

**Enrolled Memorandum of the Meeting
Study Session/Meeting Convened Electronically
Twenty-Ninth Town Council of Highland
Monday, July 20, 2020**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met *electronically* in a study session on **Monday, July 20, 2020** at 6:32 O'clock P.M., in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.*

**Special note:* This meeting was convened allowing members of the Town Council to participate electronically without being physically present, to be counted in the quorum and able to simultaneously listen and respond to matters taken up in the meeting, all pursuant to Governor Holcomb's Executive Orders 20-04 and 20-09 extended by Executive Order No. 20-34 allowing meetings to be convened pursuant to IC 5-14-1.5-3.6 for the duration of the Corona Virus COVID 19 emergency.

The meeting was streamed live on the Town of Highland, Indiana Facebook Page and participation was supported by the Zoom on-line communication platform.

Silent Roll Call: Councilors Bernie Zemen (participating electronically), Mark Herak (participating electronically but on the premises), Mark J. Schocke (participating electronically) Thomas Black (participating electronically) and Roger Sheeman (participating electronically) were present as indicated. The Clerk-Treasurer, Michael W. Griffin was present (participating electronically but on the premises) to memorialize the proceedings. A quorum was attained.

Officials Present: (all participating electronically), John P. Reed, Town Attorney; Pete Hojnicky, Police Chief; Kathy DeGuilio-Fox, Redevelopment Director; and William R. Timmer, Jr., CFOD, Fire Chief were present.

Additional Officials Present: Robyn Radford, Redevelopment Commission; and Ed Dabrowski, IT Consultant (Contract) and Board of Waterworks Directors; was present.

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

General Substance of Matters Discussed.

1. **Alexandro Bazan to discuss with the Town Council matters of sustainability and the environment.** Mr. Alexandro Bazan, spoke for an informal association of Highland neighbors highly concerned about environmental sustainability regarding the merits of participating in a Community Scale Greenhouse Gas Inventory.

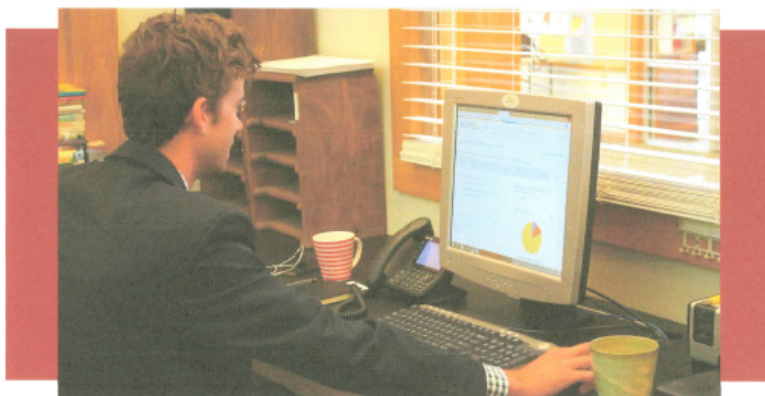
Mr. Bazan and his associates expressed a preference for a regional approach to such an inventory, perhaps enlisting Northern Indiana Regional Planning Commission (NIRPC) to coordinate such a project. Mr. Bazan further stressed the affiliation with the Indiana University Environmental Institute as a partner in the project.

Mr. Bazan also reported that he asked NIRPC about this project and that Commissioner Benson of Beverly Shores mentioned this at the most recent full commission meeting.

The Town Council and Mr. Bazan had discussions regarding the nature of the data collection, the possibility of adding capacity through an intern dedicated to data collection and the objective of the data collection to render an inventory of Greenhouse gases that would then inform an environmental plan.

The cost of participation was discussed. The participants noted that IU had a range for participation running from \$200 to \$900 based upon participation.

Mr. Bazan provided the following flyer:



2021 Resilience Cohort

For Completing a Community-scale Greenhouse Gas Inventory

The 2021 Resilience Cohort will provide Indiana cities, towns, and county governments with the resources they need to complete a community-scale greenhouse gas inventory.

Applications will open in the fall and are typically due by mid-December.

Costs

\$200 - \$900* (based on population)

Participants will also need:

- A dedicated staff person to complete the inventory, or
- A dedicated staff person to supervise an Indiana Sustainability Development Program extern, who will complete the inventory.

Participation Benefits

- Access to software
- Step-by-step guidance
- One-on-one technical assistance
- Peer-to-peer network development
- Marketing and communications support
- And more

Optional Benefit

- To support the inventory work, participants will have the opportunity to apply to receive a student extern through the Indiana Sustainability Development Program:

<https://sustain.iu.edu/research/isdp/index.html>

More information is available at: <https://eri.iu.edu/who-we-work-with/local-governments/resilience-cohort.html>

Interested? Contact eri@iu.edu or call 812-856-1730.

Completing a GHG inventory is a fundamental first step for a city or county committed to reducing carbon emissions and increasing energy efficiency.



There was no further discussion or action. Mr. Bazan thanked the Town Council for allowing him and his neighbors to discuss this topic.

2. **Budget Calendar and policy discussion: Suggested approaches to the budget for FY 2021.** The Town Clerk-Treasurer review the draft budget calendar memorandum that set forth the path for preparation of the FY 2021 Budget. The Clerk-Treasurer shared that the instruction would be for budgets to be proposed at the 2020 levels. He stated that he would likely provide guidance on the amount of the budgets for 2021.

Budget Fund Summaries: FY 2020

FISCAL YEAR 2020	CORPORATION GENERAL FUND	PARKS & RECREATION GENERAL FUND	1925 POLICE PENSION FUND	REDEVELOPMENT GENERAL FUND	
Appropriations	\$ 8,140,779	\$ 2,418,431	\$ 845,034	\$ 267,377	
TOTAL	\$ 8,140,779	\$ 2,418,431	\$ 845,034	\$ 267,377	
Income:					TOTAL LEVIES
Property Tax	\$ 5,682,118	\$ 1,173,699	\$ 2,238	\$ 268,948	\$ 7,127,003
Other income	\$ 2,243,986	\$ 1,345,099	\$ 807,398	\$ 21,391	MAX LEVY LIMIT
TOTAL	\$ 7,926,104	\$ 2,518,798	\$ 809,636	\$ 290,339	\$ 7,127,482
					DELTA
					\$ 479
<i>Other income detail</i>					
Auto Excise & others	\$ 302,566	\$ 62,499	\$ 126	\$ 14,321	
Licenses & Permits	\$ 893,020	\$ -	\$ -	\$ -	
Intergovernmental	\$ 15,000	\$ -	\$ 806,622	\$ -	
Liquor Excise	\$ 17,000	\$ -	\$ -	\$ -	
ABC Callowage	\$ 31,871	\$ -	\$ -	\$ -	
Cigarette Tax	\$ 15,418	\$ -	\$ -	\$ -	
Charges for Services	\$ 163,400	\$ -	\$ -	\$ -	
Fines	\$ 36,500	\$ -	\$ -	\$ -	
Interest Earned	\$ 26,000	\$ 600	\$ 650	\$ 1,200	
Employee Insurance Prem.	\$ 54,000	\$ 6,000	\$ -	\$ 500	
Transfer Water Surplus	\$ 539,211	\$ -	\$ -	\$ -	
Transfer Sewage Surplus	\$ 105,000	\$ -	\$ -	\$ -	
Miscellaneous	\$ 5,000	\$ 17,600	\$ -	\$ 5,370	
Recreation & Fitness Fees	\$ -	\$ 918,500	\$ -	\$ -	
Rentals & Leaseholds	\$ -	\$ 295,000	\$ -	\$ -	
Vending Machine	\$ -	\$ 2,100	\$ -	\$ -	
Mobile Licenses	\$ -	\$ 42,800	\$ -	\$ -	

*restored appropriations

The Clerk-Treasurer shared the report above to explain the concept of the maximum levy and the report that the growth quotient for FY 2021, is 4.2%. The Clerk-Treasurer reviewed the current state of the FY 2020 budget as a prelude to the 2021 Budget, using the following exhibits:

The Budget Process: Departmentalized Funds		GENERAL FUND BUDGETED EXPENDITURES		GENERAL FUND BUDGETED INCOME	
<i>Governance</i>					
Clerk-Treasurer	\$ 264,631.00				
Town Council	\$ 239,221.00				
	\$ 503,852.00				
<i>Planning & Zoning</i>					
Inspection & Planning	\$ 372,284			Property Tax	\$ 5,682,118.00
Plan Commission	\$ 71,413			Other revenues	\$ 2,243,986.00
Zoning Appeals	\$ 22,719				\$7,926,104.00
	\$ 466,416				
<i>Public Safety</i>					
Police Dept	\$ 5,857,655			Net Income	\$ (214,675.00)
Fire Dept	\$ 465,980			NET INCOME	\$ (214,675.00)
VIPS	\$ 19,900			JAN CASH BALANCE	\$ 6,522,883.00
	\$ 6,343,535			OBLIGATED CASH	\$ 686,415.00
<i>Administration</i>					
Board of Works	\$ 796,851			JAN CASH ADJUSTED	\$ 5,836,468.00
Town Hall & Monuments	\$ 30,125			CIRCUIT BREAKER	\$ (622,415.00)
	\$ 826,976				
Total:	\$ 8,140,779.00				\$ 5,214,053.00

The Clerk-Treasurer explained that the budget was adopted as balanced. However, the cuts made to the Fire and Police Departments were restored immediately at the start of the year, and rendered the budget out of balance. Negative net income of \$214,675 exists if the revenue is raised as projected and the appropriations are spent in

full. He further explained funds are budgetary units, and that there were some that were departmentalized.

The Budget Process: Departmentalized Funds

<p>MOTOR VEHICLE HIGHWAY FUND Budgeted Expenditures</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Administration</td> <td style="text-align: right;">\$ 173,050.00</td> </tr> <tr> <td>Preservation Reconstructio</td> <td style="text-align: right;">\$ 1,084,602.00</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 1,257,652.00</td> </tr> </table>	Administration	\$ 173,050.00	Preservation Reconstructio	\$ 1,084,602.00		\$ 1,257,652.00	<p>SANITARY DISTRICT SPECIAL OPERATING FUND Budgeted Expenditures</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Administration</td> <td style="text-align: right;">\$ 78,212.00</td> </tr> <tr> <td>Solid Waste Management</td> <td style="text-align: right;">\$ 2,264,298.00</td> </tr> <tr> <td></td> <td style="text-align: right;">\$2,342,510.00</td> </tr> </table>	Administration	\$ 78,212.00	Solid Waste Management	\$ 2,264,298.00		\$2,342,510.00		
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<p>MOTOR VEHICLE HIGHWAY FUND Budgeted Revenues</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Regular distribution</td> <td style="text-align: right;">\$ 383,170.40</td> </tr> <tr> <td>Preservation maintenance</td> <td style="text-align: right;">\$ 383,340.40</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 766,510.80</td> </tr> </table>	Regular distribution	\$ 383,170.40	Preservation maintenance	\$ 383,340.40		\$ 766,510.80	<p>SANITARY DISTRICT OPERATING Budgeted Revenues</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Property Taxes</td> <td style="text-align: right;">\$ 219,405.00</td> </tr> <tr> <td>Trash Fees</td> <td style="text-align: right;">\$ 2,384,893.00</td> </tr> <tr> <td>Other revenues</td> <td style="text-align: right;">\$ 20,823.00</td> </tr> <tr> <td></td> <td style="text-align: right;">\$2,625,121.00</td> </tr> </table>	Property Taxes	\$ 219,405.00	Trash Fees	\$ 2,384,893.00	Other revenues	\$ 20,823.00		\$2,625,121.00
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<p>NET INCOME \$ (491,141.20)</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">JAN CASH BALANCE</td> <td style="text-align: right;">\$ 437,558.99</td> </tr> <tr> <td>OBLIGATED CASH</td> <td style="text-align: right;">\$ 42,985.00</td> </tr> <tr> <td>JAN CASH ADJUSTED</td> <td style="text-align: right;">\$ 394,573.99</td> </tr> </table>	JAN CASH BALANCE	\$ 437,558.99	OBLIGATED CASH	\$ 42,985.00	JAN CASH ADJUSTED	\$ 394,573.99	<p>NET INCOME \$ 282,611.00</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">JAN CASH BALANCE</td> <td style="text-align: right;">\$ 571,805.28</td> </tr> <tr> <td>OBLIGATED CASH</td> <td style="text-align: right;">\$ 164,920.06</td> </tr> <tr> <td>JAN CASH ADJUSTED</td> <td style="text-align: right;">\$ 406,885.22</td> </tr> </table>	JAN CASH BALANCE	\$ 571,805.28	OBLIGATED CASH	\$ 164,920.06	JAN CASH ADJUSTED	\$ 406,885.22		
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<p>REDUCTION NEEDED \$ (96,567.21)</p>	<p>CIRCUIT BREAKER LOSS \$ 190,000.00</p>														

20 percent reduction already calculated

The Budget Process: Vocabulary

In the public sector, the convention is to use fund balance accounting.

FUND *A separate fiscal and accounting entity used by governments to segregate resources related to specific activities.*

Highland has 68 different funds that are in force and or have cash.

Highland budgets 18 of these during the annual budget process.

Highland budgets 2 for its sanitary district and 1 for its waterworks district.

By law, the town budgets at the fund level, so there are really 21 different budgets.

The Clerk-Treasurer further showed the position of the Park and Recreation Fund and the Redevelopment General Fund.

Memorandum of Meeting
July 20, 2020

Summary for FY 2020

Parks and Recreation Fund			
Expenses/Appropriated	\$ 2,418,431.00		
Encumbered	\$ -	Delta	\$ 2,439,444.05
	\$ 2,418,431.00		
<u>Income</u>			Actual 6/30/20
prop tax	\$ 1,173,699.00	47%	\$ 504,824.46 43.0%
other income	\$ 1,345,099.00	53%	\$ 498,773.94 37.1%
	\$ 2,518,798.00		\$ 1,003,598.40
Net Income (deficit)	\$ 109,367.00		
Proposed Add Appropriations	\$ -		
Rev Net Income/(deficit)	\$ 109,367.00	Percent of Target Reserve	
Jan 1 Cash Balance	\$ 1,343,296.02	1-Jan	131%
Encumbrances	\$ 21,013.05		
<i>Incurrd in FY 19</i>		Percent of Target Reserve	
<i>To be Paid in FY 20</i>		1-Jan	131%
Jan 1 Cash adjusted for Enc	\$ 1,322,282.97		141%
Dec 31 Cash Balance	\$ 1,422,649.97		
Tax Caps	\$ 135,989.00	Adjusted by REEDY REPORT	
Collections	\$ 58,684.95		
Net Ending Cash Balance	\$ 1,227,976.02	122%	\$ 1,363,965.02
Change in cash Balance	\$ (115,320.00)		\$ 20,669.00
Required Reserve Balance:	\$ 1,007,679.58		

Abstract	\$ 109,910.38	Abstract
	\$ 140,241.73	circuit breaker
	\$ -	refund

Summary for FY 2020

Redevelopment General Fund			
Expenses/Appropriated	\$ 267,377.00		Changes Additional & Encumbrances
Encumbered	\$ -	Delta	\$ 277,761.19
	\$ 267,377.00		
<u>Income</u>			
prop tax	\$ 268,948.00	\$ 115,688.94	43%
other income	\$ 21,391.00	\$ 13,972.95	65%
	\$ 290,339.00	\$ 129,661.89	
Net Income (deficit)	\$ 22,962.00		
Proposed Approved Add'l Appropriations	\$ 293.00		
Rev Net Income/(deficit)	\$ 22,669.00	Percentage of Required Reserve	
Jan 1 Cash Balance	\$ 361,196.16	405%	
Encumbrances	\$ 10,091.19		
<i>Incurrd in FY 19</i>		Adjusted starting balance	
<i>To be Paid in FY 20</i>		Required Reserve	\$ 261,979.30 Excess from reserve
Jan 1 Cash after Encum	\$ 351,104.97	394% January	\$ 284,648.30 Excess from reserve
Dec 31 Cash Balance	\$ 373,773.97		
Adjusted by Collections	\$ 8,068.44		\$ -
Adjusted by Tax Cap	\$ 31,333.00	Adjusted by REEDY REPORT	
Ending Cash Balance	\$ 334,372.53	375% December	0%
		Adjusted ending balance	
Change in cash Balance	\$ (16,732.44)		
Reserve Balance:	\$ 89,125.67		
(4 months)			

The Town Council President indicated his desire to be involved in the budget making process. It was noted that all members of the Town Council are encouraged to participate.

There was a discussion of some known capital needs for some departments. It was further discussed that the challenges to the FY 2021 budget are operational and complicated by the circuit breaker and the COVID-19 downturn. The downturn has a direct negative effect on the gasoline tax resources for the Motor Vehicle Highway Fund and the Local Road and Streets Fund.

- 3. Further discussion of request to create the position of administrative assistant for the Public Works (Agency) Department, and the introduced Ordinance amending the Wage and Salary Ordinance at an hourly rate of \$22.87.** The Town Council discussed the ordinance that was introduced but not considered on the same meeting of its introduction.

It was noted that there was still some work to be done on the job description that was necessary to define the position as distinctive and apart from what the secretaries of several departments perform. It was noted that the hourly rate of pay would be effective retroactively from July 12, 2020.

Councilor Herak noted that he had met with the Public Works Director and the department secretary to review the job description as changed. It was further noted that the position of Administrative Assistant exists in the Public Works Departments of Schererville and Griffith. Councilor Herak indicated that he had contacted those departments to obtain their job descriptions. This matter was still slated for the agenda of July 27, 2020.

- 4. Lake County Health Department Public Health Order.** The Town Council and the Fire Chief discussed an order issued by the County Chief Public Health Officer that "required" masks be worn in Lake County communities under its jurisdiction. There discussion included the concern about the authority to issue such an edict. Further, the discussion reviewed the language in the order finding that the instrument might be more of a "recommendation" or "suggestion".
- 5. Updates on Website.** Councilor Sheeman stated that he had conferred with the Idea Factory and that a portion of the town website would have conspicuous page or site that would make accessing the Town's electronic meetings more intuitive and easier by making links for such meetings more accessible.
- 6. Records Digitizing.** Councilor Sheeman raised with the Town Council and the Clerk-Treasurer the merits and desirability of digitizing records for ease of access and retrieval.

It was noted that the topic had merit. There was guidance that has the force of law from the Indiana Records Commission that requires certain records that are deemed permanent, to be maintained either on paper (acid free if possible) or microfiche film. Electronic medium, while desirable for management of records, is not suitable for permanent storage of records. It was noted that there is a great expense in making the conversion. It was further discussed that the Clerk-Treasurer had planned to begin the process to move the town Council minutes to a permanent storage medium of microfiche and to also have them digitized by services engaged with the Indiana Archivist's office.

7. *Cycle safety.* The Town Council discussed taking steps to increase drivers awareness of cyclists in the Town for the safety of the cyclists.

There being no further business necessary or desired to be discussed by the Town Council, the *electronically convened* regular study session of the Town Council of **Monday, July 20, 2020**, was adjourned by the Town Council President, at 8:04 o'clock p.m.

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