

Agenda
Third Regular or Special Meeting
of the Twenty-Ninth Town Council of Highland
Regular Meeting of Monday, January 27, 2020 at 6:30 p.m.

Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code

Pledge of Allegiance: Mark A. Herak

Prayer: Mark A. Herak

Roll Call:

Bernie Zemen



Mark A. Herak

Mark J. Schocke

**A GREAT PLACE
TO CALL HOME**

Thomas (Tom) Black

Roger Sheeman

**Minutes of
Previous Session:**

Minutes of the Regular Meeting of 13 January 2020.

Special Orders:

1. **Consideration of Proposed Additional Appropriations:** (non-controlled funds) Proposed Additional Appropriations in Excess of the 2020 Budget for the **Unsafe Building Fund** in the amount of \$142,4000; the **General Improvement Fund** in the amount of \$8,000; **Hazardous Materials Response Fund** in the amount of \$13,073; and the **Municipal Cumulative Street Fund** in the amount of \$40,000.
 - (a) Attorney verification of Proofs of Publication: The TIMES 16 Jan 2020.
 - (b) **Public Hearing.**
 - (c) Action on **Appropriation Enactment No. 2020-01:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the **Unsafe Building Fund**, the **General Improvement Fund Hazardous Materials Response Fund** and the **Municipal Cumulative Street Fund**, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

2. **Consideration of Proposed Additional Appropriations:** (controlled funds): Proposed Additional Appropriations in Excess of the 2020 Budget for the **Redevelopment Capital Fund** in the amount of \$1,898,933; the **Police Department of the Corporation General Fund** in the amount of \$119,000; the **Fire Department in the Corporation General Fund** in the amount of \$101,123; and the **Works Board Department of the Corporation General Fund** the amount of \$40,000 for a total in the Corporation General Fund of \$260,123.
 - (a) Attorney verification of Proofs of Publication: The TIMES 16 Jan 2020.
 - (b) **Public Hearing.**
 - (c) Action on **Appropriation Enactment No. 2020-02:** An Enactment Appropriating Additional Moneys in Excess of the 2020 Annual Budget

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.

for the **Redevelopment Capital Fund** in the amount of \$1,898,933; the **Police Department of the Corporation General Fund** in the amount of \$119,000; the **Fire Department in the Corporation General Fund** in the amount of \$101,123; and the **Works Board Department of the Corporation General Fund** the amount of \$40,000.

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:** (1) appointment to be made by Town Council President. (Note: The unexpired term of Mark Schocke (R) expiring 1st 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, 1 Republican, 1 vacancy. There can be no more than 2 of the same party.
2. **Advisory Board of Zoning Appeals (1) appointment to be made by Town Council President. Citizen member (Unexpired term of Bill Leep, who was appointed to the Redevelopment Commission. Term ends 1st Monday of January 2022)**
3. **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. (Awaiting a letter from the County Council regarding its nominee)
4. **Redevelopment Commission:** (1) Non-voting member term ends 6.30.2020 Must be from the School Town of Highland. Terms are 2 years. (Currently held by Patrick Krull. Town Council President will confer with School town to inform his appointment.)

Home Rule Commissions or Boards

5. **Community Events Commission:**

- (1) appointments to be made by the Town Council President. **Term: 4 years.**
(Note: Vacancy from unexpired term of Late E. Parlor of which term expires January 2021)

Legislative Appointments

Home Rule Commissions

6. **Community Events Commission:**

- (1) appointments to be made by the Town Council. **Term: 4 years.** (Note: vacancy of which term expires January 2022)
(If there is an additional resignation, one more for unexpired term ending Jan 2021)
- (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.)
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**Unfinished
Business &
General Orders:**

1. **Proposed Ordinance No. 1712:** An Ordinance to Amend and the Compensation, Benefits and Personnel Program of the Municipality, known as the Compensation and Benefits Ordinance, Commonly Called the Municipal Employee Handbook All Particularly Regarding the Flexible Spending Account as part of the Section 125 Plan and Repealing Prior Ordinances and Enactments in Conflict Therewith, Pursuant to IC 36-1-3 and other relevant Statutes.
2. **Resolution No. 2020-03:** A Resolution Of The Fiscal Body Of The Town Of Highland Approving And Fixing The Official Charges Or Fees For Information And Communication Technology Services Provided By The Municipality To Its Executive Departments And Offices And Accounted In The Information And Communication Technology Fund.
3. **Resolution No. 2020-04:** A Resolution Authorizing Execution of an Employment Agreement With Peter T. Hojnicky For The Position Of Police Chief.
4. **Resolution No. 2020-05:** A Resolution Authorizing Execution of an Employment Agreement With Patrick Vassar For The Position Of Assistant Police Chief.
5. **Works Board Order No. 2020-05:** 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.
6. **Action on Requests for Payment on the 2019 CCMG Street Improvement Project:**
 - (a) Pay request No. 5 in the amount of \$10,221.20;
 - (b) Pay request No. 6 partial release of retainage, in the amount of \$57,456.33.
7. **Temporary Appointment:** Temporary Solicitor for code advocacy Tuesday, January 28, 2020.
8. **Authorizing the proper officer to publish legal notice of a public hearing:** Public Hearing to consider additional appropriations in the amount of \$7,560.00 in the **Municipal Cumulative Capital Development Fund.**

NEW BUSINESS:

**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

**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

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	addressing the Town Council are requested to limit their presentations to two (2) minutes and encouraged to avoid repetitious comments.
ACTION TO PAY Accounts Payable Vouchers	Accounts payable vouchers January 14, 2020 to January 27, 2020 in the amount of \$893,064.85 . Payroll Docket for the paydays of 06 December 2019 in the amount of \$222,320.78, 20 December 2019 in the amount of \$309,101.35 , and 03 January 2020 in the amount of \$217,124.86 .
ADJOURNMENT	The Town Council may meet in study session immediately following the Regular Meeting. <i>Posted pursuant to IC 5-14-1.5-4(a)</i>

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**Enrolled Minutes of the Second Regular or Special Meeting
For the Twenty-Ninth Highland Town Council
Regular Plenary Meeting
Monday, January 13, 2020**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, January 13, 2020 at 6:30 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.

The Town Council President, Mark J. Schocke presided. The Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Councilor Bernie Zemen 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, Mark J. Schocke, Thomas Black and Roger Sheeman. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Additional Officials Present: John M. Bach, Public Works Director; Mark Knesek, Operations Director; Peter Hojnicki, Metropolitan Police Chief; William R. Timmer, Jr., CFOD, Fire Chief; Alex M. Brown, CPRP, Superintendent of Parks and Recreation; Kathy DeGuilio-Fox, Redevelopment Director; and Kenneth J. Mika, Building Commissioner, were present.

Also present: Larry Moes of the Town Board of Metropolitan Police Commissioners; Liz Breslin of the Community Events Commission; Larry Kondrat of the Board of Waterworks Directors; Dawn Diamantopolous of the Main Street Board; and Ed Dabrowski IT Director (Contract) were also present.

Guests: Victor Garcia, Town Board of Highland School Trustees; Robin Carlascio and Theresa Badovich of the Idea Factory; and Linda Johnston, Branch Manager of the Highland Branch of the Lake County Public Library District was also present.

Minutes of the Previous Meetings: The minutes of the regular meeting of 23 December 2019 and the special quadrennial meeting of January 1, 2020 were submitted for consideration. Councilor Black moved the approval of the minutes from both meetings. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The minutes of 23 December 2019 and 1 January 2020 were approved.

Special Orders:

• **Appointment of Town Attorney:**

- (1) *Acknowledge the resignation of Tauber Law Offices as 31 December 2019 for this position and all others.*

It was noted that Rhett L. Tauber, submitted a letter of resignation as Town Attorney, as Town Solicitor, as attorney for the Plan Commission, the Advisory Board of Zoning Appeals, the Park and Recreation Board, the Board of Waterworks Directors, the Redevelopment Commission and the Town Board of Metropolitan Police Commissioners.

- (2) *Appoint Attorney for Town Attorney.*

Councilor black moved the appointment of **John P. Reed** and the firm of *Abrahamson, Reed and Bilse, 8230 Hohman Avenue, Munster, Indiana 46321* as Town Attorney and Town solicitor (ordinance prosecutor). Councilor Sheeman seconded. Upon a roll call vote, there were three affirmatives and two negatives. With Councilors Black, Sheeman and Schocke voting in the affirmative and Councilors Zemen and Herak voting in the negative, the motion passed. The appointment of John P. Reed and firm of Abrahamson, Reed and Bilse, was approved. Mr. Reed was present on the dais to offer counsel to the Town Council.

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

• **Building & Inspection Report for December 2019**

Permit Type	Number	Residential	Commercial	Est. Cost	Fees
Commercial Buildings:	0	0	0	\$0.00	\$0.00
Commercial Additions or Remodeling:	4	0	4	\$172,908.00	\$3,089.00
Signs:	4	0	4	\$9,780.00	\$711.00
Single Family:	0	0	0	\$0.00	\$0.00
Duplex/Condo:	0	0	0	\$0.00	\$0.00
Residential Additions:	0	0	0	\$0.00	\$0.00
Residential Remodeling:	50	50	0	\$464,786.00	\$10,264.50
Garages:	0	0	0	\$0.00	\$0.00
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
Swimming Pools:	0	0	0	\$0.00	\$0.00
DrainTile/ Waterproofing:	4	4	0	\$42,647.00	\$956.00
Miscellaneous	2	1	1	\$82,762.00	\$342.00
TOTAL:	72	61	11	\$807,379.00	\$16,767.00
Electrical Permits	13	11	2		\$1,228.00
Mechanical Permits	14	11	3		\$1,413.00
Plumbing Permits	6	4	2		\$1,351.81
Water Meters	1	1	0		\$375.00
Water Taps	1	0	1		\$330.00
Sewer/Storm Taps	0	0	0		\$0.00
TOTAL Plumbing:	8	5	3		\$2,056.81

December Code Enforcement:

Investigations: 120
Citations: 003
Warnings: 120

December Inspections:

Building: 37 Electrical: 22 Plumbing: 16 HVAC: 08
Electrical Exams: 4

• **Fire Department Report for December 2019**

Type of Call	Month	2 nd half of year
General Alarms	08	75

Paid Still Alarms	28	213	
Still Alarms	6	20	
Total Alarms:	42	308	Calls YTD: 577 calls

• **Workplace Safety Report for December 2019**

There were four workplace incidents to report in December. The following report was filed.

Department	Injuries this Month	Year to Date 2019	Total in 2018	Restricted Days 2019	Lost Workdays This Year (2019)	Restricted Days Last Year (2018)	Lost Workdays Last Year (2018)
Parks	0	4	0	0	0	0	0
Fire	0	1	0	0	0	0	0
Police	1	4	3	0	0	0	0
Street	0	1	2	0	0	0	0
Water & Sewer	2	5	4	0	0	80	46
Maint.	0	1	1	14	2	0	0
Other	1	1	0	0	0	0	0
TOTAL	4	13	14	1	2	80	46
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Effective January 1, 2002, OSHA changed the record keeping guidelines. The municipality now counts the number of days lost from the day after the injury until the employee returns to work. Weekend, holidays, vacation days or other days scheduled off are included in the lost days count to a maximum of 180 days.

Appointments:

• **Statutory Boards and Commissions**
Executive Appointments

- Municipal Plan Commission** (2) appointments to be made by Town Council President. *(Note: Currently held by Mark Kendra, DDS (D), expiring 1st Monday in January 2020 and unexpired term of Mark Schocke (R) expiring 1st 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.*

Action. The Town Council President as municipal executive announced the re-appointment of **Dr. Mark Kendra (D)**, 9002 Indianapolis Boulevard, Highland. The Clerk-Treasurer noted he would prepare the proper certificates of appointment to be executed by the Town Council President.

- 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)*

Action. The Town Council President as municipal executive announced the re-appointment of **Joseph Grzymiski**, Highland to the Advisory Board of Zoning Appeals, provided that he was retained as a legislative appointment on the Plan commission. The Clerk-Treasurer noted he would prepare the proper certificates of appointment to be executed by the Town Council President, subject to Mr. Grzymiski's retention on the Plan Commission.

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 1st Monday in January 2020 and up to 90 days after term expires if no action)*

Action. The Town Council President as municipal executive announced the appointments of **Bill Leep**, 8407 Cottage Grove Place, Highland; **George Georgeff**, 2251 Oakdale, Highland, and **Sean Conley**, 2852 100th Street, Highland to the Redevelopment Commission. Terms are 1 year and until a successor is appointed and qualified, subject to the limitation in IC 36-1-15-10(d)(1). The Clerk-Treasurer noted he would prepare the proper certificates of appointment to be executed by the Town Council President.

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)*

The Town Council President noted that the appointment vested with him pursuant to IC 36-7-14-6.1(a) &(d). The Town Council President would correspond with the School Board to seek its recommendation for an individual. It was noted that the current two-year term ends 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 1st 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.*

Action. The Town Council President as municipal executive announced the re-appointment of **Ed Dabrowski** (D), 3636 38th Street, Highland and the appointment of **Rick Volbrecht** (R), 9221 Parkway Drive, Highland to the Board of Waterworks Directors. Terms are 3 years and until a successor is appointed and qualified, subject to the limitation in IC 36-1-15-10(d)(1). The Clerk-Treasurer noted he would prepare the proper certificates of appointment to be executed by the Town Council President.

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.*

Action. The Town Council President as municipal executive announced the re-appointment of **David Jones** (R), 3705 41st Lane, Highland to the Board of Board of Sanitary Commissioners. Terms are 4 years and until a successor is appointed and qualified, subject to the limitation in IC 36-1-15-10(d)(1). The Clerk-Treasurer noted he would prepare the proper certificate of appointment to be executed by the Town Council President.

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. The Town Council President noted that before he may act, he requires a nomination from the Lake County Council. So the matter was 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.*)

Action. The Town Council President as municipal executive noted that no action was necessarily required if no change was desired. However, The Town Council President wished to affirm and acknowledge the continuing appointment of **Michael W. Griffin, 2911 99th Street, Highland** to the Northwestern Indiana Regional Planning Commission. Terms are in force until the appointing authority appoints a successor. The Clerk-Treasurer thanked the Town Council President for his action. The Clerk-Treasurer further noted he would prepare the proper certificate of appointment to be executed by the Town Council President.

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.

Action. The Town Council President as municipal executive noted that no action was necessarily required if no change was desired. However, The Town Council President wished to affirm and acknowledge the continuing appointment of **Michael W. Griffin, 2911 99th Street, Highland** as Highland's appointment to the Shared Ethics Entity, Joint Board of Delegates. Terms are in force until the appointing authority appoints a successor. The Clerk-Treasurer thanked the Town Council President for his action.

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)*

Action. The Town Council President as municipal executive announced the appointment of **Roger Sheeman, 9735 Wildwood Court, 1-D, Highland.** It was noted that the term is co-extensive with the councilor's term of office.

11. **Tree Board.** (2) Appointments to be nominated by the Town Council but appointed by the Town Council President. (*Note: Current terms expiring 1st Monday January 2020, James W. Colias; Ron Jackowski*) All terms three years.

Action. Pursuant to HMC Section 8.25.030 (B), The Town Council acted to nominate persons for the consideration of the Town Council President.

Councilor Black moved to nominate for the Town Council President's consideration James Colias and Ron Jackowski for re-appointment to the Tree Board, seconded by Councilor Sheeman. Upon a roll call vote, there five affirmatives and no negatives. The motion passed. James Colias and Ron Jackowski were nominated for consideration by the Town Council President for re-appointment to the Tree Board.

Town Council President's Executive Action. The Town Council President, as municipal executive, acknowledged the Town Council nominations and announced the re-appointment of **James W. Colias, 2215 Ridgewood, Highland** and the re-appointment of **Ron Jackowski, 3105 Strong Street, Highland** to the Tree Board. Terms are 3 years and until a successor is appointed and qualified, subject to the limitation in IC 36-1-15-10(d)(1). The Clerk-Treasurer noted he would prepare the proper communications of appointment.

Action. The Town Council President as municipal executive further announced the continuing appointment of **Bill Vargo**, 3423 Jewett Street, Highland as Chairperson of the Board. It was noted that the term is co-extensive with the member's term and at the pleasure of the Town Council President. The Town Council President wished to affirm the continuing appointment.

12. Committee and Liaison Assignments. *Assignments made by Town Council President. (Custom and Convention)*

The Town Council President announced the following liaison and committee assignments:

- Bernie Zemen: Fire Department, Liaison; Town Board of Metropolitan Police Commissioners Liaison*, and Plan Commission, Liaison.
- Mark A. Herak: Budget Committee Chairman; and Advisory Board of Zoning Appeals Liaison.
- Mark J. Schocke: Town Executive (I.C. 36-1-2-5-(4);I.C. 36-5-2-2;I.C. 36-5-2-7)
Board of Trustees of the Police Pension Fund, Chair (By law)
Park and Recreation Board Liaison.
- Tom Black: Board of Waterworks Directors, Liaison; and Board of Sanitary Commissioners, Liaison.
- Roger Sheeman: Chamber of Commerce Liaison; Community Events Commission, Liaison; IT Liaison; and Redevelopment Commission, liaison.

* *Scrivener's note: The list above represents the announcements made at the meeting. Later, at the request of Councilor Zemen, Councilor Mark Herak was named the liaison to the Town Board of Metropolitan Police Commissioners.*

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)*)

Action. Noting that no action was necessary if the Town Council desired no change to the legislative appointments, Councilor Black moved the reappointment of Councilor **Bernie Zemen** (Elected Official) 2736 43rd Street, Highland; **Douglas Turich** (Employee), 9336-4th Place, Highland; and **Joseph Grzymiski** (Employee), 3110 Farmer Drive, Highland, to the Municipal Plan Commission. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Councilor Zemen, Mr. Grzymiski and Mr. Turich were reappointed to the Municipal Plan Commission. The Clerk-Treasurer noted he would prepare the required certifications of appointment as required in the statute.

- 2. Park and Recreation Board.** (2) appointments to be made by the Town Council. (*Note: Current appointee is Chris Ray (R) and a 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.)*)

Action. Councilor Herak moved the re-appointment of **Chris Ray** (R), 9027 Parrish, Highland, to a four year term and the appointment of **Omar Torres**, 2120 44th Street,

Highland to a term representing the unexpired term remaining to the position vacated by Abe Rivera, both until a successor is appointed and qualified, subject to the limitation in IC 36-1-15-10(d)(1), on the Park and Recreation Board. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Chris Ray and Omar Torres were appointed to the Park and Recreation Board as indicated. The Clerk-Treasurer noted he would prepare the required certifications of appointment as required.

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)

Action. Councilor Herak moved the re-appointment of **Terry Krooswyk (D)**, 9035 Orchard Drive, Highland, to a three-year term on the Town Board of Metropolitan Police Commissioners, until a successor is appointed and qualified, subject to the limitation in IC 36-1-15-10(d)(1). Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Terry Krooswyk was re-appointed to the Town Board of Metropolitan Police Commissioners as indicated. The Clerk-Treasurer noted he would prepare the required certification of appointment as required in the statute.

4. **Redevelopment Commission.** (2) appointments to be made by the Town Council. (Note: current appointees are Mark Herak and Dan Vassar.)

Action. Councilor Sheeman moved the appointment of **Robin Radford**, 9527 O'Day Drive, Highland, and the appointment of **Cyril Huerter**, 8740 Carolina Avenue, Highland both to a term of one-year and until a successor is appointed and qualified, subject to the limitation in IC 36-1-8-10, on the Redevelopment Commission. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Robin Radford and Cyril Huerter were appointed to the Redevelopment Commission as indicated. The Clerk-Treasurer noted he would prepare the required certifications of appointment as required.

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.

Action. Councilor Herak moved the appointment of Councilor **Thomas Black**, 3515 Garfield Avenue, Highland, to a term co-extensive with term on the legislative body, unless the Town Council acts otherwise, to the Lake County Solid Waste Management District Board of Directors. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Councilor Tom Black was appointed to the Solid Waste Management District Board of Directors as indicated. The Clerk-Treasurer noted he would prepare the required certifications of appointment as required.

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.)

A motion by Councilor Herak was initiated in which listed persons for consideration for appointment to the Community Events Commission. It was noted that one of the candidates named had in fact withdrawn from consideration. There was informal discussion after the motion to appoint was initiated by Councilor Herak, that the Town Council required more deliberation before making these appointments.

Action. Councilor Sheeman moved that these appointments be deferred for further consideration with the Town Council President authorized to place this matter back on the agenda when ready. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The matter of the Community Events Commission appointments would be deferred as indicated.

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).*

Action. Councilor Herak moved the appointment of Councilor **Thomas Black**, 3515 Garfield Avenue, Highland, to a term co-extensive with term on the legislative body, unless the Town Council acts otherwise, to the Traffic Safety Commission. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Councilor Tom Black was appointed to the Traffic Safety Commission. The Clerk-Treasurer noted he would prepare the required communications of appointment.

Unfinished Business and 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.

Councilor Herak moved the passage and adoption of Works Board Order No. 2020-01. Councilor Sheeman seconded. Upon a roll call vote, there five affirmatives and no negatives. The motion passed. The order was adopted.

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

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 13th day of January 2020 having passed by a vote of 5 in favor and 0 opposed.

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

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

Attest:

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

AGREEMENT

This Transitional Agreement made and entered into this 13th 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
By: _____
Mark J. Schocke, President

THE IDEA FACTORY

Robin Carlascio

Attest: _____
Michael W. Griffin
Clerk-Treasurer

Theresa Badovich

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.**

Councilor Black moved the passage and adoption of Works Board Order No. 2020-02. Councilor Sheeman seconded. Upon a roll call vote, there five affirmatives and no negatives. The motion passed. The order was adopted.

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

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 5 in favor and 0 opposed.

WORKS BOARD of the TOWN of
HIGHLAND, INDIANA

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

Attest:

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

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.

Councilor Herak moved the passage and adoption of Works Board (Joint) Order No. 2020-03. Councilor Zemen seconded. Upon a roll call vote, there five affirmatives and no negatives. The motion passed. The order was adopted, subject to action by the Bard of Waterworks Directors.

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 81st 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 5 in favor and 0 opposed.

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

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

Attest:

/s/Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
/s/ 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 23rd 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

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.

Councilor Herak moved the passage and adoption of Works Board Order No. 2020-04. Councilor Black seconded. Upon a roll call vote, there five affirmatives and no negatives. The motion passed. The order was adopted.

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

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	\$ 5,600.80	General Contracting Serv.
Total:	\$61,608.80	

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 seq., in the award of public works projects, which are employed in this instance;

Whereas, The Public Works Director has heretofore determined that the work, associated with the proposal has been completed and that Goubeaux Builders has submitted an invoice to the Town that details the respective cost allocations for the project, with the Town's share being Forty-eight Thousand, Four-hundred Sixteen Dollars and 89/100 Cents (\$48,416.89) as follows;

Service		Total	Highland	Goubeaux
Asphalt Services	Street Work	\$ 34,864.00	\$ 29,761.95	\$ 5,102.05
R Kolanowski Const Services	Curb	\$ 8,669.00	\$ 5,201.40	\$ 3,467.60
R Kolanowski Const Services	Driveway	\$ 4,975.00	\$ 1,552.00	\$ 3,423.00
Gatlin	Storm MH	\$ 7,500.00	\$ 7,500.00	\$ -
		\$ 56,008.00	\$ 44,015.35	\$ 11,992.65
		\$ 56,008.00	\$ 44,015.35	\$ 11,992.65
Goubeaux	Proj Mgmt	\$ 5,600.80	\$ 4,401.54	\$ 1,199.26
		\$ 61,608.80	\$ 48,416.89	\$ 13,191.91

Whereas, The Town Council, as the Works Board of the Town of Highland, pursuant to Section 3.05.030(A) and the Highland Municipal Code serves as the purchasing agency for the Public Works Department (Agency);

Whereas, The cost exceeds \$15,000 and pursuant to HMC Section 3.05.040(C) it is required to obtain the express approval of the purchasing agency;

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 Town of Highland, through its Town Council acting as the Works Board of the Municipality, now desires to accept the recommendation of the Public Works Director and authorize and approve the project and the payment to Goubeaux Builders in the amount of the Forty-eight Thousand, Four Hundred Sixteen Dollars and 89/100 Cents (48,416.89);

Now, Therefore, Be It hereby Ordered by the Highland Town Council, acting as the Works Board of the Municipality as follows:

Section 1. That the bids of Walsh & Kelly, Incorporated, Grimmer Construction, Inc., and Gatlin Plumbing & Heating, Inc., for the subdivision improvement project for 9100 block of Erie Street, are hereby rejected as being undesirable economically and unresponsive;

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.

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 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

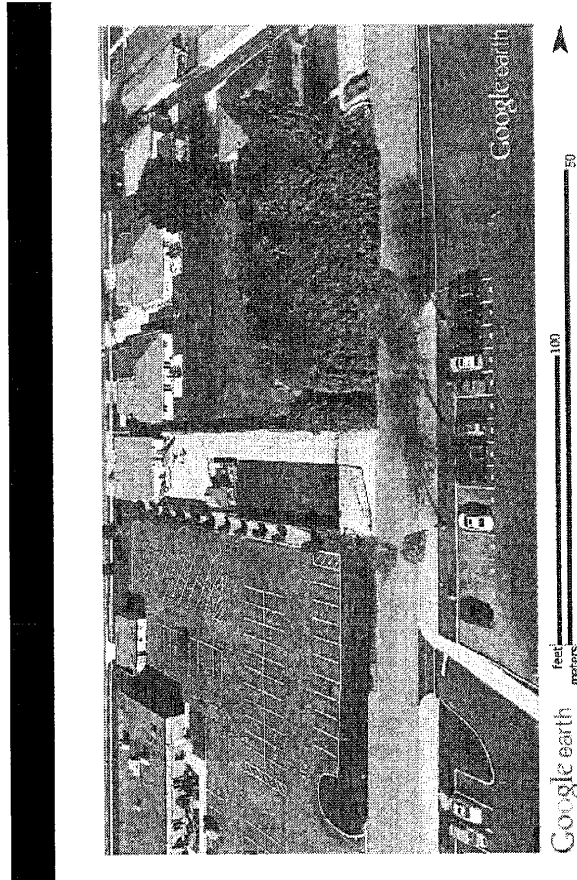
/s/ Mark J. Schocke, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO

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

Exhibit:



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*

*Officer Richard Hoffman
Officer Brian Orth
Officer Michael Grash
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*

Corporal Michael Yonkman
Lance Corporal Chris Balbo
Lance Corporal Greg Palmer

Officer Joel Sullivan
Officer Thomas Manyek
Officer James Mullins

Councilor Zemen moved that letters of commendation for exemplary public service as characterized be approved for all the persons named and that the Town Council members be authorized to sign severally and singularly. Councilor Sheeman seconded.

Amendment. Councilor Herak moved that the motion be amended to include *Chief Peter Hojnicky (noting that he was not listed in the original letter)*, Councilor Black seconded. Upon a roll call vote, there were five affirmatives, no negatives. The motion passed. The pending motion was amended to include Chief Pete Hojnicky.

Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The letters of commendation for the persons identified as amended were approved and the Council members authorized to sign.

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' 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. The Town Council President indicated his approval of the appointee filing the conflict statement.
- (b) Town Council as the governing body of the governing entity to act to accept the disclosure form, if desired. Councilor Black moved to approve the Conflicts Disclosure Statement as filed by Christine Cash, appointee to the Lake County Convention and Visitors Board of Directors. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The statement was approved.

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.

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

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

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

Councilor Zemen congratulated the new appointees to the boards and commissions.

Councilor Zemen acknowledged the Building Commissioner who offered a survey of matters being considered by the Plan Commission.

Councilor Zemen acknowledged the Fire Chief who reported on incidents responses.

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

Councilor Herak welcomed the members of the 29th Town Council.

Councilor Herak acknowledged the Building Commissioner, who proffered a survey of matters pending before the Advisory Board of Zoning Appeals.

Councilor Herak acknowledged the Police Chief who thanked the Town Council for approving the letter of commendation for the named officers and for adding him to the approved list of exemplary public service and earning a paid day off.

The Police Chief, noting a breaking story regarding two Gary Police Officer, who were shot in the course of serving legal papers or compulsory process, expressed condolences to the families of the officers.

Councilor Herak also acknowledged the birthday of the Parks and Recreation Superintendent.

Councilor Herak acknowledged the Public Works Director, who reported on the status of a watermain break that occurred on New Year's Eve, affecting water in the Ellendale neighborhood. A "boil order" was issued while the water main was repaired and for a period after.

Councilor Herak offered an extended narrative regarding his disappointment in and impressions of the recent resignation of the former Town Attorney and the appointment of the current one.

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

Councilor Black expressed appreciation to the Public Works Director and all the municipal workers for its monitoring and readiness regarding the Little Calumet River and protecting against possible floods in a recent rain event.

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

Councilor Sheeman acknowledged the Redevelopment Director who offered a brief overview of the forthcoming meeting of the Redevelopment Commission.

Councilor Sheeman also acknowledged Dawn Diamantopolous, as Chair of the Town Theatre Board and member of the Main Street Board of Directors.

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

The Town Council President also wished a Happy Birthday to the Parks and Recreation Superintendent. He further expressed appreciation for the new park equipment at Sheppard Park, noting his children enjoy it.

The Town Council President acknowledged the Parks and Recreation Superintendent who reported on parks and recreation generally and a project to replace existing lighting with light emitting diode lighting in the Fieldhouse of the Lincoln Community Center. The Parks and Recreation Superintendent noted that the Park and Recreation Board were at work on the next Park and Recreation Master Plan.

The Town Council President further thanked the municipal department heads and workers for its recent response to the immoderate weather of rain that recently occurred.

Comments from Visitors or Residents:

1. _____ Dioshi, Highland, expressed unhappiness with a worker at the Lincoln Community Center. He dilated upon what he described as disrespectful treatment.
2. Erica Gomez, Highland, identified herself as associated with the Highland Athletic Booster Club and coordinating the Highland Senior Banner project, inquired about the status of a policy regarding the banner display policy and whether the senior banner program would be permitted to continue.

It was noted that a policy was under development and it was hoped to have a response on the matter soon.

3. Mark Sudicki, Highland, inquired about the recycling program and whether the recycling items were in fact truly segregated from solid waste, in light of the current market changes, contracting the recycling markets worldwide.

With leave from the Town Council, the Public Works Director, explained that a visit to the separation center where the collections are processed might be helpful to assure him about the recycling and trash segregation.

Mr. Sudicki also suggested that perhaps rather than the current service regime, instead to collect recycling weekly and solid waste every other week.

Mr. Sudicki also complimented the Public Works Director regarding a recent telephone inquiry from Mr. Sudicki regarding the snow plowing and parking policy of the Town.

4. Victor Garcia, Highland School Board member, expressed thanks to the Parks and Recreation Department for cooperating with the School Town of Highland with the acquisition of playground equipment, which provided savings to the town for both entities.

Payment of Accounts Payable Vouchers. There being no further comments from the public, Councilor Herak moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period December 24, 2019 through January 13, 2020. Councilor Black 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, \$241,862.13; Motor Vehicle Highway and Street (MVH) Fund, \$34,046.57; Law Enforcement Continuing Education and Training and Supply Fund, \$767.92; Corporation Bond and Interest Fund, \$212,142.00; Flexible Spending Accounts Agency Fund, \$816.24; Insurance Premium Agency Fund, \$505,212.67; Information Communications Technology Fund, \$7,004.78; Special Events Non Reverting Fund, \$2,550.00; Traffic Violations and Law Enforcement Agency Fund, \$4,000.00; Total: \$1,008,402.31

Adjournment of Plenary Meeting. Councilor Zemen moved that the plenary meeting be adjourned. Councilor Sheeman seconded. Upon a vote *viva voce*, the motion passed. The regular plenary meeting of the Town Council of Monday, January 13, 2020 was adjourned at 8:00 O'clock 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

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 **27th day of January 2020**, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

UNSAFE BUILDING FUND

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

GENERAL IMPROVEMENT FUND

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

HAZARDOUS MATERIALS RESPONSE FUND

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

MUNICIPAL CUMULATIVE STREET FUND

Acct. No. 088-0000-440.10 Sidewalk Replacement:	\$40,000.00
<i>Total Series:</i>	\$40,000.00
Fund Total:	\$40,000.00

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
Appropriation Enactment
Enactment No. 2020-01**

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the UNSAFE BUILDING FUND, GENERAL IMPROVEMENT FUND, HAZARDOUS MATERIALS RESPONSE FUND, AND THE MUNICIPAL CUMULATIVE STREET FUND, ALL PURSUANT TO I.C. 6-1.1-18, and I.C. 36-5-3-5.

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Unsafe Building Fund, General Improvement Fund, Hazardous Materials Response Fund**, and the **Municipal Cumulative Street Fund**;

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levies set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

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

Section 1. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Unsafe Building Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

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

Section 2. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **General Improvement Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

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

Section 3. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Hazardous Materials Response Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

HAZARDOUS MATERIALS RESPONSE FUND

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

Section 4. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Municipal Cumulative Street Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

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

Section 5. That the Clerk-Treasurer is hereby authorized and instructed to inform the Department of Local Government Finance of this action and that these monies be made available for expenditure pursuant to I.C. 6-1.1-18.

Section 6. That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 27th Day of January 2020. Consideration on the same day or at same meeting of introduction sustained a vote of _____ in favor and _____ opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this _____ Day of _____ 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of _____ in favor and _____ opposed.

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

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
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 **27th 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	\$	2,124.00
Total for 300 Series:	\$	358,184.00

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	\$	3,500.00
Total for 400 Series:	\$	1,540,809.00
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**

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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 **27th day of January 2020**, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

CORPORATION GENERAL FUND

Police Department

Increase the following:

001-0009-21001 Gasoline & Oil:	\$60,000.00
001-0009-21002 Tires	\$6,000.00
001-0009-21004 Institutional Supplies	\$2,000.00
001-0009-22004 Vehicle Parts and Supplies	\$10,000.00
001-0009-23004 Other supplies	\$2,000.00
<i>Total 200 Series:</i>	\$80,000.00
001-0009-35001 Electrical Service	\$25,000.00
001-0009-36001 Repairs & Maintenance	\$ 6,000.00
001-0009-39001 Subscriptions & Dues	\$ 8,000.00
<i>Total 300 Series:</i>	\$39,000.00
Total for Department:	<u>\$119,000.00</u>

Fire Department

Increase the following:

001-0007-11113 Fire Call Compensation:	\$33,117.00
001-0007-11114 Fire Training Compensation:	\$17,556.00
001-0007-11301 Clothing Compensation	\$ 5,000.00
001-0007-11304 Uniforms	\$1,450.00
001-0007-11404 Mileage Compensation	\$ 5,000.00
<i>Total 100 Series:</i>	\$62,123.00
001-0007-23004 Other supplies	\$6,000.00
<i>Total 200 Series:</i>	\$6,000.00
001-0007-32006 Mobile Data System	\$8,000.00
001-0007-35001 Electrical Service	\$7,000.00
001-0007-35003 Natural Gas	\$8,000.00
001-0007-36003 Building Repairs	\$10,000.00
<i>Total 300 Series:</i>	\$33,000.00
Total for Department:	<u>\$101,123.00</u>

Works Board Department

Increase the following:

001-0011-34006 Insurance Deductible	\$10,000.00
001-0007-34015 Rainy Fund transfer	\$30,000.00
<i>Total 300 Series:</i>	\$40,000.00
Total for Department:	<u>\$40,000.00</u>
TOTAL for the FUND:	<u>\$260,123.00</u>

Funds to support these additional appropriations in the **Corporation General Fund** shall be supported by the transfer of surplus accumulated by the rates and charges in the proper municipal water utility 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

**TOWN OF HIGHLAND
 APPROPRIATION ENACTMENT
 ENACTMENT NO. 2020-02**

An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Redevelopment Capital Fund, for the Police Department of the Corporation General Fund, for the Fire Department of the Corporation General Fund and for the Works Board Department of the Corporation General Fund, all pursuant to I.C. 6-1.1-18, I.C. 36-5-3-5, et seq.

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Redevelopment Capital Fund, and the Police, Fire and Works Board Departments of the Corporation General Fund;**

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levy set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

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

Section 1. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Redevelopment Capital Fund** and for the purposes herein specified, subject to the laws governing the same:

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>	\$	358,184.00

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>	\$	1,540,809.00

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

Section 2. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Police, Fire and Works Board Departments of the Corporation General Fund** and for the purposes herein specified, subject to the laws governing the same:

CORPORATION GENERAL FUND

Police Department

Increase the following:

001-0009-21001 Gasoline & Oil:	\$ 60,000.00
001-0009-21002 Tires	\$ 6,000.00
001-0009-21004 Institutional Supplies	\$ 2,000.00
001-0009-22004 Vehicle Parts and Supplies	\$ 10,000.00
001-0009-23004 Other supplies	\$ 2,000.00
<i>Total 200 Series:</i>	<u>\$ 80,000.00</u>

001-0009-35001 Electrical Service	\$ 25,000.00
001-0009-36001 Repairs & Maintenance	\$ 6,000.00
001-0009-39001 Subscriptions & Dues	\$ 8,000.00
<i>Total 300 Series:</i>	<u>\$ 39,000.00</u>

Total for Department: **\$ 119,000.00**

Fire Department

Increase the following:

001-0007-11113 Fire Call Compensation:	\$ 33,117.00
001-0007-11114 Fire Training Compensation:	\$ 17,556.00
001-0007-11301 Clothing Compensation	\$ 5,000.00
001-0007-11304 Uniforms	\$ 1,450.00
001-0007-11404 Mileage Compensation	\$ 5,000.00
<i>Total 100 Series:</i>	<u>\$ 62,123.00</u>

001-0007-23004 Other supplies	\$ 6,000.00
<i>Total 200 Series:</i>	<u>\$ 6,000.00</u>

001-0007-32006 Mobile Data System	\$ 8,000.00
001-0007-35001 Electrical Service	\$ 7,000.00
001-0007-35003 Natural Gas	\$ 8,000.00
001-0007-36003 Building Repairs	\$ 10,000.00
<i>Total 300 Series:</i>	<u>\$ 33,000.00</u>

Total for Department: **\$ 101,123.00**

Works Board Department

Increase the following:

001-0011-34006 Insurance Deductible	\$ 10,000.00
001-0007-34015 Rainy Fund transfer	\$ 30,000.00
<i>Total 300 Series:</i>	\$ 40,000.00

Total for Department: **\$ 40,000.00**

TOTAL for the FUND: **\$260,123.00**

Section 3. That the Clerk-Treasurer is hereby authorized and instructed to inform the Indiana Department of Local Government Finance of this action and that these moneys be made available for expenditure **subject to an order** of the Commissioner, pursuant to IC 6-1.1-18.

Section 4. That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 27th Day of January 2020. Consideration on the same day or at same meeting of introduction sustained a vote of _____ in favor and _____ opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this _____ Day of January 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of _____ in favor and _____ opposed.

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

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)**

**ORDINANCE NO. 1712
OF THE
TOWN OF HIGHLAND, INDIANA**

AN ORDINANCE TO AMEND AND THE COMPENSATION, BENEFITS AND PERSONNEL PROGRAM OF THE MUNICIPALITY, KNOWN AS THE COMPENSATION AND BENEFITS ORDINANCE, COMMONLY CALLED THE MUNICIPAL EMPLOYEE HANDBOOK ALL PARTICULARLY REGARDING THE FLEXIBLE SPENDING ACCOUNT AS PART OF THE SECTION 125 PLAN AND REPEALING PRIOR ORDINANCES AND ENACTMENTS IN CONFLICT THEREWITH, PURSUANT TO IC 36-1-3 AND OTHER RELEVANT STATUTES.

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

WHEREAS, IC 36-1-3-2 confers upon all local units the powers that they need for the effective operation of government as to local affairs;

WHEREAS, IC 36-1-3-6 (b)(1) prescribes that any such exercise of power shall be authorized through enactment of an ordinance passed by the legislative body; and

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

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

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

WHEREAS, The Town Council has determined that an amendment of a program for compensation, benefits and personnel management for its public workforce, particularly regarding group insurance premiums paid by workers would be of benefit to support and carryout the public purposes of the municipality; and,

WHEREAS, The Town Council of the Town of Highland, as the town legislative body also desires to amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2019 and thereafter as amended;

WHEREAS, The Town Council now desires to make such an amendments,

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

Section 1. That the established compensation, benefits and personnel program of the municipality pursuant to and consistent with the provisions of the relevant governing law is found and determined to require certain modification;

Section 2. That the ordinance, with the short title styled as styled as the "Compensation and Benefits Ordinance" and commonly called Municipal Employee Handbook is hereby amended revising **Section § 4.09** to read as follows:

§ 6.03.02 IRC Section 125 "Flex Plan"

The Town of Highland will provide a "full flex" **limited cafeteria** plan pursuant to and as outlined in § 125 of the Internal Revenue Code. The plan will provide for conversion of employee premiums for group health insurance provided by the Town as employer. **It will provide for a dependent care reimbursement account.** ~~It will further provide for election by covered employees and officials to convert a medical reimbursement account and a dependent care reimbursement account.~~ The governing body may from time to time adopt third party services agreements to carry out portions of the plan. Details of the plan shall be maintained as a plan document and retained on file.

Section 3. The flexible spending medical reimbursement account provisions in full force and effect at the time of this ordinances introduction, passage and adoption, will remain in force through January 31, 2021. Following this date the plan will no longer offer the medical reimbursement feature, subject to any lawful grace period provided in the IRC Section 125.

Section 4. That amendments adopted by the passage of this ordinance, in its substantive parts shall be compiled into a complete and simplified version, excluding its preambles or formal recitals, featuring a cover and brief narratives regarding the municipality and inserted in to a presented in handbook or similar form, to be distributed to employees and officers of the municipality and may be referred to as the *Employee Handbook*;

Section 5. That this ordinance is to be construed as a companion ordinance complimentary to any ordinance passed from time to time establishing wages and rates of pay and known as the salary ordinance;

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

Section 6. That this ordinance shall become and remain in full force and effect from and after the date of its passage and adoption upon its signature by the executive as attested thereto by the clerk-treasurer, in the manner prescribed by IC 36-5-2-10(a).

Introduced and Filed on the 27th day of January 2020. Consideration on same day or at same meeting of introduction experienced a vote of ____ in favor and ____ opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this ____ Day _____ 2020 by the
Town Council of the Town of Highland, Lake County, Indiana, having been passed
by a vote of ____ in favor and ____ opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, Lake County, 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)

INFORMATION COMMUNICATIONS AND TECHNOLOGY FUND CALCULATION

FY 2020
BUDGET ADOPTED FOR 2020 **\$211,766.00**

GENERAL FUND	\$	52,941.50	25%
PARK & RECREATION	\$	42,353.20	20%
REDEVELOPMENT FUND	\$	10,588.30	5.0%
WATER OPERATIONS	\$	52,941.50	25%
SEWAGE OPERATIONS	\$	52,941.50	25%
	\$	<u>211,766.00</u>	

See Section 3.45.110 in Highland Municipal Code

- (F) The sources of revenue for this fund may consist of the following:
- (1) Interdepartmental charges, contributions, cost shares or assessments levied against funds or departments of the municipality to support the lawful purposes and budget of the information and communication technology fund:
 - (a) The charges and rates shall be developed and recommended by the proper officers of the municipality and fixed and approved by the town council;
 - (b) Any and all rates and charges shall be consistent with IC 36-1-3-8(a)(6) and may be calculated to include reasonable costs associated with those purposes outlined in subsection (D) of this section as well as for replacement of equipment;
 - (2) Transfers from the corporation general or the municipal cumulative capital fund authorized by the town council from appropriations adopted for that purpose;
 - (3) Gifts or grants from the federal government, the state, or any political subdivision of the state.

TOWN of HIGHLAND
Town Council Resolution No. 2020-03

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

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

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

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

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

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

WHEREAS, The proper officers of the municipality have developed and now recommend charges and rates for **FY 2019** to support the costs associated with the provision of information and communication technology services to the municipality and its several executive departments and utilities; and,

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

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

Section 1. That the proper officer(s) of the municipality have developed and now recommend the following annual charge for services for the fiscal year **2019** as follows:

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

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

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

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

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

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

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

DULY RESOLVED and ADOPTED this 27th Day of January 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of _____ in favor and _____ opposed.

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

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

ATTEST:

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

**TOWN OF HIGHLAND, INDIANA
RESOLUTION NO. 2020-04**

A RESOLUTION AUTHORIZING EXECUTION OF AN EMPLOYMENT AGREEMENT WITH Peter T. Hojnicky FOR THE POSITION OF POLICE CHIEF.

Whereas, Peter T. Hojnicky has qualifications and experience required for the Highland Police Department's Chief of Police as prescribed in a job description recommended by the Highland Metropolitan Police Commission and approved by the Town Council at a regular meeting held on November 11th 2019;

Whereas, Peter T. Hojnicky has indicated his intention and interest to serve as the Highland Police Department's Chief of Police;

Whereas, IC 36-8-9-4(a), authorizes the Town Board of Metropolitan Police Commissioners, subject to the approval of the Town Council, to appoint employees of the Town Police Department, but it does not confer authority to contract with employees; and,

Whereas, The Metropolitan Police Commission and the Town Council desire to obtain and receive the benefit of Peter T. Hojnicky's knowledge, training, experience and certifications by engaging his employment as Chief of Police and to fix his form of compensation, benefits and other terms of employment as set forth hereinafter,

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

Section 1. That the employment agreement between the Town of Highland Police Department and Peter T. Hojnicky is hereby approved in each and every respect;

Section 2. That the Town Council President and Clerk-Treasurer are hereby authorized to sign the employment agreement with Peter T. Hojnicky, a copy of which is attached and incorporated herein, in order to evidence its approval.

DULY PASSED AND ADOPTED by the Town Council of the Town of Highland, Lake County, Indiana, this ____ Day of _____ 2020. Having passed by a vote of ____ in favor and ____ opposed.

**TOWN COUNCIL 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)

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (hereinafter "Agreement") made and entered into this _____ day of _____, 2020 (the "Effective Date"), by and between the **TOWN OF HIGHLAND, LAKE COUNTY, INDIANA**, a municipal corporation (hereinafter referred to as the "TOWN"), and **PETER L. HOJNICKI** (hereinafter referred to as "HOJNICKI")(hereinafter collectively referred to as the "Party" or "Parties"), to witness the following:

WHEREAS, HOJNICKI has the qualifications and experience required to be the Highland Police Department's Chief of Police, as prescribed in a job description recommended by the Metropolitan Police Commission and approved by the Town Council at a regular meeting held November 11th 2019; and

WHEREAS, HOJNICKI has indicated his interest in serving as the Highland Police Department's Chief of Police and,

WHEREAS, the Metropolitan Police Commission desires to receive the benefit of HOJNICKI's knowledge, training, experience, and certifications by engaging his employment as Chief of Police of the Highland Police Department, and to fix his compensation, benefits and other terms of employment as set forth hereinafter.

NOW, THEREFORE, for valuable consideration including the mutual promises of the parties, it is agreed as follows:

1. COMPENSATION

The TOWN currently employs HOJNICKI as Chief of Police of the Highland Police Department of the Town of Highland, Indiana. HOJNICKI's compensation and benefits are currently set in accordance with the Compensation and Benefits Ordinance and the most recently adopted Wage and Salary Ordinance in effect, as amended from time-to-time. Both Social Security and Medicare, as will federal, state, and other taxes in accordance with laws generally applicable to management personnel, will be accounted for by the TOWN.

2. TERM

HOJNICKI shall serve at the pleasure of the Highland Metropolitan Police Commission and Town Council, subject to the provisions of termination as provided hereinafter, and further to the limitations of applicable Indiana State Law. The TOWN agrees to employ HOJNICKI for a period beginning February 6th, 2020 and concluding on December 31, 2022 (the "Term") subject to the terms of this Agreement. The parties further agree that HOJNICKI may be removed from the position of Chief for any reason determined by the TOWN in its sole discretion to be sufficient, but HOJNICKI shall not be deprived of the earned/accumulated benefits as contained within this agreement.

This Agreement shall automatically be extended for additional one-year periods, unless on or before October 31, 2022 (for the initial term), or sixty (60) days before the expiration of any extended term, either Party provides to the other written notice of the desire not to automatically renew this Agreement.

3. DUTIES

HOJNICKI accepts employment as Chief of Police of the Highland, Indiana Police Department, and agrees to be responsible to the Highland Metropolitan Police Commission and Town Council. The duties of the Chief of Police are set forth and described in a job description which is herein incorporated herein by reference and made a part hereof.

4. I.T. CONNECTIVITY

The TOWN will furnish HOJNICKI a cellular phone to conduct Town business. The Town will provide HOJNICKI access to a computer with a connection to the Internet for HOJNICKI to perform his duties and to maintain communication with the Highland Police Department. It is understood by both parties that HOJNICKI may use the computer equipment/cellular device for a reasonable amount of incidental non-business related activities. It is the responsibility of HOJNICKI to pay for additional expenses that may be incurred as a result of such non-business related use of equipment owned by the Town.

5. NO CONFLICT OF INTEREST

HOJNICKI shall not undertake any activity which would be in conflict with this full-time employment or inimical to the best interests of the TOWN.

6. HOURS OF WORK

It is recognized that HOJNICKI is an *exempt salaried employee*, as that term is defined by TOWN ordinance and Indiana State Law, and must devote time outside the normal office hours on business for the TOWN, and, to that end, HOJNICKI shall be allowed to establish an appropriate work schedule to satisfy the responsibilities of his position. HOJNICKI will be an "exempt confidential employee" as that term is defined by the Fair Labor Standards Act, thereby exempting him from overtime compensation standards. HOJNICKI shall submit a time form acceptable to the State Board of Accounts that shall account for at least eighty (80) hours per pay period. A compensatory time log for hours earned over eighty (80) will be maintained as will a log indicating when said accrued time is used. HOJNICKI shall submit both the time form and log for approval to the Highland Metropolitan Police Commission bi-annually.

7. TRANSPORTATION

HOJNICKI will be supplied with a Take-Home Vehicle for on and off duty use pursuant to TOWN regulations.

8. LONGEVITY

Notwithstanding Section 3.20.01 of TOWN Ordinance, HOJNICKI shall be entitled to longevity pay in accordance with the provisions of Section 4.04 of the Compensation and Benefits Ordinance for a full time employee with thirty-three (33) years of continuous service.

9. HEALTH/DENTAL/LIFE INSURANCE

As a condition of his employment, HOJNICKI will be afforded "couple" health, dental, and life insurance. Should HOJNICKI, at some point in the future, elect "family" coverage, he shall pay in full the appropriate premium corresponding to such coverage. HOJNICKI reserves the right to acquire "family" health insurance during his tenure with the Town of Highland Police Department within 90 days of the end of this contract in accordance with the tenets the Town of Highland Municipal Employees Handbook Section 6.07, as amended from time-to-time).

10. SICKNESS/DISABILITY LEAVE

For purposes of sickness/disability leave, the provisions of Section 5.01.02 of the Town of Highland Compensation and Benefits Ordinance will apply to HOJNICKI, equivalent to a full time employee with thirty eight (38) years of continuous service.

11. SEVERENCE/ACCRUED SEVERENCE PAY

For purposes of future severance pay, the provisions of Section 4.14.02 of the Town of Highland Compensation and Benefits Ordinance shall apply, exclusively. Years of service shall be based upon time in the position which is subject to this agreement. However, and in derogation of Section 4.14.02, to which the Parties agree, HOJNICKI agrees **NOT** to take Severance Pay upon initial retirement and instead will transfer this benefit and qualify for Severance Pay upon termination of this contract.

12. OTHER INSURANCE

HOJNICKI shall receive workmen's compensation, law enforcement and public official's liability insurance with coverage and to limits equivalent to all other employees of the TOWN who have Police Department managerial responsibilities.

13. RETIREMENT BENEFIT

It is mutually understood between the Parties that the TOWN will not provide a retirement benefit for HOJNICKI as a term of his employment. As a condition of his employment, HOJNICKI is not eligible for any benefits under Sections 5.12, 5.12.01 and 5.12.02 of the Town of Highland Compensation and Benefits Ordinance. HOJNICKI agrees to hold the Town of Highland harmless from any/all additional PERF pension benefits HOJNICKI would have received should he had stayed a

member of PERF beyond 02-06-20. HOJNICKI acknowledges that he is no longer a member of the PERF pension plan after the effective date of this Agreement. Any pension benefits offered by PERF prior to 02-06-20 are between HOJNICKI and PERF, as the TOWN holds no liability in regards to pension benefits offered and/or dispersed by PERF.

14. VACATION/ACCRUED VACATION

HOJNICKI shall be entitled to twenty-five (25) vacation days as set forth in Section 5.02 of the Town of Highland's Compensation and Benefits Ordinance. Said vacation and accrued vacation benefits will be based upon a full-time worker with thirty-three (33) years of service. Additionally, any accrued Vacation not used from previous employment with the Town will be carried forward as part and parcel to this Agreement.

Further, HOJNICKI shall be entitled to Personal Leave Days as set forth in Section 5.03 of the Town of Highland's Compensation and Benefits Ordinance. Additionally, any accrued Personal Leave Days (20 days or less) not used from previous employment with the Town will be carried forward as part and parcel to this Agreement, provided that the provisions of Section 5.03.02 remain in force.

15. FIREARM

At the time of retirement HOJNICKI shall refrain from purchasing, as surplus, his department assigned firearm. However, upon termination of this contract HOJNICKI reserves the right to purchase said firearm as surplus.

16. TERMINATION

A. HOJNICKI shall serve at the pleasure of the Highland Metropolitan Police Commission and the Highland Town Council. The Highland Metropolitan Police Commission and Town Council may terminate this Agreement, and, consequently, HOJNICKI's employment, at any time, for any reason or for no reason. During the Term of this Agreement, as set forth above, if the Metropolitan Police Commission terminates this Agreement and HOJNICKI's employment at a time when HOJNICKI is willing and able to perform the duties of the Chief of Police, then the provisions of Paragraph 2. and paragraph 16.B., below shall apply.

B. In addition to the Paragraph 2, the TOWN shall pay to HOJNICKI all salary and benefits earned but not paid as of the date of termination. In addition, TOWN shall pay to HOJNICKI all amounts due and owing for accrued vacation and separation leave. TOWN shall make such payments not later than the next regularly scheduled pay period after date of termination, unless otherwise mutually agreed upon, in writing, by both Parties.

17. TERMINATION BY EMPLOYEE

- A. HOJNICKI may terminate this Agreement at any time, for any reason or for no reason, by delivering to the Highland Metropolitan Police Commission and Town Council a written notice of termination not later than sixty (60) days prior to the effective date of said termination. If HOJNICKI terminates this Agreement, then the provisions of subparagraph B, and C, below, shall apply.
- B. On the date of termination, all salary payable to HOJNICKI under this agreement shall cease, except that the TOWN shall pay to HOJNICKI all salary and benefits earned but not paid as of the date of termination. In addition, TOWN shall pay HOJNICKI all amounts due and owing for accrued vacation leave and separation leave. The TOWN shall make such payments not later than the next regularly scheduled pay period payday after the date of termination, unless otherwise mutually agreed upon, in writing, by both Parties.
- C. For a period of three (3) months following the effective date of termination, HOJNICKI shall make himself available to the Police Department at reasonably convenient times and places for the purpose of consulting with and assisting the TOWN in making the transition to a new Chief of Police. Such consultation and assistance shall not materially impair HOJNICKI from seeking or performing other employment. Under the circumstances of this sub-paragraph, HOJNICKI shall be entitled to reimbursement of any necessary out-of-pocket expenses plus reimbursement of any salary lost as a result of said cooperation and assistance.

18. DEATH DURING EMPLOYMENT

If HOJNICKI dies during the term of this agreement, the TOWN shall pay to the widow of HOJNICKI, or if he is not then survived by his wife, to the surviving heirs, legatees or assigns of HOJNICKI, all compensation, and any accrued benefits which would otherwise be payable to HOJNICKI up to the end of the month in which his death occurs, provided, however, that in the event HOJNICKI is not survived by his spouse or heirs, legatees or assigns, the amount shall be payable to his estate.

19. GENERAL PROVISIONS

- A. This instrument contains the entire Agreement of the parties. It shall continue in full force and effect until it is changed or modified by a written instrument executed with the same formality as this Agreement, or until such time as HOJNICKI is terminated or resigns as provided herein.

- B. This Agreement may not be assigned by either Party without the written consent of the other Party.
- C. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable the remainder of this Agreement, or portions thereof, shall be deemed severable, and shall remain in full force and effect.
- D. This Agreement may be amended only with the written consent of both Parties. This Agreement supersedes all other previous Agreements between the parties.
- E. Except for those exceptions specifically enumerated in this Agreement, HOJNICKI is entitled to all benefits of full-time employees of the Town of Highland.
- F. The TOWN agrees to provide counsel for HOJNICKI, acceptable to HOJNICKI, and to indemnify and hold harmless to the fullest extent permitted by law for all claims, demands, and judgments arising out of the performance of his duties as the Chief of Police.
- G. This Agreement shall be governed by the laws of the State of Indiana and shall be binding upon the parties' heirs, personal representatives, successors and assigns.

Approved this _____ day of _____, 2020,

TOWN OF HIGHLAND,
LAKE COUNTY, INDIANA

Peter Hojnicky,

By: _____
Mark Schocke,
Town Council President

Attest:

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

**TOWN OF HIGHLAND, INDIANA
RESOLUTION NO. 2020-05**

A RESOLUTION AUTHORIZING EXECUTION OF AN EMPLOYMENT AGREEMENT WITH Patrick L. Vassar FOR THE POSITION OF ASSISTANT POLICE CHIEF.

Whereas, Patrick L. Vassar has qualifications and experience required for the Highland Police Department's Assistant Chief of Police as prescribed in a job description recommended by the Highland Metropolitan Police Commission and approved by the Town Council at a regular meeting held on November 11th 2019;

Whereas, Patrick L. Vassar has indicated his intention and interest to serve as the Highland Police Department's Assistant Chief of Police;

Whereas, IC 36-8-9-4(a), authorizes the Town Board of Metropolitan Police Commissioners, subject to the approval of the Town Council, to appoint employees of the Town Police Department, but it does not confer authority to contract with employees; and,

Whereas, The Metropolitan Police Commission and the Town Council desire to obtain and receive the benefit of Patrick L. Vassar's knowledge, training, experience and certifications by engaging his employment as Assistant Chief of Police and to fix his form of compensation, benefits and other terms of employment as set forth hereinafter,

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

Section 1. That the employment agreement between the Town of Highland Police Department and Patrick L. Vassar is hereby approved in each and every respect;

Section 2. That the Town Council President and Clerk-Treasurer are hereby authorized to sign the employment agreement with Patrick L. Vassar, a copy of which is attached and incorporated herein, in order to evidence its approval.

DULY PASSED AND ADOPTED by the Town Council of the Town of Highland, Lake County, Indiana, this ____ Day of _____ 2020. Having passed by a vote of ____ in favor and ____ opposed.

**TOWN COUNCIL 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)

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (hereinafter "Agreement") made and entered into this _____ day of _____, 2020 (the "Effective Date"), by and between the **TOWN OF HIGHLAND, LAKE COUNTY, INDIANA**, a municipal corporation (hereinafter referred to as the "TOWN"), and **PATRICK L. VASSAR** (hereinafter referred to as "VASSAR")(hereinafter collectively referred to as the "Party" or "Parties"), to witness the following:

WHEREAS, VASSAR has the qualifications and experience required to be the Highland Police Department's Assistant Chief of Police, as prescribed in a job description recommended by the Metropolitan Police Commission and approved by the Town Council at a regular meeting held November 11th 2019; and

WHEREAS, VASSAR has indicated his interest in serving as the Highland Police Department's Assistant Chief of Police and,

WHEREAS, the Metropolitan Police Commission desires to receive the benefit of VASSAR's knowledge, training, experience, and certifications by engaging his employment as Assistant Chief of Police of the Highland Police Department, and to fix his compensation, benefits and other terms of employment as set forth hereinafter.

NOW, THEREFORE, for valuable consideration including the mutual promises of the parties, it is agreed as follows:

1. COMPENSATION

The TOWN currently employs VASSAR as Assistant Chief of Police of the Highland Police Department of the Town of Highland, Indiana. VASSAR's compensation and benefits are currently set in accordance with the Compensation and Benefits Ordinance and the most recently adopted Wage and Salary Ordinance in effect, as amended from time-to-time. Both Social Security and Medicare, as will federal, state, and other taxes in accordance with laws generally applicable to management personnel, will be accounted for by the TOWN.

2. TERM

VASSAR shall serve at the pleasure of the Highland Metropolitan Police Commission and Town Council, subject to the provisions of termination as provided hereinafter, and further to the limitations of applicable Indiana State Law. The TOWN agrees to employ VASSAR for a period beginning February 6th, 2020 and concluding on December 31, 2022 (the "Term") subject to the terms of this Agreement. The parties further agree that VASSAR may be removed from the position of Assistant Chief for any reason determined by the TOWN in its sole discretion to be sufficient, but VASSAR shall not be deprived of the earned/accumulated benefits as contained within this agreement.

This Agreement shall automatically be extended for additional one-year periods, unless on or before October 31, 2022 (for the initial term), or sixty (60) days before the expiration of any extended term, either Party provides to the other written notice of the desire not to automatically renew this Agreement.

3. DUTIES

VASSAR accepts employment as Assistant Chief of Police of the Highland, Indiana Police Department, and agrees to be responsible to the Highland Metropolitan Police Commission and Town Council. The duties of the Assistant Chief of Police are set forth and described in a job description which is herein incorporated herein by reference and made a part hereof.

4. I.T. CONNECTIVITY

The TOWN will furnish VASSAR a cellular phone to conduct Town business. The Town will provide VASSAR access to a computer with a connection to the Internet for VASSAR to perform his duties and to maintain communication with the Highland Police Department. It is understood by both parties that VASSAR may use the computer equipment/cellular device for a reasonable amount of incidental non-business related activities. It is the responsibility of VASSAR to pay for additional expenses that may be incurred as a result of such non-business related use of equipment owned by the Town.

5. NO CONFLICT OF INTEREST

VASSAR shall not undertake any activity which would be in conflict with this full-time employment or inimical to the best interests of the TOWN.

6. HOURS OF WORK

It is recognized that VASSAR is an *exempt salaried employee*, as that term is defined by TOWN ordinance and Indiana State Law, and must devote time outside the normal office hours on business for the TOWN, and, to that end, VASSAR shall be allowed to establish an appropriate work schedule to satisfy the responsibilities of his position. VASSAR will be an "exempt confidential employee" as that term is defined by the Fair Labor Standards Act, thereby exempting him from overtime compensation standards. VASSAR shall submit a time form acceptable to the State Board of Accounts that shall account for at least eighty (80) hours per pay period. A compensatory time log for hours earned over eighty (80) will be maintained as will a log indicating when said accrued time is used. VASSAR shall submit both the time form and log for approval to the Highland Metropolitan Police Commission bi-annually.

7. TRANSPORTATION

VASSAR will be supplied with a Take-Home Vehicle for on and off duty use pursuant to TOWN regulations.

8. LONGEVITY

Notwithstanding Section 3.20.01 of TOWN Ordinance, VASSAR shall be entitled to longevity pay in accordance with the provisions of Section 4.04 of the Compensation and Benefits Ordinance for a full time employee with thirty eight (38) years of continuous service.

9. HEALTH/DENTAL/LIFE INSURANCE

As a condition of his employment, VASSAR will be afforded "couple" health, dental, and life insurance. Should VASSAR, at some point in the future, elect "family" coverage, he shall pay in full the appropriate premium corresponding to such coverage. VASSAR reserves the right to acquire "family" health insurance during his tenure with the Town of Highland Police Department within 90 days of the end of this contract in accordance with the tenets the Town of Highland Municipal Employees Handbook Section 6.07, as amended from time-to-time).

10. SICKNESS/DISABILITY LEAVE

For purposes of sickness/disability leave, the provisions of Section 5.01.02 of the Town of Highland Compensation and Benefits Ordinance will apply to VASSAR, equivalent to a full time employee with thirty eight (38) years of continuous service.

11. SEVERENCE/ACCRUED SEVERENCE PAY

For purposes of future severance pay, the provisions of Section 4.14.02 of the Town of Highland Compensation and Benefits Ordinance shall apply, exclusively. Years of service shall be based upon time in the position which is subject to this agreement. However, and in derogation of Section 4.14.02, to which the Parties agree, VASSAR agrees **NOT** to take Severance Pay upon initial retirement and instead will transfer this benefit and qualify for Severance Pay upon termination of this contract.

12. OTHER INSURANCE

VASSAR shall receive workmen's compensation, law enforcement and public official's liability insurance with coverage and to limits equivalent to all other employees of the TOWN who have Police Department managerial responsibilities.

13. RETIREMENT BENEFIT

It is mutually understood between the Parties that the TOWN will not provide a retirement benefit for VASSAR as a term of his employment. As a condition of his employment, VASSAR is not eligible for any benefits under Sections 5.12, 5.12.01 and 5.12.02 of the Town of Highland Compensation and Benefits Ordinance. VASSAR agrees to hold the Town of Highland harmless from any/all additional PERF pension benefits VASSAR would have received should he had stayed a member of PERF beyond 02-06-20. VASSAR acknowledges that he is no longer a

member of the PERF pension plan after the effective date of this Agreement. Any pension benefits offered by PERF prior to 02-06-20 are between VASSAR and PERF, as the TOWN holds no liability in regards to pension benefits offered and/or dispersed by PERF.

14. VACATION/ACCRUED VACATION

VASSAR shall be entitled to twenty-five (25) vacation days as set forth in Section 5.02 of the Town of Highland's Compensation and Benefits Ordinance. Said vacation and accrued vacation benefits will be based upon a full-time worker with thirty-eight (38) years of service. Additionally, any accrued Vacation not used from previous employment with the Town will be carried forward as part and parcel to this Agreement.

Further, VASSAR shall be entitled to Personal Leave Days as set forth in Section 5.03 of the Town of Highland's Compensation and Benefits Ordinance. Additionally, any accrued Personal Leave Days (20 days or less) not used from previous employment with the Town will be carried forward as part and parcel to this Agreement, provided that the provisions of Section 5.03.02 remain in force.

15. FIREARM

At the time of retirement VASSAR shall refrain from purchasing, as surplus, his department assigned firearm. However, upon termination of this contract VASSAR reserves the right to purchase said firearm as surplus.

16. TERMINATION

A. VASSAR shall serve at the pleasure of the Highland Metropolitan Police Commission and the Highland Town Council. The Highland Metropolitan Police Commission and Town Council may terminate this Agreement, and, consequently, VASSAR's employment, at any time, for any reason or for no reason. During the Term of this Agreement, as set forth above, if the Metropolitan Police Commission terminates this Agreement and VASSAR's employment at a time when VASSAR is willing and able to perform the duties of the Assistant Chief of Police, then the provisions of Paragraph 2. and paragraph 16.B., below shall apply.

B. In addition to the Paragraph 2, the TOWN shall pay to VASSAR all salary and benefits earned but not paid as of the date of termination. In addition, TOWN shall pay to VASSAR all amounts due and owing for accrued vacation and separation leave. TOWN shall make such payments not later than the next regularly scheduled pay period after date of termination, unless otherwise mutually agreed upon, in writing, by both Parties.

17. TERMINATION BY EMPLOYEE

- A. VASSAR may terminate this Agreement at any time, for any reason or for no reason, by delivering to the Highland Metropolitan Police Commission and Town Council a written notice of termination not later than sixty (60) days prior to the effective date of said termination. If VASSAR terminates this Agreement, then the provisions of subparagraph B, and C, below, shall apply.
- B. On the date of termination, all salary payable to VASSAR under this agreement shall cease, except that the TOWN shall pay to VASSAR all salary and benefits earned but not paid as of the date of termination. In addition, TOWN shall pay VASSAR all amounts due and owing for accrued vacation leave and separation leave. The TOWN shall make such payments not later than the next regularly scheduled pay period payday after the date of termination, unless otherwise mutually agreed upon, in writing, by both Parties.
- C. For a period of three (3) months following the effective date of termination, VASSAR shall make himself available to the Police Department at reasonably convenient times and places for the purpose of consulting with and assisting the TOWN in making the transition to a new Assistant Chief of Police. Such consultation and assistance shall not materially impair VASSAR from seeking or performing other employment. Under the circumstances of this sub-paragraph, VASSAR shall be entitled to reimbursement of any necessary out-of-pocket expenses plus reimbursement of any salary lost as a result of said cooperation and assistance.

18. DEATH DURING EMPLOYMENT

If VASSAR dies during the term of this agreement, the TOWN shall pay to the widow of VASSAR, or if he is not then survived by his wife, to the surviving heirs, legatees or assigns of VASSAR, all compensation, and any accrued benefits which would otherwise be payable to VASSAR up to the end of the month in which his death occurs, provided, however, that in the event VASSAR is not survived by his spouse or heirs, legatees or assigns, the amount shall be payable to his estate.

19. GENERAL PROVISIONS

- A. This instrument contains the entire Agreement of the parties. It shall continue in full force and effect until it is changed or modified by a written instrument executed with the same formality as this Agreement, or until such time as VASSAR is terminated or resigns as provided herein.

- B. This Agreement may not be assigned by either Party without the written consent of the other Party.
- C. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable the remainder of this Agreement, or portions thereof, shall be deemed severable, and shall remain in full force and effect.
- D. This Agreement may be amended only with the written consent of both Parties. This Agreement supersedes all other previous Agreements between the parties.
- E. Except for those exceptions specifically enumerated in this Agreement, VASSAR is entitled to all benefits of full-time employees of the Town of Highland.
- F. The TOWN agrees to provide counsel for VASSAR, acceptable to VASSAR, and to indemnify and hold harmless to the fullest extent permitted by law for all claims, demands, and judgments arising out of the performance of his duties as the Assistant Chief of Police.
- G. This Agreement shall be governed by the laws of the State of Indiana and shall be binding upon the parties' heirs, personal representatives, successors and assigns.

Approved this _____ day of _____, 2020,

TOWN OF HIGHLAND,
LAKE COUNTY, INDIANA

Patrick Vassar

By: _____
Mark Schocke,
Town Council President

Attest:

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

**The Town of Highland
Board of Works
Order of the Works Board No. 2020-05**

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 2020 through to 31 December 2020* (see below) as described in the letter proposal from 2020 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 Works Board Order No. 2020-02 is repealed and of no further force nor effect.

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)

Exhibit: Letter agreement



January 6, 2020

Mr. Mark Schocke
Town Council President
The Town of Highland
3333 Ridge Road
Highland, IN 46322

Dear Mr. Schocke,

CBL Consulting is pleased to present the following proposal for Information Technology (IT) and personal computer (PC) maintenance support services for the Town of Highland, IN for the calendar year 2020.

Support Services Objective:

The objective of the IT / PC maintenance support services agreement is as follows:

- Function as the Town of Highland's Director of Information Technology.
- Centrally manage and maintain all town technology resources.
- Assistance in the planning of new technology upgrades for the town.
- To provide technological analysis services for departmental software and hardware purchases.
- To provide data backup and auditing services.
- To provide software licensing auditing services.

Support Services Scope of Work & Proposed Cost:

CBL Consulting will function as the Town of Highland's Information Technology Director by performing the following activities:

1. Perform routine and necessary maintenance on the following equipment:
 - a. All town desktop and portable computers - Windows 7/10
 - b. All town Windows 2012R2/2016 servers
 - c. All town networking equipment
 - d. All town phone equipment (excluding Police)
 - e. All town meter reading equipment
 - f. All town video equipment at Town Hall
2. Perform data backup protection and auditing services for the town information work product.
3. Annual civil town IT budget preparation assistance. This includes the actual responsibility of overseeing the proper usage of the IT budget.
4. Provide technical consulting to assist town management with strategic planning activities in regards to the following equipment:

- a. All town desktop and portable computers -- Windows 10
 - b. All town Windows 2016/2019 servers
 - c. All town networking equipment
 - d. All town phone equipment
 - e. All town meter reading equipment
5. Provide technical consulting to assist town management with strategic planning activities for all town departments.

Assumptions/Clarifications:

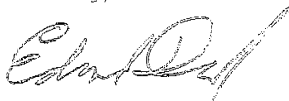
- o CBL Consulting will provide Edward Dabrowski as the primary source of contact to perform the support services listed in this document.
- o CBL Consulting will not provide any new hardware equipment or software licensing unless asked to do so under separate order. It is assumed that the Town of Highland will provide these items on an as needed basis.
- o Routine and necessary maintenance for the town desktop, portable computers and Windows 2012R2/2016 servers includes, but is not limited to, tasks such as: ensuring the successful updating of the Windows operating system as made available by Microsoft, ensuring the successful updating of the current virus protection program as made available from time to time and ensuring the successful updating of the various spyware and adware programs.
- o Routine and necessary maintenance for the town networking equipment includes, but isn't limited to, validating proper operation of network equipment and managing changes, as deemed necessary, to facilitate the town's business activities.
- o Data Protection and Auditing Services involves ensuring that all employee work product is being properly stored on the server to ensure routine electronic backup.
- o All support service work will be performed at the Town Hall, Police Department Headquarters, Fire Department facilities, Parks & Recreation facilities, and Public Works facilities.
- o The Police Department has a person handling the majority of IT needs in that department. CBL Consulting will continue to assist managing the strategic planning needs for this department. CBL Consulting personnel have IDACS certification and could be utilized in other areas of the Police Department. These services will be billed separately and aren't included in this agreement.
- o In order to perform unforeseen specialty tasks, it may become necessary, to require the services of a 3rd party vendor. This contract excludes any of these potential costs due to the uncertainty associated with these activities. These specialty service costs will be independently approved by the Town and billed to the Town directly by the 3rd party vendor.
- o CBL Consulting, Inc. will be paid \$4,000 for support per month from January 1, 2020 through December 31, 2020.
- o The support will be available between 7:00am and 5:00pm, Monday through Friday. Maintenance work covered by this agreement will occur before 7:00am and after 5:00pm without additional charges. But any emergency work or emergency callout

work isn't included in this agreement. This type of work will have to separately billed time and material (T&M) at a rate of \$100 per hour.

- o CBL Consulting historically has provided "same day" service for all emergency calls from the Town, however, CBL Consulting reserves the right to use the industry standard of responding within one business day of initial client contact for the purpose of this proposal.
- o Software licensing auditing services will be provided but some town personnel do have the ability to install software not formally approved by the town. These services are limited to Microsoft and other third-party server/client software and don't cover freeware or shareware products.
- o Software licensing auditing services will be provided by CBL Consulting but some PC users have brought in software from home that they believe makes them more efficient. CBL Consulting does not encourage this behavior. CBL Consulting will record these installations and formally inform the Town Council President on a case by case basis.
- o The town's 31P Trunking Phone Services are not included under this contract. Changes for these services would be billed separately.
- o Live Streaming – CBL Consulting will live stream all Town Council Public Meetings to Facebook. These videos will be manually uploaded to YouTube.
- o Duration of this Agreement. This Agreement shall become effective as of the 1st day of January, 2020 and shall continue in full force and effect until the 31st day of December, 2020.
- o Termination. If CBL Consulting is unable to perform the tasks outlined in this proposal due to the incapacitation of Edward Dabrowski, then the Town of Highland has the right to seek a prorated settlement of the monthly service fee based on the remaining full calendar days left of the current month.

CBL Consulting appreciates the opportunity to provide this proposal. If you have any questions or comments regarding this proposal, or on any other service that CBL Consulting offers, please call me at your convenience at (219) 712-1890 or email me.

Sincerely,



Edward Dabrowski – President
CBL Consulting, Inc.



January 20, 2020

Mr. John M. Bach, Public Works Director
 Town of Highland, Indiana
 3333 Ridge Road
 Highland, IN 46322

RE: Pay Request No. 5
 2019 CCMG Street Improvement Project – Des. No. 1901003

Dear Mr. Bach:

As engineers for the 2019 CCMG Street Improvement Project – Des. No. 1901003, we have reviewed the enclosed Pay Request No. 5 submitted by Walsh & Kelly, Inc. Upon this review, we recommend that the current payment due be paid to the Contractor. The payment breakdown is as follows:

Pay Request No. 5

Original Contract Amount	\$ 1,788,176.50
Change Order Total	+ \$ 0.00
Revised Contract Amount	<u>\$ 1,788,176.50</u>
Total Completed & Stored to Date	\$ 1,759,347.55
Retainage Prior Pay Requests	- \$ 87,456.33
Payment Prior Pay Requests	- \$ 1,661,670.02
Total Completed & Stored this Pay Request	<u>\$ 10,221.20</u>
Retainage this Pay Request	- \$ 0.00
Total Current Payment Due	<u>\$ 10,221.20</u>
Current Payment Due	\$ 10,221.20

Enclosed are 3 originals of Pay Request No. 5 from Walsh & Kelly, Inc., including an itemized breakdown and the Contractor's partial waiver of lien.

Yours very truly,
 NIES Engineering, Inc.

Derek R. Snyder, P.E.
 Principal

cc: Highland Town Council
 Michael Griffin, Clerk-Treasurer

Mark Knesek, Operations Director
 Greg Hoffman, Walsh & Kelly, Inc.

mail@niesengineering.com ♦ www.niesengineering.com



January 20, 2020

Mr. John M. Bach, Public Works Director
Town of Highland, Indiana
3333 Ridge Road
Highland, IN 46322

RE: Pay Request No. 6
2019 CCMG Street Improvement Project – Des. No. 1901003

Dear Mr. Bach:

As engineers for the 2019 CCMG Street Improvement Project – Des. No. 1901003, we have reviewed the enclosed Pay Request No. 6 submitted by Walsh & Kelly, Inc. Since work on this project is essentially complete except for grass establishment, we recommend releasing \$57,456.33 of retainage to the Contractor, which would result in \$30,000.00 of retainage continuing to be withheld. The payment breakdown is as follows:

Pay Request No. 6

Original Contract Amount	\$	1,788,176.50
Change Order Total	+ \$	0.00
Revised Contract Amount	\$	1,788,176.50
Total Completed & Stored to Date	\$	1,759,347.55
Retainage Prior Pay Requests	- \$	87,456.33
Payment Prior Pay Requests	- \$	1,671,891.22
Total Completed & Stored this Pay Request	\$	0.00
Partial Release of Retainage to Contractor	\$	57,456.33

Enclosed are 3 originals of Pay Request No. 6 from Walsh & Kelly, Inc., including an itemized breakdown and the Contractor’s partial waiver of lien.

Yours very truly,
NIES Engineering, Inc.

Derek R. Snyder, P.E.
Principal

cc: Highland Town Council
Michael Griffin, Clerk-Treasurer

Mark Knesek, Operations Director
Greg Hoffman, Walsh & Kelly, Inc.

mail@niesengineering.com
♦
www.niesengineering.com

**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 **24th day of February 2020**, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

MUNICIPAL CUMULATIVE CAPITAL DEVELOPMENT FUND

Increase the following:

055-0000-3XXXX Street Light Repair:	<u>\$ 7,560.00</u>
<i>Total 300 Series:</i>	<u>\$ 7,560.00</u>

TOTAL for the FUND:	<u>\$ 7,560.00</u>
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Funds to support these additional appropriations in the **Municipal Cumulative Capital Development Fund** shall be supported by interest earned, miscellaneous revenue and other unassigned 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**

Payroll Docket

			Delta
\$	222,320.78	\$	222,320.78
		\$	-
Council, Boards and Commissions		\$	-
		\$	16,746.11
Office of Clerk-Treasurer			
Regular Staff	\$ 16,746.11		
Field Service Rep	\$ -		
		\$	8,197.81
Building & Inspection			
		\$	125,732.17
Metropolitan Police			
Crossing	\$ 753.20		
Full-Time Police	\$ 110,023.30		
Full-Time Non-sworn	\$ 14,955.67		
		\$	4,161.12
Fire Department			
		\$	67,483.57
Public Works Department			
Component One	\$ 67,483.57		
Component Two	\$ -		
		\$	-
Police 1925 Pensions			

Payday: **6-Dec-2019**

Payroll Docket

\$ 309,101.35

\$ 309,101.35

Delta

\$ -

Council, Boards and Commissions

\$ 10,510.06

Office of Clerk-Treasurer

\$ 16,549.73

Regular Staff \$ 16,549.73

Field Service Rep \$ -

Building & Inspection

\$ 9,437.38

Metropolitan Police

\$ 126,841.36

Crossing \$ 1,226.64

Full-Time Police \$ 109,476.14

Full-Time Non-sworn \$ 16,138.58

Fire Department

\$ 4,028.52

Public Works Department

\$ 72,141.84

Component One \$ 72,141.84

Component Two \$ -

Police 1925 Pensions

\$ 69,592.46

Payday: 20-Dec-2019

Payroll Docket

\$ 217,124.86	\$ 217,124.86	Delta	\$ -
Council, Boards and Commissions	\$ -		
Office of Clerk-Treasurer	\$ 17,113.59		
Regular Staff	\$ 17,113.59		
Field Service Rep	\$ -		
Building & Inspection	\$ 8,197.81		
Metropolitan Police	\$ 120,942.48		
Crossing	\$ 532.62		
Full-Time Police	\$ 105,092.61		
Full-Time Non-sworn	\$ 15,317.25		
Fire Department	\$ 3,645.76		
Public Works Department	\$ 67,225.22		
Component One	\$ 67,225.22		
Component Two	\$ -		
Police 1925 Pensions	\$ -		

Payday: 3-Jan-2020

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 24th DAY OF January, 2020 Michael... 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 \$ 893,064.85.

Dated this ___ day of _____, _____.

TOWN COUNCIL

MARK A. HERAK

ROGER SHEEMAN

BERNIE ZEMEN

MARK SCHOCKE

TOM BLACK

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 General						
Dept 0000						
001-0000-45200	GEN FUND TRANSFERS GROSS	84614	PAYROLL ACCOUNT	1/17 PRL D/S TRANSFER GENERAL	168,485.57	43485
	Total For Dept 0000				168,485.57	
Dept 0001 TOWN COUNCIL						
001-0001-20001	TOWN COUNCIL STATIONARY	84739	BAXTER PRINTING INC	TOWN COUNCIL STATIONARY	69.00	
001-0001-20003	1 NAME PLATES JOHN REED	84738	ALIN PLASTIC ENGRAVING	1 NAME PLATES- JOHN REED	11.75	
001-0001-38004	NEW PAGES	84743	CODE PUBLISHING COMPANY INC	MUNICIPAL CODE BOOK, SUPPLEMENT U	901.00	
001-0001-39003	NAME CHANGES ON WELCOME TO HI	84784	REGION SIGNS INC	TOWN COUNCIL MEMBER CHANGES TO WE	150.00	
001-0001-39003	B. ZEMEN MO. RADIO SHOW RES	84736	VAZQUEZ DEVELOPMENT LLC	B. ZEMEN SPONSOR OF MONTHLY RADI	200.00	
001-0001-39003	B. ZEMEN MO. RADIO SHOW RES	84737	VAZQUEZ DEVELOPMENT LLC	B. ZEMEN SPONSOR OF MONTHLY RADI	50.00	
001-0001-39004	INSERTING GAZEBO INTO BILLS	84744	LITHOGRAPHIC COMMUNICATIONS	JANUARY 2020 GAZEBO EXPRESS INSER	686.01	
	Total For Dept 0001 TOWN COUNCIL				2,067.76	
Dept 0003 VIPS						
001-0003-39007	D/S VIPS CAR WASHES FOR DEC	84750	EASY CLEAN CAR WASH, INC	D/S VIPS CAR WASHES FOR DEC	9.00	
	Total For Dept 0003 VIPS				9.00	
Dept 0004 CLERK-TREASURER						
001-0004-20001	CLERK TREASURER LETTERHEAD	84740	BAXTER PRINTING INC	D/S CLERK TREASURER-LETTERHEAD	69.00	
001-0004-20003	SOLICITOR/PEDDLER BUTTONS-300	84741	ALL THE WORKS, INC	SOLICITOR/PEDDLER BUTTONS-300	310.00	
001-0004-20003	SHW HOME OFFICE 48 INCH COMPU	84734	AMAZON	SHW HOME OFFICE 48 INCH COMPUTER	69.97	
001-0004-20003	INK JET CARTRIDGES-3	84747	PULSE TECHNOLOGY OF INDIANA	D/S INKJET CARTRIDGES-3	46.09	
001-0004-20003	D/S CALC TP, STMP PD, LBLMKR RP	84746	PULSE TECHNOLOGY OF INDIANA	D/S CALC TAPE, STMP PD, LBLMKR TAPE	17.32	
001-0004-31004	MICHAEL W GRIFFIN DUES	84745	ILMCT	2020 ANNUAL DUES GRIFFIN/STRBAK/B	364.00	43500
001-0004-34001	\$300,000 SURETY BOND FOR M GR	84640	KEYSTONE BONDING&SURETY AGE	CT PUBLIC OFFICIAL BOND	488.00	43496
001-0004-34023	HEALTH INS	84626	TOWN OF HIGHLAND INS FUND (JAN 2020 HEALTH/LIFE INS PREM CT	5,620.71	43496
001-0004-34043	LIFE INS	84626	TOWN OF HIGHLAND INS FUND (JAN 2020 HEALTH/LIFE INS PREM CT	36.78	43496
	Total For Dept 0004 CLERK-TREASURER				7,021.87	
Dept 0006 BUILDING & INSPECTION						
001-0006-21001	249.30 GALLONS UNLEADED	84792	TOWN OF HIGHLAND GASOLINE F	FUEL BY USAGE INSPECTIONS DEPT	820.31	43504
001-0006-34023	HEALTH INS	84625	TOWN OF HIGHLAND INS FUND (JAN 2020 HEALTH/LIFE INS PREM BLD	5,549.14	43495
001-0006-34043	LIFE INS	84625	TOWN OF HIGHLAND INS FUND (JAN 2020 HEALTH/LIFE INS PREM BLD	29.50	43495
	Total For Dept 0006 BUILDING & INSPECTION				6,398.95	
Dept 0007 FIRE DEPARTMENT						
001-0007-21001	113.60 GALLONS UNLEADED	84791	TOWN OF HIGHLAND GASOLINE F	FUEL BY USAGE FOR FIRE DEPT	724.13	43504
001-0007-22004	INV# 337-332648	84802	VAN SENUS AUTO VALUE	VEHICLE SUPPLIES	146.78	
001-0007-32005	STATIONS SECURITY SYSTEM	84805	PHIL & SON, INC	STATIONS SECURITY	145.60	
001-0007-33002	D/S NOTICE SIGNS	84797	BAXTER PRINTING INC	D/S NOTICE SIGNS	62.50	
001-0007-34023	HEALTH INS	84627	TOWN OF HIGHLAND INS FUND (JAN 2020 HEALTH/LIFE INS PREM FI	1,820.67	43497
001-0007-34043	LIFE INS	84627	TOWN OF HIGHLAND INS FUND (JAN 2020 HEALTH/LIFE INS PREM FI	10.80	43497
001-0007-35005	FIRE SPRINKLER	84804	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	227.03	
001-0007-35005	FIRE SPRINKLER	84803	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	222.20	
001-0007-35007	STORM - CENTRAL STATION	84804	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	67.32	
001-0007-35007	STORM - SOUTH STATION	84803	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	57.54	
001-0007-39001	ESO INSPECTION SOFTWARE	84801	ESO SOLUTIONS, INC	FIRE INSPECTION SOFTWARE	1,318.40	
	Total For Dept 0007 FIRE DEPARTMENT				4,802.97	
Dept 0008 PLAN COMMISSION						
001-0008-31002	PC ENGINEERING FEES DEC 2019	84799	NIES ENGINEERING, INC.	PC ENGINEERING FEES DEC 2019	187.81	
	Total For Dept 0008 PLAN COMMISSION				187.81	

GL-Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 General						
Dept 0009 POLICE DEPARTMENT						
001-0009-21001	1500 GAL OF GAS	84758	WARREN OIL COMPANY	1500 GAL OF GAS DELV ON 1/13	3,283.95	
001-0009-21004	MEDICAL SUPPLIES FOR BOOKING	84749	CINTAS CORPORATION NO 2	MEDICAL SUPPLIES FOR BOOKING CABI	81.21	
001-0009-23004	GW GEL PENS WITH HPD LOGO	84754	PORTER'S APPARELS INC	G2 GEL PENS WITH HPD LOGO	500.00	
001-0009-23004	D/S BAL DUE ON SUPPLIES	84755	PORTER'S APPARELS INC	D/S FOR BAL DUE ON SUPPLIES	44.31	
001-0009-34001	BOND FEES FOR POLICE COMMISSI	84752	KEYSTONE BONDINGSURETY AGE	POLICE COMMISSIONERS BONDS	500.00	
001-0009-34023	DENTAL INS	84628	TOWN OF HIGHLAND INS FUND (JAN 2020 HEALTH/LIFE INS PREM PD	89,904.58	43498
001-0009-34042	SURVIVORS ADJ	84628	TOWN OF HIGHLAND INS FUND (JAN 2020 HEALTH/LIFE INS PREM PD	1,892.08	43498
001-0009-34043	LIFE RETIREE	84628	TOWN OF HIGHLAND INS FUND (JAN 2020 HEALTH/LIFE INS PREM PD	19.69	43498
001-0009-35005	WATER SERVICE PD 11/18-12/18	84757	TOWN OF HIGHLAND UTILITIES	WATER SERVICE FOR 3315 RIDGE 11/1	584.77	
001-0009-36003	UPDATE OF FIRE EXTING AT PD	84756	SAFETY TRAINING SERVICES	UPDATE OF FIRE EXTINGUISHERS AT P	153.00	
001-0009-38006	MAT CHANGE AT PD OM 1/14	84748	CINTAS CORPORATION #319	MAT CHANGE AT PD ON 1/14	36.01	
001-0009-39001	ANNUAL MEMBERSHIP FEE 2020	84753	NW IND MAJOR CRIMES TASK FO	ANNUAL MEMBERSHIP FEE	200.00	
001-0009-39005	TNR SERVICE TO FELINE	84751	HUMANE INDIANA	TNR SERVICE TO FELINE	40.00	
	Total For Dept 0009 POLICE DEPARTMENT				97,239.60	
Dept 0011 SERVICES & WORKS						
001-0011-32008	ACCT. SERVICE FEES	84691	INVOICE CLOUD, INC	JANUARY ACCOUNT SERVICE FEES 2020	198.05	999337
	Total For Dept 0011 SERVICES & WORKS				198.05	
Dept 0012 TOWN HALL						
001-0012-21004	WATER DELIVERY12/10/19	84742	HINCKLEY SPRINGS	WATER DELIVERY 12/10/19	14.97	
001-0012-36003	TOWN HALL PEST CONTROL FOR 20	84779	HAMMOND PEST CONTROL INC/DB	PEST CONTROL PREPAY FOR 2020 W DI	969.00	
	Total For Dept 0012 TOWN HALL				983.97	
Fund 002 MVH						
Dept 0000						
002-0000-45200	MVH TRANSFERS GROSS	84615	PAYROLL ACCOUNT	1/17PRL D/S TRANSFER MVH	29,400.71	43486
	Total For Dept 0000				29,400.71	
Dept 0016 MVH ADMIN						
002-0016-33002	NOTICE AND REQUEST FOR RFP	84785	THE TIMES	NOTICE AND REQUEST FOR RFP BIDS F	64.62	
	Total For Dept 0016 MVH ADMIN				64.62	
Dept 0017 MVH RECONSTRUCTION/MAINTENANCE						
002-0017-21001	125.60 GALLONS UNLEADED	84794	TOWN OF HIGHLAND GASOLINE F	FUEL BY USAGE FOR STREET DEPT	3,651.83	43504
002-0017-21003	1101XL SUPER BLUE DISPOSABLE	84775	1ST AYD CORPORATION	LATEX GLOVES FOR STREET DEPT.	166.75	
002-0017-21003	MISC. CLEANING SUPPLIES/ GLOV	84782	MENARDS CORP - SCHERERVILLE	MISC. CLEANING SUPPLIES/GLOVES FO	307.03	
002-0017-21003	PM1 0797 START FLUID 110Z	84786	VAN SENUS AUTO VALUE	STARTER FLUID AND BLADE FOR STREE	38.03	
002-0017-21003	TCT TBB-SD STEP DOWN HEAT S	84787	VAN SENUS AUTO VALUE	STEP DOWN HEAT FOR STREET DEPT.	12.80	
002-0017-23003	R1-1STOP	84778	HALL SIGNS, INC	SIGNS FOR STREET DEPT.	1,339.95	
002-0017-23003	MISC BOLTS AND SCREWS (SEE RE	84781	MENARDS CORP - SCHERERVILLE	MISC. BOLTS AND SCREWS FOR STREET	83.14	
002-0017-23006	(12) GEL MVR175/U 47760 MULTI	84776	EESCO, A DIVISION OF WESCO D	STREET LIGHT BULBS FOR DOWNTOWN S	155.76	
002-0017-39009	9100 ERIE ST ROAD IMPROV	84777	GOUBEUX BUILDERS	D/S ROAD IMPROVEMENTS 9100 BLOCK	40,916.89	
	Total For Dept 0017 MVH RECONSTRUCTION/MAINTENANCE				46,672.18	
Fund 004 IR&S						
Dept 0000						
004-0000-31002	GENERAL CONSULTING THRU 12/27	84783	NIES ENGINEERING, INC.	GENERAL CONSULTING THRU 12/27/19	1,685.19	
	Total For Dept 0000				1,685.19	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 004 LR&S						
Total For Fund 004 LR&S						
Fund 018 Law Enforce Con't Ed						
Dept 0000						
018-0000-20003	HARD SURE CHAIR MAT	84761	ULINE	CHAIR FLOOR MAT AND UTILITY CART	282.14	
018-0000-23004	BAL UDE ON NETWORK STORAGE	84763	OFFICE DEPOT, INC	BAL DUE ON NETWORK STORAGE SERVER	4.30	
018-0000-23006	D/S PORT USB FOR PRINTERS	84762	OFFICE DEPOT, INC	D/S ON INV OF PORT USB FOR PRINTE	46.99	
018-0000-23006	TONER CARTRIDGES	84765	OFFICE DEPOT, INC	TONER CARTRIDGES	443.78	
018-0000-31004	WEBINAR TRAINING SGT CORP ADM	84759	DOLAN CONSULTING GROUP LLC	WEBINAR TRAINING FOR SGT CORP AND	470.00	
018-0000-39005	D/S P D CAR WASHES FOR DEC	84760	EASY CLEAN CAR WASH, INC	D/S P D CAR WASHES FOR DEC	180.00	
Total For Dept 0000					1,427.21	
Total For Fund 018 Law Enforce Con't Ed					1,427.21	
Fund 023 Corporation Bond - Non-Exempt Debt						
Dept 0000						
023-0000-38000	CAPITAL LEASE FOR POLICE STAT	84638	HUNTINGTON NATIONAL BANK	JAN LEASE RENTAL HIGHLAND PUBLIC	424,000.00	999336
Total For Dept 0000					424,000.00	
Total For Fund 023 Corporation Bond - Non-Exempt Deb					424,000.00	
Fund 028 Gasoline Fund						
Dept 0000						
028-0000-21001	4000 GALLONS UNLEADED FUEL	84795	WARREN OIL COMPANY	UNLEADED FUEL	8,086.00	43505
028-0000-21001	4000 GALLONS DIESEL FUEL	84796	WARREN OIL COMPANY	DIESEL FUEL	9,444.40	43505
Total For Dept 0000					17,530.40	
Total For Fund 028 Gasoline Fund					17,530.40	
Fund 030 ICT Fund						
Dept 0000						
030-0000-32001	JAN 2020 POSTAGE METER SERVIC	84798	PITNEY BOWES INC.	JAN 2020 POSTAGE METER SERVICE A	129.29	
030-0000-32001	POSTAGE FOR METER	84735	US POSTMASTER	POSTAGE FOR METER	2,000.00	
030-0000-32003	ELEVATOR PHONE--12/2/19-1/1/2	84629	AT&T	219923-2320 260 1 ELEVATOR PHONE	182.34	43487
030-0000-32003	219 R10 2255 255 7 12/2/19-1/	84630	AT&T	219 R10 2255 255 7 12/2/19-1/1/	572.51	43488
030-0000-32003	FD SOUTH 2647 45TH ST 1/8/20-	84632	COMCAST CABLE	FD S STATION PHONE/INTERNET SVC 1	145.09	43489
030-0000-32003	PHONE/INTERNET FD CENTRAL	84633	COMCAST CABLE	FD CENTRAL/2901 HIGHWAY-PHONE/INT	264.07	43490
030-0000-32003	PW INTNET # 8771400250212877	84635	COMCAST CABLE	8771400250212877 PW 8001 KENNEDY	328.70	43491
030-0000-32003	MEADOWS PKINTERNET ACT 877140	84636	COMCAST CABLE	MEADOWS PK MO INTERNET 1/12-2/11/	144.66	43492
030-0000-32003	PUMP STATION 877140025029637	84634	COMCAST CABLE	PUMP STATION 8771400250296375 11	196.42	43493
030-0000-32003	PW/B&I/PARK/FD WIRELESS 78032	84631	VERIZON WIRELESS	PW/B&I/PARK/FD WIRELESS 780324475	1,060.34	43499
030-0000-32003	SIP TRUNKING CHARGES 4/23/18-	84800	CBL CONSULTING, INC	SIP TRUNKING CHARGES 6/1-12/31/19	1,414.59	
030-0000-38006	ANNUAL PREMIUMS 2020	84806	TKB ASSOCIATES, INC	ANNUAL ASSURANCE PLAN TO 3/27/202	1,400.00	
Total For Dept 0000					7,838.01	
Total For Fund 030 ICT Fund					7,838.01	
Fund 031 Solid Waste						
Dept 0000						
031-0000-33002	2020 RECYCLE INSERT	84780	LITHOGRAPHIC COMMUNICATIONS	2020 RECYCLE INSERT	614.01	
Total For Dept 0000					614.01	
Total For Fund 031 Solid Waste					614.01	
Fund 033 Donation						
Total For Fund 033 Donation					614.01	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 033 Donation						
Dept 0004 CLERK-TREASURER	CT SHARE	84809	AMICI GRILL AND PIZZERIA	HOLIDAY EMPLOYEE APPRECIATION LUN	213.75	43506
033-0004-00100			Total For Dept 0004 CLERK-TREASURER		213.75	
Dept 0009 POLICE DEPARTMENT	PD SHARE	84809	AMICI GRILL AND PIZZERIA	HOLIDAY EMPLOYEE APPRECIATION LUN	300.00	43506
033-0009-00200			Total For Dept 0009 POLICE DEPARTMENT		300.00	
Dept 0016 MVH ADMIN	PW SHARE	84809	AMICI GRILL AND PIZZERIA	HOLIDAY EMPLOYEE APPRECIATION LUN	300.00	43506
033-0016-00500			Total For Dept 0016 MVH ADMIN		300.00	
			Total For Fund 033 Donation		813.75	
Fund 055 MCCD						
Dept 0000	NETWORK STORAGE SERVER	84764	OFFICE DEPOT, INC	NETWORK STORAGE SERVER	695.69	
055-0000-43010			Total For Dept 0000		695.69	
			Total For Fund 055 MCCD		695.69	
Fund 085 Traffic Violations						
Dept 0001 TOWN COUNCIL	CASH BOND FEES	84566	LAKE COUNTY CLERK	CASH BOND FEES	4,250.00	43484
085-0001-00400			LAKE COUNTY CLERK	CASH BOND FEES	3,000.00	43507
085-0001-00400			Total For Dept 0001 TOWN COUNCIL		7,250.00	
			Total For Fund 085 Traffic Violations		7,250.00	
Fund 104 SPECIAL COMMUNITY CROSSINGS GRANT						
Dept 0000	2019 CCMG STREET IMPROVEMENT	84789	WALSH & KELLY INC	2019 CCMG STREET IMPROVEMENT PROJ	57,456.33	
104-0000-44065			WALSH & KELLY INC	2019 CCMG STREET IMPROVEMENT PROJ	10,221.20	
104-0000-44065			Total For Dept 0000		67,677.53	
			Total For Fund 104 SPECIAL COMMUNITY CROSSINGS GRANT		67,677.53	

Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

Fund Totals:

Fund 001 General				287,395.55	
Fund 002 MVH				76,137.51	
Fund 004 LR&S				1,685.19	
Fund 018 Law Enforce Con't Ed				1,427.21	
Fund 023 Corporation Bond - Non-E				424,000.00	
Fund 028 Gasoline Fund				17,530.40	
Fund 030 ICT Fund				7,838.01	
Fund 031 Solid Waste				614.01	
Fund 033 Donation				813.75	
Fund 055 MCCC				695.69	
Fund 085 Traffic Violations				7,250.00	
Fund 104 SPECIAL COMMUNITY CROSSI				67,677.53	

893,064.85