

**Enrolled Memorandum of the Meeting
Study Session/Meeting (In person)
Thirtieth Town Council of Highland
Monday, November 18, 2024**

The Thirtieth Town Council of the Town of Highland, Lake County, Indiana met in a study session on **Monday, November 18, 2024**, 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 in person meeting and lived streamed to the Town of Highland Facebook. Facebook permits the public to observe and record the proceedings but allows no interaction between and among the Town Council and members of the public. The public is able to participate in person. All Councilors were simultaneously seen and heard. Councilor Georgeff, Councilor Turich, Councilor Robertson, Councilor Black, Councilor Philip Scheeringa all participated in person.

Silent Roll Call: Councilors George Georgeff, Doug Turich, Alex Robertson, Tom Black, Philip Scheeringa, were present in person as indicated. The Clerk-Treasurer, Mark Herak was present to memorialize the proceedings. *A quorum was attained.*

Officials Present: IT Director Ed Dabrowski and Metropolitan Police Chief Ralph Potesta were in person.

General Substance of Matters Discussed.

Appointments:

• **Statutory Boards and Commissions**

Executive Appointments (May be made in meeting or at another time)

Home Rule Commissions or Boards

Legislative Appointments

Home Rule Commissions

- 1. Main Street Bureau Board:** (7) appointments to be made by the Town Council. Term: Two years ending 1 Jan 2025. *There are currently 10 of the 17 in place and serving. Currently serving are Ben Reinhart, Renee Reinhart, Allan Simmons, Diane Barr-Roumbus, James Roumbus, Sandra McKnight, Sandy Ray, Ben Tomera and Laura Pilewski. (see discussion point below)*
- 2. Community Events Commission Multi-year positions:** (1) appointment to be made by the Town Council. **Term: 4 years.** *(Note: Currently vacancy)*

Single year positions: (9) appointments to be made by the Town Council. Term: 1 year. There are currently 6 of the 9 in place and serving. (Note: Currently serving, Rachael Carter, Olga Briseno, Kathy Camp-Burke, Linda Carter, Jack Rowe and Kelly Bridges)

- x. Discussion: Resolution No. 2024-31: A Resolution of the Town of Highland adopting a Vision Zero Policy.

John Kennedy of American Structure Point began by explaining to the Council Resolution No. 2024-31, Vision Zero Resolution. He explained the resolution is a component of the comprehensive safety action plan. In order to complete the comprehensive safety action plan, the passage of the resolution is a requirement. He then began giving some background. The Town of Highland received a \$300,000 grant from the Department of Transportation. The Department of Transportation, which is funding this project, is trying to reduce fatalities and serious crashes or accidents. When they say serious crashes or accidents, they don't mean fender benders, they mean injuries that are caused that are not fixed by medicine. It is a life altering injury. The Town is working on their comprehensive safety plan. There are eight (8) different components. We've already formed the steering committee, which has representatives from public works, public safety, the school, some businesses, some residents. The goal is trying to get an understanding of what are the hot spots or high injury intersections within the Town. He said they did community outreach via social media and QR codes. He said they're traffic engineers are looking at all the crash data from NIRPC, INDOT and the Town of Highland's records. They are also looking at Highland's local ordinances in an effort to figure out how to improve some safety measures within the Town. They are also looking to see if Highland has any economic disadvantaged areas. Once they gather all that data, which should take them about four (4) to six (6) weeks, they will present the data to the steering committee with recommendations on how to approve or reduce fatalities within the Town of Highland, as well, as serious injuries. Once the plan is done and complete, it will allow the Town of Highland to submit for another application with the Department of Transportation to implement the improvements. He said between 2018 and 2023 there were a total of five (5) fatalities within the Town of Highland. He went back to Resolution No. 2024-31 and said Highland could take one of two choices. The first is the Town sets a zero fatality to be attained by a date certain, like 2040 or the Town can set an ambitious percentage reduction. He said based on the numbers his firm is seeing, his recommendation is to set a zero vision with zero fatalities as your goal. This program runs until 2026. He added the Town is not on the hook if they don't attain their goal and they don't have to repay the grant. He said the government understands that there are certain roads that are within Highland and not under their jurisdiction. They understand people drive impaired or make bad decisions. He said the goal is reducing fatalities, as well as, serious crashes. He then turned it over to Dan Botich.

Dan Botich of DEF Consulting talked about how they conducted the social outreach or engaged the public to gather information, insights and input into areas of the Town that they feel were safety related issues to pedestrian, vehicle, rail and the bike path. He highlighted the major concerns. (Public Engagement Notes)

**HIGHLAND, INDIANA
HIGHLAND REDEVELOPMENT COMMISSION**

**Safe Streets for All (SS4A):
Public Engagement Report Notes**

Prepared by: Development Economic Finance Consulting, LLC ("DEF")

Public Safety Engagements

The events provided an opportunity for the public to engage DEF representative to discuss the SS4A grant project for the Town and to gather information, insights and input into areas of the Town in which safety issues related to pedestrian, vehicle, rail, bike path interactions may be of concern to be addressed.

Two opportunities for public input were provided. The public was provided the opportunity to complete a five- to ten-minute survey online. QR Codes were made available. Secondly, the public was directly engaged to discuss unique safety issues to be addressed. Two maps of the Town were provided to locational purposes of the safety issue. Additionally, the public was asked to place a color-coded round sticker¹ at the location of the safety issue to determine similar input and level of public input for a safety issue to be addressed, like a working "heat map."

Highland Public Safety Day / Community Car Show
Saturday, October 5, 2024

DEF attended and participated in this Town of Highland sponsored event in Downtown Highland. Our location was under tent outside of the Highland Central Fire Station located at 2901 Highway Avenue. Representatives of DEF were available from 9:00am through 3:00pm for the entire event period.



Based upon interactions identified post event debrief of DEF staff, the event distributed between 95 to 100 QR codes to the public. DEF representatives directly engaged between 55 to 60 individuals to discuss detailed safety issues to address and to identify with a color-coded sticker the locations on the available maps.

Highland Parks & Recreation Department Fall Craft Show and Vendor Fair
Saturday, October 12, 2024

DEF attended and participated in this Highland Parks & Recreation Department sponsored event at the Lincoln Center located at 2410 Lincoln Street in the Fieldhouse. The event included approximately 84 vendors of locally or regionally made crafts for purchase.



Based upon interactions identified post event debrief of DEF staff, the event distributed between 75 to 80 QR codes to the public. DEF representatives directly engaged between 50 to 55 individuals to discuss detailed safety issues to address and to identify with a color-coded sticker the locations on the available maps.

¹ The stickers provided were color-coded to identify the level of the safety issue to be addressed as perceived by the individual. Green: minimal safety issue. Blue: low safety issue. Yellow: Moderate safety issue. Red: High safety issue.

Detailed Comments Summary

The number of direct interaction comments totaled 26. The topics addressed were identified under the following categories.

Safety Issue Level Categories:

- US 41 from Little Calumet River to the 45th Street (north to south Corporate Limits), specifically at:
 - Ridge Road
 - Lincoln Street
 - Martha Street
 - Hart Road
 - 45th Street
 - Main Street
- Use of stop signs to control excess speeding
- Use of speedbumps (or alternative) speed control measures
- Kleinman Road speed (from Ridge Road to 45th Street): Alternative to Cline Avenue
- Liable Road speed (from 38th Place to 45th Street): Alternative to Cline Avenue
- Replacement of sidewalks in poor condition
- Continuity of sidewalks (especially on 45th Street and Main Street) / Accessibility safety issue
- Proper identification of crosswalks
- No roundabouts in the Town
- Bike path safety (crossings / location of traffic control buttons to ROW)

Reference APPENDIX A as attached hereto for the detail Community Engagement Map from public input.

Potential Policy Recommendations from Public Engagement

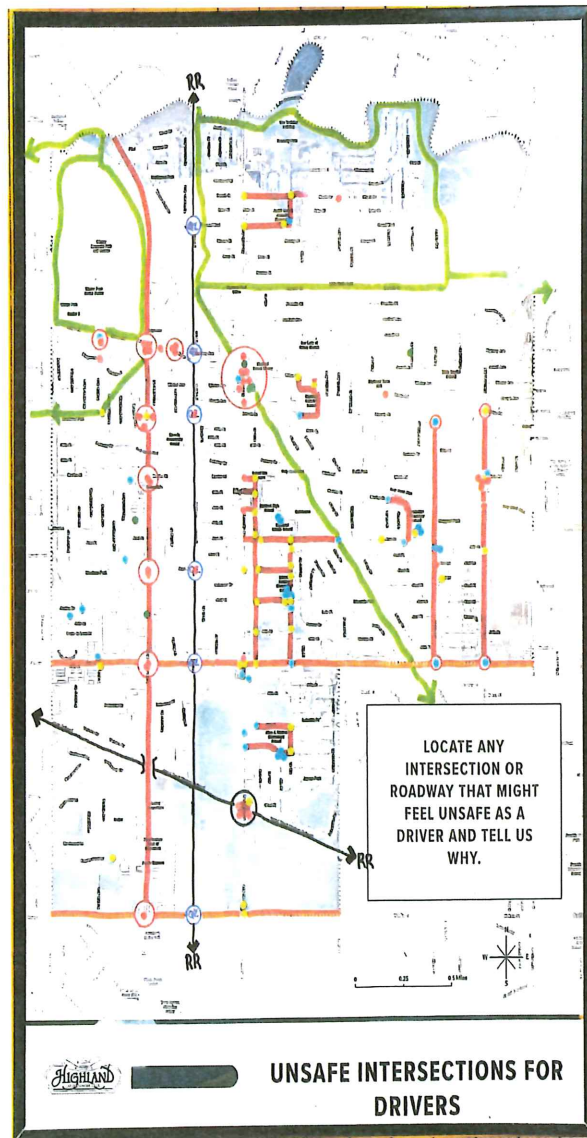
Based upon public engagement interactions and detailed discussions to identify safety issues and locations, the following policy recommendations were developed to address the comments recorded.

- **Sidewalk Continuity and Conditions Assessment** (for repair, replacement and connectivity)
- **Curb/Gutter Assessment** (to address accessibility)
- **Traffic Control Signage Assessment** (effectiveness, applicability and usefulness of traffic control signage)
- **Traffic Control Signage Reflectiveness Assessment** (determine replacement if necessary)
- **Traffic Pavement Markings Assessment** (effectiveness and applicability of pavement markings)
- **Bike Path Vehicle Interactions Assessment** (assess signage, pavement markings, controls and lighting)

HIGHLAND, INDIANA
HIGHLAND REDEVELOPMENT COMMISSION

Safe Streets for All (SS4A):
Public Engagement Report Notes

APPENDIX A:
Community Engagement Map



APPENDIX A

HIGHLAND, INDIANA
HIGHLAND REDEVELOPMENT COMMISSION

Safe Streets for All (SS4A) Grant:
Public Engagement Comments

Dated: November 8, 2024

The following comments were recorded from the October 3 and October 10 public engagement events in attending in the Town of Highland. The comments were intended to summarize detailed discussions with the public when identifying areas of safety issue concerns on the maps of the Town of Highland provided.

Comments are not provided in an specific order or priority and have not been categorized.

Line Item	Public Comment
1	Add bike paths along Kennedy Avenue
2	Add speed bumps for bike crossing on Kennedy Avenue bike path
3	Add stop signs at intersections
4	Better access to bike paths from west side of US 41
5	Better lighting on bike paths
6	Bicycle safety
7	Crosswalk signs and buttons to cross pedestrian/bike path crossings
8	Egress out of Wicker Park: install or place a crossing box and move away from right-of-way so that bike have room and do not hang over the curb when using the button
9	Fix unlevel and cracked sidewalks
10	Highway Avenue bike path well designed and done well
11	Indianapolis Boulevard (US 41) intersection pedestrian crossings
12	Liabe Avenue: speed control and lights
13	Lights for bike path crossings
14	Lincoln Avenue and Kennedy Avenue pedestrian crossings
15	Lincoln Avenue and US 41: northside no crosswalk
16	Lincoln Avenue and US 41: pedestrian bike path crossing
17	Lincoln Avenue and US 41: pedestrian island?
18	No roundabouts
19	No train guards / rails on Lincoln Avenue
20	No walkway at Ridge Road and Highway Avenue
21	No walkway on the bridge at Ridge Road and Kennedy Avenue
22	Only two way stop signs at bus stops on Maple Street and Parish Street

APPENDIX A

HIGHLAND, INDIANA
HIGHLAND REDEVELOPMENT COMMISSION

Safe Streets for All (SS4A) Grant:
Public Engagement Comments

Dated: November 8, 2024

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<u>Line Item</u>	<u>Public Comment</u>
23	Prairie Avenue/Ridge Road bike crossing: east to go north
24	Prairie Avenue/Ridge Road bike crossing: pedestrian island?
25	Runble strips at bike path crossings...50 feet from crossing?
26	Sidewalk replacement for poor areas and walking safety
27	Sidewalks on Kleinman Avenue all the way from Ridge Road to 45th
28	Speed bumps by the schools
29	Speed bumps on 43rd Avenue all the way down to Erie from Forrest
30	Speed levels excessive: 5th Avenue (4th to 41st)
31	Speed levels excessive: in and around all school areas (high level issue)
32	Speed levels excessive: Kennedy Avenue (Railroad on south to Martha Street
33	Speeding and going through red lights City-wide
34	Speeding on Kleinman Avenue
35	Speeding on Kleinman Avenue from Ridge Road to 45th Street
36	Stop signs to reduce speed
37	Trucks on Kleinman Avenue and Wirth Avenue: hazard to homeowners as a residential road
38	US 41 and Lincoln Avenue, left turn on yield is unsafe, turn on green only
39	US 41: Add more turn lanes at intersections
40	US 41: make it three lanes

John Kennedy continued, I know you're considering this resolution. We are a little bit ahead of the curve at this time and we're trying to have this completed by February, so you have some time to digest this resolution. He said the resolution is pretty straightforward with the intent of reducing traffic accidents and fatalities. He re-empathized that if the Town didn't hit its goal, there were no ramifications and didn't have to pay the grant back.

Councilor Black asked about certain language in the resolution where it said it was encouraging people to travel by foot or bicycle or public transportation. He wanted to know if that language was a requirement. He said he didn't think it was wise to encourage a particular mode of transportation. He was concerned that if we recommended a particular mode of transportation and they took it and got involved in an accident, would they then come after the Town and say, the Town recommended this particular mode of transportation. Councilor Black said he would rather see language that states we encourage safe travel.

John Kennedy said he would speak with their traffic engineer and attorney to see if that is doable. He didn't think it would be an issue but until he spoke with the engineer and attorney, he didn't want to commit to it. He said he would get back to Councilor Black.

The Council President advised the Clerk-Treasurer not to place Resolution No. 2024-31 on the November 25, 2024 plenary meeting agenda but wait until John Kennedy got back to Councilor Black.

TOWN of HIGHLAND
Town Council Resolution No. 2024-31

A RESOLUTION of the TOWN of HIGHLAND
ADOPTING A VISION ZERO POLICY.

WHEREAS, the life and health of all persons living and traveling within the *Town of Highland* are our utmost priority, and no one should die or be seriously injured while traveling on our streets;

WHEREAS, Vision Zero is the concept that traffic deaths and serious injuries on our roadways are unacceptable;

WHEREAS, Vision Zero is a holistic strategy aimed at eliminating all traffic fatalities and severe injuries suffered by all road users while increasing safe, healthy, equitable mobility for all;

WHEREAS, streets and transportation systems have traditionally been designed primarily to move motorists efficiently, and Vision Zero supports a paradigm shift by designing streets and transportation systems to move all people safely, including people of all ages and abilities, pedestrians, bicyclists, public transit users, and motorcyclists, as well as drivers and passengers of motor vehicles;

WHEREAS, Vision Zero recognizes that people will sometimes make mistakes, so the road system and related policies should be designed to ensure that those inevitable mistakes do not result in severe injuries or fatalities; therefore, transportation planners and engineers and policymakers are expected to improve the roadway environment, policies, and other related systems to lessen the severity of crashes;

WHEREAS, making streets safer for all people using all modes of transportation will encourage people to travel on foot, by bicycle, and by public transit, which supports a healthier, more active lifestyle and reduces environmental pollution;

WHEREAS, successful Vision Zero programs are a result of both a complete government approach (i.e., interdepartmental, coordinated initiatives) and community support of Vision Zero objectives and action plans;

WHEREAS, Vision Zero resolutions have been adopted by many

jurisdictions across the United States; and

WHEREAS, the 2024 Vision Zero resolution is a required component of the Safe Streets and Roads for All Action Plan; and

WHEREAS, the Vision Zero resolution sets forth a goal of reducing serious and fatal crashes by XX% by the year 20XX; and

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

1. That the 2024 Vision Zero Resolution is hereby approved.
2. That any prior action taken by the Town of Highland Clerk Treasurer or any staff necessary in connection with the items approved herein is hereby ratified and adopted as actions on behalf of the Town of Highland.
3. The *Town of Highland* adopts the Vision Zero policy makes it part of this Resolution, effective immediately.
4. The *Town of Highland* Clerk shall certify the adoption of this Resolution, effective immediately, by the Town Council of Highland.

DULY RESOLVED and ADOPTED this 11th Day of November 2024, 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**

Philip Scheeringa, President

Attest:

Mark Herak
Clerk-Treasurer

- x. Discussion: Ordinance No. 1803: An Ordinance to amend the current code of ordinances for the Town of Highland, creating a new chapter 3.70, to styled, the Procurement – Federal Grants/Funds of the Town of Highland.

The Clerk-Treasurer explained to the Council the purpose behind Ordinance No. 1803. He explained that since they spent the ARPA in 2024, the Town could expect a federal audit in 2025. He said the first thing the auditors will be looking for is whether a Procurement Procedure for federal grants is in place, which is different from the Purchasing Procedure adopted by the Town of Highland. He asked the Council to introduce only.

Hearing no further discussion, the Council President advised the Clerk-Treasurer to place Ordinance Number 1803 on the November 25, 2024 plenary meeting agenda for introduction only.

ORDINANCE No. 1803
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE TO AMEND THE CURRENT CODE OF ORDINANCES FOR THE TOWN OF HIGHLAND, CREATING A NEW CHAPTER, 3.70, TO BE STYLED THE PROCUREMENT – FEDERAL GRANTS/FUNDS OF THE TOWN OF HIGHLAND, ALL PURSUANT TO IC 36-1-5 AND IC 36-1-27 ET SEQ.

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

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

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

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

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

Section 1. That the Highland Municipal Code, be hereby amended by creating a new Chapter, 3.70, to be called *Procurement – Federal Grants/Funds of the Town of Highland* which shall read as follows, subject to section 2 of this ordinance:

3.70.010 Title

This chapter shall be known as the "Procurement – Federal Grants/Funds of the Town of Highland" and shall be carried out supplementary to and consistent with the provisions of the Indiana Public Purchase Law, codified as IC 5-22 et seq. [Ord. 1089, 1998, Code 2000 § 31.15]

3.70.020 Definitions

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

"Policy" refers to a governmental body's or purchasing agency's written statement of:
(1) purchasing procedure; or
(2) substantive purchasing purposes;
that does not have the force and effect of law.

"Procedures" the purchasing agency of a governmental body may purchase services using any procedure the governmental body or the purchasing agency of the governmental body considers appropriate.

"Rules; written policies" means
(a) a governmental body may adopt rules to regulate purchases of the governmental body. A rule adopted under this subsection may:
(1) supplement this article; and
(2) not be inconsistent with this article.
(b) the purchasing agency of a governmental body may establish written policies for purchases made by the purchasing agency. The written policies established under this subsection may apply to all purchases generally or to a specific purchase stated in the solicitation for the purchase. A written policy established under this subsection may:
(1) supplement this article or a rule adopted by the purchasing agency's governmental body; and
(2) not be inconsistent with this article or a rule adopted by the purchasing agency's governmental body.

"Services" means the furnishing of labor, time, or effort by a person, not involving the delivery of specific supplies other than printed documents or other items that are merely incidental to the required performance.

"Supplies" means
(a) any property.
(b) the term includes equipment, goods, and materials. The term does not include an interest in real property

3.70.050 Rules regarding purchasing of materials and supplies

(A) Procurement

- (1) Procurement of all supplies, materials, equipment, and services paid from Federal Funds shall be made in accordance with all applicable Federal, State and local statutes and/or regulations, the terms and conditions of the Federal Grant.
- (2) The Town shall have and use a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R 200.317-.326), including affirmative steps for small and minority businesses and women's business enterprises, for the administration and management of Federal Grants and Federally-funded programs. The Town shall maintain oversight that requires contractors to perform in accordance with the terms, conditions and specifications of their contract or purchase orders. Except as

otherwise noted, procurement transactions shall conform to the provisions of the Town's documented general purchasing policy Chapter 3.05 of the Municipal Code Purchasing.

(3) All Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, etc. of public buildings or public works must comply with Davis-Bacon and Related Acts prevailing wage requirements.

(4) All Town employees, officers (that is Council members), and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of employees, officers, and agents engaged in the selection, award, and administration of contracts as established under Chapter VI Investment Policy of the Town of Highland's Municipal Code Rule 6.0

(5) The Town shall avoid acquisition of unnecessary or duplication items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal Funds.

(6) To foster greater economy and efficiency, the Town may enter into State and local intergovernmental agreements, where appropriate, for procurement or use of common or shared goods and services.

3.70.060 Rules regarding competition

(A) Competition

(1) All procurement transactions for the acquisition of property, materials or services required under a Federal award paid for from Federal funds or Town matching funds shall be conducted in a manner that encourages full and open competition and is in accordance with good administrative practice and sound business judgment. In order to promote objective contractor performance and eliminate unfair competitive advantage, the Town shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business;
- B. unnecessary experience and excessive bonding requirements;
- C. noncompetitive pricing practices between firms or between affiliated companies;
- D. noncompetitive contracts to consultants that are on retainer contracts;
- E. organizational conflicts of interest;

F. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and

G. any arbitrary action in the procurement process.

(2) Further, the Town shall not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals unless 1) an applicable Federal statute expressly mandates or encourages a geographic preference; or 2) the Town is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(3) To the extent that the Town uses a pre-qualified list of persons, firms or products to acquire goods and services that are subject to policy, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The Town allows vendors to apply for consideration to be placed on the list following a request for proposals (RFP's).

(4) The Town shall require that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to provide maximum open and free competition. The Town shall not preclude potential bidders from qualifying during the solicitation period.

3.70.070 Rules regarding solution

(A) Solicitation Language (Purchasing Procedures)

(1) The Town shall have written procurement procedures that require that all solicitations made pursuant to this policy incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

(2) When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and the solicitation shall identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

(3) The Board will not approve any expenditure for an unauthorized purchase or contract.

3.70.080 Rules regarding procurement methods

(A) Procurement Methods

(1) The Town shall have and use documented procedures, consistent with the standards described above, for the following methods of procurement:

A. Formal Procurement Methods

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on competition in 200.319 or non-competitive procurement. The formal methods of procurement are:

1. Micro-purchases:

Micro purchases are defined in 2 CFR 200.1 as a purchase of supplies or services, the aggregate amount of which does not exceed the micro-purchase threshold, currently \$10,000 by Federal rule. Under this policy and consistent with Federal requirements in 2 CFR 200.320, micro-purchases may be awarded without soliciting competitive price or rate quotations if the Town considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly. To the maximum extent practicable, the Town should distribute micro-purchases equitably among qualified suppliers.

2. Small Purchases:

Small purchases are the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold (\$10,000 as described above) but does not exceed the simplified acquisition threshold (SAT - as described below). If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the Town. The Town considers the following procedures appropriate for small purchases:

(A) Small purchases of material, supplies or services, where the aggregate dollar amount will be more than the micro-purchase threshold but less than \$50,000, the Town, in accordance with Indiana statutory provisions:

- (1) will invite quotes from at least three (3) qualified persons known to deal in lines or classes to be purchased;
- (2) will purchase the materials and supplies in the open market without inviting or receiving quotes.
- (3) will not require evidence of financial responsibility when the estimated cost of the material, supplies or services is less than \$50,000.

- (B) Small purchases of material, supplies or services, where the aggregate dollar amount will be at least \$50,000 and not more than \$150,000, Town, shall invite quotes from at least three (3) qualified persons known to deal in the lines or classes to be purchased.
- (1) The Town shall mail an invitation to quote at least seven (7) days before the time fixed for receiving quotes;
 - (2) If the Town receives a satisfactory quote, the Town will award a contract to the lowest responsible and responsive offer or for each line or class of materials, supplies or quotes;
 - (3) The Town may reject all quotes;
 - (4) If the Town does not receive a quote from a responsible and responsive offer, the Town may purchase material and supplies under provisions of IC 5-22-10-10.
 - (5) The solicitation may include a requirement that an offeror provide evidence of financial responsibility. If evidence of financial responsibility is required, the solicitation must indicate the kind of evidence that will be acceptable. If a bond or certified check is required, it may not exceed ten (10) percent of the estimated cost of the purchase.

2. Simplified Acquisition Threshold (Large Purchases)

The Simplified Acquisition Threshold (SAT) is the dollar amount below which the Town may purchase property or services using small purchase methods (as previously discussed). Purchases over the PAT must follow formal procurement methods. The Federal SAT is higher than Indiana statutory provisions for public purchases. The Town is responsible for determining an appropriate SAT threshold based on internal controls, an evaluation of risk, and its documented procurement procedures which must not exceed the threshold established in the Federal Acquisition Regulation.

Federal requirements permit a lower, or more restrictive, amount and procedures. As such and to comply with Indiana statutory provisions, the Town established its SAT at \$150,000. For purchases over this amount (referred to as Large Purchases), the Town shall issue an invitation for bids. An invitation for bids must include a purchase description; all contractual terms and conditions that apply to the purchase; and a statement of the evaluation criteria that will be used, including any of the following:

- (a) Inspection.
- (b) Testing.
- (c) Quality.
- (d) Workmanship.
- (e) Delivery.
- (f) Suitability for a particular purpose.
- (g) The requirement imposed under IC 5-22-3-5.
- (h) The time and place for opening the bids.
- (i) A statement concerning whether the bid must be accompanied by a certified check or other evidence of financial responsibility that may be imposed in accordance with rules or policies of the governmental body.

- (j) A statement concerning the conditions under which a bid may be canceled or rejected in whole or in part as specified under IC 5-22-18-2.
- (2) Evaluation criteria that will affect the bid price and be considered in the evaluation for an award must be objectively measurable.
- (3) Only criteria specified in the invitation for bids may be used in bid evaluation.
- (4) The purchasing agency shall give notice of the invitation for bids in the manner required by IC 5-3-1.
- (5) The purchasing agency shall open bids publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids.
- (6) Bids must be:
- (a) Unconditionally accepted without alteration or correction, except as provided in IC 5-22-7-11 through 5-22-7-13; and
- (b) Evaluated based on the requirements provided in the invitation for bids.
- (7) A contract must be awarded with reasonable promptness by written notice to the lowest responsible and responsive bidder.
- (8) The purchasing agency shall maintain the following information which is subject to public inspection after each contract award:
- (a) The name of each bidder;
- (b) The amount of each bid;
- (c) Other information required by IC 5-22, and ordinances and rules adopted pursuant to IC 5-22.
- (9) The governmental body may adopt rules or establish policies to allow any of the following:
- (a) Correction or withdrawal of inadvertently erroneous bids before or after award.
- (b) Cancellation of awards or contracts based on a mistake described in subsection (H)(10)(a) of this section.
- (10) Except as provided in a rule or policy, a purchasing agency must make a written decision to permit the correction or withdrawal of a bid, or cancel awards or contracts based on bid mistakes.
- (11) After bid opening, a purchasing agency may not permit changes in bid prices; or other provisions of bids prejudicial to the interest of the governmental body or fair competition.
- (12) If a bidder inserts contract terms or bids on items not specified in the invitation for bids, the purchasing agent shall treat the additional material as a proposal for addition to the contract and may do any of the following:
- (a) Declare the bidder nonresponsive;
- (b) Permit the bidder to withdraw the proposed additions to the contract in order to meet the requirements and criteria provided in the invitation for bids;
- (c) Accept any of the proposed additions to the contract, subject to this subsection.
- (13) The purchasing agent may not accept proposed additions to the contract that are prejudicial to the interest of the governmental body or fair competition. Further, a decision of the purchasing agent to permit a change to the requirements of the invitation for bids must be supported by a written determination by the purchasing agency.
- (14) The solicitation may include a requirement that an offeror provide evidence of financial responsibility. If evidence of financial responsibility is required, the solicitation

must indicate the kind of evidence that will be acceptable. If a bond or certified check is required, it may not exceed ten (10) percent of the estimated cost of the purchase.

3.70.085 Rules regarding offers – status of documents as public records

(A) Offers – Status of Public Records

(1) Protection of Offers Prior to Opening. The Town shall retain all offers received in a secure location prior to the date and time at which offers will be opened in order to prevent disclosure of the contents prior to the opening of the offers.

(2) Unobstructed Evaluation of Offers. After offers have been opened, the Town shall be responsible for maintaining the offers in such a manner as to permit evaluation of the offers by the persons responsible for evaluating the offers.

(3) Public Records Status of Bids. Bids submitted in response to an invitation for bids must be available for public inspection and copying after the time of the bid opening.

(4) Register of Proposals. The Town shall prepare a register of proposals for each request for proposals issued which shall contain information concerning the proposals available for public inspection and copying. Proposals may not be disclosed.

(B) Rules Regarding Offers – Discussions with Offerors Responding to a Request for Proposals. The Town may conduct discussions with, and best and final offers may be obtained from, responsible offerors who submit proposals determined to be reasonably susceptible of being selected for a contract award.

(C) Rules Regarding Offers – Delay of Opening of Offers. When the Town makes a written determination that it is in the municipality's best interest, offers may be opened after the time stated in the solicitation. The date, time and place of the rescheduled opening must be announced at the time and place of the originally scheduled opening.

(D) Rules Regarding Evidences of Financial Responsibility.

(1) Purchases Less Than \$50,000. The Town may not require evidence of financial responsibility when the estimated cost of a purchase is less than \$50,000.

(2) Purchases Between \$50,000 and \$150,000. The solicitation may include a requirement that an offeror provide evidence of financial responsibility. If evidence of financial responsibility is required, the solicitation must indicate the kind of evidence that will be acceptable. If a bond or certified check is required, it may not exceed 10 percent of the estimated cost of the purchase.

(3) Purchases Over \$150,000. The solicitation shall include a requirement that an offeror provide evidence of financial responsibility and must indicate the kind of evidence that will be acceptable. If a bond or certified check is required, it may not exceed 10 percent of the estimated cost of the purchase.

(4) Small Business Set-Asides. The purchasing agent may determine that no evidence of financial responsibility shall be required for a small business set-aside purchase.

1. Sealed Bids:

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment amounts to more than \$250,000 and when the Council determines to build, repair, enlarge, improve, or demolish a public building/facility the cost of which will exceed the amount allowed by Indiana statute.

2. Proposals

3. Non-competitive

3.70.090 Rules regarding domestic preference for procurement

(A) Domestic Preference for Procurement

(1) As appropriate and to the extent consistent with law, the Town shall, to the extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Such requirements shall be included in all subawards including all contracts and purchase orders for work or products under the Federal award.

3.70.095 Rules regarding procurement of non-domestic materials and supplies

(A) Procurement of Non-Domestic Materials and Supplies

- (1) The materials and supplies are not manufactured in the United States in reasonable available quantities;
- (2) The prices of the materials and supplies manufactured in the United States exceed by an unreasonable amount the price of available and comparable materials and supplies manufactured elsewhere;
- (3) The quality of the materials and supplies manufactured in the United States is substantially less than the quality of comparably materials and supplies manufactured elsewhere;
- (4) The purchase of materials and supplies manufactured in the United States is not in the public interest;

3.70.100 Rules regarding contract/price analysis

(A) Contract/Price Contract/Price Analysis

(1) The Town or Designee shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total

price, while a price analysis means evaluating the total price without looking at the individual cost elements.

(2) The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the Town or Designee shall come to an independent estimate prior to receiving bids or proposals.

(3) When performing a cost analysis, the Town or Designee shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

3.70.110 Rules regarding time and materials contracts

(A) Time and Materials Contracts

(1) The Town uses a time and materials type contract only 1) after a determination that no other contract is suitable, and 2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the Town is the sum of the actual costs of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the Town sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the Town shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

3.70.120 Rules regarding suspension and debarment

(A) Suspension and Debarment

(1) The Town shall award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the Town and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the Town shall consider such factors as 1) contractor integrity; 2) compliance with public policy; 3) record of past performance; and 4) financial and technical resources.

(2) The Town shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The Town is subject to and shall abide by the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 C.F.R. Part 180.

(3) Suspension is an action taken by the Town that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal

Acquisition Regulation (48 C.F.R Chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 C.F.R. Part 180 Subpart G)

(4) Debarment is an action taken by the Town to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1). A person so excluded is debarred. (2 C.F.R. Part 180 Subpart H)

(5) The Town shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the Town shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

3.70.130 Rules regarding bid protest

(A) Bid Protest

(1) The Town maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

(2) A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package for resolution. Bid protests shall be filed in writing with the Town within seventy-two (72) hours of the opening of the bids in protest.

(3) Within five (5) days of receipt of a protest, the Council shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

(4) Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed shall constitute a waiver of proceedings.

3.70.140 Rules regarding maintenance of procurement records

(A) Maintenance of Procurement Records

(1) The Town shall maintain records sufficient to detail the history of all procurements. These records shall include but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Legal I.C. 5-22-2-21
I.C. 5-22-2-30
I.C. 5-22-2-38
I.C. 5-22-3-3

Memorandum of Meeting
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I.C. 5-22-6-1
I.C. 5-22-6-2
I.C. 5-22-7-1 et seq.
I.C. 5-22-8-2
I.C. 5-22-8-3
I.C. 5-22-10-1 et seq.
I.C. 5-22-16-1
I.C. 5-22-16-2
I.C. 20-26-4-6
I.C. 20-26-4-8
I.C. 20-26-5-4
2 C.F.R. 200.317 - .326
2 C.F.R. 200.520

Preamble: That the Town acknowledges that Title VII of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin, in any program service or activity that receives federal assistance. It is the policy of the Town and all its executive departments that discrimination based upon the foregoing is further proscribed for activities and enterprises of the municipality, its executive departments, special taxing districts and enterprises, according to the provisions of this chapter.

The exhibit attached is adopted and made of essence of this ordinance.

Section 2. That the provisions of HMC Section 1.01.040 still pertain, ...”the clerk-treasurer is authorized and instructed to communicate with the codifier to assign any ordinances of a general and permanent nature and pertaining to a subject or subjects contained in or covered by the code, that were passed and adopted from and after January 22, 2001, and up to and until the passage and adoption of a replacement or successor code, to the appropriate title and section in the code herein adopted, according to its numbering and citation protocols, within a timetable that the clerk-treasurer determines to be reasonable.”
The Clerk-Treasurer is instructed and authorized to codify the finally adopted provisions of the Procurement, Federal Grants/Funds, pursuant to the Section cited herein;

Section 3. That this ordinance shall be effective from and after its passage and adoption, as evidenced by the signature of the Town Council President and attested thereto by the Clerk-Treasurer, all pursuant to IC 36-5-2-10 and IC 36-5-2-10.2.

Introduced and Filed on 25th day of November 2024. Consideration on same day or at same meeting of introduction did not sustain any vote pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 9th Day of December 2024, by the Town Council

Memorandum of Meeting
Monday, November 18, 2024

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

Philip Scheeringa, President (IC 36-5-2-10)

Attest:

Mark Herak
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5; IC 36-5-2-10.2)

- x. Discussion: Performance Agreement with Vincent Mancich to perform at the Santa Parade & Tree Lighting on November 30, 2024 from 4:30 o'clock pm to 6:30 o'clock pm at a fee of \$200.

Councilor Robertson asked the Council to approve the Performance Agreement with Vincent P. Mancich.

Hearing no further discussion, the Council President advised the Clerk-Treasurer to place the Performance Contract of Vincent P. Mancich on the November 25, 2024 plenary meeting agenda.

PERFORMANCE AGREEMENT

Town of Highland - Town Council
3333 Ridge Road
Highland, IN 46322

Date: November 7, 2024

Entertainer:
DJ Name: Vincent Mancich
Address: 2049 38th Street
City, State Zip: Highland, IN 46322
Phone: 219-512-2163

For:
Santa Parade & Tree Lighting
Highland Main Square
3001 Ridge Road, Highland, IN 46322
Date: November 30, 2024
Time: 4:30-6:30
Highland Council of Community Events

Description

This agreement is for the personal services of performers on the engagement described below, is made on November 30, 2024 between Town of Highland - Town Council (hereinafter "Purchaser") and Vincent Mancich (hereinafter "Artist").

1. Name and address of place of performance: Santa Parade & Tree Lighting Highland Main Square Park, 3001 Ridge Road, (5th & Ridge Road & Highway), Highland, IN 46322.
2. Date of Performance: November 30, 2024
3. Performance time: 4:30 p.m. - 6:30 p.m.
4. Artist Contact: Vincent Mancich
5. Contact: Sandy McKnight (219) 545-3800
6. Type of Event: Santa Parade & Tree Lighting
7. Sound System and Lighting will be provided by: Vincent Mancich
8. Special provisions: None
9. Contract price: \$200.00.
10. It is understood that this contract agreement is binding on both Purchaser and Artist. If Purchaser cancels the engagement for any reason other than an Act of God, including, but not limited to, a pandemic, the full amount is due to the Artist. If the engagement is cancelled by the Artist for any reason other than an Act of God, they are to provide alternate entertainment.
11. No Reliance on Outside Representations. The Parties represent and warrant that in making their decision to enter into this Agreement they have been represented by their own counsel and that they have not, except as herein stated, relied upon any express or implied representations of the other's agents or representatives concerning any matter related to this Agreement. The Parties acknowledge that they either: (a) have fully obtained whatever information and advice they desire regarding the effect

of this Agreement; or (b) are willing to go forward with this Agreement without that information or advice and to assume whatever risks that decision may entail.

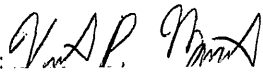
12. **Binding Effect:** This Agreement will be binding on the parties and will inure to the benefit of and bind their respective heirs, personal representatives, successors and assigns.
13. **Attorneys' Fees:** In any action brought by any party to enforce the obligations of the other party or parties under this Agreement, the prevailing party will be entitled to collect such party's or parties' reasonable outside counsel fees, costs and other litigation expenses in such action. The prevailing party is the party who receives substantially the relief sought by said party, whether by final un-appealable order, dismissal or settlement, including any mediation or arbitration.
14. **Severability:** If any provision of this Agreement is determined by a court having jurisdiction to be illegal, invalid or unenforceable under any present or future law, the remainder of this Agreement will not be affected thereby. It is the intention of the parties that if any provision is so held to be illegal, invalid or unenforceable, there will be added in lieu thereof a provision agreed to by the parties that is similar in terms to such provision as is possible that is legal, valid and enforceable.
15. **Headings:** The headings used in this Agreement are for ease in reference only and are not intended to affect the interpretation of this Agreement in any way.
16. **Counterpart Execution:** This Agreement may be executed in multiple counterparts with the same effect as if the parties had signed the same document. All counterparts will be construed together and will constitute one agreement. This document will not be binding on or constitute evidence of a contract among the parties until such time as a counterpart of this document has been executed by each party and a copy thereof delivered to each other party to this Agreement.
17. **Governing Law, Venue & Jurisdiction:** This Agreement is being executed, delivered and is intended to be performed in Lake County, Indiana, and the substantive laws of Indiana will govern the validity, construction and enforcement of this Agreement. This Agreement is to be construed according to the laws of the State of Indiana applicable to contracts and workmanship to be performed entirely within the State of Indiana. The parties irrevocably and unconditionally consent to the venue and jurisdiction (both subject matter and personal) of any Indiana State Court sitting in Lake County, Indiana, in any action brought to enforce the terms of this Agreement. The parties irrevocably and unconditionally waive: (a) any objection any party might now or hereafter have to the venue in any such court; and (b) any claim that any action or proceeding brought in any such court has been brought in an inconvenient forum.

WHEREFORE, the Parties hereunto set their hands and seals on the dates written below:

Memorandum of Meeting
Monday, November 18, 2024

Purchaser: Town of Highland – Town Council Artist/Manager

By: _____
Philip Scheeringa, President

By: 
Printed Name: Vincent P. Mancich

Dated: _____

Dated: 11-10-2024

- x. Discussion: Acknowledging the resignation of Kathy Smailis from the Main Street Bureau and consideration of appointment Desiree Biro, owner of One Dog at a Time

The Main Street Bureau recommends the appointment of the following person, whose term will end January 1, 2025 on the Main Street Board of Directors:

- (1) *Desiree Biro*, 2732 41st Street, Highland;

Councilor Robertson asked the Council to consider putting Desiree Biro on the Main Street Board of Directors. He said she regularly attends the meetings as a non-member.

Councilor Scheeringa said she is also a downtown business owner.

Hearing no further discussion, the Council President advised the Clerk-Treasurer to place Desiree Biro's appointment to the Main Street Board of Directors on the November 25, 2024 plenary meeting agenda.

RECEIVED
NOV 13 2024
HIGHLAND
CLERK TREASURER
OFFICE



**Town of Highland Board or Commission
Candidate Information and Application**

Please return completed form to Office of the Clerk-Treasurer

Name: Desiree Biro
Home address: 2732 41st Street Highland
Telephone Number (Home): ^{Cell} 208-351-0290 (If unlisted, please leave blank)
Alternative Number: ^{Work} 219-513-9212
Home-mail address: Sunshinemommy02@gmail.com
Work e-mail address: Desi@OneDogAtATime.info
Vocation: Pet Stylist/Business Owner
Business Name: One Dog At A Time
Business Address: 2925 Highway A Highland
City: Highland State: IN Zip: 46322

If applicable, please indicate who referred you: Karla Hernandez

Indicate the Board or Commission in which you are interested in serving:
(You may indicate more than one)

- Advisory Board of Zoning Appeals
Members of a BZA may not hold other elective or appointive office in municipal, county or state government, except as permitted by I.C. 36-7-4-902. Member must be a resident
- Board of Sanitary Commissioners
Silent on qualifications

Memorandum of Meeting
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- Board of Waterworks Directors
Silent on qualifications
- Park and Recreation Board
Members shall be appointed on the basis of their interest in and knowledge of parks and recreation.
- Redevelopment Commission
Member must be 18 years old & reside in unit
- Economic Development Commission
Members of an Economic is required to disclose pecuniary interests. One of three is nominated by County Council; one of three is nominated by Town Council; all are appointed by Town Council President. See I.C. 36-7-12.
- Plan Commission
Citizen members shall be appointed because of the member's knowledge and experience in community affairs, the members' awareness of the social, economic, agricultural, and industrial problems of the area and the member's interest in the development of and integration of the area. Further, citizen members may not hold other elective or appointive office in municipal, state or county government and must be a resident.
- Community Events Commission
No person shall be appointed as voting member of the Commission who has not attained the age of 18 years, who is not a resident of Highland or who holds any other town office by appointment or election.
- Highland Main Street Organization
This council, the details of which are still being formulated, will be dedicated to promoting growth, development, and stability in the Highland downtown and to utilize public/private partnerships to achieve these goals. Members will strive to effectively and efficiently develop steps to restore, revitalize and promote the downtown of Highland. The four tenants of the Main Street Program, are (1) Promotion, (2) Organization, (3) Design and (4) Economic Restructuring.
- Town Board of Metropolitan Police Commissioners
Appointees must be of good moral character and legal residents of the Town
- Lake County Convention and Visitors Bureau
No appointee may hold an elective or appointed political office while serving on the bureau. Appointing Authority shall give sole consideration to individuals who are knowledgeable about or employed as executives or managers in following businesses: Hotel, Motel, Restaurant, Travel, Transportation, Convention, Trade Show, Riverboat, banking, real estate, and construction.
- Tree Board
A person must be a resident with an interest in or knowledge of the Urban Forestry Plan adopted for Highland.

Please provide a brief written statement regarding why you wish to serve on the commission or board you have checked above. You may attach added paper if needed. Further, you may attach a resume.

I want to help promote tourism in Highland,
plan events and draw attention to all
businesses.

Do you know of any reason why you may not be able to be covered by a surety bond?

Yes

No

Please provide a list of previous or present involvement or service in the Town of Highland or elsewhere.

Coach for Highland Soccer Club, Secretary for
Highland Cub Scouts, President/Vice President/Secretary
for Mendota PTA, Secretary HMS Orchestra Boosters
Club, Foster for South Suburban Humane Society

Please return your completed application (pages 1-3) to the Town of Highland, Office of the Clerk-Treasurer • 3333 Ridge Road • Highland, Indiana 46322. E-mail: mgriffin@highland.in.gov

☐ Redevelopment Commission

Member must be 18 years old & reside in unit

The Redevelopment Commission is comprised of five persons, three of whom are appointed by the Town Council President and two of whom are appointed by the Town Council. The Redevelopment Commission promotes economic development but also the renovation of older development. Under Indiana law, the Redevelopment Commission has the duty to (1) investigate, study, and survey areas needing redevelopment within the corporate boundaries of the Town; (2) investigate, study, determine, and, to the extent possible, combat the causes of areas needing redevelopment; (3) promote the use of land in the manner that best serves the interests of the town and its residents; and (4) select and acquire the areas needing redevelopment to be redeveloped under IC 36-7-14 et seq.

☐ Economic Development Commission

The Highland Economic Development Commission consists of three members, two of whom nominated by either the County Council or the Town Council and all are appointed by the Town Council President. Unless filing an unexpired term, terms are four-years.

The economic development commission shall investigate, study, and survey the need for additional job opportunities, industrial diversification, water services, and pollution control facilities in the town, and shall recommend action to improve or promote job opportunities, industrial diversification, water services, and availability of pollution control facilities in the town.

As part of the foregoing, an economic development commission makes determinations related to economic development target areas, and issue special types of bonds for economic development.

☐ Community Events Commission

No person shall be appointed as voting member of the Commission who has not attained the age of 18 years, who is not a resident of Highland or who holds any other town office by appointment or election.

The Community Events Commission is established to advise and assist with the planning and execution of special events within the Town of Highland. The purposes of the Commission are: (1) To coordinate the annual celebration of the 4th of July festivities (Independence Day) including, but not limited to: a festival, parade and fireworks; (2) To coordinate a Christmas Parade; (3) To coordinate Memorial Day and Veteran's Day ceremonies; (4) To initiate plans for the Town of Highland's Centennial Event in 2010; and (5) To assist with other special events the Commission determines will promote good will in the Town of Highland, including, but not limited to an annual 18th Century Historical Reenactment, Seasonal Festivals, Beer Gardens, Block Parties, Parades, Arts & Craft Shows and Itinerant Restaurants;

☑ Highland Main Street Bureau Board of Directors

Membership criteria and structure have yet to be fixed by ordinance.

This organization, the details of which are still being formulated, will be dedicated to promoting growth, development, and stability in the Highland downtown and to utilize public/private partnerships to achieve these goals. Members will strive to effectively and efficiently develop steps to restore, revitalize and promote the downtown of Highland. The four tenants of the Main Street Program, are (1) Promotion, (2) Organization, (3) Design and (4) Economic Restructuring.

☐ Town Board of Metropolitan Police Commissioners

The Town Board of Metropolitan Police Commissioners is comprised of a panel of five persons, appointed by the Town Council. They serve for a term of three years and at the pleasure of the appointing authority. No more than three members may be of the same political party.

Highland Appointment Application

Page 8 of 9 Revised: 31 December 2019

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Councilor Scheeringa asked if there were any additional agenda items. Hearing none, he adjourned the meeting at 7:05 p.m.