

**Enrolled Minutes of the Twenty-First Regular Meeting or Special Meeting
For the Thirtieth Highland Town Council Regular Plenary
Business Meeting (In person) Monday, December 9, 2024**

The Thirtieth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, December 9, 2024 at 6:30 O'clock P.M. in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

*This meeting was convened as an in person meeting and lived streamed to the Town of Highland Facebook. Facebook permits the public to observe and record the proceedings but allows no interaction between and among the Town Council and members of the public. The public is able to participate in person. Councilor George Georgeff, Councilor Doug Turich, Councilor Alex Robertson, Councilor Tom Black and Councilor Philip Scheeringa all participated in person.

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

The Town Council President Philip Scheeringa presided over the meeting. The Town Clerk-Treasurer, Mark Herak, was present to memorialize the proceedings. The meeting was opened with Councilor George Georgeff reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

Roll Call: Present on roll call were Councilors George Georgeff, Doug Turich, Alex Robertson, Thomas Black, Philip Scheeringa were present. Clerk-Treasurer, Mark Herak was also present. A quorum was attained.

Additional Officials Present: Alex Brown, CPRP, Superintendent of Parks and Recreation; Metropolitan Police Chief Ralph Potesta; Redevelopment Director Maria Becerra; Mike Pipta, Fire Chief; Ed Dabrowski, Director of Information Technology, Kenneth J. Mika, Building Commissioner, Mark Knesek, Public Works Director, John Reed, Attorney with Abrahamson, Reed & Bilse were present.

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

Minutes of the Previous Meetings: The minutes of the November 25, 2024 Plenary meeting were approved by general consent.

Special Orders: None

Comments from the Public or Visitors:

Lydia Shotts, Highland, read the following prepared statement:

December 9, 2024

Lydia Shotts

10226 Kennedy Avenue

I am here to continue my objection to the Redevelopment Plan for the Kennedy Avenue South Subarea Expansion – Resolution HRC-2024-21

I have been in this house for almost 20 years. At this time, I am asking that the Town Council consider my ½ acre of property with the future expansion plans. I am not wealthy like Hyre Electric, Allen Landscaping or Zandstra Greenhouse. Please include the residents that will be living in the Subarea.

I am concerned about my property getting flooded out. My sump pump is running now and it hasn't rained in weeks. I was once told I live over a river. I was told to save my property from flooding by finning in my basement with dirt. Zandstra Greenhouse is my back yard neighbor. There has been talk of them wanting to pave the property directly behind me to expand their parking lot. Cementing that much property will take away a lot of ground water run-off, which might cause my property to flood.

Am I not entitled to ownership rights after 18 years of living there? That house was zoned R1. When it was purchased.

Now I read this Redevelopment Plan and all I see is eminent domain. I'm too old and too poor to start over at this stage of my life and frankly, I don't want too! You don't need my ½ acre so let me live in peace.

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

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

2024
 TOWN OF HIGHLAND INJURIES FOR THE MONTH
NOVEMBER

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

RO = Record Only

DEPT	2024		2023	2024			
	INJURIES	YEAR TO		RESTRICTED	LOST DAYS	RESTRICTED	LOST DAYS
	THIS MONTH	DATE		DAYS THIS YEAR	THIS 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

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

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 vacant)*

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, Olga Briseno and Kelly Bridges)*

General Orders and Unfinished Business:

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)

Councilor Black moved for the passage adoption of Ordinance No. 1803.
Councilor Turich seconded. Upon a roll call vote, there were five (5) affirmatives, no
Negatives. The motion passed. Ordinance 1803 was passed and adopted upon the
signature of the municipal executive.

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 policies for purchases made by the purchasing agency. The written policies established under this subsection may apply to all purchases generally or to a specific purchase stated in the solicitation for the purchase. A written policy established under this subsection may:
 - (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 5 in favor and 0 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)

New Business:

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

Councilor Black moved the passage and adoption of Resolution No. 2024-33. Councilor Georgeff seconded. Upon a roll call vote, there were five (5) affirmatives and (0) negatives. The motion passed. The resolution was adopted pending the signature of the Town Executive.

**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 5 in favor and 0 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)

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

Councilor Turich moved the passage and adoption of Resolution No. 2024-31. Councilor Robertson seconded. Upon a roll call vote, there were five (5) affirmatives and (0) negatives. The motion passed. The resolution was adopted pending the signature of the Town Executive.

**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 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

Philip Scheeringa, President

Attest:

Mark Herak
Clerk-Treasurer

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.

Councilor Robertson moved the passage and adoption of Resolution No. 2024-36. Councilor Black seconded. Upon a roll call vote, there were five (5) affirmatives and (0) negatives. The motion passed. The resolution was adopted pending the signature of the Town Executive.

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 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

Philip Scheeringa, President

Attest:

Mark Herak
Clerk-Treasurer

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.

Councilor Black moved the passage and adoption of Appropriation Transfer Resolution 2024-35. Councilor Robertson seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. The order was adopted pending the signature of the Town Executive.

**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
\$22,000.00

Total 300 Series Reductions

\$22,000.00

Sanitary Operating Fund:

Increase Account: #6601-0015-111.31 Labor Wages \$22,000.00

Total 100 Series Increase \$22,000.00

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 5 in favor and 0 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)

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

Councilor Turich moved that pursuant to Section 5.02.09 of the Compensation and Benefits Ordinance to buy-back one (1) week of the Chief Building Inspector's 2024 vacation. Councilor Georgeff second.

Discussion: Councilor Turich emphasized the does not like buying back a person's vacation as he feels the employee needs to take their vacation to balance their quality of life between working and family time, however because of the mitigating circumstances within the Building Department, he was making such a motion.

Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. The order was adopted pending the Chief Building Inspector turns in the proper paperwork.

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.

Councilor Black introduced and filed. There was no further action

**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, sunseting 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)

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)

Councilor Turich introduced and moved the consideration of Ordinance No. 1806 at the same meeting of introduction. Councilor Georgeff seconded. Upon a roll call vote, a unanimous vote being necessary to consider the Ordinance on the same night of introduction, there were five (5) affirmatives and no negatives. The motion passed. The Ordinance could be considered at the same meeting of its introduction.

Councilor Black moved the passage and adoption of Ordinance No. 1806 at the same meeting of its introduction. Councilor Turich seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five (5) affirmative votes and no negatives. The motion passed. Ordinance No. 1806 was passed and adopted upon the signature of the municipal executive at the same meeting of its introduction.

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 5 in favor and 0 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 5 in favor and 0 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)

- 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)

Councilor Turich introduced and filed. There was no further action

**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:

Years of Service Completed	Current Hourly	Bi-Weekly
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 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 33-16-4-1;IC 36-5-6-5)

10. Proposed Ordinance No. 1808: 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 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.*

Councilor Robertson introduced and filed. There was no further action

**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 officers and employees of the Town of Highland are hereby fixed for its departments and offices as follows:

(A) Office of the Town Council

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		Starting 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>adds</i>		<i>Salaried adds</i>	<i>Hourly</i>
Indiana Accredited Municipal Clerk hour	(IAMC)	\$42.40 bi-weekly	53¢ per
Certified Municipal Clerk hour	(CMC)	\$52.80 bi-weekly	66¢ per
Master Municipal Clerk hour	(MMC)	\$79.26 bi-weekly	99¢ per
<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 hour	(FPC)	\$52.80 bi-weekly	66¢ per
Certified Payroll Professional hour	(CCP)	\$78.96 bi-weekly	99¢ per

(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:

Incumbent	Starting	
	Rate	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

Incumbent		Starting Rate	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) hour		\$50.40 bi-weekly	63¢ per
Code Specialists Designations (B8,E8, FA, M8,P8 or H8) hour		\$50.40 bi-weekly	63¢ per
Master Code Professional hour	(MCP)	\$75.20 bi-weekly	94¢ per
Master of Special Inspection hour	(MSI)	\$75.20 bi-weekly	94¢ per
Certified Building Official hour	(CBO)	\$101.60 bi-weekly	\$1.27 per

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

Incumbent Rate		Starting Rate
(1) Public Works Director	(1)	\$ 3,864.88
With an employer provided vehicle:		\$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

Incumbent	Starting Rate
Rate	
(1) Administrative Assistant*(1)	\$ 26.75 \$25.00 \$
26.75	\$25.75 -
\$27.55	

~~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 Incumbent Rate	Rate
-------------------------------	------

(A) Chief of the Department (1) (biweekly) ~~\$ 3,778.97~~ \$3,892.34/\$3,967.92
~~\$ 4,052.93~~ \$4,174.52/\$4,255.58

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

Incumbent	Starting Rate	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:

Incumbent	Starting Rate	Rate
(a) Sergeants (4) (placeholders)	\$ 3,318.98	\$3,418.55/\$3,484.93
	\$ 3,318.98	\$3,418.55/\$3,484.93

	Starting Incumbent Rate	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.

Incumbent	Starting	
	Rate	Rate
(4) Patrol Officers:		
Police Officer 1 (Special)	\$ 3,029.43	\$ 3,029.43

Police Officer 1	\$ 2,962.47 \$3,051.34
2,962.47 -\$3051.34	
Police Officer 2	\$ 2,612.84 \$2,612.84/ \$
2,612.84 -\$2,691.23	
Police Officer 3 (no LEA certification)	\$ 2,446.60
\$2,446.600/\$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	
Incumbent	Rate	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) 2,345.00-\$2,415.35	\$ 2,283.12	\$2,351.61	\$
	Starting Rate	Incumbent Rate	
(2) Systems Administrator/ IT & Training Officer (part-time) \$37.85hr*.	\$35.28	\$36.34hr.	\$36.75
	Starting Rate	Incumbent Rate	
(3) Administrative Assistant* \$2,140.00 \$2,204.20.	\$2,140.00	\$2,204.20	
(4) Secretary * (1) per hr.	\$21.83	\$22.48	\$21.83 \$22.48
<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	\$ 19.81 \$20.40
Support Services Clerk (part-time)	\$ 18.11	\$18.65	\$ 19.81 \$20.40
Animal Warden (part-time) \$18.54 hr.	\$ 15.00	\$15.45hr. -	\$18.00
Crossing Guard (part-time) \$18.53 hr.	\$ 16.00	\$16.48 hr. -	\$ 17.99
Sub Crossing Guard (part-time) \$18.53 hr.	\$ 16.00	\$16.48 hr. -	\$ 17.99
Secretary (part-time) \$24.80 hr.	\$ 20.79	\$21.41hr.	\$ 24.08
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
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- (1) Superintendent of Parks and Recreation (1)

With an employer provided vehicle:
 \$3,371.65

~~\$ 3,273.45~~

Without an employer provider vehicle:
 \$3,571.46

~~\$ 3,467.44~~

(2) Director of Recreation (1) ~~\$ 2,340.36~~ \$2,410.57 \$
~~2,340.36~~-\$2,410.57

(3) Recreation Supervisor (3) ~~\$ 1,634.40~~ \$1,688-\$1,738.64
~~\$ 1,634.40~~ \$1688-\$1738.64-~~\$1,740.50~~-\$1,792.72-

(4) Director of Parks (1) ~~\$ 2,713.39~~ \$2,794.79 \$
~~2,713.39~~-\$2794.79

(B) Associate Staff and Employees

		Starting Rate	Incumbent Rate(s)
(1) Park Secretary \$22.46 \$23.13 hr.	(1)	\$ 21.83	\$22.48\$ 21.83 \$22.48-
(2) Park Repairs Specialist 22.76 hr. \$23.13	(1)	\$ 20.32	\$22.76\$ 20.32 - \$
(3) Park Specialist I \$18.29- \$21.71 hr. \$22.36	(3)	\$ 17.76	\$18.29\$ 17.76
(4) Park Specialist II	(4)	\$ 16.66	\$17.16\$ 16.66 \$17.16
(5) Custodians \$17.33 \$17.85hr.	(3)	\$ 16.66	\$17.16\$ 16.66 \$17.16-
(6) Part-time workers:			
Office Clerks 21.63per hr.	(part-time)	\$11.55	\$11.90-\$21.00
Building Supervisors \$25.96per hr.	(part-time)	\$12.60	\$12.98 \$25.20
Custodians \$14.83 per hr.	(part-time)	\$ 9.45	\$9.73- \$14.40
Recreation Leaders	(part-time)	\$ 9.45	\$9.73 -\$14.64

(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 \$510.87	(1)	\$ 495.99 per quarter	
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:

Salaried adds *Hourly*

adds

Chief Fire Officer designation (CFO) hour		\$ 51.20 bi-weekly	64¢ per
Fire Officer designation (FO) hour		\$ 40.00 bi-weekly	50¢ per
Chief Training Officer (CTO) hour		\$ 40.00 bi-weekly	50¢ per
Certified Fire Marshal (CFM) hour		\$ 51.20 bi-weekly	64¢ per

(F) Support staff

	Starting Incumbent Rate	Rate
Secretary (1) \$22.46 per hr.\$23.13	\$ 21.83	\$22.48
Custodian (part-time) per hr.	\$ 7.61	\$7.84–16.87

(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 ~~\$ 18.90~~\$20.00 hr.

(per hour or fraction thereof) (see HMC Section 9.05.050)

(2) Training ~~\$ 18.90~~ \$20.00hr.

(per hour or fraction thereof) (see HMC Section 9.05.050)

(3) Special Preparedness duties/details ~~\$ 18.90~~\$20.00 hr.

(per hour or fraction thereof) (see HMC Section 9.05.050)

(4) Special Maintenance (non-custodial) duties/details ~~\$ 18.90~~\$20.00 hr.

(per hour or fraction thereof) (see HMC Section 9.05.050)

(5) Inspection ~~\$ 18.90~~ \$20.00hr.

(per hour or fraction thereof) (see HMC Section 9.05.050)

(6) Interim Fire Chief ~~\$18.90~~\$20.00 hr.
(per hour or fraction thereof) (see HMC Section 9.05.050)

(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 Incumbent Rate	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:

Years of Service Completed	Current Hourly	Bi-Weekly
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)

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)

Councilor Black introduced and moved the consideration of Ordinance No. 1809 at the same meeting of introduction. Councilor Georgeff seconded.

Discussion: Councilor Turich said he is not in favor of buying back vacation time. He wanted to encourage the employees to the time off but there are times and mitigating circumstances that doesn't permit an employee to take time off. He thought that each circumstance needed to be evaluated on an individual basis. He said he would prefer carry over versus buy back so the employee can take the time off and rejuvenate before returning to work. He also said there is a financial impact to the department of having to buy back vacation time.

Public Works Director Knesek and Park Superintendent Brown expressed concern on how to budget for the additional buy back. Councilor Georgeff reminded that the buy back is contingent upon Department Head approval and funds being available.

Upon a roll call vote, a unanimous vote being necessary to consider the Ordinance on the same night of introduction, there were five (5) affirmatives and no negatives. The motion passed. The Ordinance could be considered at the same meeting of its introduction.

Councilor Turich moved to amend Ordinance 1809 to include increasing the allowed carry over from five (5) days to ten (10) days. Councilor Robertson seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives to amend Ordinance No. 1809.

Councilor Turich moved the passage and adoption of Ordinance No. 1809 at the

same meeting of its introduction. Councilor Robertson seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five (5) affirmative votes and no negatives. The motion passed. Ordinance No. 1809 was passed and adopted upon the signature of the municipal executive at the same meeting of its introduction.

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 5.02.030 Carry Over* 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:

§ 5.02.030 Carry Over

Full-time employees may elect to carry over up to two (2) weeks of vacation into the following year. The vacation must be taken by December 31st of the year into which it is carried over.

Section 2. 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 3. That *Section 5.02.030 Carry Over* 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:

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 sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 9th Day of December 2024, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0

opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

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

Attest:

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

12. Councilor Turich moved to purchase the remaining eight (8) unused vacation days from the Chief Building Inspector. Councilor Black seconded. Upon a roll call vote, there were five (5) Affirmatives and no negatives. The motion passed.
- 13 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.

Councilor Black moved the passage and adoption of Works Board No. 2024-55. Councilor Georgeff seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. The order was adopted pending the signature of the Town Executive.

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 programing for the year;

Whereas, The Town Council has been reliably advised that it has been customary and is highly desirable for the payment of an honorarium or stipend to some of

the participating 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 5 in favor and 0 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)

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

The hiring of Christopher Sarang, to the full-time position of Mechanic in Public Works Department (Agency) at a rate of pay of \$23.10 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*

Councilor Robertson moved the approval and authorization of the appointment (hiring) of Christopher Sarang as indicated. Councilor Turich seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. The hiring was authorized.

TOWN OF HIGHLAND
 PERSONNEL-EMPLOYMENT NOTICE

Name: Christopher Sacang Employee Payroll # _____
 Address: 2629 Wanda Pt Hammond Phone #: _____
 Department: Public Works Account #: HWH
 Email address: sacang.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 Wingert (if applicable)
 The current workforce level is 2 as of the date of this notice.
 This position will will not increase authorized full-time work force levels.

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

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

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

To be paid last direct deposit or payroll check (Detail on back of this page if necessary):
 Vacation Pay: _____ Comp Pay: _____ Personal Day Pay: _____
 Severance Pay: _____ Holiday Pay: _____ Other Pay Allowed: _____
 SUPERVISOR SIGNATURE: _____ Date: 12-5-24

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

_____ Date: _____

 Date of Revision: 4/020

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

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 Worker/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*

Councilor Turich moved the approval and authorization of the appointment (hiring) of Nicholas Harrison as indicated. Councilor Robertson seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. The hiring was authorized.

**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~~ will not increase authorized full-time work force levels.

PAY RATE CHANGE OR CHANGE IN STATUS Date Effective: _____

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

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

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

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

To be paid last direct deposit or payroll check (Detail on back of this page if necessary):
 Vacation Pay: _____ Comp Pay: _____ Personal Day Pay: _____
 Severance Pay: _____ Holiday Pay: _____ Other Pay Allowed: _____

SUPERVISOR SIGNATURE: _____ Date: 12-5-24

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

Date: _____

Date of Revision: 4/2020

16. 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.

Councilor Georgeff moved 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. Councilor Robertson seconded. Upon a roll call vote, there were five (5) affirmatives And no negatives. The motion passed.



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

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:

CONSULTANT:

TOWN OF HIGHLAND

GREAT LAKES URBAN FORESTRY, INC.

BY: _____

BY: *Phillip M. Graf*

TITLE: _____

TITLE: President

DATE: _____

DATE: November 19, 2024

17. 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.

Councilor Georgeff moved the passage and adoption of Works Board No. 2024-56. Councilor Robertson seconded. Upon a roll call vote, there were four (4) affirmatives and no negatives and one (1) abstention, with Councilors Georgeff, Robertson, Black and Scheeringa voting in the affirmative and Councilor Turich abstaining. The motion passed. The order was adopted pending the signature of the Town Executive.

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 4 in favor and 0 opposed and 1 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)



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

18. Works Board Order Number 2024-54: An Order of the Works Board Authorizing and Approving the First Change Order to the construction contract with Milestone Contractors North, L.P. for the 2024 CCMG Street improvement project DES #2400242, pursuant to I.C. 36-1-12-18.

Councilor Georgeff moved to amend the agenda and add Works Board Order No. 2024-54. A unanimous vote being necessary to amend the agenda. Councilor Black seconded. Upon a roll call vote to amend the agenda, there were five (5) affirmatives and no negatives. The agenda was amended.

Councilor Black moved the passage and adoption of Works Board No. 2024-54. Councilor Robertson seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. The order was adopted pending the signature of the Town Executive.

**TOWN of HIGHLAND
Board of Works
Order of the Works Board No. 2024-54**

**AN ORDER AUTHORIZING AND APPROVING THE FIRST CHANGE ORDER TO
THE CONSTRUCTION CONTRACT WITH MILESTONE CONTRACTORS NORTH,
L.P. FOR THE 2024 CCMG STREET IMPROVEMENT PROJECT, DES #2400242,
ALL PURSUANT TO I.C. 36-1-12-18**

Whereas, the Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has heretofore authorized and approved a public works project for certain street resurfacing and other improvements in the public right-of-way to be funded, in part, by the State of Indiana and the Community Crossings Matching Grant program, with the project commonly known as the 2024 CCMG Street Improvement Project; and

Whereas, The Town Council has heretofore awarded a contract to Milestone Contractors North, Inc. for the Project on July 22, 2024 in the amount of One Million Seven Hundred Nine Thousand Six Dollars and 80 Cents (\$1,709,006.80); and

Whereas, during the course of construction of the Project, it has become necessary to adjust the original estimated quantities of materials to actual quantities used on the project; and

Whereas, NIES Engineering, Inc., a licensed engineer performing construction engineering services on this project has specifically identified and presented a description of such changes as the first addendum to the original construction contract with Milestone Contractors, L.P., particularly in support of costs associated with several bid items, which has a net effect of decreasing the contract cost by the amount of Seventy-four Thousand Six Hundred Fifty Dollars and 85 Cents (\$74,650.85); and

Whereas, the Town of Highland through its Town Council, which is also the Board of Works, now desires to accept and issue the order for change as described; and

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

Section 1. That Change Order No. 1 for the 2024 CCMG Street Improvement Project, as prepared by NIES Engineering, Inc., a licensed professional engineer performing construction engineering services on the Project, is hereby approved and authorized in each and every respect; and

Section 2. That this first addendum is hereby ordered to be known as Change Order No. 1, issued to decrease the net cost to the original agreement between the Town of Highland and Milestone Contractors, L.P., in the amount of Seventy-four Thousand Six Hundred Fifty Dollars and 85 Cents (\$74,650.85), bringing the total value of the entire agreement with any and all change orders approved to date to One Million Six Hundred Thirty-four Thousand Three Hundred Fifty-five Dollars and 95 Cents (\$1,634,355.95); and

Section 3. That the proper officers are hereby authorized to execute the necessary documents with their signatures.

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 5 in favor and 0 opposed.

**Town Council of the Town of
Highland, Indiana**

Philip Scheeringa, President

Attest:

Mark Herak, Clerk Treasurer

Comments from the Town Council:

(Good of the order)

- **Councilor George Georgeff:** *Chamber of Commerce; • Liaison to the Board of Water Works • Co-Chair Town Board of Metropolitan Police Commission • Redevelopment Commission Member*

Councilor Georgeff acknowledged Metropolitan Police Chief Ralph Potesta who went over the crime statistics since the November 25th Plenary Meeting:

Town Council Meeting Notes for 12/09/2024 – Police Department

0 – Robberies / 0 – Burglaries / 0 – Rapes / 0 – Assaults / 0 – Auto Thefts

1 Battery on a Law Enforcement Officer. DUI traffic stop. Our officers were not seriously injured. Subjects arrested from Gary and Chicago.

6 DUI Arrests

3 Drug Arrests from traffic stops – Marijuana / Cocaine

Responded to 11 Domestic Disturbances – 2 Arrests made

44 Accidents covered – 5 involved Personal Injury

Had 2 work trucks broken into – Window shattered on one vehicle – other vehicle was unlocked

9300 Block of Erie and 9300 Block of O'Day - \$530 in tools and \$2,100 in tools

Several similar thefts in surrounding towns.

7 Retail Thefts – 7 Arrests made - Losses ranged from \$40 all the way up to \$1,700

Suspects from – 33YOA female from Highland / Gary / East Chicago / Michigan City / South Bend / Indianapolis / Danville IL / Crete IL / Glenwood IL

We have started our extra patrols of the retail corridor. This extra Law Enforcement visibility seems to be helping.

A couple Dine and Dashes at Round The Clock – One group was stopped after fleeing the scene and returned to pay the bill. Other case is being investigated by our detectives.

Spreading Holiday Cheer Parade went well – Thank you to Commander Shawn Anderson for coordinating with the fire department and Superior Ambulance. We had Santa and The Grinch join in on the fun this year. We will be back out next Saturday night at the Frostival and then driving the streets afterward. See out FaceBook page for the times and route.

Cops For Kids this weekend. We have several families that we will be taking shopping at Meijer on Saturday morning. Blue Top has again volunteered to provide a free breakfast for all involved after shopping is completed.

November patrol stats: 55 Arrests made / 330 traffic citations issued / 411 traffic warnings issued / Responded to 903 Calls for Service / 86 Accidents handled / 15 DUI arrests made

Officer Orth - Code Enforcement

11-25-24 TO 12-9-24

8 DAYS SPENT IN CODE

34 Follow ups

61 Total cases

52 S.I.'s

27 Junk Vehicles Tagged
* 1 TOW *

SANTA PARADE
TRAFFIC + SECURITY AT MAIN SQUARE

1 meeting with a neighborhood
concern -

2 to 3
School Buses assignments
per day

Councilor Georgeff then acknowledged Redevelopment Director Maria Becerra who gave the following report:

TOWN COUNCIL MTG 11-25-24 _____ **MARIA BECERRA, REDEVELOPMENT DIRECTOR**

SAFE STREETS FOR ALL GRANT UPDATE

THE CONSULTANTS ARE CONTINUING WITH THEIR ANALYSIS AND WILL BE PRESENTING A DRAFT BEFORE YEAR END.

MASTER COMPREHENSIVE PLAN

THIS FRIDAY, DECEMBER 13TH FROM 6:00 TO 7:30 AT THE LINCOLN CENTER, RESIDENTS ARE ENCOURAGED TO ATTEND THE PUBLIC MEETING TO DISCUSS THE FUTURE VISION FOR HIGHLAND AS WE UPDATE THE MASTER COMPREHENSIVE PLAN.

AMENDMENT OF THE REDEV. PLAN FOR THE CONSOLIDATED REDEVELOPMENT AREA - KENNEDY AVE. SOUTH SUBAREA EXPANSION – THE NEXT STEP AFTER THE TOWN COUNCIL APPROVES A RESOLUTION, THE REDEVELOPMENT COMMISSION WILL HOLD A PUBLIC MEETING FOR PASSAGE OF A CONFIRMATORY RESOLUTION.

NORTH KENNEDY PARCEL ACQUISITIONS SURVEY WAS RECEIVED TODAY S

INDIANAPOLIS PARCEL DISPOSITION – THE LEGAL OFFERING WILL BE PUBLISHED ONCE THE REDEVELOPMENT COMMISSION APPROVES LEGAL NOTICE AT THE NEXT PLENARY MEETING.

THE WELCOME TO THE TOWN HIGHLAND FREE VIDEO DRAFT IS BEING CIRCULATED FOR PROOFING.

- **Councilor Doug Turich:** *Park and Recreation Board Liaison • Liaison and Plan Commission Member • Advisory Board of Zoning Appeals Liaison • Redevelopment Commission Member*

Councilor Turich acknowledged Building Commissioner Ken Mika who gave the following report:

12/9/24 HIGHLAND TOWN COUNCIL MEETING / BUILDING & INSPECTION REPORT

- **BZA** - Will have their combined November / December meeting this Wednesday 12/11, Study Session at 6 PM. And the Public Meeting at 6:30 PM. The only item on the agenda is for approval of Findings of Fact for a petition that was before the Board in October.
- **PC** - The PC Study Session last Wednesday was cancelled due to a lack of business for placement on the agenda. It is believed that the Public Meeting on Wednesday 12/25 will most likely be canceled for the same reason.
- **BUILDING** – There are several ongoing projects still underway, the progress of which in most cases have been slowed do to the weather.
- The Osborne Street improvements were completed prior to the weather setting in which would have delayed that work.
- 2907 Jewett Ave. / Mr Belmonte as of a couple of weeks ago finally finished putting the exterior building materials on the section of the building he had been working on for some time. A permit had also recently been pulled to repair a block wall on the East side of the connected building which he is also carrying thru with the same façade materials on the front of that one.

Ken Mika

Town of Highland

Building Commissioner / Zoning administrator

Councilor Turich then acknowledged Park Superintendent Alex Brown, recapped a

few events that happened in the last couple of weeks. The Pumpkin Plod which was Thanksgiving morning and it went really well. They had just under a thousand participants. The tree lighting and parade went well, other than it was really cold. The Saturday after Thanksgiving, Youth Basketball started with roughly 430 kids in the program. This past Friday night, they had the Youth Dance Showcase in the Field House. Over 400 tickets were sold for the event. The Fireside Frostival is this Saturday from 4 o'clock pm to 8 o'clock pm, at Main Square Park. This is a 1st time event. The staff is a little worried about the weather, as the forecast is calling for an 80% chance of rain for Saturday night. The Community Band Holiday Concert will be next Tuesday night in Monbeck Auditorium. He mentioned a couple of construction projects. The Pop Warner Storage building behind Lincoln Center is finished an operational. It is 40' by 80' building with ½ being used from the Pop Warner program and the other ½ to be used by the Park Department. The new light standards are being delivered to Sankowski Field tomorrow. The new lights are replacing the lights originally installed in the 70's. He said Nies Engineering is still working on the Main Square Fencing Project. Nies would like feed back from the Council and Redevelopment Commission to help in the design selection. He said Highland Christian recently installed a similar fence that several members of the park board liked. He said the decision has to be made about material, whether aluminum or steel and whether you want brick columns or not. He said Nies does not want to provide any numbers until the design is completed.

Councilor Turich said he thought we agreed upon that the Council wanted to have brick pillars like those of Griffith Central Park or Wicker Park.

Public Works Director Knesek said the fence at Highland Christian, which is very nice, is made out of steel and already beginning to rust.

- **Councilor Alex Robertson:** *Sanitary Board Liaison • Redevelopment Commission Member*
- *Council of Community Events Commission Liaison • Public Works Liaison • Liaison to Main Street Bureau • Liaison to the Tree Board • Liaison to the Highland Neighbor for Sustainability.*

Council Robertson acknowledged Public Works Director Mark Knesek who began by discussing leaf and branch pickup. He said they still have two (2) leaf vacs out. He said they are planning on keeping the leaf vac out for another week. He said they are short handed as the guys are using up their vacation days before year end. He complimented the leaf vac crews, as the early snow really put a wrench in the leaf schedule. The crews really hustled and we able to complete five (5) days within three (3) days. He said now that the leaves are pretty much picked up, they plan on putting out the chipper to pick up branches. He said they have five (5) pages of branches that people need to have picked up. He said they are advising the residents, if they want, they can bring their branches to the Town Garage and dump them there at no charge, if they want to get rid of them sooner. He did caution the Council, however, if they get another snow, the trucks used to pull the leaf vacs or chipper, are converted to plowing snow. He suggested to the Council that the Town might want to consider purchasing another chipper and a truck to pull it. He said he talked with Lake County Commissioner Repay about using the County's ESRI.

The Town pays an annual fee to have access to the ESRI sight to enter their tree inventory. Commissioner Repay said Highland could use the County's login.

• **Councilor Tom Black:** *Redevelopment Commission Liaison and Member • Member of the Lake County Solid Waste Management District Board • Member of the Northwestern Indiana Regional Planning Commission (NIPRC) • Shared Ethics Representative • Liaison Traffic Safety*

Councilor Black said he had no report at this time.

• **Town Council President Philip Scheeringa:** *Town Executive (I.C. 36-1-2-5-(4); I.C. 36-5-2-2; I.C. 36-5-2-7); • Board of Trustees of the Police Pension Fund, Chair (By Law) • Budget Committee Chairman • Redevelopment Commission Member • Co-Chair Town Board of Metropolitan Police Commission • Fire Department Liaison • Information Communications and Technology Department Liaison • Building and Inspection Department Liaison.*

Councilor Scheeringa acknowledged Fire Chief Mike Pipta. Chief Pipta said for the month of November, they responded to twelve (12) general alarms and 38 paid still alarms. Year to date, they have responded to 538 calls. Since they activated Auto Aid, they have used it four (4) times. Of the four (4), two (2) were actually needed and two (2) were released early. He said they had an interesting call the other night with a down power line. A branch came down and took out the main power line but it did not blow out the circuit, so the power was still feeding the house. The fire department used dry chemical fire extinguishers to keep the house from catching fire till Nipsco arrived. He said they responded to a mutual aid to Griffith on a structural fire and they moved up earlier in the month for Lake Ridge as they were battling a structure fire. He said on the 19th of this month, he will be attending the graduation of one of our trainees.

Councilor Turich asked Chief Pipta to advise the public on Truck 2. He wanted to make the public aware. Chief Pipta said Truck 2 had been out of service for a long time, roughly eight (8) weeks. He said the engine or motor has been losing anti-freeze and they can't find out where it is going. He said he understood the warranty will be up shortly and there are different warranties for the engine and transmission. The manufacturer has had people look at it but cannot figure out the problem.

Councilor Scheeringa then acknowledged IT Director Ed Dabrowski who said he has been reaching out to all of the department heads who hold their public meeting in the plenary meeting room. With the new law going into effect in 2025, all meetings held in this room must be live streamed and the live streamed must accessible for 90 days on the Town's website.

That concluded comments from the Council and President Scheeringa then turned it over to comments from visitor's or residents, reminding them to limit it to 2 minutes.

Comments from Visitors or Residents: None

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

Payment of Accounts Payable Vouchers. There being no further comments from visitors or residents, Councilor Robertson moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period November 22, 2024 through December 10, 2024. Councilor Black seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified, the payroll dockets listed were ratified and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

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; 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 of Plenary Meeting. There being no further business on the agenda, the Town Council President declared the regular plenary meeting of the Town Council of Monday, December 9, 2024, adjourned at 7:44 o'clock p.m.

Mark Herak
Clerk-Treasurer

Approved by the Town Council at its meeting of December 23, 2024.