

Agenda
Twenty-Third Regular or Special Meeting
of the Thirtieth Town Council of Highland
Regular Plenary Meeting of Monday, December 9, 2024 at 6:30 p.m.
Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code

Topic: Town of Highland, IN - Town Council Plenary Meeting
Time: December 9, 2024 06:30 PM Central Time (US and Canada)

*This meeting is 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.

Prayer:

George Georgeff

Pledge of Allegiance:

George Georgeff

Roll Call:

George Georgeff



Doug Turich

**A GREAT PLACE
TO CALL HOME**

Alex Robertson

Thomas (Tom) Black

Philip Scheeringa

Minutes of

Previous Session: Minutes of the Regular Meeting of 25 November 2024.

Special Orders: None

**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.

Staff Reports:

- Building & Inspection Report.
- Fire Department Report.

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.

-
- Workplace Safety Report.
-

Communications: Restaurant Crawl for December is cancelled
Master Comprehensive Plan Meeting – Friday, December 13th at Lincoln Ctr.
Fireside Frostival – Saturday, December 14th at Main Square- from 4 to 8 pm.
Community Band Concert – December 17th – from 7 to 9 pm – Admission is free
New Year’s Eve Fireworks – Tuesday, December 31st at Midnight
12th Night Tree Burning – Monday, January 6, 2025 at 6:00 o’clock p.m.
All on-street parking is banned when there is more the 2 inches of snow

Appointments: • **Statutory Boards and Commissions**
Executive Appointments (May be made in meeting or at another time)

Regional Statutory Commissions or Boards

Home Rule Boards and Commissions

Legislative Appointments

Regional Statutory Commissions or Boards

Home Rule Commissions

1. **Main Street Bureau Board:** (17) 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 Renee Reinhart, Alex Robertson, Diane Barr-Roumbus, James Roumbus Sandy McKnight, Al Simmons, Ben Reinhart, Sandy Ray, Ben Tomera, Laura Pilewski and Desiree Biro.*
2. **Community Events Commission** *Multi-year positions:* (4) appointments to be made by the Town Council. **Term: 4 years.** (Note: Currently 1 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, Jack Rowe, Linda Carter, Rachael Carter, Kathy Burke, and Olga Briseno and Kelly Bridges)*

Unfinished Business & General Orders: 1. **Introduced Ordinance No. 1803:** An Ordinance to Amend the Current 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. (Introduced on November 25, 2024 by Councilor Georgeff)

NEW BUSINESS: 1. Resolution No. 2024-33: A Resolution Approving Highland Plan Commission Resolution 2023-01 as its determination that Highland Redevelopment

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.

Commission Resolution No. 2024-3 (i) conforms to the Plan of Development for the Town of Highland and (ii) approves said Resolution and the Redevelopment Plan for the Highland Consolidated Redevelopment Area.

2. Resolution No. 2024-31: A Resolution of the Town of Highland adopting a Vision Zero Policy.
3. Resolution No. 2024-36: A Resolution of the Fiscal Body of the Town of Highland Fixing the Official Faithful Performance Bond of the Municipal Fiscal Officer, pursuant to I.C. 5-4-1 et seq.
4. Appropriation Transfer Resolution No. 2024-35: An Exigent Resolution Providing For The Transfer Of Appropriation Balances From and Among Major Budget Classifications In the Sanitary Operating Fund As Requested By The Proper Officer And Forwarded To The Town Council For Its Action Pursuant To IC 6-1.1-18-6.
5. Action to approve purchase of up to one-week (five days) of vacation time in lieu of time off, pursuant to Section §5.02.09 of the Compensation and Benefits Ordinance. *The Clerk-Treasurer is asking for approval of the following vacation buy-out for 2024:*

Chief Building Inspector, Ken Mika 5 days \$1,666.23

6. Proposed Ordinance Number 1774-G: An Ordinance to Amend Ordinance No. 1774-F to establish the wage and salary rates of the Elected Officers, the Non-Elected Officers, and the Employee of the Town of Highland, Indiana particularly regarding extending the position of paid-on-call interim Fire Chief until December 31 30, 2025, sunseting earlier if the Town Council decides to reinstate the full-time Fire Chief position.
7. Proposed Ordinance No. 1806: An Ordinance to Amend the Compensation, Benefits and Personnel Program of the Municipality, to be known as the Compensation and Benefits Ordinance Commonly known as the Employee Handbook, Pursuant to IC 36-1-3 and other Relevant Statutes. (adding Veteran's Day to Town's list of Legal Holidays)
8. Proposed Ordinance No. 1807: An Ordinance To Amend The Compensation, Benefits And Personnel Program Of The Municipality, To Be Known As The Compensation And Benefits Ordinance Commonly Known as the Employees Handbook, Pursuant To IC 36-1-3 And Other Relevant Statutes, and Amending Some portions of Wage and Salary Ordinance. (longevity)
10. Proposed Ordinance No. 1808: An Ordinance to Establish the Wage and

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.

Salary Rates of the Elected Officers, The Non-Elected Officers, And The Employees Of The Town Of Highland, Indiana for FY 2025. (*Introduce only*). This ordinance consolidates current ordinance and all amendments, converted all paid board and commissions to monthly that were quarterly and makes a change to the town council salaries.).

11. Proposed Ordinance No. 1809 An Ordinance To Amend The Compensation, Benefits And Personnel Program Of The Municipality, To Be Known As The Compensation And Benefits Ordinance Commonly Known as the Employees Handbook, Pursuant To IC 36-1-3 And Other Relevant Statutes. (Vacation Buy Back)
12. Works Board Order No. 2024-55: An Order Authorizing and Approving the Payment of Elective Honoraria to Doug Van Der Weide, known as Santa Doug, in Recognition of his Goodwill for his Assistance and Support of the Event under the Community Events Commission and Authorizing the Payment of Elective Honoraria for his Participation in the Annual Highland Santa March.
13. Action to approve appointment or employment of full-time employee, pursuant to Section §3.03 of the Compensation and Benefits Ordinance. *Assistant Public Works Director recommends the following:*

(A) The hiring of **Christopher Sarang**, to the full-time position of Mechanic in Public Works Department (Agency) at a rate of pay of \$23.106 per hour. This will not increase the full-time workforce greater than the authorized work force strength.

***the motion should be to approve the hiring of Christopher Sarang to the full-time position of Mechanic at the rate of pay of \$23.10 per hour and to authorize the Town Council to affix their signatures to the Personnel-Employment Notice*

- 14.. Action to approve appointment or employment of full-time employee, pursuant to Section §3.03 of the Compensation and Benefits Ordinance. *Assistant Public Works Director recommends the following:*

(A) The hiring of **Nicholas Harrison**, to the full-time position of Utility Worker/Driver in Public Works Department (Agency) at a rate of pay of \$23.90 per hour. This will not increase the full-time workforce greater than the authorized work force strength.

***the motion should be to approve the hiring of Nicholas Harrison to the full-time position of Utility/Driver at the rate of pay of \$23.90 per hour and to authorize the Town Council to affix their signatures to the Personnel-Employment Notice*

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.

-
15. **Approval and Instruction:** Action to approve and instruct the Public Works Director to affix into a professional services contract for a Tree Inventory Update with Great Lakes Urban Forestry, Inc., for a fee not to exceed \$55,000. This is a grant from the Lake County Commissioners, with no outlay on behalf of the Town of Highland.

If acceptable, the motion should read to instruct the Public Works Director to affix his signature to a professional services contract with Great Lakes Urban Forestry, Inc. for a Tree Inventory to be completed during the winter months of 2024 and 2025.

16. Works Board Order Number 2024-56: An Order of the Works Board Accepting the proposed scope of work from VL Construction Services, LLC to perform interior renovations at the South Fire Station, pursuant to I.C. 5-22-8-2.

Comments or Remarks from the Town Council: (Good of the Order)

Councilor George Georgeff

Councilor Doug Turich

Councilor Alex Robertson

Councilor Tom Black

Councilor Philip Scheeringa

COMMENTS FROM THE PUBLIC or VISITORS

This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council. Depending on the nature of the comments, the Town Council may direct the staff to address the topic or follow-up on matters that may arise from public comments. If necessary, the matter may be set for action at a future meeting. Persons addressing the Town Council are requested to limit their presentations to **two (2) minutes** and encouraged to avoid repetitious comments.

ACTION TO PAY Accounts Payable Vouchers

Accounts payable vouchers November 22, 2024- December 10, 2024 in the amount of **\$888,804.30**.

General Fund, \$396,363.31; MVH Fund, \$17,862.88.; MVH Restricted, \$1,542.65; LAW Enforcement Continuing Education Training and Supply Fund, \$965.85; Community Crossing Grant, \$154,585.72; Special Events \$519.23; MCCD, \$3,702.32; MUN CUM Street Fund, \$2,209.30;

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.

Information and Communications Technology Fund, \$9,038.89; Police Pension, \$67,770.29; Insurance Premium \$234,243.86;

Payroll Docket for payday of November 29,2024 by fund:

General, \$303,109.70

Payroll Docket for payday of November 29, 2024:

Office of Clerk-Treasurer, \$17,142.50; Building and Inspection Department, \$8,767.70; Metropolitan Police Department, \$139,242.90; Public Works Department (Agency), \$80,100.58; Fire Department, \$1,922.60 and Information and Technology Department, \$4,205.45;
Total Payroll: \$251,381.73.

Payroll Docket for payday of November 30,2024 by fund:

Total Payroll by fund: \$79,457.21;

Payroll Docket for payday of November 30,2024:

Boards & Commissions. \$10,956.37; Police Pension, \$67,662.64;

Total Payroll: \$78,619.01.

ADJOURNMENT

The Town Council may meet in study session immediately following the Regular Meeting.

Posted pursuant to IC 5-14-1.5-4(a)

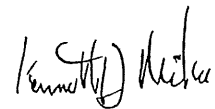
The Town of Highland acknowledges its responsibility to comply with the American with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, etc.) for participation in or access to Municipal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

Building Report November, 2024

PERMIT TYPE	#	Res.	Comm.	Est. Cost	Fee Collected
Commercial Buildings	1		1	\$ 142,000.00	\$ 2,703.00
Comm. Additions/Remodel	4		4	\$ 178,440.00	\$ 3,496.50
Signs	1		1	\$ 32,366.00	\$ 904.50
Single Family	0			\$ -	\$ -
Duplex/Condo	0			\$ -	\$ -
Residential Additions	0			\$ -	\$ -
Residential Remodeling	53	53		\$ 594,330.00	\$ 13,084.50
Concrete/Asphalt/Flatwork	1		1	\$ 3,800.00	\$ 157.50
Garages	0			\$ -	\$ -
Sheds	0			\$ -	\$ -
Decks & Porches	1	1		\$ 24,880.00	\$ 594.00
Fences	6	6		\$ 34,486.00	\$ 1,159.50
Above/In ground pools	0			\$ -	\$ -
Drain Tile/Waterproofing	2	2		\$ 18,091.00	\$ 496.50
Misc:	0			\$ -	\$ -
Total Building Permits	69	62	7	\$ 1,028,393.00	\$ 22,596.00
Electrical Permits	11	9	2	\$ -	\$ 1,328.00
Mechanical Permits	19	17	2	\$ -	\$ 2,189.00
Plumbing Permits	13	10	3	\$ -	\$ 2,161.00
Water Meters	2		2	\$ -	\$ 4,700.05
Water taps	0			\$ -	\$ -
Sewer/Storm Taps	0			\$ -	\$ -
Total Plumbing Permits	15		5	\$ -	\$ 6,861.05

November 2024 Code Enforcement: 73 Investigations, 49 Warnings & 4 Citations were issued. Inspections done for the month of November 2024 were as follows: 31 Building Inspections, 35 Plumbing Inspections, 7 HVAC and 21 Electrical Inspections. There was 1 Electrical Exam given.

Submitted By:



Kenneth J. Mika

Mark Herak

From: Denise Beck
Sent: Tuesday, December 3, 2024 2:15 PM
To: Mark Herak
Cc: Chad Kinley; Chief Michael Pipta
Subject: November Fire Department Stats

Good Afternoon,

November 2024 Stats

Types of Calls:	2024	YTD
General Alarms	12	147
Paid Still Alarms	38	391
Totals	50	538

Denise Beck

Highland Fire Department
2901 Highway Ave.
Highland, IN 46322
(219)-923-9876

2024

TOWN OF HIGHLAND INJURIES FOR THE MONTH NOVEMBER

CASE	DATE	DEPARTMENT	DESCRIPTION	Record Only No Med Treatment	OSHA Recordable	Not OSHA Recordable	Filed with WC Insurance
	OF INJURY						
RO-12	11/13/24	FIRE	Cat Bite while fighting fire. Left hand	X		X	X

RO = Record Only

DEPT	2024		2023	2024		RESTRICTED	LOST DAYS
	INJURIES	YEAR TO		RESTRICTED	LOST DAYS		
	THIS MONTH	DATE		DAYS THIS YEAR	THIS YEAR		
			Total Injuries Last Year			DAYS 2023	2023
PARK & REC		1		4	56	8	219
FIRE	1	1	1				
POLICE		6	6		17	80	66
STREET		1					
WATER SEWER		1	1				
CT		1					
REDV		1					
TOTALS	1	12	8	4	73	88	285

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

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

(1) A governmental body may adopt rules to regulate purchases of the governmental body. A rule adopted under this subsection may:

- (a) supplement this article; and
- (b) not be inconsistent with this article.

(2) The purchasing agency of a governmental body may establish written polices 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;

- (a) supplement this article or a rule adopted by the purchasing agency’s governmental body; and
- (b) 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

- (1) any property.
- (2) 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 HMC.

(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 (a) an applicable Federal statute expressly mandates or encourages a geographic preference; or (b) 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. The Town shall have and use documented procedures, consistent with the standards described above, for the following methods of procurement:

(1). 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:

(a) 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.

(b) 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:

1. 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:

A. Will invite quotes from at least three (3) qualified persons known to deal in lines or classes to be purchased.

B. Will purchase the materials and supplies in the open market without inviting or receiving quotes.

C. Will not require evidence of financial responsibility when the estimated cost of the material, supplies or services is less than \$50,000.

2. 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.

A. The Town shall mail an invitation to quote at least seven (7) days before the time fixed for receiving quotes;

B. 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;

C. The Town may reject all quotes;

D. 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.

E. 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.

(c) 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:

1. Inspection.
2. Testing.
3. Quality.
4. Workmanship.
5. Delivery.
6. Suitability for a particular purpose.
7. The requirement imposed under IC [5-22-3-5](#).
8. The time and place for opening the bids.
9. 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.
10. 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](#).

(B) Evaluation criteria that will affect the bid price and be considered in the evaluation for an award must be objectively measurable.

(C) Only criteria specified in the invitation for bids may be used in bid evaluation.

(D) The purchasing agency shall give notice of the invitation for bids in the manner required by IC [5-3-1](#).

(E) 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.

(F) Bids must be:

(1) Unconditionally accepted without alteration or correction, except as provided in IC [5-22-7-11](#) through [5-22-7-13](#); and

(2) Evaluated based on the requirements provided in the invitation for bids.

(G) A contract must be awarded with reasonable promptness by written notice to the lowest responsible and responsive bidder.

(H) The purchasing agency shall maintain the following information which is subject to public inspection after each contract award:

(1) The name of each bidder;

(2) The amount of each bid;

(3) Other information required by IC [5-22](#), and ordinances and rules adopted pursuant to IC [5-22](#).

(I) The governmental body may adopt rules or establish policies to allow any of the following:

(1) Correction or withdrawal of inadvertently erroneous bids before or after award.

(2) Cancellation of awards or contracts based on a mistake described in subsection (I)(1) of this section.

(J) 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.

(K) 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.

(L) 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:

(1) Declare the bidder nonresponsive;

(2) 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;

(3) Accept any of the proposed additions to the contract, subject to this subsection.

(M) 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.

(N) 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.

(a) 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 (a) contractor integrity; (b) compliance with public policy; (c) record of past performance; and (d) 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
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 to the ordinance codified in this chapter is adopted and made of essence of this chapter.

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 was not considered, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 9th Day of December 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 (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)

TOWN OF HIGHLAND, INDIANA
RESOLUTION NO. 2024-33

A Resolution Approving the Highland Plan Commission’s Resolution No. 2024-03 As Its Determination that the Highland Redevelopment Commission’s Resolution No. 2024-21 (I) Conforms to the Plan of Development for the Town of Highland, Lake County, Indiana and (II) APPROVES said Resolution and the Redevelopment Plan for the Highland Consolidated Redevelopment Area

WHEREAS, the Town of Highland, Lake County, Indiana (the “Town”) Redevelopment Commission (the “Commission”), governing body of the Town’s Department of Redevelopment (the “Department”) and the Redevelopment District of the Town (the “District”), exists and operates under the provisions of the Redevelopment of Cities and Towns Act of 1953 which has been codified in Indiana Code (“IC”) 36-7-14 titled Redevelopment of Areas Needing Redevelopment Generally; Redevelopment Commissions, *et seq.*, as amended from time to time (the “Act”), IC 36-7-25 titled Additional Powers of Redevelopment Commissions; and the Indiana Administrative Code 50 IAC 8;

WHEREAS, on October 21, 2024, the Commission adopted and approved Resolution No. 2024-21 (as the “Consolidating Amending Declaratory Resolution”) declaring that the: (i) Highland Redevelopment Area and the Highland Commercial Corridors Redevelopment Area are consolidated and merged, together to be known as the **Highland Consolidated Redevelopment Area**; and (ii) Highland Redevelopment Plan and the Redevelopment Plan for the Highland Commercial Corridors Redevelopment Area are consolidated and merged, together to be known as the **Redevelopment Plan for the Highland Consolidated Redevelopment Area**, such that each redevelopment plan shall remain as originally adopted and approved, as amended from time to time and together considered as one plan pursuant to this Consolidating Amending Declaratory Resolution.

WHEREAS, on October 21, 2024 pursuant to Section 16(a) of the Act, the Commission forwarded and filed with the Highland Plan Commission (the “Plan Commission”) said Consolidating Amending Declaratory Resolution including all supporting data for the purpose of its review and determination whether said resolution and the Redevelopment Plan for the Highland Consolidated Redevelopment Area conform to the plan of development for the Town (the Highland Master Plan) as well as to approve said resolution and redevelopment plan;

WHEREAS, the Plan Commission during a study session held on November 6, 2024 heard a presentation of the Commission staff and reviewed the Consolidating Amending Declaratory Resolution and the **Redevelopment Plan for the Highland Consolidated Redevelopment Area**, to determine said plan’s conformity to the plan of development for the Town (the Highland Master Plan);

WHEREAS, pursuant to Section 16(a) the Act the Plan Commission, on November 20, 2024, approved Resolution No. 2024-03 as its determination, written order and finding of fact that the Commission’s Resolution No. 2024-21 (i) conforms to the plan of development (the Highland Master Plan) for the Town, and (ii) approved said Commission resolution and the Redevelopment Plan for the Highland Consolidated Redevelopment Area, without modification;

WHEREAS, on November 20, 2024 pursuant to Section 16(b) of the Act, the Plan Commission forwarded and filed with the municipal legislative body, being the Common Council of the Town, the Plan

Commission's Resolution No. 2024-03, as fully executed and signed, as its determination, written order and finding of fact related and specific to the Commission's Resolution No. 2024-24; and

WHEREAS, Section 16(b) the Act requires approval by the municipal legislative body, being the Common Council of the Town, of the Plan Commission's Resolution No. 2024-03 and the action of the Plan Commission as an advisory commission to the Common Council of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA, AS FOLLOWS:

SECTION 1. The actions of the Plan Commission on November 20, 2024 adopting and approving Resolution No. 2024-03 as its determination, written order and finding of fact that the Commission's Resolution No. 2024-24 (i) conforms to the plan of development (the Highland Master Plan) for the Town, and (ii) approved said Commission resolution and the Redevelopment Plan for the Highland Consolidated Redevelopment Area, without modification are in all respects approved, ratified and confirmed by the Common Council as the municipal legislative body pursuant Section 16(b) of the Act.

SECTION 2. The Clerk-Treasurer of the Town is hereby directed to:

- i. File a copy of this resolution and the attached Highland, Indiana Plan Commission's Resolution No. 2024-03 both as fully executed and signed as the permanent minutes of this meeting of the Common Council;
- ii. Forward this resolution as fully executed and signed to the Plan Commission for its files and permanent records; and
- iii. Forward this resolution as fully executed and signed to the Redevelopment Commission for its files and permanent records and its further approval actions pursuant to Sections 17 and 17.5 of the Act.

SECTION 3. This resolution shall be effective, as 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 Indiana Code 36-5-2-10(a).

DULY RESOLVED and ADOPTED this 9th Day of December 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 (IC 36-5-2-10)

Attest:

Mark Herak

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

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 promote 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 40% by the year 2040; 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 9th Day of December 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

TOWN of HIGHLAND
Town Council Resolution No. 2024-36

A RESOLUTION of the FISCAL BODY of the TOWN of HIGHLAND FIXING the OFFICIAL FAITHFUL PERFORMANCE BOND of the MUNICIPAL FISCAL OFFICER PURSUANT to I.C. 5-4-1 et seq.

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

WHEREAS, The Clerk-Treasurer is required to file an individual surety bond conditioned on the Clerk-Treasurer's faithful performance of the duties of the office of clerk-treasurer, including the duty to comply with I.C. 35-44-1-22 pursuant to I.C. 5-4-1-18(a)(2) with such filing subject to I.C. 5-4-1-9;

WHEREAS, The Highland Town Council now desires to comply with the provisions of law identified herein,

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

Section 1. That the Town Council hereby fixes the Individual surety for the clerk-treasurer for the year **2025** in the amount of Three Hundred Thousand Dollars **(\$300,000)**;

Section 2. That the Town Council hereby finds and determines that the subject amount fixed for the bond is established according to the values and thresholds set forth in I.C. 5-4-1-18(e), which particularly states in pertinent part:

(A) The amount must equal thirty thousand dollars (\$30,000) for each one million dollars (\$1,000,000) of receipts of the officer's office during the last complete fiscal year before the purchase of the bond, that amount being in Fiscal Year 2024 receipts of *forty-seven million, eight hundred four thousand, eight hundred forty-three dollars* (\$47,804,843) for the purposes of the clerk-treasurer surety; and

(B) The amount may not be less than Thirty Thousand dollars (\$30,000) **nor more than** Three Hundred Thousand Dollars (\$300,000);

Section 3. That the Clerk-Treasurer be instructed and authorized to procure a surety bond pursuant to this resolution and that the proper officers take such steps as necessary to carry out the objects and purposes of this resolution;

Section 4. That the signature of the proper officer engrossed upon on the surety bond, shall represent the approval by the legislative body as set forth in IC 5-4-1-8(a)(6).

DULY RESOLVED and ADOPTED this 9th Day of December 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

**TOWN OF HIGHLAND
APPROPRIATION TRANSFER
RESOLUTION NO. 2024-35**

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

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

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

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

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

Sanitary Operating Fund:

Sanitary Operating Fund

Reduce Account:	#6601-0015-340.23 SN Group Health/Med	<u>\$22,000.00</u>
	<i>Total 300 Series Reductions</i>	<i>\$22,000.00</i>

Sanitary Operating Fund:

Increase Account:	#6601-0015-111.31 Labor Wages	<u>\$22,000.00</u>
	<i>Total 100 Series Increase</i>	<i>\$22,000.00</i>

Total of All Fund Decreases:	\$22,000.00
Total of All Fund Increases:	\$22,000.00

DULY RESOLVED and ADOPTED this 9th Day of December 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 (IC 36-5-2-10)

Attest:

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

ORDINANCE No. 1774-G
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE to AMEND ORDINANCE No. 1774-F 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 REGARDING THE PAID-ON-CALL INTERIM FIRE CHIEF POSITION WHICH SUNSETS ON DECEMBER 31, 2024 AND EXTENDING IT TO DECEMBER 31, 2025, SUNSETTING EARLIER IF THE TOWN COUNCIL DECIDES TO REINSTATE THE FULL TIME FIRE CHIEF/FIRE INSPECTOR POSITION EARLIER THAN DECEMBER 31, 2025.

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 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 of the Town of Highland, as the Town Legislative body, now desires to amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2023 and thereafter as amended;

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana, that the Staffing Authority of the Fire Department is modified and fixed, pursuant to the provisions indicated herein and as follows:

Section 1. That Section 12 of Ordinance No. 1774-F be amended by repealing Section 12 (A) of that Ordinance in its entirety and replacing with

the following section, which shall be numbered as Section 12 (A) and read as follows:

Section 12. *Fire 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 **Fire Department** as follows:

	Fire Calls
(A) Interim Fire Chief (1)	\$ 20.00 hr.

*the Interim Fire Chief position is extended from December 31, 2024 until December 31, 2025, sunsetting earlier if the full-time Fire Chief is reinstated by the Town Council.

Section 2. That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

Section 3. That a job description of Interim Fire Chief is on file for any position created and authorized by this ordinance and maintained on file with the Fire Department and the Office of the Clerk-Treasurer;

Section 4. That except where otherwise noted herein, other compensation and benefits matters not expressly provided herein for salaried and hourly employees and the Clerk-Treasurer shall be as set forth in the Compensation and Benefits Ordinance, commonly called the Employee Handbook as amended from time to time;

Section 5. (A) That an emergency exists for the immediate taking effect of this Ordinance which, shall become effective and shall remain in full force and effect from and *after the date of its passage and adoption* pursuant to any constraints currently in force in Ordinance No. 1774 and until its repeal or amendment by subsequent enactment 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;

(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 9th day of December 2024. 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 23rd Day of December 2024, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of in favor and opposed and abstention.

**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)

**ORDINANCE NO. 1806
OF THE
TOWN OF HIGHLAND, INDIANA**

AN ORDINANCE TO AMEND THE COMPENSATION, BENEFITS AND PERSONNEL PROGRAM OF THE MUNICIPALITY, TO BE KNOWN AS THE COMPENSATION AND BENEFITS ORDINANCE COMMONLY KNOWN AS THE EMPLOYEES HANDBOOK, PURSUANT TO IC 36-1-3 AND OTHER RELEVANT STATUTES.

WHEREAS, The Town Council is the fiscal and legislative body of the Town of Highland;

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, IC 36-1-4, sections 14 and 15 provide in pertinent parts for the establishment of a system of employment for any class of employee and for fixing the level of compensation of its officers and employees; and

WHEREAS, IC 5-10 in several pertinent chapters further authorizes Indiana political subdivisions to participate in and provide for certain compensation plans, and group benefits for its public workforce and officers, some of which have been duly adopted and established by ordinance of the Town; and

WHEREAS, IC 36-5, Chapters 3 and 4 provide additional authority and guidelines for fixing the level of compensation of officers and employees in towns; and

WHEREAS, The Town Council has determined that certain modifications to the program for compensation, benefits and personnel management for its public workforce, consistent with Indiana Statutes, would be of benefit to support and carryout the public purposes of the municipality; and

WHEREAS, The Town Council now desires to authorize and establish such a compensation, benefits and personnel program;

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

Section 1. That *Section 5.05* of the Compensation and Benefits Ordinance Commonly Known as the Municipal Employees Handbook be repealed in its entirety and replaced with a successor section, to be numbered 5.05, which shall read as follows:

§ 5.05 Holidays

§ 5.05.01 Except for Sworn Police Officers, the Town recognizes and pays for holidays throughout the year for full-time employees who have worked at least 30 calendar days with the Town. They are:

New Year's Day, January 1	Labor Day
Martin Luther King's Birthday, 3 rd Monday in January	Veteran's Day
President's Day, Third Monday in February	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day, July 4	Christmas Day, December 25

§ 5.05.02 If a recognized holiday falls on a Saturday, the previous Friday will normally be observed as the holiday. If the holiday falls on a Sunday, the following Monday will normally be observed. The Town Council President is authorized to issue a written clarification when the weekend rules don't work. You will be paid for eight hours **or the appropriate equivalent for salaried workers** for the holidays listed above, unless otherwise indicated.

§ 5.05.03 You will not be eligible for holiday pay if you have an unexcused absence on your regularly scheduled shift before the holiday or on your first regularly scheduled shift after the holiday.

Section 2. That this ordinance is to be construed as a companion ordinance complimentary to any ordinance passed from time to time establishing wages and rates of pay and known as the salary ordinance;

(A) That this ordinance shall be effective to the extent that it is not in conflict with Federal or State law;

(B) That all other ordinances and resolutions related to the subject matter of this ordinance and not in conflict with its provisions, and

the enabling instruments dealing with public employee retirement plans, remain in full force and effect;

(C) That all other ordinances and resolutions in conflict with the provisions of this ordinance are hereby repealed and have no further force or effect;

Section 3. That this ordinance shall become and remain in full force and effect from and after the date of its passage and adoption upon its signature by the executive as attested thereto by the clerk-treasurer, in the manner prescribed by IC 36-5-2-10(a).

Introduced on the 9th day of December 2024. 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 9th Day of December 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 (IC 36-5-2-10)

Attest:

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

**ORDINANCE NO. 1807
OF THE
TOWN OF HIGHLAND, INDIANA**

AN ORDINANCE TO AMEND THE COMPENSATION, BENEFITS AND PERSONNEL PROGRAM OF THE MUNICIPALITY, TO BE KNOWN AS THE COMPENSATION AND BENEFITS ORDINANCE COMMONLY KNOWN AS THE EMPLOYEES HANDBOOK, PURSUANT TO IC 36-1-3 AND OTHER RELEVANT STATUTES, AND AMENDING SOME PORTIONS OF WAGE AND SALARY ORDINANCE.

WHEREAS, The Town Council is the fiscal and legislative body of the Town of Highland;

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, IC 36-1-4, sections 14 and 15 provide in pertinent parts for the establishment of a system of employment for any class of employee and for fixing the level of compensation of its officers and employees; and

WHEREAS, IC 5-10 in several pertinent chapters further authorizes Indiana political subdivisions to participate in and provide for certain compensation plans, and group benefits for its public workforce and officers, some of which have been duly adopted and established by ordinance of the Town; and

WHEREAS, IC 36-5, Chapters 3 and 4 provide additional authority and guidelines for fixing the level of compensation of officers and employees in towns; and

WHEREAS, The Town Council has determined that certain modifications to the program for compensation, benefits and personnel management for its public workforce, consistent with Indiana Statutes, would be of benefit to support and carryout the public purposes of the municipality; and

WHEREAS, The Town Council now desires to authorize and establish such a compensation, benefits and personnel program;

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

Section 1. That *Section 4.04* of the Compensation and Benefits Ordinance Commonly Known as the Municipal Employees Handbook be repealed in its entirety and replaced with a successor section, to be numbered 4.04, which shall read as follows:

§ 4.04 Longevity Pay

All regular full-time employees from all departments who have completed a specified consecutive number of years of service, subject to Section 3.20 regarding Bridging of Service, and who have not taken the elective waiver for this benefit will be paid a longevity benefit. Longevity pay will be combined with the regular hourly or bi-weekly rate of pay to create a composite rate of pay. This composite rate of pay will begin and increase, as scheduled beginning with the payroll period in which the associated pay date will be the first full pay period following the employee's service anniversary date. The composite rate shall be the base rate for the purposes of calculating any overtime premium where such premium applies. For the purposes of establishing the value of the longevity benefit for the purposes of IC 36-8 et seq., generally and IC 36-8-83(d) in particular, the annual longevity benefit will be as set forth in this section. The composite rate for longevity shall be applied according to the following schedule:

<u>Years of Service Completed</u>	<u>Current Hourly</u>	<u>Bi-Weekly</u>
1	\$ 0.09	\$ 7.2
2	\$ 0.14	\$ 11.2
3	\$ 0.19	\$ 15.2
4	\$ 0.24	\$ 19.2
5	\$ 0.39	\$ 31.2
6	\$ 0.44	\$ 35.2
7	\$ 0.49	\$ 39.2
8	\$ 0.54	\$ 43.2
9	\$ 0.59	\$ 47.2
10	\$ 0.74	\$ 59.2
11	\$ 0.79	\$ 63.2
12	\$ 0.84	\$ 67.2
13	\$ 0.89	\$ 71.2
14	\$ 0.94	\$ 75.2
15	\$ 1.09	\$ 87.2
16	\$ 1.14	\$ 91.2
17	\$ 1.19	\$ 95.2
18	\$ 1.24	\$ 99.2
19	\$ 1.29	\$ 103.2
20	\$ 1.44	\$ 115.2
21	\$ 1.49	\$ 119.2
22	\$ 1.54	\$ 123.2
23	\$ 1.59	\$ 127.2
24	\$ 1.64	\$ 131.2
25	\$ 1.79	\$ 143.2
26	\$ 1.84	\$ 147.2
27	\$ 1.89	\$ 151.2
28	\$ 1.94	\$ 155.2
29	\$ 1.99	\$ 159.2
30	\$ 2.14	\$ 171.2
31	\$ 2.19	\$ 175.2
32	\$ 2.24	\$ 179.2

Elected Officials who have completed a specified number of years of service, and who have not taken the elective waiver for this benefit will be paid a longevity benefit according to the following schedule:

Completion of 4 consecutive years	\$ 10 per month
Completion of 7 consecutive years	\$ 30 per month
Completion of 10 consecutive years	\$ 40 per month
Completion of 13 consecutive years	\$ 50 per month
Completion of 16 consecutive years	\$ 60 per month
Completion of 18 consecutive years	\$ 70 per month
Completion of 20 consecutive years	\$ 85 per month
Completion of 22 consecutive years	\$100 per month

Section 4. That this ordinance is to be construed as a companion ordinance complimentary to any ordinance passed from time to time establishing wages and rates of pay and known as the salary ordinance;

- (A) That this ordinance shall be effective to the extent that it is not in conflict with Federal or State law;
- (B) That all other ordinances and resolutions related to the subject matter of this ordinance and not in conflict with its provisions, and the enabling instruments dealing with public employee retirement plans, remain in full force and effect;
- (C) That all other ordinances and resolutions in conflict with the provisions of this ordinance are hereby repealed and have no further force or effect;

Section 5. That this ordinance shall become and remain in full force and effect from and after the date of its passage and adoption upon its signature by the executive as attested thereto by the clerk-treasurer, in the manner prescribed by IC 36-5-2-10(a).

Introduced on the 9th day of December 2024. 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 28th Day of December 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 (IC 36-5-2-10)

Attest:

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

# of Emp.	Years	Current		Salary	80	26	187.2	2,246.40	187.2	0%
		Hourly	0.00							
12	1	0.09	0.05	7.20	187.20	187.20	2,246.40	187.2	0%	
12	2	0.14	0.05	11.20	291.20	291.20	3,494.40	291.2	0%	
8	3	0.19	0.05	15.20	395.20	395.20	3,161.60	395.2	0%	
8	4	0.24	0.05	19.20	499.20	499.20	3,993.60	499.2	0%	
3	5	0.39	0.15	31.20	811.20	811.20	2,433.60	603.2	34%	
6	6	0.44	0.05	35.20	915.20	915.20	5,491.20	707.2	29%	
7	7	0.49	0.05	39.20	1,019.20	1,019.20	7,134.40	811.2	26%	
9	8	0.54	0.05	43.20	1,123.20	1,123.20	10,108.80	915.2	23%	
2	9	0.59	0.05	47.20	1,227.20	1,227.20	2,454.40	1019.2	20%	
3	10	0.74	0.15	59.20	1,539.20	1,539.20	4,617.60	1123.2	37%	
3	11	0.79	0.05	63.20	1,643.20	1,643.20	4,929.60	1227.2	34%	
2	12	0.84	0.05	67.20	1,747.20	1,747.20	3,494.40	1331.2	31%	
2	13	0.89	0.05	71.20	1,851.20	1,851.20	3,702.40	1435.2	29%	
1	14	0.94	0.05	75.20	1,955.20	1,955.20	1,955.20	1539.2	27%	
0	15	1.09	0.15	87.20	2,267.20	2,267.20	-	1643.2	38%	
2	16	1.14	0.05	91.20	2,371.20	2,371.20	4,742.40	1747.2	36%	
2	17	1.19	0.05	95.20	2,475.20	2,475.20	4,950.40	1851.2	34%	
3	18	1.24	0.05	99.20	2,579.20	2,579.20	7,737.60	1955.2	32%	
0	19	1.29	0.05	103.20	2,683.20	2,683.20	-	2059.2	30%	
4	20	1.44	0.15	115.20	2,995.20	2,995.20	11,980.80	2184	37%	
1	21	1.49	0.05	119.20	3,099.20	3,099.20	3,099.20	2308.8	34%	
0	22	1.54	0.05	123.20	3,203.20	3,203.20	-	2412.8	33%	
2	23	1.59	0.05	127.20	3,307.20	3,307.20	6,614.40	2496	33%	
2	24	1.64	0.05	131.20	3,411.20	3,411.20	6,822.40	2537.6	34%	
0	25	1.79	0.15	143.20	3,723.20	3,723.20	-	2579.2	44%	
1	26	1.84	0.05	147.20	3,827.20	3,827.20	3,827.20	2620.8	46%	
2	27	1.89	0.05	151.20	3,931.20	3,931.20	7,862.40	2662.4	48%	
2	28	1.94	0.05	155.20	4,035.20	4,035.20	8,070.40	2704	49%	
1	29	1.99	0.05	159.20	4,139.20	4,139.20	4,139.20	2745.6	51%	
2	30	2.14	0.15	171.20	4,451.20	4,451.20	8,902.40	2787.2	60%	
0	31	2.19	0.05	175.20	4,555.20	4,555.20	-	2912	56%	
8	32	2.24	0.05	179.20	4,659.20	4,659.20	37,273.60	3036.8	53%	

175,240.00

ORDINANCE No. 1808
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE to ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA.

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 further 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), still further provides that the Town Legislative body shall, by ordinance fix the compensation of its own members and the Town Clerk-Treasurer;

WHEREAS, Pursuant to IC 36-8-9-5, the town legislative body shall appropriate a sum sufficient to pay the salaries of the members of the town police department;

WHEREAS, Pursuant to IC 36-8-9-4(b), the town legislative body shall determine the compensation to be paid to members of the police department in amounts that are just and reasonable;

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; and,

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to fix the compensation of its elected officers, appointed officers and employees of the Town for the year ensuing and thereafter,

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. (A) That except as otherwise expressly provided in this ordinance or the compensation and benefits ordinance, the base salary or wage outlined in this ordinance is hereby authorized for all regular full-time employees of the municipality who occupy an authorized position of the municipality at the time of its passage and adoption, with any changes set forth herein to be effective from the date indicated in this ordinance or at the conclusion of an authorized medical disability leave;

(B) That department heads and the Clerk-Treasurer are hereby authorized to grant an increase in the amount of up to 5 %, at the department head's or the clerk-treasurer's discretion, for regular part-time, non-temporary employees and street crossing guards currently in service with the municipality in their position as of this enactment's passage, *provided* such increase remains within prescribed ranges or terms of this ordinance;

(C) That no other wage or salary increases not otherwise provided by statute or by ordinances of the Municipality may be distributed to any single employee or officer, unless specifically approved by the Town Council or proper board of jurisdiction;

Section 2. (A) That unless otherwise provided by this ordinance, all new employees will start at the identified starting wage or salary for their job position unless approved by the Town Council or authorized board of jurisdiction to do otherwise. Where no starting wage or salary is depicted, the Town Council or authorized board of jurisdiction shall fix such pay by proper enactment prior to the payment of wages or salary. Department heads shall notify the Clerk-Treasurer in writing of all individual raises and their effective dates;

(B) Further, department heads shall report all rates and wages as a rate per hour for all hourly wage earners and a bi-weekly rate for all salaried wage earners as set forth in this ordinance. Such other increases or change of biweekly or hourly pay executed pursuant to this ordinance shall not be made effective earlier than the month in which the change is reported and is properly filed;

(C) That still further, pursuant to IC 36-5-3-2(d), for the compensation of services performed for the town and are connected with the operation or a municipally owned utility or function, the salaries and wages fixed for the officers and employees in the Office of the Clerk-Treasurer and the Public Works Department (Agency) are hereby fixed in this ordinance but the governing bodies of the municipal utilities shall authorize the payment from utility resources the amounts that will support the payments authorized in this ordinance;

(D) *Incumbent defined.* Further, except as otherwise provided in the compensation and benefits ordinance regarding acting pay, the term “*Incumbent rate*” as used in this ordinance shall be construed to mean a rate or wage applied to a worker in the position for *more than one year*;

Section 3. That supervisors will receive no overtime pay except as provided in the most recently adopted compensation and benefits ordinance, as amended. Supervisors and Department Heads are further advised as follows:

(A) Temporary employee is defined in compensation and benefits ordinance, commonly called the Employee Handbook, as amended. Returning temporary employee is defined as an employee who has once previously worked for the Town of Highland. Experienced temporary employee is defined as an employee who has previously worked for the Town of Highland more than once.

(B) For the purposes of this ordinance, references to department head or supervisor shall be construed to include the Clerk-Treasurer when acting in that capacity.

(C) *Master's Degree Pay.* Department heads and senior supervisory workers who earn a graduate degree from an accredited University or College in a discipline relevant to their administrative responsibilities, shall have an additional compensatory adjustment added to the base rate in the bi-weekly amount of \$112.32;

Section 4. *Approved workforce levels.* That the approved staffing levels for certain positions in the various offices and departments are hereby *approved* as indicated by a parenthetical number. However, the staffing levels set forth in this ordinance should not be construed in derogation of the approved positions for the Highland Metropolitan Police Department which remains governed by the authorized force strength provisions of Highland Municipal Code 9.10.010 (C) as may be amended or any other department for which its authorized staff strength is fixed by ordinance;

Section 5. *Compensation of Legal Counsel.* In addition to those provisions providing for a salary for the duly appointed attorney of the various boards or commissions of the municipality, the duly appointed attorney is authorized to bill for legal services performed outside the scope of the retained services salary for hours spent on lawful business of the municipality according to the rates and terms of a letter of acceptance placed on file with the municipal clerk;

Section 6. *Town Legislative Body, Boards and Commissions.* That subject to the provisions of this ordinance, the salary and wages for the elected officers, non-elected

Recording Secretary \$50 per month \$150

(C) Municipal (Advisory) Plan Commission

Chairman (Citizen member) (1) \$50 per month \$150

Citizen Member Secretary (1) \$40 per month \$100

Citizen Members (2) \$40 per month \$100

Legislative Body appointees (3) see below

If legislative body appointees are elected or appointed officials of the municipality, they are not entitled to pay for service on municipal plan commission in order to be consistent with the purposes of Article 2, Section 5 of the Indiana Constitution.

Attorney paid at an hourly rate according to terms set forth in attorney's letter of acceptance on file.

Recording Secretary \$50 per month \$150

(D) Town Board of Metropolitan Police Commissioners

Chairman (1) \$50 per month \$150

Members (4) \$40 per month \$100

Attorney \$200 per month

Recording Secretary \$50 per month \$150
(Commissioners salaries are payable monthly. Pursuant to State law; Confer IC 36-8-9-3.1(g))

(E) Board of Sanitary Commissioners

The Town Council hereby incorporates by reference and approves the compensation for each individual commissioner of the Board of Sanitary Commissioners pursuant to the provisions of I.C. 36-9-25-3(e) which reads: "The appointed commissioners are entitled to a salary of not less than three thousand six hundred dollars (\$3,600) a year during actual construction and not less than six hundred dollars (\$600) a year in other years:

(1) During Actual Construction:

President	(1)	\$ 4,500.00 per year (\$375.00 mo.)
Commissioners	(4) each	\$ 3,600.00 per year (\$300.00 mo.)

(2) During other years:

President	(1)	\$ 750.00 per year (\$62.50 mo.)
Commissioners	(4) each	\$ 600.00 per year (\$50.00 mo.)

(F) Water Works Board of Directors

President	(1)	\$ 50 per month \$150
Citizen Members	(4) each	\$ 40 per month \$100
Recording Secretary		\$ 50 per month \$150

(G) Park and Recreation Board

President	(1)	\$50 per month \$150
Citizen Members	(3) each	\$40 per month \$100
Member appointed by School Board	(1)	See below
Member appointed by Library Board	(1)	See below
Recording Secretary		\$ 50 per month \$150

Authority to Fix this compensation: IC 36-10-3-9(a). The salary of any board members whose appointing authority is other than the **Town Legislative Body** will not be paid from the Municipal Treasury but may be paid from the treasury of the appointing authority, subject to law. However, any Board member whose appointing authority is other than the **Town Legislative Body** has all other rights of members appointed by the **Town Legislative Body** including the payment of actual expenses as provided in IC 36-10-3-9(b).

(H) Redevelopment Commission

Redevelopment Commissioners who do not otherwise hold a lucrative office for the

purpose of Article 2, Section 5 of the Indiana Constitution shall receive the salary, which is hereby fixed as follows:

President	(1)	\$ 50 per month \$150
Vice President	(1)	\$ 40 per month \$100
Secretary	(1)	\$ 40 per month \$100
Members	(2)	\$ 40 per month \$100

All Redevelopment Commissioners are entitled to reimbursement for expenses necessarily incurred in the performance of their duties. (Pursuant to State law; Confer IC 36-7-14-7(f)(g));

Section 7. *Office of the Clerk-Treasurer.* That subject to the provisions of this ordinance, the salary and wages for the elected officers, non-elected officers and employees of the Town of Highland are hereby fixed for its Office of the Clerk-Treasurer as follows:

(A) Elected Officer Clerk-Treasurer

That the salary of the clerk-treasurer shall be paid biweekly and shall be hereby fixed as set forth below:

(1) That subject to subdivision (D), the compensation for a Clerk-Treasurer possessing a **baccalaureate** level degree in a related field granted from an accredited University or College is hereby fixed at ~~\$3,302.41~~ bi-weekly; \$3,401.48

(2) That, subject to subdivision (D), the compensation for a Clerk-Treasurer possessing an associate's level degree or less from an accredited University or College is hereby fixed at ~~\$3,203.39~~ bi-weekly; \$3,299.49

(B) Deputy Clerk-Treasurer

(1) That, subject to subdivision (D), the base compensation for a deputy clerk-treasurer with an associates level degree or less granted from an accredited University or College is hereby fixed as follows:

Starting Rate	Incumbent Rate (after 1 year)
--------------------------	--

~~\$2,141.42~~ \$2,206.69 ~~\$ 2,243.32~~ bi-weekly \$2,310.62

(2) That, subject to subdivision (D), the compensation for a deputy clerk-treasurer possessing a **baccalaureate** level degree in a relevant field granted from an accredited University or College is hereby fixed as follows:

Starting Rate	Incumbent Rate
\$ 2,392.63 \$2,464.41	\$ 2,392.63 bi-weekly \$2,464.41

(C) Associate Employees and Staff

		Starting Rate		Incumbent Rate
(1) Fiscal Analyst	(1)			
That the person selected for this position must possess at least a baccalaureate level degree in a relevant field granted from an accredited University or College. Subject to subdivision (D), the base compensation for a fiscal analyst is hereby fixed as a biweekly salary as follows:				
		\$2,392.63	\$2,464.41	\$2,453.07 \$2,526.66
(2) Encumbering Officer	(1)	\$ 22.46	23.13	\$ 22.46 hr.
23.13				
(3) Associate Clerk, Payroll & Personnel	(1)	\$ 22.46	23.13	\$ 22.46 hr.
\$23.13				
(4) Chancery / Bursar Clerk, Senior	(1)	\$ 21.62	\$22.27	\$ 21.62 hr.
\$22.27				
(5) Chancery / Bursar Clerk	(2)	\$ 21.26	\$21.90	\$ 21.26 hr.
\$21.90				
(6) Lead Utility Clerk	(1)	\$ 22.46	\$23.13	\$22.46 hr.
\$23.13				
(7) Utility Systems Clerk	(2) ^{xx}	\$ 21.26	\$21.90	\$21.26 hr.
\$21.90				

(8) Chamberlain Clerk (part-time) (X) - \$ 17.19 \$17.71 \$ 17.19-
 \$17.69 \$18.22

(9) Chancery & Bursar Aide (part-time) (X) \$ 10.22 - \$ 17.69 hr.
 \$18.22 \$10.53

^{xx}If a worker is assigned the **Lead Utility Clerk** position, the authorization for this position is reduced to one (1).

(10) For the purpose of training or special assistance, retired senior staff or separated staff may be paid as part-time workers at the hourly rate equivalent of the approved position held at separation including longevity and certification pay prior to retirement or separation.

(D) *Certifications:* That a full-time worker described in subsection (B) and (C), or the officer and employee described in subsection (A) possessing a relevant professional certification from a generally accepted professional association including **but not limited to** Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Association of Public Treasurers, Government Finance Officers Association, Society of Management Accountants, the American Society of Public Accounts, the American Water Works Association, or the American Payroll Association as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

		<i>Salaried adds</i>	<i>Hourly adds</i>
Indiana Accredited Municipal Clerk	(IAMC)	\$42.40 bi-weekly	53¢ per hour
Certified Municipal Clerk	(CMC)	\$52.80 bi-weekly	66¢ per hour
Master Municipal Clerk	(MMC)	\$79.26 bi-weekly	99¢ per hour
<i>(MMC pay substitutes and replaces the CMC pay. Pursuant to IIMC rules, the MMC replaces the CMC and that latter designation is dropped)</i>			
Fundamental Payroll Certification	(FPC)	\$52.80 bi-weekly	66¢ per hour
Certified Payroll Professional	(CCP)	\$78.96 bi-weekly	99¢ per hour

(E) *Special assignment.* Pursuant to and not in derogation of the authority conferred in I.C. 36-5-6-7, the clerk-treasurer may designate up to two (2) positions described subsections (B) or (C) as senior staff, part of supervisory succession, eligible to receive the following amount to be added to base pay: Senior Staff assignment eighty cents per hour.

(F) Additional provisions Training and Transition.

For any position described in subsections (B) and (C), a duly selected or promoted successor employee may be paid at the new position's pay rate even when the position is still occupied by a departing incumbent employee for the purposes of training by the incumbent employee. The foregoing training pay arrangement may not be for a period

of longer than ninety (90) days.

Section 8. Building and Inspection 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 **Building and Inspection Department** as follows:

	Starting Rate	Incumbent Rate
(A) Chief Inspector/Building Commissioner (1)	\$3,215.66	\$3312.13

~~3,215.66~~; \$3312.13

(B) Assistant Inspectors:

(1) Code Enforcement Officer	(1)	\$ 22.71 – \$30.09 hr.	\$23.39
------------------------------	-----	------------------------	---------

30.99

(2) Assistant Inspector for Electrical (part-time)	\$ 26.78 - \$35.10 hr.	\$27.58 - \$36.15
--	------------------------	-------------------

(3) Notwithstanding the provisions of Section § 2.05 of the Compensation and Benefits Ordinance, the hourly part-time employee(s) performing enforcement duties are regular part-time employees, however they may regularly work up to 78 hours in a pay period.

(Fee based compensation)

(4) Assistant Inspector for Plumbing (part-time)	\$18.00	for each one-unit plumbing examination proctored as provided in § Section 15.20.020 (G)(1), and thus hereby amended.
--	---------	--

\$28.00 for each inspection performed as described in Section 15.20.020 (G)(2) of the Highland Municipal Code, and thus hereby amended.

(C) Associate Employees and Staff

	Starting Rate	Incumbent Rate
(1) Inspection Clerk	(1)	\$21.26 \$21.90

\$21.26\$21.90

(2) Inspection Secretary (1) \$21.83 \$22.48
\$21.83\$22.48

(D) Certifications: That a full-time worker described in Section 8 possessing a relevant professional certification from a generally accepted professional association including **but not limited to** International Code Council, as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

	<i>Salaried adds</i>	<i>Hourly adds</i>
Inspector Designations (B5,E5,M5 or P5)	\$50.40 bi-weekly	63¢ per hour
Code Specialists Designations (B8,E8, FA, M8,P8 or H8)	\$50.40 bi-weekly	63¢ per hour
Master Code Professional (MCP)	\$75.20 bi-weekly	94¢ per hour
Master of Special Inspection (MSI)	\$75.20 bi-weekly	94¢ per hour
Certified Building Official (CBO)	\$101.60 bi-weekly	\$1.27 per hour

Section 9. *Public Works Department (Agency).* That subject to the provisions of this ordinance, the salary and hourly wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Public Works Department** as follows:

(A) Supervisory Employees

	Starting Rate	Incumbent Rate
(1) Public Works Director (1)		
With an employer provided vehicle:	\$ 3,864.88	\$3980.83 3,864.88
\$3980.83		
Without an employer provider vehicle:	\$ 4,059.94	\$4,181.74 \$
4,059.94 \$4,181.74		
(2) Assistant Public Works Director* (1)		
With an employer provided vehicle:	\$ 3,225.50	\$3,322.27 \$
3,225.50 \$3,322.27		
Without an employer provider vehicle:	\$ 3,419.48	\$3,522.06 \$

~~3,419.48~~ \$3,522.06

(3) Operations Director (1)

With an employer provided vehicle: ~~\$ 3,225.50~~ \$3,322.27 \$
~~3,225.50~~ \$3,322.27

Without an employer provider vehicle: ~~\$ 3,419.48~~ \$3,522.06 \$
~~3,419.48~~ \$3,522.27

(4) Division Supervisors

Supervisor Streets (1) ~~\$ 2,725.86~~ ~~\$2998.45~~ \$3088.40
~~\$ 2,725.86~~ ~~\$2998.45~~ \$3088.40

Supervisor Water & Sewer (1) ~~\$ 2,725.86~~ ~~\$2998.45~~ \$3088.40
~~\$ 2,725.86~~ ~~\$2998.45~~ \$3088.40

Supervisor Maintenance (1) ~~\$ 2,725.86~~ ~~\$2998.45~~ \$3088.40
~~\$ 2,725.86~~ ~~\$2998.45~~ \$3088.40

~~Supervisor Facilities* (0) \$ 2,725.86 \$ 2,725.86~~

**if the position of Lead Pump Operator is filled, the position of Supervisor Facilities must be vacant*

(B) Associate Staff and Employees

		Starting Rate	Incumbent Rate
(1) Administrative Assistant	*(1)	\$ 26.75	\$25.00 \$
26.75		\$25.75 -	\$27.55
(2) Public Works Secretary*	(1)	\$21.83	\$20.08
—\$20.68 \$21.83 \$22.48			
(3) Dispatch Clerk	(1)	\$19.74	\$19.74

**If position of assistant public works director is filled, the positions of administrative assistant and public works secretary must be vacant.*

**If position of administrative assistant is filled, the position of public works secretary must be vacant.*

(3) Utility Worker /Equipment Operator A (3) ~~\$26.75~~ ~~\$26.65~~ \$26.42-
~~\$26.75~~ ~~\$27.40~~ \$28.22

(4) Senior Utility Technician (1) \$ 26.75
~~\$24.90~~ \$25.65 \$ 26.75 ~~\$26.80~~ \$27.60

(5) Utility Technician (2) \$ 25.67 \$20.75 \$21.37 \$
~~25.67~~ \$22.50 \$23.18

(5) Utility Worker Driver (9) \$ 23.90 \$24.62 ~~\$25.65~~ \$26.42

This position subject to base modification as outlined in subdivision E

(6) Utility Worker (4) \$18.00 \$18.54- ~~\$19.75~~ \$20.35

(7) Utility Worker /Equipment Operator B (2) ~~\$26.18~~ \$26.18

(7) Lead Pump Station Operator (1) \$26.18 \$27.33 \$28.15-
~~\$26.18~~ \$29.08 \$29.95

(8) Pump Station Operator (-2)1 \$23.10 \$23.91 \$24.63-
~~\$23.10~~ \$25.66 \$26.43

This position subject to base modification as outlined in subdivision D

			Starting Rate	Incumbent Rate	
(9)	Senior Mechanic	(1)	\$ 25.28	\$24.90 \$25.65-	\$ 25.28
			\$26.65		\$27.45

(10) Mechanic (2)*** \$ 24.06 ~~\$23.10~~ \$23.79- \$
~~24.06~~ \$24.85 \$25.60

(12) Mechanic (2) \$ 24.06 \$ 24.06 \$26.17

*** Once a worker is assigned the **Senior Mechanic's** position, the authorization for this position is reduced to two (2).

(11) Sign & Traffic Control Technician (1) \$ 22.20 \$22.25 \$22.92- \$
~~22.20~~ \$24.00 \$24.72

(18) Street Sweeper Operator (1) \$ 23.68 \$24.39- ~~\$ 23.68~~ \$24.39

(10)	Utility Worker/Driver A	(4)	\$ 25.61	\$ 25.61
(11)	Utility Worker/Driver B	(3)	\$ 22.88	\$ 22.88
(12)	Utility Worker/Driver C	(2)	\$ 20.15	\$ 20.15
(13)	Senior Mechanic	(1)	\$ 25.28	\$ 25.28
(14)	Mechanic	(1)***	\$ 24.06	\$ 24.06
(15)	Mechanic	(2)	\$ 24.06	\$ 24.06 \$26.17

*** Once a worker is assigned the **Senior Mechanic's** position, the authorization for this position is reduced to zero (0).

(16)	Sign & Traffic Control Technician	(1)	\$ 22.20	\$ 22.20
------	-----------------------------------	-------	----------	----------

This position subject to base modification as outlined in subdivision D.

(17)	Utility Worker A	(3)	\$19.39	\$19.39 \$21.29
------	------------------	-------	---------	-----------------

(18)	Utility Worker B	(3)	\$16.66	\$16.66 per hr.
------	------------------	-------	---------	-----------------

(19)	12 Custodian	(1)	\$17.97	\$16.30 \$16.79 - \$17.97 per hr. \$18.05-\$18.59
------	--------------	-------	---------	---

(20)	Attendant Town Garage	(1)	\$16.70	\$17.44 per hr.
------	-----------------------	-------	---------	-----------------

(13)	Secretary (part-time)		\$ 10.53	\$10.85- \$21.83 \$22.49 per hr.
------	-----------------------	--	----------	----------------------------------

(14)	Laborer (not truck driver)(part-time)		\$ 10.53	\$10.85- 13.62 \$14.03 per hr.
------	---------------------------------------	--	----------	--------------------------------

(15)	Laborer, Seasonal Leaf Collection		\$ 10.85	\$11.18- 10.85 \$11.18 per hour
------	-----------------------------------	--	----------	---------------------------------

(24)	Master Gardener/Streetscaping (part time)		\$ 14.03	\$ 16.38 per hr.
------	---	--	----------	------------------

(16)	Driver C Seasonal (must have a CDL)		\$ 18.55	19.11 per hour - \$18.55\$19.11
------	-------------------------------------	--	----------	---------------------------------

(17) Temporary (Summer Help) \$10.50 \$11.00 \$11.33 -
~~\$14.40~~ 14.83 per hr.

(C) Additional provisions.

For any position described in subsection (B) a duly selected or promoted successor employee may be paid at the new position's pay rate even when the position is still occupied by a departing incumbent employee for the purposes of training by the incumbent employee. The foregoing training pay arrangement may not be for a period of longer than ninety (90) days.

(D) *Certifications.* A full-time worker described below possessing a relevant professional certification from a generally accepted professional association as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

- (1) The positions *Pump Station Operator, Utility Technician, Mechanic, Sign & traffic Control Technician* and Driver C Seasonal are eligible for the following certification pay:

Commercial Driver's License add to the hourly base pay: \$ 0.75

- (2) The positions *Pump Station Operator* and *Utility Technician* are eligible for the following certification pay:

DSL Operators' License add to the hourly base pay: \$ 1.46

CT Operator's License add to the hourly base pay: \$ 1.46

- (3) The position *Pump Station Operator* is eligible for the following certification pay:

Backflow prevention license add to the hourly base pay: \$ 0.75

- (4) The position of *Sign and traffic Control Technician* is eligible for the following certification pay:

MUTCD* Certification add to the hourly base pay: \$ 1.46

*Satisfactory completion of training course on the Manual of Uniform Traffic Control Devices as provided by the American Public Works Association (APWA), Local Technical Assistance Program (LTAP), the American Traffic Safety Services Association (ATSSA) or the International Municipal Sign Association (ISMA).

(5) All Utility Worker positions are eligible for the following certification pay:

DSL Operators' License add to the hourly base pay: \$ 1.46

(E) *Stand-by Duty*. During particular work periods workers in the Public Works Department (Agency) will be scheduled to stand-by, which may mean the worker will be engaged to wait for mobilization. The Public Works Director will publish written guidelines regarding administration of this duty. There is an authorized rate that shall be fixed at an hourly rate to be applied by the number of hours of stand-by duty that is assigned in a bi-weekly period. It shall be uniform for all workers. The rate is now fixed at \$1.17 per hour.

Section 10. *Metropolitan Police 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 **Metropolitan Police Department** as follows:

	Starting Rate	Incumbent Rate
(A) Chief of the Department (1) (biweekly)	\$ 3,778.97 \$3,892.34/\$3,967.92	
	\$ 4,052.93 \$4,174.52/\$4255.58	

(B) The following ranks of Sergeant are authorized as indicated:

	Starting Rate	Incumbent Rate
(1) Sergeants* (5 4) Bi-weekly	\$ 3,318.98 \$3,418.55/\$3,484.93	
	\$ 3,318.98 \$3,418.55/\$3,484.93	

* If position(s) of deputy commander is filled, the authorized strength of sergeants must be reduced by the number of deputy commanders.

(2) The following ranks of Sergeant are deemed placeholder ranks. These are authorized ranks that are being held in place for department members who hold that service rank and held it before their appointment in an upper policy-making policy position, or an assignment named in (E)(5) of this ordinance, pursuant to IC 36-8-3-4 (b),(m) and IC 36-8-9-6:

Starting Rate	Incumbent Rate
--------------------------	---------------------------

(a) Sergeants (4) (placeholders) ~~\$ 3,318.98~~\$3,418.55/\$3,484.93
~~\$ 3,318.98~~\$3,418.55/\$3,484.93

**Starting
Rate** **Incumbent
Rate**

(C) Corporals (10) (biweekly) ~~\$ 3,132.90~~\$3,226.89/\$3,289.55
~~\$ 3,132.90~~\$3,226.89/\$3,289.55

(D) Special Assignment. In the event that the Town Board of Metropolitan Police Commissioners determines that it is desirable or necessary to assign or detail an officer holding the rank or grade of **Sergeant** or **Corporal** to a specialty assignment or division transfer to the Crime Impact Unit of the Highland Police Department (CIU/HPD) or participates in a Multi-Jurisdictional law enforcement assignment (GRIT/FBI), while in that detail or on that assignment, the officer is to be paid at the rate set forth below, without loss of rank, and provided that the assignment and associated pay is *position-directed*, or *economically based*, and *non-disciplinary* in purpose:

- (1) Sergeant will be paid at the rate of Corporal
- (2) Corporal will be paid at the rate of Lance Corporal
- (3) An assignment as described above will not modify in any way the authorized limit for the rank of Sergeant or Corporal as set forth in subdivisions B or C of this section.

(E) Other Police Officers and Assignments.

- (1) All initial appointments to the Metropolitan Police Department, regardless of previous law enforcement experience, shall be probationary for twelve (12) months from their date of hire pursuant to Regulation 11 of the Metropolitan Police Department and under the authority of IC 36-8-9-7. The basis for promotion to the several grades (classes) will be based upon written guidelines, rules or regulations determined by the Town Board of Metropolitan Police Commissioners.
- (2) A candidate possessing no Law Enforcement Academy certification is only eligible for initial appointment to Police Officer class 3 unless waived by the Town Board of Metropolitan Police Commission. Pursuant to Regulation (SOP #1.1) and under authority of IC 36-8-9-7, all initial appointments to the Metropolitan Police Department, having no previous law enforcement or academy experience (L/E), are eligible for initial appointment to Police Officer 3rd Class for a period of twelve (12) months. After the successful completion of twelve (12) months at 3rd Class, the

Officer becomes eligible for promotion to 2nd Class. After the successful completion of twelve (12) months at 2nd Class, the Officer becomes eligible for promotion to 1st Class. All promotions must be approved by the Police Commission. The basis for promotion will be based upon written guidelines, rules or regulations determined by the Town Board of Metropolitan Police Commissioners. All hires are PROBATIONARY for 12 months from their date of hire.

(3) A candidate/officer possessing a Law Enforcement Academy Certification but less than twelve (12) months of full-time of continuous law enforcement experience (L/E) is eligible, pursuant to Regulation (SOP #1.1) and under authority of IC 36-8-9-7, for initial appointment to Police Officer 3rd Class unless waived by the Town Board of Metropolitan Police Commission. After, successful completion of FTO program, plus ninety (90) days of service to the Police Department, the officer becomes eligible for promotion to 2nd Class. After the successful completion of twelve (12) months at 2nd Class, the Officer becomes eligible for promotion to 1st Class. All promotions must first be approved by the Town Board of Metropolitan of Police Commissioners. The basis for promotion will be based upon written guidelines, rules or regulations determined by the Town Board of Metropolitan Police Commissioners. All hires are PROBATIONARY for 12 months from their date of hire.

(4) Pursuant to Regulation (SOP #1.1) and under authority of IC 36-8-9-7, a candidate/officer possessing twelve (12) months to twenty-four (24) months of full-time law enforcement experience (L/E) and with Law Enforcement Academy certification is eligible for initial appointment to Police Officer 3rd Class unless waived by the Town Board of Metropolitan Police Commission. After, successful completion of FTO program, the officer becomes eligible for promotion to 2nd Class. After the successful completion of twelve (12) months at 2nd Class, the Officer becomes eligible for promotion to 1st Class. All promotions must first be approved by the Town Board of Metropolitan Police Commissioners. The basis for promotion will be based upon written guidelines, rules or regulations determined by the Town Board of Metropolitan Police Commissioners. All hires are PROBATIONARY for 12 months from their date of hire.

(5) A candidate/officer possessing more than twenty-four (24) months of full-time law enforcement experience (L/E) and with Law Enforcement Academy certification is eligible, pursuant to Regulation (SOP#1.1) and under authority of IC 36-8-9-7, for initial appointment to Police Officer 2nd Class unless waived by the Town Board of Metropolitan Police Commission. After, successful completion of FTO program, plus ninety (90) days of service to the Police Department, the officer becomes eligible for promotion to 1st Class. All promotions must first be approved by the Town Board of Metropolitan Police Commission. The basis for promotion will be based upon written guidelines, rules or regulations determined by the Town Board of Metropolitan Police

Commissioners. All hires are PROBATIONARY for 12 months from their date of hire.

	Starting Rate	Incumbent Rate
(4) Patrol Officers:		
Police Officer 1 (Special)	\$ 3,029.43	\$ 3,029.43
Police Officer 1 2,962.47-\$3051.34	\$ 2,962.47	\$3,051.34 \$
Police Officer 2 2,612.84-2,691.23	\$ 2,612.84	\$2,612.84/ \$
Police Officer 3 (no LEA certification) \$2,446.60/\$2,520.00	\$ 2,446.60	\$2,446.60/\$2,520.00

(5) The following represent assignments in the Metropolitan Police Department for which the following salaries are authorized. Persons so assigned shall be paid the greater of the assigned person's pay attached to person's actual service rank or grade, or the pay associated with the listed assignments depicted as follows:

	Starting Rate	Incumbent Rate
Assistant Chief	\$ 3,778.97	\$ 3,778.97
Patrol Commander (1) 3,778.97\$3,892.34/\$3,967.92	\$ 3,778.97	\$3,892.34/\$3,967.92 \$
Division Commander (2-1) 3,505.03\$3,610.18/\$3,680.28	\$ 3,505.03	\$3,610.18/\$3,680.28 \$
Deputy Commander* (2-1) 3,411.99\$3,514.35/\$3,582.59	\$ 3,411.99	\$3,514.35/\$3,582.59 \$

**If position of deputy commander is filled, the equivalent number of sergeants must remain unfilled.*

(F) Other Associate Staff and Public Safety Employees

		Starting Rate	Incumbent Rate
(1) Support Services Administrator (1)		\$ 2,283.12	\$2,351.61
\$2,415.35			\$ 2,345.00
		Starting Rate	Incumbent Rate
(2) Systems Administrator/ IT & Training Officer (part-time)		\$35.28	\$36.34hr.
\$37.85hr*.			\$36.75
		Starting Rate	Incumbent Rate
(3) Administrative Assistant*			\$2,140.00
\$2,140.00		\$2,204.20	
(4) Secretary *	(1)	\$ 21.83	\$22.48
hr.		\$ 21.83	\$22.48 per
<i>*If position of administrative assistant is filled, the position of metropolitan police secretary must be vacant.</i>			
(5) Lead Support Services Training Coordinator	(1)	\$ 19.38	\$19.96
		\$ 21.62	\$22.27
(6) Support Services Clerk	(2)	\$ 18.11	\$18.65
Support Services Clerk (part-time)		\$ 18.11	\$18.65
Animal Warden (part-time)		\$ 15.00	\$15.45hr. -
hr.			\$18.00
Crossing Guard (part-time)		\$ 16.00	\$16.48 hr. -
			\$ 17.99

\$18.53 hr.				
Sub Crossing Guard	(part-time)	\$ 16.00	\$16.48 hr. -	\$ 17.99
\$18.53 hr.				
Secretary	(part-time)	\$ 20.79	\$21.41hr.	\$ 24.08
\$24.80 hr.				

Metropolitan Police Chaplain (4) no pay

Matron or Clerk Duty (call-out) hourly rate - 2 hour minimum
Off-Duty Court Time (2 hour minimum) hourly rate

* That if the incumbent in the position of Systems Administrator/IT & Training Officer as of the date of the passage and adoption of this ordinance, is appointed to the position or performs in the position as a part-time worker, that person shall be paid at the rate denoted for an incumbent based upon composite pay that person earned when holding the position previously.

(G) Special Detail Pay Provisions:

(1) *Special Patrol Zone Details.* Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the Special duty/Highland Grove or other Special Patrol Zone detail will be paid at the following described rate:

Fixed at an hourly rate as set forth in an agreement or memorandum approved and authorized by ordinance of the municipality providing for special patrol zones and related agreements, pursuant to and as provided in Sections 9.10.250 through 9.10.280 of the Highland Municipal Code, which authorize Special Patrol Zones. A copy of such agreement must be on file in the office of the Clerk-Treasurer, pursuant to IC 36-5-4-14.

(2) *Select Details.* Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the following special assignments or details will be paid at 1.5 times the actual composite rate of pay of the assigned officer provided that officers above the rank of sergeant shall be paid at the rate associated with the rank of sergeant, plus the actual longevity.

- (a) Special Community Events sponsored by the Municipality by one or more of its executive Departments, agencies, or councils;
- (b) Mobile Park Patrol
- (c) Special patrol

(3) *Other details.* Overtime provisions of the Compensation and Benefits Ordinance

notwithstanding, any special assignments or details not otherwise described herein for which no other provision applies, such special details or overtime assignments will be paid at 1.5 times the actual composite rate of pay of the assigned officer provided that officers above the rank of sergeant shall be paid at the rate associated with the rank of sergeant plus the actual longevity.

(4) *Grant Supported Details.* Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the following special assignments or details will be paid at 1.5 times the composite rate (base rate plus longevity rate) of the assigned officer for hours performing the special assignment, provided such rate is lawful and authorized under the terms of the supporting grant and the actual rate is fully funded by the grant source:

- (a) Lake County Task Drug Task Force
- (b) Grant Supported Special Law Enforcement Detail(s) or Patrols
- (c) (OWI; DWI; Sobriety Checks/Domestic Violence Duties/)

(5) No rate of pay may be fixed for any regular duty or special detail or described employment, regardless of the source of funds, that has not been authorized or provided for in this Wage and Salary Ordinance as amended in effect or the Compensation and Benefits Ordinance as amended and in effect;

(H) Specialty Pay:

(4)	Range Officers	\$ 75.00 per month
(8)	Field Training Officers	\$ 75.00 per month

Specialty payments to be made for those months as prescribed by the Chief of Police in each category. Range instructors are paid only during the months May through October.

(I) *Stand-by Duty.* During particular work periods workers in the Police Department (Agency) will be scheduled to stand-by, which may mean the worker will be engaged to wait for mobilization. The Police Department will publish written guidelines regarding administration of this duty. There is an authorized rate that shall be fixed at an hourly rate to be applied by the number of hours of stand-by duty that is assigned in a bi-weekly period. It shall be uniform for all workers. The rate is now fixed at \$1.17 per hour not to exceed \$1,100.00 per year.

Section 11. *Parks and Recreation 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 **Parks and Recreation Department** as follows:

(A) Supervisory Staff or Employees

		Starting Rate	Incumbent Rate
(1) Superintendent of Parks and Recreation (1)			
With an employer provided vehicle:			\$3,371.65
Without an employer provider vehicle:			\$3,571.46
(2) Director of Recreation	(1)	\$2,410.57	\$2,410.57
(3) Recreation Supervisor	(3)	\$1,738.64 –\$1,792.72	
(4) Director of Parks	(1)	\$2,794.79	\$2,794.79

(B) Associate Staff and Employees

		Starting Rate	Incumbent Rate(s)
(1) Park Secretary	(1)	\$22.48 per hr.	
(2) Park Repairs Specialist	(1)	\$20.93 per hr.	
(3) Park Specialist I	(3)	\$19.26 per hr.	
(4) Park Specialist II	(4)	\$17.72 per hr.	
(5) Custodians	(3)	\$17.72 per hr.	
(6) Part-time workers:			
Office Clerks	(part-time)	\$11.90 - \$ 21.63 per hr.	
Building Supervisors	(part-time)	\$12.98 - \$25.96 per hr.	
Custodians	(part-time)	\$9.73 - \$14.83 per hr.	
Recreation Leaders	(part-time)	\$9.73 - \$15.08 per hr.	
Recreation Program Instructors	(part-time)	\$9.73 - \$57.93 per hr.	
Temporary workers for parks division		\$11.00 - \$14.40 per hr.	

Temporary Workers reference above refers to Outside summer crew (Summer Help)

Pursuant to IC 36-10-3-10(b), the Park and Recreation Board shall fix the compensation of the positions in which a range for salaries or wages are indicated in this Ordinance.

(C) Certifications. A full-time worker described below possessing a relevant professional certification from a generally accepted professional association as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

	<i>Salaried adds</i>	<i>Hourly adds</i>
Certified Park & Recreation Executive (CPRE)	\$84.89 bi-weekly	
Certified Park & Recreation Professional (CPRP)	\$53.79 bi-weekly	
Certified Playground Safety Inspector (CPSI).....	\$53.79 bi-weekly	67¢ per hour
Certified Master Gardener.....	\$42.02 bi-weekly	53¢ per hour

Pursuant to IC 36-10-3-10(b), in the event of an accreditation not listed herein, the Park and Recreation Board shall fix the additional adjustment in a range not lower than that paid to a Certified Master Gardner and not higher than that fixed for the CPRE.

Section 12. *Fire 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 **Fire Department** as follows:

	Starting Rate	Incumbent Rate
(A) Chief of Department/Fire Inspector (1)	\$3037.48	\$ 4,038.46
(A) Interim Fire Chief	\$18.00	\$18.90 \$20.00
(B) Associate Supervisory Staff or Specialty Employees		

Starting Rate	Incumbent Rate
--------------------------	---------------------------

Assistant Chief for Logistics	(1)	\$ 495.99 per quarter \$510.87
Assistant Chief for Planning	(1)	\$ 396.81 per quarter \$408.71
Assistant Chiefs for Operations	(3)	\$ 396.81 per quarter \$408.71
Station Captains	(2)	\$ 165.33 per quarter \$170.29
Lieutenants	(7)	\$ 115.73 per quarter \$119.20
Mechanics	(1)	\$ 165.33 per quarter \$170.29

(C) *Supervisory and Regular Employee pay treatment.* Except as otherwise provided for the Fire Chief, the compensation for the positions listed above shall be considered in addition to any and all such compensation earned as a firefighter. However, full-time Town employees who are also members of the Highland Fire Department shall not be entitled to additional compensation when responding to fire or ambulance calls while on duty at their regular full-time position.

(D) *Fire Chief Limitations.* The Fire Chief shall not be entitled to additional compensation apart from his base pay plus longevity and adjustments when responding to fire or ambulance calls nor for any training nor inspection participation.

(E) *Certification/Credentialing:* That a full-time or approved paid on call firefighter described below possessing a relevant professional certification or credentialing from a generally accepted professional association, such as but not limited to the Center for Public Safety Excellence, or the International Code Council, as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

	<i>Salaried adds</i>	<i>Hourly adds</i>
Chief Fire Officer designation (CFO)	\$ 51.20 bi-weekly	64¢ per hour
Fire Officer designation (FO)	\$ 40.00 bi-weekly	50¢ per hour
Chief Training Officer (CTO)	\$ 40.00 bi-weekly	50¢ per hour
Certified Fire Marshal (CFM)	\$ 51.20 bi-weekly	64¢ per hour

(F) Support staff

	Starting Rate	Incumbent Rate
Secretary (1) hr.\$23.13	\$ 21.83 \$22.48	\$22.46 per

Custodian (part-time) \$ ~~7.61~~ \$7.84–16.87 per hr.

(G) Fire Fighters compensation

Firefighters' compensation shall be paid quarterly as follows effective on the date in the column:

January 1, 2025

- | | |
|--|---------------------------------|
| (1) Fire Calls
<i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i> | \$ 18.90 \$20.00 hr. |
| (2) Training
<i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i> | \$ 18.90 \$20.00hr. |
| (3) Special Preparedness duties/details

<i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i> | \$ 18.90 \$20.00 hr. |
| (4) Special Maintenance (non-custodial) duties/details
<i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i> | \$ 18.90 \$20.00 hr. |
| (5) Inspection

<i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i> | \$ 18.90 \$20.00hr. |
| (6) Interim Fire Chief
<i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i> | \$18.90 \$20.00 hr. |

(H) Special Pay Protocols

(1) Monthly General Membership Meeting:
\$ 1.12 per member in attendance as certified by the Fire Chief or his/her designee.

(1) Monthly Stipend:
The Interim Fire Chief, in addition to being paid-on-call, shall be entitled to a monthly stipend of \$1,500 which shall be additional compensation apart from his hourly fire call rate of pay.

(I) Clothing Allowance

(1) The Interim Fire Chief shall be entitled to a quarterly clothing allowance of

\$237.50.\$244.63

Section 13. *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 as biweekly pay unless stated otherwise for its Information Communications Technology Department as follows:

	Starting Rate	Incumbent Rate	
(A) Director of Information Technology (1)	\$ 4,029.93	\$4150.83	\$
	4,029.93	\$4150.83	

Section 14. That Section 4.04 of the Compensation and Benefits Ordinance commonly called the Employees Handbook be hereby amended to read as follows:

§ 4.04 Longevity Pay

All regular full-time employees from all departments who have completed a specified consecutive number of years of service, subject to Section 3.20 regarding Bridging of Service, and who have not taken the elective waiver for this benefit will be paid a longevity benefit. Longevity pay will be combined with the regular hourly or bi-weekly rate of pay to create a composite rate of pay. This composite rate of pay will begin and increase, as scheduled beginning with the payroll period in which the associated pay date will be the first **full pay period following** the employee's service anniversary date. The composite rate shall be the base rate for the purposes of calculating any overtime premium where such premium applies. For the purposes of establishing the value of the longevity benefit for the objects of IC 36-8 et seq., generally and IC 36-8-8-3(d) in particular, the annual longevity benefit will be as set forth in this section. The composite rate for longevity shall be applied according to the following schedule:

<u>Years of Service Completed</u>	<u>Current Hourly</u>	<u>Bi-Weekly</u>
1	\$ 0.09	\$ 7.2
2	\$ 0.14	\$ 11.2
3	\$ 0.19	\$ 15.2
4	\$ 0.24	\$ 19.2
5	\$ 0.39	\$ 31.2
6	\$ 0.44	\$ 35.2
7	\$ 0.49	\$ 39.2
8	\$ 0.54	\$ 43.2
9	\$ 0.59	\$ 47.2
10	\$ 0.74	\$ 59.2
11	\$ 0.79	\$ 63.2
12	\$ 0.84	\$ 67.2
13	\$ 0.89	\$ 71.2
14	\$ 0.94	\$ 75.2
15	\$ 1.09	\$ 87.2
16	\$ 1.14	\$ 91.2
17	\$ 1.19	\$ 95.2
18	\$ 1.24	\$ 99.2
19	\$ 1.29	\$ 103.2
20	\$ 1.44	\$ 115.2
21	\$ 1.49	\$ 119.2
22	\$ 1.54	\$ 123.2
23	\$ 1.59	\$ 127.2
24	\$ 1.64	\$ 131.2
25	\$ 1.79	\$ 143.2
26	\$ 1.84	\$ 147.2
27	\$ 1.89	\$ 151.2
28	\$ 1.94	\$ 155.2
29	\$ 1.99	\$ 159.2
30	\$ 2.14	\$ 171.2
31	\$ 2.19	\$ 175.2
32	\$ 2.24	\$ 179.2

Elected Officials who have completed a specified number of years of service, and who have not taken the elective waiver for this benefit will be paid a longevity benefit according to the following schedule:

Completion of 4 consecutive years	\$ 10 per month
Completion of 7 consecutive years	\$ 30 per month
Completion of 10 consecutive years	\$ 40 per month
Completion of 13 consecutive years	\$ 50 per month
Completion of 16 consecutive years	\$ 60 per month
Completion of 18 consecutive years	\$ 70 per month
Completion of 20 consecutive years	\$ 85 per month
Completion of 22 consecutive years	\$100 per month

Section 15. That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

Section 16. That except where otherwise noted herein, other compensation and benefits matters not expressly provided herein for salaried and hourly employees and the Clerk-Treasurer shall be as set forth in the Compensation and Benefits Ordinance, commonly called the Employee Handbook as amended from time to time. The pay period is hereby defined as bi-weekly. The bi-weekly term for such pay represents the fourteen (14) day period, commencing at 12:01 a.m. Sunday and extending to and concluding just before Midnight of the second, following Saturday, immediately preceding the week of the scheduled payday; beginning on December 24, 2023 and continuing thereafter;

Section 17. (A) That an emergency exists for the immediate taking effect of this ordinance, which, shall become effective and shall remain in full force and effect from and after the date of its passage and adoption, subject to any express provisions of this ordinance, in all other instances not sooner than January 5, 2025, and except to any express effective dates herein described to the contrary 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 9th day of December 2024. 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 23rd Day of December 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 (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)

**ORDINANCE NO. 1809
OF THE
TOWN OF HIGHLAND, INDIANA**

AN ORDINANCE TO AMEND THE COMPENSATION, BENEFITS AND PERSONNEL PROGRAM OF THE MUNICIPALITY, TO BE KNOWN AS THE COMPENSATION AND BENEFITS ORDINANCE COMMONLY KNOWN AS THE EMPLOYEES HANDBOOK, PURSUANT TO IC 36-1-3 AND OTHER RELEVANT STATUTES.

WHEREAS, The Town Council is the fiscal and legislative body of the Town of Highland;

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, IC 36-1-4, sections 14 and 15 provide in pertinent parts for the establishment of a system of employment for any class of employee and for fixing the level of compensation of its officers and employees; and

WHEREAS, IC 5-10 in several pertinent chapters further authorizes Indiana political subdivisions to participate in and provide for certain compensation plans, and group benefits for its public workforce and officers, some of which have been duly adopted and established by ordinance of the Town; and

WHEREAS, IC 36-5, Chapters 3 and 4 provide additional authority and guidelines for fixing the level of compensation of officers and employees in towns; and

WHEREAS, The Town Council has determined that certain modifications to the program for compensation, benefits and personnel management for its public workforce, consistent with Indiana Statutes, would be of benefit to support and carryout the public purposes of the municipality; and

WHEREAS, The Town Council now desires to authorize and establish such a compensation, benefits and personnel program;

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

Section 1. That *Section 5.02.090 Vacation Buy-Back Option* of the Compensation and Benefits Ordinance Commonly Known as the Municipal Employees Handbook, to repealed in its entirety and replaced with a successor section , which shall read as follows:

§ 5.02.090 Vacation Buy-Back Option

In lieu of vacation time and with the approval of the Department Head and the Board of Jurisdiction, an employee may be paid for up to two (2) weeks of their vacation allowance. Only two (2) weeks total per calendar year can be paid in lieu of time-off.

Section 2. That this ordinance is to be construed as a companion ordinance complimentary to any ordinance passed from time to time establishing wages and rates of pay and known as the salary ordinance;

(A) That this ordinance shall be effective to the extent that it is not in conflict with Federal or State law;

(B) That all other ordinances and resolutions related to the subject matter of this ordinance and not in conflict with its provisions, and the enabling instruments dealing with public employee retirement plans, remain in full force and effect;

(C) That all other ordinances and resolutions in conflict with the provisions of this ordinance are hereby repealed and have no further force or effect;

Section 3. That this ordinance shall become and remain in full force and effect from and after the date of its passage and adoption upon its signature by the executive as attested thereto by the clerk-treasurer, in the manner prescribed by IC 36-5-2-10(a).

Introduced on the 9th day of December 2024. 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 9th Day of December 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 (IC 36-5-2-10)

Attest:

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

THE TOWN of HIGHLAND
WORKS BOARD ORDER NO. 2024-55

An Order Authorizing, and Approving the Payment of Elective Honoraria to Doug Van Der Weide, known as Santa Doug, in Recognition of his Goodwill for his Assistance and Support of the Events under the Aegis of the Community Events Commission and Authorizing the Payment of Elective Honoraria for his Participation in the Annual Highland Santa March and Tree Lighting.

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 many volunteers from community groups in carrying out its programming for the year;

Whereas, The Town Council has been reliably advised that it has been customary and is highly desirable for the payment of an honorarium or stipend to some of the participating 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 volunteers from community groups did expend time, labor and creative process to support the Town of Highland's community programming during the Santa March and Tree Lighting;

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 individual, who participated in the most recent **Santa March and Tree Lighting**, as identified be paid an elective honorarium in the amount specified, in appreciation and recognition of this participation as follows:

(A) Doug Van Der Weide

\$ 200.00

Section 2. 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 3. 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 the individual identified, depicting the expense as an Honorarium, in the amount herein fixed, to pay him as indicated and to take such other measures to carry-out the purposes and objects of this order;

Section 4. 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 the individual named party herein identified, depicting the expense as an Honorarium or Stipend, in the amount herein fixed, to be paid according to law;

Section 5. 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 December 2024, having 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)

**TOWN OF HIGHLAND
PERSONNEL-EMPLOYMENT NOTICE**

Name: Christopher Sarang Employee Payroll # _____
 Address: 2620 116th Pl Hammond Phone #: _____
 Department: Public works Account #: MUH

Email address: sarang.chris@gmail.com

NEW HIRE (Not currently on the payroll in any status) Date Effective: 12-10-24
 Remind new hires they will need to show their original social security card when they complete their employment forms.

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

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

Job Title: Mechanic Bi-weekly Salary/Hourly Rate: \$23.10

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

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

PAY RATE CHANGE OR CHANGE IN STATUS Date Effective: _____

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: [Signature] Date: 12-5-24

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

 Date: _____

TOWN OF HIGHLAND PERSONNEL-EMPLOYMENT NOTICE

Name: Nicholas Harrison Employee Payroll # _____
 Address: _____ Phone #: _____
 Department: Public Works Account #: Water

Email address: _____

NEW HIRE (Not currently on the payroll in any status)

Date Effective: 12-29-24

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

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

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

Job Title: Utility Wkr / Driver Bi-weekly Salary/Hourly Rate: \$23.90

Characterize the Employment:

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

Full-Time Only:

This position succeeds: Tyler Chivorce (If applicable)
 The current workforce level is 9 as of the date of this notice.
 This position will increase authorized full-time work force levels.

PAY RATE CHANGE OR CHANGE IN STATUS

Date Effective: _____

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: 12-5-24

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

APPROVED DISAPPROVED



*Great Lakes Urban Forestry, Inc.
PO Box 96 Rolling Prairie, IN
219-380-9770
www.glurbanforestry.com*

November 19, 2024

Town of Highland
3333 Ridge Road
Highland, IN 46322

Attn: Richard Underkofler, Highland Tree Board Secretary

Re: Proposal for Tree Inventory Update

Dear Richard,

Thank you for allowing us to provide a proposal to perform an update of your tree inventory that was originally done in 2017. Having performed dozens of inventories for municipal entities and parks departments over many years, we are aware of how much time, energy, and capital are invested in the management of the Urban Forest. An updated and accurate tree inventory will be a valuable tool in the management of your tree population in the coming years.

Final deliverables will include the GIS tree data, Microsoft Excel tables, along with a 2025 Tree Inventory Report. We are an industry-leading resource when it comes to the management of the urban forest and other municipal natural resources, and we look forward to working with you as part of your Urban Forestry Team to achieve your management objectives.

Regards-

Phillip M. Graf

Phil Graf, Great Lakes Urban Forestry

ISA Certified Municipal Arborist # IL 1553-AM



SCOPE OF WORK

This tree inventory is to include all trees that were inventoried during the 2017 tree inventory.

The tree population was broken down into the following five categories:

Category	Tree Count
Street Trees	7,745
Park Trees	1,073
School Trees	187
Municipal Campus Trees	193
Waterway Trees	1,057
TOTAL TREE COUNT	10,255

We will also add any new plantings within these categories and remove any trees from the database that have been removed since 2017.

We also collected 4,479 open planting spaces to identify sites around the Town where trees could be planted. This was done in order to create a long-term tree planting plan for the Town. These sites will also be updated if necessary.

BASE MAP SETUP

Using GIS base data provided by the Town and/or County, a base map and layering system shall be set up in our ArcGIS Online account for field data collection. The base map will display the following information:

- Aerial Photography
- Corporate Limits
- Streets/Street names
- Parcel lines
- Right of way limits

DATA COLLECTION PARAMETERS

Data in the field will be collected using mobile devices which have been connected via Bluetooth to a submeter accuracy GPS antenna. Data collection will be performed in real time using the Collector for ArcGIS mobile application to access the feature services directly. Data to be collected will be consistent with exactly with what is required in the Urban & Community Forestry Grant Program Contractor RFP. These data fields are:

- GPS location (along with Illinois State-Plane XY coordinates and/or WGS 84 coordinates).
- Status: Active Tree, Removed Tree, Stump, Planting Space
- Street Address
- Relative Location (for street trees). All trees are listed by address, street name, and the following site prefixes:

F – Front of the property
R – On the right side of the property
L – On the left side of the property
B - In the back of the property
M – If the tree was located in a planted median in between opposing lanes of traffic

The order of trees at a parcel with multiple trees will be in the direction of the flow of traffic. This holds true for any 1-way streets as well, in order to maintain convention. The front of the parcel is defined by the street its address is on, and this in turn defines the right, left, and back of the parcel. Therefore, a corner parcel with 3 trees in the front of the house and 2 on the right will have them listed as F1, F2, F3 and R1 and R2, with sequential trees being listed in the direction of the flow of traffic. In median situations where there is opposing traffic, M1, M2, and M3 (e.g.) will be listed sequentially from West to East, or North to South, depending on the orientation of the street. This is the same convention as reading, that is to say left to right and top to bottom.

- Park Name (for park trees)
School Name (for school trees)
Municipal Property Name (for municipal campus trees)
Waterway Name (for Waterway trees)

- Land use (i.e., residential, business zone, natural area, park, etc.)

- Species (Common and Latin name)

All tree species are recorded using common names and are identified to the species level. Specific cultivars, hybrids, or varieties will not be identified unless there is a programmatic need to do so. This is because certain genera such as Apple trees, Hybrid Elms, and other ornamentals have such great variation that it is unnecessarily time consuming to identify to this level. The deliverable database will have an open field for entering known cultivars.

- Size: DBH (Diameter at Breast Height, measured to the half inch and rounded to the full inch with a foresters diameter tape at 4.5' above ground level on the uphill side of the tree)
- Number of Stems
- Condition rating (1-5)
1: Specimen Tree, no defects
2: Above Average
3: Average
4: Below Average
5: Dead or nearly so
- Risk assessment
Collected as None Observed, Elevated, Substantial, Critical
- Arborist Recommendation
A variety of recommendations for pruning, inspection, removal, risk assessment, etc based on our experienced arborists recommendations

- Recommendation Reasons (up to 2)
Up to 2 supporting reasons for our recommendation. These are things such as deadwood, presence of insects or disease, etc. Please note, for default recommendations such as “cycle prune”, these fields may be left empty.
- General comments or notes
Comments are included as a courtesy to denote any conditions worthy of note, such as included bark, interference with utilities or street lamps, need for sidewalk or street clearance, limited growth space, poor form, or any other information that may be valuable. These comments are standardized as much as possible, though certain situations exist where nonstandard comments were utilized.

DATA QUALITY ASSURANCE / QUALITY CONTROL

All field-collected data from the inventory will be checked for geographic and tabular accuracy at the end of each week. All data fields in the tabular data will be queried in GIS for any null fields or inaccuracies and will have individual records verified or corrected where discrepancies are noted. All spatial point locations will be verified using a combination of aerial photography and spatial query. If there are point locations which were subject to multipath errors (i.e. points which did not show up on the map where they were supposed to be) their locations will be corrected using aerial orthoimagery and the tabular data we collected for those points. Quality assurance is performed at the end of every week of data collection by our staff in order to correct any issues promptly.

TREE INVENTORY DELIVERABLES

- GIS Data for tree population, shapefile or geodatabase
- Tree Inventory Spreadsheet in Microsoft Excel Format
- A Tree Inventory Report. A 15-20 page summary that explains the findings of the tree inventory, including charts and statistics regarding tree size, tree condition, and species compositions. We will analyze the tree population in each of the five categories and provide narratives and maintenance recommendations for each one. Side by side comparisons will be made using the 2017 vs 2025 tree statistics

FEE SCHEDULE

Task/Item	Unit Cost	Sub-Total
Update approximately 10,255 trees	\$4.20	\$43,071
Update 4,479 planting spaces	\$1.00	\$4,479
Tree Inventory Report	\$3,333.25	\$3,820
TOTAL PROJECTED COST		\$51,370

This is a unit cost project. We have used the 2017 tree data to project costs. If the tree/planting space count is less than what is on the table above the total cost will be lower; if the tree/planting space count is higher than what is on the table above, the cost will be higher. However, the total contract is NOT TO EXCEED \$55,000.

Progress Billing will take place on a monthly basis at the end of each calendar month.

EXECUTION OF CONTRACT

THE TOWN OF HIGHLAND has agreed to enter into contract with GREAT LAKES URBAN FORESTRY, INC. for the projected amount of \$51,370 (but not to exceed \$55,000) to perform the work as described above. We will consider your signing and returning one (1) original of this Agreement as our authorization to proceed. This offer to provide services will remain valid for a period of 30 days from the date of preparation as indicated below, after which time if it has not been accepted it will be subject to change. Thank you again for the opportunity to submit our proposal.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year below written.

CLIENT:

TOWN OF HIGHLAND

BY: _____

TITLE: _____

DATE: _____

CONSULTANT:

GREAT LAKES URBAN FORESTRY, INC.

BY: *Phillip M. Graf*

TITLE: President

DATE: November 19, 2024

References for Recent Tree Inventory and Urban Forestry
Management Plans in the State
of Indiana



Town of Highland

Richard Underkoffler

runderkofler76@comcast.net

Town of Griffith

Tim Diamond

tim.diamond@griffith.in.gov

City of La Porte

Tucker King

tking@cityoflaportein.gov

City of Michigan City

Michael Wolff

mwolff@emichigancity.com

City of Gary Parks Department

Susan MiHalo

smihalo@tnc.org

City of Rochester

Eric Biddinger

biddinger@rtcol.com



COMPANY PROFILE

Company Overview Great Lakes Urban Forestry is a local business based in LaPorte County, Indiana with an office in the Western Suburbs of Chicago as well. We have a distributed workforce of Urban Forestry Consultants and Inventory Technicians based in northwest Indiana as well as the Chicago area. Great Lakes Urban Forestry does not use part-time staff, interns, subcontractors, or “out of town” staff for data collection. Our entire staff is deeply knowledgeable of all tree species found in the Midwest, unlike staff from our competitors who are likely to bring in personnel from other areas of the country who may not be as familiar with Indiana urban forests and urban forestry culture here in northwest Indiana. All our team members who will be participating in this project have a college-level background in fields including Ecology, Mathematics, Hydrology, Urban and Traditional Forestry, and all are ISA Certified Arborists. Our team brings together expertise in the fields of Tree Inventory, Urban Forestry, Risk Assessment and Management, GIS Technology and geospatial data management, Plant Pathology, and Arboricultural Consulting. Our extensive staff qualifications and experience in all facets of Arboriculture sets us apart from other firms whose consulting staff do not specialize in all these areas, or who are using short term hires to get the work done. Staff resumes are available upon request. All personnel involved in data collection are Certified Arborists and have a minimum of 5 years of urban forestry experience and a minimum of 2 years of experience performing tree inventories, and all crew leaders have a minimum of 15 years of experience in Arboriculture. We pride ourselves on the accuracy of our data and our commitment to detail. We also pride ourselves on our ability to meet deadlines consistently. In the completion of over 100 major inventory projects and dozens of smaller ones, we have never missed or needed to extend a deadline to deliver work on time. Finally, and perhaps most importantly, we are deeply engrained in the Urban Forestry community here in Indiana. We have excellent relationships with scores of communities along with other organizations such as the Illinois Arborist Association, IDNR, CRTI, Openlands, and we can be found around the area performing education and public speaking events for these organizations and others. In short, the forestry community in Indiana knows our people and our firm well, and our reputation in that regard speaks for itself. We also have worked with the Town of Highland over the past several years providing the original tree inventory and urban forestry management plan in 2017. We are ideally suited to perform this project for the Town of Highland for the benefit of its staff, residents, and businesses.

**Town of Highland
Council Decision Request**

MEETING DATE: 12/9 or 12/23 CDR NO: 2024-002 SUBJECT: Update Tree Inventory

SUBMITTAL DATE: December 5, 2024

SUBMITTED BY: Tree Board by Richard Underkofler, Secretary

ADVANCE COPY: Tree Board Liaison Alex Robertson [arobertson@highland.in.gov]
Mark Herak, Clerk/Treasurer [mherak@highland.in.gov]
Public Works Director Mark Knesek [mknesek@highland.in.gov]
Alex Brown, Parks and Recreation Supt [abrown@highland.in.gov]
Lake County Commissioner Mike Repay [mikerepay@gmail.com]
Phil Graf, Great Lakes Urban Forestry [phil@phil@gluf.net]

EXHIBITS (If applicable): Proposal for Tree Inventory Update, 11/19/2024

EXPENDITURE	AMOUNT	CONTINGENCY FUNDING
ESTIMATE: \$ 55,000	BUDGETED: \$ 0	REQUIRED: \$ 0

IF IT IS THE WISH OF THE COUNCIL TO SUPPORT RECOMMENDATIONS CONTAINED IN THIS REPORT, THE FOLLOWING MOTION IS SUGGESTED:

“I move to authorize Public Works Director Mark Knesek to enter into a professional services contract for a Tree Inventory Update with Great Lakes Urban Forestry, Inc. for a fee not to exceed \$55,000.”

SUMMARY OF THE TOPIC FOR WHICH A COUNCIL DECISION IS REQUESTED:

Lake County Commissioner Mike Repay is willing to give the Town of Highland a grant (with no match required) to update our Tree Inventory completed by Graf Tree Care in 2017. Mike desires the funds to be encumbered by the end of this year, but the project may be implemented and completed during winter months of 2024 and 2025. The scope of the work will include trees in all areas covered in the Graf 2017 inventory – parkways, parks, schools and other real estate owned by the local government. More detail is provided in the attached exhibit.

This contract was unanimously approved by the Tree Board at a meeting held December 1, 2024.

**TOWN OF HIGHLAND
BOARD OF WORKS
ORDER OF THE WORKS NO. 2024-56**

An Order of the Works Board Accepting the Proposed Scope of Work from VL Construction, LLC. for Interior Renovations for the South Fire Station, Central Fire Station, 2647 45th Street, pursuant to I.C. 5-22-8-2.

Whereas, The Town Council, as the Board of Works of the municipality, has deemed it necessary to solicit proposals for services in order to renovate the interior of the South Fire Station, 2647 45th Street; and

Whereas, The Town Council, pursuant to §3.05.030 (A)(3) of the HMC, serves as purchasing agency for the Fire Department; and

Whereas, The Fire Chief, pursuant to §3.05.050(D)(4) of the HMC, serves as the Purchasing Agent for the Fire Department; and

Whereas, The purchase price exceeds \$15,000.00 and pursuant to §3.05.050(B) of the HMC exceeds the purchase authority of the purchasing agent and requires the express approval of the purchasing agency; and

Whereas, The purchasing agent, has determined the repair price will be less than \$50,000; and

Whereas, The Purchasing Agent, pursuant to Section 3.05.060 (G)(2) of the Highland Municipal Code, expects that the repairs would be less than \$50,000 therefore could:

1). Invite quotes from at least three (3) persons known to deal in lines or classes of supplies to be purchased; or

2). By purchase in the open market without inviting or receiving quotes;

Whereas, The Fire Chief has a proposal for interior renovations of the South Fire Station ; and

Whereas, the following proposal was received:

<u>Vendor</u>	<u>Proposal</u>
VLC Construction Services, LLC.	\$22,422.00

Whereas, The proposal was received as set forth in the attached Exhibit A;

Whereas, The interior renovations (repairs) will be supported by the Public Safety Income Tax Fund;

Whereas, The Fire Chief has reviewed the proposal and made recommendation for award the work based on being a responsive and responsible proposal,

Now, Therefore, Be it Ordered, by the Town Council of Highland, Indiana as follows:

Section 1. That the Works Board hereby finds and determines the proposal for interior renovations of the South Fire Station, 2647 45th Street is accepted as the lowest responsive and responsible proposal as follows:

**VL Construction Services, LLC.
808 Graegin Place
Dyer, IN 46311
\$22,422.00**

Section 2. The Fire Chief is hereby authorized to execute agreements and all documents necessary to implement the work and then file these documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-4-14.

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 December 2024 having passed by a vote of in favor and opposed and abstention.

**Works Board of the Town
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)

Exhibit A:

<u>Vendor</u>	<u>Proposal</u>
VL Construction Services, LLC	\$22,422.00



808 Graegin Place, Dyer, IN 46311

(219) 805-6266

DATE: 11/20/2024

PROJECT TITLE: Fire Station

PROJECT LOCATION: 45th St. Highland, IN

PROJECT DESCRIPTION: Interior Renovations

VL Construction Services LLC (VLCS) proposes the following for this project, work to be completed during regular business hours according to all governing state and local codes.

PROPOSED SCOPE OF WORK

Repair masonry at the southeast corner by cutting out and replacing damaged bricks.

Remove and replace bricks above steel lintels over the windows at two locations.

Perform miscellaneous grinding and tuckpointing as needed.

Remove and replace two damaged doors and frames with the following specifications:

New dimpled door frames

Galvanized, insulated door slabs

New hinges

Door closers and weather stripping

Panic bar exit devices with exterior lever locks

TOTAL FOR ALL DESCRIBED WORK ... \$22,422.00

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
-----------	-------------------	-------	--------	---------------------	--------	---------

Fund 1101 GENERAL						
Dept 0000	GEN FUND TRANSFERS	112013	PAYROLL ACCOUNT	11/29PRL D/S TRANSFER GENERAL	194,649.27	51273
1101-0000-45200			Total For Dept 0000		194,649.27	

Dept 0001 TOWN COUNCIL	PROFESSIONAL SERVICES INV 210	112022	FROST BROWN TODD LLC	PROFESSIONAL SERVICES- CHOSEN VS	1,032.50	
1101-0001-31001	TOH LEGALS MEETING	112057	LEE ENTERPRISES, INC	TOH LEGALS TC MEETING ADDITIONAL	27.98	
1101-0001-33001	W2'S, 1099'S, ENVELOPES	112008	A.E. BOYCE CO INC	W2'S, 1099'S, ENVELOPES	281.11	
1101-0001-33002	HEALTH & DENTAL COVERAGE	112039	TOWN OF HIGHLAND INS FUND (DEC 2024 CT HEALTH/LIFE INS PREM	118.25	51281
1101-0001-34023			Total For Dept 0001 TOWN COUNCIL		1,459.84	

Dept 0004 CLERK-TREASURER	DRAIN CLEANER FOR SINKS	111992	AMAZON	DRAIN CLEANER FOR SINKS	43.46	
1101-0004-20003	2024 PET TAGS-	112054	J P COOKE CO	2024 PET TAGS-1000	217.77	
1101-0004-20003	\$300,000 SURETY BOND M HERAK	112003	BROWN INSURANCE GROUP	M.HERAK-CT PUBLIC OFFICIAL BOND 9	975.00	
1101-0004-34001	NOTARY BOND B.HALL	112007	BROWN INSURANCE GROUP	NOTARY BOND B.HALL	50.00	
1101-0004-34023	HEALTH & DENTAL INS	112042	TOWN OF HIGHLAND INS FUND (DEC 2024 HEALTH/LIFE INS PREM GEN	7,506.50	51281
1101-0004-34043	LIFE INS	112042	TOWN OF HIGHLAND INS FUND (DEC 2024 HEALTH/LIFE INS PREM GEN	30.54	51281
			Total For Dept 0004 CLERK-TREASURER		8,823.27	

Dept 0006 BUILDING & INSPECTION	794669 SPRAY DUSTER	112033	ODP BUSINESS SOLUTIONS, LLC	794669 SPRAY DUSTER	9.89	
1101-0006-20003	MISC. OFFICE SUPPLIES	112147	ODP BUSINESS SOLUTIONS, LLC	MISC. OFFICE SUPPLIES	507.19	
1101-0006-34001	KEN MIKA, CARL PORTER, NICK R	112002	BROWN INSURANCE GROUP	KEN MIKA, CARL PORTER, NICK RUSSO	300.00	
1101-0006-34023	HEALTH AND DENTAL INSURANCE	112041	TOWN OF HIGHLAND INS FUND (DEC 2024 BLDG HEALTH/LIFE INS PRE	4,543.07	51281
1101-0006-34043	LIFE INSURANCE	112041	TOWN OF HIGHLAND INS FUND (DEC 2024 BLDG HEALTH/LIFE INS PRE	28.29	51281
			Total For Dept 0006 BUILDING & INSPECTION		5,388.44	

Dept 0007 FIRE DEPARTMENT	FF PHYSICAL-MICHAEL	112137	OCCUPATIONAL HEALTH CENTERS	FIREFIGHTER PHYSICAL/DRUG SCREEN	196.00	
1101-0007-11204	NECK STRAP	112134	MACQUEEN EQUIPMENT, LLC	NECK STRAP	594.33	
1101-0007-23003	WATER CAN	112132	FIRE SERVICE, INC.	WATER CAN	677.20	
1101-0007-23004	OIL CHANGE	112129	AUTO-WARES	OIL CHANGE	81.04	
1101-0007-23004	BOOTS	112136	MACQUEEN EQUIPMENT, LLC	BOOTS 11.5 13 13.5 10	1,606.30	
1101-0007-23004	POWER CLEAR	112139	TERPSTRA'S SALES & SERVICE,	POWER CLEAR 821 R, STIHL HH & AK	2,229.96	
1101-0007-34023	HEALTH & DENTAL INSURANCE	112044	TOWN OF HIGHLAND INS FUND (DEC 2024 HEALTH/LIFE INS PREM FI	2,889.33	51281
1101-0007-34043	LIFE INSURANCE	112044	TOWN OF HIGHLAND INS FUND (DEC 2024 HEALTH/LIFE INS PREM FI	9.34	51281
1101-0007-35001	ELECTRIC - SOUTH STATION	112138	NISOURCE INC.	GAS & ELECTRIC SOUTH STATION 723-	365.21	
1101-0007-35003	GAS - SOUTH STATION	112138	NISOURCE INC.	GAS & ELECTRIC SOUTH STATION 723-	84.60	
1101-0007-36001	TIRE	112133	HELLMANS AUTO SPLY CO.	TIRE	232.86	
1101-0007-36001	BLOWHARD/HURST	112135	MACQUEEN EQUIPMENT, LLC	HURST, BLOWHARD	1,650.00	
1101-0007-36001	STATION 2 ANNUAL GENERATOR PM	112130	DUANE'S ELECTRIC, INC	EMERGENCY GENERATOR PM 24	545.98	
1101-0007-39007	STATION 2 ANNUAL GENERATOR PM	112131	DUANE'S ELECTRIC, INC	EMERGENCY GENERATOR PM 24	575.48	
1101-0007-39007			Total For Dept 0007 FIRE DEPARTMENT		11,737.63	

Dept 0008 PLAN COMMISSION	PC INV#5071200269 11-22 - 11-	112148	NISS ENGINEERING, INC.	PC INV#5071200269 11-22 - 11-26-2	3,163.48	
1101-0008-31002			Total For Dept 0008 PLAN COMMISSION		3,163.48	

Dept 0009 POLICE DEPARTMENT	INV 17523 EQUIP GEROLIMOS	112091	THE EAGLE UNIFORM CO	NEW EQUIP UNIF FOR 2 NEW OFCRS	4,284.00	
1101-0009-11302	1201.4 GL OF GASO	112096	WARREN OIL COMPANY	1201.4 GAL OF GAD DELV 11/19	3,006.62	
1101-0009-21001	TIRE SUPPLY FOR PD VEH	112075	HELLMANS AUTO SPLY CO.	TIRE SUPPLY FOR PD VEH	7,374.24	
1101-0009-21002	10PK BLNKTS FOR CELLS	112074	GRAINGER	10PK BLANKETS FOR PRISONER CELLS	90.08	

User: B.HALL
 DB: Highland
 POST DATES 11/27/2024 - 12/10/2024
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

Fund 2201 MVH	CONSTRUCTION/RECONSTRUCT/PRESER(CRP)				
Dept 0017 MVH	CONSTRUCTION/RECONSTRUCT/PRESER(CRP)	112061	AUTO-WARES	55.99	
2201-0017-22004	11/22/2024 # 337-462756	112064	HOSE CONNECTIONS INC	2.23	
2201-0017-22004	HOSES	112065	MIDWESTERN ELECTRIC INC	559.36	
2201-0017-36006	REMOVE DAMAGED LIGHT POLE	112066	MIDWESTERN ELECTRIC INC	395.68	
2201-0017-36006	SECURE WIRES AND BASE		DEAN'S LAWN & LANDSCAPING I	3,805.59	
2201-0017-39005	2024 DOWNTOWN LANDSCAPING		Total For Dept 0017 MVH CONSTRUCTION/RECONSTRUCT/PRE	5,063.62	
			Total For Fund 2201 MVH	17,862.88	

Fund 2203 MVH RESTRICTED					
Dept 0017 MVH CONSTRUCTION/RECONSTRUCT/PRESER(CRP)	SIDEWALK AND CURB REPLACEMENT	112060	H3 CONCRETE, INC	1,542.65	
2203-0017-39009			Total For Dept 0017 MVH CONSTRUCTION/RECONSTRUCT/PRE	1,542.65	
			Total For Fund 2203 MVH RESTRICTED	1,542.65	

Fund 2228 LAW ENFORCE CON'T ED					
Dept 0000	PD VEH SUPPLIES XMAS/DOG PD	112080	MENARDS CORP - SCHERERVILLE	107.85	
2228-0000-23004	PRINTER FOR PD VEH	112071	EMP TECHNICAL GROUP LLC	375.00	
2228-0000-23006	SCANNER FOR PD CAR	112072	EMP TECHNICAL GROUP LLC	483.00	
2228-0000-23006			Total For Dept 0000	965.85	
			Total For Fund 2228 LAW ENFORCE CON'T ED	965.85	

Fund 2405 COMMUNITY CROSSING GRANT FUND					
Dept 0000	CCMG 2024 (CN)	112127	MILESTONE CONTRACTORS NORTH	143,435.62	
2405-0000-41027	CCMG 2024 (CN)	112128	MILESTONE CONTRACTORS NORTH	11,150.10	
2405-0000-41027			Total For Dept 0000	154,585.72	
			Total For Fund 2405 COMMUNITY CROSSING GRANT FUND	154,585.72	

Fund 2505 SPECIAL EVENTS					
Dept 0000	TRUNK OR TREAT FLYER	112144	SANDRA L. MCKNIGHT (R)	45.36	51286
2505-0000-33012	CHRISTMAS DECOR/ SANTA PARADE	112143	CARDI PARKER (R)	41.75	51284
2505-0000-38608	SANTA PARADE SUPPLIES	112146	GORDON FOOD SERVICE, INC	196.68	51285
2505-0000-38608	SANTA PARADE	112145	SANDRA L. MCKNIGHT (R)	35.44	51286
2505-0000-38608	SANTA MARCH AND TREE LIGHTIN	112140	VINCENT P MANCICH	200.00	51283
2505-0000-38609			Total For Dept 0000	519.23	
			Total For Fund 2505 SPECIAL EVENTS	519.23	

Fund 4402 MCCD					
Dept 0000	MCCD COMPUTERS/PRINTERS	112051	EDWARD DABROWSKI (R)	1,110.82	
4402-0000-43009	NEW KEYBRDS FOR VEHs	112088	NWI EMERGENCY OUTFITTERS, LL	2,555.00	
4402-0000-43013			Total For Dept 0000	3,665.82	
			Total For Fund 4402 MCCD	3,665.82	

Fund 4431 MUN CUM STREET FUND					
Dept 0000					

GL Number Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

Fund 4431 MUN CUM STREET FUND
 Dept 0000 SIDWALK AND CURB REPLACEMENT 112059 H3 CONCRETE, INC CONCRETE REPLACEMENT PROGRAM - SI 2,209.30
 4431-0000-44010 Total For Dept 0000 2,209.30
 Total For Fund 4431 MUN CUM STREET FUND 2,209.30

Fund 7701 ICT FUND
 Dept 0000 LINCOLN CENTER ACCT 877140025 112123 COMCAST CABLE PARG INTERNET ACCT 87714002502083 277.16 1000000
 7701-0000-32003 PUMP STATION 877140025029637 112124 COMCAST CABLE PUMP STATION 8771400250296375 175.75 1000000
 7701-0000-32003 CENTRAL FIRE INTERNET 112125 COMCAST CABLE FD CENTRAL/2901 HIGHWAY-PHONE/INT 174.63 1000001
 7701-0000-34023 HEALTH AND DENTAL INSURANCE 112040 TOWN OF HIGHLAND INS FUND (DEC 2024 HEALTH/LIFE INS PREM ICT 3,285.22 51281
 7701-0000-34043 LIFE INSURANCE 112040 TOWN OF HIGHLAND INS FUND (DEC 2024 HEALTH/LIFE INS PREM ICT 9.50 51281
 7701-0000-45200 ICT TRANSFERS GROSS 112015 PAYROLL ACCOUNT 11/29PRL D/S TRANSFER ICT 5,116.63 51275
 Total For Dept 0000 9,038.89
 Total For Fund 7701 ICT FUND 9,038.89

Fund 8802 POLICE PENSION
 Dept 0000 POLICE PENSION TRANSFERS GROS 112020 PAYROLL ACCOUNT 11/29PRL D/S TRANSFER POLICE PENS 67,770.29 39142
 8802-0000-45200 Total For Dept 0000 67,770.29
 Total For Fund 8802 POLICE PENSION 67,770.29

Fund 8903 INSURANCE PREMIUM
 Dept 0000 VOLUNTEER LIFE INS 112048 TOWN OF HIGHLAND INS FUND (VOLUN LIFE INS/ COBRA DEC '24 400.18 51281
 8903-0000-30013 INSURANCE PREMIUM HEALTH/DENT 112038 METLIFE GROUP BENEFITS 2024-12 DENTAL 9,340.56 51280
 8903-0000-34002 INSURANCE PREMIUM HEALTH/DENT 112058 AIM MEDICAL TRUST DEC 2024 MEDICAL AND LIFE INSURAN 224,503.12 9999999
 8903-0000-34002 Total For Dept 0000 234,243.86
 Total For Fund 8903 INSURANCE PREMIUM 234,243.86

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
POST DATES 11/22/2024 - 11/22/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: 4273

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
-----------	-------------------	-------	--------	---------------------	--------	---------

Fund 4402	MCCD					
Dept 0000						
4402-0000-30016	PLATE/TITLE FEE	111999	IND BUREAU OF MOTOR VEHICLE	PLATE/TITLE FEE FOR JOHN MOURATTI	36.50	39134
			Total For Dept 0000		36.50	
			Total For Fund 4402 MCCD		36.50	

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
POST DATES 11/22/2024 - 11/22/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: 4273

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
-----------	-------------------	-------	--------	---------------------	--------	---------

Fund Totals: Fund 4402 MCCD

36.50

36.50