

**Agenda**  
**Second Regular or Special Meeting**  
**of the Twenty-Ninth Town Council of Highland**  
**Regular Meeting of Monday, January 13, 2020 at 6:30 p.m.**

Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code

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Pledge of Allegiance: Bernie Zemen

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Prayer: Bernie Zemen

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Roll Call: Bernie Zemen



A GREAT PLACE  
TO CALL HOME

Mark A. Herak

Mark J. Schocke

Thomas (Tom) Black

Roger Sheeman

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Minutes of Previous Session: Minutes of the Regular Meeting of 23 December 2019 and January 1, 2020.

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Special Orders: • **Appointment of Town Attorney:**  
(1) Acknowledge the resignation of Tauber Law Offices as 31 December 2019 for this position and all others.  
(2) Appoint Attorney for Town Attorney.

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Staff Reports: • Building & Inspection Report for December 2019.  
• Fire Department Report for December 2019.  
• Workplace Safety Report for December 2019.

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Appointments: • **Statutory Boards and Commissions**  
*Executive Appointments (May be made in meeting or at another time)*  
**(Appointments have been placed on agenda in case there is readiness to act)**

1. **Municipal Plan Commission** (2) appointments to be made by Town Council President. *(Note: Currently held by Mark Kendra, DDS (D, expiring 1<sup>st</sup> Monday in January 2020 and unexpired term of Mark Schocke (R) expiring 1<sup>st</sup> Monday in January 2022 and up to 90 days after term expires if no action) Current composition of the citizen members is 1 Independent, 1 Democrat, and 2 Republicans. There can be no more than 2 of the same party.*
2. **Advisory Board of Zoning Appeals** (1) (possible) appointment to be made by Town Council President. Must be a member of the Plan Commission and not the same one appointed by the Plan Commission *(Note: Currently held by Joseph Grzymiski Term: Co-extensive with term on Plan Commission • President only needs to act if there is a change to his appointment on the Plan Commission or a change is desired)*

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

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3. **Redevelopment Commission** (3) appointments to be made by Town Council President. *(Note: Currently held by Bernie Zemen, Steven Wagner and Michael W. Griffin, all expiring 1<sup>st</sup> Monday in January 2020 and up to 90 days after term expires if no action)*
  4. **Redevelopment Commission Non-voting advisor** (1): appointment to be made by Town Council President. Must be a member or staff from the School Town of Highland. *(Note: Currently held by Patrick Krull; Term expiring June 30, 2020)*
  5. **Waterworks Board of Directors:** (2) appointments to be made by Town Council President. *(Currently held by Edward Dabrowski (D) and George Georgeff (D), all expiring 1<sup>st</sup> Monday in January 2020 and up to 90 days after term expires if no action.) Current composition of the Board is 3 Democrats and 2 Republicans. There can be no more than 3 from any one party.*
  6. **Board of Sanitary Commissioners:** (1) appointments to be made by Town Council President. *(Currently held by David Jones (R) all expiring December 31, 2018 and up to 90 days after term expires if no action.) Current composition of the Board is 2 Democrats and 3 Republicans. There can be no more than 3 from any one party.*
  7. **Economic Development Commission:** (1) appointment to be made by Town Council President but must be nominated by the Lake County Council. *Currently held by David Beanblossom. Term expires February 1, 2020. This needs to be delayed for the receipt of County Council instructions.*

#### **Regional Statutory Appointments.**

8. **Northwestern Regional Planning Commission (NIRPC).** (1) No action necessary unless a change is desired. Town Council President is appointment authority. Must be an elected official who resides in the Town. *(Current serving: Michael W. Griffin.)*
9. **Joint Board of Delegates of the Interlocal Ethics Entity.** Appointed by Municipal Executive *(Current serving: Michael W. Griffin.)* No term. Notifying in case the Council President wants to recall and appoint someone else.

#### **Home Rule Commissions or Boards**

10. **Main Street Bureau Board of Directors.** Town Council President appointment. (1) Appointment. Town Council Representative must be a member of the Town Council. *Term co-extensive with term of appointee. (Note: Currently serving is Dan Vassar)*
11. **Tree Board.** (2) Appointments to be nominated by the Town Council but appointed by the Town Council President. *(Note: Current terms expiring 1<sup>st</sup> Monday January 2020, James W. Colias; Ron Jackowski) All terms three years.*
12. **Committee and Liaison Assignments.** *Assignments made by Town Council President. (Custom and Convention)*

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Redevelopment Commission, Liaison (*If one is desired*) (*There has been no liaison named in recent years, since previous body was comprised of four town councilors and the clerk-treasurer*)

### Legislative Appointments

1. **Municipal Plan Commission** (3) appointments to be made by Town Council. (*Note: Appointee may be elected or appointed official 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. **Park and Recreation Board.** (2) appointments to be made by the Town Council. (*Note: Current appointee is Chris Ray (R) and vacancy from Abe Rivera's (R) moving, for the unexpired term*) (*Current composition is 2 democrats and 2 republicans. Not more than 2 members may be of the same party.*)
3. **Town Board of Metropolitan Police Commissioners.** (1) appointment to be made by the Town Council. (*Note: Currently appointee is Terry Krooswyk (D) (Current composition for these five citizen positions is three democrats and two republicans)*)
4. **Redevelopment Commission.** (2) appointments to be made by the Town Council. (*Note: current appointees are Mark Herak and Dan Vassar.*)

### Regional Statutory Appointments

5. **Lake County Solid Waste Management District Board of Directors.** (1) No action necessary unless a change is desired. (*Note: Currently serving Bernie Zemen.*) *Must be a member of the Town Council. Term is co-extensive with term on council unless legislative body acts otherwise.*

### Home Rule Commissions

#### 6. **Community Events Commission:**

(1) appointment to be made by the Town Council. **Term: 4 years.** (*Note: vacancy of which term expires January 2022*)

(9) appointments to be made by the Town Council. **Term: 1 year.** (*Note: Currently serving, Bandon Wolak, Erica Rozenich-Wolak, Adam Nyiri, Ead Mansoun, Christine Clarkson Gonzalez, Christopher Kornaus, Deanna Christ, Elizabeth Alakel, and Victoria Smith.*)

7. **Traffic Safety Commission (1 appointment or 1 plus 1 alternates)**  
**Section 10.45.030 (A)(2) reads:** "*The commission shall also consist of a representative from the town council, which may be held by a single member or alternating between several members of the town council as the town council may direct. Only one member at any given time may participate in a meeting of the traffic safety commission.*" (*Currently held by Bernie Zemen and Konnie Kuiper.*)

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### Unfinished Business & General Orders:

1. **Works Board Order No. 2020-01:** 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.
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2. **Works Board Order No. 2020-02:** An Order Authorizing and Approving the Existing agreement between CBL Consulting, Incorporated and the Town of Highland to perform Professional Information Technology services for the Municipality for a Term of One Month, with Option to Renew and Extend.
3. **Works Board Order No. 2020-03:** A Joint Resolution of the Board of Works and the Water Works board of Directors Accepting and Approving a Proposal from NIES Engineering, Inc. for Professional Engineering Design Services for the Robertson Place Water Main And Street Improvement Project in the Total Amount of \$51,000.
4. **Works Board Order No. 2020-04:** An Order of the Works Board Authorizing and Approving Payment to Goubeaux Builders for Roadway Improvements in the 9100 Block of Erie Street in the Amount of \$48,416.89.
5. **Commendation Letter for Day Off and Signature Authorization.** Action to approve Letters of Commendation for Exemplary Public service leading to the award of a single paid day off for several workers in the **Metropolitan Police Department**. Pursuant to **Section 4.13** of the Compensation and Benefits Ordinance, for the day off to be effective requires the approval of the board of jurisdiction and the Town Council. The Town Board of Metropolitan Police Commissioners has granted preliminary approval to several letters of commendation regarding several employees who have worked six months without calling off sick and without experiencing an "at fault accident".

Action should include approval for the members of the Town Council to sign the letters of commendation.

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

Assistant Chief Pat Vassar  
 Commander Ralph Potesta  
 Commander John Banasiak  
 Sergeant Glenn Cox  
 Det. Sergeant John Siple  
 Corporal Jason Hildenbrand  
 Corporal Brian Stanley  
 Corporal Erich Swisher  
 Corporal Brandon Norris  
 Corporal David Byers  
 Corporal Gerardo Garza  
 Corporal Michael Yonkman  
 Lance Corporal Chris Balbo  
 Lance Corporal Greg Palmer

Officer Richard Hoffman  
 Officer Brian Orth  
 Officer Michael Grasch  
 Detective Lee Natelborg  
 Detective Anthony Kowal  
 Detective Darren Conley  
 Officer Dan Matusik  
 Officer Francis Peckler  
 Officer Nicholas Vanni  
 Officer Andrew Germonprez  
 Officer Justin O'Malley  
 Officer Joel Sullivan  
 Officer Thomas Manyek  
 Officer James Mullins

6. **Conflict of Interest Disclosure Statement.** (Annual) Action of the Town Council President as appointing authority to consider approval of an **Annual Conflict of Interest Disclosure Statement** filed by **Christine Cash**, who is a Hotel Manager in Lake County. Ms. Cash is also Highland's appointment to the Lake County Convention and Visitors'

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Bureau Board of Directors operating as the South Shore Convention and Visitors Authority. This filing is pursuant to IC 35-44-1-3.

- (a) Action of the Town Council President as Municipal Executive or the appointing authority.
- (b) Town Council as the governing body of the governing entity to act to accept the disclosure form, if desired.

- 7. **Authorizing the proper officer to publish legal notice of a public hearing:** Authorize a public hearing to consider proposed additional appropriations for Monday, January 27, 2020. **Unsafe Building Fund, \$142,400; General Improvement Fund, \$8,000; Hazardous Materials Response Fund, \$13, 073; Municipal Cumulative Street Fund, \$40,000; and for the Redevelopment Capital Fund, \$1,898,933.00.**

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**NEW BUSINESS:**

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

**Councilor Bernie Zemen**

**Councilor Mark Herak**

**Councilor Thomas Black**

**Councilor Roger Sheeman**

**Councilor Mark Schocke**

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**COMMENTS FROM  
THE PUBLIC or  
VISITORS**

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

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**ACTION TO PAY  
Accounts Payable  
Vouchers**

Accounts payable vouchers December 24, 2019 to January 13, 2020 in the amount of **\$1,008,402.31.**

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**ADJOURNMENT**

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

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

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**Enrolled Minutes of the One Hundred-sixth Regular or Special Meeting  
For the Twenty-Eighth Highland Town Council  
Regular Plenary Meeting  
Monday, December 23, 2019**

The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in a regular meeting on Monday, December 23, 2019 6:32 O'clock P.M. in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Pursuant to HMC Section 2.05.130(A)(2), the Town Council considered and reviewed the agenda in an informal proceeding conducted in the anteroom to the plenary meeting room. Once completed the Town Council moved to the plenary meeting room. Silent roll call confirmed that Councilors Bernie Zemen, Mark Herak, Dan Vassar, Konnie Kuiper and Steve Wagner were present and there was a quorum.

The Town Council President, Steve Wagner presided at the plenary meeting. The Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with The Town Council President reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

**Roll Call:** Present on roll call were Councilors Bernie Zemen, Mark Herak, Dan Vassar, Konnie Kuiper and Steve Wagner. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**Additional Officials Present:** Rhett L. Tauber, Esq., Town Attorney; John M. Bach, Public Works Director; Mark Knesek, Operations Director; Peter Hojnicky, Metropolitan Police Chief; Patrick Vassar, Assistant Police Chief; Alex M. Brown, CPRP, Parks and Recreation Superintendent; and William R. Timmer, Jr., CFOD, Fire Chief were present.

*Also present:* Larry Kondrat of the Board of Waterworks Directors; Chris Ray, Park and Recreation Board; Steve Jurczak, Town Board of Metropolitan Police Commissioners; Ed Dabrowski IT Director (Contract); Mark Schocke, Councilor Elect Ward 3; Tom Black, Town Councilor Elect Ward 4; and Roger Sheeman, Councilor Elect Ward 5 were also present.

*Guest:* Robin Carlascio and Theresa Badovich of the Idea Factory; and Dan Dernulc, Lake County Councilor and Lake County Republican Chairman, were also present.

**Minutes of the Previous Meetings:** The minutes of the regular plenary meeting of 09 December 2019 were approved by general consent.

**Special Orders:**

**Encomiums for Retiring Officials**

1. **Service as Town Executive.** Presentation of Plaque of Appreciation to the *68th Town Council President*, Steven Wagner. Councilor Mark Herak presented the Town Council President a plaque of appreciation for his service as the 68<sup>th</sup> Town Council President. The plaque inscription read:

On behalf of the people of Highland, the Town Council and the Town Clerk-Treasurer present this special expression of appreciation  
to

**Steven Wagner**

In recognition of his service to the Town of Highland, Indiana serving as the Sixty-eighth President of the Highland Town Council , for a term commencing January 14, 2019 through December 31, 2019.

2. **Service as a Town Councilor.** Presentation of Plaque of Appreciation to Steven Wagner, serving 11.25.2014 through before noon January 1, 2020. Councilor Mark

Herak presented the Town Council President a plaque of appreciation for his service as a member of the Highland Town Council.

3. *Service as a Town Councilor.* Presentation of Plaque of Appreciation to Konnie Kuiper, serving 1.01.2008 through before noon January 1, 2020. Councilor Mark Herak presented Councilor Dan Vassar a plaque of appreciation for his service as a member of the Highland Town Council.
4. *Service as a Town Councilor.* Presentation of Plaque of Appreciation to Dan Vassar, serving 1.01.2008 through before noon January 1, 2020. . Councilor Mark Herak presented Councilor Konnie Kuiper a plaque of appreciation for his service as a member of the Highland Town Council.

Councilor Herak offered valedictory and affirming remarks.

#### Unfinished Business and General Orders:

1. **Proposed Ordinance No. 1711:** An Ordinance To Make Several Technical Amendments To The Current Code Of Ordinances For The Town Of Highland, Particularly Amending Chapter 2.25, All Pursuant To IC 36-1-5 and IC 36-1-27 et Seq. *Indiana Code 36-1-27 et sequitur imposes a requirement on all municipalities to prohibit conflicts of interest by a building official over a building permit. This ordinance is intended to bring the local code into compliance with this requirement.*

Councilor Herak introduced and moved the consideration of Ordinance No. 1711 at the same meeting of its introduction. Councilor Zemen 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 evening of its introduction.

Councilor Herak moved the passage and adoption of Ordinance No. 1711 at the same meeting of its introduction. Councilor Zemen 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 evening of its introduction.

**ORDINANCE No. 1711**  
of the  
**TOWN of HIGHLAND, INDIANA**

**AN ORDINANCE To MAKE SEVERAL TECHNICAL AMENDMENTS To The Current CODE Of ORDINANCES For The TOWN Of HIGHLAND, PARTICULARLY AMENDING CHAPTER 2.25, ALL PURSUANT TO IC 36-1-5 AND IC 36-1-27 ET SEQ.**

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

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

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

**WHEREAS**, Indiana Code 36-1-27 et sequitur sets forth provisions imposing a requirement on all municipalities to prohibit conflicts of interest by a building official over a building permit; and,

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

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

**Section 1.** That the Highland Municipal Code, be hereby amended by creating a new Section to be

numbered 2.25.073 to be called *Further prohibitions regarding Conflicts of Interests*, which shall read as follows:

**2.25.073 Further prohibitions regarding Conflicts of Interests**

- (A) The purpose of this section is to satisfy the requirements of IC 36-1-27 et seq.
- (B) It shall be unlawful for the chief inspector, building commissioner and zoning administrator to issue or oversee the issuance of a permit through a subordinate if the chief inspector has a conflict of interest, as defined as a direct or indirect financial interest in the issuance of the permit;
- (C) A direct or indirect financial interest shall not be construed to include the compensation that the chief inspector, building commissioner and zoning administrator receives in consideration of his services for the municipality nor any reimbursement for expenses incurred in consequence of this service, as provided by law;
- (D) As used in this section, permit has the meaning set forth in IC 36-7-4-1109(b) which includes any of the following:
- (1) An improvement location permit
  - (2) A building permit
  - (3) A certificate of occupancy
  - (4) Approval of a site-specific development plan
  - (5) Approval of a primary or secondary plat
  - (6) Approval if a contingent use, conditional use, special exception or special use
  - (7) Approval of a planned unit development, and
  - (8) Any other permit or license issued under the jurisdiction of the department;
- (E) When a conflict of interest exists as described by this section, the chief inspector shall report the conflict of interest in writing to the Town Council President, and the Plan Commission, the Town Attorney and with the municipal clerk;
- (F) Further, when a conflict of interest exists as described in this section, the enforcement officer described in HMC Section 15.15.010 (assistant electrical inspector), shall be the acting chief inspector and shall perform all the duties that would have been performed by the chief inspector associated with the permit. The acting chief inspector shall be entitled to compensation at the highest rate in the range approved for the position of assistant electrical inspector, while performing work as the acting chief inspector under this section. Once all of the matters associated with the permit that created the conflict of interest are concluded, compensation as acting chief inspector shall end;

**Section 2.** That the Highland Municipal Code, be hereby amended by repealing subdivision (C) of Section 2.25.090 and replacing it with a successor section styled as subdivision (C) of Section 2.25.090, which shall read as follows:

**2.25.090 Inspection and penalties.**

(C)-(4) An owner who is obligated to provide a town inspection for an existing building or structure to satisfy legal requirements of federal or state agencies:

(1) Shall file ~~the same~~ **an application for inspection** with the chief inspector, together with the payment of a fee in the amount of \$30.00. Thereafter, the chief inspector shall make a physical inspection of said existing building or structure to determine whether the building appears to be in compliance with existing building regulations, and shall report his observable findings to the applicant or to the federal or state agency.

(2) The inspection shall be limited to matters which are conveniently and easily observable by sight, and shall not include an inspection of matters which are covered, enclosed, underground, overhead or otherwise not readily available for inspection.

(3) In making application, the applicant shall agree that the town has assumed no liability to anyone on account of its inspection and report, and that the applicant, his heirs, its agents, servants and employees, for any error, omission, oversight or any other ground or reason arising out of or in connection with said inspection and report.

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

Introduced and Filed on 23<sup>rd</sup> day of December 2019. 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 23<sup>rd</sup> Day of December 2019, 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.

/s/ Steve Wagner, President (IC 36-5-2-10)

Attest:

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

2. **Works Board Order No. 2019-35: 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 for a Term of One Month, with Option to Renew and Extend.**

Councilor Herak moved the passage and adoption of Works Board Order No. 2019-35. Councilor Vassar 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. 2019-35

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 FOR A TERM OF ONE MONTH, WITH OPTION TO RENEW AND EXTEND

**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 2020 through to 31 January 2020** 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 **\$1,838.55 per issue**, or **\$459.64 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 **\$131.33 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 weeks 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 23<sup>rd</sup> day of December 2019 having passed by a vote of 5 in favor and 0 opposed.

**WORKS BOARD of the TOWN of  
HIGHLAND, INDIANA**  
/s/ Steven Wagner, President (IC 36-5-2-10)

Attest:

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

#### AGREEMENT

This Transitional Agreement made and entered into this 23<sup>rd</sup> day of December 2019, 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, 2020**, through **January 31, 2020**. 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 ~~\$1,838.55~~ per issue or ~~\$459.64~~ 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 \$131.33 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 weeks prior to publication.

**IN WITNESS WHEREOF**, this Agreement has been entered into between the parties this 23<sup>rd</sup> day December 2019.

**TOWN OF HIGHLAND**

**THE IDEA FACTORY**

By: \_\_\_\_\_  
Steven Wagner, President

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

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

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

3. **Works Board Order No. 2019-36:** An Order Approving and Authorizing the Metropolitan Police Chief to enter into a purchase agreement with Vigilant Solutions, LLC, through the State of California to purchase Intersection Hi-Def Video Camera system equipment and accessories, and finding it a Special Purchase pursuant to I.C. 5-22 and Section 3.05 of the Highland Municipal Code.

Councilor Herak moved the passage and adoption of Works Board Order No. 2019-36. Councilor Kuiper 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 2019-36

**An Order Approving and Authorizing the Metropolitan Police Chief to enter into a purchase agreement with Vigilant Solutions, LLC, through the State of California to purchase Intersection Hi-Def Video Camera system equipment and accessories, and finding it a Special Purchase pursuant to I.C. 5-22 and Section 3.05 of the Highland Municipal Code.**

**Whereas**, The Town of Highland Metropolitan Police Department, as part of its public duties, has a responsibility for patrol, public safety and protection of life and property throughout the Town of Highland and, from time to time, it is necessary to purchase and or lease materials and supplies in order to carry out the functions of the department; and

**Whereas**, The Metropolitan Police Chief has determined a need to replace certain equipment and supplies and has further determined the purchase price will be below \$50,000.00 and an opportunity has arisen which enables the department to purchase additional Intersection Hi-Def Video Camera system equipment and accessories;

**Whereas**, The Metropolitan Police Chief has identified Vigilant Systems, LLC., IN, through the State of Indiana to be a desirable source vendor for the purchase of equipment and supplies at a price of \$23,349.00 with a 2 camera trade-in;

**Whereas**, The price for the purchase exceeds \$15,000.00 and, pursuant to Section 3.05.040 (E) as well as Section 3.05.050 (B)(2) of the Highland Municipal Code, such purchase requires the express approval of the purchasing agency; and

**Whereas**, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (A)(2) of the Highland Municipal Code serves as the purchasing agency for the Metropolitan Police Department; and

**Whereas**, The Metropolitan Police Chief, pursuant to Section 3.05.050 (D)(2) of the Highland Municipal Code, serves as the Purchasing Agent for the Metropolitan Police Department; and

**Whereas**, The Purchasing Agent, believes that this purchase qualifies as a special purchase to be made without soliciting bids or proposals because in this instance (1) the compatibility of equipment, accessories or replacement parts is a substantial consideration in this purchase and (2) only one source meets the department's reasonable requirements, which is the source recommended for this purchase;

**Whereas**, The Purchasing Agent, for the rationale stated herein, elects to purchase without resort to soliciting quotes or bids pursuant to Section 3.05.065 (I) of the Highland Municipal Code;

**Whereas**, The purchase of the Intersection Hi-Def Video Camera system equipment and accessories will be supported by appropriations in the LOIT Fund and Federal Asset Forfeiture; and,

**Whereas**, The Town Council now desires to approve and authorize the Police Chief to complete the purchase pursuant to the terms and 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 Works Board hereby authorizes and approves the purchase from Vigilant Solutions, LLC, 1152 Stealth Street, Livermore, CA, for the purchase of the Intersection Hi-Def Video Camera system

equipment and accessories in the amount of \$23,349.00 with a 2 camera trade-in, pursuant to IC 5-22 and Section 3.05.060 (G) (2) of the Highland Municipal Code;

- Section 2:** That the Works Board hereby finds and determines the following:
- (A) That Vigilant Solutions, LLC, 1152 Stealth Street, Livermore, CA is the sole source to meet the police departments reasonable requirements for this purchase; and,
  - (B) That for this purchase, the compatibility of equipment, accessories or replacement parts is a substantial consideration; and,
  - (C) That for the foregoing rationale, this purchase qualifies as a special purchase pursuant to IC 5-22-10 et seq. and HMC Section 3.05.065 (I);

**Section 3:** That the Metropolitan Police Chief is now authorized and approved to execute the purchase agreement and any additional documents in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-4-14.

**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 23<sup>rd</sup> day of December 2019 having passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

/s/Steve Wagner, President (IC 36-5-2-10)

Attest:

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

- 4. Works Board Order No. 2019-37:** An Order of the Works Board Approving and Authorizing Change Order No. One to the Construction Contract between the Highland Board of Works and Gatlin Plumbing & Heating, Incorporated for the 81<sup>st</sup> Street Water Main Replacement and Street Improvement Project. *Passage and adoption of the Works Board Order decrease net changes to the original agreement in the amount of Fifty-four Thousand Four Hundred Sixty-eight Dollars and 30/100 Cents (\$54,468.30), of which, Sixteen Thousand Five Hundred Thirty-one Dollars and 90/100 Cents (\$16,531.90) is attributed to the reduction in the water main replacement costs and Thirty-seven Thousand Nine Hundred Thirty-six Dollars and 40/100 Cents (\$37,936.40) is attributed to the street improvement costs.*

Councilor Zemen moved the passage and adoption of Works Board Order No. 2019-37. Councilor Kuiper 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 NO. 2019-37**

**AN ORDER OF THE WORKS BOARD APPROVING AND AUTHORIZING CHANGE ORDER NO. ONE TO THE CONSTRUCTION CONTRACT BETWEEN THE HIGHLAND BOARD OF WORKS AND GATLIN PLUMBING & HEATING, INCORPORATED FOR THE 81<sup>ST</sup> STREET WATER MAIN REPLACEMENT AND STREET IMPROVEMENT PROJECT**

**Whereas,** The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has heretofore authorized and approved a public works project for street reconstruction and other improvements in the public roadway of 81<sup>st</sup> Street between Indianapolis Boulevard and Sycamore, with the project commonly known as the 81<sup>st</sup> Street Water Main and Street Improvement Project;

**Whereas,** The Water Works District of Highland (District), through its Board of Directors, had determine the need to replace the Water Main on 81<sup>st</sup> Street from Indianapolis Boulevard to Sycamore Avenue in order to provide for adequate water supply and water quality;

**Whereas,** In addition to the water main replacement project, the Board of Works had determined to make certain street and right-of-way improvements outside of the scope of the waterworks improvements and have designated funds for that purpose;



**Whereas**, NIES Engineering, Incorporated has prepared plans and specifications for the Project on behalf of the Waterworks District and Board of Works and the Project was bid in accordance with IC 36-1-12 *et seq.* and notice was published in accordance with IC 5-3-1;

**Whereas**, On April 25, 2019, the Waterworks District adopted Resolution No. 2019-06 and awarded the Project to Gatlin Plumbing & Heating, Incorporated in the amount of Four Hundred Thirty- Five Thousand and 00/100 (\$435,000.00), to be the lowest responsive and responsible bid;

**Whereas**, The project costs were allocated to the Board of Works in the amount of Fifty-seven Thousand Three Hundred Six Dollars and no/Cents (\$57,306.00) and to the Department of Water works in the amount of Three Hundred Seventy-seven Thousand Six Hundred Ninety-four Dollars and no/Cents (\$377,694.00);

**Whereas**, During the course of construction of the Project, it has become necessary to change or alter the original specifications of the project and/or to increase or decrease the planned material quantities;

**Whereas**, NIES Engineering, Inc., a licensed engineer performing construction engineering services on this project, has specifically identified and presented Change Order No. 1, attached herewith, which details the changes and alterations to the Project which have a net decrease in the contract amount of Fifty-four Thousand Four Hundred Sixty-eight Dollars and 30/100 Cents (\$54,468.30), of which, Sixteen Thousand Five Hundred Thirty-one Dollars and 90/100 Cents (\$16,531.90) is attributed to the reduction in the water main replacement costs and Thirty-seven Thousand Nine Hundred Thirty-six Dollars and 40/100 Cents (\$37,936.40) is attributed to the street improvement costs; and,

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

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

**Section 1.** That the **First Addendum** to the Construction Contract with Gatlin Plumbing & Heating, Incorporated for the 81<sup>st</sup> Street Water Main Replacement and Street Improvement Project, as prepared by NIES Engineering, Incorporated, a licensed engineer performing construction engineering services on this Project, is hereby determined to be directly related to the original project and is hereby approved, adopted, and ratified in each and every respect;

**Section 2.** That this addendum is hereby ordered to be known as Change Order No. 1, issued to **decrease net changes** to the original agreement in the amount of Fifty-four Thousand Four Hundred Sixty-eight Dollars and 30/100 Cents (\$54,468.30), of which, Sixteen Thousand Five Hundred Thirty-one Dollars and 90/100 Cents (\$16,531.90) is attributed to the reduction in the water main replacement costs and Thirty-seven Thousand Nine Hundred Thirty-six Dollars and 40/100 Cents (\$37,936.40) is attributed to the street improvement costs, bringing the total value of the entire agreement with any and all change orders approved to date to Three Hundred Eighty Thousand Five Hundred thirty-one Dollars and 70/100 Cents (\$380,531.70); and

**Section 3.** That the total of all change orders issued that increases the scope of this Project may not exceed twenty percent (20%) of the amount of the original contract, that original being of Five Hundred Twenty-two Thousand Dollars and 00/100 Cents (\$522,000.00), pursuant to IC 36-1-12-18(d); and

**Section 4.** That the Proper Officers are hereby authorized to execute the necessary documents with their signatures.

**Be it So Ordered**

**Duly Passed and Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 23<sup>rd</sup> day of December 2019 having passed by a vote of 5 in favor and 0 opposed.

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

/s/ Steve Wagner, President (IC 36-5-2-10)

**Attest:**

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

5. **Works Board Order N. 2019-38:** An Order Authorizing, and Approving the Payment of Elective Honoraria to the Several Municipal Departments and Select Event Participants in Recognition of and in Goodwill for their Assistance and Support of the Several Events under the Aegis of the Community Events Commission and Ratifying the Payment of

Elective Honoraria in the Annual Highland Independence Day parade and the Annual Holiday Parade.

Councilor Herak moved the passage and adoption of Works Board Order No. 2019-38. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

THE TOWN of HIGHLAND  
WORKS BOARD ORDER NO. 2019-38

AN ORDER AUTHORIZING, AND APPROVING THE PAYMENT OF ELECTIVE HONORARIA TO THE SEVERAL MUNICIPAL DEPARTMENTS AND SELECT EVENT PARTICIPANTS IN RECOGNITION OF AND IN GOODWILL FOR THEIR ASSISTANCE AND SUPPORT OF THE SEVERAL EVENTS UNDER THE AEGIS OF THE COMMUNITY EVENTS COMMISSION AND RATIFYING THE PAYMENT OF ELECTIVE HONORARIA IN THE ANNUAL HIGHLAND INDEPENDENCE DAY PARADE AND THE ANNUAL HOLIDAY PARADE.

**Whereas**, The Town Council for the Town of Highland is the Legislative and Fiscal Body of the Municipality as well as the works board pursuant to IC 36-1-2 et seq.,

**Whereas**, The Highland Community Events Commission, did organize and marshal several community events which included but were not limited to the annual Independence Day and Christmas Parades, the annual Independence Day Festival, and Historic Re-Enactments; and

**Whereas**, The Highland Community Events Commission did rely on the support and special services of the Highland Parks and Recreation Department, the Public Works Department (Agency) and the Volunteers in Police Services (VIPS) bureau of the Metropolitan Police Department in carrying out its programming for the year;

**Whereas**, The Highland Community Events Commission has informed the Town Council that it has been customary and is highly desirable for the payment of an honorarium or stipend to some of the participating municipal departments in recognition of their laudable support and contribution to the special event programming during the year;

**Whereas**, The Highland Community Events Commission has further recommended, requested and identified appropriations in the Special Events Non Reverting Fund be authorized to support the payment of these honoraria and stipends;

**Whereas**, The Town Council has been reliably advised that many employees of the Highland Parks and Recreation Department and the Public Works Department (Agency) and the Volunteers in Police Services (VIPS) bureau of the Metropolitan Police Department, do expend time, labor and creative process to support the Town of Highland's community programming; and,

**Whereas**, The Highland Community Events Commission, did organize and marshal the annual Fourth of July Parade as well as the annual Holiday Parade; and

**Whereas**, The Highland Community Events Commission has recommended, requested and identified appropriations in the Special Events Non Reverting Fund be authorized to support the payment of these honoraria; and,

**Whereas**, Under its authority of IC 36-1-3, The Town passed and adopted Section §2.35.030 of the Highland Municipal Code which provides in pertinent part that the Town Council is authorized to budget and appropriate funds from the general fund of the town to pay the expenses incurred in promoting the best interests of the town and that such expenses may include, but not necessarily be limited to those incurred in developing relations with other units of government or any other expenses of civic or governmental nature deemed by the Town Council to be in the interests of the Town; and,

**Whereas**, The Town Council has reviewed the matter, and now desires to make findings and determinations related to these recommendations and requests and to favor the recommendation and request of the Community Events Commission, as made at its meeting of December 12, 2019,

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

**Section 1.** That the following named municipal departments, agencies or departmental bureaus, be paid an elective honorarium in the amount specified, in appreciation and recognition of their contribution and support for the year's community events, as follows:

(A)	Parks and Recreation Department	\$500.00
(B)	Public Works Department (Agency)	\$300.00
(C)	VIPS Bureau of the Metropolitan Police Department	\$100.00
(D)	Highland Police Department	\$200.00
(E)	Highland Fire Department	\$200.00

**Section 2.** That the following named groups or bands, which participated in the most recent **Independence Day or Christmas Holiday Parades**, as may be identified by the Community Events Commission, be paid an elective honorarium, in appreciation and recognition of this participation as follows:

(A)	Michigan City Orak Shriners	\$200.00
(B)	Hobart Shriners	\$200.00
(C)	Highland Performing Arts Boosters	\$100.00
(D)	Bishop Noll Marching Band	\$250.00
(E)	Highland Band Boosters	\$250.00

**Section 3.** That the following named groups or entities, which offered support through the use of parking lot or related assets in support of the most recent **Independence Day Parade or other special events**, as may be identified by the Community Events Commission, be paid an elective honorarium, in appreciation and recognition of this participation as follows:

(A)	Calvary Baptist Church	\$100.00
(B)	St. James the Less Church	\$100.00
(C)	Carf International/Paladin (nee Dungarvin)	\$ 50.00

**Section 4.** That the Town Council hereby finds and determines that the forgoing activities and items of expense are lawful and proper expenses incurred in promoting the best interests of the Town as set forth in Section §2.23.030 of the Highland Municipal Code which reads as follows:

§ 2.35.030 AUTHORITY OF TOWN COUNCIL TO REIMBURSE TOWN OFFICIALS FOR CERTAIN EXPENSES.

*The Town Council is hereby authorized to budget and appropriate funds from the general fund of the town to pay the expenses of, and to reimburse, town officials for expenses incurred in promoting the best interests of the town. Such expenses may include, but not necessarily be limited to meals, decorations, memorabilia, awards, expenses incurred in interviewing job applicants, expenses incurred in promoting industrial, commercial, and residential development, expenses incurred in developing relations with other units of government, and any other expenses of civic or governmental nature deemed by the Town Council to be in the interests of the town.*

**Section 5.** That the Town Council further finds and determines that the activities and expenses as described herein, while not paid from the Corporation General Fund, are uses and expenditures consistent with the purposes of the **Special Events Non Reverting Fund, when proper appropriations are accordingly approved;**

**Section 6.** That the Clerk-Treasurer is hereby authorized and instructed to prepare sufficient accounts payable vouchers against the appropriate fund and accounts for the benefit of each of the several municipal departments, agencies or bureaus as may be identified by the Community Events Commission, depicting the expense as an Honorarium, in the amount herein fixed, to be paid to the proper *donation fund*, for the benefit of the named municipal department, agency or bureau, and to take such other measures to carry-out the purposes and objects of this order;

**Section 7.** That the Clerk-Treasurer is hereby authorized and instructed to prepare sufficient accounts payable vouchers against the appropriate fund and accounts for the benefit of each of the several participating groups or bands as may be identified by the Community Events Commission, depicting the expense as an Honorarium or Stipend, in the amount herein fixed, to be paid according to law;

**Section 8.** That any actions taken by public officers in advance and in anticipation of the passage and adoption of this order, are hereby ratified, all pursuant to IC 36-1-4-16.

**Be it so ordered.**

**DULY, PASSED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 23<sup>rd</sup> day of December 2019 having passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

/s/ Steven Wagner, President (IC 36-5-2-10)

Attest:

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

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

(A) *The hiring of Gavin Holder, to the full-time position of Utility Worker B in Public Works Department (Agency) at a rate of pay of \$12.80 per hour. This will not increase the full-time workforce greater than the authorized work force strength.*

Councilor Vassar moved to approve the appointment and hiring of Gavin Holder as requested. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Gavin Holder was hired.

7. **Property, Commercial and other non-health insurance lines for the Town of Highland for FY 2020 as presented by Crowel Insurance Agency.** Crowel Insurance Agency has proposed a total cost of **\$298,371**, representing **\$89,345** for Public Agency Multi-class Liability; **\$17,510** for Designated Wrongful Employment Practices Liability; **\$1,607** for Employee Benefits Errors or Omissions Liability; **\$124,877** for Comprehensive Automobile Insurance; and **\$65,032** for Property Package. The prior year was **\$281,839 at approval**. The current increase is 5.87% from the former rate at approval.

Councilor Zemen moved to approve the proposal of the multi-peril insurance with Crowel as the agent of record. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The insurance policy package and agent of record were approved.

8. **Authorizing the proper officer to publish legal notice of a public hearing: Public Hearing to consider additional appropriations in the amount of \$ 119,000 in the Metropolitan Police Department, the amount of \$101,123 in the Fire Department and the amount of \$40,000 in the Works Board Department all of the Corporation General Fund for a Fund total of \$260,123.00.**

Councilor Herak moved to authorize the proper officer to publish legal notice of a public hearing to consider proposed additional appropriations as indicated above. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The proper officer was authorized to publish the notice.

9. **Meeting Authorization.** Authorize the quadrennial meeting for the 29<sup>th</sup> Town Council for January 1, 2020 at Noon, pursuant to Section 2.05.130 (F) of the Highland Municipal Code, to allow for oath administration and organization pursuant to Section 2.05.040(D) of the Code.

Councilor Herak moved to authorize the quadrennial meeting for the 29<sup>th</sup> Town Council on January 1, 2020 at noon pursuant to Section 2.05.130(F) of the Highland Municipal Code, with the purposes of the meeting to be administration of oaths of office and organization of the Town Council. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The meeting was authorized.

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

- **Councilor Bernie Zemen:** *Chamber of Commerce Co-Liaison • IT Liaison • Liaison to the Board of Waterworks Directors • Liaison to the Community Events Commission.*

Councilor Zemen acknowledged the Building Commissioner absence owing to the recent passing of his dad.

Councilor Zemen commended to all a Merry Christmas and spoke of his pleasure of serving with all the members of the 28<sup>th</sup> Town Council.

**Councilor Dan Vassar:** *Liaison to the Park and Recreation Board.*

Councilor Vassar expressed condolences to Kenneth Mika and his family on the passing of his dad.

Councilor Vassar acknowledged the Parks and Recreation Superintendent who offered a survey of the parks and recreation programs particularly fireworks on New Years' Eve and the annual Twelfth Night event at Main Square.

With leave from the Town Council, the Parks and Recreation Superintendent thanked the Councilors Wagner, Vassar and Kuiper for their support of the Parks and Recreation Department.

Councilor Vassar thanks Robin Carlascio and Theresa Badovich of the Idea Factory for their work on the monthly newsletter.

With leave from the Town Council, Councilor Vassar read from prepared remarks a narrative of appreciation recognizing members of his family and dilating upon his view of public service and his family's legacy of public service in Highland. He offered thanks to the press for what he termed its "fair treatment" during his service.

- **Councilor Mark Herak:** • *Budget and Finance Chair • Liaison to the Board of Sanitary Commissioners • Town Board of Metropolitan Police Commissioners, Liaison.*

Councilor Herak acknowledged the Public Works Director who thanked the three retiring councilors for their leadership. The operations director also thanked the retiring members for their service as well.

- **Councilor Konnie Kuiper:** • *Fire Department, Liaison • Chamber of Commerce Co-Liaison.*

Councilor Kuiper acknowledged the Fire Chief who also expressed appreciation to the retiring members of the Town Council for their service and support of the department.

With leave from the Town Council, the Councilor Kuiper offered remarks of appreciation regarding the opportunity to serve on the Town Council.

**Councilor President Steve Wagner:** *Town Executive • Chair of the Board of Police Pension Trustees • Advisory Board of Zoning Appeals Liaison.*

The Council President expressed condolences to the Building Commissioner and his family on the passing of his dad.

With leave from the Town Council, the Councilor Wagner offered remarks of appreciation to the people of Highland and his fellow elected officials regarding the opportunity to serve on the Town Council. Councilor Wagner expressed best wishes to the incoming Town Council. He wished all a Merry Christmas and Happy New Year.

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

1. Mark Schocke, Councilor-Elect, Highland, expressed thanks to the retiring Councilors for their service to the Town.
2. Tom Black, Councilor-Elect, Highland, also expressed thanks to the retiring Councilors for their service to the Town.
3. Roger Sheeman, Councilor-Elect, Highland, also expressed thanks to the retiring Councilors for their service to the Town, stating it would be an honor to sit the chairs

of the dais. He further stated he wished there could be eight councilors, so all could work together.

With leave from the Town Council, Councilor Herak offered a protracted rejoinder to Mr. Sheeman, regarding the Councilor-elect's remarks, opining that the remarks did not reflect Councilor Herak's experience with Mr. Sheeman.

4. Larry Kondrat, Highland, expressed his best wishes to the retiring Councilors.
5. Dan Dernulc, Lake County Councilor and Lake County Republican Chairman, Highland, offered congratulations to the Councilors-elect, and commended Councilors Wagner, Kuiper and Vassar for their service.
6. Pete Hojnicky, Police Chief, Highland, stated it was an "honor" to work with the retiring councilors.
7. Elijah Aurand, Highland, also expressed thanks to the retiring councilors for their service.

**Payment of Accounts Payable Vouchers.** There being no further comments from the public, Councilor Vassar moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period December 10, 2019 through December 23, 2019. Councilor Zemen 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, 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, \$235,467.47; Motor Vehicle Highway and Street (MVH) Fund, \$50,946.72; Local Road and Street Fund, \$16,174.12; Law Enforcement Continuing Education and Training and Supply Fund, \$2,153.88; Gasoline Agency Fund, \$18,543.20; Information Communications Technology Fund, \$5,105.14; Civil Donation Fund, \$109.20; Special Events Non Reverting Fund, \$600.00; Police Pension Fund, \$69,700.11; Cumulative Capital Improvement Fund, \$9,007.50; Municipal Cumulative Capital Development Fund, \$24,468.33; Traffic Violations and Law Enforcement Agency Fund, \$3,500.00; Municipal Cumulative Street Fund, \$2,705.50; Gaming Revenue Sharing Fund, \$1,739.21; Public Safety Local Income Tax Fund, \$47,360.00; Total: \$487,580.38.**

**Adjournment of Plenary Meeting.** Councilor Vassar moved that the plenary meeting be adjourned. Councilor Kuiper seconded. Upon a vote *viva voce*, the motion passed. The regular plenary meeting of the Town Council of Monday, December 23, 2019 was adjourned at 7:31 O'clock p.m.



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

Approved by the Town Council at its meeting of \_\_\_\_\_, 2019.

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

**Enrolled Minutes of the First Meeting  
For the Twenty-Ninth Town Council of Highland  
Special Quadrennial Meeting  
Wednesday, January 1, 2020**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its inaugural meeting for the purposes of administering the oath of office to the elected officers of the Town of Highland, who were elected in the Municipal Election, conducted November 5, 2019 and to organize itself, on Wednesday, January 1, 2020 at 12:00 O'clock P.M. in the regular place, the plenary meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

**Additional Officials Present:** John M. Bach, Public Works Director; Mark Knesek, Operations Director; Peter Hojnicky, Metropolitan Police Chief; Patrick Vassar, Assistant Police Chief; John Banasiak, Commander, Highland Police Department; Alex M. Brown, CPRP, Parks and Recreation Superintendent; and William R. Timmer, Jr., CFOD, Fire Chief were present.

*Also present:* Larry Kondrat of the Board of Waterworks Directors; Mario Martini, Plan Commission; Rich Garcia and David Jones of the Highland Board of Sanitary Commissioners; and, Ed Dabrowski IT Director (Contract); were also present.

*Guests:* Rev. Gregory Bim-Merle, Assistant Pastor of Our Lady of Grace Church; Theresa Badovich of the Idea Factory; Robert Kuva, School Town of Highland Board of Trustees; and Dan Dernulc, Lake County Councilor and Lake County Republican Chairman, were also present.

The session was opened with the Reverend Gregory Bim-Merle, Assistant Pastor of Our Lady of Grace Church, Highland, pronouncing the invocation.

The public safety chiefs, Peter Hojnicky, Police Chief and William R. Timmer, Jr., CFOD, Fire Chief, jointly led all in offering the pledge of allegiance to the United States Flag.

**Acts to Qualify Elected Officials**

Clerk-Treasurer Michael W. Griffin offered a brief survey of the history, origins and the meaning of the oath of office for the elected officials.

The Town Councilors -elect Bernie Zemen, Mark Herak, Mark Schocke, Tom Black, and Roger Sheeman were then presented individually by ward order, to the Highland Clerk-Treasurer, in order to offer public recital of the oath office.

Councilors-Elect Bernie Zemen, Mark Herak, Mark Schocke, Tom Black and Roger Sheeman offered a sworn oath. Having been duly sworn on their official oath, the Town Council Members took their place on the dais.

Pursuant to IC 36-5-2-7 and Section 2.05.040(D), the Clerk-Treasurer called the meeting to order for the purposes of electing the Town Council President.

**Roll Call:** Present on roll call were Councilors Bernie Zemen, Mark Herak, Mark Schocke, Tom Black, and Roger Sheeman.

**Special Orders:**

1. Election of the **Town Council President** for 2020, pursuant to Section 2.05.040 of the Highland Municipal Code. *(Once elected, Clerk-Treasurer will transfer gavel.)*

Councilor Black nominated Mark Schocke for Town Council President in 2020. There were no further nominations. Councilor Herak moved that nominations be closed, and that Councilor Mark Schocke be elected President. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Councilor Mark Schocke was elected the 69<sup>th</sup> Town Council President and he assumed the chair.

2. Election of the **Town Council Vice President** for 2020, pursuant to Section 2.05.040.

Councilor Black nominated Bernie Zemen for Town Council Vice President in 2020. There were no further nominations. Councilor Herak moved that nominations be closed, and that Councilor Bernie Zemen be elected Vice President. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Councilor Bernie Zemen was elected to serve as Town Council Vice President.

**Good & Welfare**

- Councilor Zemen congratulated all the newly elected officials and congratulated Council President Schocke on his election as President. Councilor Zemen thanked his wife and granddaughter, all who turned out for this meeting and all who supported him.
- Councilor Herak thanked the Clerk-Treasurer and the senior staff in the Office of the Clerk-Treasurer, who assisted with the preparation of the meeting, refreshments and in the transition for the 29<sup>th</sup> Town Council.

Councilor Herak commended the public employees of the Town of Highland who assist in executing the policy of the Town as adopted by the Town Council. He also congratulated the new Town Council and expressed a wish for its success.

- Councilor Black also thanked the Clerk-Treasurer and the senior staff in the Office of the Clerk-Treasurer, who assisted with the preparation of the meeting, refreshments and in the transition for the 29<sup>th</sup> Town Council. Councilor Black thanked the department heads and all the public employees for their service. He thanked Councilors Zemen and Herak for their welcome. Finally, Councilor Black thanked all who supported him.

Councilor Black acknowledged his fiancé' and friends and guests.

- Councilor Sheeman thanked all the department heads and commended them for their good work. Councilor Sheeman acknowledged Councilor Kuiper, noting it was "his seat" that he was assuming. Councilor Sheeman offered a series of transparency goals for the Town Council adding that the live streaming of the meeting was one such goal.
- With leave from the Town Council, the Town Clerk-Treasurer offered his appreciation for the opportunity to serve as Clerk-Treasurer, affirming the path of his public service and acknowledged his wife, daughter and mother-in-law who were present.
- The Town Council President acknowledged his wife, Amanda, his daughter Charlotte, his son Ben and daughter Julie who are twins. He further acknowledged his parents, relatives, friends and neighbors who were present.

The Town Council President expressed appreciation for his election to the Town Council and as Town Council President. The Town Council President thanked the department heads and the public employees for their work and thanked all who were associated with arranging the meeting and the refreshments for the day. The Town Council President also acknowledged and thanked Rev. Fr. Gregory Bim-Merle.



It was announced that a reception for the public and guests would immediately follow the meeting in the Town Hall.

The Reverend Gregory Bim-Merle, Assistant Pastor of Our Lady of Grace Church, Highland, pronounced the benediction.

**Adjournment:** There being no further business to conduct on the agenda, Council President Schocke declared the meeting **January 1, 2020** adjourned at 12:37 p.m.



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

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

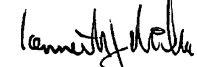
Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer

Building Report December, 2019

PERMIT TYPE	#	Res.	Comm.	Est. Cost	Fee Collected
Commercial Buildings	0	0	0	\$ -	\$ -
Comm. Additions/Remodel	4	0	4	\$ 172,908.00	\$ 3,089.00
Signs	4	0	4	\$ 9,780.00	\$ 711.00
Single Family	0	0	0	\$ -	\$ -
Duplex/Condo	0	0	0	\$ -	\$ -
Residential Additions	0	0	0	\$ -	\$ -
Residential Remodeling	50	50	0	\$ 464,786.00	\$ 10,264.50
Garages	0	0	0	\$ -	\$ -
Sheds	1	1	0	\$ 950.00	\$ 172.00
Decks & Porches	2	2	0	\$ 15,900.00	\$ 530.50
Fences	5	3	2	\$ 17,646.00	\$ 702.00
Above/In ground pools	0	0	0	\$ -	\$ -
Drain Tile/Waterproofing	4	4	0	\$ 42,647.00	\$ 956.00
Misc (demo, excavation)	2	1	1	\$ 82,762.00	\$ 342.00
<b>Total Building Permits</b>	<b>72</b>	<b>61</b>	<b>11</b>	<b>\$ 807,379.00</b>	<b>\$ 16,767.00</b>
<b>Electrical Permits</b>	<b>13</b>	<b>11</b>	<b>2</b>	<b>\$ -</b>	<b>\$ 1,228.00</b>
					<b>\$ -</b>
<b>Mechanical Permits</b>	<b>14</b>	<b>11</b>	<b>3</b>	<b>\$ -</b>	<b>\$ 1,413.00</b>
<b>Plumbing Permits</b>	<b>6</b>	<b>4</b>	<b>2</b>	<b>\$ -</b>	<b>\$ 1,351.81</b>
Water Meters	1	1	0	\$ -	\$ 375.00
Water taps	1	0	1	\$ -	\$ 330.00
Sewer/Storm Taps	0	0	0	\$ -	\$ -
<b>Total Plumbing Permits</b>	<b>8</b>	<b>5</b>	<b>3</b>	<b>\$ -</b>	<b>\$ 2,056.81</b>

December 2019 Code Enforcement: 120 Investigations and 3 Citations were issued & 120 Warnings were given. Inspections done for the month of December 2019 were as follows: 37 Building Inspections, 16 Plumbing Inspections, 8 HVAC and 22 Electrical Inspections. There were 4 Electrical Exams given.

Submitted By:

  
Kenneth J. Mika

**Fire DEPARTMENT  
Report  
December 2019**

<u>Type of Call</u>	<u>Month</u>	<u>2<sup>nd</sup> half of year</u>
General Alarms	8	75
Paid Still Alarms	28	213
Still Alarms	6	20
<hr/>		
<b>Total Alarms</b>	<b>42</b>	<b>308</b>

**577 Calls YTD**

**2019**  
**TOWN OF HIGHLAND INJURIES FOR THE MONTH**  
**DECEMBER**

CASE	DATE OF INJURY	DEPARTMENT	DESCRIPTION	Record Only	OSHA	Not OSHA	Filed with
				No Med Treatment	Recordable	Recordable	WC Insurance
RO-10	12/14/19	POLICE	While processing a prisoner Ofc. observed subject put unknown substance in his mouth Ofc. went to remove object from subject's mouth when officer was bitten on finger	X		X	X
RO-11	12/30/19	Building & Inspection	EE stepped on a wood stair leading to deck which was wet, may have had ice, resulting in slipping & falling on his back.	X		X	X
RO-12	12/31/19	Public Works	while shoveling, EE slipped and fell injuring his left shoulder.	X		X	X
RO-13	12/31/19	Public Works	While in freshly dug hole EE was in the hole digging to access water main, a pump was in front of him. Earth slid into the back of his knee pinning the rt knee between the pump & the landslide.	X		X	X

RO = Record Only

DEPARTMENT	INJURIES	YEAR TO	TOTAL	RESTRICTED	LOST DAYS	RESTRICTED	LOST DAYS
	THIS MONTH	DATE	2018	DAYS THIS YEAR	THIS YEAR	DAYS 2018	2018
PARK & REC			4			0	0
FIRE		1	0			0	0
POLICE	1	4	3			0	0
STREET		1	2			0	0
WATER/SEWER	2	5	4			80	46
MAINTENANCE		1	1	14	2	0	0
OTHER	1	1	0			0	0
<b>TOTALS</b>	<b>4</b>	<b>13</b>	<b>14</b>	<b>14</b>	<b>2</b>	<b>80</b>	<b>46</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 and Commissions Appointment Policy Requirements**

**Town of Highland  
December 2019**

The Town Council of the Town of Highland believes that it is good public policy to communicate its expectations of candidates for position openings on all Boards and Commissions of the Town. These policy requirements will apply to all appointed positions, whether the appointment vests with the Town Council, the Town Council President or a multiple jurisdiction. Further, positions for service as an appointed officer on a board or commission should be seen as opportunities for service.

A candidate for appointment must file a complete application with the Town Clerk-Treasurer prior to the announced deadline.

Candidates must be available for interviews.

Qualifications for appointment are fixed by law and vary in some cases depending on the board or commission. In most cases, candidates must reside within the municipal boundaries of the Town of Highland. When statutory provisions are silent regarding residency, it is still preferred unless the appointment is shared with other jurisdictions or is regional in nature. The candidate in the form of driver's license, voter registration record, or other acceptable documentation must validate residency.

Candidate voting records may be reviewed at the Lake County Voter Registration Board. In some cases, party affiliation must be considered for appointment, due to Indiana law. A letter from the chairman of the county party of your expressed affiliation may be necessary if voter records cannot determine party affiliation. Again, this would only be necessary if party affiliation is a statutory requirement for the board/commission position you may be seeking.

If appointed, candidates are expected to attend all regular and special meetings of the commission or board to which they are appointed. *Attendance records will be kept and reviewed from time to time. Continued and regular service to the commission or board will be highly considered for term re-appointment purposes.*

In many cases, board and commission members receive a modest salary, paid monthly or quarterly. *You must be willing to be paid by direct deposit.*

If appointed, candidates are expected to dress and act accordingly in all public meeting venues. As an appointed member to a board or commission, you represent the Town of Highland in all your actions and dealings with the public to which you serve. You are encouraged to remember this.

All questions concerning your duties, expectations, regulations, laws, and the like should be directed to one of the following people: The department head that serves as staff to the Commission or Board on which you serve; or the Town Council President; or the Clerk-Treasurer; or the attorney for your board or commission.

### **Brief Description of Boards and Commissions**

#### **□ Board of Sanitary Commissioners**

The board of sanitary commissioners as currently constituted is a five (5) member panel, all of whom are appointed by the municipal executive (The Town Council President by law) for a term of four years, no more than three (3) of whom may be of the same political party. The department's administrator is a Superintendent of Sanitary District, appointed on the basis of his training or fitness to administer the utility to which he is assigned, who is the Public Works Director by virtue of his office.

In addition to managing the sewage works, the board of sanitary commissioners has jurisdiction over a special taxing district referred to as the sanitary district of Highland, which is coterminous with the corporate boundaries of the Municipality. In addition, it is empowered to issue bonds and incur bonded indebtedness not to exceed twelve percent (12%) of the net assessed valuation of the jurisdiction. The Board recommends rates and charges sufficient for the operation and maintenance of the wastewater and storm water utility. The Board manages the storm and sanitary sewer plant of the town.

#### **□ Board of Waterworks Directors**

The water works board of directors as currently constituted is a five (5) member panel, all of whom are appointed by the municipal executive (Town Council President) for a term of one year. No more than two (2) of whom may be of the same political party. The department's administrator is a Superintendent of Waterworks, appointed on the basis of his training or fitness to administer the utility to which he is assigned, who is the Public Works Director by virtue of his office.

In addition to managing the plant of the waterworks utility, the waterworks board of directors has jurisdiction over a special taxing district referred to as the water works district, which is coterminous with the corporate boundaries of the Municipality. In addition, it is empowered to issue special taxing district (g.o.) bonds and incur bonded indebtedness not to exceed eight percent (8%) of the net assessed valuation of the jurisdiction. The Board recommends rates and charges sufficient for the operation and maintenance of the waterworks. In addition, the board is responsible for the delivery of safe drinking water for Highland residents.

#### **□ Park and Recreation Board**

The park and recreation board, as currently constituted, is a six (6) member panel, four of whom are appointed by the legislative body (Town Council) for a term of four (4) years, on the basis of

their interest in and knowledge of parks and recreation. No more than two (2) of whom may be of the same political party. The fifth member is appointed by the School Board from its membership for a term no longer than the term enjoyed as a school board trustee. The sixth member is appointed by the Board of Directors of the Lake County Library. The department's administrator is a Superintendent of Parks and Recreation who is appointed based upon training or education in the field of parks and recreation. Park and Recreation Board manages the several parks and facilities, hires staff to maintain the parks and to provide recreation programming.

#### **□ Plan Commission**

The Highland Municipal Plan Commission consists of seven members, three of whom are appointed by the Town Council and must be elected or appointed municipal officials or employees in the municipal government, as members. Four members (also called citizen members) are appointed to four-year terms by the Town Council President. No more than **two** of these members may be of the same political party.

The Plan Commission assists in the administration of the Planning and Zoning Law of the Town and is the body that administers the Unsafe Building Ordinance. The Plan Commission performs its planning and zoning law responsibilities by making recommendations to the legislative body concerning:

- (1) The adoption of the comprehensive plan and amendments to the comprehensive plan;
- (2) The adoption or text amendment of:
  - (a) An initial zoning ordinance;
  - (b) A replacement zoning ordinance; and
  - (c) A subdivision control ordinance.
- (3) The adoption or amendment of a PUD district ordinance as defined in I.C. 36-7-4-1503; and
- (4) Zone map changes.

#### **□ Advisory Board of Zoning Appeals**

Members of a BZA may not hold other elective or appointive office in municipal, county or state government, except as permitted by I.C. 36-7-4-902. Member must be a resident.

The Advisory Board of Zoning Appeals is comprised of five members, (3) of whom are appointed by the Town Council President, (1) of whom is appointed by the Town Council and (1) of whom is appointed by the Plan Commission. The board of zoning appeals hears and determines appeals from and review:

- (1) any order, requirement, decision, or determination made by an administrative official, hearing officer, or staff member under the zoning ordinance;
- (2) any order, requirement, decision, or determination made by an administrative board or other body except a plan commission in relation to the enforcement of the zoning ordinance; or
- (3) any order, requirement, decision, or determination made by an administrative board or other body (except the plan commission) in relation to the enforcement of an ordinance requiring the procurement of an improvement location or occupancy permit.

In addition, the Advisory Board of Zoning Appeals shall approve or deny all:

- (1) special exceptions;
- (2) special uses;
- (3) contingent uses; and
- (4) conditional uses;

from the terms of the zoning ordinance, but only in the classes of cases or in the particular situations specified in the zoning ordinance. The board may impose reasonable conditions as a part of its approval.

**□ Redevelopment Commission**

Member must be 18 years old & reside in unit

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

**□ Economic Development Commission**

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

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

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

**□ Community Events Commission**

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

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

**□ Highland Main Street Bureau Board of Directors**

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

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

**□ Town Board of Metropolitan Police Commissioners**

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



The Town Board of Metropolitan Police Commissioners is charged with the management and administration of the Department of Police. It is the appointing authority for the department, appointing its civilian and sworn members, "subject to the qualifications for employment determined by the board and approved by the legislative body". It also names the Chief, "subject to the qualifications for employment determined by the board and approved by the legislative body" as well. Once hired, decisions to promote and demote are the province of the Town Board of Metropolitan Police Commissioners, as by law, it is the safety board for the purposes of discipline. Further, the Town Board of Metropolitan Police Commissioners is charged with forming and promulgating general rules and regulations for the government and discipline of the police department and may make special and general orders to the department through the police chief, who is defined at law as the executive head of the department (IC 36-8-9-4(d).) Appropriation and budgetary authority as well as matters dealing with compensation remains with the Town Council as the unit's fiscal body.

**☐ Lake County Convention and Visitors Bureau Board of Directors**

No appointee may hold an elective or appointed political office while serving on the bureau. Appointing Authority shall give sole consideration to individuals who are knowledgeable about or employed as executives or managers in following businesses: Hotel, Motel, Restaurant, Travel, Transportation, Convention, Trade Show, Riverboat, banking, real estate, and construction. The Lake County Convention and Visitor Bureau is comprised of fifteen (15) members, eight of whom are appointed by the Town Council President or Mayor of the eight largest municipalities in the county; two of whom are appointed by the legislative bodies of the two largest municipalities in the county; two of whom are appointed by the Lake County Council; two of whom are appointed by the Lake County Commissioners and one of whom is appointed by the Indiana Lieutenant Governor.

The Lake County Convention and Visitor Bureau is created to promote the development and growth of the convention, tourism, and visitor industry in the county.

**☐ Highland Tree Board**

A person must be a resident with an interest in or knowledge of the Urban Forestry Plan adopted for Highland. Five persons appointed by the Town Council President but nominated by the Town Council for a term of three years. The Board shall (1) serve as the steward of Highland's Urban Forestry Management Plan; and, (2) serve as an advocacy and advisory group to become a catalyst for active urban forest resource management within the community.

**The Town of Highland  
Board of Works  
Order of the Works Board No. 2020-01**

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 2020 through to 31 December 2020** 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 **\$1,838.55 per issue**, or **\$459.64 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 **\$131.33 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 weeks 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 13<sup>th</sup> day of January 2020 having passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

**WORKS BOARD of the TOWN of  
HIGHLAND, INDIANA**

\_\_\_\_\_  
Mark J. Schocke, President (IC 36-5-2-10)

Attest:

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

AGREEMENT

This Transitional Agreement made and entered into this 13<sup>th</sup> day of January 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, 2020**, through **December 31, 2020**. 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 **\$1,838.55** per issue or **\$459.64** 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 \$131.33 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 weeks 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: \_\_\_\_\_  
Steven Wagner, President

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

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

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

**The Town of Highland  
Board of Works  
Order of the Works Board No. 2020-02**

**AN ORDER AUTHORIZING AND APPROVING AN AGREEMENT BETWEEN CBL CONSULTING, INCORPORATED AND THE TOWN OF HIGHLAND TO PERFORM PROFESSIONAL INFORMATION TECHNOLOGY 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 information technology support services throughout the Town;

**Whereas,** The Town has heretofore determined that a need exists to engage professional information technology services associated with support of the several software applications and certain hardware used by the several departments of the Town; and

**Whereas,** CBL Consulting, Inc, an information technology firm, has consented to provide professional services related to certain support needs related to the information technology of the several departments of the municipality; and

**Whereas,** As purchasing agency, the Town Council may purchase services using any procedure it considers appropriate, pursuant to IC 5-22-6-1 and Section 3.05.090 of the Municipal Code; and

**Whereas,** There are 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 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 letter proposal serving as an agreement (incorporated by reference and made a part of this Order) between CBL Consulting Incorporated, and the Town of Highland, to provide professional information technology support services for the period beginning *1 January 2019 through to 31 December 2019* (see below) as described in the letter proposal from 2018 is hereby approved, adopted and ratified in each respect, with the following exceptions:

(A) That regardless the billing frequency, payments will be made once each month in the amount described in the letter proposal;

- (B) That only those provisions that are consistent with Federal or State law will be binding upon the parties;
- (C) That there shall be no reselling of materials or supplies by CBL to the Town of Highland, unless the single purchase is not greater than \$500 and the total purchase is \$1,000 or less;
- (D) That the agreement that began January 1, 2019 is extended for a period of 1 month **through January 31, 2020, and if a new agreement is approved with new terms, adjustments will be made.**

**Section 2.** That the charges under the agreement for the services, which include functioning as the Town of Highland information technology director by performing routine and necessary maintenance on equipment identified in the letter proposal, perform data protection services for the town information work product, providing technical consulting, and other related service are found to be reasonable, 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 as a monthly fee to CBL Consulting, Inc., in the monthly amount of **Four thousand dollars (\$4,000)**, a 0% increase over the 2018 and 2019;

**Section 4.** That the executive departments of municipality may use the services according to the terms of the agreement;

**Section 5.** That, notwithstanding any provision in the letter offer, the Town of Highland through its Town Council reserves its discretion and authority provided under IC 5-22-17-5;

**Section 6.** That the Town Council President be authorized to execute any agreement under the terms of this order with his signature as attested thereto by the Clerk-Treasurer.

**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 13th day of January 2020 having passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

**WORKS BOARD of the TOWN of  
HIGHLAND, INDIANA**

\_\_\_\_\_  
Mark J. Schocke, President (IC 36-5-2-10)

Attest:

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



**TOWN OF HIGHLAND  
BOARD OF WORKS  
ORDER OF THE WORKS BOARD NO. 2020-03**

**WATERWORKS DISTRICT OF HIGHLAND  
BOARD OF WATERWORKS DIRECTORS  
RESOLUTION NO. 2020-02**

**A JOINT RESOLUTION OF THE BOARD OF WORKS AND THE WATER WORKS BOARD OF DIRECTORS ACCEPTING AND APPROVING A PROPOSAL FROM NIES ENGINEERING, INC. FOR PROFESSIONAL ENGINEERING DESIGN SERVICES FOR THE ROBERTSON PLACE WATER MAIN AND STREET IMPROVEMENT PROJECT IN THE TOTAL AMOUNT OF \$51,000.**

**Whereas**, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has determined that a need exists make certain public improvements and repairs to roadway infrastructure on Robertson Place between Wicker Park Drive and 81<sup>st</sup> Street and on Rosewood Court, which includes the replacement of defective curb and sidewalk, driveway aprons, pavement, and tree removal and replacement; and

**Whereas**, The Town of Highland had filed an application for Community Development Block Grant funding (FY 2019), with the Lake County Community Development Department, which will offset the costs for the improvements in the amount of \$102,130.00; and

**Whereas**, The Waterworks District of Highland (District) is governed by its Board of Waterworks Directors, pursuant to the provisions of IC 8-1.5-4 et seq.; and

**Whereas**, IC 8-1.5-4-4 specifically provides that the Board of Directors shall manage and control all works of the waterworks and may purchase, acquire, construct, reconstruct, operate, repair and maintain all water works; and

**Whereas**, The Water Works District of Highland (District), through its Board of Directors, has determine the need to replace and upsize the existing water main within the project boundaries, as described herein, in order to improve water flow and water quality and has determined that it would be in the best interest of the utility to coordinate the work with the street improvement project; and

**Whereas**, The Works Board and Waterworks District Board of Directors has heretofore determined a need to engage the professional engineering design services in order to implement the Project, and

**Whereas**, NIES Engineering, Incorporated, (Consultant) has offered and presented an agreement to provide and furnish Professional Engineering Design Services in consideration for fees to be charged and billed monthly based upon a lump sum of the value of the services completed, in an amount not to exceed Fifty-one Thousand Dollars (\$51,000.00) allocated in the amount of Thirty-two

Thousand Dollars and no Cents (\$32,000.00) to the Waterworks District and Nineteen Thousand Dollars and no Cents (\$19,000.00) to the Board of Works; and

**Whereas**, There are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

**Whereas**, The Water Works District of Highland, through its Board of Directors, now desires to accept and approve the agreement for services as herein described; and

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

**Now, Therefore Be it Resolved** by the Board of Directors of the Highland Waterworks, Lake County, Indiana and the Board of Works for the Town of Highland, as follows:

**Section 1.** That the Professional Engineering Design Services Proposal (incorporated by reference and made a part of this resolution) from NIES Engineering, Incorporated for the Robertson Place Water Main And Street Improvement Project is hereby approved, adopted and ratified in each and every respect;

**Section 2.** That the terms and charges under the agreement for professional design engineering services in the not to exceed amount of Fifty-one Thousand Dollars (\$51,000.00) allocated in the amount of Thirty-two Thousand Dollars and no Cents (\$32,000.00) to the Waterworks District and Nineteen Thousand Dollars and no Cents (\$19,000.00) to the Board of Works is found to be reasonable and fair;

**Section 3.** That the Water Works District of Highland, through its Board of Directors and Town Council, which is the Works Board of the municipality believes that NIES Engineering, Incorporated has demonstrated professional competence and qualifications to perform the particular professional engineering services called for in the Agreement and associated project, pursuant to I.C. 5-16-11.1-5;

**Section 4.** That the Water Works District Superintendent/Public Works Director is authorized to execute the agreement and all documents necessary to implement the Project.

**DULY, PASSED, ADOPTED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 13th day of January 2020 having passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

**WORKS BOARD of the TOWN of  
HIGHLAND, INDIANA**

\_\_\_\_\_  
Mark J. Schocke, President (IC 36-5-2-10)

Attest:

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

**Duly Adopted, Resolved and Ordered** by the Waterworks Board of Directors of Highland, Lake County, Indiana, this 23<sup>rd</sup> day of January 2020. Having been passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

**Highland Waterworks  
By Its Board of Directors:**

\_\_\_\_\_  
Ed Dabrowski, President

Attest:

\_\_\_\_\_  
George A. Smith, Secretary

**TOWN of HIGHLAND  
Board of Works  
Order of the Works Board No. 2020-04**

**An Order of the Works Board Authorizing and Approving  
Payment to Goubeaux Builders for Roadway Improvements  
in the 9100 Block of Erie Street in the Amount of \$48,416.89**

**Whereas,** Goubeaux Builders had subdivided and developed two lots in the 9100 block of Erie Street, 150' of frontage, and was required to install certain improvements on Erie Street as a condition of the subdivision approval;

**Whereas,** The 9100 block of Erie Street had an additional 200' of unimproved frontage adjacent to the *Goubeaux Subdivision*, which the Town had determined to improve in order to bring Erie Street into conformity with the Town's street construction standards;

**Whereas,** The Public Works Director and Goubeaux Builders had heretofore determined to coordinate construction of street improvements in the 9100 block of Erie Street with Goubeaux Builders and the town of Highland funding their respective shared of the cost of the improvements;

**Whereas,** The Works Board has heretofore procured bids for the work and received bids on August 6, 2019 as follows:

	<u><b>Bidder</b></u>	<u><b>Bid</b></u>
1.	Walsh & Kelly, Inc.	<b>\$82,340.00</b>
2.	Grimmer Construction, Inc.	<b>\$89,098.00</b>
3.	Gatlin Plumbing and Heating, Inc.	<b>\$96,000.00</b>

**Whereas,** Goubeaux Builders has also provided quotes for services associated with the specified work as follows:

Asphalt Service Contractor, Inc.	\$34,864.00	Street Work
Richard Kolanowski Const. Services	\$ 8,669.00	Concrete Curb
Richard Kolanowski Const. Services	\$ 4,975.00	Concrete Flat work
Goubeaux Builders	<u>\$ 5,600.80</u>	General Contracting Serv.
<b>Total:</b>	<b>\$61,608.80</b>	

**Whereas,** The Town of Highland had determined to reject all bids and to engage Goubeaux Builders to perform the work at a total cost savings from procured bids in the amount of Twenty Thousand, Seven hundred thirty-one dollars and 20/100 cents (\$20,731.20);

**Whereas,** IC 36-1-12-4.9(b) provides an alternative procedure for projects that cost below \$150,000, allowing procedures outlined in IC 5-22 et

**Section 2.** That Works Board finds and determines the following:

(A) That the 9100 Erie Street Subdivision Improvement Project is deemed a project for the *routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property*;

(B) That the project as public work has a cost that is estimated to be less than one hundred fifty thousand dollars (\$150,000);

(C) That pursuant to IC 36-1-12-4.7(b) authorizes in such instances for awarding a contract in the manner set forth in IC 5-22;

(D) That the provisions set forth in IC 5-22-8-3 apply generally, in that a procedure was used to solicit bids but they were determined to be unresponsive then allowing to award the public work agreement as special purchase under IC 5-22-10-10 and under IC 5-22-10-5, for the opportunity to purchase at a substantial savings to the Town;

(E) That by rejecting the bids received on August 6, 2019 and engaging the proposal of Goubeaux Builders, the total project is obtained at a savings in the amount of Twenty Thousand, Seven hundred thirty-one dollars and 20/100 cents (\$20,731.20);

**Section 3.** That the construction work performed by Asphalt Service Contractor, Inc., Richard Kolanowski Construction Services, and Gatlin Plumbing and Heating, Inc., under the direction of Goubeaux Builders for the 9100 Block of Erie Street Improvement Project is hereby ratified, accepted and approved in each and every respect;

**Section 4.** That the recommendation from the Public Works Director to accept the work and approve payment to Goubeaux Builders, serving as General Contractor for the work, in the amount of Forty-eight Thousand, Four Hundred Sixteen Dollars, and 89/100 Cents (\$48,416.89) is hereby ratified, approved and accepted;

**Section 5.** That there are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

**Section 6.** That the Public Works Director and Clerk Treasurer are hereby authorized to execute such documents necessary to implement the project and to execute the purposes and objects of this order.

Exhibit:

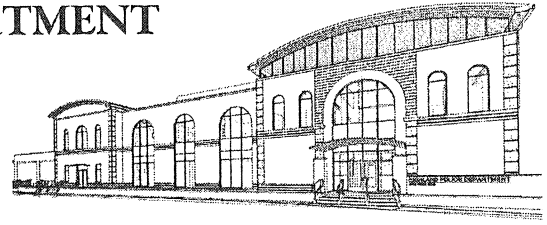




# HIGHLAND POLICE DEPARTMENT

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

PETER T. HOJNICKI, CHIEF OF POLICE



January 2, 2020

Assistant Chief Pat Vassar  
Commander Ralph Potesta  
Commander John Banasiak  
Sergeant Glenn Cox  
Detective Sgt John Siple  
Detective Corp Jason Hildenbrand  
Detective Corp Brian Stanley  
Corporal Erich Swisher  
Corporal Brandon Norris  
Corporal David Byers  
Corporal Gerardo Garza  
Corporal Michael Yonkman  
Lance Corp Chris Balbo  
Lance Corp Greg Palmer

Officer Richard Hoffman  
Officer Brian Orth  
Officer Michael Grasc  
Detective Lee Natelborg  
Detective Anthony Kowal  
Detective Darren Conley  
Officer Dan Matusik  
Officer Francis Peckler  
Officer Nicholas Vanni  
Officer Andrew Germonprez  
Officer Justin O'Malley  
Officer Joel Sullivan  
Officer Thomas Manyek  
Officer James Mullins

Working six months without calling off sick and not having an at-fault accident is a tremendous achievement that exemplifies the conscientious effort you have put forth. This accomplishment reflects your concern for the welfare of your fellow officers and a conscientious attitude toward the department and the community.

On behalf of the Metropolitan Board of Police Commissioners, I commend you for your dedication.

Highland Board of Metropolitan  
Police Commissioners

Highland Town Council

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT  
State Form 54266 (R2/6-15) / Form 236  
STATE BOARD OF ACCOUNTS

Indiana Code 35-44.1-1-4

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant. "Dependent" means any of the following: the spouse of a public servant; a child, stepchild, or adoptee (as defined in IC 31-9-2-2) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half (1/2) of whose support is provided during a year by the public servant.

The foregoing consists only of excerpts from IC 35-44.1-1-4. Care should be taken to review IC 35-44.1-1-4 in its entirety.

1. Name and Address of Public Servant Submitting Statement: CHRISTINE CASH  
9515 Kennedy Avenue, Highland, Indiana 46322
2. Title or Position With Governmental Entity: Member Board of Directors
3. a. Governmental Entity: LCCVB dba SOUTH SHORE CONVENTION & VISITOR AUTHORITY  
b. County: L A K E
4. This statement is submitted (check one):
  - a.  as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
  - b.  as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. Name(s) of Contractor(s) or Vendor(s): RAMADA CONFERENCE CENTER  
4141 Calumet Avenue, Hammond, Indiana 46320
6. Description(s) of Contract(s) or Purchase(s) (*Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship.*):  
The South Shore CVA promotes tourism and lodging in Lake County Indiana.



7. **Description of My Financial Interest** (*Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.*):

\_\_\_\_\_ Managing the hotel described in line 5.

(Attach extra pages if additional space is needed.)

8. **Approval of Appointing Officer or Body** (*To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university.*):

I being the TOWN COUNCIL PRESIDENT / MUNICIPAL EXECUTIVE of the  
(Title of Officer or Name of Governing Body)

TOWN of HIGHLAND, INDIANA  
(Name of Governmental Entity)

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44.1-1-4; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

\_\_\_\_\_  
Elected Official

\_\_\_\_\_  
Office

9. **Effective Dates** (*Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.*):

\_\_\_\_\_  
Date Submitted (month, day, year)

\_\_\_\_\_  
Date of Action on Contract or Purchase (month, day, year)

At the Town Council Meeting of \_\_\_\_\_.

Attest:

\_\_\_\_\_  
Michael W. Griffin, Clerk-Treasurer

10. **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting of the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed: - Christine Cash  
(Signature of Public Servant)

Date: \_\_\_\_\_  
(month, day, year)

Printed Name: Christine Cash

Email Address: \_\_\_\_\_

Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with the State Board of Accounts by uploading it here [https://gateway.ifionline.org/sboa\\_coi/](https://gateway.ifionline.org/sboa_coi/) which is the preferred method of filing, or by mailing it to the State Board of Accounts, Indiana Government Center South, 302 West Washington Street, Room E418, Indianapolis, Indiana, 46204-2765 and the Clerk of the Circuit Court of the county where the governmental entity took final action on the contract or purchase.

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

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at 7:00 p.m. on the 27<sup>th</sup> day of **January 2020**, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

<b>UNSAFE BUILDING FUND</b>	
Acct. No. 003-0000-310.05 Demolition Costs:	<u>\$ 142,400.00</u>
<i>Total Series:</i>	<u>\$ 142,400.00</u>
<b>Fund Total:</b>	<b>\$ 142,400.00</b>

<b>GENERAL IMPROVEMENT FUND</b>	
Acct. No. 083-0000-34003 Record/Releasing Lien	<u>\$ 8,000.00</u>
<i>Total Series:</i>	<u>\$ 8,000.00</u>
<b>Fund Total:</b>	<b>\$ 8,000.00</b>

<b>HAZARDOUS MATERIALS RESPONSE FUND</b>	
Acct. 20-0000-21000 Haz Mat Misc. Supplies:	<u>\$ 10,500.00</u>
<i>Total Supplies:</i>	<u>\$ 10,500.00</u>
Acct. 20-0000-44050 Haz Mat Equipment:	<u>\$ 2,573.00</u>
<i>Total Equipment:</i>	<u>\$ 2,573.00</u>
<b>Fund Total:</b>	<b><u>\$13,073.00</u></b>

<b>MUNICIPAL CUMULATIVE STREET FUND</b>	
Acct. No. 088-0000-440.10 Sidewalk Replacement:	<u>\$ 40,000.00</u>
<i>Total Series:</i>	<u>\$ 40,000.00</u>
<b>Fund Total:</b>	<b>\$ 40,000.00</b>

Funds to support these additional appropriations in the **Unsafe Building Fund** shall be from interest earnings, miscellaneous revenues, transfers, and fees imposed under IC 36-7-9 and Chapter 15.30 of the Highland Municipal Code and *unassigned fund balance* on deposit to the credit of the Fund.

Funds to support these additional appropriations in the **General Improvement Fund** shall be from interest earnings, property assessments paid from

benefiting property holders and *unassigned fund balance* on deposit to the credit of the Fund.

Funds to support these additional appropriations in the **Hazardous Materials Fund** shall be from interest earnings, miscellaneous revenues, revenue from service fees and charges imposed upon responsible parties involved in hazardous materials incidents pursuant to HMC Section 9.75.030, and *unassigned fund balance* on deposit to the credit of the Fund.

Funds to support these additional appropriations in the **Municipal Cumulative Street Fund** shall be from interest earnings, contributions from participating from benefiting property holders benefitting from the sidewalk replacement program and *unassigned fund balance* on deposit to the credit of the Fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its information and file.

TOWN COUNCIL of HIGHLAND  
Mark Schocke, President

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

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

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at 6:30 p.m. on the 27<sup>th</sup> day of January 2020, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

REDEVELOPMENT CAPITAL FUND

*Increase accounts:*

096-0000-31005 Engineering & Architecture	\$	41,300.00
096-0000-31007 Maintenance & Repair	\$	55,000.00
096-0000-31008 Tree Replacement	\$	4,000.00
096-0000-31009 Landscape Services	\$	16,060.00
096-0000-34002 Facade Improvement Grant	\$	100,000.00
096-0000-39019 Legal Services Land Acquisition	\$	32,500.00
096-0000-39025 Property Appraisal Services	\$	47,200.00
096-0000-39026 Demolition Services	\$	60,000.00
096-0000-39040 Community Garden Services	\$	<u>2,124.00</u>
<i>Total for 300 Series:</i>	\$	<b>358,184.00</b>

*Increase accounts:*

096-0000-40001 Land purchases	\$	1,461,309.00
096-0000-42001 Wayfinding Signs	\$	76,000.00
096-0000-45006 Benches and Receptacles	\$	<u>3,500.00</u>
<i>Total for 400 Series:</i>	\$	<b>1,540,809.00</b>

**TOTAL for FUND: \$ 1,898,933.00**

Funds to support these additional appropriations in the **Redevelopment Capital Fund** shall be supported by the unobligated undesignated fund balance on deposit to the credit of the fund..

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its review. The Department of Local Government Finance shall make a written determination of the sufficiency of funds within fifteen days of receipt of a certified copy of the action taken.

**TOWN COUNCIL of HIGHLAND  
Mark Schocke, President**

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

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

TOWN OF HIGHLAND, INDIANA

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

DATED THIS 10<sup>th</sup> DAY OF January, 2020 Michael R. ...  
FISCAL OFFICER

ALLOWANCE OF VOUCHERS

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 5 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 1,008,402.31.

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

TOWN COUNCIL

_____	_____
MARK A. HERAK	ROGER SHEEMAN
_____	_____
BERNIE ZEMEN	MARK SCHOCKE
_____	_____
TOM BLACK	

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
 POST DATES 12/27/2019 - 01/14/2020  
 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	84356	PAYROLL ACCOUNT	1/3 PRL D/S TRANSFER GENERAL	185,578.49	43407
	Total For Dept 0000				185,578.49	
Dept 0001 TOWN COUNCIL						
001-0001-20003	3 LOCKER TAGS	84375	ALLIN PLASTIC ENGRAVING	3 LOCKER TAGS-TOWN COUNCIL	15.00	
001-0001-31001	GENERAL MATTERS \$190/HR	84378	TAUBER LAW OFFICE PC	GENERAL MATTERS 118-0000 95	1,748.00	
001-0001-31005	HOURS @ 190/HR ACCT#118-0003-	84377	TAUBER LAW OFFICE PC	ORDINANCE PROSECUTIONS 118-0003 9	152.00	
001-0001-38004	NEW PAGES UPDATE ORDINANCE 17	84370	CODE PUBLISHING COMPANY INC	HIGHLAND MUNICIPAL CODE WEB UPDAT	212.50	
001-0001-39003	PROGRAM INAUGURATION CEREMONY	84376	CJP CORPORATION/DBA	PROGRAM INAUGURATION CEREMONY	88.81	
001-0001-39004	GAZEBO EXPRESS JAN2020	84371	THE IDEA FACTORY, INC	GAZEBO EXPRESS JANUARY 2020	2,238.55	
	Total For Dept 0001 TOWN COUNCIL				4,454.86	
Dept 0002 BOARD OF ZONING APPEALS						
001-0002-31001	TAUBER BZA LEGAL FEES DEC 201	84383	TAUBER LAW OFFICE PC	TAUBER BZA LEGAL FEES DEC 2019	38.00	
	Total For Dept 0002 BOARD OF ZONING APPEALS				38.00	
Dept 0006 BUILDING & INSPECTION						
001-0006-11304	THE CORPORATE THREAD ORD 0003	84385	THE CORPORATE THREAD	THE CORPORATE THREAD ORD 00038593	234.80	
	Total For Dept 0006 BUILDING & INSPECTION				234.80	
Dept 0007 FIRE DEPARTMENT						
001-0007-21004	TIDE HE ULTRA OXI 89 LOAD	84379	MENARDS	INSTITUTIONAL SUPPLIES	24.67	
001-0007-22004	INV# 337-328692	84380	VAN SENSUS AUTO VALUE	STATION AIR CHUCK FOR TIRES	253.74	
001-0007-32005	FIRE ALARM MONITORING - CENTR	84382	STANLEY CONVERGENT SECURITY	FIRE ALARM MONITORING BOTH STATIO	186.63	
001-0007-35001	ELECTRIC - FD TRAINING SITE	84462	NORTHERN IN PUBLIC SERVICE	ELECTRIC - FD TRAINING SITE	24.00	
001-0007-35001	ELECTRIC - CENTRAL FIRE STATI	84463	NORTHERN IN PUBLIC SERVICE	ELECTRIC - CENTRAL FIRE STATION	629.39	
001-0007-35001	ELECTRIC - SOUTH STATION	84464	NORTHERN IN PUBLIC SERVICE	GAS & ELECTRIC SOUTH STATION	262.66	
001-0007-35003	GAS - CENTRAL STATION	84461	NORTHERN IN PUBLIC SERVICE	GAS - CENTRAL FIRE STATION	650.03	43414
001-0007-35003	GAS - SOUTH STATION	84464	NORTHERN IN PUBLIC SERVICE	GAS & ELECTRIC SOUTH STATION	386.40	43414
001-0007-35005	HYDRANT - SOUTH STATION	84465	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	100.94	43414
001-0007-35005	HYDRANT - CENTRAL STATION	84466	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	105.77	43415
001-0007-35007	STORM - SOUTH STATION	84465	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	57.54	43415
001-0007-35007	STORM - CENTRAL STATION	84466	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	67.32	43415
001-0007-39001	2020 CHAMBER MEMBERSHIP DUES	84381	HIGHLANDGRIFFITH CHAMBER OF	CENTRAL DUES-FIRE	65.00	
	Total For Dept 0007 FIRE DEPARTMENT				2,814.09	
Dept 0008 PLAN COMMISSION						
001-0008-31001	PC INVOICE DEC 12/26/19	84384	TAUBER LAW OFFICE PC	PC INVOICE DEC 12/26/19	969.00	
	Total For Dept 0008 PLAN COMMISSION				969.00	
Dept 0009 POLICE DEPARTMENT						
001-0009-11102	DEC RETAINER FEE	84400	TAUBER LAW OFFICE PC	118-0004 95 DEC RETAINER FEE AND	200.00	
001-0009-21001	GAS DELIVERY ON 12/31	84403	WARREN OIL COMPANY	GAS DELIVERY ON 12/31	2,773.29	
001-0009-21001	GAS DELIVERY ON 12/20	84404	WARREN OIL COMPANY	GAS DELIVERY ON 12/20	2,083.19	
001-0009-22004	INV50-2654842 CAR 58	84392	FACTORY MOTOR PARTS	VEH PARTS AND SUPPLIES FOR CARS58	826.19	
001-0009-22004	DEC VEH PARTS SUPPLIES	84402	VAN SENSUS AUTO VALUE	DEC VEH PARTS	86.26	
001-0009-32003	IDACS NETWORK ACCESS FOR DEC	84397	INDIANA OFFICE OF TECHNOLOG	IDACS NETWORK ACCESS FOR DEC	118.57	
001-0009-32004	IDACS INTERNET SERV 12/28-1/2	84390	COMCAST CABLE	IDACS INTERNET SERV 12/28-1/27	126.85	
001-0009-32004	CID INTERNET SEARCHES FOR DEC	84401	TLO, LLC	CID INTERNET SEARCHES FOR DEC	120.10	
001-0009-35001	GAS ELEC SERV READ ON 12/15	84399	NORTHERN IN PUBLIC SERVICE	GAS ELEC SERVICE TO 3315 RIDGE RD	5,593.15	
001-0009-36003	ROOF INSPECTION	84391	E.C.BABILLA ROOFING, INC	ROOF INSPECTION	299.00	
001-0009-36004	GEN OFFICE CLEANING FOR DEC P	84395	GAYLE THARP	DEC GEN OFFICE CLEANING PD	2,666.66	
001-0009-38006	CONTRACT RENEWAL	84386	ARCTIC ENGINEERING CO., INC	ANNUAL RENEWAL FOR SERV CONTRACT	9,881.00	

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GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 General						
Dept 0009 POLICE DEPARTMENT						
001-0009-38006	MAT CHANGE AT PD ON 12/17	84388	CINTAS CORPORATION #319	MAT CHAGNE AT PD ON 12/17	36.01	
001-0009-38006	MAT CHANGE AT PD ON 12/31	84389	CINTAS CORPORATION #319	MAT CHANGE AT PD ON 12/31	36.01	
001-0009-39001	MEMBER ID 29027 NAT DUES CHAP	84393	FBI NAT'L ACADEMY ASSOC, INC	D/S FBI DUES AND NATIONAL CHAPTER	200.00	
001-0009-39001	ADDNT AMOUNT DUE FOR NATL DUE	84394	FBI NAT'L ACADEMY ASSOC, INC	D/S ADDNT AMOUNT DUE FOR NATIONAL	10.00	
001-0009-39001	ACTIVE DUES FEE FOR CHIEF 202	84398	INT'L ASSOC OF CHIEFS OF PO	ACTIVE DUES FEE FOR CHIEF	190.00	
001-0009-39005	TNR SERVICE TO FELINE	84396	HUMANE INDIANA	TNR SERVICE TO FELINE	40.00	
	Total For Dept 0009 POLICE DEPARTMENT				25,286.28	
Dept 0011 SERVICES & WORKS						
001-0011-32008	ACCT. SERVICE FEES	84334	FIRST FINANCIAL BANK CORP S	DECEMBER 2019 ACCT SERV FEES	866.47	43390
001-0011-35001	558-300-004-4 HXW OF FLAGS	84336	NORTHERN IN PUBLIC SERVICE	MISC MULTI	161.81	999332
001-0011-35001	000-901-005-4	84339	NORTHERN IN PUBLIC SERVICE	MISC TH, VIPS	1,023.27	999334
001-0011-35001	D/S SV ELECTRIC 750-201-002-4	84340	NORTHERN IN PUBLIC SERVICE	D/S MISC TH, GARAGE750-201-002-4	311.36	43393
001-0011-35002	898-000-006-9 MULTI	84337	NORTHERN IN PUBLIC SERVICE	STREET- MULTI	15,876.69	999333
001-0011-35003	130-850-000-1 GAS	84339	NORTHERN IN PUBLIC SERVICE	MISC TH, VIPS	855.02	999334
001-0011-35003	D/S SV GAS 750-201-002-4	84340	NORTHERN IN PUBLIC SERVICE	D/S MISC TH, GARAGE750-201-002-4	535.32	43393
001-0011-35005	WATER/HYDRANT	84470	TOWN OF HIGHLAND UTILITIES	#0542303600 TOWN HALL WATER/SEWER	107.38	43415
001-0011-35005	TOWN GARAGE WATER/HYDRANT	84471	TOWN OF HIGHLAND UTILITIES	#0382013660 TOWN GARAGE WATER/SE	208.67	43415
001-0011-35007	STORM	84468	TOWN OF HIGHLAND UTILITIES	0901207112- 2819 LINCOLN -STORM-	10.14	43415
001-0011-35007	VIPS WATER/HYDRANT	84469	TOWN OF HIGHLAND UTILITIES	0643112591 VIPS WATER/SEWER	29.89	43415
001-0011-35007	STORM/SEWER	84470	TOWN OF HIGHLAND UTILITIES	#0542303600 TOWN HALL WATER/SEWER	101.11	43415
001-0011-35007	TOWN GARAGE SEWER/STORM	84471	TOWN OF HIGHLAND UTILITIES	#0382013660 TOWN GARAGE WATER/SE	271.61	43415
001-0011-39016	SR TAXI SUBSID	84373	TRIPLE A EXPRESS	SR TAXI SUBSID 11/16-11/30/19	100.00	
001-0011-39016	SR TAXI SUBSID	84374	TRIPLE A EXPRESS	SR TAXI SUBSID 12/1-12/15/19	170.00	
	Total For Dept 0011 SERVICES & WORKS				20,628.74	
Dept 0012 TOWN HALL						
001-0012-21004	WATER DELIVERY 11/12 & 11/26	84460	HINCKLEY SPRINGS	WATER DELIVERY 11/12 & 11/26	92.95	43413
001-0012-21004	60 GAL BLACK LINERS	84405	AJAX SANITARY SUPPLY CO, IN	SUPPLIES FOR TOWNHALL	111.22	
001-0012-35002	307-486-009-2 8201 INDY	84336	NORTHERN IN PUBLIC SERVICE	MISC MULTI	40.47	
001-0012-36003	MATS FOR TOWN HALL 12/17, 12/	84369	CINTAS CORPORATION #319	MATS FOR TOWN HALL 12/17,12/23,12	118.23	
001-0012-36004	GENERAL CLEANING DEC 19	84406	GLOBAL MAINTENANCE & CO.	D/S GENERAL CLEANING SERVICES AND	1,495.00	
	Total For Dept 0012 TOWN HALL				1,857.87	
	Total For Fund 001 General				241,862.13	
Fund 002 MVH						
Dept 0000						
002-0000-45200	MVH TRANSFERS GROSS	84357	PAYROLL ACCOUNT	1/3PRL D/S TRANSFER MVH	25,379.09	43408
	Total For Dept 0000				25,379.09	
Dept 0016 MVH ADMIN						
002-0016-11304	D/S UNIFORM ORDER	84407	FIRE SERVICE, INC.	D/S 2019/2020 UNIFORM ORDER FOR P	780.16	
002-0016-11306	CDL PHYSICAL	84413	SEAN T MATUSIK (R)	REIMBURSE CDL PHYSICAL	65.00	
002-0016-39001	MOURATIDES, PIPTA, BELL, WEBB	84409	INDIANA TESTING INC	REASONABLE SUSPICION/SUPERVISOR T	297.00	
	Total For Dept 0016 MVH ADMIN				1,142.16	
Dept 0017 MVH RECONSTRUCTION/MAINTENANCE						
002-0017-21001	WFO 836-91066-56 SUPER DUTY 5	84421	VAN SENUS AUTO VALUE	OIL FOR STREET DEPT STOCK	22.14	
002-0017-21003	967-55 DEGREASER HEAVY DUTY B	84415	1ST AYD CORPORATION	CLEANING SUPPLIES FOR GARAGE STRE	630.56	
002-0017-21003	BXK1289140R:IBW ABS MODU, ANT	84417	RUSH TRUCK CENTERS OF INDIA	BRAKE PAD AND VALVES FOR STREET D	324.80	
002-0017-21003	TCT TBB-ST 16 14 GAUGE BLUE	84418	VAN SENUS AUTO VALUE	BLADE FUSES AND GAUGES FOR STREET	24.13	
002-0017-21003	WIX 33668 FUEL FILTER	84422	VAN SENUS AUTO VALUE	FUEL FILTERS FOR STREET DEP UNIT	72.20	

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GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 002 MVH						
Dept 0017 MVH RECONSTRUCTION/MAINTENANCE			J & L FASTENERS, INC.	POLYPROPYLENE TEE FOR STREET DEPT	12.62	
002-0017-22004	62213 1 1/2" FPT SCH 80 POLYP	84416	VAN SENSUS AUTO VALUE	STEP DOWN HEAT FOR STREET DEPT.	12.80	
002-0017-22004	TCT TBB-SD STEP DOWN HEAT S	84419	VAN SENSUS AUTO VALUE	PLOW AND POWER CABLE FOR STREET D	206.57	
002-0017-22004	SNO HYD1690 BOSS PS P CABLE	84420	WINTER EQUIPMENT COMPANY, I	PLOW EDGES AND PLOW MARKERS	3,141.55	
002-0017-22004	PLOW EDGES AND MARKERS	84414	MIDWESTERN ELECTRIC INC	REPLACE FUSE SOUTHEAST CORNER HIG	226.10	
002-0017-36006	10 AMP FUSE	84411	MIDWESTERN ELECTRIC INC	HIGHWAY AND JEWETT STREET LIGHT R	230.30	
002-0017-36006	10 AMP FUSE	84412	MIDWESTERN ELECTRIC INC	TRAFFIC SIGNAL MAINT. FOR NOV 201	1,051.55	
002-0017-36007	NOV MAINT.	84410	GRAF TREE CARE, INC	TREE PLANTING PLAN FOR LITTLE CAL	1,570.00	
002-0017-39007	TREE PLANTING FOR CAL RIVER	84408				
	Total For Dept 0017 MVH RECONSTRUCTION/MAINTENANCE				7,525.32	
	Total For Fund 002 MVH				34,046.57	
Fund 018 Law Enforce Con't Ed						
Dept 0000						
018-0000-23006	BAL DUE ON PRNTR CARTRIDGESQ	84440	PULSE TECHNOLOGY OF INDIANA	D/S BAL DUE ON PRINTER CARTRIDGES	116.22	
018-0000-23006	PRINTER CARTRIDGES	84441	PULSE TECHNOLOGY OF INDIANA	D/S PRINTER CARTRIDGES	276.00	
018-0000-33002	IND CRIM AND TRAFFIC LAW BOOK	84387	BLUE 360 MEDIA, LLC	IND CRIMINAL AND TRAFFIC LAW BOOK	375.70	
	Total For Dept 0000				767.92	
	Total For Fund 018 Law Enforce Con't Ed				767.92	
Fund 023 Corporation Bond - Non-Exempt Debt						
Dept 0000						
023-0000-39011	PAYMENT OF PRINCIPAL	84363	FIRST FINANCIAL BANK	CORPORATION PROMISSORY NOTE JANUA	210,000.00	999335
023-0000-39012	BD PAYMENT OF INTEREST	84363	FIRST FINANCIAL BANK	CORPORATION PROMISSORY NOTE JANUA	2,142.00	999335
	Total For Dept 0000				212,142.00	
	Total For Fund 023 Corporation Bond - Non-Exempt Deb				212,142.00	
Fund 026 FSA Agency Fund						
Dept 0000						
026-0000-45202	TASC FLEX SPENDING DEBITS 12/	84330	TASC	DECEMBER FSA SPENDING	816.24	999196
	Total For Dept 0000				816.24	
	Total For Fund 026 FSA Agency Fund				816.24	
Fund 027 Insurance Premium						
Dept 0000						
027-0000-34002	INSURANCE PREMIUM MEDICAL	84365	AIM MEDICAL TRUST	JAN MEDICAL AND LIFE INSURANCE	196,463.13	43410
027-0000-34002	INSURANCE PREMIUM HEALTH/DENT	84366	METLIFE GROUP BENEFITS	JANUARY DENTAL PREMIUMS	8,213.54	43411
027-0000-34005	CASUALTY INSURANCE 2020	84457	CROWEL AGENCY INC.	MUNICIPAL PACKAGE INS. RENEWAL PO	300,536.00	43418
	Total For Dept 0000				505,212.67	
	Total For Fund 027 Insurance Premium				505,212.67	
Fund 030 ICT Fund						
Dept 0000						
030-0000-31006	MONTHLY IT SUPPORT PER WBO 1	84368	CBL CONSULTING, INC	MONTHLY IT SUPPORT PER WBO 19-02	4,000.00	43391
030-0000-32003	IT TELEPHONE	84331	COMCAST CABLE	8771 40 025 0296375 PUMP STATION	392.58	43392
030-0000-32003	IT TELEPHONE	84332	SPRINT	BI/FD MO WIRELESS SVC 510375025	204.72	43417
030-0000-32003	MONTHLY TELEPHONE FEE- PD/JAN	84467	WINDSTREAM HOLDINGS INC	MONTHLY TELEPHONE FEE- PD/JAN	822.45	
030-0000-32003	PARK INTERNET ACCT 8771400250	84472	COMCAST CABLE	PARK INTERNET ACCT 87714002502083	294.43	
030-0000-32003	FD SOUTH 2647 45TH ST 10/8-11	84473	COMCAST CABLE	FD S STATION PHONE/INTERNET SVC 1	153.74	
030-0000-38006	DEC 2019 COPIER AGREEMENT	84367	RICOH USA, INC	DEC 2019 COPIER AGREEMENT18-0688	330.22	

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INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
 POST DATES 12/27/2019 - 01/14/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 030 ICT Fund						
Dept 0000						
030-0000-38006	WEB HOSTING	84372	THE IDEA FACTORY, INC	WEBSITE MAINTENANCE WBO 2019-01 D	149.99	
030-0000-39024	WEEKLY WEBSITE MAINTENANCE DE	84372	THE IDEA FACTORY, INC	WEBSITE MAINTENANCE WBO 2019-01 D	656.65	
			Total For Dept 0000		7,004.78	
			Total For Fund 030 ICT Fund		7,004.78	
Fund 036 Special Events						
Dept 0000						
036-0000-38608	PARADES	84351	BISHOP NOLL INSTITUTE BAND	HONORARIUM FOR ASSISTANCE 2019 WB	250.00	43394
036-0000-38608	PARADES	84353	CALVARY BAPTIST CHURCH	HONORARIUM FOR ASSISTANCE 2019 WB	100.00	43395
036-0000-38608	PARADES	84355	DUNGARVIN	HONORARIUM FOR ASSISTANCE 2019	50.00	43396
036-0000-38608	PARADES	84352	HIGHLAND BAND BOOSTERS	HONORARIUM FOR ASSISTANCE 2019 WB	250.00	43398
036-0000-38608	PARADES	84350	HIGHLAND PERFORMING ARTS BO	HONORARIUM FOR ASSISTANCE 2019 WB	100.00	43399
036-0000-38608	PARADES	84349	HOBART SHRINE CLUB	HONORARIUM FOR ASSISTANCE 2019 WB	200.00	43400
036-0000-38608	PARADES	84348	SHRINERS INTERNATIONAL ORAK	HONORARIUM FOR ASSISTANCE 2019 WB	200.00	43404
036-0000-38608	PARADES	84354	ST JAMES CHURCH	HONORARIUM FOR ASSISTANCE 2019 WB	100.00	43405
036-0000-39003	SPC EVENTS PUB RELAT/DONATION	84347	FIRE DEPT DONATION FUND	HONORARIUM FOR ASSISTANCE 2019 WB	200.00	43397
036-0000-39003	SPC EVENTS PUB RELAT/DONATION	84343	PARK & RECREATION FUND	HONORARIUM FOR ASSISTANCE 2019	500.00	43401
036-0000-39003	SPC EVENTS PUB RELAT/DONATION	84346	POLICE DEPT DONATION FUND	HONORARIUM FOR ASSISTANCE 2019 WB	200.00	43402
036-0000-39003	SPC EVENTS PUB RELAT/DONATION	84344	PUBLIC WORKS DEPARTMENT (AGE	HONORARIUM FOR ASSISTANCE 2019	300.00	43403
036-0000-39003	SPC EVENTS PUB RELAT/DONATION	84345	VIPS DONATION FUND	HONORARIUM FOR ASSISTANCE 2019 WB	100.00	43406
			Total For Dept 0000		2,550.00	
			Total For Fund 036 Special Events		2,550.00	
Fund 085 Traffic Violations						
Dept 0001 TOWN COUNCIL						
085-0001-00400	CASH BOND FEES	84430	LAKE COUNTY CLERK	CASH BOND FEES	4,000.00	43412
			Total For Dept 0001 TOWN COUNCIL		4,000.00	
			Total For Fund 085 Traffic Violations		4,000.00	

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INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND

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BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
				Fund 001 General	241,862.13	
				Fund 002 MVH	34,046.57	
				Fund 018 Law Enforce Con't Ed	767.92	
				Fund 023 Corporation Bond - Non-E	212,142.00	
				Fund 026 FSA Agency Fund	816.24	
				Fund 027 Insurance Premium	505,212.67	
				Fund 030 ICT Fund	7,004.78	
				Fund 036 Special Events	2,550.00	
				Fund 085 Traffic Violations	4,000.00	
				<b>Fund Totals:</b>	<b>1,008,402.31</b>	