same day or at same meeting of introduction was not considered, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this ____ Day of _____ 20____ by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of ____ in favor and ____opposed.

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

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

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer (IC 33-43-4-1; IC 36-5-6-5)

Confer the prior ordinance as adopted 02.28.2005.
Repealed by Ordinance No. 1377 12.10.2007

ORDINANCE No. 1743
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE to AUTHORIZE AND APPROVE CERTAIN ADDITIONAL PAYMENTS TO EMPLOYEES of the TOWN of HIGHLAND, INDIANA TO ACKNOWLEDGE AND EXPRESS APPRECIATION for SERVICES DURING THE PERIOD of the NOVEL CORONA VIRUS PANDEMIC and TO AFFIRM OR INCENT VACCINATION AGAINST THE VIRUS.

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

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

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

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

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

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to further fix the compensation of the employees of the Town providing a *one-time appreciation stipend*, in appreciation for and in recognition of the commendable service of the municipal workforce during the Novel Corona Virus 19 pandemic, maintaining governmental services without interruption,

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana, that the wages, salaries, and special detail levels of the officers and employees of the Town of Highland, are hereby further established and fixed, pursuant to the provisions indicated herein and as follows:

Section 1. (A) That for all full-time employees, eligible employees as defined by Section 6.03.06 of the compensation and benefits ordinance, certain additional identified workers from the parks and recreation department described in *an exhibit* to this ordinance, and paid on call firefighters of the Town of Highland, there shall be paid a one-time Covid-19 service appreciation stipend for the months of service beginning March 1, 2020 through to August 31, 2021;

(B) That the Covid-19 service appreciation stipend authorized

by this ordinance shall be calculated on a flat rate of one hundred twelve dollars (\$112) for each month of service that the workers described in this section were employed, in the service period described in this section to be paid in a lump sum not to exceed two thousand sixteen dollars (\$2,016);

(C) That paid on call firefighters shall be further required to have responded to at least two (2) or more fire calls for each month in which the Covid-19 service appreciation stipend is to be paid;

(D) That the provisions of this ordinance will apply to all full-time employees, eligible employees as defined by Section 6.03.06 of the compensation and benefits ordinance, certain additional identified workers from the parks and recreation department described in *an exhibit* to this ordinance, and paid on call firefighters of the Town of Highland who are employed on the date of passage and adoption of this ordinance;

Section 2. (A) That, to further affirm and encourage the health and welfare of the public workforce, all full-time employees, eligible employees as defined by Section 6.03.06 of the compensation and benefits ordinance, certain additional identified workers from the parks and recreation department described in *an exhibit* to this ordinance, and paid on call firefighters of the Town of Highland shall be paid a vaccination stipend in the amount of one thousand dollars (\$1,000);

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

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

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

Section 3. That each department head shall be required to prepare a roster of eligible workers as defined by this ordinance, depicting that the worker was employed on the date of this ordinance's passage and adoption, and reporting the covid service stipend calculated in the amount authorized by this ordinance for which each listed worker is eligible;

Section 4. Notwithstanding the wage and salary ordinance in effect as amended or the provisions of the compensation and benefits ordinance, the following is further directed:

(A) That **no** elected officer or appointed officer of a board or commission of the town of Highland are eligible for any benefit under this ordinance;

(B) That an eligible worker who is also a paid on call firefighter, shall only benefit under the terms of this ordinance under only one status of eligibility, which ever is greater;

(C) That all payments authorized by this ordinance shall be subject to an additional appropriation of *unreserved, undesignated* fund balance on deposit to the credit of the Corporation General Fund, paid from this approved appropriation to all employees subject to this ordinance's terms regardless of the assigned office or department of the eligible worker;

Section 5. That this ordinance is intended to be complementary and a companion to and in support of the existing ordinances governing wages, salaries and compensation and shall not be construed as abridging those provisions except as expressly set forth in Section 4 of this ordinance;

Section 6. (A) That the provisions of this ordinance, shall become effective and shall remain in full force and effect from and after the date of its passage and adoption, and until its repeal or amendment by subsequent enactment;

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

Introduced and Filed on the 23rd day of August 2021. Consideration on same day or at same meeting of introduction sustained a vote of ____ in favor and ____ opposed, pursuant to IC 36-5-2-9.8.

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

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

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

Attest:

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

EXHIBIT

Certain additional identified workers from the Parks and Recreation Department

TBA

Notice of Available New Position Information Technology Director

Pursuant to Compensation and Benefits Ordinance, commonly known as the Municipal Employees' Handbook, Section 3.21 passed and adopted as Ordinance No. 1378 as amended, please be advised of this Notice of the following Available Position as Described herein.

Interested Members of the Municipal Workforce are invited to file an Application with the Office of the Clerk-Treasurer, not later than 4:30 p.m. on the conclusion of the posting period.

Posted: Wednesday: August 11, 2021
Posting Period Ends: August 17, 2021

The Town of Highland, Lake County, Indiana is seeking the best qualified candidate for the newly created full-time position **Director of Information Technology**. This role will manage and deliver information and communication technology services to all departments of the municipality.

Roles and Responsibilities

- Analyze business requirements of all Town of Highland departments to determine their technology needs including computers, network, phones, and printers. Troubleshoot, purchase and replace parts as required.
- Direct and support implementation of new software and hardware.
- Deliver and maintain operations and systems. Perform monthly uploads and updates to Town specific programs.
- Coordinate IT activities to ensure data availability and network services with as little downtime as necessary.
- Oversee broadcast and recording of audio/visual aspect of public meetings.
- Minimize security risk and vulnerabilities.
- Prepare annual financial budgets and prepare proposals for capital projects.

Candidate should possess integrity, honesty and excellent interpersonal communication skills. A candidate for this position must be

- qualified by training or experience in the field of computer networking, information technology, informatics; or have a certification or an advanced degree in the field of computer technology, electronics.
- Experience in analysis, implementation and evaluation of IT systems and their specifications.
- Sound understanding of computer systems (hardware/software), networks etc.
- Experience in controlling information technology budget.

The position is appointed by Town Council. The position is newly created and will head a department of information and communication technology. If the candidate for director also possesses a relevant State of Indiana certification to perform duties according to the Indiana Data and Communications System (IDACS), the computerized law enforcement/criminal justice communications and information storage and retrieval system, when performing those duties, the director will be under the sole management of the Police Chief pursuant to the administrative rules of the state. Candidates should have this certification or be willing immediately upon hire to earn this certification.

**TOWN OF HIGHLAND
PERSONNEL-EMPLOYMENT NOTICE**

Name: Edward Dabrowski Employee Payroll # _____
Address: _____ Phone #: _____
Department: Information Communications Technology Account #: _____
Email address: _____

NEW HIRE (Not currently on the payroll in any status) **Date Effective: 31 August 2021**
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
Director of Information Technology
Job Title: _____ Bi-weekly Salary/Hourly Rate _____

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

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

PAY RATE CHANGE OR CHANGE IN STATUS **Date Effective:** _____
Current:
Job Title: _____ Account: _____
Base Bi-weekly/Hourly Rate: _____ Longevity: _____
Proposed:
Job Title: _____ Account: _____
Base Bi-weekly/Hourly Rate: _____ Longevity: _____
This position succeeds: _____

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

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:** _____

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

Date: _____

Date of Revision: 4/2020

Approved by Clerk-Treasurer pursuant to IC36-5-6-6(a)(3)

Edward Dabrowski

Name: _____ Employee Payroll # _____
Address: _____ Phone #: _____
Department: Information Communications Technology Account #: _____

Email address _____

NEW HIRE (Not currently on the payroll in any status) **Date Effective: 31 August 2021**

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

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***BEFORE EMPLOYEE STARTS WORKING/HIRE DATE!**

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

Director of Information Technology
Job Title: _____ Bi-weekly Salary/Hourly Rate _____

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

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

PAY RATE CHANGE OR CHANGE IN STATUS **Date Effective: _____**

Current:
Job Title: _____ Account: _____
Base Bi-weekly/Hourly Rate: _____ Longevity: _____

Proposed:
Job Title: _____ Account: _____
Base Bi-weekly/Hourly Rate: _____ Longevity: _____
This position succeeds: _____

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

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: _____**

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

Date: _____

Date of Revision: 4/2020

Approved by Clerk-Treasurer pursuant to IC36-5-6-6(a)(3)

ORDINANCE No. 1744.1726-D
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE to AMEND ORDINANCE No. 1726 to ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA PARTICULARLY AMENDING TO AUTHORIZE CHANGES TO THE COMPENSATION ASSOCIATED WITH THE NEWLY CREATED INFORMATION COMMUNICATIONS AND TECHNOLOGY DEPARTMENT.

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

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

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

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

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

WHEREAS, The Town Council did pass and adopted Ordinance No. 1739 establishing an Information Communications and Technology Department, codified as Chapter 2.40, which consists of a Director of Information Technology;

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to further amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2021 and thereafter as amended;

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, has been advised that it is necessary and desirable to fix the salary for the position of director of information technology; and,

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to amend the wage and salary ordinance to establish a position of director of information technology as authorized under HMC Section 2.40.020 and fix rate for the position based upon the needs of the information communications technology department and the Town of Highland,

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana, that the Wages, Salaries, and special detail levels of the Officers and Employees of the Town of Highland, are hereby established and fixed, pursuant to the provisions indicated herein and as follows:

Section 1. That Ordinance No. 1726 be amended adding a new section, styled as Section 12.1 *Information Communications Technology Department*, which shall read as follows:

Section 12.1. *Information Communications Technology Department.* That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its Information Communications Technology Department as follows:

	Starting Rate	Incumbent Rate
(A) Director of Information Technology (1)	\$ 3,653.85	\$ 3,653.85

Section 2. That Section 2.01 styled as Exempt Employees in the Compensation and Benefits Ordinance commonly called the municipal employee handbook, be further amended to read as follows:

§ 2.01 Exempt Employees

Exempt employees refers to workers who are exempt from certain provisions of the Fair Labor Standards Act pertaining to overtime. It also means that you are in a supervisory or professional position as further defined in 29 CFR 541.200 et seq., and not eligible for overtime payments for work in excess of 40 hours per week, except as provided by this handbook.

Exempt Salaried Positions

Director of Public Works	Street Supervisor
Water & Sewer Supervisor	Facilities Supervisor
Maintenance Supervisor	Deputy Clerk-Treasurer
Building Commissioner/Chief Inspector	Fiscal Analyst
Superintendent of Parks & Recreation	Park Director
Director of Recreation	Recreation Supervisor(s)
Metropolitan Police Division Commander(s)	Chief of Police
Metropolitan Police Ass't. Div. Commander(s)	Assistant Chief of Police
Metropolitan Police Administration Officer(s)	Fire Chief
Redevelopment Director	Operations Director
Information Technology Director	

Section 3. That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

Section 4. (A) This ordinance, which subject to its provisions, shall become and be in full force and effect from and after the date of its passage and adoption without promulgation, upon its signature by the executive in the manner prescribed by IC 36-5-2-10(a), pursuant to any effective dates herein described and until its repeal or amendment by subsequent enactment;

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

Introduced and Filed on the 23rd Day of August 2021. Consideration on same day or at same meeting of introduction sustained a vote of ____ in favor and ____ opposed, pursuant to IC 36-5-2-9.8.

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

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

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

ATTEST:

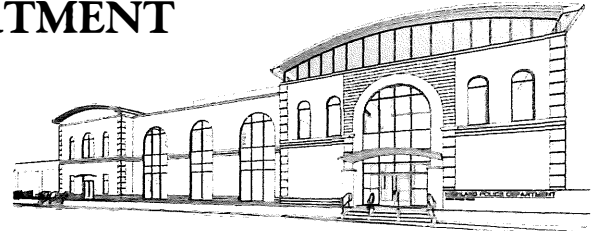
Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-2-10.2; IC 36-5-6-5)



HIGHLAND POLICE DEPARTMENT

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

PETER T. HOJNICKI, CHIEF OF POLICE



July 1, 2021

Sergeant Glenn Cox

Glenn,

It's not often that a man can save another man's life...however, you clearly did just that. It may not have been an instance where someone was pulled from a structure fire or out of the water, but you did so by demonstrating true compassion. For the content of this letter I will speak in generalities so as to allow the individual to remain anonymous, however I will provide you the entire communication and identity of whom you saved.

I received written correspondence from a citizen whom had contracted COVID. After nearly 19 days in the hospital, 6 of which were in ICU, they were released nearly 45 pounds lighter and still suffering the after effects.

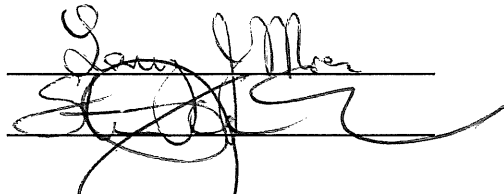
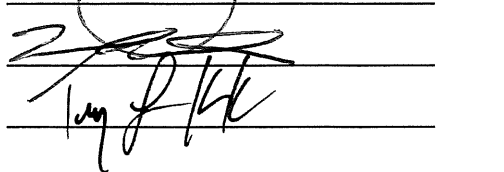
At 69 years of age, with a daily dose of an overabundance of medications, they were merely surviving...not living, and almost only on both oxygen and prayers alone. Family brought medications and grocers brought perishables, however they were too weak to cook or eat. They had asked the Lord to take them, having felt they lived long enough.

It was at this time you learned of their dilemma and insisted on bringing them prepared meals, daily for a week, refusing to accept any type of payment in return. Your timing could not have been more perfect as you not only increased their physical strength but more so lifted their spirits. They looked forward to your companionship and although their appetite was minimal at best...out of respect they ate what you provided. This was November of 2020 and since your intervention, they have been back on the road to recovery, gaining weight and exercising daily. Weaned off oxygen, their lungs having improved greatly and they are almost back to pre-COVID lifestyle.

In their own words..." (Sergeant) Glenn Cox went above and beyond his duties to start me on the path of recovery, making the time to make sure I would be taken care of. I believed without his assistance I was ready to give up. I can never stop thanking him. He is a Godsend!"

Glenn, it's exciting that you're a part of our team and we recognize both your willingness and compassion to not only other members of this department and those under your direction but to our citizens also. You're not only a respected supervisor, but also a great leader. On behalf of the Highland Metropolitan Police Commission, I wish to commend you for a job well done!

Highland Metropolitan Police Commission

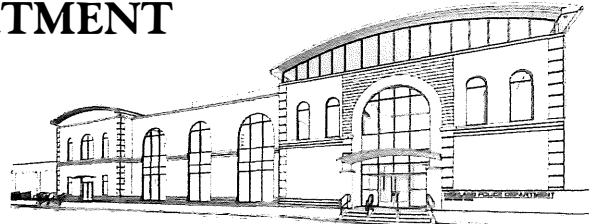
Highland Town Council



HIGHLAND POLICE DEPARTMENT

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

PETER T. HOJNICKI, CHIEF OF POLICE



August 9, 2021

~~Chief Peter Hohnicki~~ P.A.
Asst Chief Pat Vassar
Commander John Banasiak
Commander Ralph Potesta
Sergeant Glenn Cox
Ln Corp Greg Palmer
Officer Richard Hoffman

Officer Dan Matusik
Corporal Brian Stanley
Corporal Michael Yonkman
Officer Frank Peckler
Officer Darren Conley
Officer James Mullins
Officer Ken Norsweather

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

**TOWN OF HIGHLAND
NOTICE TO TAXPAYERS
OF PROPOSED ADDITIONAL APPROPRIATIONS**

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

GENERAL IMPROVEMENT FUND

Increase

Acct. No. 083-0000-44022 Curbs & Sidewalks:	\$ 51,623.00
<i>Total 400 Series:</i>	\$ 51,623.00

Fund Total:	\$ 51,623.00
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Funds to support these additional appropriations in the **General Improvement Fund** shall be from interest earnings, property assessments paid from benefiting property holders and *unassigned fund balance* on deposit to the credit of the Fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. Taxpayers may also write to the Office of the Clerk-Treasurer if a taxpayer desires to communicate a concern. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its information and file. Once filed, the additional appropriation as approved will be available for the use of the municipality.

**TOWN COUNCIL of HIGHLAND
Roger Sheeman, President**

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

**TOWN OF HIGHLAND
NOTICE TO TAXPAYERS
OF PROPOSED ADDITIONAL APPROPRIATIONS**

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

CORPORATION GENERAL FUND

Works Board Department

Acct. 001-0009-11127 Covid Appreciation Stipends	\$ <u>791,160.00</u>
Total 100 Series:	\$ <u>791,160.00</u>

Total for the Department:	\$ <u>791,160.00</u>
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TOTAL for the FUND:	\$ <u>791,160.00</u>
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Funds to support these additional appropriations in the **Corporation General Fund** shall be supported by the unreserved, undesignated fund balance in excess of the reserve requirement, interest earnings and miscellaneous revenues.

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

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

**TOWN COUNCIL of HIGHLAND
Roger Sheeman, President**

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

**TOWN OF HIGHLAND
NOTICE TO TAXPAYERS
OF PROPOSED ADDITIONAL APPROPRIATIONS**

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

COMMUNITY CROSSINGS GRANT FUND

Increase:

Acct. 104-0000-44081 CCMG Projects 2021:	\$ 146,458.00
Total for Fund:	\$ 146,458.00

Resources to support these additional appropriations in the **Community Crossings Grant Fund** shall be from miscellaneous revenues, a *Local Road and Bridge Matching Grant Fund grant award*, pursuant to IC 8-23-30 deposited to the credit of the fund, and a matching local contribution from funds of the Town deposited to the credit of the Fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. Taxpayers will have an opportunity to be heard, whether this is convened in person or electronically. If convened electronically, taxpayers are encouraged to access the meeting either in person or through the Zoom meeting platform, if the meeting is convened electronically. Taxpayers and persons interested in offering comment on the proposed additional appropriations should contact the Office of Clerk-Treasurer at (219) 838-1080 to obtain added details on accessing the meeting via Zoom or in person. A written comment may also be provided by writing or dropping off at the Office of the Clerk-Treasurer, 3333 Ridge Road, Highland, Indiana 46322. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its information and file.

**TOWN COUNCIL of HIGHLAND
Roger Sheeman, President**

**By: Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer**

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

TOWN OF HIGHLAND, INDIANA

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC-5-11-10-1.6

DATED THIS 22nd DAY OF August, 2021, 
FISCAL OFFICER

ALLOWANCE OF VOUCHERS

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 5 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 289,171.80.

Dated this _____ day of _____, _____

TOWN COUNCIL

MARK A. HERAK

ROGER SHEEMAN

BERNIE ZEMEN

MARK SCHOCKE

TOM BLACK

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0000						
001-0000-45200	GEN FUND TRANSFERS GROSS	93484	PAYROLL ACCOUNT	8/13PRL D/S TRANSFER GENERAL	171,504.27	46113
			Total For Dept 0000		171,504.27	
Dept 0001 TOWN COUNCIL						
001-0001-39003	DONATION FROM THE TOWN COUNCI	93602	FRATERNAL ORDER OF POLICE	DONATION FROM THE TOWN COUNCIL	500.00	
001-0001-39003	DONATION FROM THE TOWN COUNCI	93600	HIGHLAND ADULT ATHLETIC BOO	DONATION FROM THE TOWN COUNCIL	1,500.00	
001-0001-39003	DONATION FROM THE TC	93503	HIGHLAND BR BASEBALL	DONATION FROM THE TC	500.00	
001-0001-39003	DONATION FROM THE TOWN COUNCI	93603	HIGHLAND FIRE DEPARTMENT	DONATION FROM THE TOWN COUNCIL	500.00	
001-0001-39003	DONATION FROM THE TOWN COUNCI	93604	HIGHLAND PARKS & RECREATION	DONATION FROM THE TOWN COUNCIL	500.00	
001-0001-39003	DONATION FROM THE TOWN COUNCI	93601	HIGHLAND WRESTLING CLUB INC	DONATION FROM THE TOWN COUNCIL	600.00	
001-0001-39044	NMH WEBINAR WEIGHTLOSS 7/22/2	93658	COMMUNITY FOUNDATION OF NWI	7/22/2021 NMH WEBINAR WEIGHTLOSS	150.00	
			Total For Dept 0001 TOWN COUNCIL		4,250.00	
Dept 0002 BOARD OF ZONING APPEALS						
001-0002-31001	LEGAL BZA 7-27 & 28/2021	93425	ABRAHAMSON, REED & BILSE	LEGAL BZA 7-27 & 28/2021	1,140.00	
			Total For Dept 0002 BOARD OF ZONING APPEALS		1,140.00	
Dept 0003 VIPS						
001-0003-39007	VIPS CAR WASHE FOR JUY	93624	EASY CLEAN CAR WASH, INC	VIPS CAR WASHES FOR JULY	9.00	
			Total For Dept 0003 VIPS		9.00	
Dept 0004 CLERK-TREASURER						
001-0004-31004	2021 WEBINAR TRAINING	93616	AIM, ACCELERATE IND MUNICIP	2021 WEBINAR TRAINING	175.00	
001-0004-39001	MICHAEL GRIFFIN, JANICE FIGUER	93422	APT US&C	MICHAEL GRIFFIN, JANICE FIGUEROA, C	399.00	46109
001-0004-39001	MEMBER DUES	93617	AIM, ACCELERATE IND MUNICIP	MUNICIPAL MEMBER DUES	345.00	
			Total For Dept 0004 CLERK-TREASURER		919.00	
Dept 0006 BUILDING & INSPECTION						
001-0006-20003	OFFICE DEPOT 07/22/21 INV 184	93428	OFFICE DEPOT, INC	OFFICE DEPOT 07/22/21 INV 1849098	51.28	
			Total For Dept 0006 BUILDING & INSPECTION		51.28	
Dept 0007 FIRE DEPARTMENT						
001-0007-23004	INV# 213234	93655	LINDY'S ACE HARDWARE, INC	HARDWARE SUPPLIES	1.84	
001-0007-32005	STATIONS SECURITY SYSTEM	93654	PHIL & SON, INC	STATIONS SECURITY	145.60	
001-0007-32006	BROADBAND AIR CARDS FOR RIGS	93420	VERIZON WIRELESS	AIR CARDS FOR RIGS	300.16	46111
001-0007-35005	HYDRANT - SOUTH STATION	93651	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	100.94	
001-0007-35005	HYDRANT - CENTRAL STATION	93652	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	107.38	
001-0007-35007	STORM - SOUTH STATION	93651	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	97.37	
001-0007-35007	STORM - CENTRAL STATION	93652	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	116.77	
001-0007-36001	REPAIR SENSIT GOLD GAS ANALYZ	93656	SENSIT TECHNOLOGIES	REPAIR HAZ MAT METER	787.40	
001-0007-36001	TRIP CHARGE	93650	WASHBURN MACHINERY, INC	GEAR EXTRACTOR REPAIRS	303.83	
001-0007-39007	AIR QUALITY TESTS	93657	CHUCK'S COMPRESSORS INC	COMPRESSED AIR QUALITY TESTS	1,342.80	
			Total For Dept 0007 FIRE DEPARTMENT		3,304.09	
Dept 0008 PLAN COMMISSION						
001-0008-31001	LEGAL FEES PLAN COMM 07/07 -0	93426	ABRAHAMSON, REED & BILSE	LEGAL FEES PLAN COMM 07/07 -07/21	570.00	
001-0008-31002	NIES PC INV 5071200231 7/23/2	93429	NIES ENGINEERING, INC.	NIES PC INV 5071200231 7/23/21	1,940.40	
			Total For Dept 0008 PLAN COMMISSION		2,510.40	
Dept 0009 POLICE DEPARTMENT						
001-0009-11302	WOOL HAT FOR NEW OFFICER	93628	STAR UNIFORM	NEW WOOL HAT FOR NEW OFFICER	10.00	
001-0009-11302	NEW OFFCR BOOTS/SHOOS	93629	STAR UNIFORM	NEW OFFCR BOOTS/SHOES	99.99	
001-0009-21001	1002.9 GAL OF GAS	93632	WARREN OIL COMPANY	1002.9 GAL OF GAS DELV ON 8/5	2,787.36	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0009 POLICE DEPARTMENT						
001-0009-21001	1200.6 GAL OF GAS	93633	WARREN OIL COMPANY	1200.6 GAL OF GAS DELV ON 7/26	3,357.00	
001-0009-22004	INV 381076	93621	AUTO-WARES	JULY STMT VEH PARTS AND SUPPLIES	949.38	
001-0009-22004	MOTORCYCLE PARTS	93625	HARLEY-DAVIDSON OF VALPARAI	VEH PARTS FOR THE MOTORCYCLE-	120.48	
001-0009-22004	VEH PARTS FOR CAR 229	93626	HIGHLAND BODY SHOP, INC	VEH PARTS AND LABOR TO CAR 229 RE	1,083.71	
001-0009-22004	REAR BRAKE PADS CAR 31	93627	NAPA AUTO PARTS	REAR BRAKE PADS FOR CAR 31	166.10	
001-0009-23004	TACTICAL TASER BATTERY PACK	93622	AXON ENTERPRISE, INC	TACTICAL TASER BATTERY PACK	1,136.96	
001-0009-32004	CID INTERNET SEARCHES FOR JUL	93630	TLO, LLC	CID INTERNET SEARCHES FOR JULY	75.00	
001-0009-35005	WATER SERV 3315 RIDGE 6/24-7/	93631	TOWN OF HIGHLAND UTILITIES	WATER SERVICE FOR 3315 RIDGE 6/24	685.94	
001-0009-36001	LABOR TO REPAIR CAR 229	93626	HIGHLAND BODY SHOP, INC	VEH PARTS AND LABOR TO CAR 229 RE	804.60	
001-0009-38006	MAT CHANGE AT PD ON 8/10	93623	CINTAS CORPORATION #319	MAT CHANGE AT PD ON 8/10	37.10	
Total For Dept 0009 POLICE DEPARTMENT					11,313.62	
Dept 0011 SERVICES & WORKS						
001-0011-21005	LC ROOM THERMOSTATS	93500	JOHNSON CONTROLS, INC	THERMOSTATS	282.49	
001-0011-21005	VARIOUS LC SUPPLIES	93499	PERFORMANCE CHEM & SUPPLY I	LC SUPPLIES	1,518.97	
001-0011-21005	BACK ORDER ITEM (265330)	93618	PERFORMANCE CHEM & SUPPLY I	LC SUPPLIES	59.13	
001-0011-32008	ACCT. SERVICE FEES	93659	INVOICE CLOUD, INC	JUL ACCOUNT SERVICE FEES 2021	277.30	999434
001-0011-34005	ACC-HLTH-COMML INSTALL 2	93502	BROWN INSURANCE GROUP	PRCO-92249-IN10279 8/9/20-8/9/23	6,439.00	
001-0011-35005	WATER/HYDRANT	93434	TOWN OF HIGHLAND UTILITIES	#0542303600 TOWN HALL WATER/SEWER	160.51	
001-0011-35005	2724 HIGHWAY ACCT #0101123300	93435	TOWN OF HIGHLAND UTILITIES	TOWN SPRINKLERS	570.22	
001-0011-35005	TOWN GARAGE WATER/HYDRANT	93436	TOWN OF HIGHLAND UTILITIES	#0382013660 TOWN GARAGE WATER/SE	199.01	
001-0011-35007	STORM	93432	TOWN OF HIGHLAND UTILITIES	0901207112- 2819 LINCOLN -STORM-	15.22	
001-0011-35007	VIPS WATER/HYDRANT	93433	TOWN OF HIGHLAND UTILITIES	0643112591 VIPS WATER/SEWER	37.78	
001-0011-35007	STORM/SEWER	93434	TOWN OF HIGHLAND UTILITIES	#0542303600 TOWN HALL WATER/SEWER	322.63	
001-0011-35007	TOWN GARAGE SEWER/STORM	93436	TOWN OF HIGHLAND UTILITIES	#0382013660 TOWN GARAGE WATER/SE	402.95	
001-0011-43065	MESSAGE BOARDS	93670	ALL TRAFIFC SOLUTIONS, INC	(2) TRAFFIC MESSAGE DISPLAY BOARD	29,990.00	
Total For Dept 0011 SERVICES & WORKS					40,275.21	
Dept 0012 TOWN HALL						
001-0012-20003	CORK BOARDS	93509	AMAZON	CORK BOARDS FOR TOWN HALL OFFICE	82.00	46116
001-0012-20003	HALO FE ENTRY WALL LANTERN	93642	HOME DEPOT CORPORATION	HALO FE LED ENTRY WALL LANTERN -	28.96	
001-0012-36003	TOWN HALL MATS 8/3/21	93421	CINTAS CORPORATION #319	TOWN HALL MATS ACT 16459440 8/3	57.91	
Total For Dept 0012 TOWN HALL					168.87	
Total For Fund 001 GENERAL					235,445.74	
Fund 002 MVH						
Dept 0000						
002-0000-45200	MVH TRANSFERS GROSS	93485	PAYROLL ACCOUNT	8/13PRL D/S TRANSFER MVH	6,370.83	46114
Total For Dept 0000					6,370.83	
Dept 0016 MVH ADMIN						
002-0016-33001	INVITE TO BID 3500 BLOCK OF J	93676	THE TIMES	INVITATION TO BID 3500 BLOCK OF J	80.68	
002-0016-33001	INVITE TO BID CCMG 2021	93677	THE TIMES	INVITATION TO BID CCMG 2021	72.82	
Total For Dept 0016 MVH ADMIN					153.50	
Dept 0017 MVH RECONSTRUCTION/MAINTENANCE						
002-0017-22004	7/20/2021 INVOICE #337-381886	93643	AUTO-WARES	JULY 2021 INVOICES FOR THE STREET	237.12	
002-0017-23001	CHAIN LINK LINE POST	93647	HOME DEPOT CORPORATION	CHAIN LINK LINE POST - STREET DEP	40.44	
002-0017-23001	245540 IND 53 STONE	93648	KROOSWYK TRUCKING & EXCAVAT	IND 53 STONE FOR THE STREET DEPT	981.92	
002-0017-23002	5 GALLON PAILS	93675	RHOMAR INDUSTRIES, INC.	RHOMA-SOL ASPHALT AND TACK OIL EM	581.13	
002-0017-23003	CROSSWALK SIGNS	93672	ASTRO OPTICS, LLC	CROSSWALK SIGNS	692.44	
002-0017-23003	24 X 18 CORRUGATES PLASTIC	93645	HOME DEPOT CORPORATION	24X18 CORRUGATED PLASTIC - STRE	38.04	

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Fund 002 MVH						
Dept 0017 MVH RECONSTRUCTION/MAINTENANCE						
002-0017-23004	8000-03204 WHITE PAINT	93649	SHERWIN WILLIAMS CORP	PAINT FOR THE STREET DEPT	780.15	
002-0017-23006	DIM ES FRO LED LIGHT 4PK	93646	HOME DEPOT CORPORATION	LED LIGHTS - STREET DEPT	17.57	
002-0017-36001	CNC SHL375 3/8 SLIP HOOK/SAFET	93671	AAA SUPPLY CORPORATION	PARTS TO FIX ROLLER STRAP - STREE	59.99	
002-0017-36001	G5303504 END PLATE	93644	BEC ENTERPRISES, LLC	BROOM TUBE CORE/END PLATE FOR UNI	727.58	
002-0017-36007	LOCATES 45TH AND KLEINMAN	93673	MIDWESTERN ELECTRIC INC	LOCATE TRAFFIC LIGHTING AROUND NI	125.90	
002-0017-36007	REPAIR ROADWAY LIGHTS	93674	MIDWESTERN ELECTRIC INC	REPAIR ROADWAY LIGHTS VARIOUS LOC	1,300.75	
Total For Dept 0017 MVH RECONSTRUCTION/MAINTENANCE					5,583.03	
Total For Fund 002 MVH					12,107.36	
Fund 004 LR&S						
Dept 0000						
004-0000-45200	LR&S TRANSFERS GROSS	93486	PAYROLL ACCOUNT	8/13PRL D/S TRANSFER LR&S	12,696.22	46115
Total For Dept 0000					12,696.22	
Total For Fund 004 LR&S					12,696.22	
Fund 018 LAW ENFORCE CON'T ED						
Dept 0000						
018-0000-23006	USB PORT HUBS	93638	OFFICE DEPOT, INC	3PORT USB HUB WI GBE AND USB 3.0	258.54	
018-0000-31004	TAXABLE MEAL 8/9	93636	LEE RYAN NATELBORG (R)	REIMBURSE FOR MEALS FROM TRAINING	47.90	
018-0000-31004	REGISTRATION FEE FOR TRAINING	93637	NJ CRIMIAL INTERDICTION LLC	REGISTRATION FEE FOR TRAINING 9/1	149.00	
018-0000-31004	TAXABLE MEAL 8/9	93639	STEPHEN M TOMONDI (R)	REIMBURSE FOR MEALS FROM TRAINING	22.43	
018-0000-39005	PD CAR WASHES FOR JULY	93635	EASY CLEAN CAR WASH, INC	PD CAR WASHES FOR JULY	153.00	
018-0000-42014	K9 STAR BADGE	93634	ARTISTIRC ENGRAVING	K9 BADGE	108.56	
Total For Dept 0000					739.43	
Total For Fund 018 LAW ENFORCE CON'T ED					739.43	
Fund 030 ICT FUND						
Dept 0000						
030-0000-32003	642004646-00002 BROADBAND-J K	93424	VERIZON WIRELESS	642004646-00002 D/S BROADBAND-J K	30.01	46112
030-0000-32003	ELEVATOR PHONE-7/2/21-8/1/21	93504	AT&T	219923-2320 260 1 ELEVATOR PHONE	194.87	46117
030-0000-32003	219 R10 2255 255 7 7/2/21-8	93505	AT&T	219 R10 2255 255 7 7/2/21-8/1/21	574.24	46118
030-0000-32003	PHONE/INTERNET FD CENTRAL	93506	COMCAST CABLE	FD CENTRAL/2901 HIGHWAY-PHONE/INT	214.90	46119
030-0000-32003	PW/B&I/PARK/FD WIRELESS 78032	93507	VERIZON WIRELESS	PW/B&I/PARK/FD WIRELESS 780324475	1,231.40	46120
030-0000-32003	MONTHLY TELEPHONE FEE- PD	93508	WINDSTREAM HOLDINGS INC	MONTHLY TELEPHONE FEE- PD AUGUST	819.49	46121
030-0000-32003	2 SERVER RAMS PER ED	93497	COMMUNICATION & DATE SYSTEM	DELL POWEREDGE SERVERS T440 SERVE	299.90	
030-0000-38006	JULY 2021 COPIER AGREEMENT	93498	RICOH USA, INC	JULY 2021 COPIER AGREEMENT	376.89	
Total For Dept 0000					3,741.70	
Total For Fund 030 ICT FUND					3,741.70	
Fund 036 SPECIAL EVENTS						
Dept 0000						
036-0000-33003	HIGHLAND CCE ADVERTISING FOR	93615	THE TIMES	HIGHLAND CCE ADVERTISING FOR FEST	5,257.37	
036-0000-38601	SALES TAX - CEC RENTALS	93614	INDIANA DEPT OF REVENUE	JULY 2021 CEC SALES TAX	8,637.05	999433
Total For Dept 0000					13,894.42	
Total For Fund 036 SPECIAL EVENTS					13,894.42	
Fund 055 MCCD						
Dept 0000						
055-0000-23009	NEW VEST FOR NEW OFFICER	93640	STAR UNIFORM	NEW VEST FOR NEW OFFICER	845.00	

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Fund 055 MCCD						
Dept 0000						
055-0000-23009	VESTS FOR 2 NEW OFFICERS	93641	STAR UNIFORM	VESTS FOR 2 NEW OFFICERS	1,690.00	
			Total For Dept 0000		2,535.00	
			Total For Fund 055 MCCD		2,535.00	
Fund 085 TRAFFIC VIOLATIONS						
Dept 0001 TOWN COUNCIL						
085-0001-00400	CASH BOND FEES	93480	LAKE COUNTY CLERK	CASH BOND FEES	500.00	46110
			Total For Dept 0001 TOWN COUNCIL		500.00	
			Total For Fund 085 TRAFFIC VIOLATIONS		500.00	
Fund 249 PUBLIC SAFETY INCOME TAX FUND						
Dept 0000						
249-0000-29000	COVID AND PPE CLEANING SUPPLI	93619	ABLE PAPER & JANITORIAL	COVID & PPE SUPPLIES	3,806.00	
249-0000-29000	CASES - DISINF WIPES (COVID A	93501	PERFORMANCE CHEM & SUPPLY I	ADD'L COVID SPENDING	243.80	
249-0000-29000	COVID SUPP.- DISINFECTING WIP	93423	PULSE TECHNOLOGY OF INDIANA	COVID SUPP-DISINFECTING WIPES	23.10	
249-0000-43006	GLOBE BOOTS - VARIOUS SIZES	93653	AIR ONE EQUIPMENT, INC	2020 GLOBE TURNOUT GEAR	2,935.00	
249-0000-43049	TRAFFIC CAMERA PARTS	93620	CONNECTED SOLUTIONS GROUP,	TRAFFIC CAMERA PARTS	504.03	
			Total For Dept 0000		7,511.93	
			Total For Fund 249 PUBLIC SAFETY INCOME TAX FUND		7,511.93	

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Fund Totals:						
				Fund 001 GENERAL	235,445.74	
				Fund 002 MVH	12,107.36	
				Fund 004 LR&S	12,696.22	
				Fund 018 LAW ENFORCE CON'T ED	739.43	
				Fund 030 ICT FUND	3,741.70	
				Fund 036 SPECIAL EVENTS	13,894.42	
				Fund 055 MCCD	2,535.00	
				Fund 085 TRAFFIC VIOLATIONS	500.00	
				Fund 249 PUBLIC SAFETY INCOME TAX	7,511.93	
					<u>289,171.80</u>	