

## **Topics Tentatively Scheduled for Study Session Discussion and**

### **Topics Requested for Action at Future Business Meetings of the Twenty-Ninth Town Council of Highland**

This meeting will be convened as an electronic meeting, pursuant to Governor Holcomb's Executive Orders 20-04, 20-09 and 20-25 and now extended by Executive Order 21-05 through March 31, 2021 allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the duration of the emergency.

People may observe and record the meeting for live streaming by joining the meeting on the following link:

<https://zoom.us/j/96736544259?pwd=S2ozdmxCWkg0VHl1ODQ1RVV3cFRcQT09>

Further, persons wishing to offer comment in the meeting may access the electronic meeting by using the preceding and adding the password for Meeting ID 967 3654 4259, password (code): 208406.

#### **Monday March 15, 2021: Study Session 6:30 p.m. Virtual/Electronic meeting**

*This meeting contributes to Agenda building for the plenary meeting. Please, also be aware of the running enrolled list of matters that are likely for the plenary meeting, subject to review by the municipal executive.*

- X. Discussion: American Rescue Plan as recently enacted and made law.
- X. Discussion: Continue to term limits on the Town Council, Clerk-Treasurer and on membership on Boards and Commissions.
- X. Discuss the merits of engaging a business process engineering study with an objective to find ways and means to lower cost without loss of quality or output and outcomes.
- X. Discuss process of moving forward on hiring a Town Manager. (Established 02.2005; abolished 12.10.2007) *Update on Job Description.*
- X. Discussion: See the BSA Module for Code Enforcement, allows permitting, integrated with the current BSA software.
- X. Discuss the merits of engaging a business process engineering study with an objective to find ways and means to lower cost without loss of quality or output and outcomes.
- X. Discussion: Using CN Grant Funding of \$10,000 to support acquiring the Ides of March. If agreeable will require another add on agreement and appropriation to proper fund.

II.

• **Plenary Business Meeting of Monday March 22, 2021 Likely matters**

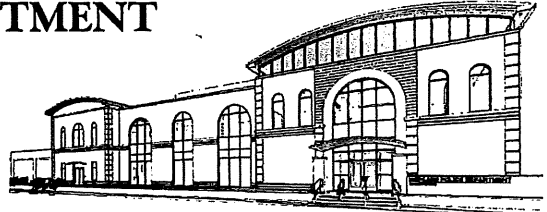
- X. Accounts payable vouchers Docket for the period of March 09, 2021 to March 22 in the amount of \_\_\_\_\_.
- X. Payroll Dockets for the payday of \_\_\_\_\_, 2021 in the amount of \$\_\_\_\_\_.
- X. Minutes of the Meeting of Monday March 08, 2021.



# HIGHLAND POLICE DEPARTMENT

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

PETER T. HOJNICKI, CHIEF OF POLICE



March 8, 2021

Michael Griffin, Clerk-Treasurer  
Kelli Strbjak, Deputy Clerk-Treasurer  
Town of Highland

Dear Michael & Kelli,

The Highland Police Department is requesting an additional appropriation transfer from the Law Enforcement Continuing Education/Training Fund (Fund 18) in the amount of \$25,000.00. This is for the purchase of a K-9, Equipment and training. Attached please find the quotations for the same.

We appreciate your consideration in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter T. Hojnicky".

Peter T. Hojnicky, Chief  
Highland Police Department

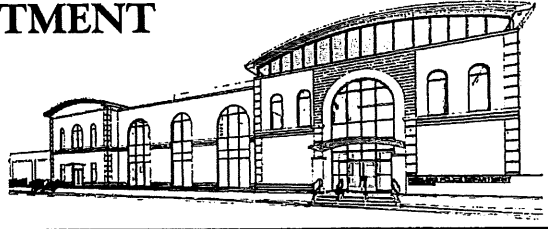
PTH/ls  
Attachment



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(219) 838-3184

PETER T. HOJNICKI, CHIEF OF POLICE



March 8, 2021

Michael Griffin, Clerk-Treasurer  
Kelli Strbjak, Deputy Clerk-Treasurer  
Town of Highland

Dear Michael & Kelli,

The Highland Police Department is requesting an additional appropriation transfer from the Law Enforcement Continuing Ed Fund (Fund 18) in the amount of \$7,500.00. This is for the purchase of an annual SWAT membership , Equipment and training. Attached please find the quotations for the same.

We appreciate your consideration in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Hojnicky".

Peter T. Hojnicky, Chief  
Highland Police Department

PTH/ls  
Attachment

## **Section 9.10.080 Law enforcement continuing education and equipment fund – Establishment.**

(A) There is hereby authorized, created and established a fund of the town of Highland, to be called the law enforcement continuing education and equipment fund, pursuant to IC 5-2-8-2(c). (*IC 5-2-8-2(b) actually creates it for each city and town*)

(B) The purpose of the law enforcement continuing education and equipment fund is to provide resources to support the continuing education and training program of the town of Highland metropolitan police department and for the acquisition of equipment and supplies for law enforcement purposes, all pursuant to IC 5-2-8-6.

(C) The sources of funding for the law enforcement continuing education and equipment fund may include the following:

(1) The receipt of the following fees:

(a) Accident report fees as authorized by IC 9-29-11-1 and HMC 9.15.160;

(b) Motor vehicle inspection fees as authorized by IC 9-29-4-2 and HMC 9.15.140;

(c) Law enforcement continuing education fees as authorized and fixed by IC 33-37-5-8(c); and

(d) Gun permit fees as authorized and fixed by IC 35-47-2-3;

(2) Interest earned from the investment of moneys on deposit to the credit of the fund, provided such investments are conducted pursuant to IC 5-13-9 et seq. [Ord. 1415 § 1, 2008. Code 2000 § 51.07].

## **9.10.090 Law enforcement continuing education and equipment fund –Purposes, uses and permissible expenditures.**

(A) Expenditures from the law enforcement continuing education and equipment fund shall be used for the continuing education and training of law enforcement officers employed by the town of Highland metropolitan police department and for the acquisition of equipment and supplies for law enforcement purposes, all pursuant to IC 5-2-8-6.

(B) Expenditures from the law enforcement continuing education and equipment fund shall be used to support the law enforcement continuing education and training program as established by IC 5-2-8-2(b). Pursuant to IC 5-2-8-2(f), it may include expenditures made to provide to each law enforcement officer employed by the town of Highland metropolitan police department continuing education concerning the following:

(1) Duties of a law enforcement officer in enforcing restraining orders, protective orders, temporary injunctions, and permanent injunctions involving abuse.

(2) Guidelines for making felony and misdemeanor arrests in cases involving abuse.

(3) Techniques for handling incidents of abuse that minimize the likelihood of injury to the law enforcement officer and promote the safety of a victim.

(4) Information about the nature and extent of abuse.

(5) Information about the legal rights of and remedies available to victims of abuse.

(6) How to document and collect evidence in an abuse case.

(7) The legal consequences of abuse.

- (8) The impact on children of law enforcement intervention in abuse cases.
- (9) Services and facilities available to victims of abuse and abusers.
- (10) Verification of restraining orders, protective orders, temporary injunctions, and permanent injunctions.
- (11) Policies concerning arrest or release of suspects in abuse cases.
- (12) Emergency assistance to victims of abuse and criminal justice options for victims of abuse.
- (13) Landlord-tenant concerns in abuse cases.
- (14) The taking of an abused child into protective custody.
- (15) Assessment of a situation in which the child may be seriously endangered if the child is left in the child's home.
- (16) Assessment of a situation involving an endangered adult (as defined in IC 12-10-3-2).
- (17) Response to a sudden, unexpected infant death. [Ord. 1415 § 1, 2008. Code 2000 § 51.08].

**9.10.100 Law enforcement continuing education and equipment fund –Expenditure upon appropriation.**

Expenditures from the law enforcement continuing education and equipment fund may be made only upon appropriation by the fiscal body for the purpose for which the fund is specifically established, in the manner provided by statute for making other appropriations, and shall be disbursed only on approved accounts payable vouchers allowed by the legislative body, all pursuant to IC 5-11-10 and 36-5-4. [Ord. 1415 § 1, 2008. Code 2000 § 51.09].

**9.10.110 Law enforcement continuing education and equipment fund –Investments authorized.**

Money in the law enforcement continuing education and equipment fund may be invested; provided, that the yields from the purchase and sale of any such investments shall be deposited with the fund pursuant to IC 5-13-9 and Chapter 3.40 HMC. [Ord. 1415 § 1, 2008. Code 2000 § 51.10].

**9.10.120 Law enforcement continuing education and equipment fund –Preservation and disposition of fund assets.**

All unused and unencumbered cash on deposit to the credit of the fund does not revert to the corporation general fund nor to any other fund but shall remain with the law enforcement continuing education and equipment fund until such time as an ordinance or state law is passed and adopted regarding its disposition. [Ord. 1415 § 1, 2008; Code 2000 § 51.11].

## Summary for FY 2021

### LAW ENFORCEMENT CONTINUING EDUCATION and EQUIPMENT FUND

<u>Expenses/Appropriated</u>	\$	-	Delta	\$	-
	\$	45,500.00			
	\$	45,500.00			
				YTD	
<u>Income</u>				6/30/20	
prop tax	\$	-			
other income	\$	29,850.00		\$ 18,719.61	63%
	\$	29,850.00			
	\$	-			
<b>Net Income (deficit)</b>	<b>\$</b>	<b>(15,650.00)</b>			
Proposed Add Appropriations	\$	-			
<b>Rev Net Income/(deficit)</b>	<b>\$</b>	<b>(15,650.00)</b>			
Jan 1 Cash Balance	\$	90,159.05			
<u>Encumbrances</u>	\$	-			
<i>Incurring in FY 20</i>					
<i>To be Paid in FY 21</i>					
Adjusted Jan 1 Balance	\$	90,159.05			
Dec 31 Cash Balance	\$	74,509.05	(Estimated)		
<b>Undesignated fund</b>	<b>\$</b>	<b>74,509.05</b>			
Adjusted by Collections	\$	-			
Adjusted by Tax Cap	\$	-			
Ending Cash Balance	<b>\$</b>	<b>74,509.05</b>			
Change in cash Balance	\$	(15,650.00)			
Required Reserve Balance:	\$	-			

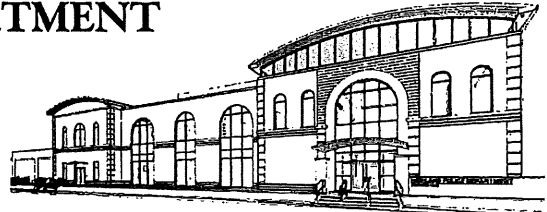
See IC 5-2-8-2(c)  
HMC Sections 9.10.080 through 9.10.120



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PETER T. HOJNICKI, CHIEF OF POLICE



March 8, 2021

Michael Griffin, Clerk-Treasurer  
Kelli Strbjak, Deputy Clerk-Treasurer  
Town of Highland

Dear Michael & Kelli,

The Highland Police Department is requesting an additional appropriation transfer from the Public Safety Fund (Fund 093) in the amount of \$10,000.00. This is for the purchase of a Drone, Equipment and training. Attached please find the quotations for the same.

We appreciate your consideration in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Hojnicky".

Peter T. Hojnicky, Chief  
Highland Police Department

PTH/lis  
Attachment



## Article I. Special Public Safety Fund

### 9.20.010 Establishment.

(A) There is hereby authorized, created and established a fund of the town of Highland to be called the special public safety fund, pursuant to IC 36-1-3 et seq., and Section 477 of Public Law 182-2009 (ss).

(B) The special public safety fund is dedicated and established for accumulating funds to provide resources to support lawful purposes of the municipality, and public safety purposes as are identified in this article.

(C) The sources of funding for the special public safety fund includes the following:

- (1) The particular distribution transferred from the dormant county welfare funds, by the Lake County council and distributed pursuant to provisions set forth in Section 477 of Public Law 182-2009 (ss);
- (2) Interest earned from the investment of moneys on deposit to the credit of the fund, provided such investments are conducted pursuant to IC 5-13-9 et seq.;
- (3) Gifts, donations and other voluntary contributions from any person to the fund consistent with the lawful purposes and objects of the fund;
- (4) Money derived from state or federal reimbursement grants, matching funds, or contributions for such projects as may be consistent with the objects and purposes of this fund, and the associated grant; and
- (5) Fees charged and collected for special events/parade permits as set forth in HMC 10.15.050.

(D) The special public safety fund is subject to the same appropriation process as other funds of the municipality that receive tax money.

(E) The special public safety fund is established and remains in effect until such time as all the cash on deposit to the fund is expended or until the fund is repealed or rescinded by action of the town council, whichever comes first. [Ord. 1516 § 2, 2012].

### 9.20.020 Purposes, uses and permissible expenditures.

Expenditures from the special public safety fund shall only be used for the following purposes:

(A) To pay expenses related to public safety purposes, all pursuant to Section 477 of Public Law 182-2009 (ss);

(B) To pay the deductibles on insurance not already provided for in other funds of the municipality, provided it is for public safety purposes;

(C) To pay monetary settlements, damages or claims in consequence of a legal cause of action, provided it is related to public safety purposes;

(D) To purchase gasoline and oil for the operation of motorized vehicles used for public safety purposes;

(E) To purchase equipment, motor vehicles, special purpose vehicles, and accessories for such vehicles that are used for public safety purposes;

(F) To pay expenses related to maintenance and repairs of the emergency and weather warning siren system of the town;

(G) To pay such other expenses for acquisition or related costs for property (real or personal) or for such other goods and services as may be identified from time to time, for which an appropriation has been approved and possesses or is related to a public safety purpose. [Ord. 1516 § 2, 2012].

**9.20.030 Expenditure upon appropriation.**

Expenditures from the special public safety fund may be made only upon appropriation by the fiscal body for the purpose for which the fund is specifically established, in the manner provided by statute for making other appropriations and shall be disbursed only on approved accounts payable vouchers allowed by the legislative body, all pursuant to IC 5-11-10 and 36-5-4. [Ord. 1516 § 2, 2012].

**9.20.040 Investments authorized.**

Money in the special public safety fund may be invested; provided, that the yields from the purchase and sale of any such investments shall be deposited with the fund pursuant to IC 5-13-9 and Chapter 3.40 HMC. [Ord. 1516 § 2, 2012].

**9.20.050 Preservation and disposition of fund assets.**

(A) All unused and unencumbered cash on deposit to the credit of the special public safety fund does not revert to the corporation general fund nor to any other fund but shall remain with the special public safety fund until such time as all the cash on deposit to the fund is expended or until the fund is repealed or rescinded by action of the town council, whichever comes first.

(B) Unless otherwise provided by ordinance, if all cash on deposit to the fund is expended, the municipal fiscal officer shall be authorized to retire the fund, following completion of the required audit by the State Board of Accounts. [Ord. 1516 § 2, 2012].

## Summary for FY 2021

### **SPECIAL PUBLIC SAFETY FUND**

<u>Expenses/Appropriated</u>	\$ -		
	\$ -	Delta	\$ -
	\$ -		
			YTD
<u>Income</u>			6/30/20
prop tax	\$ -		
other income	\$ -	\$ 18,719.61	#DIV/0!
	\$ -		
	\$ -		
<b>Net Income (deficit)</b>	\$ -		
Proposed Add Appropriations	\$ -		
<b>Rev Net Income/(deficit)</b>	\$ -		
Jan 1 Cash Balance	\$ 15,567.43		
<u>Encumbrances</u>	\$ -		
<i>Incurring in FY 20</i>			
<i>To be Paid in FY 21</i>			
Ajdu Jan 1 Balance	\$ 15,567.43		
Dec 31 Cash Balance	\$ 15,567.43		
<b>Undesignated fund</b>	\$ <b>15,567.43</b>		
Adjusted by Collections	\$ -		
Adjusted by Tax Cap	\$ -		
Ending Cash Balance	\$ <b>15,567.43</b>		
Change in cash Balance	\$ -		
Required Reserve Balance:	\$ -		

Police Initiatives

\$	3,246.00	Purchase shortfall	
\$	5,300.00	Lease Shortfall	in current budget would need it raised in subsequent years
\$	25,000.00	K-( Equipment and Dog and training	
\$	15,000.00	Drone	
\$	150,000.00	Body Cams	
\$	8,000.00	Bicycle Program	Public Safety LIT
\$	7,500.00	SWAT	1st year all but
\$	214,046.00		\$ 4,000.00 Annual SWAT membership \$ 10,000.00 Annual User Fees

Clerk-Treasurer Initiatives

\$ 17,300.00

Fire Department

\$	13,700.00	Battery powered extracation tool
\$	10,500.00	7 sets of active shooter PPE
\$	(4,000.00)	Less Grant cost
\$	37,500.00	5 Thermal Imagers
\$	75,000.00	SCBA Compressor
\$	3,500.00	Training Solutions fee
\$	17,500.00	Training Hours under the service
\$	13,440.00	Rapid Intervention
\$	167,140.00	

*Paul Gennip  
2.10.05*

REIMBURSEMENT for PPE

\$	12,766.09	Highland Parks and Recreation	
\$	5,917.01	Fire Department Supplies (General Fund)	
\$	637.78	Public Works Department	
\$	27,999.13	Town Hall Supplies	Does this include the sneeze and spray separation panels?
\$	47,320.01		

CARES ACT IFA FUND

\$	726,156.00	Balance
\$	250,000.00	Restricted pledge for Community Crossings
\$	47,320.01	PPE REIMBURSEMENT
\$	214,046.00	Police Initiatives
\$	17,300.00	CT Office
\$	167,140.00	Fire Department
\$	695,806.01	

Balance AVAIL \$ 30,349.99

Proposal for Software and Services, Presented to...

Town of Highland, Lake County IN

October 20, 2020

Quoted by: Dan J. Burns, CPA



*Thank you for the opportunity to quote our software and services.*

*At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.*

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

BS&A Software  
14965 Abbey Lane Bath MI 48808  
(855) BSA-SOFT / fax (517) 641-8960  
bsasoftware.com

## Cost Summary

Applications and Annual Service Fee prices based on an approximate population of 22,641. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

### Applications

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#### Community Development

Building Department .NET	<b>\$15,620</b>
Field Inspection .NET	<b>\$6,560</b>

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#### BS&A Online

Community Development	<b>\$9,840</b>
<i>Permit Application Feature - Enables contractors and the general public to submit permit applications online (A fee of \$2/application is accumulated and billed to the municipality).</i>	

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Subtotal    **\$32,020**

### Data Conversions/Database Setup

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Convert existing Builder Radius (SQL) data to BS&A format:

Building Department (per database)	<b>\$13,275</b>
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No conversion or database setup to be performed for:  
Field Inspection

### Custom Import

Custom import from third-party software to populate Building Department database with parcels, properties, and current owners.	<b>\$1,500</b>
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## Project Management and Implementation Planning

### Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

**\$7,750**

## Implementation and Training

- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

### Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	1		<b>\$1,000</b>
Community Development Applications	Days:	14		<b>\$14,000</b>
	Total:	15	Subtotal	<b>\$15,000</b>



## Cost Totals

*Not including Annual Service Fees*

Applications	\$32,020
Data Conversions	\$13,275
Custom Import	\$1,500
Project Management and Implementation Planning	\$7,750
Implementation and Training	\$15,000
<b>Total Proposed</b>	<b>\$69,545</b>
<i>Travel Expenses</i>	<i>\$5,025</i>

### Payment Schedule

- 1<sup>st</sup> Payment: **\$21,025** to be invoiced upon execution of this agreement.
- 2<sup>nd</sup> Payment: **\$32,020** to be invoiced at start of training.
- 3<sup>rd</sup> Payment: **\$21,525** to be invoiced upon completion of training.





## Annual Service Fees

Unlimited support during your first year with the program is included in your purchase price. Thereafter, Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index (CPI).

<b>Community Development</b>	
Building Department .NET	\$3,125
Field Inspection .NET	\$1,310
<b>BS&amp;A Online</b>	
Community Development	\$1,970
<b>Total Annual Service Fees</b>	<b>\$6,405</b>

