

**Agenda**  
**Twenty-seventh Regular or Special Meeting**  
**of the Twenty-Ninth Town Council of Highland**  
**Regular Meeting of Monday, January 11, 2021 at 6:30 p.m.**  
 Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code  
 This meeting will be convened as an electronic meeting, pursuant to Governor  
 Holcomb's Executive Orders, 20-04, 20-09, 20-25 and extended by Executive  
 Order 20-52, allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the  
 duration of the emergency, through to January 30, 2021.

People may observe and record the meeting for live streaming by joining the meeting on the Zoom platform <https://zoom.us/j/98503887320?pwd=SUZCQ0hsbkxoSSt3VXlpemFaVmhqUT09>  
 Further, persons wishing to offer comment in the meeting may access the electronic meeting by using the preceding and adding the password for Meeting ID 985 0388 7320, password (code): 167170.

<b>Prayer:</b>	Mark J. Schocke
<b>Pledge of Allegiance:</b>	Mark J. Schocke
<b>Roll Call:</b>	Bernie Zemen
	Mark A. Herak
<b>A GREAT PLACE TO CALL HOME</b>	Mark J. Schocke
	Thomas (Tom) Black
	Roger Sheeman

**Minutes of Previous Session:** Minutes of the Regular Meeting of 28 December 2020.

- Special Orders:**
1. Election of the **Town Council President** for 2021, pursuant to § 2.05.040 of the Highland Municipal Code.
  2. Election of the **Town Council Vice President** for 2021, pursuant to § 2.05.040 of the Highland Municipal Code.

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

- Staff Reports:**
- Building & Inspection Report for December 2020.
  - Fire Department Report for December 2020.
  - Workplace Safety Report for December 2020.

- Appointments:**
- **Statutory Boards and Commissions**  
*Executive Appointments (May be made in meeting or at another time)*
  - 1. **Municipal Plan Commission:** (1) appointment to be made by Town Council President. *(Note: Currently held by Thomas Vander Woude (I))*

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

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*Citizen members cannot have more than two of any party. Currently, 2 D, 1 R and 1 Ind.*

2. **Advisory Board of Zoning Appeals:** (1) appointment to be made by Town Council President. This appointment only necessary if there is a change to the appointment on the Plan Commission. *(Note: Currently held by Joseph Grzymiski term is co-extensive with his plan commission term for which there is no fixed term)*
3. **Redevelopment Commission:** (3) appointments to be made by Town Council President. *(Note: currently held by Tony Washick (unexpired term of George Georgeff) , Renee Reinhart (unexpired term of Bill Leep), and Jack Havlin (unexpired term of Sean Conley))*
4. **Waterworks Board of Directors:** (2) appointments to be made by Town Council President. *(Note: Currently serving Lawrence R. Kondrat (R), and George A. Smith (R). Current composition of the board is three Republicans and two Democrats. No more than three of any one party under state law.*
5. **Board of Sanitary Commissioners:** (2) appointments to be made by Town Council President. *(Note: currently serving, Richard Garcia (D) and Greg Cieslak (R)). Current composition is three Republicans, two Democrats. Current law provides no more than three of any one party.*

Regional Statutory Commissions or Boards

6. **Northwestern Indiana Regional Planning Commission (NIRPC):** (1) appointment to be made by Town Council President. *(Note: **No action is necessary unless** the Town Council President wishes to change appointment. Appointee must be an elected official of the community represented. Currently serving, Michael Griffin. He is completing term as Chair of the Commission.)*
7. **Town Representative to the Lake County Public Safety Communications Commission.** *Pursuant to Lake County Ordinance No. 1362A-2, the Town of Highland is a Group A municipality, so the appointment is an Executive appointment. Term expires 12.31.2020 and terms are four years. (Currently held by William R. Timmer, Jr., CFOD)*
8. **Economic Development Commission.** (1) Appointment to be made by the municipal executive, but requiring nomination from the Town Council. Term ends just before February 1<sup>st</sup>. *(Currently held by Michael Wieser) This term does not expire until February 1, 2021.)*
  - a. Nomination by the Town Council. *(The council would pass a motion to nominate.)*
  - b. Appointment by executive. *(If nominee is acceptable, the Town Council President may appoint.)*

#### **Home Rule Boards and Commissions**

9. **Community Events Commission** *Multi-Year position:* (1) appointment to be made by the Town Council President. **Term: 4 years.** *(Note: Currently serving, Jacqueline Herrera )*
10. **Tree Board:** (2) appointments, to be made by the municipal executive, but requiring nomination from the Town Council. *(Positions currently held by William (Bill) Vargo and Judy Vaughn.)*

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- a. Nomination by the Town Council. *(The council would pass a motion to nominate.)*
  - b. Appointment by executive. *(If nominee is acceptable, the Town Council President may appoint.)*

- **Tree Board Chairperson.** The Town Council President also appoints the Chairperson to be selected from the membership of the board. *(See HMC Section 8.25.030 (C)) (Currently held by Bill Vargo.)*

**11. Committee and Liaison Assignments.** *Assignments made by Town Council President. (Custom and Convention) The current assignments are below:*

- Bernie Zemen: Fire Department, Liaison; and Plan Commission, Liaison.
- Mark A. Herak: Budget Committee Chairman; Advisory Board of Zoning Appeals Liaison; Town Board of Metropolitan Police Commissioners Liaison and Public Works Liaison.
- Mark J. Schocke: Park and Recreation Board Liaison.
- Tom Black: Board of Waterworks Directors, Liaison; and Board of Sanitary Commissioners, Liaison.
- Roger Sheeman: Chamber of Commerce Liaison; Community Events Commission, Liaison; IT Liaison; Redevelopment Commission, liaison, and Tree Board Liaison.

***Legislative Appointments***

1. **Municipal Plan Commission:** (3) appointments to be made by Town Council. *(Note: Appointee may be elected or appointed officials or employees of the Town. Currently no vacancies. **No action necessary** as incumbents continue to serve unless the legislative body acts to change. Currently serving: Bernie Zemen (Elected Official); Douglas Turich (employee); Joseph Grzymiski (employee))*
  2. **Advisory Board of Zoning Appeals:** (1) appointment to be made by Town Council as the Fiscal Body of Unit. *(Note: Currently held by David Helms)*
  3. **Park and Recreation Board:** (1) appointment to be made by Town Council. *(Note: Currently serving Carlos Aburto (D).)*
  4. **Town Board of Metropolitan Police Commissioners:** (2) appointments to be made by Town Council. *(Note: currently serving Steven Jurczak (D) and James k. Slagle (D)) Cannot have more than three persons of any single party. Current composition is Three D and 2 R.*
  5. **Redevelopment Commission** (2) appointments to be made by Town Council. *(Note: currently held by Robyn Radford, LCSW; and Cyril Heurter)*
- Regional Statutory Commissions or Boards
6. **Lake County Solid Waste Management District Board of Directors** (1) appointment to be made by Town Council. *(Note: currently held by Councilor Thomas "Tom" Black. Must be a member of the Town Council*

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(Fiscal Body). Term is co-extensive with term of councilor. **No action necessary** unless the Town Council wishes to change the appointment. The term continues until acted upon or status changes as a fiscal body member)

Home Rule Commissions

7. **Main Street Bureau Board:** (17) appointments to be made by the Town Council. Term: Two years ending 1 Jan 2023. *There are currently 9 of the 17 in place and serving. Currently serving are Dawn Diamantopolous, Mary Wells, Lola McKay, Marie Russo, Julie Larson, Emily Foreit, Mary Ellis, Teri Yookovich and Aubry Velasquez.*
8. **Joint Board of Delegates of the Interlocal Cooperation Ethics Entity.** *Continues until recalled. Currently, Michael Griffin.*
9. **Community Events Commission** *Multi-year positions: (3) appointments to be made by the Town Council. Term: 4 years. (Note: Currently serving Dawn Wolak and Kristen Smith. Also there is a vacant post the term of which expires 1 January 2022, unexpired term)*

*Single year positions: (9) appointments to be made by the Town Council. Term: 1 year. (Note: Currently serving, John A. Salzeider, Stan M. Allen, Michael Cardone, Michael Blejski, Christopher Kornaus, Deanna Christ, Elizabeth Alakel, and Jason Tharp)*

10. **Traffic Safety Commission: (5)** appointments, which must be comprised of 1 representative from the Fire Department, (1) representative from the Public Works Department (Agency), (1) member from the Town Board of Metropolitan Police Commissioners, and (2) members from the Police Department. Also note, HMC Chapter 10.45 provides that the Police Chief serves as Chief of the Commission regardless of being a member of the commission. *(Currently serving, William Timmer, CFO, Fire Department Representative; Vacant\* (owing to retirement) Public Works Department (Agency) representative; Steve Jurczak, Town Board of Metropolitan Police Commissioners representative; Commander John Banasiak, Police Department representative; and Chief Peter T. Hojnicky, Police Department representative.)*

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**Unfinished  
Business &  
General Orders:**

1. **Resolution No. 2021-01:** A Resolution Of The Fiscal Body Of The Town Of Highland Approving And Fixing The Official Charges Or Fees For Information And Communication Technology Services Provided By The Municipality To Its Executive Departments And Offices And Accounted In The Information And Communication Technology Fund.
2. **Resolution No. 2021-02:** A Resolution Authorizing a Transfer to the Rainy Day Fund of Identified Monies, pursuant to IC 36-1-8-5.1 et seq.

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**NEW BUSINESS:**

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<b>Comments or Remarks from the Town Council: (Good of the Order)</b>	<b>Councilor Bernie Zemen</b>
	<b>Councilor Mark Herak</b>
	<b>Councilor Thomas Black</b>
	<b>Councilor Mark Schocke</b>

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**Councilor Roger Sheeman**

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<b>COMMENTS FROM THE PUBLIC or VISITORS</b>	This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council. Depending on the nature of the comments, the Town Council may direct the staff to address the topic or follow-up on matters that may arise from public comments. If necessary, the matter may be set for action at a future meeting. Persons addressing the Town Council are requested to limit their presentations to <b>two (2) minutes</b> and encouraged to avoid repetitious comments.
<b>ACTION TO PAY Accounts Payable Vouchers</b>	Accounts payable vouchers December 29, 2020 to January 11, 2021 in the amount of <b>\$ 547,749.84.</b>
<b>ADJOURNMENT</b>	The Town Council may meet in study session immediately following the Regular Meeting. <i>Posted pursuant to IC 5-14-1.5-4(a)</i>

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**Enrolled Minutes of the Twenty-sixth Regular or Special Meeting  
For the Twenty-Ninth Highland Town Council  
Regular Plenary Business Meeting (Electronic)  
Monday, December 28, 2020**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, December 28, 2020 at 6:31 O'clock P.M., in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

This meeting was convened as an *electronic meeting*, pursuant to Governor Holcomb's Executive Order 20-04 and 20-09 allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 public health emergency, extended by Executive Order No. 20-47. Some persons were participating remotely on a Zoom platform that allowed for real time interaction, and supported the public's ability to observe and record the proceedings. People were able to participate in person and remotely. When the agenda item provided for public comment, this was supported as well. Councilor Bernie Zemen, Councilor Mark Herak, Councilor Mark Schocke, Councilor Thomas Black and Councilor Roger Sheeman participated electronically.

Pursuant to HMC Section 2.05.130(A)(2), the Town Council considered and reviewed the agenda in an informal proceeding. Once completed the Town Council moved to the full plenary meeting.

The Town Council President, Mark J. Schocke presided. The Town Clerk-Treasurer, Michael W. Griffin, was present (in the plenary meeting room) to memorialize the proceedings. The meeting was opened with Councilor Mark A. Herak offering a prayer and reciting the Pledge of Allegiance to the Flag of the United States of America.

**Roll Call.** Present on roll call were Councilors Bernie Zemen (electronically), Mark Herak, Mark J. Schocke, Thomas Black (electronically), and Roger Sheeman (electronically). The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. (Electronically) A quorum was attained.

**Additional Officials Present:** John P. Reed, Town Attorney (electronically); Peter T. Hojnicky, Police Chief; Mark Knesek, Public Works Director (electronically); William R. Timmer, Jr., CFOD, Fire Chief (electronically); Alex M. Brown, CPRP, Parks and Recreation Superintendent (electronically); and Kenneth J. Mika, Building Commissioner (electronically) were present.

*Also present:* Larry Kondrat and Ed Dabrowski IT (Contract) Director also of the Board of Waterworks Directors were also present.

*Guests:* Theresa Badovich and Robin Carlascio of the Idea Factory; and Tom Crowel of the Crowel Insurance Agency, were also present electronically.

**Minutes of the Previous Meeting:** Councilor Zemen moved the approval of the minutes of the regular plenary meeting of December 14, 2020. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The minutes were approved.

**Special Orders:**

- 1. Administration of Oath of Office for Police Officer Candidate Kenneth D. Norsweather.** Police Officer Candidate Norsweather was appointed by the Town Board of Metropolitan Police Commissioners at its meeting of 10 December 2020, with the appointment to be effective 27 December 2020, but not earlier than INPRS approval, subject to the administration of the oath of office.

(a) Administration of Oath. Pursuant to Supreme Court Case No. 20S-MS-236 and its March 31, 2020 Order No., the oath of office was administered electronically on the Zoom platform. *The instruction and recitals were exchanged in real time and the participants were visible to each other and communication was simultaneous.*

*Police Officer Candidate Kenneth D. Norsweather, after receiving the instruction and being made aware of Article I, Section 8 of the Indiana Constitution, did swear the necessary oath.*

(b) Presentation of Badges by Metropolitan Police Commission Chair and/or Town Council President or the Metropolitan Police Chief. The Chair of the Town Board of Metropolitan Police Commissioners presented the badge of office to Police Officer Norsweather.

**Comments from Visitors or Residents:**

- Larry Kondrat, Highland, sought clarification regarding the proposed wastewater and stormwater rates and charges in proposed Ordinance No. 1725. He expressed concern regarding the modification made by the Board of Sanitary Commissioners prior to its adoption that reduced the rate and the likely income to the Sewage Improvement Fund.

Mr. Kondrat, noted that the proposed ordinance to increase wages and salaries did not include an increase for the Town Council. He further that the salaries for the Town Council had not changed since 1997.

There were no further public comments.

• **Workplace Safety Report for November 2020**

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

Department	Injuries this Month	Year to Date 2020	Total in 2019	Restricted Days 2020	Lost Workdays This Year (2020)	Restricted Days Last Year (2019)	Lost Workdays Last Year (2019)
Parks	1	1	0	0	0	0	0
Fire	0	0	1	0	0	0	0
Police	0	1	4	0	0	0	0
Street	0	1	1	0	0	0	0
Water & Sewer	0	2	5	63	81	0	0
Maint.	0	0	1	0	0	14	2
Other	0	0	1	0	0	0	0
<b>TOTALS</b>	<b>1</b>	<b>5</b>	<b>13</b>	<b>63</b>	<b>81</b>	<b>14</b>	<b>2</b>

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

**Unfinished Business and General Orders:**

- 1. Proposed Ordinance No. 1725:** An Ordinance to Amend Chapters 12.20 and 12.25 of the Highland Municipal Code Regarding Modifying And Establishing User Fees For The Collection, Treatment And Disposal Of Wastewater And For The Management Of Stormwater, Pursuant To I.C. 36-9-25 Et Seq. *The Board of Sanitary Commissioners conducted its public hearing on proposed rates for wastewater and stormwater at its meeting of December 15, 2020. Following the hearing, the Board passed and adopted Resolution 2020-24 as amended, which adopted amended rates and charges and directed that the matter be placed before the Town Council for its favor and consideration, all pursuant to IC 36-9-25-11. The Town Council considers this matter as an ordinance that will amend the municipal code accordingly. Unlike water rates and charges, these are not modifiable by the Town Council at presentation.*

Councilor Herak introduced and moved the consideration of Ordinance No. 1725 at the same meeting of its introduction. Councilor Black seconded. Upon a roll call vote, a unanimous vote being necessary, there were five 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. 1725 at the same meeting of its introduction. Councilor Sheeman seconded. Upon a roll call vote, a two thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was passed and adopted at the same meeting of its introduction.

ORDINANCE NO. 1725  
TOWN OF HIGHLAND

AN ORDINANCE TO AMEND CHAPTERS 12.20 AND 12.25 OF THE HIGHLAND MUNICIPAL CODE REGARDING MODIFYING AND ESTABLISHING USER FEES FOR THE COLLECTION, TREATMENT AND DISPOSAL OF WASTEWATER AND FOR THE MANAGEMENT OF STORMWATER, PURSUANT TO I.C. 36-9-25 ET SEQ.

**WHEREAS**, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq; and

**WHEREAS**, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

**WHEREAS**, The Legislative Body on July 21, 1969 did establish a Department of Public Sanitation and Sanitary District by passage and adoption of Ordinance No. 586 of the Town, now codified as Chapter 12.10 of the Highland Municipal Code;

**WHEREAS**, The Town of Highland, is a municipality located in Lake County which operates a Department of Public Sanitation, which has been continuously governed by the provisions of IC 36-9-25 et seq. at least since 1970; and,

**WHEREAS**, The Board of Sanitary Commissioners, following a public hearing conducted on Tuesday, December 15, 2020, passed and adopted its Resolution No. 2020-24 recommending desirable and necessary changes to Chapters 12.20 and 12.25 of the Highland Municipal Code and commended these to the Town Council for its favor and action;

**WHEREAS**, The Board of Sanitary Commissioners, has requested that the Town Council of the Town of Highland as the legislative body favor approve and adopt these rates and charges pursuant to IC 36-9-25-11 and thereby put them into force and effect;

**WHEREAS**, The Town of Highland, through its Town Council now wishes to still further perfect its own organization as well as that of the Department of Public Sanitation and make certain amendments to the ordinance establishing and governing the rates and charges of the Sanitary District, pursuant to IC 36-9-25-11; and,

**WHEREAS**, The Town Council now desires to favor the recommendations for amendment to the Highland Municipal Code as recommended by the Board of Sanitary Commissioners for Chapters 12.20 and 12.25 by making these amendments as commended,

**Therefore, Now Be it Hereby Ordained** by the Town Council of the Town of Highland, Lake County, Indiana as follows:

**Section 1.** That **Section 12.20.050** of the Highland Municipal Code be hereby repealed in its entirety and amended to add a section to be numbered Section 12.20.050, which shall read as follows:

**12.20.050 Billing and collection of charges and rates.**

(A) Sewage service bills shall be rendered pursuant to the billing and reading frequencies and practices of the municipal water utility, all pursuant to Chapter [12.05](#) HMC. Service bills shall be payable at the same time as water service bills of said utility are payable.

(B) Such sewage service bills shall be based upon the rates and charges for the use of and service rendered by the sewage works, as described in this chapter. The rates and charges may be billed to the tenant or tenants occupying the properties served, unless otherwise requested in writing by the owners; but such billings shall in no wise relieve the owner from liability in the event payment is not made as herein required.

(C) *Landlord right to review records of tenant.* The owners of the properties served, which are occupied by tenants, shall have the right to examine the collection records of the district for the purpose of determining whether such rates and charges have been paid by such tenants; provided, that such examination shall be made at the office at which said records are kept and during the hours that such office is open for business.

(D) The rates or charges made pursuant to the terms of this chapter against any lot, parcel of real estate or building that is connected with and uses the sewage works by or through any part of the sewage system of the district, or that in any way uses or is served by such works, shall be a lien, and the same are hereby declared, made, and constituted a lien upon and against any such lot, parcel of real estate or building. Such lien, after written notice to the owner of any such lot, parcel of real estate or building, shall attach as such rates or charges become due and payable, and shall be superior to and take precedence over all other liens except the lien for taxes, and shall be enforced as hereinafter set out.

(E) **Delinquent Bills and Fees.** Such Rates or charges so established shall be paid on the due date as stated in such bills, pursuant to Section 12.20.050 (A) of this code. Such rates and charges not paid when due shall be subject to a collection or delinquent payment charge.

~~within 30 days after same are due.~~ If such rates or charges are not paid on the due date thereof, as stated in such bills, after written notice to the owner of any such lot, parcel of real estate or building, the same shall thereupon become and hereby are declared to be delinquent and a penalty of ~~10~~ ten percent (10%) of the amount of such rates or charges shall thereupon attach thereto, which rates or charges, together with the penalty, shall be collectible in the manner hereinafter provided.

~~(E)~~ (F) It shall be the duty of the clerk-treasurer of the town to enforce payment thereof, together with the penalty hereinabove provided.

(1) The clerk-treasurer shall certify to the county auditor a list of such rates or charges, including the amount of the penalty, which have become delinquent according to law.

(2) Such list shall include the name or names of the owner or owners of each and every lot, parcel of real estate or building on which such rates or charges have become delinquent, the description of such premises as shown by the records of the office of the county auditor, and the amount of such rates or charges, together with the amount of the penalty.

(3) It shall be the duty of the county auditor to place and include any such rates or charges, including the amount of the penalty, on the tax list, roll of taxes or tax duplicate, in the appropriate place thereon in respect to the premises on which any such rates or charges and penalty are due and payable, in such manner and pursuant to the terms of IC [36-9-25-11\(g\)](#), [36-9-23-33](#) and [36-9-23-34](#).

(4) A fee is not enforceable as a lien against a subsequent owner of property unless the lien for the fee was recorded with the county recorder before the conveyance to the subsequent owner. If the property is conveyed before the lien can be filed, the municipality shall notify the person who owned the property at the time the fee became payable. The notice must inform the person that payment, including penalty fees for delinquencies, is due not more than fifteen (15) days after the date of the notice. If payment is not received within one hundred eighty (180) days after the date of the notice, the amount due may be expensed as a bad debt loss.

(5) A lien attaches against real property occupied by someone other than the owner only if the utility notifies the owner not later than twenty (20) days after the time the utility fees become sixty (60) days delinquent. A notice sent to the owner under this subsection must be sent by first class mail or by certified mail, return receipt requested (or an equivalent service permitted under [IC 1-1-7-1](#)) to:

- (a) the owner of record of real property with a single owner; or
- (b) at least one (1) of the owners of real property with multiple owners;  
at the last address of the owner for the property as indicated in the records of the county auditor on the date of the notice of the delinquency, or to another address specified by the owner, in a written notice to the utility, at which the owner requests to receive a notice of delinquency under this subsection. The cost of sending notice under this subsection is an administrative cost that may be billed to the owner.

(E) (G) In addition to the methods of collection of such rates or charges, including the penalty thereon, when the same become delinquent as hereinabove provided, the sewage works shall have the right to foreclose the lien hereinbefore established. In all suits brought to foreclose such lien, the sewage works shall recover the amount of such rates or charges and the penalty thereon, together with a reasonable attorney's fee, pursuant to the terms of IC [36-9-25-11\(g\)](#), [36-9-23-33](#) and [36-9-23-34](#). [Ord. 764, 1978; amended during 2012 recodification; Ord. 1628 § 5, 2016. Code 1983 § 17-20. Code 2000 § 171.05].

(H) The municipality is subject to the fees established under this chapter for services rendered the municipality, and shall pay the fees when due.

Section 2. That Section 12.25.030 (B) of the Highland Municipal Code be hereby repealed in its entirety and amended to add a section to be numbered Section 12.25.030 (B), which shall read as follows:

(B) For the periods identified below and thereafter, the following fees and charges are in effect:

**Storm Water Management Fees Schedule**

(1) For the period beginning February 1, 2021 and continuing thereafter, the following fees and charges are in effect:

Monthly Fees	
<b>Residential</b>	
Single-Family Unit	\$ 15.22
Multiple-Family Units	
1 to 4 units (each)	\$ 11.39
5 to 12 units (each)	\$ 8.34
Greater than 12 units (each)	\$ 5.30
<b>Non-Residential</b>	
Category 1 (0 - 5,000 sq. ft.)	\$ 15.22
Category 2 (5,001 - 40,000 sq. ft.)	\$ 61.03
Category 3 (40,001 - 100,000 sq. ft.)	\$ 182.51
Category 4 (Over 100,000 sq. ft.)	\$ 304.16

Section 3. That Section 12.20.350 of the Highland Municipal Code be hereby repealed in its entirety and amended to add a new section to be numbered Section 12.20.350, which shall read as follows:

**12.20.350 Wastewater Rates and Charges; Collection and Billing.**

(A) For users of the sewage works who are also metered users of the municipal water works, the basis for user fees will be comprised of a separate rate for Storm water management as set forth in Section 12.25.030 of this code, and another set of recurrent rates to cover costs associated with combined wastewater disposal, collection and wastewater treatment. ~~rate which will be based~~ Users of the sewage works will be charged a flat rate designed to recover fixed costs that shall be based upon metered usage and a second component which will be a flat fee or base rate to be based upon the size of water meter servicing the user, and a second charge, calculated as a rate upon metered usage, all pursuant to I.C. 36-9-25-12.

(B) The monthly base charge shall be based on a water meter size of not more than one size smaller than the service line in which the meter is installed. Water meters shall be read and sewage service bills shall be rendered pursuant to the billing and reading frequencies and practices of the municipal water works utility, pursuant to Chapter 12.05 of this code.

(C) Rates and charges for wastewater treatment and management services are hereby fixed and shall be comprised of the following metered rates and base charges to be effective beginning February 1, 2021:

(1) A Monthly Base rate as set forth in this schedule, which shall be charged unrelated to metered usage:

Meter Size	Base Rate Total
5/8"	\$ 8.42
3/4"	\$ 12.62
1"	\$ 21.43
1 1/4"	\$ 33.52
1 1/2"	\$ 47.40
2"	\$ 82.15
3"	\$186.49
4"	\$331.37

(2) ~~Add a Metered rate~~ A monthly rate based upon metered usage:

~~\$3.26 \$5.33~~ \$4.85 per 1,000 metered gallons

(3) For users of the sewage works that are unmetered users of the municipal water works, the monthly charge shall be determined by equivalent single-family residential units, except as otherwise herein provided. Sewage service bills shall be rendered pursuant to Section 12.20.350 (A). The schedule on which said rates shall be determined is as follows:

Unmetered monthly User Charge: ~~\$48.57~~ \$46.33 per unit.

(4) An additional surcharge for each dwelling unit over one serviced through a *single water meter* shall be added to the above rates **and charged according to the following schedule:**

Monthly surcharge: \$8.49 per unit.

**Section 4.** That Section 12.20.340 (B) of the Highland Municipal Code be hereby repealed in its entirety and amended to add a new subdivision to the section to be styled as subdivision (B) and numbered Section 12.20.340, which shall read as follows:

#### 12.20.340 Special adjustments

**(B) Summer Consumption Protocol.** There shall be a **summer usage consumption protocol** in order that single **and two**-family residential users of wastewater service shall not be unduly charged for sprinkling their lawns and other summer activities where higher consumption does not have a nexus to cost recovery and wastewater treatment.

**(1) There is established a summer usage period in which shall apply to single-family and two-family residential users. The summer usage period applies to metered usage for beginning on the date the meter is read in May, June, July, August, and September and ending on the date the meter is read in September October;**

**(2) There is established a *winter measurement period, which shall comprise the actual metered usage for November, December, January, February and March. An average consumption shall be calculated for the winter measurement period. The average shall be calculated by taking the sum of the actual metered consumption for a customers in the months of the winter period, and dividing the total metered usage by the five months. The average metered usage for the winter measurement period of a customer will be calculated as a single average metered consumption for the billing season to which it applies;***

~~The sewer charges associated with metered usage for May, June, July, August, and September shall be calculated on the basis of the average water metered usage in the designated months of winter usage: November and December, respectively. The sewer charges for July and August shall be calculated on the basis of water usage in the months of January and February, respectively.~~

~~(3) In the event that the total actual water usage for said months of May, June, July, August and September in subsection (B)(1) of this section is less than the total actual water usage for said months of November, December, January, February and March, then the charges for the months of May, June, July, August, September shall be calculated on the basis of the total actual water used in these months. During the summer usage period, charges for metered usage shall be based upon the lesser of either actual metered usage for period invoiced or the average metered consumption for the designated winter period.~~

~~(3)(4) The aforementioned consumption protocol will be executed and in effect immediately following the meter readings conducted in May. Notwithstanding the preceding, the summer consumption protocol will be observed on the bills mailed in June, July, August, September and October, where it will conclude. The Superintendent of the Utility and the Billing authority (Clerk-Treasurer) shall jointly determine which bill(s) best reflect the metered usage intended to be captured during the summer usage period.~~

~~(4) (5) The aforementioned provisions shall apply to each lot, parcel of real estate or building which is occupied and used as a single-family residence. Said provisions shall not apply to any premises which are partially or wholly used for multifamily, commercial or industrial purposes. In the event a portion of such premises shall be used for single-family residence, the owner shall have the privilege of separating the water service so that the residential portion of the premises is served through a separate meter and in such case the provisions hereunder shall be applicable to that portion of the premises used for residential purposes.~~

**(6) In the event a single-family or two-family residential user for any reason has no actual or insufficient usage associated with the winter measurement period, the Clerk-Treasurer shall be authorized to make a reasonable determination for the average usage that shall be used in calculating the adjustment associated with the summer usage protocol.**

**(7) Allowances shall not be granted for the filling of swimming pools nor for irrigation outside the summer rate period.**

**Section 5.** The provisions of this ordinance amending the municipal code shall be in full force and effect from and after the date of its passage and adoption evidenced by the executive's signature in the manner prescribed by IC 36-5-2-10(a), provided as follows:

(A) That the fees and charges set forth herein shall be made effective from *February 1, 2021* and thereafter, until their repeal or modification by passage and adoption of the necessary enabling instruments;

(B) That pursuant to IC 36-9-25-11(c), the fees and charges imposed by the passage and adoption of this ordinance shall become and be effective upon all users whose property is within the district, having been approved by the Board and Sanitary Commissioners and hereby adopted by the Town Council, which is the municipal legislative body.

*Introduced before the Board of Sanitary Commissioners as a resolution on November 17, 2020. The resolution was ordered for a public hearing on December 15, 2020. Following the hearing, the Board passed the resolution as amended and directed that the matter be set before the Town Council for its consideration, all pursuant to IC 36-9-25-11.*

Introduced and Filed on the 28<sup>th</sup> day of December 2020. 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 28<sup>th</sup> Day of December 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

/s/Mark J. Schocke, President (IC 36-5-2-10)

Attest:

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

2. **Proposed Ordinance No. 1726:** 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. *The last general wage and salary ordinance, Ordinance 1691 was passed and adopted December 26, 2018 to be effective January 13, 2019. It was amended April 22, 2019, August 12, 2019 and July 27, 2020.*

Councilor Herak introduced and moved the consideration of Ordinance No. 1726 at the same meeting of its introduction. Councilor Sheeman seconded. Upon a roll call vote, a unanimous vote being necessary, there were five 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. 1726 at the same meeting of its introduction. Councilor Sheeman seconded. Upon a roll call vote, a two thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was passed and adopted at the same meeting of its introduction.

ORDINANCE No. 1726  
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**, 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 thirty-five cents (35¢) per hour, 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) **Except where otherwise provided**, new temporary (**summer**) employees will *receive no less than \$9.00* per hour; further, returning temporary employees may receive up to **\$9.35** per hour; and Experienced temporary employees may receive up to **\$9.70** per hour, provided such increase remains within prescribed ranges;

(B) 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.

(C) 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.

(D) *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 \$108;

**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**

Town Council President(1)	\$ 1,226.00 per month
Town Council Member (4)	\$ 1,164.00 per month

That the foregoing salaries of the legislative body members remain at the level first fixed by Ordinance 1054, passed and adopted December 30, 1996 to be effective beginning in 1997, unchanged owing to the provisions of IC 36-5-3-2(c);

Town Council Attorney	paid at an hourly rate according to terms set forth in attorney's letter of acceptance on file.
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**(B) Advisory Board of Zoning Appeals**

Chairman (1)	\$ 150 per quarter
Members (4) each	\$ 120 per quarter

Attorney	paid at an hourly rate according to terms set forth in attorney's letter of acceptance on file.
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Recording Secretary	\$ 50 per month
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**(C) Municipal (Advisory) Plan Commission**

Chairman (Citizen member) (1)	\$ 150 per quarter
Citizen Member Secretary (1)	\$ 120 per quarter
Citizen Members (2)	\$ 120 per quarter
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.
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Recording Secretary	\$ 50 per month
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**(D) Town Board of Metropolitan Police Commissioners**

Chairman (1)	\$ 50 per month
Members (4)	\$ 40 per month
Attorney	\$ 200 per month

Recording Secretary	\$ 50 per month
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(Commissioners salaries are payable monthly. Pursuant to State law; Confer IC 36-8-9-3(e))

(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
Citizen Members	(4) each	\$ 40 per month

(G) **Park and Recreation Board**

President	(1)	\$150 per quarter
Citizen Members	(3) each	\$ 120 per quarter
Member appointed by School Board	(1)	See below
Member appointed by Library Board	(1)	See below

**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
Vice President	(1)	\$ 40 per month
Secretary	(1)	\$ 40 per month
Members	(2)	\$ 40 per month

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 **\$2,907.92** bi-weekly;

(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 **\$2,820.68** bi-weekly;

(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:

<b>Starting Rate</b>	<b>Incumbent Rate (after 1 year)</b>
\$1,885.59	\$ 1,975.31 bi-weekly

(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:

<b>Starting Rate</b>	<b>Incumbent Rate</b>
\$ 2,106.78	\$ 2,106.78 bi-weekly

(C) Associate Employees and Staff

	Starting Rate	Incumbent Rate
(1) Encumbering Officer	( 1 ) \$19.78	\$19.78 hr.
(2) Associate Clerk, Payroll & Personnel	( 1 ) \$19.78	\$19.78 hr.
(3) Chancery / Bursar Clerk, Senior	( 1 ) \$19.04	\$19.04 hr.
(4) Chancery / Bursar Clerk	( 2 ) \$18.72	\$18.72 hr.
(5) Lead Utility Clerk	( 1 ) \$19.78	\$19.78 hr.
(6) Utility Systems Clerk	( 2 ) <sup>xx</sup> \$18.72	\$18.72 hr.
(7) Chamberlain Clerk (part-time) ( X )	\$15.13	\$15.13-\$15.58
(8) Chancery & Bursar Aide (part-time) ( X )	( X )	\$ 9.00 -15.58 hr.

<sup>xx</sup>If a worker is assigned the **Lead Utility Clerk** position, the authorization for this position is reduced to one (1).

(9) Information Technology Coordinator (part-time) \$16.48 hr. \$16.48 hr.

(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:

		Salaried adds	Hourly adds
Indiana Accredited Municipal Clerk	(IAMC)	\$39.04 bi-weekly	48¢ per hour
Certified Municipal Clerk	(CMC)	\$48.80 bi-weekly	61¢ per hour
Master Municipal Clerk	(MMC)	\$72.02 bi-weekly	90¢ per hour
<i>(MMC pay substitutes and replaces the CMC pay. Pursuant to IIMC rules, the MMC replaces the CMC and that latter designation is dropped)</i>			
Certified Public Finance Administrator	(CPFA)	\$39.04 bi-weekly	48¢ per hour
Certified Public Finance Administrator Advanced	(ACPFA)	\$77.60 bi-weekly	97¢ per hour
Certified Public Funds Investment Manager	(CPFIM)	\$48.80 bi-weekly	61¢ per hour
Certified Public Funds Investment Manager Advanced	(ACPFIM)	\$97.60 bi-weekly	\$1.22 per hour
<i>(ACPFIM pay substitutes and replaces the CPFIM pay. Pursuant to APT US&amp;C rules, the ACPFIM replaces the CPFIM and that latter designation is dropped)</i>			
Certified Public Finance Officer	(CPFO)	\$97.60 bi-weekly	\$1.22 per hour
Fundamental Payroll Certification	(FPC)	\$48.80 bi-weekly	61¢ per hour
Certified Payroll Professional	(CCP)	\$72.02 bi-weekly	90¢ per hour
(Utility) Customer Service Representative	(CCR)	\$72.02 bi-weekly	90¢ per hour

For any qualifying professional certification that is unlisted, the pay shall be based upon the established rate for the CMC credential.

(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 seventy-seven cents per hour.

**(F) Additional provisions Training and Transition.**

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

**Section 8. Building and Inspection Department.** That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Building and Inspection Department** as follows:

	Starting Rate	Incumbent Rate
<b>(A) Chief Inspector/Building Commissioner ( 1 )</b>		\$ 2,831.48;
<b>(B) Assistant Inspectors:</b>		
(1) Assistant Inspector Ordinance Enforcement (part-time)	\$ 16.89 - \$26.42 hr.	
(2) Assistant Inspector for Electrical (part-time)	\$ 23.43 - \$30.90 hr.	
(3) Notwithstanding the provisions of Section § 2.05 of the Compensation and Benefits Ordinance, the hourly part-time employees performing enforcement duties are regular part-time employees, however they may regularly work up to 78 hours in a pay period.		

*(Fee based compensation)*

<b>(4) Assistant Inspector for Plumbing (part-time)</b>		\$18.00 for each one-unit plumbing examination proctored as provided in § Section 15.20.020 (G)(1), and thus hereby amended.
		\$25.50 for each inspection performed as described in Section 15.20.020 (G)(2) of the Highland Municipal Code, and thus hereby amended.

**(C) Associate Employees and Staff**

		Starting Rate	Incumbent Rate
(1) Inspection Clerk	( 1 )	\$15.95	\$15.95
(2) Inspection Secretary	( 1 )	\$19.22	\$19.22

(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)	\$48.80 bi-weekly	61¢ per hour
Code Specialists Designations (B8,E8, FA, M8,P8 or H8)	\$48.80 bi-weekly	61¢ per hour
Master Code Professional (MCP)	\$72.02 bi-weekly	90¢ per hour
Master of Special Inspection (MSI)	\$72.02 bi-weekly	90¢ per hour
Certified Building Official (CBO)	\$97.60 bi-weekly	\$1.22 per hour

**Section 9. Public Works Department (Agency).** 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 **Public Works Department** as follows:

**(A) Supervisory Employees**

		Starting Rate	Incumbent Rate
(1) <b>Public Works Director</b>	( 1 )		

With an employer provided vehicle:	\$ 3,404.13	\$3,404.13
Without an employer provider vehicle:	\$ 3,574.89	\$ 3,574.89

**(2) Operations Director** (1)

With an employer provided vehicle:	\$ 2,840.14	\$ 2,840.14
Without an employer provider vehicle:	\$ 3,010.95	\$ 3,010.95

**(3) Division Supervisors**

Supervisor Streets (1)	\$ 2,400.20	\$ 2,400.20
Supervisor Water & Sewer (1)	\$ 2,400.20	\$ 2,400.20
Supervisor Maintenance (1)	\$ 2,400.20	\$ 2,400.20
Supervisor Facilities (1)	\$ 2,400.20	\$ 2,400.20

**(B) Associate Staff and Employees**

		<b>Starting Rate</b>	<b>Incumbent Rate</b>
(1) Administrative Assistant	(1)	\$ 23.56	\$ 23.56
(2) Public Works Secretary*	(1)	\$19.22	\$19.22
(3) Dispatch Clerk	(1)	\$17.38	\$17.38

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

(4) Senior Utility Technician	(1)	\$23.56	\$23.56
(5) Utility Technician	(2)	\$18.90	\$18.90

*This position subject to base modification as outlined in subdivision E*

(6) Utility Worker /Equipment Operator A	(3)	\$23.56	\$23.56
(7) Utility Worker /Equipment Operator B	(2)	\$22.55	\$22.55

(8) Pump Station Operator	(2)	\$20.34	\$20.34
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*This position subject to base modification as outlined in subdivision D*

		<b>Starting Rate</b>	<b>Incumbent Rate</b>
(9) Street Sweeper Operator	(1)	\$ 20.85	\$ 20.85
(10) Utility Worker/Driver A	(4)	\$ 22.55	\$ 22.55
(11) Utility Worker/Driver B	(3)	\$ 19.34	\$ 19.34
(12) Utility Worker/Driver C	(2)	\$ 16.34	\$ 16.34
(13) Senior Mechanic	(1)	\$ 22.26	\$ 22.26
(14) Mechanic	(1)***	\$ 21.18	\$ 21.18
(15) Mechanic	(2)	\$ 21.18	\$ 21.18-\$22.76

\*\*\* 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)	\$ 19.54	\$ 19.54
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*This position subject to base modification as outlined in subdivision D.*

(17) Utility Worker A	(3)	\$17.08	\$17.08-\$18.58
(18) Utility Worker B	(3)	\$13.18	\$13.18
(19) Custodian	(1)	\$15.82	\$15.82
(20) Attendant Town Garage	(1)	\$14.70	\$15.36

(21) Secretary (part-time)		\$ 9.27-\$19.22 per hr.
(22) Laborer (not truck driver)(part-time)		\$ 9.27-\$ 11.994 per hr.
(23) Laborer, Seasonal Leaf Collection		\$ 9.55 per hour.
(24) Master Gardener/Streetscaping (part-time)		\$12.36 - \$ 14.42 per hr.
(25) Driver C Seasonal (must have a CDL)		\$ 16.34

**(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: \$ 0.65

- (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: \$ 1.29

CT Operator’s License add to the hourly base pay: \$ 1.29

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

Backflow prevention license add to the hourly base pay: \$ 0.65

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

MUTCD\* Certification add to the hourly base pay: \$ 1.29

\*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).

- (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 \$1.03 per hour.

**Section 10. Metropolitan Police Department.** That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Metropolitan Police Department** as follows:

	Starting Rate	Incumbent Rate
(A) Chief of the Department (1) (biweekly)	\$ 3,204.26	\$ 3,436.55

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

	Starting Rate	Incumbent Rate
(1) Sergeants (5) Bi-weekly	\$ 2,814.22	\$ 2,814.22

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

	Starting Rate	Incumbent Rate
(a) Sergeants (4) (placeholders)	\$ 2,814.22	\$ 2,814.22

	Starting Rate	Incumbent Rate
(C) Corporals (8) (biweekly)	\$ 2,656.43	\$ 2,656.43

(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 in nature 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/officer possessing a Law Enforcement Academy certification is eligible for initial appointment to Police Officer classes 1-4. A candidate/officer possessing no Law Enforcement Academy certification is only eligible for initial appointment to Police Officer class 4.
- (3) *Special position.* There is established a pay grade styled as Police Officer 1 (Special). An officer possessing the rank of Police Officer First (Class), that possesses at least thirty four years of service as a police officer, the last twenty-five of which have been served consecutively and successfully with the Highland Metropolitan Police Department, shall be paid the identified biweekly salary as base pay. For the purposes of establishing pension benefits under IC 36-8-1-11, IC 36-8-6-9, IC 36-8-6-9.6, IC 36-8-8.5 and IC 36-8-8-11, employee contributions under IC 36-8-6-4(3) and IC 36-8-8-8, or employer contributions under IC 36-8-8-6, the salary of the Patrol Officer 1 (Special) plus the longevity pay fixed for twenty years shall be used.

	Starting Rate	Incumbent Rate
<b>(4) Patrol Officers:</b>		
Police Officer 1 (Special)	\$ 2,885.17	\$ 2,885.17
Police Officer 1	\$ 2,511.93	\$ 2,511.93
Police Officer 2	\$ 2,215.47	\$ 2,215.47
Police Officer 3	\$ 2,074.51	\$ 2,074.51
Police Officer 4 (no LEA certification)	\$ 1,879.14	\$ 1,879.14

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

	Starting Rate	Incumbent Rate
Assistant Chief	\$ 3,204.26	\$ 3,204.26
Division Commander ( 2 )	\$ 2,971.97	\$ 2,971.97
Deputy Commander ( 1 )	\$ 2,893.09	\$ 2,893.09

- (6) The following rank has been deemed a trace rank. Only officers employed in with the Metropolitan Police Department **on or before April 12, 2001** shall be eligible to elevation to the trace rank of Lance Corporal. This trace rank is conferred as follows:

(a) It shall be conferred on all Patrol Officers First Class in good standing, who meet the date eligibility indicated, who have successfully completed ten (10) years of continuous service with the Highland Metropolitan Police Department and upon approval of the Town Board of Metropolitan Police Commissioners; or

(b) It may be conferred on an officer of any higher rank in consequence of a proper disciplinary action who meets the date eligibility indicated.

Officers holding such rank will continue to hold such rank until their **demotion**, promotion or separation from service with the Metropolitan Police Department, at the level of pay set forth in this ordinance. Having separated, an officer having once been eligible to hold the trace rank or having the trace rank at the time of separation shall not be eligible hold such rank if officer is later re-hired, unless ordered by a court.

	Starting Rate	Incumbent Rate
Lance Corporal	\$ 2,597.10	\$ 2,597.10

**(F) Other Associate Staff and Public Safety Employees**

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		<b>Starting Rate</b>	<b>Incumbent Rate</b>
(1) Support Services Administrator	( 1 )	\$ 2,010.36	\$ 2,055.60
		<b>Starting Rate</b>	<b>Incumbent Rate</b>
(2) Systems Administrator/ IT & Training Officer	( 1 )	\$ 1,799.44	\$ 2,484.96 bi-weekly
		<b>Starting Rate</b>	<b>Incumbent Rate</b>
(3) Secretary	( 1 )	\$ 19.22	\$ 22.26 per hr.
(4) Lead Support Services Clerk	( 1 )	\$ 17.07	\$ 18.59
(5) Lead Support Services Training Coordinator	( 1 )	\$ 17.07	\$ 18.59
(6) Support Services Clerk	( 2 )	\$ 15.95	\$ 17.44
Support Services Clerk (part-time)		\$ 15.95	\$ 17.44
Animal Warden (part-time)		\$ 8.24 hr. -	\$15.45 hr.
Crossing Guard (part-time)		\$ 9.95 hr. -	\$ 11.08 hr.
Sub Crossing Guard (part-time)		\$ 9.95 hr. -	\$ 11.08 hr.
Secretary (part-time)		\$ 19.22 hr.	\$ 22.26 hr.
Metropolitan Police Chaplain ( 4 )		no pay	
Matron or Clerk Duty (call-out) hourly rate - 2 hour minimum		hourly rate	
Off-Duty Court Time (2 hour minimum)		hourly rate	

**(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	\$ 55.70 per month
( 8 ) Field Training Officers	\$ 55.70 per month
( 1 ) Systems Administrator	\$ 55.70 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 \$1.03 per hour not to exceed \$1,030.00 per year.

**Section 11. Parks and Recreation Department.** That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Parks and Recreation Department** as follows:

(A) **Supervisory Staff or Employees**

	Starting Rate	Incumbent Rate
(1) Superintendent of Parks and Recreation ( 1 ) With an employer provided vehicle: Without an employer provider vehicle:		\$ 2,882.37 \$ 3,053.18
(2) Director of Recreation ( 1 )	\$ 2,060.75	\$ 2,060.75
(3) Recreation Supervisor ( 3 )	\$ 1,439.13	\$ 1,439.13-\$1,532.61
(4) Director of Parks ( 1 )	\$ 2,389.22	\$ 2,389.22

(B) **Associate Staff and Employees**

	Starting Rate	Incumbent Rate(s)
(1) Park Secretary ( 1 )	\$ 19.22	\$ 19.78 hr.
(2) Park Repairs Specialist ( 1 )	\$ 17.89	\$ 17.89 - \$ 20.05 hr.
(3) Park Specialist I ( 3 )	\$ 15.63	\$15.63-\$ 19.12 hr.
(4) Park Specialist II ( 3 )	\$ 13.18	\$ 13.18
(5) Custodians ( 3 )	\$ 13.18	\$ 13.18-\$13.40 hr.
(6) Part-time workers:		
Laborers (part-time)	\$7.25 -\$13.18 per hr.	
Recreation Leaders (part-time)	\$7.25 -\$13.40 per hr.	
Recreation Program Instructors	\$7.25 - \$51.50 per hr.	
Temporary workers for parks division	\$9.27 - \$13.18 per hr.	

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

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

	Salaried adds	Hourly adds
Certified Park & Recreation Executive (CPRE)	\$ 77.60 bi-weekly	97¢ per hour
Certified Park & Recreation Professional (CPRP)	\$ 48.80 bi-weekly	62¢ per hour
Certified Playground Safety Inspector (CPSI).....	\$ 39.10bi-weekly	48¢ per hour
Certified Master Gardener.....	\$ 39.10bi-weekly	48¢ per hour

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

**Section 12. Fire Department.** That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Fire Department** as follows:

		Starting Rate	Incumbent Rate
(A) Chief of Department/ Fire Inspector	( 1 )		\$ 2,706.30

(B) Associate Supervisory Staff or Specialty Employees

		Starting Rate	Incumbent Rate
Assistant Chief for Logistics	( 1 )		\$ 436.73 per quarter
Assistant Chief for Planning	( 1 )		\$ 349.39 per quarter
Assistant Chiefs for Operations	( 3 )		\$ 349.39 per quarter
Station Captains	( 2 )		\$ 145.58 per quarter
Lieutenants	( 7 )		\$ 101.90 per quarter
Mechanics	( 1 )		\$ 145.58 per quarter

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

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

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

	<i>Salaried adds</i>	<i>Hourly adds</i>
Chief Fire Officer designation (CFO)	\$ 48.80 bi-weekly	62¢ per hour
Fire Officer designation (FO)	\$ 39.04 bi-weekly	48¢ per hour
Chief Training Officer (CTO)	\$ 39.04 bi-weekly	48¢ per hour
Certified Fire Marshal (CFM)	\$ 48.80 bi-weekly	62¢ per hour

(F) **Support staff**

Secretary (part-time)	\$ 19.22 per hr.
Custodian (part-time)	\$ 7.25 –15.45 per hr.

(G) **Fire Fighters compensation**

Firefighters compensation shall be paid quarterly as follows:

(1) Fire Calls <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	\$ 14.65 hr.
(2) Training <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	\$ 14.65 hr.
(3) Special Preparedness duties/ details <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	\$ 14.65 hr.
(4) Special Maintenance (non-custodial) duties/ details <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	\$ 14.65 hr.
(5) Inspection <i>(per hour or fraction thereof) (see HMC Section 9.05.050)</i>	\$ 10.49 hr.

(H) **Special Pay Protocols**

- (1) For the following calls, responses or participation by the fire fighters, a stipend in lieu of direct compensation, shall be paid to the Highland Volunteer Fire Fighter Association, to be made as

follows:

Still Alarms: \$ 51.50 per call

- (2) Monthly General Membership Meeting:  
\$1.03 per member in attendance as certified by the Fire Chief or his/her designee.

**Section 13.** That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

**Section 14.** 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 27, 2020 and continuing thereafter;

**Section 15.** (A) That an emergency exists for the immediate taking effect of this ordinance, which, subject to the provisions of this ordinance, shall become effective and shall remain in full force and effect from and after the date of its passage and adoption, but not sooner than January 10, 2021, pursuant to any effective dates herein described and until its repeal or amendment by subsequent enactment;

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

Introduced and Filed on the 28<sup>th</sup> day of December 2020. 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 28<sup>th</sup> Day of December 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

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

/s/Mark J. Schocke, President (IC 36-5-2-10)

Attest:

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

- 3. Resolution No 2020-58:** 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 Herak moved the passage and adoption of Resolution No. 2020-58. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

**TOWN of HIGHLAND  
Town Council Resolution No. 2020-58**

**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 2021 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 2019 receipts of *thirty-eight million, six hundred one thousand, four hundred seventy-six dollars and sixty-seven cents* (\$38,601,476.67) 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 28<sup>th</sup> Day of December 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

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

/s/Mark J. Schocke, President

Attest:

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

- 4. Works Board Order No. 2020-48: An Order Authorizing and Approving An Agreement between The Idea Factory and the Town of Highland to perform Professional Communications and Media Design and Development services for the Municipality.**

Councilor Herak moved the passage and adoption of Works Board Order No. 2020-48. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**The Town of Highland  
Board of Works  
Order of the Works Board No. 2020-48**

**AN ORDER AUTHORIZING AND APPROVING AN AGREEMENT BETWEEN THE IDEA FACTORY AND THE TOWN OF HIGHLAND TO PERFORM PROFESSIONAL COMMUNICATIONS AND MEDIA DESIGN AND DEVELOPMENT SERVICES FOR THE MUNICIPALITY.**

**Whereas,** The Town of Highland, through its Town Council, which is the Works Board of the Municipality has heretofore determined that a need exists to provide greater information to the public regarding the operations and services of the municipality;

**Whereas,** The Town has heretofore determined that a need exists to engage professional communications and media design and development services to assist and support the provision of greater information to the public regarding the operations and services of the municipality;

**Whereas,** Robin A. Carlascio and Theresa K. Badovich, d.b.a. The *Idea Factory*, a media development and design, communication consulting alliance, has proposed to provide professional editorial services to assist and support the provision of greater information to the public regarding the operations and services of the municipality through the development and promulgation of a municipal newsletter;

**Whereas,** As purchasing agency, the Town Council may purchase services using any procedure it considers appropriate, pursuant to IC 5-22-6-1; and

**Whereas**, The Highland Municipal Code provides that, the Town Council may make all contracts for professional services on the basis of competence and qualifications for the type of services to be performed, and negotiate compensation that the public agency determines to be reasonable, pursuant to Section 3.05.090; and

**Whereas**, There are now or will soon be sufficient and available appropriations balances on hand to support the payments for these services under the agreement, pursuant to IC 5-22-17-3(e); and

**Whereas**, The Town of Highland, through its Town Council acting as the Works Board now desires to accept and approve the agreement for services as herein described.

**Now Therefore be it Ordered** by the Town Council of the Town of Highland, Lake County, Indiana;

**Section 1.** That the agreement (incorporated by reference and made a part of this Order) between **Robin A. Carlascio** and **Theresa K. Badovich** doing business as the **Idea Factory**, and the Town of Highland, provide professional editorial services to assist and support the provision of greater information to the public regarding the operations and services of the municipality through the development and promulgation of a municipal newsletter for the period beginning **1 January 2021 through to 31 December 2021** as described herein is hereby approved, adopted and ratified in each and every respect;

**Section 2.** That the charges under the agreement for the services, in the amount of **\$1,893.71 per issue**, or **\$473.43 per page**, which include publishing and coordinating a monthly newsletter to be distributed as an insert in the monthly utility invoice and other related services; stock images or illustrations at **\$50 per image or illustration**, custom photography or graphics at **\$100 per image or graphic**, and website maintenance and services in the amount of **\$135.27 per week** are found to be reasonable and fair, all pursuant to IC 5-22-6-1 and Section 3.05.090 of the municipal code;

**Section 3.** That the charges under the terms of the agreement for all the services, will be paid to **The Idea Factory**, after presentation of an invoice for services, following their delivery;

**Section 4.** That the Town Council President be authorized to execute this agreement under the terms of this order with his signature as attested thereto by the Clerk-Treasurer;

**Section 5.** That the Town Council President must approve a preliminary edition of the newsletter at least two days prior to publication.

**Be it so Ordered.**

**DULY, PASSED, ADOPTED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 28<sup>th</sup> day of December 2020 having passed by a vote of 5 in favor and 0 opposed.

**WORKS BOARD of the TOWN of  
HIGHLAND, INDIANA**  
/s/Mark J. Schocke, President (IC 36-5-2-10)

Attest:

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

#### AGREEMENT

This Transitional Agreement made and entered into this 28<sup>th</sup> day of December 2020, by and between the **TOWN OF HIGHLAND, BY AND THROUGH ITS TOWN COUNCIL** (hereinafter referred to as the "Town"), and **ROBIN CARLASCIO and THERESA BADOVICH d/b/a THE IDEA FACTORY** (hereinafter referred to as "Idea Factory").

#### **WITNESSETH THAT:**

**WHEREAS**, The Town is interested engaging the services of Idea Factory for publishing and coordinating a monthly newsletter (Gazebo Express) to be distributed throughout the Town; and

**WHEREAS**, Idea Factory is interested in entering into such an agreement and engaging its services to publish and coordinate a monthly newsletter within the Town; and

**WHEREAS**, The parties wish to reduce their agreement to writing;

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, it is agreed as follows:

1. Idea Factory agrees to publish and coordinate a monthly newsletter (Gazebo Express) to be distributed in the Town of Highland.

2. The term of this Agreement shall be for one (1) month beginning **January 1, 2021**, through **December 31, 2021**. This Agreement may be extended or renewed by the Town of Highland from month to month or for a longer term based upon approval of the renewal term by the Town.

3. Idea Factory shall be paid for its services rendered pursuant to this Agreement, the sum of **\$1,893.71** per issue or **\$473.43** per page stock images or illustrations at **\$50** per image or illustration, custom photography or graphics at **\$100** per image or graphic, as well as the **website maintenance fee of \$135.27 per week** and the monthly fees shall be payable to The Idea Factory at its business address, **1 Courthouse Square, Suite 207, Crown Point, Indiana 46307**.

4. This Agreement may be cancelled by either party upon such party providing the other party thirty (30) days written notice.

5. In the event the Town's appropriations are insufficient to pay the expenses of this Agreement, and upon thirty (30) days written notice being given by the Town to Idea Factory, this Agreement shall become null and void.

6. This Agreement shall be governed by the laws of the State of Indiana and shall be binding upon the parties' heirs, legal representatives, successors, and assigns.

7. That the Town Council President must approve a preliminary edition of the newsletter at least two days prior to publication.

IN WITNESS WHEREOF, this Agreement has been entered into between the parties this \_\_\_\_\_ day \_\_\_\_\_ 2020.

**TOWN OF HIGHLAND**

**THE IDEA FACTORY**

By: \_\_\_\_\_  
Mark J. Schocke, President

\_\_\_\_\_  
Robin Carlascio

Attest: \_\_\_\_\_  
Michael W. Griffin  
Clerk-Treasurer

\_\_\_\_\_  
Theresa Badovich

**5. Works Board Order No. 2020-49:** An Order of the Works Board approving and authorizing the Town Clerk-Treasurer to enter into a Purchase and Maintenance Agreement for multiple digital technology, multiple function photocopy/scanner/printer/faxing devices, pursuant to IC 5-22-10-15(b) and Section 3.05.065(Q) of the Municipal Code.

Councilor Black moved the passage and adoption of Works Board Order No. 2020-49. Councilor Herak seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**Town of Highland  
Board of Works  
Order of the Works Board 2020-49**

**AN ORDER OF THE WORKS BOARD APPROVING AND AUTHORIZING THE TOWN CLERK-TREASURER TO ENTER INTO A PURCHASE AND MAINTENANCE AGREEMENT FOR MULTIPLE DIGITAL TECHNOLOGY, MULTIPLE FUNCTION PHOTOCOPY/SCANNER/PRINTER/FAXING DEVICES, PURSUANT TO IC 5-22-10-15(B) AND SECTION 3.05.065(Q) OF THE MUNICIPAL CODE.**

Whereas, The Town of Highland, by its Town Council, established an Information and Communications Technology Fund to affect economies, efficiencies and improved coordination of the acquisition and maintenance of certain communication and information equipment for use by the several departments of the municipality;

Whereas, The Town of Highland, through its IT Consultant and the Town Clerk-Treasurer, has determined that a need exists to acquire several new multiple function information devices, providing photocopy/printing/scanning and faxing functionality in support of the services provided by the Office of the

Clerk-Treasurer, the Building and Inspection Department, the Parks and Recreation Department, the Redevelopment Department, the Parks and Recreation Department, the Public Works Department (Agency) and the Metropolitan Police Department of the Town;

**Whereas**, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030(A) and (B) of the HMC serves as purchasing agency for the several departments of the municipality generally and as the body authorized to allow expenditures from the Information Communication Technology Fund, pursuant to Section 3.45.110 (E) of the Highland Municipal Code;

**Whereas**, The Clerk-Treasurer, pursuant to 3.05.050(D)(9) of the HMC, serves as the Purchasing Agent for the Office of the Clerk-Treasurer as well as the executive departments of the municipality;

**Whereas**, The Town of Highland through its Office of the Clerk-Treasurer in cooperation with the IT Director has substantially complied with the provisions of the Highland Municipal Code, **Section 3.05.060 (F)(1)**, having ascertained that both the total purchase price of the equipment sought and the annual payments under the considered three year maintenance agreement are above the recorded quote threshold of \$50,000 but below the bidding threshold of \$150,000;

**Whereas**, Indiana Department of Administration does conduct quantity purchasing for equipment and other assets that pursuant to a quantity purchasing agreement, the prices obtained are to be made available to political subdivisions, all pursuant to IC 4-13-1.6 or IC 5-22-17-9;

**Whereas**, The Town of Highland through its Office of the Clerk-Treasurer in cooperation with the IT Consultant did agree on specifications and noted that such equipment was available from an existing competitive bid fixed under a quantity purchasing agreement made by the Indiana Department of Administration;

**Whereas**, The Town of Highland through its Office of the Clerk-Treasurer in cooperation with the IT Consultant did review the equipment under the quantity purchasing agreement (QPA) of the State of Indiana, contract number QPA # 1391, finding the proposal made under it by **RICOH, USA, Inc., 301 West 84<sup>th</sup> Drive Merrillville, Indiana** for a purchase price for eight multiple function information devises, providing photocopy/printing/scanning and faxing functionality for a total cost of **forty-four thousand, one-hundred fifty-five dollars (\$44,155)** and an associated maintenance agreement for a support unit cost of .0055¢ per black and white impression and .045¢ per color impression to be the a desirable proposal, which complied with all the specifications set forth by the Town, all pursuant to IC 5-22-10-15(b) and HMC Section 3.06.065(Q);

**Whereas**, As purchasing agency for the several departments of the municipality generally and as the body authorized to allow expenditures from the Information Communication Technology Fund, the Highland Town Council must approve any single purchase in excess of Fifteen Thousand Dollars (\$15,000) all pursuant to the Highland Municipal Code, Sections 3.05.040(C) and 3.05.050(B)(2);

**Whereas**, There is a sufficient and available appropriation and cash balances on credit to the Information and Communications Technology Fund to support the purchase payment and monthly maintenance under the terms of the proposed agreement and the issuance of a purchase order, all pursuant to I.C. 5-22-17-3(e) and I.C. 5-22-18-5;and,

**Whereas**, The Town Council now desires to approve and authorize the Clerk-Treasurer to enter into an agreement pursuant to the terms stated herein,

**Now Therefore Be it Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board of Municipality:

**Section 1.** That the purchase and maintenance unit charges as presented by the proposal of **RICOH, USA, Inc., 301 West 84<sup>th</sup> Drive Merrillville, Indiana** for a purchase price for eight multiple function information devises, providing photocopy/printing/scanning and faxing functionality for a total cost of **forty-four thousand, one-hundred fifty-five dollars (\$44,155)** and an associated maintenance agreement for a support unit cost of .0055¢ per black and white impression and .045¢ per color impression to be the a desirable proposal, which complied with all the specifications set forth by the Town, as a desirable proposal, is hereby accepted and approved in each and every respect, all pursuant to IC 5-22-10-15(b) and HMC Section 3.06.065(Q);

**Section 2.** That the Town Council hereby further finds and determines that the proposed purchase price and associated maintenance charges presented in the offer, which include the acquisition cost, preventative maintenance or repair and all supplies except paper are reasonable and fair;

**Section 3.** That the Town Council further finds and determines there is now or will be sufficient and available appropriations and cash balances on credit to the Information and Communications Technology Fund to support the purchase and maintenance payments under the terms of the proposed agreement and authorizes the proper expenditures from these funds, all pursuant to I.C. 5-22-17-3(e);

**Section 4.** That the Town Clerk-Treasurer is hereby authorized and directed to execute the purchase agreement, formalize the terms of any maintenance service agreement and to execute any additional documents in order to implement the terms of this accepted proposal;

Section 5. That the Clerk-Treasurer is hereby authorized to expend appropriated funds as budgeted in order to support and implement the agreement.

**Be it So Ordered**

DULY, PASSED, ADOPTED AND ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 28<sup>th</sup> day of December 2020 having passed by a vote of 5 in favor and 0 opposed.

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

/s/ Mark J. Schocke, President (IC 36-5-2-10)

Attest:

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



## Proposed Equipment

Site Address	Vendor	Current Model	Proposed Model
2450 LINCOLN ST	RICOH	SP430dn	P C 600
	RICOH	MPC6004	IMC 6000
2901 HIGHWAY AVE	RICOH	MP 5054 SP	MP 5055SP
3315 RIDGE RD	RICOH	MPC6004	IMC 6000
	RICOH	MP 5054 SP	MP 5055SP
3333 RIDGE RD	RICOH	MP 5054 SP	MP 5055SP
	RICOH	MP 9003	IMC 8000
8001 KENNEDY AVE	RICOH	MP 5054 SP	MP 5055SP

**Financial Considerations**  
**RICOH Fleet**

Investment Details



PRICING COMPONENTS	FINANCIAL CONSIDERATIONS
<ul style="list-style-type: none"><li>The following is included in your pricing:<ul style="list-style-type: none"><li>Purchase off of State of Indiana QPA # 13915</li><li>Delivery and Installation of all new RICOH's</li><li>Training on the RICOH MFP's for</li><li>Removal of all old equipment</li><li>Service is included-Dedicated RICOH technicians-Parts, Toner, Labor, Maintenance and STAPLES</li></ul></li></ul>	<p><b>CASH PURCHASE:</b> \$44,155.00</p> <p><b>Service for MFP's:</b> pay as you go at avg .0055 B / W .045 Color</p>

6. **Property, Commercial and other non-health insurance lines for the Town of Highland for FY 2021 as presented by Crowel Insurance Agency.** Crowel Insurance Agency has proposed a total cost of \$314,012, representing \$89,322 for Public Agency Multi-class Liability; \$18,881 for Designated Wrongful Employment Practices Liability; \$1,733 for Employee Benefits Errors or Omissions Liability; \$127,763 for Comprehensive Automobile Insurance; and \$76,313 for Property Package. The prior year was \$298,371 at approval. The current increase is 4.98% from the former rate at approval.

With leave from the Town Council, the council informally discussed the desirability of changing the uninsured and underinsured coverage cap in the automobile liability and physical damage insurance line from \$100,000 to \$500,000 each accident.

Councilor Herak moved to accept and approve the multiperil policy prepared by Crowel Agency but modifying the coverage for underinsured or uninsured for each accident under the automobile policy from \$100,000 per accident to \$500,000 per accident. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The multiperil policy as modified was accepted and approved.

*Scrivener's note:* The modification increased the automobile policy by \$5,036, bringing the automobile premium of the multiperil insurance to \$136,799.

7. **Cyber Incident insurance for the Town of Highland for FY 2021 as presented by Crowel Insurance Agency.** Crowel Insurance Agency has proposed a total cost of \$6,471.85, offering coverage up to \$1,000,000 in the aggregate limit. If elect a \$2,000,000 limit, annual premium is \$8,724.80.

With leave from the Town Council, the Town Council discussed informally the desirability of obtaining a cyber incident coverage. It was noted that the credit rating process does assay whether a rated entity has such coverage as well as general practices to protect information. The Town Council compared the value of \$1,000,000 or \$2,000,000 aggregate coverage.

Councilor Herak moved to approve the policy with the \$1,000,000 coverage limit. Councilor Black seconded. Upon a roll call vote, there were four affirmatives, no negatives and one abstention. With Councilors Zemen, Herak, Black and Schocke voting in the affirmative and Councilor Sheeman abstaining, the motion passed. The Cyber Incident Insurance policy as presented by Crowel Agency was approved.

**Comments from the Town Council:**

*(Good of the order)*

- **Councilor Bernie Zemen:** • *Fire Department, Liaison • Liaison to the Plan Commission*

Councilor Zemen acknowledged the Fire Chief who offered a survey of Fire Department activity and expressed appreciation for the raises approved. The Fire Chief also noted that firefighters were eligible under the Indiana plan for the COVID Vaccine. He also noted that the vaccine would be given at Community Hospital.

Councilor Zemen wished all a Happy New Year.

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

Councilor Herak wished all a Happy New Year. He further wished the Congressman-elect Frank J. Mrvan best wishes.

Councilor Herak acknowledged the Building Commissioner who offered a survey regarding matters before the Plan Commission. It was noted that the property rezoning for the proposed senior living development would not likely be certified until the Plan Commission approved its findings of fact in January 2021.

Councilor Herak acknowledged the Public Works Director who offered a survey report of regarding salt reserves and the readiness of the department to address streets in the event of snow.

Councilor Herak acknowledged the Police Chief who thanked the Town Council and the Clerk-Treasurer for the raises just approved.

- **Councilor Tom Black:** *Liaison to the Board of Sanitary Commissioners • Liaison to the Board of Waterworks Directors.*

Councilor Black wishes everyone a Happy New Year and congratulated Police Officer Kenneth Norsweather.

- **Councilor Roger Sheeman:** *Chamber of Commerce Liaison • Liaison to the Community Events Commission • Information Technology Liaison • Redevelopment Commission Liaison • Tree Board liaison.*

Councilor Sheeman reported on New Year's Eve fireworks sponsored by the Community Events Commission. It was noted that owing to the COVID pandemic and the Indiana rules regarding gatherings, the fireworks were moved to the Highland High School grounds where people were encouraged to watch from their automobiles.

Councilor Sheeman also reported on the final downtown restaurant crawl to be conducted on December 29.

Councilor Sheeman wished all a Happy New Year.

- **Councilor President Mark Schocke:** *Town Executive • Chair of the Board of Police Pension Trustees • Park and Recreation Liaison.*

The Council President acknowledged the Parks and Recreation Superintendent who reported that the annual 12<sup>th</sup> Night event was still scheduled. The Parks and Recreation Superintendent noted that programming is impacted by the color based pandemic levels that were part of the Governor's most recent guidance. The Department continued to monitor it and plan accordingly.

The Town Council President wished all a Happy New Year.

#### **Comments from Visitors or Residents:**

1. Alex Robertson, Highland, participated on-line as the new proprietor and operator of a microbrewery at the site on Condit Avenue, formerly called Danny's to be called Fuzzy Time. Mr. Robertson noted his intention to open to the public in the Spring. Mr. Robertson also thanked the Town and the Redevelopment Commission for its hand in his development.
2. Larry Kondrat, Highland, urged the Town Council to resist engaging in unchecked spending. Mr. Kondrat also restated his opposition to the proposed senior solo, assisted and memory care living center.
3. Elijah Aurand, Highland, inquired about the provision in the Zoning Code (Section 18.15.030(B)(3)) that prohibited community gardens within a mile of each other. Mr. Aurand expressed his objection to the provision, characterizing it as "unduly burdensome."

A colloquy ensued between and among the Town Council, Mr. Aurand and the Building Commissioner regarding the provision and its rationale. It was noted that it was part of the comprehensive amendment of the zoning code undertaken in October 2017.

4. Terry Steagall, Highland, expressed concern about the apparent absence of a vaccination plan for Lake County. Mr. Steagall expressed the hope that the Town Council would get involved to encourage the development of a plan.
5. Tom Crowel, Highland, owner of the Crowel Agency, wished all a happy new year.

**Payment of Accounts Payable Vouchers.** There being no further comments from the public, Councilor Zemen moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period December 15, 2020 through December 28, 2020. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, other payments allowed in advance were ratified, and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

#### **Vendors Accounts Payable Docket:**

**General Fund, \$301,977.46; Motor Vehicle Highway and Street (MVH) Fund, \$38,062.23; Local Road and Street Fund, \$7,368.30; Law Enforcement Continuing**

**Education, Training, and Supply Fund, \$509.96; Insurance Premium Agency Fund, \$202,258.70; Information Communications Technology Fund, \$4,646.46; Special Events Non Reverting Fund, \$157.69; Municipal Cumulative Capital Development Fund, \$10,763.57; Traffic Violations and Law Enforcement Agency Fund, \$2,500.00; Gaming Revenue Sharing Fund, \$6,100.00; Public Safety LIT Fund, \$1,254.99; Total: \$575,599.36.**

**Adjournment of Plenary Meeting.** There being no further business before the Town Council, agenda having been completed, Councilor Zemen moved to adjourn and Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The regular plenary meeting, convened electronically, of the Town Council of Monday, December 28, 2020 adjourned at 8:07 O'clock p.m.

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

Approved by the Town Council at its meeting of \_\_\_\_\_, 2020.

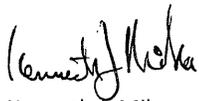
Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer

Building Report December, 2020

PERMIT TYPE	#	Res.	Comm.	Est. Cost	Fee Collected
Commercial Buildings	0	0	0	\$ -	\$ -
Comm. Additions/Remodel	8	0	8	\$ 205,389.00	\$ 4,270.50
Signs	1	0	1	\$ 23,280.00	\$ 487.50
Single Family	0	0	0	\$ -	\$ -
Duplex/Condo	0	0	0	\$ -	\$ -
Residential Additions	0	0	0	\$ -	\$ -
Residential Remodeling	37	37	0	\$ 329,667.00	\$ 8,233.50
Garages	0	0	0	\$ -	\$ -
Sheds	0	0	0	\$ -	\$ -
Decks & Porches	2	2		\$ 10,911.00	\$ 327.00
Fences	6	6	0	\$ 41,542.00	\$ 1,275.00
Above/In ground pools	0	0	0	\$ -	\$ -
Drain Tile/Waterproofing	6	6	0	\$ 60,925.00	\$ 1,588.50
Misc (posts for stairs, road cut)	2	2	0	\$ 1,282.00	\$ 273.00
<b>Total Building Permits</b>	<b>62</b>	<b>53</b>	<b>9</b>	<b>\$ 672,996.00</b>	<b>\$ 16,455.00</b>
<b>Electrical Permits</b>	<b>15</b>	<b>9</b>	<b>6</b>	<b>\$ -</b>	<b>\$ 1,580.00</b>
					\$ -
<b>Mechanical Permits</b>	<b>10</b>	<b>7</b>	<b>3</b>	<b>\$ -</b>	<b>\$ 1,170.00</b>
<b>Plumbing Permits</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 666.70</b>
Water Meters	1	1	0	\$ -	\$ 375.00
Water taps	0	0	0	\$ -	\$ -
Sewer/Storm Taps	0	0	0	\$ -	\$ -
<b>Total Plumbing Permits</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 1,041.70</b>

December 2020 Code Enforcement: 77 Investigations and 1 Citation was issued & 77 Warnings were given. Inspections done for the month of December 2020 were as follows: 32 Building Inspections, 7 Plumbing Inspections, 5 HVAC and 19 Electrical Inspections. There were 3 Electrical Exams given.

Submitted By:



Kenneth J. Mika

## **FIRE DEPARTMENT REPORT**

Month of **DECEMBER** 2020

<u>Type of Calls</u>	<u>December 2020</u>	<u>YTD</u>
- <u>General Alarms:</u>	<u>11</u>	<u>118</u>
- <u>Paid Still Alarms:</u>	<u>21</u>	<u>328</u>
- <u>Still Alarms:</u>	<u>4</u>	<u>69</u>
	<b>Total for the Month</b>	<b>36</b>
-		
- <u>Total Calls in 2020</u>		<u>515</u>

**2020**  
**TOWN OF HIGHLAND INJURIES FOR THE MONTH**  
**NOVEMBER**

CASE	DATE	DEPARTMENT	DESCRIPTION	Record Only No Med Treatment	OSHA Recordable	Not OSHA Recordable	Filed with WC Insurance
	OF INJURY						
RO6	11/12/20	Park	EE accidentally cut left index finger with razor knife while cutting tape off box.	X		X	X

RO = Record Only

DEPARTMENT	INJURIES	YEAR TO	TOTAL	RESTRICTED	LOST DAYS	RESTRICTED	LOST DAYS
	THIS MONTH	DATE	2019	DAYS THIS YEAR	THIS YEAR	DAYS 2019	2019
PARK & REC	1	1				0	0
FIRE			1			0	0
POLICE		1	4			0	0
STREET		1	1			0	0
WATER/SEWER		2	5	63	81	0	0
MAINTENANCE			1			14	2
OTHER			1			0	0
<b>TOTALS</b>	<b>1</b>	<b>5</b>	<b>13</b>	<b>63</b>	<b>81</b>	<b>14</b>	<b>2</b>

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

Board or Commission or Appointed Officer	Form or organization	Composition	Appointment Authority
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### Statutory Boards & Commissions

<p>1) Town Board of Metropolitan Police Commissioners</p> <p><i>"Each commissioner shall take and subscribe an oath before the clerk of the county in which the Town is located"</i></p>	<p>Chairman &amp; Vice Chairman IC 36-8-9-4 adopts consistent patterns of the Safety Brds which has chairman IC 36-8-3-3 Also refer IC36-8-9-6(a)</p>	<p>(5) member body Initial body is 3. No more than 2 of same political party. After initial appt of 3, board may be increased by 2 who may not be the same political party. 3 year term <u>Oath</u> by circuit court clerk.</p> <p>Appointees must be of good moral character and legal residents of the Town. If ordinance amended, Town Council members can be appointed with limits.</p>	<p><b>Legislative Body</b> Town Council Appointment I.C. 36-8-9-3(a)(b) HMC Chapter 9.10</p>
<p>2) Park &amp; Recreation Board</p>	<p>President and Vice President a secretary may be selected from within or without its membership. IC 36-10-3-8(c)</p>	<p>6 member body one an appointee of school board/ one an appointee of Library Board. 4 citizens no more than 2 of same political party. 4 year term. Term goes to 1st Monday in January. If not made by first Monday in April continues for a full term.</p> <p>Members shall be appointed on the basis of their interest in and knowledge of parks and recreation. (In towns must be a <i>resident</i>) <b>Oath of Office</b></p>	<p><b>Legislative Body (changed 2007)</b> Town Council Appoints 4 citizen members I.C. 36-10-3-4(a) HMC Chapter 11.05</p> <p>Formerly Municipal Executive as appointing authority</p> <p>School Board Appoints (1) member Lake County Library Board Appoints (1) member</p>
<p>3) Plan Commission</p>	<p>President and Vice President IC 36-7-4-303</p> <p>Commission may appoint and fix the duties of a secretary who is not required to be a member of the commission. IC 36-7-4-304</p> <p>Citizen members shall be appointed because of the member's knowledge, and experience in community affairs, the members' awareness of the social, economic, agricultural, and industrial problems of the area and the member's interest in the development of and integration of the area.</p>	<p>7 member panel no more than two of the citizen members may be of the same political party. 4 year term Commences First Monday in January Citizens: IC 36-7-4-218(a)(1)(b) Legislative: IC 36-7-4-217. Certified by exec &amp; clerk. A citizen member may not hold other elective or appointive office in municipal, state or county government and must be a resident.</p>	<p><b>Split Appointment:</b> Municipal Executive appoints 4 Citizen members I.C. 36-7-4-207(b)(2) HMC Chapter 14.05</p> <p>Legislative Body appoints 3 persons who <i>shall</i> be elected or appointed officials or employees in municipal government I.C.36-7-4-207(b)(1) HMC Chapter 14.05</p>
<p>4) Advisory Board of Zoning Appeals</p>	<p>Chairman and Vice-Chairman IC 36-7-4-912 May Appoint a secretary and such employees as are necessary for the discharge of its duties. IC 36-7-4-913</p>	<p>5 member panel 4 year term First Monday in January IC 36-7-4-906(b) None of the members of a BZA may hold other elective or appointive office in municipal, county or state government, except as permitted by I.C. 36-7-14-902. Member must be a resident</p>	<p><b>Triune Appointment:</b> <b>Municipal Executive</b> appoints 3 citizen members - 1 must be a plan commission member; 2 must not be members. I.C. 36-7-4-902(a)(1)</p> <p><b>Municipal Fiscal Body</b></p>

Board or Commission or Appointed Officer	Form or organization	Composition	Appointment Authority
			appoints 1 citizen member who must not be a plan commission member. I.C. 36-7-4-902(a)(2) <b>• Plan Commission</b> appoints 1 member who must be a plan commission member other than the one appointed under subdivision 1 above I.C. 36-7-4-902(a)(3).
5) Board of Sanitary Commissioners	President and Vice President IC 36-9-25-6	5 member panel No more than three of same political party 4 year term <b>oath of office.</b>	<b>Municipal Executive</b> appointment I.C. 36-9-25-3(b)(1).
6) Redevelopment Commission	IC 36-7-14 President, Vice - President and Secretary	5 member panel one year term from January 1 must be 18 years old & reside in unit. <b>Oath of office.</b>	<b>Split appointment:</b> <b>• Municipal Executive</b> appoints 3 members I.C. 36-7-14-6.1 HMC Chapter 14.10  Legislative Body appoints 2 members I.C. 36-7-14-6.1 Ord. No.946 H.M.C.Chapter 14.10
7) Water Works Board of Directors		5 member panel members called Directors w/ <b>oath of office.</b> No more than three of same party. By act of ordinance serve for three year terms. (See HMC 190) <b>Oath of office.</b>	Municipal Executive I.C. 8-1.5-4-2(a)(b). H.M.C.Chapter 12.05
<b>Regional Appointments</b>			
1)Northwest Indiana Regional Planning Commission	Appointee must be a resident of Highland, an <i>elected official</i> and knowledgeable in matters of physical, social, or economic development in the region.	Multi-Member panel One (1) appointment 51 Members called Commissioner :Highland allowed one (1) appointment Term: Serves until recalled	Municipal Executive certified to the MPO IC 36-7-7-4(c)(1)
2)Lake County Convention & Visitor Bureau	No appointee may hold an elective or appointed political office while serving on the bureau. Appointing Authority shall give consideration to appointees knowledgeable about or employed as executives or managers in at least one of the following in the county: Hotel, Motel, Restaurant, Travel, Transportation, Convention, Trade Show; riverboat, banking, real estate, & construction. If not made before July 16	13 Member panel Three (3) year term beginning July 1: Highland allowed one (1) appointment The Executives of the eight (8) largest municipalities shall appoint one member to the bureau. IC 6-9-2-3. <b>Oath &amp; Certificate</b>	Municipal Executive IC 6-9-2-3(c) <b>Note:</b> If a vacancy is not filled within 30 days of vacancy or an appointment is not made by July 16 then the Lt. Governor's appointee shall appoint a qualified person.(IC 6-9-2-3(i).

**Appointment Authority  
Highland Town Government**

Board or Commission or Appointed Officer	Form or organization	Composition	Appointment Authority
	or 30 days vacancy.(amended 2007)		
3) Lake County Solid Waste Management District		Multi-member Panel 22-23 persons: Highland allowed one (1) member to be selected from membership of fiscal body.Term is co-extensive with member's elective term. Serves at pleasure of appointing authority.	Fiscal Body(Legislative Body) IC13-9.5-2-5(d)(4).
<b>Home Rule Boards &amp; Commissions</b>			
Traffic Safety Commission		No less than six members. (1) member from Town Council;2 from the Police Department;1 from the Fire Department;1 from Department of Public Works;1 Police Commissioner; Police Chief is <i>ex officio</i> Chairman(HMC §11-203(c))	<b>Legislative Appointment.</b> HMC Chapter 10.45
Community Events Commission	Chair & Vice Chair	consist of 7 voting members; term of 3 years. Also 9 who are annual and appointed as legislative appt.	Three (3) appointed by Municipal Executive; four (4) appointed by legislative body. Three year terms. 9 for one year terms appointed by legislative body. HMC Chapter 11.15.
TREE BOARD	Chairperson	Consists of 7 voting members, staggered terms	Seven (7) appointed by the municipal executive upon nomination by the Town Council. Municipal executive chooses the chair from the membership of the board. HMC Chapter 8.25.
Main Street Bureau Board of Directors Department of Redevelopment	Chairperson	Consists of not less than 7 and not more than 21 members	The municipal executive shall appoint thre (3) special constituency members (Town Council, Economic Development and Highland chamber, who serve until a successor is appointed. Municipal legislative body chooses up to 17 members, who serve for 2 year terms. HMC Chapter 14.15.

**Legislative Appointment means the appointment comes from the Town Council.**

**Fiscal Body Appointment means the appointment comes from the Town Council.**

**Municipal Executive Appointment means the appointment comes from the Town Council President.**

**Also note:**

**IC 36-1-8-10 " Board" defined; political affiliation of board appointees**

Sec. 10. (a) As used in this section, "board" means an administration, an agency, an authority, a board, a bureau, a commission, a committee, a council, a department, a division, an institution, an office, a service, or another similarly designated body of a political subdivision.

Board or Commission or Appointed Officer	Form or organization	Composition	Appointment Authority
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(b) Whenever a law or political subdivision's resolution requires that an appointment to a board be conditioned upon the political affiliation of the appointee, or that the membership of a board not exceed a stated number of members from the same political party, at the time of an appointment, one (1) of the following must apply to the appointee:

- (1) The most recent primary election in Indiana in which the appointee voted was a primary election held by the party with which the appointee claims affiliation.
- (2) If the appointee has never voted in a primary election in Indiana, the appointee is certified as a member of that party by the party's county chair for the county in which the appointee resides.

(c) If a certification by a county chair of a political party is required under subsection (b), the certification must be filed with the office of the circuit court clerk not later than the time the appointee's oath of office is filed with the clerk under IC 5-4-1. If the county chair's certification is not filed with the circuit court clerk's office as required by this subsection, the appointment is void.

(d) Notwithstanding any other law, if the term of an appointed member of a board expires and the appointing authority does not make an appointment to fill the vacancy, both of the following apply:

- (1) The member may continue to serve on the board for *only ninety (90) days* after the expiration date of the member's term.
- (2) The county chair of the political party of the member whose term has expired shall make the appointment.

*Special Law for appointments to the Board of Sanitary Commissioners:*

**IC 36-9-25-3 Establishment of department; composition of board of commissioners; oaths, surety bonds, and compensation of commissioners.**

**IC 36-9-25-3 (f)**

*Notwithstanding IC 36-1-8-10*, whenever this section requires that the membership of the board of sanitary commissioners not exceed a stated number of members from the same political party, at the time of appointment the appointee must:

- (1) have voted in the two (2) most recent primary elections held by the party with which the appointee claims affiliation; or
- (2) if the appointee did not vote in the two (2) most recent primary elections or only voted in one (1) of those elections, be certified as a member of the party with which the appointee claims affiliation by that party's county chairman for the county in which the appointee resides.

(Print optimized 85%)

**TOWN of HIGHLAND**  
**Town Council Resolution No. 2021-01**

**A RESOLUTION of the FISCAL BODY of the TOWN of HIGHLAND APPROVING and FIXING the OFFICIAL CHARGES or FEES for INFORMATION and COMMUNICATION TECHNOLOGY SERVICES PROVIDED BY THE MUNICIPALITY TO ITS EXECUTIVE DEPARTMENTS and OFFICES and ACCOUNTED in the INFORMATION and COMMUNICATION TECHNOLOGY FUND**

**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**, IC 36-1-3-2 and IC 36-1-3-6(b)(1) confer upon local units of government the powers that they need for the effective operation of government as to local affairs and prescribe the manner and form of enactment for any such exercise of power;

**WHEREAS**, The Highland Town Council did adopt and establish an Information and Communication Technology Fund, by adoption of Ordinance No. 1323, amending the Highland Municipal Code by adding a new section § 31.08 (now codified as Section 3.45.110), which provides for an internal service fund as an accounting entity to which the resources and costs associated with providing information and communication technology services to the municipality will be accounted; and,

**WHEREAS**, Section 3.45.110 (F) (1) particularly provides that resources or revenue for these services supported by the internal service fund may consist of *“interdepartmental charges, contributions, cost shares or assessments levied against funds or departments of the municipality to support the lawful purposes and budget of the Information and Communication Technology Fund;”*

**WHEREAS**, Section 3.45.110 (F) (1) (a) still further provides that the *“charges and rates shall be developed and recommended by the proper officers of the municipality and fixed and approved by the Town Council”*;

**WHEREAS**, The proper officers of the municipality have developed and now recommend charges and rates for **FY 2021** to support the costs associated with the provision of information and communication technology services to the municipality and its several executive departments and utilities; and,

**WHEREAS**, The Town Council now desires to fix and adopt the charges and rates as recommended,

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

**Section 1.** That the proper officer(s) of the municipality have developed and now recommend the following annual charge for services for the fiscal year **2021** as follows:

(a) For information and communication technology services provided to the several departments reposed in the **Corporation General Fund, the annual charge is allocated at 25% of costs or \$52,941.50;**

(b) For information and communication technology services provided to the department reposed in the **Park and Recreation Fund**, the annual charge is allocated at 20% of costs or \$42,353.20;

(c) For information and communication technology services provided to the department reposed in the **Redevelopment General Fund**, the annual charge is allocated at 5% of costs or \$10,588.30;

(d) For information and communication technology services provided to the Waterworks Utility, the annual charge is allocated at 25% of costs or \$52,941.50;

(e) For information and communication technology services provided to the Wastewater/Stormwater Utility, the annual charge is allocated at 25% of costs or \$52,941.50;

**Section 2.** That the Town Council hereby finds and determines that the rates and charges as recommended are consistent with IC 36-1-3-8(a)(6), calculated to include reasonable costs associated with those purposes outlined in Section 3.45.110 (D) of the Highland Municipal Code;

**Section 3.** That the Town Council hereby now fixes and approves the annual rates and charges as set forth herein, and authorizes the municipal fiscal officer to take such lawful measures to charge and collect the fees herein, either as a single lump sum fee or collected periodically until fully collected, and then to deposit these charges into the **Information and Communication Technology Fund**;

**DULY RESOLVED and ADOPTED** this 11<sup>th</sup> Day of January 2021, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

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

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**President (IC 36-5-2-10)**

**ATTEST:**

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

**TOWN OF HIGHLAND  
RESOLUTION NO. 2021-02**

**A RESOLUTION AUTHORIZING A TRANSFER TO THE RAINY  
DAY FUND OF IDENTIFIED MONIES, PURSUANT TO IC 36-1-8-  
5.1 ET SEQ.**

**WHEREAS**, The Highland Town Council did establish a **Rainy Fund**, codified as Sections 3.45.175 through 3.45.195 in the Highland Municipal Code, all pursuant to IC 36-1-8-5.1;

**WHEREAS**, Pursuant to HMC Section 3.45.175(B), the purpose of the Rainy Day Fund is for *“accumulating funds to provide resources to support lawful purposes of the municipality, including meeting exigencies as herein may be defined and such other purposes permitted by IC 36-1-8-5.1 and as are identified in this article;”*

**WHEREAS**, Indiana Code 36-1-8-5.1 (b)(2) further provides that an ordinance establishing a Rainy Day Fund must specify the sources of funding for the rainy day fund, which may include any funding source specified in the adopting ordinance and not otherwise prohibited by law;

**WHEREAS**, Indiana Code 36-1-8-5.1 (d) and HMC Section 3.45.175 (E) provides that in any fiscal year, a political subdivision may transfer under (IC 36-1-8-5) not more than ten percent (10%) of the political subdivision's total annual budget for that fiscal year, adopted under IC 6-1.1-17, to the rainy day fund;

**WHEREAS**, Section § 3.45.175 (C) (4) of Highland Municipal Code provides that sources for the Town's Rainy Day Fund may include: *“Unassigned fund balances which may be identified in the several funds of the municipality, as may be approved by the town council, and then transferred to the rainy day fund, subject to the provision of IC 36-1-8-5.1(d);”*and,

**WHEREAS**, The Town Council of the Town of Highland has identified unassigned fund balances from which to transfer a portion to the Rainy Day Fund,

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

**Section 1.** That the Clerk-Treasurer be and is hereby directed to transfer the following identified amounts of unobligated fund balance on deposit to the credit of the funds herein identified then to be transferred to and deposited to the credit of the **Rainy Day Fund**:

- (A) CORPORATION GENERAL FUND  
*Transfer to Rainy day Fund* \$ 175,000.00
- (B) REDEVELOPMENT GENERAL FUND  
*Transfer to Rainy day Fund* \$ 75,000.00
- (C) Cumulative Capital Development Fund  
*Transfer to Rainy day Fund* \$ 100,000.00
- (D) Economic Development LIT Fund  
*Transfer to Rainy day Fund* \$ 50,000.00

**Section 2.** That the Town Council finds and determines:

(A) That the total appropriated amount of the budget passed and adopted for the taxing units of Highland, by the Town Council, under IC 6-1.1-17 for FY 2021 and reduced by the debt service budgets, is \$17,675,261, rendering the ten percent (10%) limit to be \$1,767,526;

(B) That the amount being transferred, being \$400,000, does in fact conform to the statutory limitation provided in IC 36-1-8-5.1(d).

(C) That the no amount of unobligated fund balance is coming from a debt service, bond proceeds or an allocation fund.

**DULY RESOLVED and ADOPTED** this \_\_\_\_ Day of \_\_\_\_\_ 200X, 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**

\_\_\_\_\_  
Some Person, President (IC 36-5-2-10)

Attest:

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

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

TOWN OF HIGHLAND, INDIANA

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

DATED THIS 9<sup>th</sup> DAY OF January 2021 Muller FISCAL OFFICER

ALLOWANCE OF VOUCHERS

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 3 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 547,749.84.

Dated this \_\_\_\_\_ day of \_\_\_\_\_,

TOWN COUNCIL

MARK A. HERAK \_\_\_\_\_ ROGER SHEEMAN

BERNIE ZEMEN \_\_\_\_\_ MARK SCHOCKE

\_\_\_\_\_ TOM BLACK

01/07/2021 08:51 AM INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
 User: DMJ EXP CHECK RUN DATES 12/30/2020 - 01/12/2021  
 DB: Highland BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0000						
001-0000-45200	GEN FUND TRANSFERS GROSS	90113	PAYROLL ACCOUNT	12/31PRL D/S TRANSFER GENERAL	158,122.04	45057 ✓
	Total For Dept 0000				158,122.04	
Dept 0001 TOWN COUNCIL						
001-0001-31001	LEGAL FEES FOR DEC 2020	90165	ABRAHAMSON, REED & BILSE	TOWN COUNCIL LEGAL FEES FOR DEC 2	2,394.00	
001-0001-31001	SOLICITOR LEGAL FEES FOR DEC 2020	90166	ABRAHAMSON, REED & BILSE	SOLICITOR LEGAL FEES FOR DEC 2020	340.00	
	Total For Dept 0001 TOWN COUNCIL				2,734.00	
Dept 0003 VIPs						
001-0003-20003	GPS OPTICOM SYSTEM	90138	CARRIER & GABLE, INC	GPS OPTOCOM SYSTEM	2,896.00	
001-0003-22004	VIPS VEH PARTS FOR DEC	90135	AUTO-WARES	VIPS VEH PARTS FOR DEC	409.91	
	Total For Dept 0003 VIPs				3,305.91	
Dept 0006 BUILDING & INSPECTION						
001-0006-39001	ADA ANNUAL MEMBERSHIP DUES	90154	AIM MEDICAL TRUST	ADA ANNUAL MEMBERSHIP DUES	25.00	
	Total For Dept 0006 BUILDING & INSPECTION				25.00	
Dept 0009 POLICE DEPARTMENT						
001-0009-22004	DEC STMT OF VEH PARTS	90134	AUTO-WARES	DEC STMT OF VEH PARTS	1,700.00	
001-0009-23004	BAL PAY OF AMMO ORDER	90144	KIESLER'S POLICE SUPPLY INC	D/S BALANCE PAYMENT OF AMMO ORDER	3,026.46	
001-0009-32003	IDACS NETWORK ACCESS FOR DEC	90143	INDIANA OFFICE OF TECHNOLOG	IDACS NETWORK ACCESS FOR DEC	118.41	
001-0009-32004	IDACS INTERNET 12/28-1/27	90140	COMCAST CABLE	IDACS INTERNET 12/28-1/27	126.85	
001-0009-32004	CID INTERNET SEARCHES FOR DEC	90150	TLO, LLC	CID INTERNET SEARCHES FOR DEC	50.00	
001-0009-35001	GAS ELEC SERV TO PD RED ON 12	90146	NORTHERN IN PUBLIC SERVICE	GAS ELEC SERVICE TO PD READ ON 12	4,597.64	
001-0009-35001	LPR CAMERA 3949HWAY RED ON 12	90147	NORTHERN IN PUBLIC SERVICE	LPR CAMERA 3949 HWAY READ ON 12/1	36.53	
001-0009-35001	LPR CAMERA 8200 INDPL READ ON	90148	NORTHERN IN PUBLIC SERVICE	LPR CAMERA FOR 8200 INDPLS READ O	43.69	
001-0009-36004	COVID CLEANING FOR DEC	90141	GAYLE THARP	COVID CLEANING FOR DEC	1,170.00	
001-0009-36004	GEN OCF CLEANING FOR PD FOR D	90142	GAYLE THARP	GEN OFC CLEANING FOR DEC	2,666.66	
001-0009-38006	MAT CHANGE AT PD ON 12/29	90139	CINTAS CORPORATION #319	MAT CHANGE AT PD ON 12/29	36.66	
001-0009-43005	2 NEW OPTICOMS	90137	CARRIER & GABLE, INC	2 NEW OPTICOMS	5,792.00	
001-0009-43005	INVNW1175 NEW VEH EQUIP	90149	NWI EMERGENCY OUTFITTERS,LL	VEH EQUIPMT FOR 2 NEW CARS	11,600.00	
001-0009-43005	LPR CAMERA 81ST ST	90151	VIGILANT SOLUTIONS	LPR CAMERA FOR 81ST ST	3,255.00	
001-0009-43012	2 NEW FORD UTILITY VEHICLES	90136	BOSAK IMPORTS OF CHESTERTON	2 NEW 2021 FORD UTULLITY POLICE I	63,246.00	
	Total For Dept 0009 POLICE DEPARTMENT				97,465.90	
	Total For Fund 001 GENERAL				261,652.85	
Fund 002 MVH						
Dept 0000						
002-0000-45200	MVH TRANSFERS GROSS	90114	PAYROLL ACCOUNT	12/31PRL D/S TRANSFER MVH	20,259.64	45058
	Total For Dept 0000				20,259.64	
Dept 0016 MVH ADMIN						
002-0016-22002	990KOTT-L GLOVE DRIVER WINTER	90156	CODE RED SAFETY & RENTAL LL	SAFETY DUPLIES FOR STREET DEPT.	360.82	
	Total For Dept 0016 MVH ADMIN				360.82	
Dept 0017 MVH RECONSTRUCTION/MAINTENANCE						
002-0017-22004	225/70R19.5 DAYTON D5205	90158	HELLMANS AUTO SPLY CO.	TIRES FOR STREET DEPT. UNIT #11	347.70	
002-0017-22004	12/17/2020 154010 CLEAN MELT	90161	KROOSWYK MATERIALS, INC	BAGS OF SALT FOR STREET DEPT.	789.00	
002-0017-23003	12' 3# GREEN U-CHANNEL POST	90157	HALL SIGNS, INC	GREEN U-CHANNEL POST FOR SIGN DEP	880.46	
002-0017-23003	DEWALT 15 AMP CORDED 12 IN. D	90159	HOME DEPOT CORPORATION	MITER SAW FOR SIGN DEPT.	349.00	
002-0017-23003	88591729904 LITHIUM-ION DW 20	90160	HOME DEPOT CORPORATION	BATTERIES AND NUTS FOR STREET DEP	173.94	
002-0017-39007	24" 8140 GORDON DR	90162	RUSSELL'S TREE CARE SERVICE	D/S TREE REMOVAL - DEAD TREES	3,968.40	



INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
 EXP CHECK RUN DATES 12/30/2020 - 01/12/2021  
 BOTH JOURNALIZED AND UNJOURNALIZED

01/07/2021 08:51 AM  
 User: DMJ  
 DB: Highland

BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
				Fund Totals:		
				Fund 001 GENERAL	261,652.85	
				Fund 002 MVH	27,128.96	
				Fund 018 LAW ENFORCE CON'T ED	1,492.22	
				Fund 027 INSURANCE PREMIUM	7,853.98	
				Fund 030 ICT FUND	4,640.93	
				Fund 050 POLICE PENSION	69,229.26	
				Fund 055 MCCD	161,301.64	
				Fund 249 PUBLIC SAFETY INCOME TAX	14,450.00	
					<u>547,749.84</u>	