

Agenda
Twelfth Regular or Special Meeting
of the Twenty-Ninth Town Council of Highland
Regular Meeting of Monday, June 08, 2020 at 6:30 p.m.
Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code

This meeting will be convened as an electronic meeting, pursuant to Governor Holcomb's Executive Orders, 20-04, 20-09, 20-25 and extended by Executive Order 20-30, allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the duration of the emergency, now through to July 4.

People may observe and record the meeting for live streaming by joining the meeting on the Zoom platform

<https://zoom.us/j/95065369900?pwd=WkVRdGpRMDhVTmNYSkIxSEdGU2Ewdz09>

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 950 6536 9900, password (code): 489265.

Prayer: Roger Sheeman

Pledge of Allegiance: Roger Sheeman

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 11 May 2020.

Special Orders:

1. **Consideration of Proposed Additional Appropriations:** (non-controlled funds) Proposed Additional Appropriations in Excess of the 2020 Budget for the Gaming Revenue Sharing Fund, General Improvement Fund, Economic Development Local Income Tax Fund, Public Safety Local Income Tax Fund, and the Innkeeper Tax Fund.
 - (a) Attorney verification of Proofs of Publication: The TIMES 14 May 2020.
 - (b) **Public Hearing.**
 - (c) **Action on Appropriation Enactment No. 2020-25:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Gaming Revenue Sharing Fund, General Improvement Fund, Economic Development Local Income Tax Fund, Public Safety Local Income Tax Fund, and the Innkeeper Tax Fund, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

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.

2. **Consideration of Proposed Additional Appropriations:** (controlled funds): Proposed Additional Appropriations in Excess of the 2020 Budget for the Redevelopment General Fund and in the Works Board Department of the Corporation General Fund.
 - (a) Attorney verification of Proofs of Publication: The TIMES 14 May 2020.
 - (b) **Public Hearing.**
 - (c) Action on **Appropriation Enactment No. 2020-26:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Office of the Clerk-Treasurer of the Corporation General Fund, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

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

Staff Reports:

- Building & Inspection Report for May 2020.
- Fire Department Report for May 2020.
- Workplace Safety Report for May 2020.

Appointments: *Legislative Appointments*
Home Rule Commissions

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

Unfinished Business & General Orders:

1. **Proposed Ordinance No. 1716:** An Ordinance to Amend The Current Code of Ordinances for The Town of Highland, Creating a New Chapter, 2.01, to be Styled the Non Discrimination Plan of the Town of Highland, All Pursuant To IC 36-1-5 and IC 36-1-27 Et Seq. *(It has become increasingly necessary and desirable to adopt a policy regarding non-discrimination in part to remain eligible for certain federal funding.)*
2. **Enactment No. 2020-27:** An Enactment Expressing a Finding and Determination that an Emergency Continues to Exist and Re-Affirming the Town Executive's Proclamation 2020-02 Declaring a Local Disaster Emergency, Granting a Time extension and Conferring Special Authority on the Municipal Executive of the Town of Highland.
3. **Resolution No. 2020-23:** A Resolution Authorizing Temporary Interfund Loan or Transfer Pursuant to IC 36-1-8-4 of the Indiana Code and Section 3.20.040 of the Highland Municipal Code for the Corporation Bond and Interest Fund, the Sanitary District Bond and Interest Fund, and the Redevelopment District Bond and Interest fund.
4. **Resolution No. 2020-24:** A Resolution Regarding the Disposition of Appropriated Resources in Several Funds of the Municipality, Authorizing Their transfer to the Community Crossings Grant Capital Fund.
5. **Resolution No. 2020-28** A Resolution Authorizing And Establishing A Reopening Policy Pursuant To Indiana Governor Executive Order 2020-26.
6. **Works Board Order No. 2020-30:** An Order Authorizing and Approving the First Change Order to the Construction Contract with Walsh & Kelly, Incorporated related to the 2019 CCMG Street Improvement Project, DES

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#1901003, all Pursuant to I.C. 36-1-12-18 and Accepting the Recommendation of NIES Engineering, Incorporated to Release Retainage in the amount of Thirty Thousand Dollars and no Cents (\$30,000.00) to Walsh & Kelly, Incorporated.

7. **Works Board Order No. 2020-32:** An Order of the Works Board Approving Authorizing and Approving an Agreement between London Witte Group, LLP and the Town of Highland Office of Town Council and the Sanitary District to Perform Professional Financial Advisory and Bond Sale Support Services Regarding the Refunding of Certain Outstanding Bonds of the Sanitary District.
8. **Works Board Order No. 2020-33:** An Order of the Works Board Approving Authorizing and Approving an Agreement between London Witte Group, LLP and the Town of Highland Office of Town Council and the Lincoln Community Center Building Corporation to Perform Professional Financial Advisory and Bond Sale Support Services Regarding the Refunding of Certain Outstanding Bonds of the Lincoln Community Center Building Corporation.
9. **Executive Order No. 2020-31:** An Order for the Temporary Waiver of Late charges by the Municipal Utilities and for a Temporary Moratorium on Cessation of Water Services or Shut-offs to Enforce Payment. *(Extending the provisions of Executive Order No. 2020-12.)*
10. **Authorizing the proper officer to publish legal notice of a public hearing;** Public Hearing to consider additional appropriations in the amount of \$972,865 in the **Downtown Allocation Area Fund. (Date of proposed hearing should be discussed)**
11. **Proposed Ordinance No. 1717:** An Ordinance to Establish and Control the Use of Ceremonial and Honorific Banners on the Town of Highland Property Specifically for the Used Described in the Ordinance.

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 addressing the Town Council are requested to limit their presentations to two (2) minutes and encouraged to avoid repetitious comments.
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ACTION TO PAY Accounts Payable Vouchers	Accounts payable vouchers May 12, 2020 June 8, 2020 in the amount of \$888,083.60. Payroll Docket for the payday of May 8, 2020, in the amount of \$219,859.92 and the payday of May 22, 2020 in the amount of \$289,759.45.
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ADJOURNMENT	The Town Council may meet in study session immediately following the Regular Meeting.
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**Enrolled Minutes of the Eleventh Regular or Special Meeting
For the Twenty-Ninth Highland Town Council
Regular Plenary Meeting (Electronic)
Monday, May 11, 2020**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, May 11, 2020 at 6:31 O'clock P.M. in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

This meeting was convened as an *electronic meeting*, pursuant to Governor Holcomb's Executive Order 20-04 and 20-09, an extended by Executive Order 20-25, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 public health emergency. All persons were meeting remotely on a Zoom platform that allowed for real time interaction, and supported the public's ability to observe and record the proceedings. When the agenda item provided for public comment, this was supported as well. Councilor Herak, while not required under the Governor's orders, was present on the premises of the plenary meeting room.

Pursuant to HMC Section 2.05.130(A)(2), the Town Council considered and reviewed the agenda in an informal proceeding.

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 Thomas Black offering a prayer and then leading in the Pledge of Allegiance to the Flag of the United States of America.

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: (all electronically) John P. Reed, Town Attorney; John M. Bach, Public Works Director; Pete Hojnicky, Police Chief; William R. Timmer, Jr., CFOD, Fire Chief; Alex M. Brown, CPRP, Parks and Recreation Superintendent; Kathy DeGuilio-Fox, Redevelopment Director; and Kenneth J. Mika, Building Commissioner, were present.

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

Guests: Robin Carlascio of the Idea Factory, was also present electronically.

Minutes of the Previous Meeting: The minutes of the regular meeting of April 27, 2020 was submitted for consideration. Councilor Zemen moved the approval of the minutes. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The minutes of 27 April 2020 were approved.

Public Comments on Agenda Items:

There were no comments.

Communications:

1. Communication from the *Highland Census Complete Count Committee* regarding the status of its Implementation of the Action Plan for the May 11, 2020 Meeting. (Includes response rates from 2010) The Town Council acknowledged the receipt of the report and the associated map.

HIGHLAND 2020 CENSUS COMPLETE COUNT COMMITTEE
Town Council Staff Report- May 11th Meeting

Current activities include the following: A Census message placed on the May water bill; continued social media posts and "Shares" by other Department's social media outlets; and, additional Census content in May's Gazebo Express.

Residents have three ways to self-respond to the Census: they can go to my2020census.gov to respond online; respond by phone may call 844-330-2020; and, residents who have not already responded can fill out and mail in paper questionnaires. The availability of the mail-in method is boosting the rates throughout town.

As of statistics obtained today (May 8th), we are approaching the 2010 self-response levels town-wide, and in almost all of the individual Census tracts. I have supplied a Census tract map with this report. A 2010/ 2020 comparison of self-response rates to date, shows as follows:

Entire Town- 2010 Final- 80.6 %
2020 To Date- 75.2%

#405.01- 2010 Final- 74.4%
2020 To Date- 62.9%

#405.02- 2010 Final- 80.5%
2020 To Date- 74.9%

#406- 2010 Final- 77.3%
2020 To Date- 74.4%

#407- 2010 Final- 83.7%
2020 To Date- 81%

#408.01- 2010 Final- 84.2%
2020 To Date- 80.2%

#408.02- 2010 Final- 83.7%
2020 To Date- 80%

Respectfully submitted,
Lance Ryskamp- Co-Chair

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Duplex/Condo:	0	0	0	\$0.00	\$0.00
Residential Additions:	1	1	0	\$42,656.00	\$875.00
Residential Remodeling:	41	41	0	\$423,184.00	\$8,385.00
Garages:	1	1	0	\$67,388.00	\$1,237.50
Sheds:	1	1	0	\$500.00	\$94.00
Decks & Porches:	6	6	0	\$17,629.00	\$1,220.00
Fences:	15	15	0	\$37,048.00	\$1,816.00
Swimming Pools:	3	3	0		\$282.00
DrainTile/ Waterproofing:	10	10	0	\$82,955.00	\$2,118.00
Miscellaneous	10	10	0	\$16,160.00	\$1,471.50
TOTAL:	91	89	2	\$1,122,670.00	\$24,512.00
Electrical Permits	17	16	1		\$1,769.00
Mechanical Permits	6	5	1		\$652.00
Plumbing Permits	8	5	3		\$1,053.50
Water Meters	0	0	0		\$0.00
Water Taps	0	0	0		\$0.00
Sewer/Storm Taps	1	0	1		\$500.00
TOTAL Plumbing:	10	5	5		\$2,443.50

April Code Enforcement:

Investigations: 082
Citations: 003
Warnings: 000

April Inspections:

Building: 30 Electrical: 19 Plumbing: 11 HVAC: 10
Electrical Exams: 0

• **Fire Department Report for April 2020**

Type of Call	Month	1 st half of year	
General Alarms	11	34	
Paid Still Alarms	12	78	
Still Alarms	02	19	
Total Alarms:	25	131	Calls YTD: 131 calls

• **Workplace Safety Report for April 2020**

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

Department	Injuries this Month	Year to Date 2020	Total in 2019	Restricted Days 2020	Lost Workdays This Year (2020)	Restricted Days Last Year (2019)	Lost Workdays Last Year (2019)
Parks	1	1	0	0	0	0	0
Fire	0	0	1	0	0	0	0
Police	0	0	4	0	0	0	0
Street	0	0	1	0	0	0	0

Water & Sewer	0	0	5	31	0	0	0
Maint.	0	0	1	0	0	14	2
Other	0	0	1	0	0	0	0
TOTALS	1	1	13	31	0	14	2

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 (May be made in meeting or at another time)

- 1. 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 Clerk-Treasurer reported that the School Town Board of Trustees President had recommended the renewed appointment of Patrick Krull as the non-voting advisor to the Redevelopment Commission.

Noting the recommendation, the Town Council President, as municipal executive, announced the reappointment of **Patrick Krull** as the non-voting advisor to the Highland Redevelopment Commission, for a two year term, beginning at the conclusion of the current term, July 1, 2020 and ending on June 30, 2022.

Unfinished Business and General Orders:

- 1. Enactment No. 2020-22:** An Enactment Appropriating Additional Monies in Excess of the Annual Budget from Monies Received as a Grant from the State or Federal Government in the **Public Safety Local Income Tax Fund**, pursuant to I.C. 6-1.1-18-7.5, I.C. 36-5-3-5 et seq.

Councilor Herak introduced and moved the consideration of Enactment No. 2020-22 in the same meeting of its introduction. Councilor Black seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of its introduction.

Councilor Herak moved the passage and adoption of Enactment No. 2020-22 in the same meeting of its introduction. Councilor Black seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment was passed and adopted at the same meeting of its introduction.

Town of Highland
APPROPRIATION ENACTMENT
ENACTMENT NO. 2020-22

AN ENACTMENT APPROPRIATING ADDITIONAL MONIES IN EXCESS OF THE ANNUAL BUDGET FROM MONIES RECEIVED AS A GRANT FROM THE STATE OR FEDERAL GOVERNMENT PUBLIC SAFETY LOCAL INCOME TAX FUND, PURSUANT TO I.C. 6-1.1-18-7.5, I.C. 36-5-3-5 ET SEQ.

WHEREAS, IC 6-1.1-18-7.5 provides that notwithstanding any other law, the appropriating body of a political subdivision may appropriate any funds received as a grant from the state or the federal government without using the additional appropriation procedures under IC 6-1.1-18-5, if the funds are provided or

designated by the state or the federal government as a **reimbursement** of an expenditure made by the political subdivision;

WHEREAS, The Town Council has been informed of the receipt of funds from a grant of the **State of Indiana Department of Homeland Security Grants**, representing a fire service safety grant particularly represented on Clerk-Treasurer's receipt number 651710 in the amount of \$4,088.80, receipt number 651711 in the amount of \$26,748.00 as reimbursement in support of certain public safety equipment and training; and,

WHEREAS, The Town Council has been further informed that these funds were provided or designated by the state or the federal government as a reimbursement of an expenditure made by the political subdivision,

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

Section 1. That for the actual expenses of said municipality related to the Fire Service and Public Safety Initiative funded by **State of Indiana Department of Homeland Security Grants** to reimburse the municipality for its actual over time expenses incurred by the assigned person, or for equipment maintenance, the following additional sums of money, received as a grant from the state or the federal government and designated as a reimbursement of an expenditure made by the political subdivision, are hereby appropriated and ordered set apart out of the funds herein named:

PUBLIC SAFETY LOCAL INCOME TAX FUND

Increase Account:

Acct. 249-0000-43006 Equipment Turn Out Gear:	\$ 30,836.80
<i>Total 400 Series Increases</i>	\$ 30,836.80

Total of All Fund Increases: \$ 30,836.80

Section 2. 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 11th day of May 2020 Consideration on same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ENACTED AND ADOPTED this 11th Day of May 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

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

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)

- 2. Works Board Order No. 2020-28: (A Joint Order/Resolution)** A Joint Resolution of the Board of Works and The Water Works Board of Directors Awarding a Bid to Grimmer Construction, Incorporated for the Robertson Place and Rosewood Ct. Water Main Replacement and street improvement project in the Total amount of \$530,530.00 as the Lowest Responsive and Responsible Bid.

Allow for Town Attorney to comment on the Proof of Publication regarding the receipt and opening of bids.

Legal opinion on notice. The Town Attorney, indicated that legal notice published in the Times on April 20, and again on April 27, 2020 for bids opened on May 7, 2020 at 10:00 a.m., was in order and complied with IC 5-3-1 and IC 36-1-12 *et seq.*

Councilor Herak moved the passage and adoption of Works Board Order No. 2020-28. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The works board order was adopted.

BOARD OF WORKS
ORDER OF THE WORKS BOARD NO. 2020-28

WATERWORKS DISTRICT OF HIGHLAND
BOARD OF WATERWORKS DIRECTORS
RESOLUTION NO. 2020-07

A JOINT RESOLUTION OF THE BOARD OF WORKS AND THE WATER WORKS BOARD OF DIRECTORS
AWARDING A BID TO GRIMMER CONSTRUCTION, INCORPORATED FOR THE ROBERTSON PLACE AND
ROSEWOOD CT. WATER MAIN REPLACEMENT AND STREET IMPROVEMENT PROJECT IN THE TOTAL
AMOUNT OF \$530,530.00 AS THE LOWEST RESPONSIVE AND RESPONSIBLE BID

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 to make certain public improvements and repairs to roadway infrastructure on Robertson Place (south of 81st Street) and Rosewood Ct. including the replacement of defective curb and sidewalk, pavement, and tree removal and replacement and have hereto approved a project to be described as the Robertson Pl., and Rosewood Ct. Water Main Replacement & Street Improvement Project (Project); and

Whereas, The Town of Highland has procured a Community Development Block Grant, from the U.S. Department of Housing and Urban Development through an application filing with the Lake County Community Development Department in the amount of \$102,130.00, which will offset the costs for the roadway improvements described herein; and

Whereas, The Waterworks District of Highland (WW 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 Water Works 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 WW District, through its Board of Directors, has determined the need to replace and upsize the existing water lines within the Project boundaries, as described herein, in order to improve water flow and water quality; has determined that it would be in the best interest of the utility to coordinate the work with the Project; and have agreed to fund its share of the construction costs and engineering services necessary to complete the work; and

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

Whereas, The following bids were received at 10:00 a.m. on May 7, 2020:

Grimmer Construction, Inc.	\$530,530.00
Rex Construction Co., Inc.	\$542,072.00
deBoer Egolf Corporation	\$597,818.95
Rieth-Riley Construction Co., Inc.	\$620,837.50
Gatlin Plumbing & Heating, Inc.	\$650,000.00
Hasse Construction Co., Inc.	\$651,909.25
Austgen Equipment, Inc.	\$724,038.00
Dyer Construction Co., Inc.	\$730,965.89
Engineer's Estimate	\$597,345.00

Whereas, NIES Engineering, Inc. has reviewed the bids and determined that the bid from Grimmer Construction, Incorporated in the amount of Five Hundred Thirty Thousand Five Hundred Thirty Dollars and 00/100 (\$530,530.00) to be the lowest responsive and responsible bid;

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);

Whereas, The Town of Highland, through its Board of Works, now desires to accept the recommendation of the Public Works Director and award a construction contract to Grimmer Construction, Incorporated for the Robertson Pl. and Rosewood Ct. Water Main Replacement and Street Improvement Project, the CDBG Project for FY 2020, in the amount of \$194,426.10 for street and right-of-way improvements;

Whereas, The Water Works District of Highland, through its Board of Directors, now desires to accept the recommendation of the Water Works Superintendent and Water Works Engineer and award the bid for Robertson Pl., and Rosewood Ct. Water Main Replacement and Street Improvement Project to Grimmer Construction, Incorporated in the amount of \$336,103.90 for water works improvements; and,

Now, Therefore Be it Resolved or Ordered by the Board of Directors of the Highland Waterworks, Lake County, Indiana, the Board of Works for the Town of Highland and the Board of Commissioners of the Highland Sanitary District as follows:

Section 1. That the Bid of Grimmer Construction, Incorporated in the amount of Five Hundred Thirty Thousand Five Hundred Thirty Dollars and 00/100 (\$530,530.00) for the Robertson Pl. and Rosewood Ct. Water Main Replacement and Street Improvement Project is hereby accepted as the lowest responsive and responsible bid;

Section 2. That the Town of Highland, through its Board of Works, acknowledges and approves its share of the work in the amount of One Hundred Ninety-four Thousand Four Hundred Twenty-six Dollars and 10/100 Cents (\$194,426.10);

Section 3. That the Waterworks District of Highland, through its Board of Directors, acknowledges and approves its share of the work for Robertson Pl. and Rosewood Ct. Water Main Replacement and Street Improvement Project in the amount of Three Hundred Thirty-six Thousand One Hundred Three Dollars and 90/100 Cents (\$336,103.90);

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.

BE IT SO ORDERED.

Board of Works Jurat

DULY, PASSED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 11th day of April 2020 having passed by a vote of 5 in favor and 0 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)

Board of Waterworks Directors Jurat

Duly Adopted, Resolved and Ordered by the Waterworks Board of Directors of Highland, Lake County, Indiana, this 28th day of May 2020. Having been passed by a vote of ____ in favor and ____ opposed.

**HIGHLAND WATERWORKS
BY ITS BOARD OF DIRECTORS:**

George A. Smith, President

Attest:

Richard E. Volbrecht Jr., Secretary

- 3. Works Board Order No. 2020-29:** 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 Services during Construction for the Robertson pl. and Rosewood Court water main and Street Improvement Project in the Total Amount not-to-exceed \$55,500.00.

Councilor Herak moved the passage and adoption of Works Board Order No. 2020-29. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The works board order was adopted.

**TOWN OF HIGHLAND
BOARD OF WORKS
ORDER OF THE WORKS BOARD NO. 2020-29**

**WATERWORKS DISTRICT OF HIGHLAND
BOARD OF WATERWORKS DIRECTORS
RESOLUTION NO. 2020-08**

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 SERVICES DURING CONSTRUCTION FOR THE ROBERTSON PL. AND ROSEWOOD CT. WATER MAIN AND STREET IMPROVEMENT PROJECT IN THE TOTAL AMOUNT NOT-TO-EXCEED \$55,500.00

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 to make certain public improvements and repairs to roadway infrastructure on Robertson Pl. (south of 81st Street) and Rosewood Ct. including the replacement of defective curb and sidewalk, pavement, and tree removal and replacement;

Whereas, The Town of Highland has filed an application for Community Development Block Grant funding (FY 2020), with the Lake County Community Development Department, which will offset the costs for the improvements in the amount of \$102,130.00;

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.;

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;

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;

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

Whereas, NIES Engineering, Incorporated, (Consultant) has offered and presented an agreement to provide and furnish Professional Engineering Services during Construction 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-five Thousand Five Hundred Dollars (\$55,500.00) allocated in the amount of Thirty-four Thousand Five Hundred Dollars and no Cents (\$34,500.00) to the Waterworks District and Twenty-one Thousand Dollars and no Cents (\$21,000.00) to the Board of Works;

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);

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 Services during Construction Proposal (incorporated by reference and made a part of this resolution) from NIES Engineering, Incorporated for the Robertson Pl. and Rosewood CT., 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 Construction Engineering services in the not to exceed amount of Fifty-five Thousand and Five Hundred Dollars (\$55,500.00) allocated in the amount of Thirty-four Thousand Five Hundred Dollars and no Cents (\$34,500.00) to the Waterworks District and Twenty-one Thousand Dollars and no Cents (\$21,000.00) 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.

Be it So Ordered.

Works Board Jurat

Duly Adopted, Resolved and Ordered by the Highland Town Council, Lake County, Indiana, this 11th day of May 2020. Having been passed by a vote of 5 in favor and 0 opposed.

BOARD OF WORKS 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)

Waterworks Board Jurat

Duly Adopted, Resolved and Ordered by the Waterworks Board of Directors of Highland, Lake County, Indiana, this 28th day of May 2020. Having been passed by a vote of ____ in favor and ____ opposed.

Highland Waterworks
By Its Board of Directors:

George A. Smith, President

Attest:

Richard E. Volbrecht Jr., Secretary

(This portion intentionally left blank)



May 7, 2020

Mr. George A. Smith, President
Highland Waterworks Board of Directors
3333 Ridge Road
Highland, IN 46322

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

RE: Proposal for Professional Engineering Services During Construction
Robertson Pl. & Rosewood Ct. Water Main Replacement & Street Improvement Project

Dear Messrs. Smith and Schocke:

Thank you for the opportunity to present this proposal for professional engineering services during construction of the "Robertson Pl. & Rosewood Ct. Water Main Replacement & Street Improvement Project". This project would provide water main replacement and street improvements for Robertson Place (portion south of 81st Street) and Rosewood Court. This project will provide complete water main replacement, targeted storm sewer replacement, full depth street rehabilitation and replacement of deteriorated sidewalk, curb, driveway aprons and parkway trees.

The construction cost for the project is \$530,530.00 per the low bid received on May 7, 2020, with a preliminary breakdown of \$336,103.90 for water main replacement work and \$194,426.10 for street improvement work. As a joint project between the Highland Waterworks Board and the Highland Board of Works, it is our understanding that water main replacement work would be funded by the Waterworks Board and that street improvement work would be funded by a combination of Lake County CDBG funds and Town funds.

Our proposal is based on providing engineering services during construction, including preparation and review of legal documentation, shop drawing review, regular daily field inspection, erosion control review, pay request review, change order preparation, punch list follow-up and record drawing coordination. We propose to provide engineering services during construction for a not-to-exceed fee of \$55,500.00, divided as follows: \$34,500.00 to the Highland Waterworks Board and \$21,000.00 to the Highland Town Council.

Billings will not exceed the budget without your prior authorization. We propose to provide engineering services based on labor billing at 2.90 times the actual salary of staff assigned to your project. Hourly billing ranges by staff category are presented in Table 1. Direct expenses such as reproduction and similar items will be billed at actual cost. Mileage will be billed at the current IRS approved rate. The attached "Standard Conditions for Professional Engineering Services" is included by reference.

mail@niesengineering.com
♦
www.niesengineering.com

Again, thank you for the opportunity to present this proposal. Your signatures below and return of one copy of this proposal to our office will constitute your acceptance and our notice to proceed.

Yours very truly,
NIES Engineering, Inc.



Derek R. Snyder, P.E.
Principal

TOWN OF HIGHLAND WATERWORKS BOARD OF DIRECTORS
(Engineering Fee Authorized: \$34,500.00)

Accepted By: _____

Date: _____

HIGHLAND TOWN COUNCIL
(Engineering Fee Authorized: \$21,000.00)

Accepted By: _____

Date: _____

cc: Highland Waterworks Board of Directors
Highland Town Council
Mr. John Bach
Mr. Mark Kneseck
Mr. Michael Griffin

X:\Projects\HIGHLAND\WATERBRD\Proposals\2020\Robertson_Place_Construction_Engineering_Proposal.doc

Table 1

2020 NIES Engineering Personnel Hourly Rates

Classification	Hourly Rate	
	From	To
Intern	\$34.00	\$40.00
Clerical	\$29.00	\$43.00
Senior Clerical	\$41.00	\$48.00
Administrative Assistant	\$59.00	\$61.00
Senior Administrative Assistant	\$70.00	\$72.00
Technician Level 1	\$50.00	\$60.00
Technician Level 2	\$65.00	\$70.00
Technician Level 3	\$75.00	\$80.00
Technician Level 4	\$90.00	\$95.00
Technician Level 5	\$95.00	\$100.00
Technician Level 6	\$105.00	\$110.00
Engineer Level 1	\$70.00	\$80.00
Engineer Level 2	\$80.00	\$90.00
Engineer Level 3	\$100.00	\$110.00
Engineer Level 4	\$115.00	\$125.00
Engineer Level 5	\$125.00	\$135.00
Project Manager	\$120.00	\$130.00
Senior Project Manager	\$175.00	\$175.00
Principal Level 1	\$130.00	\$135.00
Principal Level 2	\$135.00	\$140.00
Senior Principal	\$185.00	\$190.00

STANDARD CONDITIONS FOR PROFESSIONAL ENGINEERING SERVICES

The term "NIES Engineering" used in these terms and conditions is defined as: NIES Engineering, Incorporated of 2421 173rd Street, Hammond, Indiana 46323; its officers, partners, employees, sub-consultants and sub-contractors.

1. REIMBURSABLE EXPENSES:

- 1.1. Reimbursable expenses are defined as follows and shall be invoiced at direct cost:
 - Reproduction of documents.
 - Shipping and mailing expenses.
 - Any other disbursements, application fees, etc., made on behalf of the Owner.

2. INDEMNIFICATION:

- 2.1. The OWNER agrees to hold harmless and indemnify NIES Engineering for and against all claims, damages, awards and costs of defense arising out of delays in NIES Engineering's performance resulting from events beyond the NIES Engineering's control.
- 2.2. Whereas construction job-site safety conditions are the sole responsibility of the Construction Contractor, the OWNER agrees to hold harmless and indemnify NIES Engineering for and against all claims, damages, awards and costs of defense arising out of claims related to Construction job-site safety.
- 2.3. The OWNER agrees to stipulate within the Contract Documents that the Contractor shall purchase and maintain, during the course of construction, "all-risk" builder's risk insurance which names the Contractor, the Owner's agents, and NIES Engineering as additional insureds.
- 2.4. It is understood and agreed that if NIES Engineering's Basic Services under this Agreement do not include project observation or review of the Contractor's performance or any other construction phase services, that such services will be provided for by the Client. If said services are provided for by the Client, then the Client assumes all responsibility for interpretation of the Contract Documents and for construction observation and supervision and waives any claims against NIES Engineering that may be in any way connected thereto. In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold NIES Engineering harmless from any loss, claim or cost, including reasonable attorneys' fees and costs of defense, arising or resulting from the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of NIES Engineering.

3. TERMINATION:

- 3.1. This agreement between OWNER and NIES Engineering may be terminated by either party upon seven days, written notice in the event of substantial failure of performance of the material terms and conditions of this agreement by the other party through no fault of the terminating party.
- 3.2. If this agreement is terminated during the course of performance of the services, NIES Engineering shall be paid for the services performed during the period prior to the effective date of termination of the agreement.
- 3.3. If, prior to termination of this agreement, any services designed or specified by NIES Engineering during any phase of the service is suspended in whole or in part for more than three months or abandoned after written notice from the OWNER, NIES Engineering shall be paid for such services performed prior to receipt of such notice.

4. BILLING/PAYMENTS:

- 4.1. NIES Engineering reserves the right to adjust billing rates periodically as salary rates are adjusted and to use the most up-to-date billing rates in preparing project invoicing.

5. REUSE OF DOCUMENTS:

- 5.1. All reports, schedules, drawings, specifications of services of NIES Engineering for this project are instruments of services for this project only and shall remain the property of NIES Engineering until the OWNER has compensated NIES Engineering in full for services rendered pursuant to the AGREEMENT. Upon final payment for services and for each separately accepted and authorized proposal for additional services, ownership of instruments of service shall be vested in the OWNER. NIES Engineering, however, may retain record copies of all such instruments of service and may use such for NIES Engineering's exclusive purposes.
- 5.2. Any reuse of reports, schedules, drawings, specifications of services of NIES Engineering for this project without written verification or adaptation by NIES Engineering for the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to NIES Engineering, or to NIES Engineering's independent professional associates or consultants, and OWNER shall indemnify and hold harmless NIES Engineering and NIES Engineering's independent professional associates and consultants from all claims, damages, losses and expenses including attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle NIES Engineering to further compensation at rates to be agreed upon by OWNER and NIES Engineering.

6. OPINIONS OF PROJECT COST, CONSTRUCTION AND OPERATION AND MAINTENANCE:

- 6.1. Since NIES Engineering has no control over the cost of labor, materials, equipment or services furnished by others, or over the Contractor methods of determining prices, or over competitive bidding or market conditions, NIES Engineering's opinions of probable Construction Cost are to be made on the basis of NIES Engineering's experience and qualifications and represent NIES Engineering's best judgment as an experienced and qualified professional engineer, familiar with the construction industry, but NIES Engineering cannot and does not guarantee that proposals, bids or actual Construction Cost will not vary from opinions of probable cost prepared by NIES Engineering. Similarly, opinions of Project Cost and Annual Operation and Maintenance Cost cannot be guaranteed because they depend upon numerous factors beyond NIES Engineering's control.

7. MEDIATION:

- 7.1. In addition to and prior to arbitration, the parties shall endeavor to settle disputes by mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect unless the parties mutually agree otherwise. Demand for mediation shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.

8. FIDUCIARY RESPONSIBILITY:

- 8.1. CLIENT confirms that NIES Engineering has not offered any fiduciary service to client and no fiduciary responsibility shall be owed to client by NIES Engineering as a consequence of NIES Engineering's entering into this agreement with client.

9. HAZARDOUS MATERIALS:

- 9.1. As used in this Agreement, the term hazardous materials shall mean any substances, including but not limited to asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as such of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site.
- 9.2. Both parties acknowledge that the NIES Engineering's scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event NIES Engineering or any other party encounters any hazardous or toxic materials, or should it become known to NIES Engineering that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of NIES Engineering's services, NIES Engineering may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the Client retains appropriate engineers or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations.
- 9.3. The Client agrees, notwithstanding any other provision of this Agreement, to the fullest extent by law, to indemnify and hold harmless NIES Engineering from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action, except for the sole negligence or willful misconduct of NIES Engineering.

10. CONSEQUENTIAL DAMAGES

- 10.1. Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Owner or NIES Engineering, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Owner and NIES Engineering shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

11. SEVERABILITY:

- 11.1. If any clause or provision of this Agreement shall be held to be invalid in whole or in part, then the remaining clauses and provisions or portions thereof shall nevertheless be and remain in full force and effect.

NIES-2020-M29

- 4. Meeting cancellation.** Action regarding cancellation of Town Council Plenary meeting of Monday, May 25, 2020 owing to Memorial Day Holiday, all pursuant to Section 2.05.130(D) of the Highland Municipal Code.

Councilor Herak moved to cancel the plenary meeting of the Town Council for Monday, May 25, 2020 owing to the Memorial Day holiday. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. the meeting was cancelled.

- 5. Re-Authorizing the proper officer to publish legal notice of a public hearing:** Public Hearing to consider additional appropriations in the amount of \$84,500 in Gaming Revenue Sharing Fund; in the amount of \$5,000 in the Economic Development Local Income Tax (LIT) Fund; the amount of \$4,000 in the Public Safety Local Income Tax Fund; the amount of \$2,000 in the Innkeeper Tax Fund; the amount of \$350,000 in the Works Board Department of the Corporation General Fund, and the amount of \$293 in the Redevelopment General Fund.

Councilor Black moved to authorize and instruct 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 and instructed to re-publish legal notice for a public hearing.

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

With leave from the Town Council, the Town Council President determined to discuss the status of the Independence Day twilight parade and the associated Independence Day festival. The Town Council President noted that he contacted the assistant general counsel to the Office of Indiana Governor regarding clarification of the timetable for the incremental stages outlined in Executive Order No. 20-26, which outlines the gradual opening of the Indiana economy following the order to shelter in place in consequence of the national COVID 19 public health emergency.

The Town Council President noted that the week delay for Lake and Marion Counties was intended to remain throughout the stages, meaning that Stage 3 would not begin for Lake County before July 11. The Town Council President further reported that the Community Events Commission was seeking guidance from the Town Council regarding the event. Following deliberation, there was a consensus to suggest to the Community Events Commission that the events be cancelled owing to the public health requirements of the Governor's order.

The deliberation included a possibility of postponing or scheduling some similar event in the Fall or somehow schedule a fireworks event that could be conducted where the public could observe from parked cars.

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

Councilor Zemen expressed appreciation for the municipal staff and its work during the COVID 19 public health emergency and he wished everyone to stay well and observe the practices suggested by the CDC.

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

Councilor Herak thanked all of the department leadership and the Fire Chief for organizing the daily teleconferences to create a "virtual" emergency operations center.

Councilor Herak noted the birthday of his friend Ken Wolak, with whom he would often run.

Councilor Herak acknowledged the Public Works Director, who reported on progress in getting protective guards for the countertops at the Highland municipal building.

Councilor Herak acknowledged the Building Commissioner, who reported on matters pending before the Advisory Board of Zoning Appeals.

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

Councilor Black thanked Highland residents for their compliance with the Governor's Executive Orders. He further thanked the IT Consultant for the streaming of the Town Council meeting.

- **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 noted that the Redevelopment Commission would be conducting a study session on Tuesday.

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

The Town Council President acknowledged the Parks and Recreation Superintendent who reported on parks and recreation and its reading of Indiana Governor Executive Order No. 20-26 and its import for re-opening the Community Center and resuming recreation programing.

Comments from Visitors or Residents:

1. Larry Kondrat, Highland, inquired about the Redevelopment Commission seeking new appraisals for property at the corner of Jewett and Kennedy Avenue. Mr. Kondrat noted that the Redevelopment Commission previously had obtained appraisals at the same sight. Mr. Kondrat expressed concern for any undue pricing demands from the current owner.

Mr. Kondrat further expressed concern for the use of electronic meetings by the Plan Commission as he opined it might limit the ability of persons to express comments regarding the pending petition seeking a proposed re-zoning filed by the Russell Group, to support a senior housing development near Strack and Van Til Retail Grocer, on Cline Avenue.

There was an extended colloquy between and among Mr. Kondrat, the Town Council President and Councilor Herak regarding the merits of the senior housing development.

2. Elijah Aurand, Highland, asked if a timeline had been established for the re-opening of the Hghland Municipal Building. It was noted that it had not.

Mr. Aurand further asked whether the senior housing development and the improvement of and addition to the Town's local roads and street inventory of the private road now called "Ernie Strack Drive" could be achieved without taxpayer financial assistance.

Fire Chief report. With leave from the Town Council, the Fire Chief was allowed to offer a brief survey of fire department activity. (The Fire Chief had departed from the meeting to respond to an incident call and had just returned.)

Payment of Accounts Payable Vouchers. There being no further comments from the public, Councilor Black moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period April 28, 2020 through May 11, 2020 as well as to ratify the payroll docket for the payday April 24, 2020. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payroll dockets and other payments allowed in advance were ratified, and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

Vendors Accounts Payable Docket:

General Fund, \$311,357.23; Motor Vehicle Highway and Street (MVH) Fund, \$37,957.41; Local Road and Streets Fund, \$3,508.38; Law Enforcement Continuing Education and

Training and Supply Fund, \$1,032.35; Hazardous Materials Incident Response Fund, \$1,998.58; Flexible Spending Accounts Agency Fund, \$619.20; Insurance Premium Agency Fund, \$204,205.77; Information Communications Technology Fund, \$6,910.21; Civil Donation Fund, \$497.00; Police Pension 1925 Fund, \$684.00; Traffic Violations and Law Enforcement Agency Fund, \$2,500.00; Public Safety Local Income Tax Fund, \$9,805.00; Total: \$581,075.13.

Payroll Docket for payday of April 24, 2020:

Council, Boards and Commissions, \$8,570.06; Office of Clerk-Treasurer, \$16,127.21; Building and Inspection Department, \$8,361.81; Metropolitan Police Department, \$115,618.55; Fire Department, \$36,858.89; Public Works Department (Agency), \$63,541.41 and 1925 Police Pension Plan Pension Fund, \$69,061.65; Total Payroll: \$318,139.58.

Adjournment of Plenary Meeting. Councilor Zemen moved that the plenary meeting electronically convened be adjourned. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The regular plenary meeting, convened electronically, of the Town Council for Monday, May 11, 2020 was adjourned at 7:53 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

*** Proof of Publication ***

State of Indiana)
) ss:
Lake County)

Personally appeared before me, a notary public in and for said county and state, the undersigned Nicole Muscari who, being duly sworn, says that She/he is Legal Clerk of the Northwest Indiana Times newspaper of general circulation printed and published in the English language in the Town of Munster in state and county afore-said, and that the printed matter attached hereto is a true copy, which was duly published in said paper for 1 time(s), the date(s) of publication being as follows:

May 14, 2020

TOWN OF HIGHLAND, CLERK TREASURER - LEGALS
DENISE BECK, ACCTS PAYABLE
3333 RIDGE ROAD
HIGHLAND IN 46322

ORDER NUMBER 42666

The undersigned further states that the Northwest Indiana Times newspaper maintains an Internet website, which is located at www.nwi.com website and that a copy of the above referenced printed matter was posted on such website on the date(s) of publication set forth above.

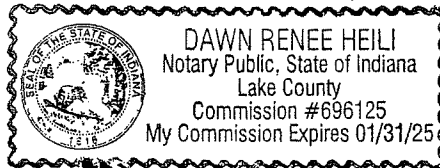
Nicole Muscari
Nicole Muscari, Legal Clerk

By: _____

Subscribed and sworn to before me this 15 day of May 2020.

Dawn Renee Heili
Notary Public

My commission expires:



Section: Legals

Category: 198 Legal - Lake County

PUBLISHED ON: 05/14/2020

TOTAL AD COST: 53.42

FILED ON: 5/14/2020

***** Proof of Publication *****

**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, convening electronically at 6:30 p.m. on the 8th day of June 2020, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

GAMING REVENUE SHARING

FUND:

Increase:

Acct. No. 091-0000-31002 Engineering

\$84,500.00

Total Series: \$84,500.00

Total Increase: \$84,500.00

Decrease:

Acct. No. 091-0000-23005 Road Salt:

\$4,020.33

Total Series: \$4,020.33

Acct. No. 091-0000-44307 45th & 5th Street ROW:

\$1,095.21

Total Series: \$1,095.21

Total Decreases: \$5,115.54

Total Net Fund Increase:

\$79,384.46

ECONOMIC DEVELOPMENT LOCAL INCOME TAX FUND:

Increase:

Account No. 250-0000-35010 Downtown Development:

\$5,000.00

Total Series: \$5,000.00

Total for the Fund: \$5,000.00

PUBLIC SAFETY LOCAL INCOME TAX FUND:

Increase:

Account No. 249-0000-290000 PPE and COVID Supplies:

\$4,000.00

Total Series: \$4,000.00

Total for the Fund: \$4,000.00

INNKEEPER TAX FUND:

Increase:

Account No. 024-0000-22908 Semaphores:

\$2,000.00

Total Series: \$2,000.00

Total for the Fund: \$2,000.00

Funds to support these additional appropriations in the **Gaming Revenue Sharing Fund** shall be from reductions in existing appropriations, interest earnings, miscellaneous revenues, a distribution pursuant to IC 4-33-12.5 et seq., payments from NIPSCO pursuant to a reimbursement agreement related to sidewalk construction and unobligated fund balance on deposit to the credit of the Fund.

Funds to support these additional appropriations in the **Economic Development LIT Fund** shall be from interest earnings, miscellaneous revenues, a distribution pursuant to IC 6-3.6 et seq., and unobligated fund balance on deposit to the credit of the Fund.

Funds to support these additional appropriations in the **Public Safety LIT Fund** shall be from interest earnings, miscellaneous revenues, a distribution pursuant to IC 6-3.6 et seq., and unobligated fund balance on deposit to the credit of the Fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. Taxpayers are encouraged to access the meeting through the Zoom meeting platform using the following link:

<https://zoom.us/j/9506536990-0?pwd=WkV RdGpRMDhVTmNYS kxSEdGU2Ewdz09>

Call the Office of Clerk-Treasurer at (219) 838-1080 to obtain added details, provide a written comment

***** Proof of Publication *****

details, provide a written comment or to provide your electronic mail address to receive the link and added access to the public hearing and the meeting.

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

5/14 -42666 -hspaxlp

**Town of Highland
Appropriation Enactment
Enactment No. 2020-25**

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the GAMING REVENUE SHARING FUND, ECONOMIC DEVELOPMENT LOCAL INCOME TAX FUND, PUBLIC SAFETY LOCAL INCOME TAX FUND, AND INNKEEPER TAX 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 **Gaming Revenue Sharing Fund, Economic Development Local Income Tax Fund, Public Safety Local Income Tax Fund, and Innkeeper Tax 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, if any, 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 **Information Communications Technology Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

GAMING REVENUE SHARING FUND

Increase:

Acct. No. 091-0000-31002 Engineering	<u>\$ 84,500.00</u>
<i>Total Series:</i>	\$ 84,500.00

Total Increase: \$ 84,500.00

Decrease:

Acct. No. 091-0000-23005 Road Salt:	<u>\$ 4,020.33.</u>
<i>Total Series:</i>	\$ 4,020.33

Acct. No. 091-0000-44307 45 th & 5 th Street ROW:	<u>\$ 1,095.21.</u>
<i>Total Series:</i>	\$ 1,095.21

Total Decreases: \$ 5,115.54

Total Net Fund Increase: \$ 79,384.46

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 **Economic Development Local Income Tax Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

ECONOMIC DEVELOPMENT LOCAL INCOME TAX FUND:

Increase:

Account No. 250-0000-35010 Downtown Development:	<u>\$ 5,000.00</u>
Total Series:	\$ 5,000.00
Total for the Fund:	\$5,000.00

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 **Public Safety Local Income Tax Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

PUBLIC SAFETY LOCAL INCOME TAX FUND:

Increase:

Account No. 249-0000-290000 PPE and COVID Supplies:	<u>\$ 4,000.00</u>
Total Series:	\$ 4,000.00
Total for the Fund:	\$ 4,000.00

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 **Innkeeper Tax Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

INNKEEPER TAX FUND:

Increase:

Account No. 024-0000-22908 Semaphores:	<u>\$ 2,000.00</u>
Total Series:	\$ 2,000.00
Total for the Fund:	\$2,000.00

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. 5-14-1.5 et seq.

Introduced and Filed on the 8th Day of June 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)**

*** Proof of Publication ***

State of Indiana)
) ss:
Lake County)

Personally appeared before me, a notary public in and for said county and state, the undersigned Nicole Muscari who, being duly sworn, says that She/he is Legal Clerk of the Northwest Indiana Times newspaper of general circulation printed and published in the English language in the Town of Munster in state and county afore-said, and that the printed matter attached hereto is a true copy, which was duly published in said paper for 1 time(s), the date(s) of publication being as follows:
May 14, 2020

TOWN OF HIGHLAND, CLERK TREASURER - LEGALS
DENISE BECK, ACCTS PAYABLE
3333 RIDGE ROAD
HIGHLAND IN 46322

ORDER NUMBER 42678

The undersigned further states that the Northwest Indiana Times newspaper maintains an Internet website, which is located at www.nwi.com website and that a copy of the above referenced printed matter was posted on such website on the date(s) of publication set forth above.

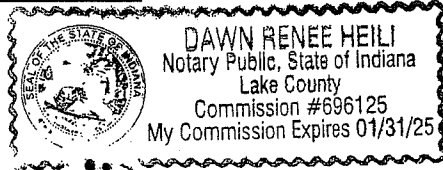
Nicole Muscari
Nicole Muscari / Legal Clerk

By: _____

Subscribed and sworn to before me this 15 day of May 2020.

Dawn Renee Heili
Notary Public

My commission expires:



Section: Legals
Category: 198 Legal - Lake County
PUBLISHED ON: 05/14/2020

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, convened electronically at 6:30 p.m. on the 8th day of June 2020, will consider the following additional appropriations in excess of the budget for the current year in the following funds:
REDEVELOPMENT GENERAL FUND
Increase the following:
094-0000-39003 Mains Street Professional Services

\$293.00
Total 300 Series: \$293.00
TOTAL for the FUND: \$293.00

CORPORATION GENERAL FUND
Works Board Department
Increase the following:
001-0011-39999 Local Share Transfer CCMGF

\$350,000.00
Total 300 Series: \$350,000.00
TOTAL for the FUND: \$350,000.00

Funds to support these additional appropriations in the Redevelopment General Fund shall be supported by a cash proceeds remaining from a public economic development event and unreserve fund balance on deposit to the fund.

Funds to support these additional appropriations in the Corporation General Fund shall be supported by a miscellaneous revenues, interest earned and resources in excess of the reserve balance requirements, that constitutes unreserve fund balance on deposit to the fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. **They shall go to the following link and access the public hearing on Zoom Meeting:**
<https://zoom.us/j/95065369900?pwd=WkVRdGpRMlhVTmNYSkIxSEdGU2Ewdz09>

Call the Office of Clerk-Treasurer at (219) 838-1080 to obtain added details, provide a written comment or to provide your electronic mail address to receive the link and added access to the public hearing and the meeting.

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
5/14 -42678 -hspaxlp

TOTAL AD COST: 36.23
FILED ON: 5/14/2020

**TOWN OF HIGHLAND
APPROPRIATION ENACTMENT
ENACTMENT NO. 2020-26**

An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Works Board Department of the Corporation General Fund and in the Redevelopment 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 **Works Board Department of the Corporation General Fund and in the Redevelopment 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 **Works Board Department of the Corporation General Fund** and for the purposes herein specified, subject to the laws governing the same:

CORPORATION GENERAL FUND

Works Board Department

Increase the following:

001-0011-39999 Local Share Transfer CCMGF	<u>\$ 350,000.00</u>
<i>Total 300 Series:</i>	<u>\$ 350,000.00</u>

TOTAL for the FUND: \$ 350,000.00

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 **Redevelopment General Fund** and for the purposes herein specified, subject to the laws governing the same:

REDEVELOPMENT GENERAL FUND

Increase the following:

094-0000-39003 Mains Street Professional Services	<u>\$ 293.00</u>
<i>Total 300 Series:</i>	<u>\$ 293.00</u>

TOTAL for the FUND: \$ 293.00

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. 5-14-1.5 *et seq.*

Introduced and Filed on the 8th Day of June 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:

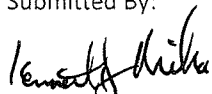
**Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)**

Building Report May, 2020

PERMIT TYPE	#	Res.	Comm.	Est. Cost	Fee Collected
Commercial Buildings	0	0	0	\$ -	\$ -
Comm. Additions/Remodel	4	0	4	\$ 83,985.00	\$ 6,011.00
Signs	0	0	0	\$ -	\$ -
Single Family	0	0	0	\$ -	\$ -
Duplex/Condo	0	0	0	\$ -	\$ -
Residential Additions	1	1	0	\$ 29,500.00	\$ 655.50
Residential Remodeling	73	73	0	\$ 629,428.00	\$ 12,989.20
Garages	0	0	0	\$ -	\$ -
Sheds	6	6	0	\$ 10,626.00	\$ 1,117.00
Decks & Porches	4	4	0	\$ 9,622.00	\$ 805.50
Fences	13	13	0	\$ 53,493.00	\$ 1,874.50
Above/In ground pools	5	5	0	\$ -	\$ 470.00
Drain Tile/Waterproofing	5	5	0	\$ 43,043.00	\$ 1,050.00
Misc concrete demo	6	6	0	\$ 34,080.00	\$ 1,068.00
Total Building Permits	117	113	4	\$ 893,777.00	\$ 26,040.70
Electrical Permits	11	9	2	\$ -	\$ 1,311.00
Mechanical Permits	9	7	2	\$ -	\$ 998.00
Plumbing Permits	7	6	1	\$ -	\$ 829.30
Water Meters	0	0	0	\$ -	\$ -
Water taps	0	0	0	\$ -	\$ -
Sewer/Storm Taps	0	0	0	\$ -	\$ -
Total Plumbing Permits	7	6	1	\$ -	\$ 829.30

May 2020 Code Enforcement: 129 Investigations and 8 Citations were issued and 129 Warnings given
 Inspections done for the month of May 2020 were as follows: 27 Building Inspections,
 12 Plumbing Inspections, 10 HVAC and 14 Electrical Inspections. There was 1 Electrical Exam given.

Submitted By:


 Kenneth J. Mika

FIRE DEPARTMENT REPORT

Month of **MAY** 2020

Type of Calls	May 2020	YTD
General Alarms	09	43
Paid Still Alarms	27	105
Still Alarms	<u>06</u>	<u>25</u>
Total:	42	
Total Calls in 2020		173

2020

TOWN OF HIGHLAND INJURIES FOR THE MONTH
MAY

CASE	DATE	DEPARTMENT	DESCRIPTION	Record Only No Med Treatment	OSHA Recordable	Not OSHA Recordable	Filed with WC Insurance
	OF INJURY						
RO-2	5/20/20	Public Works	While getting our of truck EE stepped down on Rt. Foot and rolled ankle.	X		X	X

RO = Record Only

DEPARTMENT	INJURIES	YEAR TO	TOTAL	RESTRICTED	LOST DAYS	RESTRICTED	LOST DAYS
	THIS MONTH	DATE	2019	DAYS THIS YEAR	THIS YEAR	DAYS 2019	2019
PARK & REC		1				0	0
FIRE			1			0	0
POLICE			4			0	0
STREET			1			0	0
WATER/SEWER	1	1	5	31	11	0	0
MAINTENANCE			1			14	2
OTHER			1			0	0
TOTALS	1	2	13	31	11	14	2

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

ORDINANCE No. 1716
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE TO AMEND THE CURRENT CODE OF ORDINANCES FOR THE TOWN OF HIGHLAND, CREATING A NEW CHAPTER, 2.01, TO BE STYLED THE NON DISCRIMINATION PLAN OF THE TOWN OF HIGHLAND, ALL PURSUANT TO IC 36-1-5 AND IC 36-1-27 ET SEQ.

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

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

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

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

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

Section 1. That the Highland Municipal Code, be hereby amended by creating a new Chapter, 2.01, to be called *Non Discrimination Plan of the Town of Highland* which shall read as follows:

2.01 Non Discrimination Plan of the Town of Highland

Preamble: That the Town of Highland acknowledges that Title IV of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin, in any program service or activity that receives federal assistance. It is the policy of the Town of Highland and all its executive departments that discrimination based upon the foregoing is further proscribed for activities and enterprises of the municipality, its executive departments, special taxing districts and enterprises, according to the provisions of this chapter.

TO BE INSERTED after mark-up of the exhibit

Section 2. That the provisions of HMC Section 1.01.040 still pertain, ... "the clerk-treasurer is authorized and instructed to communicate with the codifier to assign any ordinances of a general and permanent nature and pertaining to a subject or subjects contained in or covered by the code, that were passed and adopted from and after January 22, 2001, and up to and until the passage and adoption of a replacement or successor code, to the appropriate title and section in the code herein adopted, according to its numbering and citation protocols, within a timetable that the clerk-treasurer determines to be reasonable." The Clerk-Treasurer is instructed and authorized to codify the finally adopted provisions of the Non Discrimination Policy, pursuant to the Section cited herein;

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

Introduced and Filed on 8th day of June 2020. Consideration on 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; IC 36-5-2-10.2)

FINAL
TOWN OF HIGHLAND
TITLE VI NON-DISCRIMINATION PLAN

Prepared for:

Town of Highland
3333 Ridge Road
Highland, Indiana 46322

Title VI Coordinator:
John M. Bach
Public Works Director
(219) 972-5069
Fax: (219) 972-5085
jbach@highland.in.gov

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DLZ Job No. 1664-2140.90

April 2020

1.0 INTRODUCTION

The Town of Highland (Town) was incorporated in 1910 and is a part of the Chicago metropolitan area. The Town is located in Lake County, just east of the Illinois border, and only 21 miles from Chicago. The Town is bordered by Hammond on the north, Munster on the west, Schererville to the south, and Griffith to the east. The Town had a population of 23,727 at the 2010 census and has had a steady population for several years. Highland is known for its bustling retail, neighborhood restaurants, quality neighborhoods, and schools. The Town serves all people, including minority populations, low-income populations, the elderly, persons with disabilities, and those who traverse the Town. The Town recognizes its responsibility to provide fairness and equity in all of its programs, services, and activities, and that it must abide by and enforce federal and state civil rights legislation.

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin, in any program, service or activity that receives federal assistance. Specifically, Title VI assures that, "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance (42 U.S.C. Section 2000d)." The use of the word "person" is important, as the protections afforded under Title VI apply to anyone, regardless of whether the individual is lawfully present in the United States or a citizen of a state within the United States. In addition to Title VI, there are other non-discrimination statutes that afford legal protection, including:

- Section 162(a) of the Federal-Aid Highway Act of 1973 prohibits discrimination based on sex (23 USC 324) and is the enabling legislation of the Federal Highway Administration (FHWA)
- Age Discrimination Act of 1975 prohibits discrimination based on age
- Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination based on disability

Taken together, these requirements define an over-arching Title VI/Non-Discrimination Program. It is important to also understand that Title VI and the additional non-discrimination requirements are applicable to federal programs in addition to programs receiving federal financial assistance due to the Civil Rights Restoration Act of 1987. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 prohibits unfair and inequitable treatment of persons displaced or whose property has been acquired as a result of projects which are undertaken with federal financial assistance.

In addition to statutory authorities, there are two Presidential Executive Orders (EO) that place further emphasis upon the Title VI protections of race and national origin. These are EO #12898 ("Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations") and EO #13166 ("Improving Access to Services for Persons with Limited English Proficiency"). EO #12898 (Environmental Justice) directs federal agencies to develop strategies to address disproportionately high and adverse human health or environmental effects of their programs on minority and low-income populations. Environmental Justice initiatives are accomplished by involving the potentially affected public in the development of transportation projects that fit within their communities without sacrificing safety or mobility. In 1997, the U.S. Department of Transportation (USDOT) issued its DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations to summarize and expand upon the requirements of EO 12898. EO #13166 (Limited English Proficiency) directs federal agencies to evaluate services provided and implement a system that ensures that Limited English Proficiency (LEP) persons are able to meaningfully

access the services provided consistent with, and without unduly burdening, the fundamental mission of each federal agency. Additionally, each federal agency shall ensure that recipients of federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

As a recipient of federal financial assistance, the Town must provide access to individuals with limited ability to speak, write, or understand the English language. The Town will not restrict an individual in any way from the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under its programs or projects. Individuals may not be subjected to criteria or methods of administration which cause adverse impact because of their race, color, national origin, age, sex, or disability or have the effect of defeating or substantially impairing accomplishment of the objectives of the program because of race, color, age, sex, disability, or national origin. Therefore, the primary goals and objectives of the Town of Highland's Title VI Program are:

1. To assign roles, responsibilities, and procedures for ensuring compliance with Title VI of the Civil Rights Act of 1964 and related regulations and directives;
2. To ensure that people affected by the Town's programs and projects receive the services, benefits, and opportunities to which they are entitled without regard to race, color, national origin, age, sex, or disability;
3. To prevent discrimination in the Town of Highland's programs and activities, whether those programs and activities are federally funded or not;
4. To establish procedures for identifying impacts in any program, service, or activity that may create illegal adverse discrimination on any person because of race, color, national origin, age, sex, or disability; or on minority populations, low-income populations, the elderly, and all interested persons and affected Title VI populations;
5. To establish procedures to annually review Title VI compliance within specific program areas within the Town;
6. To set forth procedures for filing and processing complaints by persons who believe they have been subjected to illegal discrimination under Title VI in the Town's services, programs, or activities.

As the sub-recipient of federal transportation funds, the Town must comply with federal and state laws, and related statutes, to ensure equal access and opportunity to all persons, with respect to transportation services, facilities, activities, and programs, without regard to race, color, religion, national origin, sex, socioeconomic status, or geographical location. Every effort will be made to prevent discrimination in any program or activity, whether those programs and activities are federally funded or not, as guaranteed by the Civil Rights Restoration Act of 1987.

The Town shall also ensure that their sub-recipients adhere to state and federal law, and include in all written agreements or contracts assurances that the sub-recipient must comply with Title VI and other related statutes. The Town, as a sub-recipient who distributes federal transportation funds, shall monitor their sub-recipients for voluntary compliance with Title VI. In the event that non-compliance is discovered, the Town will make a good faith effort to ensure that the sub-recipient corrects any deficiencies arising out of complaints related to Title VI; and that sub-recipients will proactively gauge the impacts of any program or activity on minority populations and low-income populations, the elderly, persons with disabilities, all interested persons and affected Title VI populations.

I. DISCRIMINATION UNDER TITLE VI

There are two types of discrimination prohibited under Title VI and its related statutes. One type of discrimination, which may or may not be intentional, is "disparate treatment". Disparate treatment is defined as treating similarly situated persons differently because of their race, color, national origin, sex, disability, or age. The second type of discrimination is "disparate impact". Disparate impact discrimination occurs when a "neutral procedure or practice" results in fewer services or benefits, or inferior services or benefits, to members of a protected group. With disparate impact, the focus is on the consequences of a decision, policy, or practice rather than the intent.

The Town's efforts to prevent such discrimination must address, but not be limited to, a program's impacts, access, benefits, participation, treatment, services, contracting opportunities, training, investigation of complaints, allocation of funds, prioritization of projects, and the overarching functions of planning, project development and delivery, right-of-way, construction, and research.

The Town has developed this Title VI Plan to assure that services, programs, and activities of the Town are offered, conducted, and administered fairly, without regard to race, color, national origin, sex, age, or disability of the participants or beneficiaries of federally funded programs, services, or activities (see Title VI Assurances).

2.0 NON-DISCRIMINATION POLICY STATEMENT

The Town reaffirms its policy to allow all individuals the opportunity to participate in federal financially assisted services and adopts the following provision:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

In applying this policy, the Town, and its sub-recipients of federal funds, shall not:

1. Deny any individual with any services, opportunity, or other benefit for which such individual is otherwise qualified;
2. Provide any individual with any service or other benefit which is inferior (in quantity or quality) to, or which is provided in a different manner from, that which is provided to others;
3. Subject any individual to segregated or disparate treatment in any manner related to such individual's receipt of services or benefits;
4. Restrict an individual in any way from the enjoyment of services, facilities, or any other advantage, privilege, or other benefit provided to others;
5. Adopt or use methods of administration which would limit participation by any group of recipients or subject any individual to discrimination;
6. Address any individual in a manner that denotes inferiority because of race, color, or national origin;
7. Permit discriminatory activity in a facility built in whole or in part with federal funds;
8. Deny any segment of the population the opportunity to participate in the operations of a planning or advisory body that is an integral part of a federally funded program;
9. Fail to provide information in a language other than English to potential or actual beneficiaries who are of limited English speaking ability, when requested and as appropriate;
10. Subject an individual to discriminatory employment practices under any federally funded program whose objective is to provide employment;
11. Locate a facility in any way which would limit or impede access to a federally funded service or benefit.

The Town will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance. If irregularities occur in the administration of the program's operation, procedures will be promptly implemented to resolve Title VI issues within a period not to exceed 90 days.

The Town designates John Bach, Town of Highland Public Works Director, as the Town's Title VI Coordinator. Mr. Bach will be responsible for initiating and monitoring Title VI activities and other required matters, ensuring that the Town complies with the Title VI regulations, and pursue prevention of Title VI deficiencies or violations. Inquiries concerning the Town of Highland and Title VI may be directed to the Title VI Coordinator at: 3333 Ridge Road, Highland, IN 46322, Phone: (219) 972-5069, Fax: (219) 972-5085, E-mail: jbach@highland.in.gov.

NOTE: A copy of the signed statement can be found in Appendix F.

3.0 STANDARD TITLE VI ASSURANCE

The Town of Highland, Indiana (hereinafter referred to as the "Recipient"), by its Town Council, HEREBY AGREES that as a condition to receiving any federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-42 USC 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally Assisted Programs for the Department of Transportation — Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of gender, race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient received federal financial assistance from the Department of Transportation, including the Indiana Department of Transportation, and HEREBY GIVES ASSURANCES that it will promptly take any measures necessary to effectuate this assurance. This assurance is required by subsection 21.7 of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurance with respect to the Federal Aid Highway Program:

1. That the Recipient agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Aid Highway Programs and, in adapted form in all proposals for negotiated agreements:

"The Town of Highland, Indiana, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and
 - b. for the construction or use of, or access to space on, over, or under, real property acquired or improved under the Federal Aid Highway Program.
8. That this assurance obligates the Recipient for the period during which federal financial assistance is extended to the program, except where the federal financial assistance is to provide, or is in the form of, personal property or real property, or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom it delegates specific authority to give reasonable guarantees that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Recipient under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest and other participants in the Federal Aid Highway Program.

NOTE: A copy of the signed assurance can be found in Appendix F.

4.0 AUTHORITIES

Title VI of the Civil Rights Act of 1964, 42 USC 2000d to 2000d-4, 42 USC 4601 to 4655; 23 USC 109(h): provides that no person in the United States shall, on the grounds of race, color, or national origin (including Limited English Proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21). Related statutes have broadened the grounds to include age, sex, low income, and disability.

The Civil Rights Restoration Act of 1987 also broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

Federal Aid Highway Act of 1973, 23 USC 324: No person shall on the grounds of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

Age Discrimination Act of 1975, 42 USC 6101: No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Americans with Disabilities Act of 1990 PL 101-336: No qualified individual with a disability shall, by reason of his/her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a state or local government.

Section 504 of the Rehabilitation Act of 1973: No qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.

USDOT Order 1050.2: Standard Title VI Assurances.

Executive Order 12250: Department of Justice Leadership and coordination of Non-Discrimination Laws.

Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.

28 CFR 50.3: Guidelines for the enforcement of Title VI of the Civil Rights Act of 1964.

Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency.

5.0 DEFINITIONS

Adverse Effects – the totality of significant (see Appendix D for additional discussion of "significant") individual or cumulative human health or environmental effects, including interrelated social and economic effects, which may include, but are not limited to:

- Bodily impairment, infirmity, illness or, death
- Air, noise, and water pollution and soil contamination
- Destruction or disruption of man-made or natural resources
- Destruction or diminution of aesthetic values
- Destruction or disruption of community cohesion or community's economic vitality
- Destruction or disruption of the availability of public and private facilities and services
- Adverse employment effects
- Displacement of person's businesses, farms, or non-profit organizations
- Increased traffic congestion, isolation, exclusion, or separation of minority or low-income individuals within a given community or from the broader community
- Denial of, reduction in, or significant delay in the receipt of benefits of the Town's programs, policies, and activities

Federal Assistance – includes grants and loans of federal funds; the grant or donation of federal property and interests in property; the detail of federal personnel, federal property, or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and any federal agreement, arrangement, or other contract which has, as one of its purposes, the provision of assistance.

Limited English Proficiency – individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service, or benefit provided by the Town. Persons will be considered as being Limited English Proficient if identified in census information as having the ability to speak English "not well" or "not at all".

Low-Income – a person whose median household income is at or below the Department of Health and Human Service Poverty guidelines (see <https://aspe.hhs.gov/poverty/guidelines>).

Low-Income Population – any readily identifiable group of low-income persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed Town program, policy, or activity.

Minority – A person who is:

- Black – person having origins in any of the black racial groups of Africa;
- Hispanic – person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;
- Asian American – person having origins in any of the original people of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands; or

- American Indian and Alaskan Native — person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.
- Two or More Races — person that is multi-racial and included in one of the above categories.

Minority Population — any readily identifiable groups of minority persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed Town program, policy, or activity.

Non-Compliance — recipient has failed to meet prescribed requirements and has shown an apparent lack of good faith effort in implementing all the requirements of Title VI and related statutes.

Persons — where designation of persons by race, color, or national origin is required, the following designation ordinarily may be used: "White not of Hispanic origin", "Black not of Hispanic origin", "Hispanic", "Asian or Pacific Islander", and "American Indian or Alaskan Native". Additional sub-categories based on national origin of primary language spoken may be used, where appropriate, on either a national or a regional basis.

Program — includes any road or park project including planning or any activity for the provision of services financial aid or other benefits to individuals. This includes education or training, work opportunities, health welfare, rehabilitation, or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient.

Recipient — any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual, in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof, but does not include any ultimate beneficiary under any such program.

Significant Adverse effects on Minority and Low-Income Populations — an adverse effect that:

- is predominantly borne by a minority population and/or a low-income population; or
- will be suffered by the minority population and/or low-income population and is shown to be appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.

Sub-Recipient — any agency, such as a council of governments, regional planning agency, or educational institution, for example, that received Federal Highway Administration (FHWA) funds through the State DOT and not directly from the FHWA. Other agencies, local governments, contractors, and consultants that receive these funds are all considered sub-recipients.

6.0 ADMINISTRATION

I. TITLE VI COORDINATOR AND RESPONSIBILITIES

The Town of Highland designates John Bach, Public Works Director, as the Title VI Coordinator (hereinafter referred to as the "Title VI Coordinator"). Mr. Bach shall have lead responsibility for coordinating the administration of Title VI and related statutes, programs, plans, and assurances. The Town's Title VI Coordinator's responsibilities include:

- **Program Administration** — Administer and implement the Town of Highland's Title VI plan and policy, ensuring compliance with the assurances, policy, and program objectives.
- **Internal Coordination** — Develop and maintain a Title VI liaison team, comprised of Department Heads or their designee, to ensure departments are implementing, monitoring, and complying with the Town of Highland's Title VI plan and policy.
- **Program Monitoring** — Conduct Title VI yearly reviews with liaisons in an effort to assist with identifying, addressing, and eliminating discrimination concerns in every department.
- **Training and Continuing Education** — Conduct or facilitate Title VI training programs with Department Heads for dissemination to employees and maintain a copy of training attendance logs. The Title VI Coordinator is also to receive the necessary training to stay current on Title VI and INDOT requirements.
- **Communication of Requirements** — Work with liaisons to develop and disseminate Title VI information to contractors, subcontractors, vendors, and consultants.
- **Public Outreach** — Work with elected officials and department liaisons to ensure community involvement and outreach is in compliance with Title VI and provides equitable opportunities for participation.
- **Contract Compliance** — Ensure Title VI language is included in Town of Highland contracts as required. Establish procedures for reviewing contracts with sub-recipients, special interest programs, and activities to include Title VI Assurances.
- **Data Collection** — Collect, review, and preserve statistical data (race, color, national origin, language, gender, etc.) of participants in activities and programs to ensure the Town of Highland's continued compliance with Title VI. This will be done by providing the voluntary Title VI Public Participation Survey found in Appendix F at all public meetings.
- **LEP Plan** — Develop and implement the Town's Limited English Proficiency (LEP) Plan. Train department heads on the procedures and resources available when a person requests an interpreter. Identify sources for foreign language translators. Provide Language Identification Flashcards to all liaisons.
- **Records Maintenance** — Collect, review, and preserve data regarding the number of federally funded projects awarded or ongoing for the past three (3) years. Maintain all Title VI records and correspondence, including, but not limited to, signed employee acknowledgements, complaints and all correspondence regarding such, requests for language services, demographic statistics, department compliance reviews, and all Title VI federal agency correspondence and records.
- **Administer the Complaint Procedure** — Address all Title VI discrimination complaints, including ensuring compliance with complaint procedures and review and investigation of complaints. A complete record of all complaints will be maintained, including the complaint form, all written records resulting from the investigation, and how the complaint was resolved.
- **Plan Updates** — Review and update the Title VI plan and policy as needed or required.

- Reporting – Prepare and submit Title VI program updates to INDOT as necessary.

II. TITLE VI LIAISONS

This interdisciplinary team is comprised of Department Heads, or their designee, from each department in the Town of Highland. The Title VI Coordinator shall maintain a list of department liaisons. They are responsible for the following:

- Ensure compliance with Title VI and related non-discrimination laws.
- Consult with the Title VI Coordinator when complaints are received or issues arise.
- Ensure all business pertaining to the selection, negotiation, and administration of applicable consultant contracts and agreements is accomplished without discrimination.
- Remove programmatic and architectural barriers from programs and activities in accordance with relevant non-discrimination laws.
- Ensure meaningful access to Town services and programs to minorities, persons with limited English proficiencies, and low-income persons.
- Provide information in the appropriate language or interpreters as needed for individuals with disabilities and LEP.
- Provide input in the development and review of the Title VI and ADA implementation plans.

An organizational chart of the Town of Highland government and departments is on the next page.

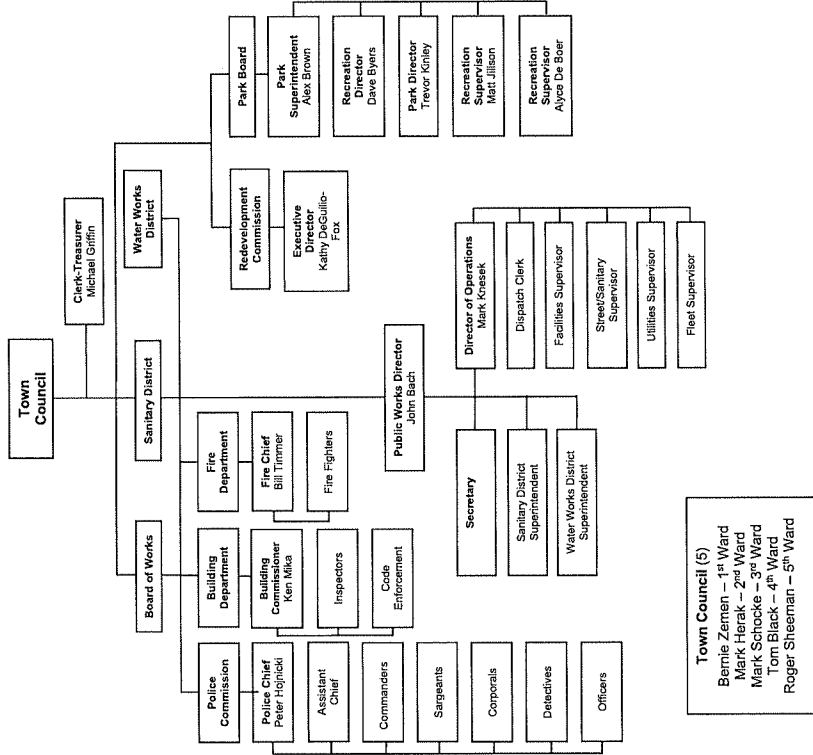
III. COMPLAINTS

If any individual believes that he/she or any other program beneficiaries have been the object of unequal treatment or discrimination as to the receipt of benefits and/or service, or on the grounds of race, color, national origin (including Limited English Proficiency), sex, age, or disability, he/she may exercise his/her right to file a complaint with the Town. The complaint process is included in Section 9.0 and the Complaint Form is included in Appendix F. Complaints shall be filed with the Title VI Coordinator. Every effort will be made to resolve complaints informally at the lowest level.

IV. DATA COLLECTION

Statistical data on race, color, national origin, English language ability, and sex of participants in and beneficiaries of the Town programs (e.g., impacted citizens and affected communities) will be gathered and maintained using the voluntary Title VI Public Participation Survey found in Appendix F at all public meetings. The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program.

Highland Town Government Organizational Chart



Organizational Chart as of
April 1, 2020.

Town Council (5)
Bernie Zemen – 1st Ward
Mark Herak – 2nd Ward
Mark Schocke – 3rd Ward
Tom Black – 4th Ward
Roger Sheeman – 5th Ward

V. PROGRAM REVIEWS

Special emphasis program reviews will be conducted based on the annual summary of Title VI activities, accomplishments, and problems. The reviews will be conducted by the Title VI Coordinator to assure effectiveness in their compliance with Title VI provisions and compliance with the requirements of INDOT. The Title VI Coordinator will coordinate efforts to ensure the equal participation in all their programs and activities at all levels. The Town does not have any special emphasis programs at this time.

VI. TITLE VI REVIEWS ON SUB-RECIPIENTS

Title VI compliance reviews of sub-recipients will be conducted annually by the Title VI Coordinator. Priority for conducting reviews will be given to those sub-recipients of federal funds with the greatest potential of impact to those groups covered. The reviews will entail examination of the sub-recipients' adherence to all Title VI requirements. The status of each review will be reported in the annual update and reported to INDOT upon request. Examples of sub-recipients would include applicants awarded funding through the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) administered by the Town and contractors and consultants that receive funding provided to the Town by a Federal agency or through a recipient of monies from a Federal agency (e.g., INDOT through FHWA).

VII. ANNUAL REPORTING FORM

The Title VI Coordinator will be responsible for coordination, compilation, and submission of the annual reporting form data to INDOT via the LPA Pre-Award Certification & Assurance, accessible online at <http://itap.indot.in.gov>, by 11:59 p.m. on September 1 or as otherwise mandated by INDOT.

Annual updates to the Title VI Implementation Plan shall include goals for the new reporting period and information related to tracking of complaints and training of Town employees.

VIII. TRAINING

The Title VI Coordinator is required to attend an INDOT training session annually, at which time information will be obtained about other training opportunities for the coordinator and other Town staff, if applicable. The Title VI Coordinator will also monitor INDOT's annual directives related to information they require to be provided to prove the Town is meeting their Title VI compliance obligations. Under the direction of the Title VI Coordinator, liaisons will be required to document the Title VI training that is provided to their staff and track attendance. Documentation should include the type of training, number and type of individuals trained, and materials. Identification of training goals and opportunities for the upcoming year should be planned annually. All training needs to be documented on the annual reporting form to INDOT and Annual Goals and Accomplishments form. Frequency of training of staff is to be determined by the Town to meet INDOT requirements and ensure compliance with Title VI.

IX. PUBLIC DISSEMINATION

The Town will disseminate Title VI Program information to Town employees and to the general public. Title VI Program information will be submitted to sub-recipients, contractors, and beneficiaries. Public dissemination

will include inclusions of Title VI language in contracts and publishing the Title VI Plan on the Town of Highland's website, at www.highland.in.gov/.

X. REMEDIAL ACTION

The Town, through the Title VI Coordinator, will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When deficiencies are found, procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s). The period to determine corrective action(s) and put it/them in writing to effect compliance may not exceed 90 days from the date the deficiencies are found.

7.0 LIMITED ENGLISH PROFICIENCY (LEP)

On August 11, 2000, President William J. Clinton signed an executive order (Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency) to clarify Title VI of the Civil Rights Act of 1964. It had as its purpose, to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

This Executive Order stated that individuals who do not speak English well and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter. These individuals are referred to as being limited in their ability to speak, read, write, or understand English, hence the designation, "LEP," or Limited English Proficient. The Executive Order states that:

"Each federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities."

Not only are all federal agencies required to develop LEP plans as a condition of receiving federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided as well.

Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance. Recipients of federal funds range from state and local agencies to non-profits and organizations. Title VI covers a recipient's entire program or activity. This means all parts of a recipient's operations are covered, even if only one part of a recipient's organization receives the federal assistance. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.

A person who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English may be a Limited English Proficient person and may be entitled to language assistance with respect to the Town of Highland's programs and activities. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language, and/or translation, which means the written transfer of a message from one language into another language. The Town of Highland will determine when interpretation and/or translation are needed and are reasonable.

According to 2010-2014 American Community Survey information obtained from the U.S. Census, the number of individuals age 5 and over that identified as having the ability to speak English less than "very well" is less than 3.2% percent overall for the Town. Linguistically isolated households (households where no one 14 years of age or older speaks only English or speaks English "very well") speak Spanish (20.7%), other Indo-European languages (73.4%), and other languages (5.9%). The table below includes information about LEP populations in the Town.

Further detailed review using the U.S. EPA's EISCREEN is available by Census Tract Block Group. EISCREEN is a screening tool for pre-decisional use only and can help identify areas that may warrant additional consideration, analysis, or outreach. It does not provide a basis for decision-making, but it may help identify potential areas of EJ concern. Users should keep in mind that screening tools are subject to substantial

uncertainty in their demographic and environmental data, particularly when looking at small geographic areas. This screening tool does not provide data on every environmental impact and demographic factor that may be relevant.

Table 1. Limited English Proficiency population estimates within the Town of Highland, Indiana.

Total Population Age 5 Years and Over	Speak English "very well"	Speak English less than "very well"	Total % Linguistically Isolated Households
22,317	21,603 (96.8%)	703 (3.2%)	1.77%
Totals			

Source: U.S. Census, American Community Survey (ACS) 2010-2014.

LANGUAGE ASSISTANCE

The Town of Highland staff shall consider the following to identify if an interpreter and/or translator are needed or if an LEP person needs language assistance:

- Examine records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events.
- Have Language Identification Flashcards (see Appendix E) available at buildings where the public typically visits, including the Town Municipal Building, Public Works, and Police Department. Flashcards should be available at Human Resources and all Town Departments near customer service areas where they can be easily accessible by staff. Individuals self-identifying as persons not proficient in English may not be able to be accommodated with translation assistance at the time, but it will assist in identifying language assistance needs for future events.

LANGUAGE ASSISTANCE MEASURES

Although there is a low percentage of LEP individuals in the Town of Highland (persons who speak English less than "very well"), the Town will strive to offer language assistance using the following measures:

- if an individual asks for language assistance, the Town of Highland will determine if the individual is an LEP person and language assistance is necessary to provide meaningful access. The Town has the discretion to determine whether language assistance is needed and, if so, the type of language assistance necessary to provide meaningful access.
- When an interpreter is needed, in person or on the telephone, staff will attempt to determine what language is required and access the language interpreting service to be used.
- The Town of Highland will periodically assess the need for language assistance based on requests for interpreters and/or translators.

For more information regarding LEP, visit the Town website at www.highland.in.gov or contact:

John Bach
 Title VI Coordinator
 8001 Kennedy Street
 Highland, IN 46322
 Phone: (219) 972-5069
 Fax: (219) 972-5085
jbach@highland.in.gov

8.0 ENVIRONMENTAL JUSTICE

Compliance with Title VI includes ensuring that no minority or low income population suffers “disproportionately high and adverse human health or environmental effect” due to any “programs, policies, and activities” undertaken by any agency receiving federal funds. This obligation will be met by the Town of Highland in the following ways:

- When planning specific programs or projects, identifying those populations that will be affected by a given program or project.
- If a disproportionate effect is anticipated, following mitigation procedures.
- If mitigation options do not sufficiently eliminate the disproportionate effect, discussing and, if necessary, implementing reasonable alternatives.

Disproportionate effects are those effects which are appreciably more severe for one group or predominantly borne by a single group. According to U.S. Census data, the Town of Highland has a total minority percentage of 19.76% and over 6% of the population has income below the poverty level. Data summarized below includes information on low income and minority populations.

Table 2. Town of Highland, Indiana, Population by Race.

Total by Race	Census Tract						
	405.01	405.02	406	407	408.01	408.02	
Total Population	23,727	3,519	3,759	5,031	3,888	3,907	
White	21,027	3,057	3,379	4,511	3,578	3,661	
African American	957	420	211	94	68	33	
Asian	380	160	125	97	28	44	
American Indian/Alaska Native	49	0	13	7	10	14	
Pacific Islander	1	0	0	0	0	0	
Two or More Races	251	1,069	57	31	64	37	
Other Race	1,022	4,313	169	190	251	167	
Total Hispanic Population	3,047	12,853	487	534	631	498	502
Total Non-Hispanic Population	20,680	87,159	3,126	3,125	4,400	3,390	3,405
Total Minority Population:	4,688	30.63%	20.69%	19.26%	17.89%	16.49%	15.92%

Source: U.S. Census Bureau, Census 2010.

Table 3. Town of Highland, Indiana, Income and Low Income Population Data.

	Total
Median Household Income	\$62,738
Percentage of Families with Income Below the Poverty Level	4.3%
Percentage of All People with Income Below the Poverty Level	6.1%

NOTE: 2014 Poverty Thresholds - \$12,071 for an individual, \$24,240 for four person household.

There are two Census Tracts that have a minority population percentage that exceeds the total for the Town and could be considered a high minority population area. Further detailed review using the U.S. EPA’s EISCREEN is available by Census Tract Block Group. EISCREEN is not intended to provide a risk assessment and does not provide data on every environmental impact and demographic indicator that may be relevant

to a particular location, and data may be several years old. Screening results should be supplemented with additional information and local knowledge to get a better understanding of the issues in a selected location. Block Groups with minority and income population data are included on Table 4. High minority population (exceeds total Town percentage of 19.76%) and/or LEP populations (identified in the table as linguistically isolated households) are highlighted. Block Groups with low income populations near or above the state average of 35% are also highlighted.

Table 4. Town of Highland, Indiana, Block Group Data.

Census Tract, Block Group	Approximate Population	% Minority Population	% Low Income Population	Linguistically Isolated Households
Tract 405, Block 011	1,052	19%	14%	0%
Tract 405, Block 012	1,362	18%	26%	0%
Tract 405, Block 013	1,030	57%	32%	2%
Tract 405, Block 021	1,736	21%	19%	11%
Tract 405, Block 022	1,333	14%	12%	1%
Tract 406, Block 001	952	15%	24%	0%
Tract 406, Block 002	752	23%	24%	0%
Tract 406, Block 003	864	22%	21%	6%
Tract 406, Block 004	1,047	22%	13%	0%
Tract 407, Block 001	2,003	21%	16%	0%
Tract 407, Block 002	1,123	23%	20%	2%
Tract 407, Block 003	1,363	40%	26%	0%
Tract 407, Block 004	851	15%	20%	0%
Tract 408, Block 011	1,265	13%	11%	0%
Tract 408, Block 012	1,478	29%	14%	1%
Tract 408, Block 013	1,138	24%	33%	0%
Tract 408, Block 021	1,451	15%	20%	3%
Tract 408, Block 022	890	7%	27%	0%
Tract 408, Block 023	1,038	24%	37%	0%

Source: U.S. EPA EISCREEN Version 2016 (https://ejscreen.epa.gov).

Additional investigation and outreach should be completed for projects in the highlighted Block Group areas. Statistics on Census Tract and Block Groups are included in Appendix E. Where a project impacts a small number of area of low income or minority populations, the Town will document that:

- Other reasonable alternatives were evaluated and were eliminated for reasons such as the alternatives impacted a far greater number of people or did greater harm to the environment, etc.;
- The project’s impact is unavoidable;
- The benefits of the project far outweigh the overall impacts; and
- Mitigation measures are being taken to reduce the harm to low income or minority populations.

if it is concluded that no minority and/or low income population groups are present in the project area, the Town will document how the conclusion was reached. If it is determined that one or more of these population groups are present in the area, the Town will administer potential disproportionate effects test.

The following steps will be taken to assess the impact of a project on minority and/or low income population groups:

- **STEP ONE:** Determine if a minority or low income population is present within the project area. The means of making this determination may include a detailed review of census tract and/or block group information or other reliable sources. If the conclusion is that no minority and/or low income population is present within the project area, document how the conclusion was reached. If the conclusion is that there are minority population groups and/or low income population groups present, proceed to Step Two.
- **STEP TWO:** Determine whether project impacts associated with the identified low income and minority populations are disproportionately high and adverse. In doing so, refer to the list of potential impacts and questions contained in Appendix E. If it is determined that there are disproportionately high and adverse impacts to minority and low income populations, proceed to Step Three.
- **STEP THREE:** Propose measures that will avoid, minimize, and/or mitigate disproportionately high and disproportionate adverse impacts, and provide offsetting benefits and opportunities to enhance communities, neighborhoods, and individuals affected by the proposed project.
- **STEP FOUR:** If after mitigation, enhancements, and offsetting benefits to the affected populations, there remains a high and disproportionate adverse impact to minority or low income populations, then the following questions must be considered:
 - Question 1: Are there further mitigation measures that could be employed to avoid or reduce the adverse effect to the minority or low income population?
 - Question 2: Are there other additional alternatives to the proposed action that would avoid or reduce the impacts to the low income or minority populations?
 - Question 3: Considering the overall public interest, is there a substantial need for the project?
 - Question 4: Will the alternatives that would satisfy the need for the project and have less impact on protected populations
 - (a) have other social economic or environmental impacts that are more severe than those of the proposed action?
 - (b) have increased costs of extraordinary magnitude?
- **STEP FIVE:** Include all findings, determinations, or demonstrations in the environmental document prepared for the project.

9.0 FILING A TITLE VI COMPLAINT

I. INTRODUCTION

The Title VI complaint procedures are intended to provide aggrieved persons an avenue to raise complaints of discrimination regarding Town programs, activities, and services as required by statute. Any person, who believes they have faced unequal treatment or discrimination as to the receipt of benefits and/or services based on their race, color, national origin, disability, sex, sexual orientation, gender identity, religion, age, low income status, or limited English proficiency, has the right to file a written complaint as described herein. Complaints should be filed with the Town of Highland's Title VI Coordinator.

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Civil Rights Act of 1987, the Americans with Disabilities Act of 1990, and other relevant regulations, statutes, directives, and Executive Orders relating to any federally-funded contract or activity administered by the Town. It also applies to sub-recipients, consultants, and contractors. Intimidation or retaliation of any kind is prohibited by law.

The procedures do not deny the right of the complainant to file formal complaints with other state and federal agencies, or to seek private counsel for complaints alleging discrimination. Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meetings(s) between the affected parties, the Title VI Coordinator, and the Department Heads may be utilized for resolution. A copy of the complaint form can be found in Appendix F.

II. PURPOSE

The purpose of the discrimination complaint procedures is to describe the process used by the Town for processing complaints of discrimination under Title VI of the Civil Rights Act of 1964 and related statutes.

III. ROLES AND RESPONSIBILITIES

The Title VI Coordinator has overall responsibility for the discrimination complaint process and procedures. The Title VI Coordinator may, at his/her discretion, assign a capable person to investigate the complaint. The designated investigator will conduct an impartial and objective investigation, collect factual information, and prepare a fact-finding report based upon information obtained from the investigation.

IV. PROCEDURE FOR FILING A COMPLAINT

Any person, group of individuals, or entity that believes they have been excluded from participation in or denied benefits or services of any program or activity administered by the Town or its sub-recipients, consultants, and contractors on the basis of race, color, national origin (including Limited English Proficiency), sex, age, or disability may bring forth a complaint of discrimination under Title VI. All complaints are to be filed with the Town's Title VI Coordinator. The complainant(s) shall make themselves reasonably available to the designated investigator to ensure completion of the investigation within the timeframes set forth.

In all situations, employees of the Town must contact the Title VI Coordinator immediately upon receipt of Title VI related complaints. Complaints must be filed within 180 days of the alleged discrimination. If the complainant could not reasonably be expected to know that the act was discriminatory within the 180 day

period, he/she will have 60 additional days after becoming aware of the illegal discrimination to file the complaint.

Complaints must be in writing, and must be signed by the complainant and/or the complainant's representative. See Appendix F for the Title VI Complaint Form. The complaint must set forth, as fully as possible, the facts and circumstances surrounding the claimed discrimination. In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting the verbal complaint into a written complaint. All complaints, however, must be signed by the complainant and/or by the complainant's representative. Upon review of the information included in the complaint, the Title VI Coordinator shall decide the course of action and notify the complainant of the determination. All complaints will be logged into the Complaint Log (see Appendix F).

Items that should not be considered a formal complaint (unless the items contain a signed cover letter specifically alleging a violation of Title VI) include, but are not limited to:

- An anonymous complaint that is too vague to obtain required information
- Inquiries seeking advice or information
- Courtesy copies of court pleadings
- Newspaper articles
- Courtesy copies of internal grievances
- Oral complaints (unless provided by a Limited English Proficient person)

V. INVESTIGATION

The Title VI Coordinator shall designate a Department Head to lead the investigation. In the event the complaint is against a Department Head, the Title VI Coordinator shall lead the investigation. The investigator shall prepare a written plan, which includes, but is not limited to the following:

- Names of the complainant(s) and respondent(s) basis for complaint
- Issues, events, or circumstances that caused the person to believe that he/she has been discriminated against
- Information needed to address the issue
- Criteria, sources necessary to obtain the information
- Identification of key people
- Estimated investigation timeline and remedy sought by the complainant(s)

In conducting the investigation, the following factors will be considered:

- The investigation will address only those issues relevant to the allegations in the complaint.
- In accordance with DOT Order 1000.12, the Town of Highland shall keep all complainants' identities confidential except to the extent necessary for carrying out an investigation. If an investigator determines that it is necessary to disclose the complainant's identity to the responder or a third party, the investigator must first obtain complainant's written permission. The Complainant Consent/Release form is included in Appendix F. Confidentiality will be maintained as much as possible.
- Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects of the case.
- A chronological contact sheet is maintained in the case file throughout the investigation.

- If a Title VI complaint is received on an INDOT-related contract against the Town of Highland, INDOT will be notified and provided the opportunity to participate in the investigation of the complaint. Upon receipt of a Title VI complaint filed against the Town of Highland, the complainant and any pertinent information should immediately be forwarded to INDOT's Title VI Program Manager.
- Complaints made against a Town of Highland's sub-recipient should be investigated by the Town following the complaint process.
- Within 60 days of receiving the complaint, the investigator shall prepare an investigative report and submit the report and supporting documentation to the Title VI Coordinator for review.
- The Title VI Coordinator reviews the file and investigative report. Subsequent to the review, the Mayor makes a determination of "probable cause" or "no probable cause" and prepares the decision letter based on the facts of the investigation in consultation with the Title VI Coordinator. A copy of the decision letter will be provided to the complainant.
- The complainant may receive a copy of the investigative report and shall be notified in the decision letter of their appeal rights.
- The Town may, at its discretion, extend any deadline above for a reasonable amount of time if needed to complete a thorough investigation.

The laws enforced by the Town prohibit retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by these laws. If someone experiences retaliation or intimidation separate from the discrimination alleged in this complaint, they should contact the Title VI Coordinator.

VI. APPEALS, RECORDKEEPING, AND REPORTING REQUIREMENTS

The complainant has the right to appeal the decision of the Town to INDOT. The complainant must submit the appeal in writing to the Town's Title VI Coordinator within 14 days of receipt of the Town's decision letter. The appeal must cite the specific portion(s) of the findings that the complainant disagrees with and the reason(s) for the disagreement. The Town will forward the appeal to INDOT's Title VI Program Manager within seven calendar days of receipt and cooperate fully in the appeal process as requested by INDOT.

All records and investigative working files are to be maintained in a confidential area. Records are to be kept for a minimum of three years or the amount of time dictated by the state's Record Retention Schedule, whichever is longer. All complaints shall be documented on the complaint log. A copy of the complaint, together with a copy of the investigation report and final decision letter, will be forwarded to the INDOT Title VI Program Manager following expiration of the appeal period.

10.0 PUBLIC INVOLVEMENT AND OUTREACH

The Town will provide information on Title VI responsibilities to the public and employees. Information will be available on postings in Town facilities, Town website, and employee handbooks. A review will be done of the Town's website for compliance with applicable accessibility guidelines and suggested improvements considered to provide better access to users. A voluntary public involvement survey will be available at all public meetings to collect information regarding persons affected by proposed projects. The voluntary survey will be anonymous and collect data regarding gender, ethnicity, race, ages, disability status, household income, and other information. The survey will be available at all public hearings and meetings on projects, and completed surveys shall be retained for a minimum of three years from the date of the meeting or completion of the related project, if applicable. A copy of the public involvement survey is included in Appendix F. The Town will strive to modify the public involvement and outreach program based on input from respondents and INDOT as needed.

11.0 TITLE VI PROGRAM GOALS FOR 2019

The Town has identified the following Title VI Program goals for 2019. Updates to the program goals will be provided as part of the annual Title VI Implementation Plan to be prepared annually.

1. The Town shall adopt the Non-Discrimination Policy Statement, Title VI Assurance, and Title VI Non-Discrimination Plan following a public hearing.
2. A copy of the Town of Highland's Title VI Non-Discrimination Plan will be provided to each Town Department Head, who will review the plan with departmental employees.
3. Prepare a list of department liaisons and publish that list. A copy of the list should be provided to each department and made readily available to the public upon request.
4. The Town of Highland's Title VI Plan and all forms will be published on the Town of Highland's website.
5. The name and contact information of the Town's Title VI Coordinator will be provided on all relevant publications and on the Town website.
6. Ensure that the Federal-Aid Contract Language included in Appendix A is included in all Town contracts as outlined in the Title VI Plan.
7. The language in Paragraph Number 2 of the Town of Highland's Title VI Assurance will be included in all solicitations for bids for work or material subject to the Regulations and in all proposals for negotiated agreements.
8. The procedure(s) for responding to individuals with limited English Proficiency will be developed and implemented.
9. The Title VI Coordinator shall attend the mandatory training required by INDOT on Title VI.
10. The Title VI Coordinator shall provide Department Heads with Title VI training and document and maintain attendance records of all training sessions.
11. All Town of Highland employees will be trained or made aware of the requirements of Title VI, the LEP procedure, and the Title VI complaint procedure.
12. Provide copies of the voluntary Title VI Public Participation Survey found in Appendix F at all public meetings.
13. Provide copies of the Language Identification Flashcards found in Appendix F to all Department Heads and ensure that all employees are aware of their location when needed.
14. Identify local foreign language translators that can be contracted to assist LEP individuals.
15. The following data will be collected and reviewed by the Title VI Coordinator and documented as noted in the Title VI Plan:
 - a. Boards and Commissions: The number of vacancies, how vacancies are advertised and filled, the number of applicants, and the representation of minorities on Town boards and commissions will be evaluated.
 - b. Public Meetings: Document the number of open meetings and how meeting dates and times were communicated to the general public and to individuals directly affected by the project will be documented.
 - c. Construction Projects: The number of construction projects, minority contractors bidding, and the number selected will be documented, along with verification that Title VI language was included in bids and contracts for each project.

- d. LEP Needs: The number of requests for language assistance that were requested or required and the outcome of these requests.
- e. Complaints: The number of Title VI complaints received, nature of the complaints, and resolution of the complaints.
- f. Timeliness of Services: The number of requests for services, amount of time from request to when service was delivered, and number of requests denied.
- g. Right-of-Way/Eminent Domain: The number of such actions and diversity of individuals affected.
- h. Program Participants: Racial data of program participants, where possible, based on information provided by attendees on the non-mandatory, anonymous public involvement survey.

16. Begin preparation of the 2020 Title VI Implementation Plan in November 2019.

APPENDICES



APPENDIX A – FEDERAL-AID CONTRACT LANGUAGE

Appendix A

The following language is to be inserted in all federal-aid contracts:

During the performance of this contract, the contractor, for itself, its assignees and successors, in interest (hereinafter referred to as the "contractor") agrees, as follows:

1. **Compliance with Regulations:** The contractor shall comply with Regulations relative to non-discrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Non-Discrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials in the discrimination prohibited by Section 21.5 of the Regulation, including employment practices when the contractor covers a program set for in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under the contract and the Regulations relative to non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Non-Compliance:** In the event the contractor's non-compliance with the non-discrimination provisions of this contract, the State Highway Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the contractor under the contract until the contractor complies and/or
 - b. Cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such

provisions including sanctions for non-compliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX B – TRANSFER OF PROPERTY

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

(GRANTING CLAUSE)

NOW THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the Town of Highland, Indiana, will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally-assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4) does hereby remise, release, quitclaim and convey unto the Town of Highland, Indiana, all the right, title, and interest of the Department of Transportation in and to said lands described Exhibit "A" attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the Town of Highland, Indiana, and its successors forever, subject, however, to the covenants, conditions, restrictions, and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the Town of Highland, Indiana, its successors and assigns.

The Town of Highland, Indiana, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors, and assigns, that (1) no person shall on the grounds of race, color, sex, age, disability, income status, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part, on, over, or under such lands hereby conveyed (1) and (2) that the Town of Highland, Indiana, shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally-assisted programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (1) and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this deed.*

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

APPENDIX C – PERMITS, LEASES, AND LICENSES

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the Town of Highland, Indiana, pursuant to the provisions of Assurance 7(a).

The grantee, licensee, lessee, permittee, etc., (as appropriate) for himself, his heirs, personal representative, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases, add, "as a covenant running with the land") that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall remain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally-assisted programs of the Department of Transportation — Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)*

That in the event of breach of any of the above non-discrimination covenants, the Town of Highland, Indiana, shall have the right to terminate the license, lease, permit, etc., and to re-enter and repossess said land and the facilities thereon, and hold the same as if said license, lease, permit, etc., had never been made or issued.

(Include in deeds)*

That in the event of breach of any of the above non-discrimination covenants, the Town of Highland, Indiana, shall have the right to re-enter lands and facilities hereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the State of Indiana Department of Transportation and its assigns.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of the Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1987.

APPENDIX D – DETERMINE/DISTINGUISH SIGNIFICANT/NON-SIGNIFICANT EFFECTS

“Significant” requires considerations of both context and intensity:

- (a) Context. This means that the significance of an action must be analyzed in several contexts such as society as a whole (human, nation), the affected region, the affected interests, and the locality. Significance varies with the setting of the proposed action. For instance, in the case of a site-specific action, significance would usually depend upon the effects in the local area rather than in the world as a whole. Both short-and long-term effects are relevant.
- (b) Intensity. This refers to the severity of impact. Responsible officials must bear in mind that more than one agency may make decisions about partial aspects of a major action. The following should be considered in evaluating intensity:

- (1) Impacts that may be both beneficial and adverse. A significant effect may exist even if, on balance, the effect would be beneficial.

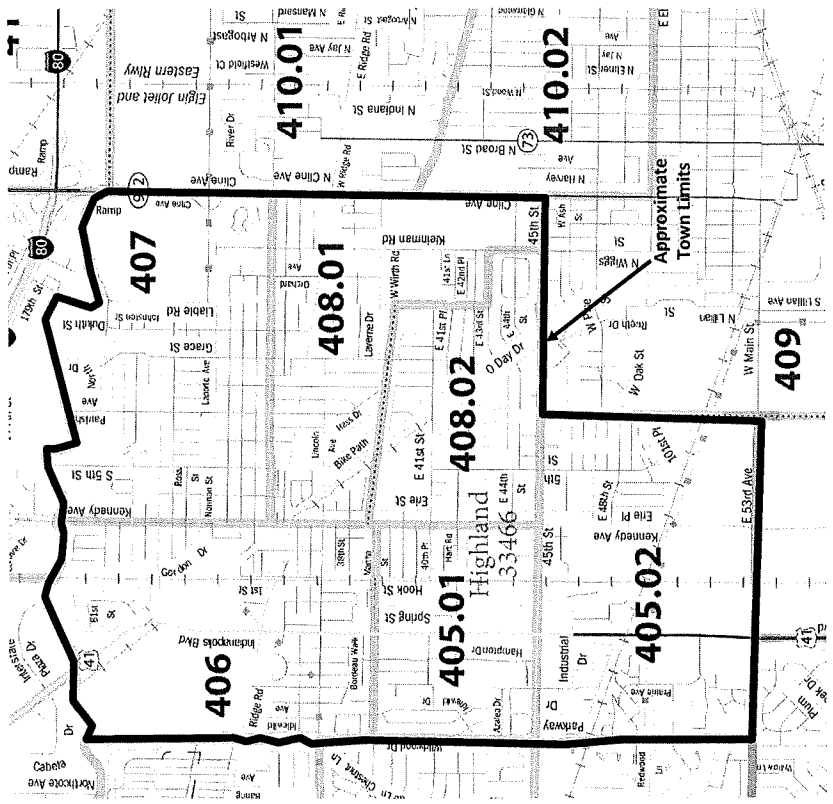
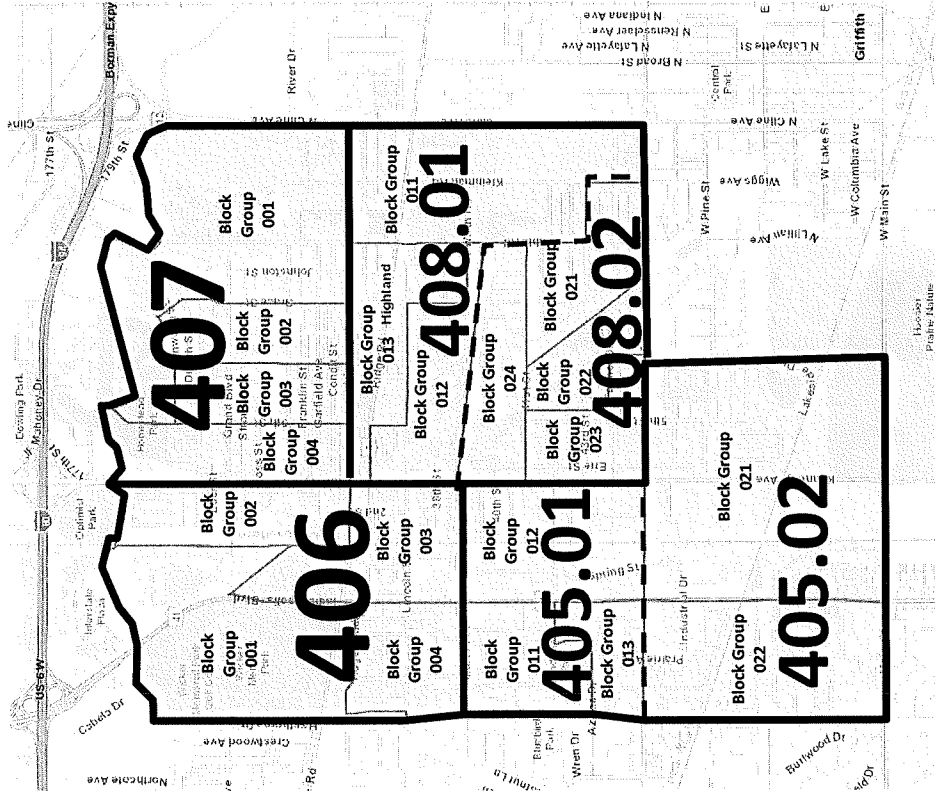
“Non-significant effect” means no substantial change to an environmental component and this no material bearing on the decision-making process.

Scientific, technical, institutional, the public’s value, and the local economic conditions influence the meaning of significant effect.

If an alternative would provide a beneficial effect, then the alternative would cause no significant adverse effect. If an alternative would provide an adverse effect, the effect might be significant or the effect might be non-significant.

Determinations of “significant” and “non-significant” effects will be made by Department Heads, in consultation with the Title VI Coordinator.

APPENDIX E – LEP AND ENVIRONMENTAL JUSTICE INFORMATION



Town of Highland, Indiana Census Block Groups

2010 Census Tract Map with approximate corporation limits



DP03 SELECTED ECONOMIC CHARACTERISTICS
2010-2014 American Community Survey 5-Year Estimates

	2010 - 2014 ACS Estimates	Percent	MOE (±)
Population 25+ by Educational Attainment			
Total	16,619	100%	273
Less than 9th Grade	532	3%	66
9th - 12th Grade, No Diploma	841	5%	74
High School Graduate	5,583	34%	185
Some College, No Degree	5,181	31%	169
Associate Degree	1,888	8%	90
Bachelor's Degree or more	4,482	27%	174
Population Age 5+ Years by Ability to Speak English			
Total	22,317	100%	390
Speak only English	19,754	89%	358
Non-English at Home ^{1,2,3,4}	2,563	11%	170
¹ Speak English "very well"	1,860	8%	163
² Speak English "well"	441	2%	78
³ Speak English "not well"	165	1%	46
⁴ Speak English "not at all"	97	0%	113
^{1,2,3,4} Speak English "less than well"	2,662	1%	113
^{1,2,3,4} Speak English "less than very well"	703	3%	134
Linguistically Isolated Households⁵			
Total	169	100%	84
Speak Spanish	35	21%	51
Speak Other Indo-European Languages	124	73%	66
Speak Asian-Pacific Island Languages	0	0%	11
Speak Other Languages	10	6%	17

Town of Highland, Table 1. Reference Information

Census 2010 CDBG Beneficiaries Data Extract

This special data extract was prepared by the Indiana Business Research Center at Indiana University's Kelley School of Business, April 2024.
Access more data on the CDBG Beneficiary Data Page.

Highland town

Total Population

	Place Total	Tract 405.01	Tract 405.02	Tract 406	Tract 407	Tract 408.01	Tract 408.02
Number of Persons	23,717	3,633	3,616	3,759	5,031	3,658	3,957
White	21,027	2,842	3,057	3,079	4,511	3,576	3,661
Black/African American	997	439	211	94	161	69	33
Asian	380	123	97	49	37	23	42
American Indian/Alaska Native	49	1	2	13	7	10	14
Native Hawaiian/Other Pacific Islander	1	0	0	0	0	0	1
American Indian/Alaska Native & White	75	4	3	17	21	19	11
Asian & White	65	16	14	10	23	8	14
Black/African American & White	81	33	11	7	13	9	5
American Indian/Alaska Native & Black/African American	10	4	3	0	2	1	0
Balance	1,022	169	119	130	251	167	126
Number of Handicapped (2012 ACS)	2,850	NA	NA	NA	NA	NA	NA
Number of Elderly Persons (age 62 and over)	4,886	860	954	888	932	867	935
Number of Female-Headed Households	1,169	295	148	173	267	172	199

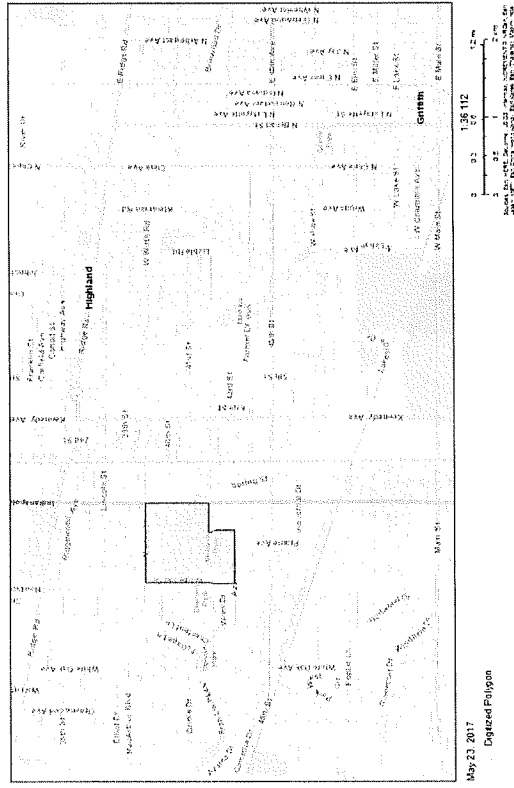
Source: 2010 Census, United States Census Bureau, 2010. County of Highland, 2010-2014.

Hispanic Population

	Place Total	Tract 405.01	Tract 405.02	Tract 406	Tract 407	Tract 408.01	Tract 408.02
Number of Persons	3,047	497	353	534	631	498	592
White	1,868	334	368	359	571	314	362
Black/African American	32	3	1	8	9	4	7
Asian	9	3	1	1	0	4	0
American Indian/Alaska Native	25	1	1	5	1	6	11
Native Hawaiian/Other Pacific Islander	0	0	0	0	0	0	0
American Indian/Alaska Native & White	16	0	1	0	7	5	3
Asian & White	4	0	2	0	1	1	0
Black/African American & White	9	3	0	0	1	3	2
American Indian/Alaska Native & Black/African American	1	0	0	0	0	1	0
Balance	963	153	111	151	241	180	217

Source: 2010 Census, United States Census Bureau, 2010. County of Highland, 2010-2014.

Town of Highland, Table 2 Reference Information



May 23, 2017
Digitized Polygon

Selected Variables	Value	%ile in			
		State Avg.	EPA Region Avg.	EPA Region	USA
Demographic Indicators					
Demographic Index	16%	27%	32	28%	34
Minority Population	19%	19%	68	24%	61
Low Income Population	14%	35%	14	33%	18
Linguistically Isolated Population	0%	2%	63	2%	58
Population With Less Than High School Education	2%	12%	8	11%	12
Population Under 5 years of age	2%	6%	8	6%	9
Population over 64 years of age	20%	14%	85	14%	82

SELECTED ECONOMIC CHARACTERISTICS

2010-2014 American Community Survey 5-Year Estimates

Subject	Highland town, Indiana	Margin of Error	Percent	Percent Margin of Error
INCOME AND BENEFITS (IN 2014 INFLATION-ADJUSTED DOLLARS)	9,571	+/-159	9.571	(X)
Total households	348	+/-10	3.6%	+/-1.2
Less than \$10,000	255	+/-52	2.7%	+/-1.0
\$10,000 to \$14,999	47	+/-15	0.5%	+/-0.2
\$15,000 to \$24,999	77	+/-26	0.8%	+/-0.3
\$25,000 to \$34,999	1,374	+/-214	14.4%	+/-2.2
\$35,000 to \$49,999	1,316	+/-254	24.2%	+/-3.5
\$50,000 to \$74,999	1,489	+/-258	15.8%	+/-2.4
\$75,000 to \$99,999	1,489	+/-258	15.8%	+/-2.4
\$100,000 to \$149,999	1,376	+/-183	13.9%	+/-1.9
\$150,000 or more	1,145	+/-150	11.5%	+/-1.6
Median household income (dollar)	65,738	+/-2,506	(X)	(X)
Ratio of median household income to poverty level	70.279	+/-2.921	(X)	(X)
PERCENTAGE OF FAMILIES AND PEOPLE WHOSE INCOME IN THE PAST 12 MONTHS IS BELOW THE POVERTY LEVEL	(X)	(X)	4.5%	+/-1.3
All people	(X)	(X)	3.6%	+/-1.1
White	(X)	(X)	3.6%	+/-1.1
Black	(X)	(X)	7.6%	+/-2.3
Hispanic	(X)	(X)	1.4%	+/-0.5
Male	(X)	(X)	1.4%	+/-0.5
Female	(X)	(X)	1.4%	+/-0.5
With related children under 5 years only	(X)	(X)	0.6%	+/-0.2
With related children under 18 years	(X)	(X)	12.5%	+/-3.5
Families with female householder, no husband present	(X)	(X)	14.1%	+/-4.3
With related children under 18 years	(X)	(X)	22.3%	+/-7.1
With related children under 5 years only	(X)	(X)	8.1%	+/-2.5
All people	(X)	(X)	7.3%	+/-2.3
White	(X)	(X)	6.2%	+/-2.0
Black	(X)	(X)	6.7%	+/-2.1
Hispanic	(X)	(X)	5.6%	+/-1.8
Male	(X)	(X)	5.4%	+/-1.8
Female	(X)	(X)	4.5%	+/-1.5
Unrelated individuals 15 years and over	(X)	(X)	13.4%	+/-4.1

Town of Highland, Table 3 Reference Information

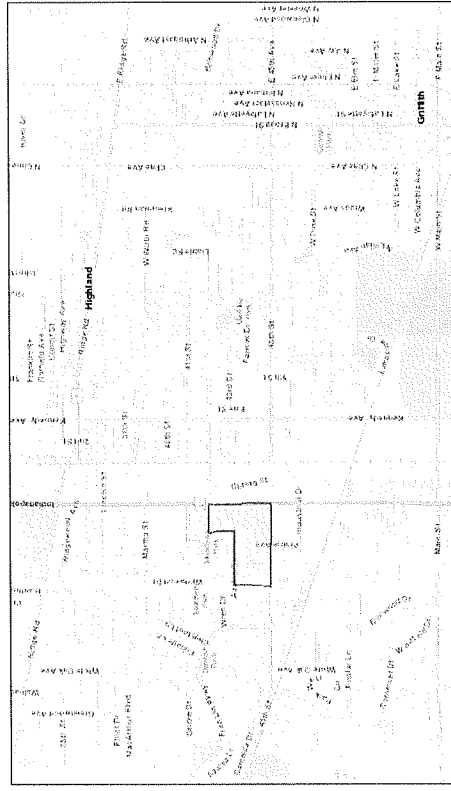


EISCREEN Report (Version 2016)

Blockgroup: 180890405013, INDIANA, EPA Region 5
Approximate Population: 1,030
Input Area (sq. miles): 0.13



Tract 405, Block 013



May 23, 2017
Digitized Polygon
Scale: 1:100,000
North Arrow

Selected Variables	Value	%ile in		
		State Avg.	EPA Region Avg.	USA Avg.
Demographic Indicators				
Demographic Index				
Minority Population	45%	27%	25%	36%
Low Income Population	57%	19%	24%	85
Linguistically Isolated Population	32%	35%	39%	54
Population With Less Than High School Education	2%	2%	2%	68
Population Under 5 years of age	6%	12%	11%	35
Population over 64 years of age	17%	6%	5%	6%

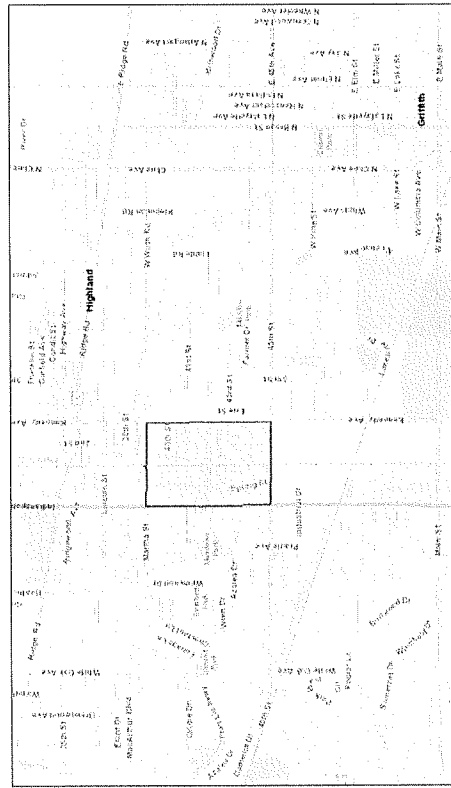


EISCREEN Report (Version 2016)

Blockgroup: 180890405012, INDIANA, EPA Region 5
Approximate Population: 1,362
Input Area (sq. miles): 0.38



Tract 405, Block 012



May 23, 2017
Digitized Polygon
Scale: 1:100,000
North Arrow

Selected Variables	Value	%ile in		
		State Avg.	EPA Region Avg.	USA Avg.
Demographic Indicators				
Demographic Index				
Minority Population	22%	27%	29%	49
Low Income Population	18%	19%	24%	58
Linguistically Isolated Population	26%	35%	33%	43
Population With Less Than High School Education	0%	2%	2%	58
Population Under 5 years of age	6%	12%	11%	33
Population over 64 years of age	3%	6%	5%	23

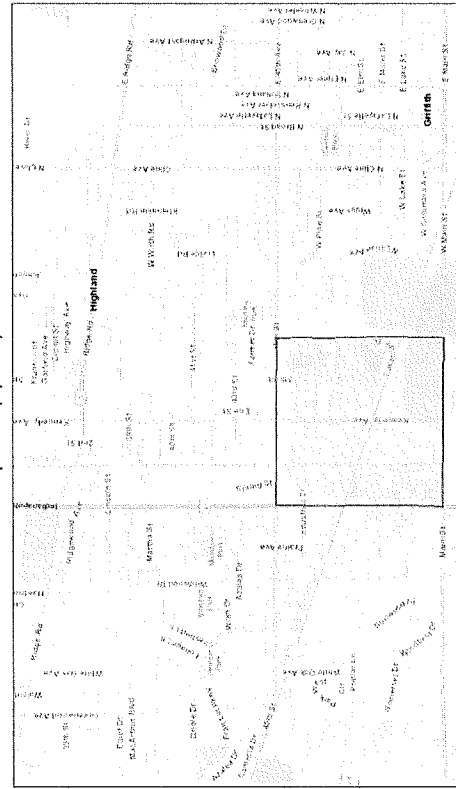


EISCREEN Report (Version 2016)

Blockgroup: 180890405021, INDIANA, EPA Region 5

Approximate Population: 1,736
Input Area (sq. miles): 1.01

Tract 405, Block 021



May 23, 2017

Digester Polygon

1:35,112

Scale: 0 0.2 0.4 0.6 0.8 1.0 1.2 miles
Scale: 0 0.2 0.4 0.6 0.8 1.0 1.2 kilometers

Selected Variables	Value	State Avg.	%ile in State	EPA Region Avg.	%ile in Region	USA Avg.	%ile in USA
Demographic Indicators							
Demographic Index	20%	27%	45	29%	46	38%	31
Minority Population	21%	19%	71	24%	63	37%	42
Low Income Population	19%	35%	25	33%	30	35%	28
Linguistically Isolated Population	11%	2%	95	2%	93	5%	85
Population With Less Than High School Education	11%	12%	52	11%	60	14%	51
Population Under 5 years of age	3%	6%	19	6%	21	6%	21
Population over 64 years of age	25%	14%	93	14%	91	14%	91

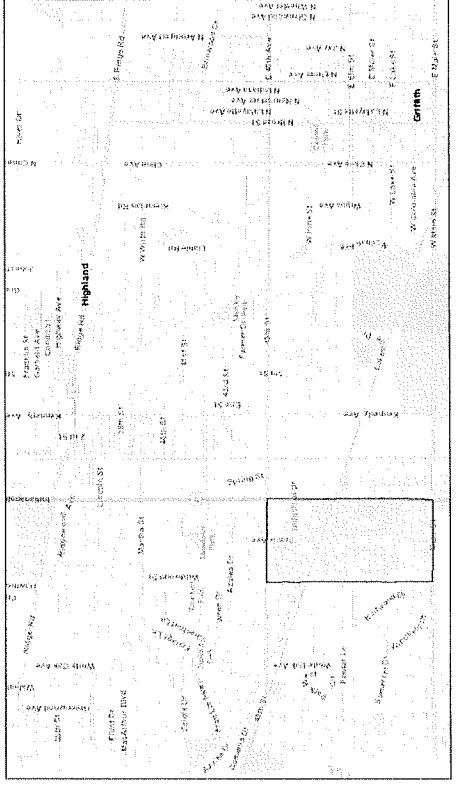


EISCREEN Report (Version 2016)

Blockgroup: 180890405022, INDIANA, EPA Region 5

Approximate Population: 1,333
Input Area (sq. miles): 0.50

Tract 405, Block 022



May 23, 2017

Digester Polygon

1:35,112

Scale: 0 0.2 0.4 0.6 0.8 1.0 1.2 miles
Scale: 0 0.2 0.4 0.6 0.8 1.0 1.2 kilometers

Selected Variables	Value	State Avg.	%ile in State	EPA Region Avg.	%ile in Region	USA Avg.	%ile in USA
Demographic Indicators							
Demographic Index	13%	27%	22	29%	23	38%	14
Minority Population	14%	19%	57	24%	52	37%	31
Low Income Population	12%	35%	12	33%	16	35%	15
Linguistically Isolated Population	1%	2%	68	2%	64	5%	49
Population With Less Than High School Education	7%	12%	36	11%	44	14%	38
Population Under 5 years of age	6%	6%	44	6%	47	6%	46
Population over 64 years of age	25%	14%	93	14%	91	14%	91

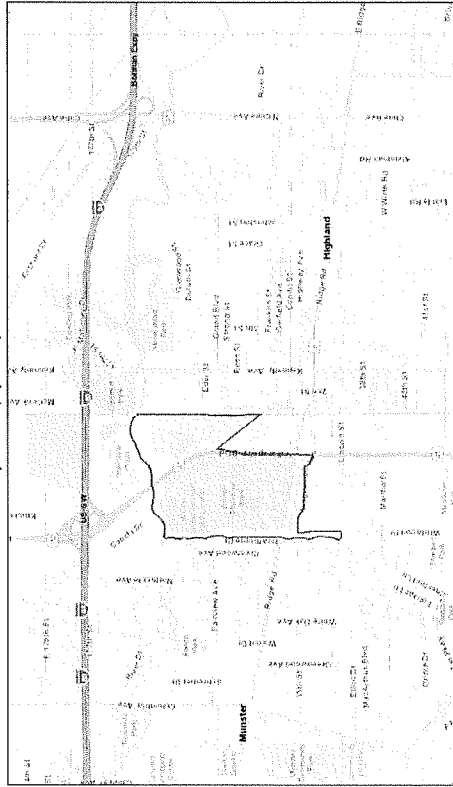


EISCREEN Report (Version 2016)

Blockgroup: 180890406001, INDIANA, EPA Region 5

Approximate Population: 952
Input Area (sq. miles): 0.60

Tract 406, Block 001



May 23, 2017 Digitized Polygon
1:36,112
Scale: 0 0.1 0.2 0.3 0.4 0.5 1 2 4 8 16 m
Source: US Census Bureau, 2010 Census, TIGER/Line Shapefiles, Version 2013
USGS, National Hydrography Dataset, Version 2011

Selected Variables	Value	State Avg.	%ile in State	EPA Region Avg.	%ile in Region	USA Avg.	%ile in USA
Demographic Indicators							
Demographic Index	19%	27%	42	29%	43	36%	29
Minority Population	15%	19%	60	24%	55	37%	33
Low Income Population	24%	35%	33	33%	39	35%	36
Linguistically Isolated Population	0%	2%	63	2%	58	5%	44
Population With Less Than High School Education	8%	12%	37	11%	45	14%	39
Population Under 5 years of age	6%	6%	48	6%	51	6%	49
Population over 64 years of age	8%	14%	20	14%	21	14%	25

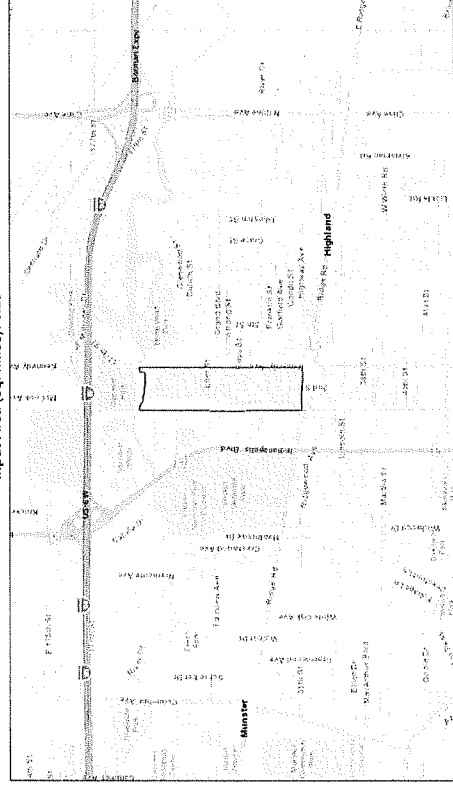


EISCREEN Report (Version 2016)

Blockgroup: 180890406002, INDIANA, EPA Region 5

Approximate Population: 752
Input Area (sq. miles): 0.25

Tract 406, Block 002



May 23, 2017 Digitized Polygon
1:36,112
Scale: 0 0.1 0.2 0.3 0.4 0.5 1 2 4 8 16 m
Source: US Census Bureau, 2010 Census, TIGER/Line Shapefiles, Version 2013
USGS, National Hydrography Dataset, Version 2011

Selected Variables	Value	State Avg.	%ile in State	EPA Region Avg.	%ile in Region	USA Avg.	%ile in USA
Demographic Indicators							
Demographic Index	23%	27%	54	29%	53	36%	37
Minority Population	23%	19%	73	24%	65	37%	43
Low Income Population	24%	35%	33	33%	39	35%	37
Linguistically Isolated Population	0%	2%	63	2%	58	5%	44
Population With Less Than High School Education	13%	12%	60	11%	68	14%	58
Population Under 5 years of age	7%	6%	62	6%	65	6%	63
Population over 64 years of age	15%	14%	61	14%	58	14%	61

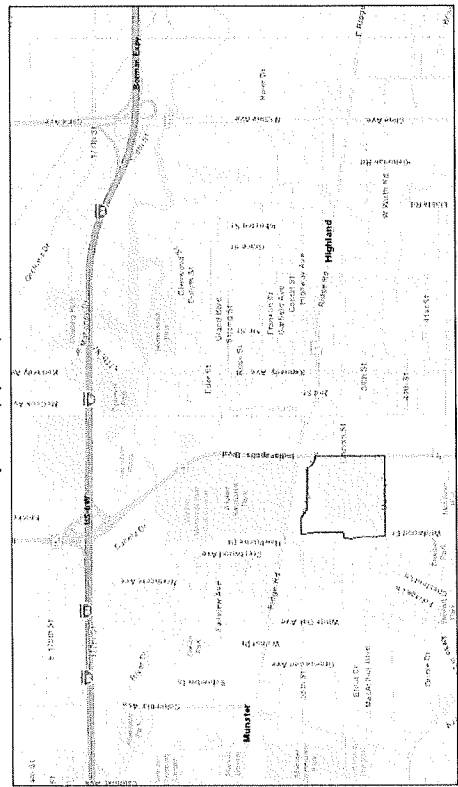


EJSCREEN Report (Version 2016)

Blockgroup: 180890406004, INDIANA, EPA Region 5

Approximate Population: 1,047
Input Area (sq. miles): 0.22

Tract 406, Block 004



May 23, 2017
Digitized Polygon

Selected Variables	Value	%ile in					
		State Avg.	EPA Region Avg.	USA Avg.			
Demographic Indicators							
Demographic Index	18%	27%	37	39	36%	25	
Minority Population	22%	19%	72	24%	65	37%	43
Low Income Population	13%	35%	14	35%	18	35%	17
Linguistically Isolated Population	0%	2%	63	2%	58	5%	44
Population With Less Than High School Education	3%	12%	13	11%	17	14%	15
Population Under 5 years of age	6%	6%	44	6%	47	5%	46
Population over 64 years of age	23%	14%	89	14%	87	14%	87

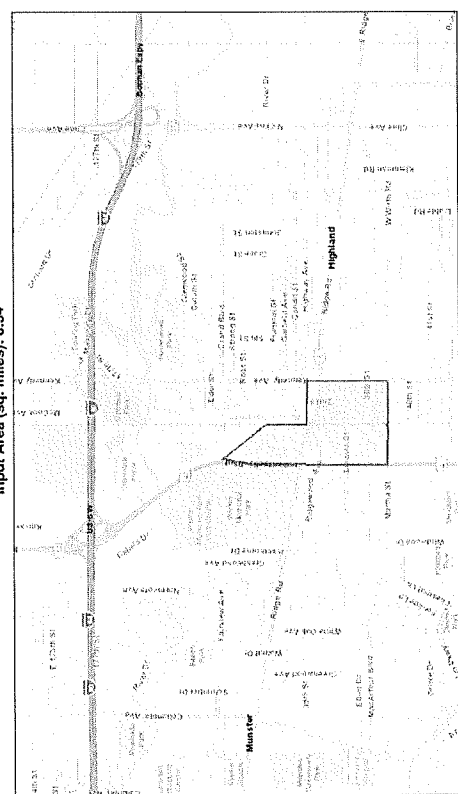


EJSCREEN Report (Version 2016)

Blockgroup: 180890406003, INDIANA, EPA Region 5

Approximate Population: 864
Input Area (sq. miles): 0.34

Tract 406, Block 003



May 23, 2017
Digitized Polygon

Selected Variables	Value	%ile in					
		State Avg.	EPA Region Avg.	USA Avg.			
Demographic Indicators							
Demographic Index	22%	27%	48	29%	49	36%	34
Minority Population	22%	19%	71	24%	64	37%	42
Low Income Population	21%	35%	29	35%	34	35%	32
Linguistically Isolated Population	6%	2%	89	2%	86	5%	74
Population With Less Than High School Education	15%	12%	67	11%	73	14%	63
Population Under 5 years of age	5%	6%	34	6%	36	6%	35
Population over 64 years of age	23%	14%	90	14%	88	14%	88

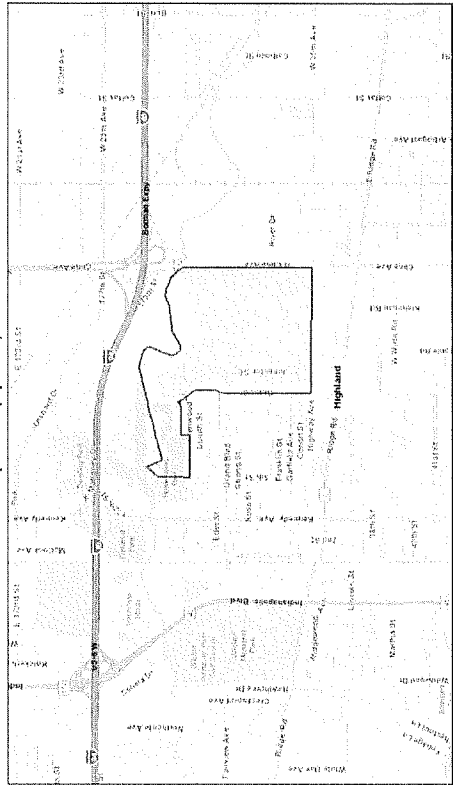


EISCREEN Report (Version 2016)

Blockgroup: 180890407001, INDIANA, EPA Region 5

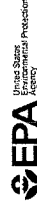
Approximate Population: 2,003
Input Area (sq. miles): 0.77

Tract 407, Block 001



May 23, 2017 Digitized Polygon
Scale: 1:125,000
North Arrow
Scale Bar: 0 0.2 0.4 0.6 0.8 1.0 1.2 Miles

Selected Variables	Value	State Avg.	%ile in State	EPA Region		USA	
				Avg.	%ile in Region	Avg.	%ile in USA
Demographic Indicators							
Demographic Index	19%	27%	39	29%	41	36%	27
Minority Population	21%	19%	70	24%	63	37%	41
Low Income Population	16%	35%	20	33%	24	35%	23
Linguistically Isolated Population	0%	2%	63	2%	58	5%	44
Population With Less Than High School Education	14%	12%	63	11%	71	14%	61
Population Under 5 years of age	4%	6%	22	6%	24	6%	24
Population over 64 years of age	22%	14%	88	14%	86	14%	86

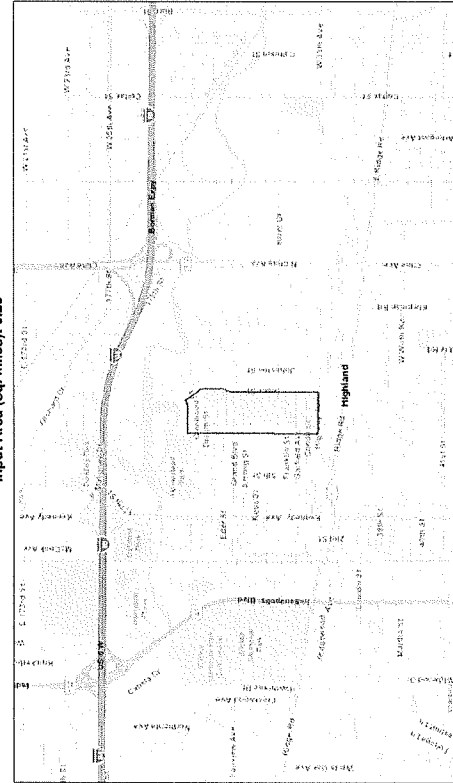


EISCREEN Report (Version 2016)

Blockgroup: 180890407002, INDIANA, EPA Region 5

Approximate Population: 1,123
Input Area (sq. miles): 0.20

Tract 407, Block 002



May 23, 2017 Digitized Polygon
Scale: 1:125,000
North Arrow
Scale Bar: 0 0.2 0.4 0.6 0.8 1.0 1.2 Miles

Selected Variables	Value	State Avg.	%ile in State	EPA Region		USA	
				Avg.	%ile in Region	Avg.	%ile in USA
Demographic Indicators							
Demographic Index	21%	27%	47	29%	47	36%	32
Minority Population	22%	19%	72	24%	64	37%	43
Low Income Population	20%	35%	25	33%	31	35%	29
Linguistically Isolated Population	2%	2%	75	2%	72	5%	57
Population With Less Than High School Education	5%	12%	23	11%	29	14%	25
Population Under 5 years of age	4%	6%	24	6%	25	6%	25
Population over 64 years of age	19%	14%	79	14%	76	14%	77



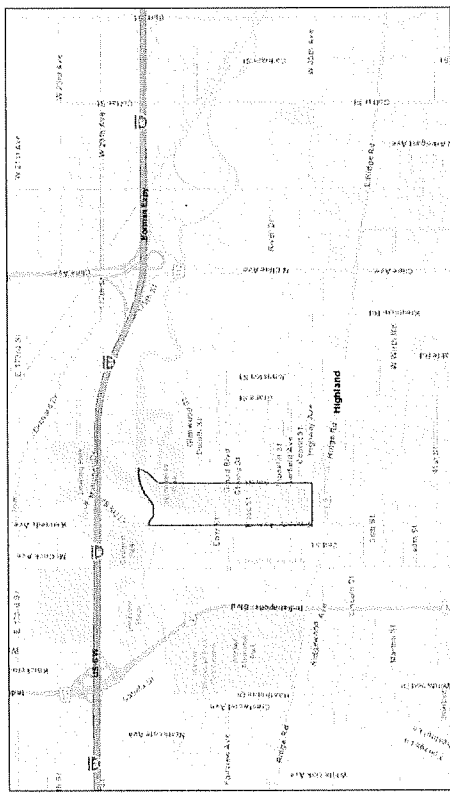
EJSCREEN Report (Version 2016)

Blockgroup: 180890407004, INDIANA, EPA Region 5

Approximate Population: 851
Input Area (sq. miles): 0.25



Tract 407, Block 004



May 23, 2017
Digitized Polygon

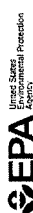
Selected Variables	Value	%ile in			%ile in		
		State Avg.	EPA Region Avg.	USA Avg.	State Avg.	EPA Region Avg.	USA Avg.
Demographic Indicators							
Demographic Index							
Minority Population	18%	27%	36	38	36%	24	
Low Income Population	15%	19%	60	24%	55	33	
Linguistically Isolated Population	20%	35%	25	35%	31	29	
Population With Less Than High School Education	0%	2%	63	2%	58	44	
Population Under 5 years of age	4%	12%	19	11%	25	22	
Population over 64 years of age	9%	5%	15	8%	16	16	



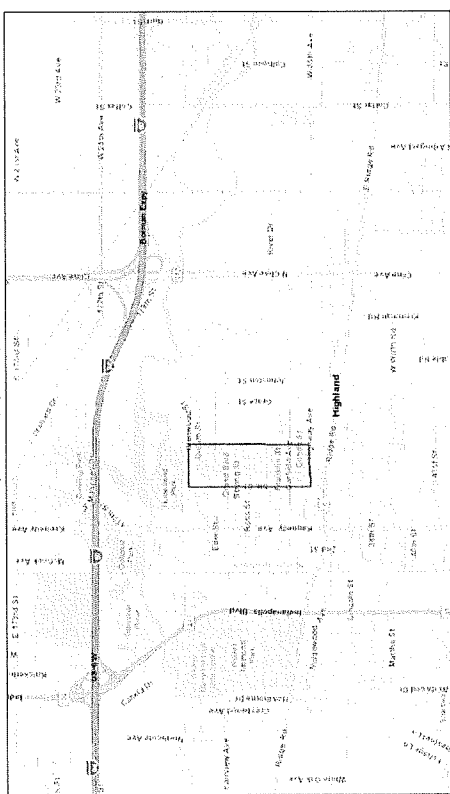
EJSCREEN Report (Version 2016)

Blockgroup: 180890407003, INDIANA, EPA Region 5

Approximate Population: 1,363
Input Area (sq. miles): 0.18



Tract 407, Block 003



May 23, 2017
Digitized Polygon

Selected Variables	Value	%ile in			%ile in		
		State Avg.	EPA Region Avg.	USA Avg.	State Avg.	EPA Region Avg.	USA Avg.
Demographic Indicators							
Demographic Index							
Minority Population	33%	27%	72	28%	70	35%	
Low Income Population	40%	19%	85	24%	79	37%	
Linguistically Isolated Population	28%	35%	36	38%	43	40	
Population With Less Than High School Education	0%	2%	63	2%	58	44	
Population Under 5 years of age	11%	12%	55	11%	63	53	
Population over 64 years of age	9%	6%	74	6%	78	68	

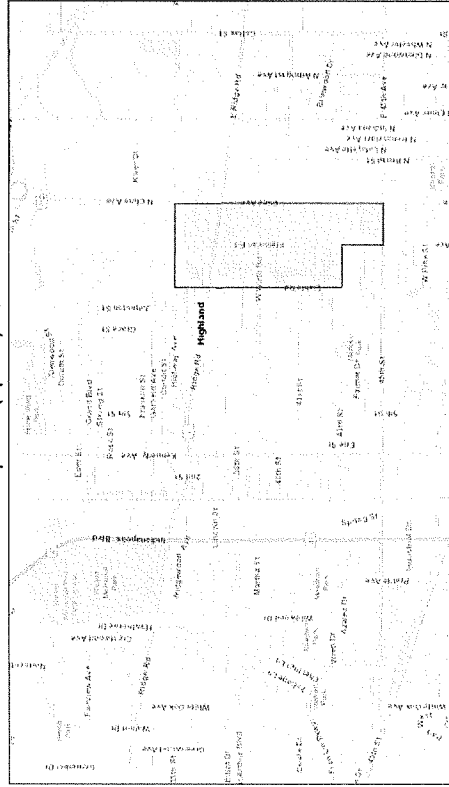


EJSCREEN Report (Version 2016)

Blockgroup: 180890408011, INDIANA, EPA Region 5

Approximate Population: 1,265
Input Area (sq. miles): 0.57

Tract 408, Block 011



May 23, 2017
Digitized Polygon

Selected Variables	Value	%ile In				
		State Avg.	EPA Region Avg.	USA Avg.	USA	
Demographic Indicators						
Demographic Index						
Minority Population	12%	27%	29%	19	36%	11
Low Income Population	13%	19%	24%	50	37%	29
Linguistically Isolated Population	11%	35%	10	35%	13	35%
Population With Less Than High School Education	0%	2%	63	2%	58	5%
Population Under 5 years of age	3%	12%	11	11%	15	14%
Population over 64 years of age	8%	6%	65	6%	68	6%
Population over 64 years of age	13%	14%	52	14%	50	14%

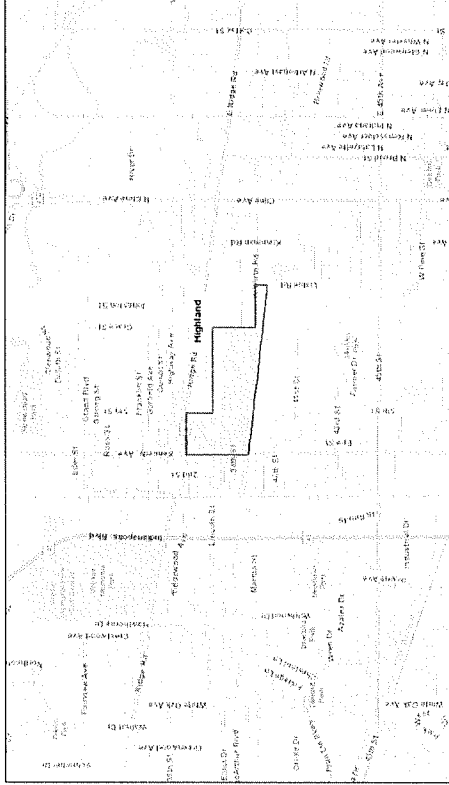


EJSCREEN Report (Version 2016)

Blockgroup: 180890408012, INDIANA, EPA Region 5

Approximate Population: 1,478
Input Area (sq. miles): 0.24

Tract 408, Block 012



May 23, 2017
Digitized Polygon

Selected Variables	Value	%ile In				
		State Avg.	EPA Region Avg.	USA Avg.	USA	
Demographic Indicators						
Demographic Index						
Minority Population	21%	27%	25%	49	35%	33
Low Income Population	29%	19%	24%	71	37%	50
Linguistically Isolated Population	14%	35%	15	35%	20	35%
Population With Less Than High School Education	1%	2%	71	2%	66	5%
Population Under 5 years of age	11%	12%	53	11%	61	14%
Population over 64 years of age	5%	6%	33	6%	36	5%
Population over 64 years of age	19%	14%	80	14%	77	14%

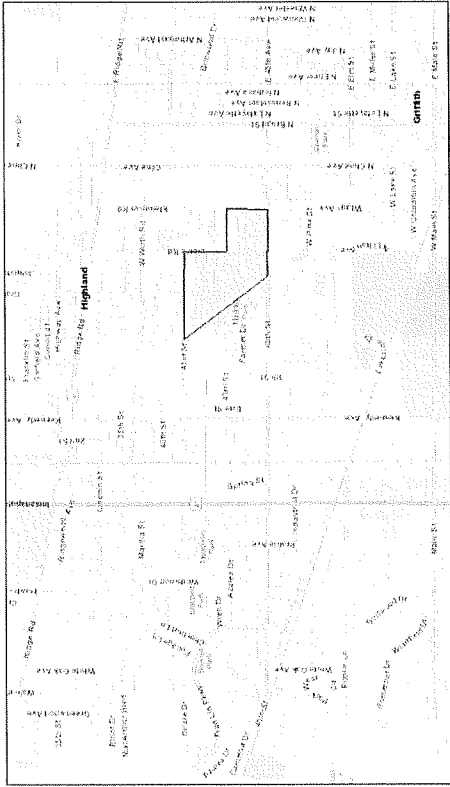


EISCREEN Report (Version 2016)

Blockgroup: 180890408021, INDIANA, EPA Region 5

Approximate Population: 1,451
Input Area (sq. miles): 0.23

Tract 408, Block 021



May 23, 2017
Digitized Polygon
1:36,112
Scale: 1 inch = 1.2 miles
Note: This map was created using the National Map Accuracy Standards for 1:50,000 scale maps. It is not intended for use as a navigation aid.

Selected Variables	Value	%ile in		%ile in		%ile in		
		State Avg.	Region Avg.	EPA Region Avg.	USA Avg.			
Demographic Indicators								
Demographic Index	17%	27%	36%	37%	36%	24		
Minority Population	15%	19%	60	24%	54	37%	33	
Low Income Population	20%	35%	26	38%	31	35%	29	
Linguistically Isolated Population	3%	2%	82	2%	78	5%	64	
Population With Less Than High School Education	9%	12%	44	11%	52	14%	44	
Population Under 5 years of age	1%	6%	4	6%	4	6%	4	
Population over 64 years of age	21%	14%	86	14%	84	14%	85	

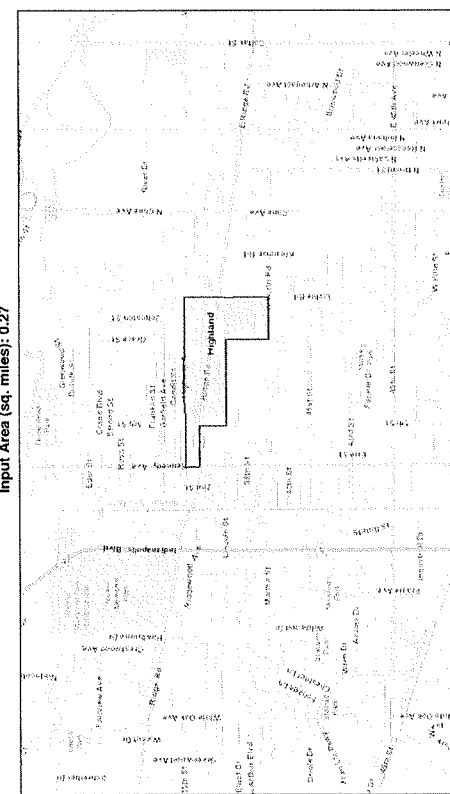


EISCREEN Report (Version 2016)

Blockgroup: 180890408013, INDIANA, EPA Region 5

Approximate Population: 1,138
Input Area (sq. miles): 0.27

Tract 408, Block 013



May 23, 2017
Digitized Polygon
1:36,112
Scale: 1 inch = 1.2 miles
Note: This map was created using the National Map Accuracy Standards for 1:50,000 scale maps. It is not intended for use as a navigation aid.

Selected Variables	Value	%ile in		%ile in		%ile in		
		State Avg.	Region Avg.	EPA Region Avg.	USA Avg.			
Demographic Indicators								
Demographic Index	29%	27%	65	29%	64	36%	47	
Minority Population	24%	19%	75	24%	67	37%	46	
Low Income Population	33%	35%	51	33%	56	35%	52	
Linguistically Isolated Population	0%	2%	63	2%	58	5%	44	
Population With Less Than High School Education	13%	12%	60	11%	67	14%	59	
Population Under 5 years of age	5%	6%	43	6%	46	6%	45	
Population over 64 years of age	11%	14%	40	14%	39	14%	44	

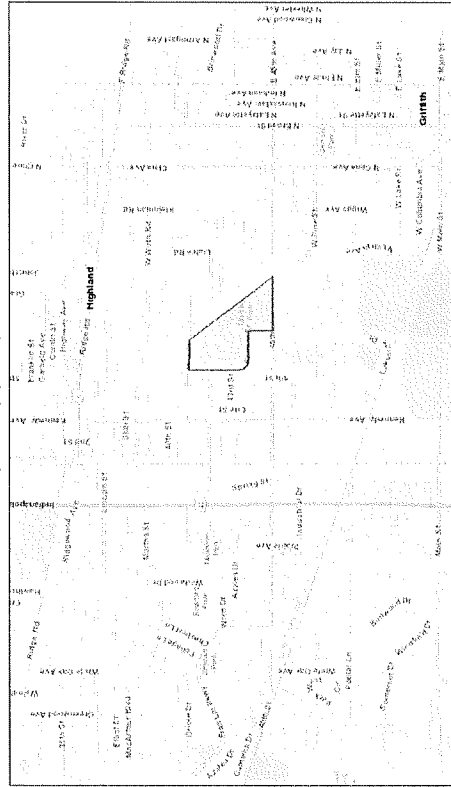


EJSCREEN Report (Version 2016)

Blockgroup: 180890408022, INDIANA, EPA Region 5

Approximate Population: 890
Input Area (sq. miles): 0.15

Tract 408, Block 022



May 23, 2017
Digitized Polygon

136,112

Scale: 0 0.2 0.4 0.8 1.6 3.2 6.4 12.8 Miles
Scale: 0 0.2 0.4 0.8 1.6 3.2 6.4 12.8 Kilometers

Selected Variables	Value	%ile in		%ile in	
		State Avg.	Region Avg.	EPA Region Avg.	USA Avg.
Demographic Indicators					
Demographic Index	17%	27%	35	29%	37
Minority Population	7%	19%	40	24%	34
Low Income Population	27%	35%	39	35%	46
Linguistically Isolated Population	0%	2%	63	2%	58
Population With Less Than High School Education	8%	12%	40	11%	47
Population Under 5 years of age	10%	6%	80	6%	83
Population over 64 years of age	13%	14%	53	14%	51

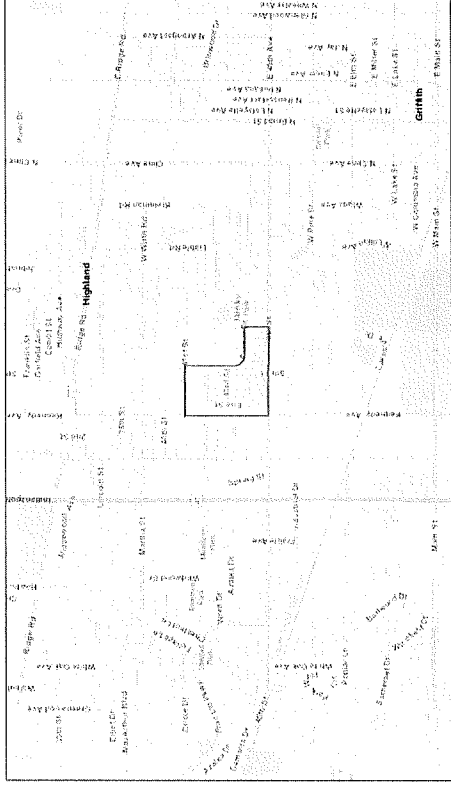


EJSCREEN Report (Version 2016)

Blockgroup: 180890408023, INDIANA, EPA Region 5

Approximate Population: 1,038
Input Area (sq. miles): 0.19

Tract 408, Block 023



May 23, 2017
Digitized Polygon

136,112

Scale: 0 0.2 0.4 0.8 1.6 3.2 6.4 12.8 Miles
Scale: 0 0.2 0.4 0.8 1.6 3.2 6.4 12.8 Kilometers

Selected Variables	Value	%ile in		%ile in	
		State Avg.	Region Avg.	EPA Region Avg.	USA Avg.
Demographic Indicators					
Demographic Index	31%	27%	68	29%	67
Minority Population	24%	19%	75	24%	67
Low Income Population	37%	35%	58	33%	63
Linguistically Isolated Population	0%	2%	5	2%	5
Population With Less Than High School Education	4%	12%	19	11%	25
Population Under 5 years of age	4%	6%	31	6%	33
Population over 64 years of age	25%	14%	83	14%	91

APPENDIX F – FORMS

TOWN OF HIGHLAND NON-DISCRIMINATION POLICY STATEMENT

The Town of Highland reaffirms its policy to allow all individuals the opportunity to participate in federal financially assisted services and adopts the following provision:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." In applying this policy, the Town, and its sub-recipients of federal funds, shall not:

1. Deny any individual with any services, opportunity, or other benefit for which such individual is otherwise qualified;
2. Provide any individual with any service or other benefit which is inferior (in quantity or quality) to, or which is provided in a different manner from, that which is provided to others;
3. Subject any individual to segregated or disparate treatment in any manner related to such individual's receipt of services or benefits;
4. Restrict an individual in any way from the enjoyment of services, facilities, or any other advantage, privilege, or other benefit provided to others;
5. Adopt or use methods of administration which would limit participation by any group of recipients or subject any individual to discrimination;
6. Address any individual in a manner that denotes inferiority because of race, color, or national origin;
7. Permit discriminatory activity in a facility built in whole or in part with federal funds;
8. Deny any segment of the population the opportunity to participate in the operations of a planning or advisory body that is an integral part of a federally funded program;
9. Fail to provide information in a language other than English to potential or actual beneficiaries who are of limited English speaking ability, when requested and as appropriate;
10. Subject an individual to discriminatory employment practices under any federally funded program whose objective is to provide employment;
11. Locate a facility in any way which would limit or impede access to a federally funded service or benefit.

The Town of Highland will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance. If irregularities occur in the administration of the program's operation, procedures will be promptly implemented to resolve Title VI issues within a period not to exceed 90 days.

The Town of Highland designates John Bach, Town of Highland Public Works Director, as the Town's Title VI Coordinator. The Title VI Coordinator will be responsible for initiating and monitoring Title VI activities and other required matters, ensuring that the Town of Highland complies with the Title VI regulations, and pursues prevention of Title VI deficiencies or violations. Inquiries concerning the Town of Highland and Title VI may be directed to the Title VI Coordinator at:

John Bach, Town of Highland Title VI Coordinator
8001 Kennedy Street
Highland, IN 46322
Phone: (219) 972-5069 Fax: (219) 972-5085
jbach@highland.in.gov

Dan Vasser
Town Council President

John Bach
Town of Highland Title VI Coordinator

TOWN OF HIGHLAND TITLE VI ASSURANCE

The Town of Highland, Indiana (hereinafter referred to as the "Recipient"), by its Town Council, HEREBY AGREES that as a condition to receiving any federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-42 USC 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally Assisted Programs for the Department of Transportation — Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of gender, race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient received federal financial assistance from the Department of Transportation, including the Indiana Department of Transportation, and HEREBY GIVES ASSURANCES that it will promptly take any measures necessary to effectuate this assurance. This assurance is required by subsection 21.7 of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurance with respect to the Federal Aid Highway Program:

1. That the Recipient agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Aid Highway Programs and, in adapted form in all proposals for negotiated agreements:

"The Town of Highland, Indiana, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties:

- a. for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and
 - b. for the construction or use of, or access to space on, over, or under, real property acquired or improved under the Federal Aid Highway Program.
8. That this assurance obligates the Recipient for the period during which federal financial assistance is extended to the program, except where the federal financial assistance is to provide, or is in the form of, personal property or real property, or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods:
- a. the period during which the property is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom it delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Recipient under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

PASSED AND ADOPTED by the Town Council of the Town of Highland by a _____ vote of all members present and voting this _____ day of _____, 2019.

TOWN COUNCIL OF THE TOWN OF HIGHLAND

Bernie Zemen – 1st Ward

Mark Herak – 2nd Ward

Mark Schocke – 3rd Ward

Thomas Black – 4th Ward

Roger Sheeman – 5th Ward

ATTEST:

Michael W. Griffin, Clerk-Treasurer

Appendix A

The following language is to be inserted in all federal-aid contracts:

During the performance of this contract, the contractor, for itself, its assignees and successors, in interest (hereinafter referred to as the "contractor") agrees, as follows:

1. **Compliance with Regulations:** The contractor shall comply with Regulations relative to non-discrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Non-Discrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials in the discrimination prohibited by Section 21.5 of the Regulation, including employment practices when the contractor covers a program set for in Appendix B of the Regulations.
3. **Solicitation for Subcontracts Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under the contract and the Regulations relative to non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Non-Compliance:** In the event the contractor's non-compliance with the non-discrimination provisions of this contract, the State Highway Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the contractor under the contract until the contractor complies and/or
 - b. Cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for non-compliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Appendix B

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

(GRANTING CLAUSE)

NOW THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the Town of Highland, Indiana, will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally-assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4) does hereby remise, release, quitclaim and convey unto the Town of Highland, Indiana all the right, title, and interest of the Department of Transportation in and to said lands described Exhibit "A" attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the Town of Highland, Indiana, and its successors forever, subject, however, to the covenants, conditions, restrictions, and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the Town of Highland, Indiana, its successors and assigns.

The Town of Highland, Indiana, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors, and assigns, that (1) no person shall on the grounds of race, color, sex, age, disability, income status, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part, on, over, or under such lands hereby conveyed (L) (and) (2) that the Town of Highland, Indiana, shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally-assisted programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (L) and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this deed.*

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

Appendix C

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the Town of Highland, Indiana, pursuant to the provisions of Assurance 7(a).

The grantee, licensee, lessee, permittee, etc., (as appropriate) for himself, his heirs, personal representative, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases, add, "as a covenant running with the land") that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall remain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally-assisted programs of the Department of Transportation — Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)*

That in the event of breach of any of the above non-discrimination covenants, the Town of Highland, Indiana shall have the right to terminate the license, lease, permit, etc., and to re-enter and repossess said land and the facilities thereon, and hold the same as if said license, lease, permit, etc., had never been made or issued.

(Include in deeds)*

That in the event of breach of any of the above non-discrimination covenants, the Town of Highland, Indiana, shall have the right to re-enter lands and facilities hereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the State of Indiana Department of Transportation and its assigns.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of the Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1987.

TOWN OF HIGHLAND TITLE VI COMPLAINT FORM

Title VI of the Civil Rights Act of 1964 states that "No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination in any program, service, or activity receiving federal assistance."

This form may be used to file a complaint with the Town of Highland based on violations of Title VI of the Civil Rights Act of 1964. You are not required to use this form; a letter that provides the same information may be submitted to file your complaint. Complaints should be filed within 180 days of the alleged discrimination. If you could not reasonably be expected to know the act was discriminatory within 180 day period, you have 60 days after you became aware to file your complaint.

If you need assistance completing this form, please contact John Bach by phone at (219) 972-5069 or via e-mail at jbach@highland.in.gov.

Name: _____ Date: _____

Street Address: _____

Town: _____ State: _____ Zip Code: _____

Telephone: _____ (home) _____ (work) _____ (other)

Individual(s) discriminated against, if different than above (use additional pages, if needed).

Name: _____ Date: _____

Street Address: _____

Town: _____ State: _____ Zip Code: _____

Telephone: _____ (home) _____ (work) _____ (other)

Please explain your relationship with the individual(s) indicated above:

Name of agency and department or program that discriminated:

Agency or department name: _____

Name of individual (if known): _____

TOWN OF HIGHLAND TITLE VI COMPLAINT FORM (CONTINUED)

Date(s) of alleged discrimination:

Date discrimination began _____ Last or most recent date _____

ALLEGED DISCRIMINATION: If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you by others by the agency or department indicated above, please indicate below the basis on which you believe these discriminatory actions were taken.

Race Color Religion National Origin Age Sex

Disability Income Other (please specify) _____

Please explain as clearly as possible what happened. Provide the name(s) of witness(es) and others involved in the alleged discrimination (attach additional sheets, if necessary, and provide a copy of written material pertaining to your case).

Signature: _____

Please return completed form to:

John Bach, Town of Highland Title VI Coordinator
8001 Kennedy Street
Highland, IN 46322
Phone: (219) 972-5069
Fax: (219) 972-5085
jbach@highland.in.gov

Note: The Town of Highland prohibits retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by policies of the Town. Please inform the person listed above if you feel you were intimidated or experience perceived retaliation in relation to filing this complaint.

COMPLAINANT CONSENT/RELEASE FORM

Name (first, middle, last)		Telephone number () -	
Address (number and street, city, state, ZIP code)			
Case number(s) (if known)			
<p>As a complainant, I understand that during an investigation it may become necessary for the Town of Highland to reveal my identity to individuals outside of Highland Town Government in the course of verifying information or gathering facts and evidence to develop a basis for making a civil rights compliance determination. I understand that it may be necessary for the Town of Highland to share information, including personal details collected as part of its complaint investigation. In addition, I understand that as a complainant, I am protected by Title VI of the Civil Rights Act of 1964, as amended, and its related statutes and regulations prohibiting intimidation or retaliation for taking action or participating in an action to secure rights protected by the nondiscrimination statutes enforced by the Town of Highland.</p>			
<p>Please read both paragraphs below, check your choice of CONSENT or CONSENT DENIED and sign below. (Please mark one)</p>			
<input type="checkbox"/> CONSENT			
<p>I have read and understand the above information and authorize the Town of Highland to disclose my identity to individuals as needed during the course of the investigation for the purpose of verifying information or gathering facts and evidence relevant to the investigation of my complaint. I authorize the Town of Highland to receive, review, and discuss material and information about me relevant to the investigation of my complaint. I understand that the material and information will be used for authorized civil rights compliance and enforcement activities. I further understand that I am not required to authorize this release and volunteer to do so.</p>			
<input type="checkbox"/> CONSENT DENIED			
<p>I have read and understand the above information and do not want the Town of Highland to disclose my identity to any individual during the course of the investigation. I understand this choice could delay the investigation of my complaint and may, in some circumstances, result in an administrative closure of the investigation of my complaint without the Town of Highland making a determination in my case.</p>			
Signature		Date (month, day, year)	

VOLUNTARY TITLE VI PUBLIC INVOLVEMENT SURVEY

As a recipient of federal funds, the Indiana Department of Transportation (INDOT) is requiring local agencies to develop a procedure for gathering statistical data regarding participants and beneficiaries of its federal-aid highway programs and activities (23 CFR §200.9(b)(4)). The Town of Highland is distributing this voluntary survey to fulfill that requirement to gather information about the populations affected by proposed projects. You are not required to complete this survey. Submittal of this information is voluntary and anonymous. This form is a public document that the Town of Highland will use to monitor its programs and activities for compliance with Title VI and the Civil Rights Act of 1964, as amended, and its related statutes and regulations. You may return the survey by folding it and placing it on the registration table or by mailing or e-mailing it to the address below.

Date: (month, day, year)

Meeting: Town Council Plan Commission Advisory Board of Zoning Appeals Park & Recreation Board
 Police Commission Board of Waterworks Directors Other _____

Proposed Project Location: _____

Gender: Female Male Do You Have a Disability: Yes No

Ethnicity: Hispanic Not Hispanic National Origin: USA Other _____

Race: (Check one or more)
 American Indian or Alaska Native Asian Black or African-American White
 Native Hawaiian or other Pacific Islander Multiracial

English Proficiency: (Check all that apply to members of your household relative to ability to speak English)
 Speak English "very well or well" Speak English "not well" Speak English "not at all"
 Primary Non-English Language Spoken _____ Only English is Spoken in our Household

Age:
 Under 18 years 18-39 40-65 65 or over

Household Income:
 Less than \$15,000 \$15,000-24,999 \$25,000-34,999 \$35,000-49,999 \$50,000-74,999 > \$75,000

If you have any questions regarding the Town of Highland's responsibilities under Title VI of the Civil Rights Act of 1964 or the Americans with Disabilities Act, please contact John Bach, Title VI Coordinator at jbach@highland.in.org or Phone: (219) 972-5069.

2004 Census Test
 United States Census 2010
 LANGUAGE IDENTIFICATION FLASHCARD

- 1. Arabic
 وضع علامة في هذا المربع إذا كنت تقراً أو تتحدث العربية.
- 2. Armenian
 Մտադրված է հայկերենով կամ արևմտահայերենով. հիմնականում կարգավորված է Երևանում:
- 3. Bengali
 যদি আপনি বাংলা পড়ুন বা বলেন তা হলে এই বাক্সে চিহ্ন দিন।
- 4. Cambodian
 បញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកមាន ប្តីនិពោលភាសា ខ្មែរ ។
- 5. Chamorro
 Mokka i kahoon ya yangin ünüingani' manaitai put ünüingni' kumantos Chamorro.
- 6. Simplified Chinese
 如果你能读中文或讲中文, 请选择此框。
- 7. Traditional Chinese
 如果你能讀中文或講中文, 請選擇此框。
- 8. Croatian
 Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.
- 9. Czech
 Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.
- 10. Dutch
 Kruis dit vakje aan als u Nederlands kunt lezen of spreken.
- 11. English
 Mark this box if you read or speak English.
- 12. Farsi
 اگر خواندن و نوشتن فارسی بلد هستید این مربع را علامت بزنید.

Cocher toi si vous lisez ou parlez le français.

Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.

Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.

Make karze sa a si ou li osvva ou pale kreyòl ayisyen.

आय हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।

Kos lub voj no yng koj pvaub twm thiab hais lus Hmoob.

Jelölje meg eza a kocsát, ha megérti vagy beszéli a magyar nyelvét.

Markaam daytoy nga kahon no makabasa wenno makasuka iti Ilocano.

Marchi questa casella se legge o parla italiano.

日本語を話んだり、読める場合はここに印を付けてください。

한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.

Դիտելու համար՝ գծիկը դրեք այստեղ .

Prosimy o zaznaczenie tego kwadratu, jeżeli posługujecie się Pani/Pani językiem polskim.

Assinale este quadrado se você lê ou fala português.

Inshemnajj asenajj cásujj dhacá citijj sau vorbiij românește.

Пометьте этот квадратик, если вы читаете или говорите по-русски.

Обележите овај квадратич уколико читате или говорите српски језик.

Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.

Marque esta casilla si lee o habla español.

Markahan itong kwadrado kung kayo ay maramang magbasa o magsalita ng Tagalog.

Կիսովո՞րոշումը կարող եմ արժանացնել լինի.

Maaka 'i he pulha ni kapau oku ke lau pe lau fakatonga.

Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.

اگر آپ اردو پڑھتے یا لکھتے ہیں تو اس خانے میں نشان لگائیں۔

Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.

כאיזיבן דעם קעסטל אויב איר ליינט אדער רעדט אדש.

**TOWN OF HIGHLAND
ENACTMENT (ORDINANCE)
ENACTMENT NO. 2020-27**

AN ENACTMENT EXPRESSING A FINDING AND DETERMINATION THAT AN EMERGENCY CONTINUES TO EXIST AND RE-AFFIRMING THE TOWN EXECUTIVE'S PROCLAMATION 2020-02 DECLARING A LOCAL DISASTER EMERGENCY, GRANTING A TIME EXTENSION AND CONFERRING SPECIAL AUTHORITY ON THE MUNICIPAL EXECUTIVE OF THE TOWN OF HIGHLAND.

Whereas, From time to time circumstances exist such that an exigency occurs that could not reasonably be foreseen and that threatens the public health, welfare, or safety and requires immediate action; and

Whereas, The President of the United States and the Governor of the State of Indiana have issued emergency declarations in consequence of the Corona Virus COVID-19 Pandemic;

Whereas, It is of vital public interest that continuity of government operations be preserved and supported during the national, state and local responses to the current exigency;

Whereas, It is noted that the Town of Highland, through its Town Council President, as the principal executive officer did issue a finding and determination that an emergency exists sufficient to support the declaration of a *Local Disaster Emergency*, Styled as Emergency Proclamation No. 2020-02, all pursuant to IC 10-14-3-29;

Whereas, It is further noted that the Town of Highland, through its Town Council, as the governing body did concur in those a findings and determinations and pursuant to 10-14-3-29, did extend the seven days duration for the proclamation three additional seven day periods, bringing the period of the Town Executive's authority under the proclamation to expire on April 16, 2020;

Whereas, It is still further noted that the Town of Highland, through its Town Council, as the governing body did again concur in those a findings and determinations and pursuant to 10-14-3-29, did extend the seven days duration for the proclamation six additional seven day periods, bringing the period of the Town Executive's authority under the proclamation to expire on May 24, 2020;

Whereas, In order to allow the lawful alacrity of response and action by the public resources of the Town of Highland, the Town Council President, as municipal executive, should be expressly granted such authority to act for the town, in the interest of administrative efficiency and where the public good requires it, the Highland Town Council desires to authorize and extend further certain emergency powers consistent with IC 10-14-3-29;

Now Therefore be it hereby Enacted by the Town Council of the Town of Highland, Lake County, Indiana as follows:

Section 1. That the Town Council does now hereby affirm and make the following findings and determinations:

(A) That the Town Council President, pursuant to IC 10-14-3-29, did issue a proclamation stating, that there now exists a local disaster emergency in the Town of Highland, Lake County, Indiana, to be continued for a period not to exceed seven (7) days from the date of its entry, except by the consent of the Town Council as the governing body of the Town of Highland;

(B) That the Town Council did pass Enactment No. 2020-20 granting its consent and approval to extend the period of the proclaimed emergency for three (3) additional seven-day periods, conferring fully twenty-eight days for the period of emergency authority, which will expires on April 16, 2020 unless the Town Council elects to act;

(C) That the Town Council did elect to act and did pass Enactment No. 2020-21 granting its consent and approval to extend the period of the proclaimed emergency for seven (7) additional seven-day periods, conferring fully forty-nine days for the period of emergency authority, which expired on May 24, 2020; unless the Town Council elects to act;

(D) That subject to law, the Town Council now desires that the period of the emergency authority granted by Executive Proclamation No. 2020-02, affirmed and extended by Enactments No. 2020-20 and 2020-21, should be still further extended;

Section 2. That, this enactment serves as approval of the governing body in that it grants the Town Council President authority to act during the local exigency for five (5) additional periods of authority, extending the period by thirty-five (35) days *retroactively from May 24, which shall end on July 5*, after which, such authority will require action by the Town Council as the legislative body of the municipality;

Section 3. That the effect of this enactment is affirm and to confer such powers that are granted a municipal executive under IC 36-4 et seq and IC 36-5 et sequitur, except the authority to dismiss or demote a public officer acting as a department head, and the procedure affecting the adoption of ordinances or resolutions of the municipality;

Section 4. That the tolling for the extension of authority under this enactment shall begin upon the expiration of the existing authority, upon the passage and adoption of the enactment;

Section 5. That the Clerk-Treasurer shall inform the Town Council as to the duration of approved authority remaining as conferred by this enactment.

Introduced and Filed on the 8th Day of June 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)**

EXHIBIT: EXECUTIVE PROCLAMATION

**THE TOWN of HIGHLAND
PROCLAMATION of the MUNICIPAL EXECUTIVE NO. 2020-02**

**FINDING AND DETERMINATION AN EMERGENCY EXISTS AND DECLARING
A LOCAL DISASTER EMERGENCY**

Whereas, From time to time circumstances exist such that an exigency occurs that could not reasonably be foreseen and that threatens the public health, welfare, or safety and requires immediate action; and

Whereas, The President of the United States and the Governor of the State of Indiana have issued emergency declarations in consequence of the Corona Virus COVID-19 Pandemic;

Whereas, The Town of Highland, through its Town Council President, as the principal executive officer now desires to issue a finding and determination that an emergency exists sufficient to support the declaration of a *Local Disaster Emergency*, all pursuant to IC 10-14-3-29;

Now Therefore be it hereby Proclaimed and declared by the Town Council President of the Town of Highland, Lake County, Indiana as follows:

Section 1. That pursuant to IC 10-14-3-29, there now exists a local disaster emergency in the Town of Highland, Lake County, Indiana, to be continued for a period not to exceed seven (7) days from the date of its entry, except by the consent of the Town Council as the governing body of the Town of Highland;

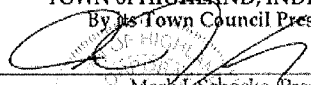
Section 2. That this declaration shall be given prompt and general publicity and shall be filed promptly in the office of the Clerk-Treasurer of the Town of Highland;

Section 3. That the effect of this declaration of a local disaster emergency is to: (1) activate the response and recovery aspects of all applicable local or inter-jurisdictional disaster emergency plans; and (2) authorize the furnishing of aid and assistance under the plans;


Section 4. That the public health, welfare, or safety is in immediate danger such that requires the expenditure of money in the Municipal Cumulative Capital Development Fund, provided such expenditure shall be for purposes to protect the public health, welfare, or safety in this emergency situation that demands immediate action, all pursuant to Section 3.45.140 (B)(1) of the Municipal Code and IC 36-9-15.5-8(c).

BE IT SO PROCLAIMED, DECLARED and ORDERED pursuant to and under the authority of Highland Municipal Code Section 3.45.140 (B)(1) and IC 10-14-3-29. Entered this 16th day of March 2020 by the Town Council President of the Town of Highland, Lake County, Indiana. Filed with the Clerk-Treasurer on 16th day of March 2020 at 6:30 clock a.m. & p.m.

TOWN of HIGHLAND, INDIANA
By its Town Council President


Mark J. Schocke, President

Attest:


Michael W. Griffin, Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

**TOWN of HIGHLAND
RESOLUTION NO. 2020-23**

A RESOLUTION AUTHORIZING TEMPORARY INTERFUND LOAN or TRANSFER PURSUANT to IC 36-1-8-4 OF THE INDIANA CODE AND SECTION 3.20.040 OF THE HIGHLAND MUNICIPAL CODE FOR THE CORPORATION BOND AND INTEREST FUND, THE SANITARY DISTRICT BOND AND INTEREST FUND, AND THE REDEVELOPMENT DISTRICT BOND AND INTEREST FUND.

Whereas, The Clerk-Treasurer has advised the Town Council that cash balances in the **Corporation Bond and Interest Fund, Sanitary District Bond & Interest Fund, and the Redevelopment District Bond & Interest Fund** are not sufficient to meet its regular expenses prior to the receipt of the semi-annual distribution of ad-valorem revenues so it has become necessary to temporarily borrow money to enhance the fund; and,

Whereas, The Clerk-Treasurer has further advised that there is sufficient money on deposit to the credit of the **Corporation General Fund** and the **Economic Development Local Income Tax Fund** that can be temporarily transferred,

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

Section 1. That the amount of **\$207,482.00** be borrowed for the **Sanitary District Bond and Interest Exempt Fund** with the amount of **\$207,482.00** to be loaned by the **Economic Development Local Income Tax Fund**;

Section 2. That said loan in the amount **\$207,482.00** be repaid to the **Economic Development Local Income Tax Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the **Fund** with such loan to be repaid no later than December 31, 2020, subject to IC 36-1-8-4(b).

Section 3. That the amount of **\$723,412.00** be borrowed for **the Corporation Bond & Interest Fund** with the amount of **\$723,412.00** to be loaned by the **Corporation General Fund**;

Section 4. That said loan in the amount of **\$723,412.00** be repaid to the **Corporation General Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the **Corporation Bond & Interest Fund** with such loan to be repaid no later than December 31, 2020, subject to IC 36-1-8-4(b).

Section 5. That the amount of **\$36,457.00** be borrowed for **the Redevelopment Bond & Interest Fund** with the amount of **\$36,457.00** to be loaned by the **Economic Development Local Income Tax Fund**;

Section 6. That said loan in the amount of **\$36,457.00** be repaid to the **Economic Development Local Income Tax Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the **Redevelopment District Bond & Interest Fund** with such loan to be repaid no later than December 31, 2020, subject to IC 36-1-8-4(b).

Duly Adopted by the Town Council of the Town of Highland, Lake County, Indiana, this 8th day of June 2020. 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 COUNCIL of the TOWN of HIGHLAND
RESOLUTION NO. 2020-24**

A RESOLUTION REGARDING THE DISPOSITION OF APPROPRIATED RESOURCES IN SEVERAL FUNDS OF THE MUNICIPALITY, AUTHORIZING THEIR TRANSFER TO THE COMMUNITY CROSSINGS GRANT CAPITAL FUND.

WHEREAS, The Town of Highland by proper legislative action has established a **Community Crossings Grant Capital Fund**, pursuant to IC 36-1-3, codified as Article III of Section § 3.45 of the Highland Municipal Code;

WHEREAS, HMC Section 3.45.180 (A)(7) provides that resources from this fund may be used: *"to pay expenses related to the acquisition of real property and improvements by the municipality not already provided for in other funds of the municipality;"*

WHEREAS, HMC Section 3.45.129 (A)(3)(a) provides that sources for the Community Crossing Grant Fund may include: *"Money transferred into and deposited into the fund created by this section, from such other local matching resources lawful for application to a particular project;"*

WHEREAS, IC 8-23-30-3 provides that sources for the *Community Crossing Grant Fund* that are used to serve as a local match for an eligible project funded from the State's **Local Road and Bridge Matching Grant Fund**, includes (1) *any money* the local unit is authorized to use **for a local road or bridge project**, (2) money received by the local unit as a special distribution of local income taxes under IC 6-3.6-9-17, or money from the local unit's rainy day fund;

WHEREAS, The Public Works Director has requested and recommended the identified amount on deposit to and appropriated in the *Local Road and Street Fund*, the *Economic Development Local Income Tax (LIT) Fund*, the *Cumulative Capital Improvement Fund*, and the *Works Board Department of the Corporation General Fund*, be transferred to the Community Crossings Grant Capital Fund to support Highland's local road and street projects approved in the grant application; and,

WHEREAS, The Town Council now desires to favor the request and recommendation of the Public Works Director and the Clerk-Treasurer, in support of the projects that will be undertaken from the Community Crossings Grant Capital Fund,

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

Section 1. That for the expenses of said municipality, the following appropriations are hereby transferred and set apart out of the funds hereinafter named for the purposes herein specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law;

Section 2. That it has been shown that certain existing appropriations of the **Economic Development Local Income Tax Fund** have unobligated balances which will not be needed at this time for any expenses that would arise from this fund, **but are needed for the purposes for which they** were appropriated -- but in order to employ them as a match for a road resurfacing program, must be transferred into a identified separate fund, pursuant to IC 36-1-8-12, and therefore are available for a transfer to the *Community Crossings Grant Capital Fund* so as follows:

(A) That it will not be necessary to increase the 2020 budget, and

(B) That the identified amount may be transferred to a category of appropriation not heretofore present in this fund, but now hereby authorized and established, pursuant to IC 6-1.1-18-6, as follows:

ECONOMIC DEVELOPMENT LOCAL INCOME TAX (LIT) FUND

Reduce Account:

Acct. No. 250-0000-47118 RESURFACING of LOCAL ROADS:	<u>\$ 250,000.00</u>
<i>Total Series:</i>	\$ 250,000.00

Total of All Series Reductions:	\$ 250,000.00
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Increase Account:

Acct. 250-0000-39999 Local Share Transfer CCMGF:	\$ 250,000.00
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Total of All Series Increases:	\$ 250,000.00
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Section 3. That it is now hereby authorized and instructed that the amount of two hundred fifty thousand, dollars (\$250,000) be now transferred from the proper appropriation of the **Economic Development Local Income Tax (LIT) Fund** and deposited to the credit of the *Community Crossings Grant Capital Fund* and shown below:

Acct. 250-0000-39999 Local Share Transfer CCMGF:	<u>\$ 250,000.00</u>
<i>Total Series:</i>	\$ 250,000.00

Section 4. That it has been further shown that certain existing appropriations of the **Local Road and Streets Fund** have unobligated balances which will not be needed at this time for any expenses that would arise from this fund, **but are needed for the purposes for which they** were appropriated -- but in order to employ them as a match for a road resurfacing program, must be transferred into a identified separate fund, pursuant to IC 36-1-8-12, and therefore are available for a transfer to the *Community Crossings Grant Capital Fund* so as follows:

(A) That it will not be necessary to increase the 2020 budget, and

(B) That the identified amount may be transferred to a category of appropriation not heretofore present in this fund, but now hereby authorized and established, pursuant to IC 6-1.1-18-6, as follows:

LOCAL ROAD AND STREETS (LR&S) FUND

credit of the cash balance in the *Community Crossings Grant Capital Fund* and shown below:

Acct. 054-0000-39999 Local Share Transfer CCMGF:	<u>\$ 91,000.00</u>
Total Series:	\$ 91,000.00

Section 8. That it is now hereby authorized and instructed that the amount of three hundred fifty thousand, dollars (\$350,000) be now transferred from the proper appropriation of the **Works Board Department in the Corporation General Fund, subject to the approval of the appropriation by the Department of Local Government Finance**, and deposited to the credit of the cash balance in the *Community Crossings Grant Capital Fund* and shown below:

CORPORATION GENERAL FUND

Works Board Department

Acct. 001-0011-39999 Local Share Transfer CCMGF:	<u>\$ 350,000.00</u>
Total Series:	\$ 350,000.00

Section 9. That, pursuant to the foregoing, the Clerk-Treasurer be authorized and is hereby requested to transfer the amount identified herein;

Section 10. That the Clerk-Treasurer as the disbursing and fiscal officer of the Municipality, is hereby instructed, authorized and directed to take such steps as necessary to carry out the purposes of this resolution.

Section 11. That the money transferred may be expended from the Community Crossings Grant Capital Fund, for purposes permitted by law, and after its appropriation in the manner set forth in IC 6-1.1-18.

DULY RESOLVED 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, INDIANA
RESOLUTION NO. 2020-28**

A RESOLUTION AUTHORIZING and ESTABLISHING a REOPENING POLICY PURSUANT TO INDIANA GOVERNOR EXECUTIVE ORDER 2020-26.

Whereas, On January 30, 2020 the World Health Organization (WHO) declared a global health emergency regarding the emerging public health issue related to the corona virus;

Whereas, On February 29, 2020 the City of Seattle, Washington reported a death attributable to the Corona virus COVID 19, and first the State of Indiana by execution of Executive Order 2020-02 on March 6, 2020 and then on March 13, 2020 the United States of America and the State of Indiana formally acknowledged the profound public health emergency in consequence of a great world-wide corona virus pandemic, specifically with the COVID -19 virus;

Whereas, In continuing consequence of the public health epidemic, certain plans to assuage the related economic effects from the health emergency were announced in Indiana Executive Order No. 2020-26, which set forth a systematic plan for re-opening business and governmental activities of the State of Indiana;

Whereas, IC 36-1-4-2, authorizes a unit to establish and operate a government;

Whereas, IC 36-5-2-9(1), in setting forth the powers of a town legislative body, provides that the legislative body may adopt ordinances and resolutions for the performance of the functions of the town;

Whereas, IC 36-5-2-10(a), further provides that an ordinance, order or resolution passed by the legislative body is considered adopted, when it is signed by the executive; and,

Whereas, The Town Council desires to approve a re-opening policy as an interim measure, and comply with the directives set forth in Executive Order No. 20-26,

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

Section 1. That the Town Council by the passage and adoption of this resolution formally finds and determines that Section 4(a) of Executive Order 20-26 requires *the following*:

(a) A written plan describing measures and safeguards to ensure a safe environment for the employees, customers, clients and members. The plan shall be provided to each employee or staff and posted publicly.

(b) It further expressly requires the following four elements be included:

i) Instituting an employee health screening process;

- ii) Employing enhanced cleaning and disinfecting protocols for the workplace, including regularly cleaning high-touch surfaces;
- iii) Enhancing the ability of employees, customers and clients to wash hands or bike other personal hygiene measures such as use of hand sanitizer;
- iv) Complying with social distancing requirements established by the CDC, including maintaining six-foot social distancing for both employees and members of the general public when possible and/ or employing other separation measures such as wearing face coverings or using barriers

Section 2. That in order to comply with the foregoing provisions, the Town Council hereby approves and adopts a plan for workplace and public safety to be observed as the Town of Highland and the State of Indiana emerge from the sheltering in place provisions issued in consequence of the COVID 19 public health emergency, a copy of which is attached and incorporated herein, in order to evidence its approval;

Section 3. The associated plans that are department specific are hereby authorized and approved, provided they be made public and copies are given to each employee of the relevant department;

Section 4. That this plan shall be of no further force and effect after December 31, 2020 or upon subsequent action by the legislative body, whichever comes first.

DULY PASSED AND ADOPTED by the Town Council of the Town of Highland, Lake County, Indiana, this 8th Day of June 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)

Exhibit:

TOWN of HIGHLAND WORKPLACE SAFETY MEASURES

A workplace plan that is in force when a national, state or regional public emergency is in effect involving a public health contagion. (*A plan to safely transition from closed campus and physical plant to incrementally opened.*)

This plan is constructed to at once preserves a safe work environment, foster and protect continuity of government, protect critical functions and optimize in the context of these objectives, quality service to residents of the Town. The Corona Virus COVID 19 is highly contagious and has particularly adverse impacts on human beings.

While gradually relaxing the municipal building closure, the following steps will be taken to ensure the plan and extend and continue services. The following is policy for workers in all municipal facilities of the Town of Highland, performing administrative, clerical and support services. Except for those departments with discretely described additional requirements, these practices shall be observed by all employees:

1. Employee screening process

- (a) All employees are required to monitor their own health conditions. It is mandatory that employees perform a self - check of any symptoms of illness. This includes but is not limited to symptoms of fever, shortness of breath, sore throat, body aches, loss of smell to list a few. (If you experience any signs of illness, stay home and contact your Supervisor or their designee). A checklist will be provided to assist with the monitoring.
- (b) All employees will be required to perform daily body temperature checks before coming to work. Employees are *expected* to take their temperature and ensure they are within normal range. Once employees arrive at work, you will be required to acknowledge you took your temperature and it was less than 100 degrees Fahrenheit. Employees will sign off on a brief survey of condition as part of screening.
- (c) A daily log will be maintained by each department that lists the employee by name, the employee's temperature before coming to work and the time of taking the temperature. The employee will sign the log.

2. Enhanced cleaning and protective practices

- (a) At the end of each work-day, all surfaces will be wiped down with appropriate cleaning anti-viral wipes. Doorknobs, telephones, computer keypads, copiers and light switches too will be cleaned. *A Checklist will be provided to verify the tasks are completed.*
- (b) A record or log of cleaning will be maintained by department or office.
- (c) After every customer interaction, surface where customer was served shall be wiped down.
- (d) If an employee has a temperature more than 100 degrees Fahrenheit, the employee shall remain stay at home and contact your Supervisor or designee. Your Doctor or Health Care Provider should also be contacted for further direction.
- (e) High Risk employees will be encouraged to remain at home and work remotely, if possible. (*High Risk employees are employees 65 years of age or older and those with pre-existing conditions, such as COPD, asthma or any condition that affects immune response.*)
- (f) If an employee has been in close contact with others while off from work (at home or in the Community) and they have symptoms of COVID - 19, contact your Supervisor or their

designee prior to returning to work, as you may be subject to self-quarantine. If there has been contact, worker may be asked to monitor for up to seven days, with the final three days being symptom free including no fever without using any anti-fever medication.

(g) If a worker has symptoms of COVID – 19 , the worker will be required to self-quarantine for a least (14) days and the last (3) days with zero symptoms, unless you have a negative test result, then you might return after (7) days, with the final three days with days with zero symptoms and or in accordance with CDC guidelines.

(h) *Wipe and wash always.* Hand sanitizers dispensers shall be at the primary entrances and near the access points for major offices at conference room (upper chamber).

(i) For Town Hall: Hand sanitizers at entrance to redevelopment, entrance to building and inspection and inspectors rooms, and for Office of Clerk-Treasurer.

(ii) For Police Station: To be supplied.

(iii) For Central Fire Station: To be supplied.

(iv) For Public Works Facility: To be supplied.

(v) For Lincoln Community Center: To be supplied.

(vi) For Fire Station 2: None

(vii)For Meadows Park Office: To be supplied.

(viii) All workers are highly encouraged to wash hands with soap and water for at least 20 seconds at each break and as frequently as possible.

(ix) If soap and water are not available, use hand sanitizer that contains at least 60% alcohol, as provided by the workplace.

(x) Other important workplace practices that employees are highly encouraged to observe include: • Avoid touching your face (Eyes, nose, mouth, etc.) with unwashed hands • Cover your mouth and nose with a cloth face cover (mask) while around others • Employees shall not congregate around another's work area and to continue to observe social distancing of at least 6 feet of distance.

(i) Workers who count or receive cash or checks shall use appropriate latex, or high-tactile surgical gloves.

(j) If a client or meeting is necessary, all will be convened in a large room as identified below, always, observing the social distancing guidelines, including maintaining six feet or more distance.

(i) For Town Hall: Plenary meeting room.

(ii) For Police Station:

(iii) For Central Fire Station:

(iv) For Public Works Facility:

(v) For Lincoln Community Center:

(vi) For Fire Station 2: No meetings to be convened

- (vii) For Meadows Park Office: no meetings to be convened
- (k) Employer has installed "sneeze guards" and pedestrian routing measures from the front door to the referenced greeting counter.
- (l) For all bathrooms, appropriate touchless soap dispensers shall be installed that can be regularly refilled; Appropriate touchless towel dispensers will be installed as well. These will be permanent.

3. Visitor and guest management and safety

- (a) All departments should have conspicuously identified pedestrian routing that designates increments of six feet for social distancing paths for residents and guests to observe as they move through a facility.
- (b) As much as is possible, should public access be restored for administrative meetings or customer transactions, as much as possible try to have meetings by appointment.
- (c) Where meetings by appointment are not practicable, and in all other cases, all public buildings must have a designated staging area, for no more persons than three (3) or less always segregated by six feet social distance guidelines.
- (d) In all cases whether by appointment or not, the parking lots shall serve as a waiting room. Visitors and guests will be instructed to call when they have arrived providing a contact number for the employee to call back. As a service queue becomes available, the resident, guest or visitor will be called to come in greeted by a specified worker.
- (e) When dealing with guests, residents, and visitors, employees shall be provided appropriate face mask to wear for the extent of the visit. Employees are required to wear facial masks while serving customers, and while moving in office. While at desk, masks may be removed. Facial masks if possible, should be disposable and discarded in a special canister or collection bin. Facial masks that are made of cloth must be appropriately laundered frequently.
- (f) Guests, residents, and visitors will be highly encouraged to wear a mask when interacting in any public building.
- (g) Signage shall be conspicuously displayed reminding all to practice social distancing of 6 feet or more, and wear masks, avoid touching face, and frequent hand-washing (as directed by CDC guidance and OSHA.)
- (h) Any part of this policy that is in conflict with CDC guidelines or OSHA requirements is void.

In addition to the foregoing, the following discrete department or functional practices are made policy:

- Public works Street/ water/ sanitation (on file with the department)
- Fire Fighters (on file with the department)
- Police (on file with the department)
- Parks and Recreation (on file with the department)
- Code Enforcement and Inspections (on file with the department)

Redevelopment Department (on file with the department)

Pursuant to the Indiana Governor's Order No, 20-26, Section 4 through Section 5, this plan is developed to be posted and issued to all workers of the Town of Highland.

**The Town of Highland
Order of the Works Board No. 2020-30**

An Order Authorizing and Approving the First Change Order to the Construction Contract with Walsh & Kelly, Incorporated related to the 2019 CCMG Street Improvement Project, DES #1901003, all Pursuant to I.C. 36-1-12-18 and Accepting the Recommendation of NIES Engineering, Incorporated to Release Retainage in the amount of Thirty Thousand Dollars and no Cents (\$30,000.00) to Walsh & Kelly, Incorporated

Whereas, the Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has heretofore authorized and approved a public works project for certain street resurfacing and other improvements in the public right-of-way to be funded, in part, by the State of Indiana and the Community Crossings Matching Grant program, with the project commonly known as the 2019 CCMG Street Improvement Project;

Whereas, The Town Council has heretofore awarded a contract to Walsh & Kelly, Incorporated for the Project on June 3, 2019 in the amount of One Million Seven Hundred Eighty-eight Thousand One Hundred Seventy-six Dollars and 50/100 Cents (\$1,788,176.50);

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

Whereas, NIES Engineering, Incorporated, a licensed engineer performing construction engineering services on this project has specifically identified and presented a description of such changes as one (1) proposed first addendum to the original construction contract with Walsh & Kelly, Incorporated, particularly in support of costs associated with several bid items, which has a net effect of decreasing the contract cost by the amount of Twenty-seven Thousand Eight Hundred Twenty-five Dollars and 50/100 Cents (\$27,825.50);

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

Whereas, NIES has heretofore determined that the Project is complete pursuant to the terms of contract specifications and has recommended the release of retainage held in the amount of Thirty Thousand Dollars and no Cents (\$30,000.00); and

Whereas, The Town Council now desires accept the recommendation of NIES and authorize and approve the release of retainage held in the amount of the Thirty Thousand Dollars and no Cents (\$30,000.00),

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

Section 1. That Change Order No. 1 for the 2019 CCMG Street Improvement Project, as prepared by NIES Engineering, Incorporated, a licensed professional engineer performing construction engineering services on the Project, is hereby approved and authorized in each and every respect;

Section 2. That this **first addendum** is hereby ordered to be known as **Change Order No. 1**, issued to *decrease the net cost* to the original agreement between the Town of Highland and Walsh & Kelly, Incorporated, in the amount of Twenty-seven Thousand Eight Hundred Twenty-five Dollars and 50/100 Cents (\$27,825.50), bringing the total value of the entire agreement with any and all change orders approved to date to One Million Seven Hundred Sixty Thousand Three Hundred Fifty-one Dollars and 00/100 Cents (\$1,760,351.00);

Section 3. That as any additional units of materials included in the original contract become needed, the costs of these units in this change order be the same as those shown in the original contract, all pursuant to IC 36-1-12-18(f);

Section 4. That the total of all change orders issued that increase the scope of this project may not exceed twenty percent (20%) of the amount of the original contract, that original contract of One Million Seven Hundred Eighty-eight Thousand One Hundred Seventy-six Dollars and 50/100 Cents (\$1,788,176.50); which may not exceed Two Million One Hundred Forty-five Thousand Eight Hundred Eleven Dollars and 80/100 Cents (\$2,145,811.50), all pursuant to IC 36-1-12-18(d);

Section 5. That the proper officers hereby be and are authorized to execute the necessary documents with their signatures;

Section 6. That construction work performed by Walsh & Kelly, Incorporated for the 2019 CCMG Street Improvement Project is hereby accepted and approved in each and every respect; and

Section 7. That the recommendation from NIES Engineering, Inc. to release retainage held in the amount Thirty Thousand Dollars and no Cents (\$30,000.00) is hereby accepted.

Be it So Ordered

Duly Passed and Ordered by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 8th day of June 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)

**TOWN OF HIGHLAND
BOARD OF WORKS
ORDER OF THE WORKS BOARD NO. 2020-32**

AN ORDER OF THE WORKS BOARD APPROVING AUTHORIZING AND APPROVING AN AGREEMENT BETWEEN LONDON WITTE GROUP, LLP AND THE TOWN OF HIGHLAND OFFICE OF TOWN COUNCIL AND THE SANITARY DISTRICT TO PERFORM PROFESSIONAL FINANCIAL ADVISORY AND BOND SALE SUPPORT SERVICES REGARDING THE REFUNDING OF CERTAIN OUTSTANDING BONDS OF THE SANITARY DISTRICT.

Whereas, The Town of Highland, through its Town Council, which is the Works Board and fiscal body of the Municipality has determined that a need exists to refund certain bonds of the special taxing district of the Highland Department of Public Sanitation and Sanitary District to render savings on costs of the debt and to lower the existing debt service levy requirements;

Whereas, The Town of Highland Office of Town Council and the Town of Highland Department of Public Sanitation and its Sanitary District have been reliably advised by the Clerk-Treasurer that a need exists to engage professional financial advisory services to assist with the sale of certain bonds and related financing analysis related to the financing of the refunding bonds and related expenses associated with such a financing;

Whereas, London Witte Group, LLP, has offered and presented an letter proposal to provide and furnish professional support and bond sale and financial advisory services in consideration for fees to be charged and billed periodically based upon a lump sum of the value of the services completed, excluding expenses, in a not-to-exceed amount of Twenty-seven-thousand, dollars (\$27,000);

Whereas, IC 5-1-5 et seq., and IC 5-1-9 provide generally for the authority to issue refunding bonds to capture relevant savings;

Whereas, There are anticipated to be sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e) and IC 36-1-12-3.5, provided four of five councilors concur;

Whereas, The Clerk-Treasurer, as purchasing agent in the associated matter, is prohibited from entering into a service agreement that exceeds \$15,000 without the express approval of the purchasing agency, which in this case, is the Works Board acting concurrently for the Board of Sanitary Commissioners, all pursuant to Section 3.05.030 (B) and Section 3.05.030 (E) of the Highland Municipal Code; 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 Resolved by the Town Council acting as the works board for the Town of Highland, Lake County, Indiana as follows:

Section 1. That the engagement letter proposal to provide and furnish professional support and bond sale and financial advisory services in consideration for fees to be charged and billed in a lump sum of the value of the services completed, in a not-to-exceed amount of twenty-seven thousand, dollars (\$27,000) between London Witte Group, LLP, and the Town of Highland, Office of Town Council, and the Town of Highland Department of Public Sanitation and Sanitary District, is hereby approved, adopted and ratified in each and every respect;

Section 2. That the terms and charges under the agreement to furnish professional support and bond sale and financial advisory services in consideration for fees to be charged and billed periodically based upon a lump sum of the value of the services completed, including expenses, in a not-to-exceed amount of **twenty-seven thousand, dollars (\$27,000)** are found to be reasonable and fair;

Section 3. That there are anticipated to be sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e) and pursuant to IC 36-1-12-3.5, provided four of five commissioners concur;

Section 4. That pursuant to HMC Section 3.05.030(B), the Clerk-Treasurer as purchasing agent for this matter should communicate the actions authorized in this works board order to the board of sanitary commissioners for concurrence and ratification;

Section 5. That with this order, the Town Council hereby instructs the board of sanitary commissioners to take the necessary measures to perfect and execute this refunding;

Section 6. That the Clerk-Treasurer be hereby authorized to execute the agreement with his signature, subject to Section 4 of this order.

Be it So Ordered.

Duly Adopted and Ordered by the Highland Town Council, acting as the works board, Lake County, Indiana, this 8th day of June 2020 by a vote of ___ in favor and ___ opposed, all pursuant to IC 5-1-9-1, and IC 36-1-12-3.5, which require concurrence of four of the five members.

**BOARD OF WORKS 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)

Board of Sanitary Commissioners Jurat

Duly presented to the Board at its meeting convened on _____, 2020.
Approved and concurred in by the Board of Sanitary Commissioners of the Town of Highland Department of Public Sanitation and Sanitary District, Lake County, Indiana, this, this _____ day of _____ 2020, by a vote of _____ in favor and _____ opposed.

**BOARD of SANITARY COMMISSIONERS
Department of Public Sanitation & Sanitary District
of the TOWN of HIGHLAND, INDIANA**

Richard Garcia, **President**

Attest:

David Jones, **Secretary**



June 4, 2020

Town of Highland Sanitary District, Lake County, Indiana
c/o Michael Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer
3333 Ridge Road
Highland, Indiana 46322

Re: Engagement Letter for Municipal Advisory Services

Dear Mr. Griffin:

We are pleased to submit this engagement letter to you for consideration by the Town of Highland Sanitary District, Lake County, Indiana ("District") regarding our retention to provide municipal advisory services as it relates to the proposed issuance of sanitary district refunding bonds (the "Bonds") (collectively, the "Financing"). The Financing will provide funds to refund the District's Sanitary District Build America Bonds (Direct Pay to Issuer) and Sanitary District Taxable Build America Bonds, Series 2010 (Direct Payment Option) and to pay cost of issuance.

LWG CPAS & ADVISORS, IS A REGISTERED MUNICIPAL ADVISOR

LWG CPAs & Advisors ("LWG"), is a registered municipal advisor under the applicable rules promulgated by the Securities and Exchange District (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"). This engagement letter is intended, in part, to comply with the SEC rules and the MSRB rules (collectively, the "Rules"), which require us to disclose certain matters to you and include certain terms herein.

SCOPE OF SERVICES

LWG will provide the municipal advisory services necessary in connection with the Financing, including, but not limited to, the following:

1. Advise on financing structures;
2. Assist in coordinating the activities of various participants to the Financing including general counsel, bond counsel, paying agent, underwriters and other consultants;
3. Assist in the preparation of and participate in presentations to S&P Global Ratings and Moody's Investors Services, Inc., as needed;
4. Attend meetings, as requested to discuss the Bonds;

Michael Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer
Town of Highland Sanitary District, Lake County, Indiana
June 4, 2020
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5. Assist in the drafting of, in conjunction with other members of the working group, documents related to the issuance of the Bonds, including but not limited to the term sheet and/or official statement, studies and/or reports;
6. Assist in negotiating and acquiring bond insurance, credit facilities or other adjunct services directed at credit enhancement and security, where applicable and if needed;
7. Review and analyze bids on sale date, if a competitive sale, or review and advise on pricing if a negotiated sale;
8. Review the requirements of the continuing disclosure annual report inclusive of the required information per the undertaking for the District's outstanding bonds, which shall be updated from time to time to include future issuances to which Rule 15c2-12, as amended, promulgated by the SEC under the Securities Exchange Act of 1934 may apply, as required;
9. Make reasonable inquiries as to the facts that form the basis for any advice we provide to the District;
10. Undertake reasonable investigations to determine that we are not basing any recommendation to the District on materially inaccurate or incomplete information;
11. Have a reasonable basis for:
 - (a) any advice provided to or on behalf of the District;
 - (b) any representation made in a certificate that LWG signs that will be reasonably foreseeably relied upon by the District, any other party involved in the Financing or investors in the Bonds; and
 - (c) any information provided to the District or other parties involved in the Financing in connection with the term sheet for the Bonds;
12. (a) if we make a recommendation to the District regarding the Bonds or the issuance of another series of bonds, have a reasonable basis to believe that the recommendation is suitable for the District, based on information obtained through reasonable due diligence; and
(b) if the review of a recommendation of another party regarding the Bonds or the issuance of another series of bonds is requested by the District and is within the scope of our municipal advisory services set forth in this letter, determine, based on the information obtained through reasonable diligence, whether such recommendation is or is not suitable for the District; and

in either case under clause (a) or (b) above, inform the District of:

Michael Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer
Town of Highland Sanitary District, Lake County, Indiana
June 4, 2020
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- (i) our evaluation of the material risks, potential benefits, structure and other characteristics of such recommendation;
- (ii) the basis upon which we reasonably believe that such recommendation is, or (in the case of such recommendation made by another party as described in clause (b) above) is not, suitable for the client; and
- (iii) whether we have investigated or considered other reasonable feasible alternatives to such recommendation that might also or alternatively serve the District's objectives;

13. Deal honestly and with the utmost good faith with the District and act in the District's best interests without regard to the financial or other interests of LWG; and

14. Assist in coordinating the closing and the settlement in connection with the issuance of the Bonds (the "Closing").

During the course of this engagement, we will assume and rely on you to provide us with complete and timely information on all developments pertaining to any aspect of the Bonds and their security. We understand that you will direct your representatives and members of your staff to cooperate with us in this regard. Upon delivery of the Bonds at the Closing, our responsibilities as municipal advisor with respect to the issue of the Bonds will be concluded.

Our services as municipal advisor are limited to those expressly set forth above. Among other things, our services as municipal advisor do not include:

- (1) in the event the Bonds will be sold in a negotiated sale, contacting any financial institutions or other potential purchasers of the Bonds for the purpose of soliciting a purchaser of the Bonds, providing such purchasers term sheets or otherwise negotiating with any of them as to the terms of the Bonds; in such event, we recommend that the District engage a registered broker-dealer to handle such responsibilities;
- (2) after the Closing, providing any further municipal advice to the District regarding the Bonds; or
- (3) any other matter not specifically set forth above.

ENGAGEMENT TEAM

As a registered municipal advisor under the Rules, all of our advice provided pursuant to this engagement letter will be provided by either a registered municipal advisor principal or a registered municipal advisor representative of LWG. For purposes of this Financing, Jennifer Hudson will be in charge of the engagement, however, we may assign portions of the work to be

done to a registered municipal advisor principal or other registered municipal advisor representatives of the firm or to firm personnel, such as staff accountants and secretarial staff, who are not a registered municipal advisor principal or a registered municipal advisor representatives, but who will be acting under the direct supervision of a registered municipal advisor principal or a registered municipal advisor representative of the firm.

COMPENSATION

Our fees for this Financing will be \$27,000 in connection with the issuance of the Bonds. Such fees will be based on the reasonable value of our services. The primary factors in determining our fees will be the amount of time and applicable hourly billing rates for each registered municipal advisor principal and registered municipal advisor representative and other firm personnel working on this Financing.

Our fees will be paid at the Closing, and we will not submit any statement until the Closing, unless: (1) there is a substantial delay in completing the Financing, in which case, we will submit an invoice for the time and expenses incurred to the date indicated in such invoice, which amount will be applied toward and reduce the fixed fee to be paid at Closing; or (2) the District notifies us that the Financing will not be completed or it is terminating our services under this engagement letter, in which case, we will submit an invoice for the time and expenses incurred to the date of such notification and our responsibilities as municipal advisor to the District with respect to the issue of the Bonds will be concluded.

MATERIAL CONFLICTS OF INTEREST

General

LWG makes the disclosures set forth below with respect to material conflicts of interest in connection with the scope of services described above under the caption "SCOPE OF SERVICES" under this Engagement Letter (collectively, the "Scope of Services"), together with how LWG addresses or intends to manage or mitigate each conflict.

General Mitigations

As general mitigations of LWG's conflicts, with respect to all of the conflicts disclosed below, LWG mitigates such conflicts through its adherence to its fiduciary duty to the District, which includes a duty of loyalty to the District in performing all municipal advisory activities for the District. This duty of loyalty obligates LWG to deal honestly and with the utmost good faith with the District and to act in the District's best interests without regard to LWG's financial or other interests. The disclosures below describe, as applicable, any additional mitigations that may be relevant with respect to any specific conflict disclosed below.

Michael Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer
Town of Highland Sanitary District, Lake County, Indiana
June 4, 2020
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There is no affiliate of LWG that is or will provide any advice, service or product to or on behalf of the District that is directly or indirectly related to the municipal advisory activities to be performed by us pursuant to this engagement letter. We have made no payments, directly or indirectly, to obtain or retain the District's municipal advisory business pursuant to this engagement letter. We have received no payments from third parties to enlist our recommendation to the District of the services of any such third party, including with respect to any municipal securities transaction or municipal financial product, such as a municipal derivative, a guaranteed investment contract or investment strategy with respect to the use of the proceeds of a municipal security.

We have not entered into any fee-splitting arrangement with any provider of investments or services to the District. As described above under the caption "COMPENSATION," our fees are not contingent on the size or the closing of the Financing pursuant to this engagement letter. We have no other engagements or relationships that might impair our ability to fulfill our duty of care and duty of loyalty to the District.

Other Relationships

LWG serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of the District. For example, LWG serves as municipal advisor to other municipal advisory clients and, in such cases, owes a regulatory duty to such other clients just as it does to the District under this engagement letter. These other clients may, from time to time and depending on the specific circumstances, have competing interests such as accessing the new issue market with the most advantageous timing and with limited competition at the time of the offering. In acting in the interests of its various clients, LWG could potentially face a conflict of interest arising from these competing client interests. None of these other engagements or relationships would impair LWG's ability to fulfill its regulatory duties to the District.

Compensation-Based Conflicts

The fees due under this engagement letter are in a fixed amount established at the outset hereof. The amount is usually based upon an analysis by the District and LWG of, among other things, the expected duration and complexity of the transaction and the Scope of Services to be performed by LWG. This form of compensation presents a potential conflict of interest, because, if the transaction requires more work than originally contemplated, LWG may suffer a loss. Thus, LWG may recommend less time-consuming alternatives or fail to do a thorough analysis of alternatives. This conflict of interest is mitigated by the general mitigations described above.

LEGAL OR DISCIPLINARY EVENTS

A Civil Judicial Action DRP on Form MA and MA-1 was filed with the SEC as a result of a complaint filed by the City of Marion, Indiana against five (5) parties including LWG. Further

Michael Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer
Town of Highland Sanitary District, Lake County, Indiana
June 4, 2020
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details regarding the complaint can be found in the Civil Judicial Action DRP on the most recent Form MA available by means of the following link:

<https://www.sec.gov/edgar/searchedgar/companysearch.html>

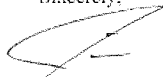
CONCLUSION

If you agree to our services as municipal advisor to the District upon the terms set forth herein, please indicate your agreement, on behalf of the District, by executing the enclosed copy of this letter in the space provided below and return the executed copy to me.

You may terminate our engagement as municipal advisor at any time simply by notifying us. We may terminate and withdraw from our engagement for nonpayment of our fees and expenses as described above.

We are pleased to have this opportunity to be of service to you. If you have any questions regarding this engagement letter, please call me.

Sincerely,



James P. Higgins

ACKNOWLEDGED AND AGREED TO:

TOWN OF HIGHLAND SANITARY DISTRICT, LAKE COUNTY, INDIANA

By: _____

Title: _____

Date: _____

**TOWN OF HIGHLAND
BOARD OF WORKS
ORDER OF THE WORKS BOARD NO. 2020-33**

AN ORDER OF THE WORKS BOARD APPROVING AUTHORIZING AND APPROVING AN AGREEMENT BETWEEN LONDON WITTE GROUP, LLP AND THE TOWN OF HIGHLAND OFFICE OF TOWN COUNCIL AND THE LINCOLN COMMUNITY CENTER BUILDING CORPORATION TO PERFORM PROFESSIONAL FINANCIAL ADVISORY AND BOND SALE SUPPORT SERVICES REGARDING THE REFUNDING OF CERTAIN OUTSTANDING BONDS OF THE LINCOLN COMMUNITY CENTER BUILDING CORPORATION.

Whereas, The Town of Highland, through its Town Council, which is the Works Board and fiscal body of the Municipality has determined that a need exists to refund certain bonds of the of the Lincoln Community Center Building Corporation to render savings on costs of the debt and to lower the existing debt service capital lease levy requirements;

Whereas, The Town of Highland Office of Town Council and the Town of Highland Parks and Recreation Department as well as the Board of Directors of the Lincoln Community Center Building Corporation, have been reliably advised by the Clerk-Treasurer that a need exists to engage professional financial advisory services to assist with the sale of certain bonds and related financing analysis related to the financing of the refunding bonds and related expenses associated with such a financing;

Whereas, London Witte Group, LLP, has offered and presented an letter proposal to provide and furnish professional support and bond sale and financial advisory services in consideration for fees to be charged and billed periodically based upon a lump sum of the value of the services completed, excluding expenses, in a not-to-exceed amount of Twenty-seven-thousand, dollars (\$27,000);

Whereas, IC 5-1-5 et seq., and IC 5-1-9 provide generally for the authority to issue refunding bonds to capture relevant savings;

Whereas, There are anticipated to be sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e) and IC 36-1-12-3.5, provided four of five councilors concur;

Whereas, The Clerk-Treasurer, as purchasing agent in the associated matter, is prohibited from entering into a service agreement that exceeds \$15,000 without the express approval of the purchasing agency, which in this case, is the Works Board, all pursuant to Section 3.05.030 (A) of the Highland Municipal Code; 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 Resolved by the Town Council, acting as the Works Board of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That the engagement letter proposal to provide and furnish professional support and bond sale and financial advisory services in consideration for fees to be charged and billed in a lump sum of the value of the services completed, in a not-to-exceed amount of twenty-seven thousand, dollars (\$27,000) between London Witte Group, LLP, and the Town of Highland, Office of Town Council, and the Lincoln Community Center Building Corporation, is hereby approved, adopted and ratified in each and every respect;

Section 2. That the terms and charges under the agreement to furnish professional support and bond sale and financial advisory services in consideration for fees to be charged and billed periodically based upon a lump sum of the value of the services completed, including expenses, in a not-to-exceed amount of **twenty-seven thousand, dollars (\$27,000)** are found to be reasonable and fair;

Section 3. That there are anticipated to be sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e) and pursuant to IC 36-1-12-3.5, provided four of five councilors concur;

Section 4. That the Clerk-Treasurer as purchasing agent for this matter should communicate the actions authorized in this works board order to the Parks and Recreation Department Superintendent as agent for the Lincoln Community Center Building Corporation Board of Directors for concurrence and ratification;

Section 5. That with this order, the Town Council hereby instructs the board of directors of the Lincoln Community Center Building Corporation to take the necessary measures to perfect and execute this refunding;

Section 6. That the Clerk-Treasurer be hereby authorized to execute the agreement with his signature, subject to Section 4 of this order.

Be it So Ordered.

Duly Adopted and Ordered by the Highland Town Council, Lake County, Indiana, this 8th day of June 2020 by a vote of ____ in favor and ____ opposed, all pursuant to IC 5-1-9-1, and IC 36-1-12-3.5, which require concurrence of four of the five members.

**BOARD OF WORKS 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)

Board of Directors Jurat

Duly presented to the Board at its meeting convened on _____, 2020.
Approved and concurred in by the Board of Directors of the Lincoln Community Center Building Corporation, Lake County, Indiana, this, this _____ day of _____ 2020, by a vote of _____ in favor and _____ opposed.

**BOARD of DIRECTORS
Lincoln Community Center Building Corporation
of the TOWN of HIGHLAND, INDIANA**

Carolyn Turich, **President**

Attest:

Alex M. Brown, Agent



June 4, 2020

Lincoln Center Building Corp.
c/o Michael Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer
3333 Ridge Road
Highland, Indiana 46322

Re: Engagement Letter for Municipal Advisory Services

Dear Mr. Griffin:

We are pleased to submit this engagement letter to you for consideration by the Lincoln Center Building Corp. (the "Building Corporation") regarding our retention to provide municipal advisory services as it relates to the proposed issuance of ad valorem property tax first mortgage refunding bonds (the "Bonds") (collectively, the "Financing"). The Financing will provide funds to refund the Building Corporation's Taxable Ad Valorem Property Tax First Mortgage Bonds, Series 2010 (Build America Bonds – Direct Payment Option) and to pay cost of issuance.

LWG CPAS & ADVISORS, IS A REGISTERED MUNICIPAL ADVISOR

LWG CPAs & Advisors ("LWG"), is a registered municipal advisor under the applicable rules promulgated by the Securities and Exchange Building Corporation (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"). This engagement letter is intended, in part, to comply with the SEC rules and the MSRB rules (collectively, the "Rules"), which require us to disclose certain matters to you and include certain terms herein.

SCOPE OF SERVICES

LWG will provide the municipal advisory services necessary in connection with the Financing, including, but not limited to, the following:

1. Advise on financing structures;
2. Assist in coordinating the activities of various participants to the Financing including general counsel, bond counsel, paying agent, underwriters and other consultants;
3. Assist in the preparation of and participate in presentations to S&P Global Ratings and Moody's Investors Services, Inc., as needed;
4. Attend meetings, as requested to discuss the Bonds;

Michael Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer
Lincoln Center Building Corp.
June 4, 2020
Page 2

5. Assist in the drafting of, in conjunction with other members of the working group, documents related to the issuance of the Bonds, including but not limited to the term sheet and/or official statement, studies and/or reports;
6. Assist in negotiating and acquiring bond insurance, credit facilities or other adjunct services directed at credit enhancement and security, where applicable and if needed;
7. Review and analyze bids on sale date, if a competitive sale, or review and advise on pricing if a negotiated sale;
8. Review the requirements of the continuing disclosure annual report inclusive of the required information per the undertaking for the Building Corporation's outstanding bonds, which shall be updated from time to time to include future issuances to which Rule 15c2-12, as amended, promulgated by the SEC under the Securities Exchange Act of 1934 may apply, as required;
9. Make reasonable inquiries as to the facts that form the basis for any advice we provide to the Building Corporation;
10. Undertake reasonable investigations to determine that we are not basing any recommendation to the Building Corporation on materially inaccurate or incomplete information;
11. Have a reasonable basis for:
 - (a) any advice provided to or on behalf of the Building Corporation;
 - (b) any representation made in a certificate that LWG signs that will be reasonably foreseeably relied upon by the Building Corporation, any other party involved in the Financing or investors in the Bonds; and
 - (c) any information provided to the Building Corporation or other parties involved in the Financing in connection with the term sheet for the Bonds;
12. (a) if we make a recommendation to the Building Corporation regarding the Bonds or the issuance of another series of bonds, have a reasonable basis to believe that the recommendation is suitable for the Building Corporation, based on information obtained through reasonable due diligence; and
(b) if the review of a recommendation of another party regarding the Bonds or the issuance of another series of bonds is requested by the Building Corporation and is within the scope of our municipal advisory services set forth in this letter, determine, based on the information obtained through reasonable diligence, whether such recommendation is or is not suitable for the Building Corporation; and

Michael Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer
Lincoln Center Building Corp.
June 4, 2020
Page 3

- in either case under clause (a) or (b) above, inform the Building Corporation of:
- (i) our evaluation of the material risks, potential benefits, structure and other characteristics of such recommendation;
 - (ii) the basis upon which we reasonably believe that such recommendation is, or (in the case of such recommendation made by another party as described in clause (b) above) is not, suitable for the client; and
 - (iii) whether we have investigated or considered other reasonable feasible alternatives to such recommendation that might also or alternatively serve the Building Corporation's objectives;

13. Deal honestly and with the utmost good faith with the Building Corporation and act in the Building Corporation's best interests without regard to the financial or other interests of LWG; and

14. Assist in coordinating the closing and the settlement in connection with the issuance of the Bonds (the "Closing").

During the course of this engagement, we will assume and rely on you to provide us with complete and timely information on all developments pertaining to any aspect of the Bonds and their security. We understand that you will direct your representatives and members of your staff to cooperate with us in this regard. Upon delivery of the Bonds at the Closing, our responsibilities as municipal advisor with respect to the issue of the Bonds will be concluded.

Our services as municipal advisor are limited to those expressly set forth above. Among other things, our services as municipal advisor do not include:

- (1) in the event the Bonds will be sold in a negotiated sale, contacting any financial institutions or other potential purchasers of the Bonds for the purpose of soliciting a purchaser of the Bonds, providing such purchasers term sheets or otherwise negotiating with any of them as to the terms of the Bonds; in such event, we recommend that the Building Corporation engage a registered broker-dealer to handle such responsibilities;
- (2) after the Closing, providing any further municipal advice to the Building Corporation regarding the Bonds; or
- (3) any other matter not specifically set forth above.

ENGAGEMENT TEAM

As a registered municipal advisor under the Rules, all of our advice provided pursuant to this engagement letter will be provided by either a registered municipal advisor principal or a

done to a registered municipal advisor principal or other registered municipal advisor representatives of the firm or to firm personnel, such as staff accountants and secretarial staff, who are not a registered municipal advisor principal or a registered municipal advisor representatives, but who will be acting under the direct supervision of a registered municipal advisor principal or a registered municipal advisor representative of the firm.

COMPENSATION

Our fees for this Financing will be \$27,000 in connection with the issuance of the Bonds. Such fees will be based on the reasonable value of our services. The primary factors in determining our fees will be the amount of time and applicable hourly billing rates for each registered municipal advisor principal and registered municipal advisor representative and other firm personnel working on this Financing.

Our fees will be paid at the Closing, and we will not submit any statement until the Closing, unless: (1) there is a substantial delay in completing the Financing, in which case, we will submit an invoice for the time and expenses incurred to the date indicated in such invoice, which amount will be applied toward and reduce the fixed fee to be paid at Closing; or (2) the Building Corporation notifies us that the Financing will not be completed or it is terminating our services under this engagement letter, in which case, we will submit an invoice for the time and expenses incurred to the date of such notification and our responsibilities as municipal advisor to the Building Corporation with respect to the issue of the Bonds will be concluded.

MATERIAL CONFLICTS OF INTEREST

General

LWG makes the disclosures set forth below with respect to material conflicts of interest in connection with the scope of services described above under the caption "SCOPE OF SERVICES" under this Engagement Letter (collectively, the "Scope of Services"), together with how LWG addresses or intends to manage or mitigate each conflict.

General Mitigations

As general mitigations of LWG's conflicts, with respect to all of the conflicts disclosed below, LWG mitigates such conflicts through its adherence to its fiduciary duty to the Building Corporation, which includes a duty of loyalty to the Building Corporation in performing all municipal advisory activities for the Building Corporation. This duty of loyalty obligates LWG to deal honestly and with the utmost good faith with the Building Corporation and to act in the Building Corporation's best interests without regard to LWG's financial or other interests. The

Michael Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer
Lincoln Center Building Corp.
June 4, 2020
Page 5

disclosures below describe, as applicable, any additional mitigations that may be relevant with respect to any specific conflict disclosed below.

There is no affiliate of LWG that is or will provide any advice, service or product to or on behalf of the Building Corporation that is directly or indirectly related to the municipal advisory activities to be performed by us pursuant to this engagement letter. We have made no payments, directly or indirectly, to obtain or retain the Building Corporation's municipal advisory business pursuant to this engagement letter. We have received no payments from third parties to enlist our recommendation to the Building Corporation of the services of any such third party, including with respect to any municipal securities transaction or municipal financial product, such as a municipal derivative, a guaranteed investment contract or investment strategy with respect to the use of the proceeds of a municipal security.

We have not entered into any fee-splitting arrangement with any provider of investments or services to the Building Corporation. As described above under the caption "COMPENSATION," our fees are not contingent on the size or the closing of the Financing pursuant to this engagement letter. We have no other engagements or relationships that might impair our ability to fulfill our duty of care and duty of loyalty to the Building Corporation.

Other Relationships

LWG serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of the Building Corporation. For example, LWG serves as municipal advisor to other municipal advisory clients and, in such cases, owes a regulatory duty to such other clients just as it does to the Building Corporation under this engagement letter. These other clients may, from time to time and depending on the specific circumstances, have competing interests such as accessing the new issue market with the most advantageous timing and with limited competition at the time of the offering. In acting in the interests of its various clients, LWG could potentially face a conflict of interest arising from these competing client interests. None of these other engagements or relationships would impair LWG's ability to fulfill its regulatory duties to the Building Corporation.

Compensation-Based Conflicts

The fees due under this engagement letter are in a fixed amount established at the outset hereof. The amount is usually based upon an analysis by the Building Corporation and LWG of, among other things, the expected duration and complexity of the transaction and the Scope of Services to be performed by LWG. This form of compensation presents a potential conflict of interest, because, if the transaction requires more work than originally contemplated, LWG may suffer a loss. Thus, LWG may recommend less time-consuming alternatives or fail to do a thorough analysis of alternatives. This conflict of interest is mitigated by the general mitigations described above.

Michael Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer
Lincoln Center Building Corp.
June 4, 2020
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LEGAL OR DISCIPLINARY EVENTS

A Civil Judicial Action DRP on Form MA and MA-I was filed with the SEC as a result of a complaint filed by the City of Marion, Indiana against five (5) parties including LWG. Further details regarding the complaint can be found in the Civil Judicial Action DRP on the most recent Form MA available by means of the following link:

<https://www.sec.gov/edgar/searchedgar/companysearch.html>

CONCLUSION

If you agree to our services as municipal advisor to the Building Corporation upon the terms set forth herein, please indicate your agreement, on behalf of the Building Corporation, by executing the enclosed copy of this letter in the space provided below and return the executed copy to me.

You may terminate our engagement as municipal advisor at any time simply by notifying us. We may terminate and withdraw from our engagement for nonpayment of our fees and expenses as described above.

We are pleased to have this opportunity to be of service to you. If you have any questions regarding this engagement letter, please call me.

Sincerely,



James P. Higgins

ACKNOWLEDGED AND AGREED TO:

LINCOLN CENTER BUILDING CORP.

By: _____

Title: _____

Date: _____

THE TOWN of HIGHLAND
ORDER of the MUNICIPAL EXECUTIVE No. 2020-31

AN ORDER FOR THE TEMPORARY WAIVER OF LATE CHARGES BY THE
MUNICIPAL UTILITIES AND FOR A TEMPORARY MORATORIUM ON
CESSATION OF WATER SERVICES OR SHUT-OFFS TO ENFORCE PAYMENT

Whereas, The President of the United States and the Governor of the State of Indiana have issued emergency declarations in consequence of the Corona Virus COVID-19 Pandemic;

Whereas, The Town of Highland, through its Town Council President, as the principal executive officer did to issue a finding and determination that an emergency exists sufficient to support the declaration of a *Local Disaster Emergency*, all pursuant to IC 10-14-3-29 and on March 16, 2020 did issue Proclamation of the Municipal Executive No. 2020-02;

Whereas, The Town Council, as Legislative Body, in order to allow the *"lawful alacrity of response and action of public resources"* clarified the executive powers of the Town Council President and extended his executive proclamation for a sufficient period of days, which *such period will expire on July 5*, unless otherwise extended by the Town council as the legislative body of the Town;

Whereas, Section 3 of Executive Proclamation 2020-02 provides the Town Council President with the authority to furnish aid and assistance under disaster plans; and,

Whereas, The Town of Highland through its Town Council President has determined that as persons practice social distancing, they may experience reduction in or elimination of work, now desires to issue an order to bring temporary relief for a time certain owing to the circumstances as herein described, pursuant to lawful authority previously conferred,

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

Section 1. That pursuant to Indiana Governor Executive Order 20-05 as renewed by Executive Order No. 20-30, that the effective from the date of this order for services incurred or accrued on April 1 and thereafter for a period ending on **September 30, 2020**, that enforced cessation of water service or shut offs shall be suspended and not carried out by the municipality or its utilities;

Section 2. That effective from the date of this order for services incurred or accrued on April 1 and thereafter for a period ending on **September 30, 2020**, no delinquency or penalties shall be charged on services provided by the utilities, except that fees shall still be subject to the procedures set forth in IC 36-9-25-11-(g);

Section 3. That, as before, nothing in this order shall be construed to relieve utility customers of their obligation to pay their monthly user charges, or for charges accrued during the period covered by this and the prior Municipal Executive Order 2020-12, or to comply with ordinances, rules and regulations of the municipal utilities;

Section 4. That any actions described in this order but carried out prior to its execution, are hereby ratified and affirmed pursuant to IC 36-1-4-16

Section 5 That the Public Works Director and the Clerk-Treasurer are hereby directed to carry-out, execute, and honor the purposes and objects of this order in performing their usual duties outlined in Title 12 of the Highland Municipal Code;

BE IT SO ORDERED pursuant to and under the authority of Proclamation of the Municipal Executive No. 2020-02, further pursuant to IC 10-14-3-29 and Enactment No. 2020-27. Entered this 8th day of June 2020 by the Town Council President of the Town of Highland, Lake County, Indiana.

TOWN of HIGHLAND, INDIANA
By its Town Council President

Mark J. Schocke, President

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, **convening electronically at 6:30 p.m.** on the _____ 2020, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

DOWNTOWN ALLOCATION AREA FUND

Increase:

Account No. 098-0000-37700 Construction Eng. & Mngt:	<u>\$ 138,865.00</u>
Total Series:	\$ 138,865.00

Increase:

Account No. 098-0000-44000 Project Construction:	\$ 694,324.00
Account No. 098-0000-44001 Project Contingency:	<u>\$ 139,676.00</u>
Total Series:	\$ 834,000.00

Total for the Fund: \$972,865.00

Funds to support these additional appropriations in the **Downtown Allocation Area Fund** shall miscellaneous revenues, tax increment accruing to the credit of the fund, and unobligated fund balance on deposit to the credit of the Fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. Taxpayers are encouraged to access the meeting through the Zoom meeting platform. Taxpayers and persons interested in offering comment on the proposed additional appropriations should contact the Office of Clerk-Treasurer at (219) 838-1080 to obtain added details, provide a written comment or to provide your electronic mail address to receive the link and added access to the public hearing and the meeting.

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**

Ordinance No. 1717
of the
TOWN of HIGHLAND, INDIANA

**AN ORDINANCE to ESTABLISH AND CONTROL THE USE OF CEREMONIAL
AND HONORIFIC BANNERS ON TOWN OF HIGHLAND PROPERTY
SPECIFICALLY DESIGNED FOR THE USES AS DESCRIBED HEREIN**

WHEREAS, Over the most recent years last past, the Town of Highland has installed hardware to facilitate the attachment of Ceremonial and Honorific Banners to Town of Highland property, consisting primarily of attachments to various light poles;

WHEREAS, The Town Council has recognized that multiple parties representing different groups, including the Town of Highland Schools and military servicemen and women, including veterans, and are interested in producing honorific banners recognizing individuals and their achievements;

WHEREAS, The Town Council determines that allowing the honorific and ceremonial banners to be affixed to the various light poles in the Town of Highland will foster community pride by recognizing both student-athletes and military personnel for their sacrifices and achievements;

WHEREAS, The Town Council further determines that the Town of Highland will not, in any way, profit or inure any benefit from any fee that may be imposed for the placement of the aforesaid banners beyond the recovery of costs associated placing the honorific and ceremonial banners on the prepared light poles and the care and maintenance associated with readying and preserving the light poles that will accept the aforesaid banners;

WHEREAS, The Town Council further determines that the Town of Highland will benefit from using certain of the light poles with banner attachments, at certain times of year, to announce and inform the citizens of celebrations, matters of civic pride, or other community activities;

WHEREAS, The Town Council hereby declares that the light poles with banner attachments shall not be used for general commercial, political, informative, or other forms of advertising to generate any level or profit or inurement above actual costs and expenses incurred by the Town of Highland.

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

Section 1. Use by School Town of Highland and School Town of Highland Support Groups. The School Town of Highland, and the various groups that support the Town of Highland Schools, shall be permitted to utilize the light pole banner locations for honoring students and student-athletes as follows:

1. During the Fall Term of the School Year, at least Seventy-Five (75) of the banner-equipped light poles will be dedicated to exclusive use by the School Town of Highland and the various groups that support the Town of Highland Schools.
2. During the Spring Term of the School Year, at least Fifty (50) of the banner-equipped light poles will be dedicated to exclusive use by the School Town of Highland and the various groups that support the Town of Highland Schools.
 - a. Groups supporting the Town of Highland Schools shall be approved by the School Town of Highland.

Section 2. Use by Military and Groups supporting the Military and Veterans Affairs. The Military, comprised of all branches of the armed forces of the United States of America, and the various groups that support the Military, shall be permitted to utilize the light pole banner locations for honoring active members of the Military, veterans, and those missing in action and killed in action, as follows:

1. During the period immediately following the Spring Term and prior to the Fall Term of the School Year, all but Thirty (30) of the Town of Highland light pole banner locations shall be used by the Military, veterans, and those missing in action and killed in action.
2. The remaining Thirty (30) banner-equipped light poles shall be utilized by the Town of Highland and its affiliated entities for governmental purposes.

Section 3. Logistics and Miscellaneous.

1. Honorific and Ceremonial Banners shall only be affixed or removed to the banner-equipped light poles by employees, contractors, and agents of the Town of Highland.

2. The Town of Highland may impose a fee for the installation and maintenance of the Honorific and Ceremonial Banners. Said fee, if imposed, shall not exceed the actual cost of the banner installation, removal and maintenance.
3. Maintenance of the banners does not include maintaining the quality or characteristics of the banners, but, rather, includes only the care and maintenance of the light poles and the hardware necessary to affix the banners.
4. Sponsors of the Ceremonial and Honorific Banners may have the sponsorship acknowledged on the banners, themselves. However, said acknowledgment shall not comprise more than Twenty Percent (20%) of the banner's overall size.

Introduced on the ____ day of June 2020.

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 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)

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 5th DAY OF June, 2020 Micah W. B... FISCAL OFFICER

ALLOWANCE OF VOUCHERS

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 7 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 88,083.60.

Dated this _____ day of _____,

TOWN COUNCIL

MARK A. HERAK

ROGER SHEEMAN

BERNIE ZEMEN

MARK SCHOCKE

TOM BLACK

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
 EXP CHECK RUN DATES 05/13/2020 - 06/09/2020
 BOTH JOURNALIZED AND UNJOURNALIZED

06/05/2020 08:52 AM
 User: DMJ
 DB: Highland

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0000						
001-0000-45200	GEN FUND TRANSFERS GROSS	86595	PAYROLL ACCOUNT	5/22PRL D/S TRANSFER GENERAL	165,967.01	44045
001-0000-45200	GEN FUND TRANSFERS GROSS	86865	PAYROLL ACCOUNT	6/5PRL D/S TRANSFER GENERAL	170,776.55	44060
	Total For Dept 0000				336,743.56	
Dept 0001 TOWN COUNCIL						
001-0001-33001	ADDITIONAL APPROPRIATIONS #42	86736	THE TIMES	ADDITIONAL APPROPRIATIONS-5/14/20	89.65	
001-0001-39004	INSERTING GAZEBO INTO BILLS	86594	LITHOGRAPHIC COMMUNICATIONS	MAY 2020 GAZEBO EXPRESS INSERT-88	685.84	
001-0001-39004	GAZEBO EXPRESS MAY 2020	86415	THE IDEA FACTORY, INC	GAZEBO EXPRESS MAY/WEBSITE UPDATE	1,838.55	
	Total For Dept 0001 TOWN COUNCIL				2,614.04	
Dept 0002 BOARD OF ZONING APPEALS						
001-0002-31001	LEGAL FEES BZA APRIL 2020	86529	ABRAHAMSON, REED & BILSE	LEGAL FEES BZA APRIL 2020	76.00	
	Total For Dept 0002 BOARD OF ZONING APPEALS				76.00	
Dept 0003 VIPS						
001-0003-39007	VIPS CAR WASHES FOR APRIL	86776	EASY CLEAN CAR WASH, INC	VIPS CAR WASHES FOR APRIL	6.00	
	Total For Dept 0003 VIPS				6.00	
Dept 0004 CLERK-TREASURER						
001-0004-31004	2020 CLERK TRES-WORKSHOP GRIF	86863	AIM, ACCELERATE IND MUNICIP	2020 CLERK-TRESURES SCHOOL, E-WORK	300.00	
	Total For Dept 0004 CLERK-TREASURER				300.00	
Dept 0007 FIRE DEPARTMENT						
001-0007-11304	CAIRNS LEATHER HELMET SHIELDS	86754	5 ALARM FIRE & SAFETY EQPT,	HELMET SHIELDS	355.00	43982
001-0007-22004	5215 STARTER SWITCH	86763	FIRE SERVICE, INC.	5215 STARTER SWITCH	221.54	44059
001-0007-22004	INV# 337-343223	86756	VAN SENUS AUTO VALUE	VEHICLE SUPPLIES	101.32	43973
001-0007-23006	INV# 337-343026	86755	VAN SENUS AUTO VALUE	HAZ MAT OIL DRY SUPPLIES	94.90	43974
001-0007-31004	FIRE OFFICER 1 CLASS REIMBURS	86767	BRYAN D RHOTEN (R)	FIRE OFFICER 1 TRAINING - RHOTEN	339.32	43976
001-0007-31004	FIRE OFFICER 1 TRAINING - PEP	86766	MATTHEW C PEPELEA (K)	FIRE OFFICER 1 TRAINING - PEPELEA	339.32	44055
001-0007-32005	STATIONS SECURITY SYSTEM	86753	PHIL & SON, INC	STATIONS SECURITY	145.60	44056
001-0007-32006	BROADBAND AIR CARDS FOR RIGS	86439	VERIZON WIRELESS	AIR CARDS FOR RIGS	300.28	44058
001-0007-32006	BROADBAND AIR CARDS FOR RIGS	86860	VERIZON WIRELESS	AIR CARDS FOR RIGS	300.14	43975
001-0007-35001	ELECTRIC - FD TRAINING SITE	86430	NORTHERN IN PUBLIC SERVICE	ELECTRIC - FD TRAINING SITE	30.42	43974
001-0007-35001	ELECTRIC - CENTRAL FIRE STATI	86431	NORTHERN IN PUBLIC SERVICE	ELECTRIC - CENTRAL FIRE STATION	679.29	43976
001-0007-35001	ELECTRIC - SOUTH STATION	86856	NORTHERN IN PUBLIC SERVICE	GAS & ELECTRIC SOUTH STATION	250.92	44055
001-0007-35001	ELECTRIC - SOUTH STATION	86857	NORTHERN IN PUBLIC SERVICE	GAS & ELECTRIC SOUTH STATION	234.56	44056
001-0007-35001	ELECTRIC - FD TRAINING SITE	86859	NORTHERN IN PUBLIC SERVICE	ELECTRIC - FD TRAINING SITE	30.42	44058
001-0007-35001	ELECTRIC - CENTRAL FIRE STATI	86859	NORTHERN IN PUBLIC SERVICE	ELECTRIC - CENTRAL FIRE STATION	611.91	43975
001-0007-35003	GAS - CENTRAL STATION	86432	NORTHERN IN PUBLIC SERVICE	GAS - CENTRAL FIRE STATION	372.35	43976
001-0007-35003	GAS - SOUTH STATION	86433	NORTHERN IN PUBLIC SERVICE	GAS & ELECTRIC SOUTH STATION	201.86	44055
001-0007-35003	GAS - SOUTH STATION	86856	NORTHERN IN PUBLIC SERVICE	GAS & ELECTRIC SOUTH STATION	146.43	44055
001-0007-35003	GAS - CENTRAL STATION	86858	NORTHERN IN PUBLIC SERVICE	GAS - CENTRAL FIRE STATION	264.53	44057
001-0007-35005	HYDRANT - SOUTH STATION	86764	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	100.94	
001-0007-35005	HYDRANT - CENTRAL STATION	86765	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	105.77	
001-0007-35007	STORM - SOUTH STATION	86764	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	57.54	
001-0007-35007	STORM - CENTRAL STATION	86765	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	67.32	
	Total For Dept 0007 FIRE DEPARTMENT				5,351.68	
Dept 0009 POLICE DEPARTMENT						
001-0009-21001	916.5 GAL OF GAS	86794	WARREN OIL COMPANY	916.5 GAL OF GAS DELV ON 5/1	1,276.23	
001-0009-21001	1170.9 GAL OF GAS	86795	WARREN OIL COMPANY	1170.9 GAL OF GAS DELV ON 5/12	1,845.11	
001-0009-21001	1095 GAL OF GAS	86796	WARREN OIL COMPANY	1095 GAL OF GAS DELV ON 5/22	1,863.69	
001-0009-21004	4 CS CLEAN SHAPE SANITZ	86768	ABLE PAPER & JANITORIAL	4CS CLEAN SHAPE SANITZ	290.00	

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
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BOTH JOURNALIZED AND UNJOURNALIZED

06/05/2020 08:52 AM
User: DMJ
DB: Highland

Amount Check #

Invoice Description Vendor Invoice Line Desc Ref #

Fund	Dept	Account	Invoice Description	Vendor	Invoice Line Desc	Ref #	Amount	Check #
001	0009	21004	2 CS GEL SANITIZER	ABLE PAPER & JANITORIAL	2 CS GEL SANITIZER	86769	396.00	
001	0009	21004	3 CS DISINFECTANT SPRAY	ABLE PAPER & JANITORIAL	3 CS DISINFECTANT SPRAY	86770	141.00	
001	0009	21004	DISINFECT WIPES	ATAJ SANITARY SUPPLY CO, IN	DISINFECT WIPES	86771	94.88	
001	0009	21004	4G SANITIZER	CINTAS CORPORATION #319	4G SANITIZER	86773	192.00	
001	0009	21004	3 PLY MASKS	VYTO'S PHARMACY	3 PLY MASKS	86793	625.00	
001	0009	22004	RESISTOR ASSY FOR CAR 15	FACTORY MOTOR PARTS	RESISTOR ASSY FOR CAR 15	86777	28.37	
001	0009	22004	MUFFLER PARTS	HAMMOND MUFFLERS	MUFFLER PARTS	86779	740.00	
001	0009	22004	REPAIRS TO C78 FROM ACCD 3/27	HIGHLAND BODY SHOP, INC	MUFFLER PARTS AND LABOR FOR 2013 REPAIRS TO CAR 78 FROM ACCID 3/27	86780	1,728.55	
001	0009	22004	PARTS FOR POLARIS	MAXIM POWER SPORTS	LABOR AND PARTS FOR POLARIS	86783	83.87	
001	0009	22004	NEW GRAPHICS FOR CAR 78 DRIVE	NMI EMERGENCY OUTFITTERS,LL	NEW GRAPHICS AND INSTALL ON CAR 7	86787	175.00	
001	0009	22004	PARTS FOR CAR 9- HEADLAMPS	THOMAS DODGE CHRYSLER JEEP,	D/S PARTS AND LABOR FOR REPAIRS T	86788	33.90	
001	0009	22004	INV342485	VAN SENS AUTO VALUE	MAY STMT FOR VEH PARTS FOR PD	86792	940.79	
001	0009	22004	REMOTE DISPLAY CONTROL PANEL	WATCHGUARD VIDEO	REMOTE DISPLAY CONTROL PANEL	86797	420.00	
001	0009	22004	IDACS NETWORK ACCESS FOR APRIL	INDIANA OFFICE OF TECHNOLOG	IDACS NETWORK ACCESS FOR APRIL	86781	118.57	
001	0009	32003	SPILLMAN AIRCARDS FOR MAY	LAKE COUNTY DATA PROCESSING	SPILLMAN AIRCARDS FOR MAY	86782	307.84	
001	0009	32003	IDACS INTERNET 5/28 - 6/27	COMCAST CABLE	IDACS INTERNET 5/28-6/27	86774	126.85	
001	0009	32004	CID INTERNET SEARCHES FOR APR	TLO, LLC	CID INTERNET SEARCHES FOR APRIL	86790	50.00	
001	0009	35001	TRAFF SERV 2000 RIDGE- APR AN	NORTHERN IN PUBLIC SERVICE	TRAFFIC SERV FOR 2000 RIDGE RD AP	86785	63.66	
001	0009	35001	ELEC SERV FOR 3315 RIDGE READ	NORTHERN IN PUBLIC SERVICE	ELEC SERV FOR 3315 RIDGE RD READ	86786	4,386.49	
001	0009	35005	WATER SERV PD 3/18-4/17	TOWN OF HIGHLAND UTILITIES	WATER SERVICE FOR PD 3/18-4/17	86789	460.01	
001	0009	36001	LABOR FOR MUFFLER REPR 2013 E	HAMMOND MUFFLERS	MUFFLER PARTS AND LABOR FOR 2013	86779	400.00	
001	0009	36001	LABOR FOR REPAIRS TO POLARIS	MAXIM POWER SPORTS	LABOR AND PARTS FOR POLARIS	86783	191.50	
001	0009	36001	LABOR FOR INSTALL OF GRAPHICS	NMI EMERGENCY OUTFITTERS,LL	NEW GRAPHICS AND INSTALL ON CAR 7	86787	150.00	
001	0009	36001	LABOR TO REPAIR CAR 9	THOMAS DODGE CHRYSLER JEEP,	D/S PARTS AND LABOR FOR REPAIRS T	86788	29.00	
001	0009	36003	ADMIN PHONE PROV	MIS CHICAGO INC	SERVICE CALL FOR PHONE FOR ADMIN	86784	75.00	
001	0009	36003	BACKFLOW DEVISE INSPECT TEST	VALLEY FIRE PROTECTION SYST	BACKFLOW TEST	86791	200.00	
001	0009	36003	GEN OFFICE CLEANING AND COVID	GAYLE THARP	GEN OFFICE CLEANING AND COVID EXT	86778	3,896.66	
001	0009	36004	BLDG INS RENEWAL 6/25/20-2021	CROWEL AGENCY INC.	GEN LIAB E&O FOR BUILDING- PD	86775	1,421.00	
001	0009	38006	MAT CHANGE AT PD ON 5/19	CINTAS CORPORATION #319	MAT CHANGE AT PD ON 5/19	86772	36.66	
Total For Dept 0009 POLICE DEPARTMENT							22,787.63	
Dept	0011	SERVICES & WORKS	APRIL ACCOUNT SERVICE FEES 2020	INVOICE CLOUD, INC	APRIL ACCOUNT SERVICE FEES 2020	86487	246.75	999350
001	0011	32008	ACCT. SERVICE FEES	GOV'T INTERINSURANCE EXCHAN	GIE03005ML NIPSCO	86864	2,340.12	999352
001	0011	34006	SV ELECTRIC	NORTHERN IN PUBLIC SERVICE	MISC TH VIPS MULTI	86664	2,114.19	999353
001	0011	35001	SV ELECTRIC	NORTHERN IN PUBLIC SERVICE	MISC MULTI	86665	242.29	999351
001	0011	35002	SV STREET LIGHT ELECTRIC SERV	NORTHERN IN PUBLIC SERVICE	STREET-MULTI	86663	29,044.10	999353
001	0011	35002	SV STREET LIGHT ELECTRIC SERV	NORTHERN IN PUBLIC SERVICE	MISC MULTI	86665	89.14	999351
001	0011	35003	SV GAS	NORTHERN IN PUBLIC SERVICE	MISC TH VIPS MULTI	86664	1,031.18	999352
001	0011	35005	WATER/HYDRANT	TOWN OF HIGHLAND UTILITIES	#0542303600 TOWN HALL WATER/SEWER	86434	105.77	43977
001	0011	35005	TOWN GARAGE WATER/HYDRANT	TOWN OF HIGHLAND UTILITIES	#0382013660 TOWN GARAGE WATER/SE	86435	203.84	43978
001	0011	35005	2724 HIGHWAY ACCT #0101123300	TOWN OF HIGHLAND UTILITIES	TOWN SPRINKLERS	86438	360.92	43981
001	0011	35007	STORM/SEWER	TOWN OF HIGHLAND UTILITIES	#0542303600 TOWN HALL WATER/SEWER	86434	97.85	43977
001	0011	35007	TOWN GARAGE SEWER/STORM	TOWN OF HIGHLAND UTILITIES	#0382013660 TOWN GARAGE WATER/SE	86435	261.83	43978
001	0011	35007	VIPS WATER/HYDRANT	TOWN OF HIGHLAND UTILITIES	0643112591 VIPS WATER/SEWER	86436	29.89	43979
001	0011	35007	STORM	TOWN OF HIGHLAND UTILITIES	0901207112- 2819 LINCOLN -STORM-	86437	10.14	43980
001	0011	35007	2019 AFR SUPPORT	BAKER TILLY MUNICIPAL ADVIS	2019 AFR SUPPORT	86486	8,651.25	
001	0011	38005	TREE PLANTING LITTLE CAL RIVE	REDDUD LANDSCAPE SERVICES,	TREE PLANTING ALONG LITTLE CAL RI	86817	29,082.93	
001	0011	38011	REFUND FOR JOBS CANCELLED	KORELLIS ROOFING, INC	REFUND FOR JOBS CANCELLED	86872	2,201.00	
001	0011	39002	SR TAXI SUBSID 4/13/2020	TRIPLE A EXPRESS	SR TAXI SUBSID 4/13/2020	86543	5.00	
001	0011	39016	SR TAXI SUBSID 4/17/2020	TRIPLE A EXPRESS	SR TAXI SUBSID 4/17/2020	86737	10.00	
001	0011	39016	SR TAXI SUBSID 5/11/2020	TRIPLE A EXPRESS	SR TAXI SUBSID 5/11/2020	86752	10.00	

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
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06/05/2020 08:52 AM
User: DMJ
DB: Highland

Invoice Description
Vendor
Ref #
Invoice Line Desc
Fund 001 GENERAL
Dept 0011 SERVICES & WORKS

Amount
Check #

76,138.19

176.23
14.99
200.00
712.00
317.00
39.41
39.41
1,400.00
2,899.04
446,916.14

17,907.63
17,049.23
34,956.86

286.00
1,423.00
204.50
1,913.50

339.70
97.03
51.03
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338.56
155.76
35.94
114.00
3,820.00
115.50
235.30
1,567.00
10,059.49
46,929.85

Total For Dept 0011 SERVICES & WORKS

AJAX SANITARY SUPPLY CO, IN SUPPLIES FOR TOWN HALL TP/LINERS/
MENARDS ELECTRICAL SUPPLIES SUPPLIES-PAUL
W G N FLAG & DECORATING FLAGS FOR TOWN HALL
W G N FLAG & DECORATING FLAGS FOR FLAG MONUMENT
AAA VALLEY FIRE EQUIPMENT, I ANNUAL SERVICE FOR FIRE EXT. TOWN
CINTAS CORPORATION #319 TOWN HALL MATS 3/3/2020
CINTAS CORPORATION #319 TOWN HALL MATS 5/26/2020
GLOBAL MAINTENANCE & CO. GENERAL CLEANING SERVICE FOR MAY

Total For Dept 0012 TOWN HALL
Total For Fund 001 GENERAL

PAYROLL ACCOUNT 5/22PRL D/S TRANSFER MVH
PAYROLL ACCOUNT 6/5PRL D/S TRANSFER MVH

Total For Dept 0000
MECHANICAL CONCEPTS, INC. CHECK PW AIR UNIT KNOCKED OFF OUT
MECHANICAL CONCEPTS, INC. REPAIR MINI SPLIT AIR UNIT PW
INDIANA TESTING INC 1STQTR 2020 DRUG TESTING FOR CDL

Total For Dept 0016 MVH ADMIN
HELLMANS AUTO SPLY CO. TIRES FOR STREET DEPT. UNIT #11
FACTORY MOTOR PARTS BATTERY FOR STREET DEPT UNIT # 33
MENARDS CORP - SCHREERVILLE PAINT,METAL GRINDING AND CUTTING
BEC ENTERPRISES, LLC MAIN BROOM STRIPS FOR STREET DEPT
GARBER CHEVROLET OF HIGHLAN SPRAY IN BEDLINER AND WORK STEPS
HOSE CONNECTIONS INC SNAP TITE INTERCHANGE FOR STREET
MCCANN INDUSTRIES, INC HOOK W/ CLIP FOR STREET DEPT. UNI
NAPA AUTO PARTS RSUT STOP BLACK PAINT/APOXY/SLEDG
TERPSTRA'S SALES & SERVICE, CARBURETOR AND CHOKE FOR STREET D
TERPSTRA'S SALES & SERVICE, PARTS FOR MOWER STREET DEPT.
TERPSTRA'S SALES & SERVICE, PULLEY FOR MOWER STREET DEPT.
TERPSTRA'S SALES & SERVICE, MOWER PARTS FOR STREET DEPT
SHERWIN WILLIAMS CORP PAINT SUPPLIES FOR STREET DEPT.
AJAX SANITARY SUPPLY CO, IN PAPER TOWEL AND GARGAE FLOOR CLEA
EESCO, A DIVISION OF WESCO D STREET LIGHTBULBS FOR HIGHWAY AVE
MENARDS CONCRETE STAKES FOR STREET DEPT.
W G N FLAG & DECORATING FLAGS FOR PW
MIDWESTERN ELECTRIC INC REPLACE STREET LIGHT KNOCKED DOWN
MIDWESTERN ELECTRIC INC REMOVE AND REPLACE DEMO FIXTURE O
MIDWESTERN ELECTRIC INC TRAFFIC SIGNAL MAINT FOR APRIL 20
MIDWESTERN ELECTRIC INC EMERGENCY RESPONSE FOR TRAFFIC BO

Total For Dept 0017 MVH RECONSTRUCTION/MAINTENANCE
Total For Fund 002 MVH

MVH TRANSFERS GROSS 86596
MVH TRANSFERS GROSS 86866

LABOR TO ASSESS DAMAGED AIR U 86828
REPAIR AIR UNIT KNOCKED OFF W 86829
RANDOM URINE 86826

225/70R195 THUN OD432 TIRES 86813
DEL 65PSHR 88865788 86824
5517268 RO SR PAINT GLOSS BLA 86832
K455-9 9-PIECE SET, MAIN BROO 86822
SPRAY IN BEDLINER 86812
71-3M12-12F SNAP-TITE 71 INTE 86825
XX-C58KS HOOK W/ CLIP 86827
5578126 STOPS RUST GLOSS BLAC 86830
SE8644A 2008 STERLING TRUCK B 86837
STI4229-120-0604 CARBURETOR 86814
SCA48668 BEARING W-RACE 86839
SCA486045 PULLEY, 3.50 IDLER 86840
SCA483247 SPRING, RH DECK DRI 86841
CS POLYKNIT, 48" WOOD PIPE,HEA 86838
35200 ASTORIA SELECT TAD ROLL 86821
04316847760 GEL MVR175/U 4776 86823
1023196 4' GARDEN STAKE 86831
US/POW FLA'S FOR PW 86842
STREET LIGHT KENNEDY/40TH REI 86834
BUCKET TRUCK 86835
APRIL TRAFFIC SIGNAL MAINT. 86833
EMERGENCY REPAIR OF TRAFFIC C 86836

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
 EXP CHECK RUN DATES 05/13/2020 - 06/09/2020
 BOTH JOURNALIZED AND UNJOURNALIZED

06/05/2020 08:52 AM
 User: DMJ
 DB: Highland

Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 018 LAW ENFORCE CON'T ED					
Dept 0000					
018-0000-21401	86801	BROWNELLS INC	RANGE SUPPLIES 4 MULTI MISSION SL	130.91	
018-0000-21401	86802	BROWNELLS INC	RANGE SUPPLIES	198.16	
018-0000-21401	86806	KIESLER'S POLICE SUPPLY INC	GUN CLEANING KITS	54.33	
018-0000-21401	86807	KIESLER'S POLICE SUPPLY INC	AMMO ORDER	953.50	
018-0000-21401	86798	AMAZON	D/S 6 THERMOMETERS FOR PD	430.02	
018-0000-23004	86809	OFFICE DEPOT, INC	WESTERN DIGITS SSD AND USB	239.61	
018-0000-23006	86804	INDIANA STATE BUDGET AGENCY	BREATH RECERT FOR OFFICER	40.00	
018-0000-31004	86805	INDIANA STATE BUDGET AGENCY	BREATH RECERT FOR 13 OFFICERS	520.00	
018-0000-31004	86808	LAW ENFORCEMENT TRAINING BO	INSTRUCTOR RECERT	50.00	
018-0000-31004	86799	BAXTER PRINTING INC	JUNE E2020 BROCHURES COLOR 2 SIDE	190.00	
018-0000-33002	86800	BAXTER PRINTING INC	BOX MAILING LABELS	75.00	
018-0000-33002	86800	EASY CLEAN CAR WASH, INC	D/S PD CAR WASHES FOR APRIL	174.00	
018-0000-39005	86803				
		Total For Dept 0000		3,055.53	
		Total For Fund 018 LAW ENFORCE CON'T ED		3,055.53	
Fund 020 HAZ MAT RESPONSE					
Dept 0000					
020-0000-24200	86759	AJAX SANITARY SUPPLY CO, IN	FD INSTITUTIONAL SUPPLIES	435.60	
020-0000-24200	86760	AJAX SANITARY SUPPLY CO, IN	FD INSTITUTIONAL SUPPLIES	130.46	
020-0000-24200	86758	ENVIRONMENTAL SAFETY PRODUC	HAZ MAT SUITS	495.54	
020-0000-24200	86762	GARNER SALES & SERVICE	FACE MASKS	1,031.90	
020-0000-24200	86761	MMSGG	HAZ MAT SUPPLIES-DIGITAL THERMOME	57.12	
		Total For Dept 0000		2,150.62	
		Total For Fund 020 HAZ MAT RESPONSE		2,150.62	
Fund 026 FSA AGENCY FUND					
Dept 0000					
026-0000-45202	86662	TASC	MAY FSA 2020 SPENDING	619.20	999202
		Total For Dept 0000		619.20	
		Total For Fund 026 FSA AGENCY FUND		619.20	
Fund 027 INSURANCE PREMIUM					
Dept 0000					
027-0000-34002	86734	METLIFE GROUP BENEFITS	JUNE 2020 DENTAL PREMIUMS	8,088.97	44052
027-0000-34002	86735	AIM MEDICAL TRUST	JUNE 2020 MEDICAL AND LIFE INSURA	195,988.41	44053
027-0000-34005	86820	CROWEL AGENCY INC.	POLICY CHANGE 1/1/20-1/1/21 ADD	218.00	
		Total For Dept 0000		204,295.38	
		Total For Fund 027 INSURANCE PREMIUM		204,295.38	
Fund 030 ICT FUND					
Dept 0000					
030-0000-31006	86750	CBL CONSULTING, INC	MONTHLY IT SUPPORT PER WBO 2020-	4,000.00	
030-0000-32001	86751	PITNEY BOWES INC.	JUNE 2020 POSTAGE METER SERVICE	129.29	
030-0000-32003	86422	AT&T	219923-2320 260 1 ELEVATOR PHONE	182.24	43965
030-0000-32003	86423	AT&T	219 R10 2255 255 7 5/1-5/31/2020	572.51	43966
030-0000-32003	86424	COMCAST CABLE	TOWN HALL ACCT 8771400250188267	281.99	43967
030-0000-32003	86425	COMCAST CABLE	8771400250212877 PW 8001 KENNEDY	655.26	43968
030-0000-32003	86427	COMCAST CABLE	FD S STATION PHONE/INTERNET SVC 1	270.12	43969
030-0000-32003	86428	COMCAST CABLE	MEADOWS PK MO INTERNET 4/12-6/11/	259.51	43970

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Fund 030 ICT FUND					
Dept 0000					
030-0000-32003	86429	COMCAST CABLE	FD CENTRAL/2901 HIGHWAY-PHONE/INT	526.00	43971
030-0000-32003	86444	COMCAST CABLE	INTERNET FOR PUBLIC SAFETY BLDG	487.98	43972
030-0000-32003	86440	VERIZON WIRELESS	642004646-00002 D/S BROADBAND-J K	30.01	43983
030-0000-32003	86441	VERIZON WIRELESS	PW/B&I/PARK/FD WIRELESS 780324475	1,078.51	43984
030-0000-32003	86442	VERIZON WIRELESS	PD CELL PHONE USE PD- 642004646-0	1,256.95	43985
030-0000-32003	86414	WINDSTREAM HOLDINGS INC	MONTHLY CELL PHONE FEE- PD/MAY 1	853.28	44044
030-0000-32003	86603	COMCAST CABLE	MONTHLY TELEPHONE FEE- PD MAY 1	293.29	44047
030-0000-32003	86666	COMCAST CABLE	PARK INTERNET ACCT 877140025029637	206.05	44049
030-0000-32003	86667	SPRINT	PUMP STATION 8771400250296375 5/1	218.38	44050
030-0000-32003	86861	VERIZON WIRELESS	BI/FD MO WIRELESS SVC 510375025 -	30.01	44059
030-0000-32003	86749	CBL CONSULTING, INC	642004646-00002 D/S BROADBAND-J K	209.49	
030-0000-32003	86540	PHIL & SON, INC	SIP TRUNKING CHARGES 5/1-5/31/20	100.95	
030-0000-33811	86415	THE IDEA FACTORY, INC	BRIVO CLOUD HOSTED MONTHLY SITE/A	149.99	
030-0000-38006	86415	THE IDEA FACTORY, INC	GAZEBO EXPRESS MAY/WEBSITE UPDATE	775.32	
030-0000-39024	86415	THE IDEA FACTORY, INC	GAZEBO EXPRESS MAY/WEBSITE UPDATE	775.32	
		Total For Dept 0000		12,567.13	
		Total For Fund 030 ICT FUND		12,567.13	
Fund 033 DONATION					
Dept 0000					
033-0000-39067	86810	JOHN E BANASIAK (R)	REIMBURSE FOR COMMUNITY POLICING	298.95	
		Total For Dept 0000		298.95	
		Total For Fund 033 DONATION		298.95	
Fund 036 SPECIAL EVENTS					
Dept 0000					
036-0000-20003	86748	ELIZABETH BRESLIN (R)	4TH OF JULY POSTAGE	55.00	
036-0000-20003	86747	JACQUELINE HERRERA (R)	ENVELOPES	22.59	
		Total For Dept 0000		77.59	
		Total For Fund 036 SPECIAL EVENTS		77.59	
Fund 050 POLICE PENSION					
Dept 0000					
050-0000-45200	86601	PAYROLL ACCOUNT	5/22 PRL D/S TRANSFER POLICE PENS	69,169.30	32351
		Total For Dept 0000		69,169.30	
		Total For Fund 050 POLICE PENSION		69,169.30	
Fund 055 MCCD					
Dept 0000					
055-0000-39028	86845	MIDWESTERN ELECTRIC INC	REPAIR STREET LIGHT KNOCKDOWN 370	3,780.00	
055-0000-39028	86846	MIDWESTERN ELECTRIC INC	STREET LIGHT KNOCKDOWN MAIN ST AN	3,780.00	
055-0000-43003	86843	GRAINGER	VISIONTRON SINGLE LINE RETRACTABL	311.10	
055-0000-43003	86844	GRAINGER	VISIONTRON SINGLE LINE RETRACTABL	319.60	
055-0000-43003	86847	GRAINGER	VISIONTRON SINGLE LINE RETRACTABL	27.93	
		Total For Dept 0000		8,218.63	
		Total For Fund 055 MCCD		8,218.63	
Fund 085 TRAFFIC VIOLATIONS					
Dept 0001 TOWN COUNCIL					
085-0001-00400	86733	LAKE COUNTY CLERK	CASH BOND FEE	500.00	44051

GL Number Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

Fund 085 TRAFFIC VIOLATIONS
 Dept 0001 TOWN COUNCIL
 Total For Dept 0001 TOWN COUNCIL 500.00
 Total For Fund 085 TRAFFIC VIOLATIONS 500.00

Fund 104 SPECIAL COMMUNITY CROSSINGS GRANT
 Dept 0000
 104-0000-44065 2019 CCMG STREET IMPROVEMENT 86848 WALSH & KELLY INC 2019 CCMG STREET IMPROVEMENT PROJ 31,003.45
 Total For Dept 0000 31,003.45
 Total For Fund 104 SPECIAL COMMUNITY CROSSINGS GRANT 31,003.45

Fund 249 PUBLIC SAFETY INCOME TAX FUND
 Dept 0000
 249-0000-29000 3 FOREHEAD THERMOMETERS FOR T 86739 AMAZON 3 FOREHEAD THERMOMETERS FOR TOWN 215.01
 249-0000-29000 REIMBURSEMENT FOR BLEACH WIPE 86538 DENISE BECK (R) REIMBURSEMENT FOR BLEACH WIPES 54.95
 249-0000-29000 400 FACE MASKS BIOSMART POLY 86539 GARNER SALES & SERVICE FACE MASKS BIOSMART POLY COTTON-C 1,031.90
 249-0000-29000 COVID SUPPLIES-BLD SNEEZE GUA 86738 MENARDS COVID SUPPLIES-BLD SNEEZE GUARD S 213.65
 249-0000-29000 COVID SUPPLIES- SUPPLIES-D/S 86874 MENARDS COVID SUPPLIES SUPPLIES-PAUL Z D/S 22.03
 249-0000-29000 N95 MASKS ORDERED BY FD BOX OF 86541 PUBLIC SAFETY CENTER, INC N95 MASKS ORDERED BY FD BOX OF 20 494.29
 249-0000-29000 N95 MASKS ORDERED BY FD BOX OF 86542 PUBLIC SAFETY CENTER, INC N95 MASKS ORDERED BY FD BOX OF 20 500.00
 249-0000-43006 GLOBE BUNKER COATS 86757 AIR ONE EQUIPMENT, INC 2020 GLOBE TURNOUT GEAR 59,450.00
 249-0000-43008 CAMERA CABLE EQUIP 86811 VIGILANT SOLUTIONS CAMERA CABLE EQUIP 300.00
 Total For Dept 0000 62,281.83

Total For Fund 249 PUBLIC SAFETY INCOME TAX FUND 62,281.83

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GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
				Fund 001 GENERAL	446,916.14	
				Fund 002 MVH	46,929.85	
				Fund 018 LAW ENFORCE CON'T ED	3,055.53	
				Fund 020 HAZ MAT RESPONSE	2,150.62	
				Fund 026 FSA AGENCY FUND	619.20	
				Fund 027 INSURANCE PREMIUM	204,295.38	
				Fund 030 ICT FUND	12,567.13	
				Fund 033 DONATION	298.95	
				Fund 036 SPECIAL EVENTS	77.59	
				Fund 050 POLICE PENSION	69,169.30	
				Fund 055 MCCD	8,218.63	
				Fund 085 TRAFFIC VIOLATIONS	500.00	
				Fund 104 SPECIAL COMMUNITY CROSSI	31,003.45	
				Fund 249 PUBLIC SAFETY INCOME TAX	62,281.83	
				Fund Totals:	888,083.60	

Payroll Docket			Delta		
\$	219,859.92	\$	219,859.92	\$	-
Council, Boards and Commissions		\$	-		
Office of Clerk-Treasurer		\$	16,103.66		
Regular Staff	\$ 16,103.66				
Field Service Rep	\$ -				
Building & Inspection		\$	8,806.51		
Metropolitan Police		\$	122,429.82		
Crossing	\$ 987.00				
Full-Time Police	\$ 100,560.67				
Full-Time Non-sworn	\$ 20,882.15				
Fire Department		\$	3,985.64		
Public Works Department		\$	68,534.29		
Component One	\$ 68,534.29				
Component Two	\$ -				
Police 1925 Pensions		\$	-		

Payday: 8-May-2020

Payroll Docket

\$	289,759.45	\$	289,759.45	Delta	\$	-
	Council, Boards and Commissions	\$	8,570.06			
	Office of Clerk-Treasurer	\$	16,103.66			
	Regular Staff	\$	16,103.66			
	Field Service Rep	\$	-			
	Building & Inspection	\$	9,245.60			
	Metropolitan Police	\$	116,005.74			
	Crossing	\$	987.00			
	Full-Time Police	\$	93,873.35			
	Full-Time Non-sworn	\$	21,145.39			
	Fire Department	\$	3,836.36			
	Public Works Department	\$	66,936.38			
	Component One	\$	66,936.38			
	Component Two	\$	-			
	Police 1925 Pensions	\$	69,061.65			

Payday: 22-May-2020