

Agenda

Twenty-Third Regular or Special Meeting of the Twenty-Ninth Town Council of Highland

Regular Meeting of Monday, November 9, 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 20-47, allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the
duration of the emergency, through to December 1, 2020.

People may observe and record the meeting for live streaming by joining the meeting on the Zoom platform <https://zoom.us/j/96266528688?pwd=S0RseVlvenN5cEdiNINKY3dnQU1Rdz09>

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 962 6652 8688, password (code): 850929.

Prayer: Thomas (Tom) Black

Pledge of Allegiance: Thomas (Tom) Black

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 26 October 2020.

Special Orders: 1. **Executive Proclamation:** A Proclamation Recognizing Saturday, November 21, 2020 as Child Adoption Day in Highland

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.

Communications: 1. The Final Report from the *Highland Census Complete Count Committee* regarding the status of its Implementation of the Action Plan for the November 09, 2020 Meeting.

Staff Reports:

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

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.

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*)

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.

**ACTION TO PAY
Accounts Payable
Vouchers**

Accounts payable vouchers October 27, 2020 to November 9, 2020 in the amount of **\$2,022,232.49**.

Payroll Docket for the payday of October 9, 2020 in the amount of **\$212,129.70** and for the payday of October 23, 2020 in the amount of **\$316,017.56**.

ADJOURNMENT

The Town Council may meet in study session immediately following the Regular Meeting.
Posted pursuant to IC 5-14-1.5-4(a)

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**Enrolled Minutes of the Twenty-second Regular or Special Meeting
For the Twenty-Ninth Highland Town Council
Regular Plenary Business Meeting (Electronic/Hybrid)
Monday, October 26, 2020**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, October 26, 2020 at 6:30 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 allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 public health emergency, extended by Executive Order No. 20-44. Some persons were participating remotely on a Zoom platform that allowed for real time interaction, and supported the public's ability to observe and record the proceedings. People were able to participate in person and remotely. When the agenda item provided for public comment, this was supported as well. All members of the Town Council participated in person, except Councilor Bernie Zemen, who participated electronically. The remaining town councilors were 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. Once completed the Town Council moved to the full plenary meeting.

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 the Town Council President offering a prayer reciting the Pledge of Allegiance to the Flag of the United States of America.

Roll Call Present on roll call were Councilors Bernie Zemen (electronically), Mark Herak, Mark J. Schocke, Thomas Black and Roger Sheeman. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Additional Officials Present: John P. Reed, Town Attorney (electronically); Mark Knesek, Public Works Director (electronically); John Banasiak, Police Commander; William R. Timmer, Jr., CFOD, Fire Chief (electronically); Alex M. Brown, CPRP, Parks and Recreation Superintendent (electronically); Kathy DeGuilio-Fox, Redevelopment Director (electronically); and Kenneth J. Mika, Building Commissioner (electronically) were present.

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

Guests: Theresa Badovich of the Idea Factory was also present electronically.

Minutes of the Previous Meeting: Councilor Zemen moved the approval of the minutes of the regular plenary meeting of October 26, 2020. Councilor Black seconded, upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The minutes were approved.

Special Orders:

1. Adoption Hearing of the Proposed Fiscal Year 2021 Budget for the Town of Highland.

(a) Memorandum regarding Taxpayer remonstrance petition. *No petition was filed.*

The Clerk-Treasurer reviewed the memorandum reporting that no taxpayer remonstrance petition was filed on the deadline nor since.

(b) **Public Hearing.**

1. Larry Kondrat, Highland, offered his understanding of the budget(s). Mr. Kondrat inquired about the raises that were proposed in the budget, suggesting that perhaps the raises be phased in incrementally rather than enacted as a three percent raise all at once.

The Town Council President indicated that the municipal employees had not had a general increase or raise on base pay for three years. Owing to that, he perceived that the Town Council would support a non-incremental increase.

Councilor Herak commented that the sustainability of any raise would be dependent on rate modifications for wastewater, stormwater and potable water utilities.

Mr. Kondrat also suggested that the School Town's spending may be a concern in terms of its impact on circuit breaker credits and losses to the civil town.

The Clerk-Treasurer noted that there was an impact from its spending in 2020, the first year in which the pre-July 1, 2008 debt service exemption expired. The Clerk-Treasurer further noted that after this year, its spending will primarily have impact on the School Town in terms of incidence of circuit breaker.

There being no further discussion, the Town Council President closed the hearing.

- (c) **Action on Introduced Ordinance No. 1722:** An Ordinance of Appropriations and Budget Levies and Rates for the 2021 Budget of the Civil Town. *Councilor Herak introduced the ordinance at the meeting of the Town Council of Monday, October 12, 2020. There was no further action pursuant to IC 6-1.1-17-3(a) and IC 6-1.1-17-5(a)(8).*

Councilor Black moved the passage and adoption of introduced Ordinance No. 1722. Councilor Zemen seconded. Following disposal of the following amendment, there was a roll call vote, with four affirmatives and one negative. With Councilors Zemen, Herak, Black and Sheeman voting in the affirmative and Councilor Schocke voting in the negative, the motion passed. Ordinance No. 1722 was adopted.

Amendment. Town Council President, without vacating the chair, moved to amend the ordinance by reducing the appropriation of the Cardinal Campus Allocation Area Fund, and transferring it to the Corporation General Fund. Councilor Black seconded.

With leave from the Town Council, the Clerk-Treasurer explained how the objectives of the motion were not permitted under law. Further, the appropriation in the fund was pursuant to an obligation to the bond holder, who in this instance is the developer of Cardinal Campus (located on Main Street). The appropriation is in consequence of this lawful obligation to a lawful bondholder.

On the motion to amend, there was a roll call vote, of four negatives and one affirmative. With Councilors Zemen, Herak, Black and Sheeman voting in the negative and Councilor Schocke voting in the affirmative, the motion did not pass. The amendment was not adopted.

Town of Highland
Ordinance No. 1722

TOWN OF HIGHLAND, LAKE COUNTY, INDIANA

AN ORDINANCE FOR APPROPRIATIONS AND TAX RATES

OF THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA

BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana:

Section 1. That for the expenses of the Town of Highland for the year ending December 31, 2021, the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law;

Section 2. That in addition, for the purposes of raising revenue to meet the necessary expenses of the TOWN OF HIGHLAND, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds are incorporated by the signing of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance;

Section 3. This ordinance shall be in full force and effect from and after its passage and approval by the Town Council of the Town of Highland, subject to its review and approval by the Department of Local Government Finance.

| Fund Name | Adopted Budget | Adopted Tax Levy | Adopted not to Exceed Tax Rate |
|---|----------------|------------------|--------------------------------|
| Corporation General | \$ 7,932,518 | \$ 7,028,245 | 0.8512 |
| Debt Service | \$ 818,500 | \$ 1,916,979 | 0.2322 |
| Local Income Tax (Public Safety LOIT) | \$ 500,000 | \$ - | 0.0000 |
| Police Pension | \$ 837,650 | \$ 2,364 | 0.0003 |
| Local Road and Streets | \$ 386,726 | \$ - | 0.0000 |
| Motor Vehicle Highway | \$ 1,095,358 | \$ - | 0.0000 |
| LE Continuing Education | \$ 45,500 | \$ - | 0.0000 |
| Park and Recreation | \$ 2,418,430 | \$ 1,373,083 | 0.1663 |
| Park Bond | \$ 1,424,238 | \$ 2,287,746 | 0.2771 |
| Cumulative Capital Improvement | \$ 115,000 | \$ - | 0.0000 |
| Cumulative Capital Development | \$ 397,440 | \$ 660,308 | 0.0800 |
| Economic Development Income Tax | \$ 600,000 | \$ - | 0.0000 |
| Redevelopment General | \$ 267,947 | \$ 343,948 | 0.0417 |
| Redevelopment Bond | \$ 226,402 | \$ 331,242 | 0.0401 |
| Solid Waste District Grant | \$ 192,725 | \$ - | 0.0000 |
| Information and Communications Technology | \$ 211,766 | \$ - | 0.0000 |

| | | | | | |
|---------------------------------|----|----------------------|-----------|----------------------|------------------|
| VIPS/Park Public Safety Fund | \$ | 6,000 | \$ | - | 0.0000 |
| Special Events Non Reverting | \$ | 85,256 | \$ | - | 0.0000 |
| Cardinal Campus Allocation Fund | \$ | 344,475 | \$ | - | 0.0000 |
| | | \$ 17,905,931 | | \$ 13,943,915 | \$ 1.6889 |
| Levies Subject to maximum Levy | \$ | 11,456,545 | Max Levy: | | \$ 7,426,836 |
| Regular Funds | \$ | 17,410,184 | | | |
| Home Rule Funds | \$ | 495,747 | | | |

Introduced and Filed on the 12th day of October 2019. Consideration on First Reading not entertained, pursuant to I.C. 6-1.1-17-3(a); I.C. 6-1.1-17-5(a)(8) and I.C. 36-5-3-4.

Duly Ordained and Adopted this 26th Day of October 2020 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 1 opposed.

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

Having Voted in the Affirmative:

Having Voted in the Negative:

- Bernie Zemen
- Mark A. Herak
- Thomas Black
- Roger Sheeman

Mark J. Schocke, President

Attest:

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

| Corporation General Fund: (departmentalized) | <i>Proposed</i> | FY 2021 <i>Adopted</i> |
|---|-------------------|---------------------------|
| <i>Office of the Town Council</i> | | |
| Personnel Services | \$ 80,208 | \$ 80,208 |
| Supplies | \$ 700 | \$ 700 |
| Other Services & Charges | \$ 157,672 | \$ 157,672 |
| Capital Outlays | \$ - | \$ - |
| Department Total: | \$ 238,580 | \$ 238,580 |
| <i>Advisory Board of Zoning Appeals</i> | | |
| Personnel Services | \$ 3,359 | \$ 3,359 |
| Supplies | \$ 200 | \$ 200 |
| Other Services & Charges | \$ 19,160 | \$ 19,160 |
| Capital Outlays | \$ - | \$ - |
| Department Total: | \$ 22,719 | \$ 22,719 |
| <i>Volunteers in Policing</i> | | |
| Personnel Services | \$ 2,720 | \$ 2,720 |
| Supplies | \$ 14,130 | \$ 14,130 |
| Other Services & Charges | \$ 3,050 | \$ 3,050 |
| Capital Outlays | \$ - | \$ - |
| Department Total: | \$ 19,900 | \$ 19,900 |

| | | | |
|--------------------------------------|-----------|----------------|-------------------|
| <i>Office of the Clerk-Treasurer</i> | | | |
| Personnel Services | \$ | 166,308 | \$ 166,308 |
| Supplies | \$ | 3,500 | \$ 3,500 |
| Other Services & Charges | \$ | 94,823 | \$ 94,823 |
| Capital Outlays | \$ | - | \$ - |
| Department Total: | \$ | 264,631 | \$ 264,631 |

| | | | |
|---------------------------------------|-----------|----------------|-------------------|
| <i>Building Inspection Department</i> | | | |
| Personnel Services | \$ | 274,741 | \$ 274,741 |
| Supplies | \$ | 9,550 | \$ 9,550 |
| Other Services & Charges | \$ | 91,128 * | \$ 91,128 |
| Capital Outlays | \$- | | \$ - |
| Department Total: | \$ | 375,419 | \$ 375,419 |

| | | | |
|--------------------------|-----------|----------------|-------------------|
| <i>Fire Department</i> | | | |
| Personnel Services | \$ | 283,641 | \$ 283,641 |
| Supplies | \$ | 32,075 | \$ 32,075 |
| Other Services & Charges | \$ | 110,632 | \$ 110,632 |
| Capital Outlays | \$ | - | \$ - |
| Department Total: | \$ | 426,348 | \$ 426,348 |

| | | | |
|------------------------------|-----------|---------------|------------------|
| <i>Plan Commission Dept.</i> | | | |
| Personnel Services | \$ | 2,842 | \$ 2,842 |
| Supplies | \$ | 325 | \$ 325 |
| Other Services & Charges | \$ | 68,246 | \$ 68,246 |
| Capital Outlays | \$ | - | \$ - |
| Department Total: | \$ | 71,413 | \$ 71,413 |

| | | | |
|---------------------------------------|-----------|------------------|---------------------|
| <i>Metropolitan Police Department</i> | | | |
| Personnel Services | \$ | 4,022,169 | \$ 4,022,169 |
| Supplies | \$ | 161,000 | \$ 161,000 |
| Other Services & Charges | \$ | 1,533,363 | \$ 1,533,363 |
| Capital Outlays | \$ | - | \$ - |
| Department Total: | \$ | 5,716,532 | \$ 5,716,532 |

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|--------------------------|-----------|----------------|-------------------|
| <i>Works Board Dept.</i> | | | |
| Personnel Services | \$ | - | \$ - |
| Supplies | \$ | - | \$ - |
| Other Services & Charges | \$ | 766,851 | \$ 766,851 |
| Capital Outlays | \$- | | \$ - |
| Department Total: | \$ | 766,851 | \$ 766,851 |

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|--------------------------------------|-----------|---------------|------------------|
| <i>Town Hall and Monuments Dept.</i> | | | |
| Personnel Services | \$ | - | \$ - |
| Supplies | \$ | 4,500 | \$ 4,500 |
| Other Services & Charges | \$ | 25,625 | \$ 25,625 |
| Capital Outlays | \$- | | \$ - |
| Department Total: | \$ | 30,125 | \$ 30,125 |

| | | | |
|----------------------------|-----------|----------|-------------|
| PROPERTY TAX IMPACT | | | |
| Property Tax Caps | \$ | - | \$ - |
| | \$- | | \$ - |
| Department Total: | \$ | - | \$ - |

| | | | |
|-----------------------------------|-----------|------------------|-------------------------|
| Fund Total: | \$ | 7,932,518 | \$ 7,932,518 |
| Proposed (est.) Rate for the Fund | \$ | 0.8515 | per \$100 dollars of av |
| Adopted (Est.) Rate for the Fund | \$ | 0.8512 | per \$100 dollars of av |

Redevelopment General Fund:

| | <i>Proposed</i> | <i>Adopted</i> |
|-----------------------------------|-------------------|-------------------------|
| PROPERTY TAX CAP | \$ - | \$ - |
| Personnel Services | \$ 141,609 | \$ 141,609 |
| Supplies | \$ 5,645 | \$ 5,645 |
| Other Services & Charges | \$ 120,693 | \$ 120,693 |
| Capital Outlays | \$- | \$ - |
| Fund Total: | \$ 267,947 | \$ 267,947 |
| Proposed (est.) Rate for the Fund | \$ 0.0468 | per \$100 dollars of av |
| Adopted (Est.) Rate for the Fund | \$ 0.0417 | per \$100 dollars of av |

Rate for both the Redevelopment General and the Redevelopment Capital is capped at .0333, pursuant to IC 36-7-14-28.

Parks and Recreation Fund:

| | <i>Proposed</i> | <i>Adopted</i> |
|-----------------------------------|---------------------|-------------------------|
| PROPERTY TAX CAPS | \$ - | \$ - |
| Personnel Services | \$ 1,196,230 | \$ 1,196,230 |
| Supplies | \$ 95,000 | \$ 95,000 |
| Other Services & Charges | \$ 1,127,200 | \$ 1,127,200 |
| Capital Outlays | \$- | \$ - |
| Fund Total: | \$ 2,418,430 | \$ 2,418,430 |
| Proposed (est.) Rate for the Fund | \$ 0.2043 | per \$100 dollars of av |
| Adopted (Est.) Rate for the Fund | \$ 0.1663 | per \$100 dollars of av |

Police Pension 1925 Fund:

| | <i>Proposed</i> | <i>Adopted</i> |
|-----------------------------------|-------------------|-------------------------|
| Property Tax Caps | \$ - | \$ - |
| Personnel Services | \$ 827,715 | \$ 827,715 |
| Supplies | \$ 600 | \$ 600 |
| Other Services & Charges | \$ 9,335 | \$ 9,335 |
| Capital Outlays | \$- | \$- |
| Fund Total: | \$ 837,650 | \$ 837,650 |
| Proposed (est.) Rate for the Fund | \$ 0.0003 | per \$100 dollars of av |
| Adopted (Est.) Rate for the Fund | \$ 0.0003 | per \$100 dollars of av |

Parks Dist Bond & Lease Fund (Regular)

| | <i>Proposed</i> | <i>Adopted</i> |
|-----------------------------------|---------------------|-------------------------|
| Personnel Services | \$ - | \$- |
| Supplies | \$ - | \$- |
| Other Services & Charges | \$ - | \$- |
| Debt Service | \$ 1,424,238 | \$ 1,424,238 |
| Fund Total: | \$ 1,424,238 | \$ 1,424,238 |
| Proposed (est.) Rate for the Fund | \$ 0.2771 | per \$100 dollars of av |
| Adopted (Est.) Rate for the Fund | \$ 0.2771 | per \$100 dollars of av |

Corporation Bond Fund

| | <i>Proposed</i> | <i>Adopted</i> |
|-----------------------------------|-------------------|-------------------------|
| Personnel Services | \$- | \$- |
| Supplies | \$- | \$- |
| Other Services & Charges | \$- | \$- |
| Debt Service | \$ 818,500 | \$ 818,500 |
| Fund Total: | \$ 818,500 | \$ 818,500 |
| Proposed (est.) Rate for the Fund | \$ 0.2322 | per \$100 dollars of av |
| Adopted (Est.) Rate for the Fund | \$ 0.2322 | per \$100 dollars of av |

Motor Vehicle Highway Fund
(departmentalized)

| | <i>Proposed</i> | <i>Adopted</i> |
|---|--------------------------|--------------------------|
| <i>Reconstruction and Maintenance Dept.</i> | | |
| Personnel Services | \$ 378,282 | \$ 378,282 |
| Supplies | \$ 278,120 | \$ 278,120 |
| Other Services & Charges | \$ 278,810 | \$ 278,810 |
| Capital Outlays | \$- | \$ - |
| Department Total: | <u>\$ 935,212</u> | <u>\$ 935,212</u> |
| <i>Administration Department</i> | | |
| Personnel Services | \$ 141,996 | \$ 141,996 |
| Supplies | \$ 3,000 | \$ 3,000 |
| Other Services & Charges | \$ 15,150 | \$ 15,150 |
| Capital Outlays | \$- | \$ - |
| Department Total: | <u>\$ 160,146</u> | <u>\$ 160,146</u> |
| Fund Total: | \$ 1,095,358 | \$ 1,095,358 |
| Proposed (est.) Rate for the Fund | \$ - | per \$100 dollars of av |
| Adopted (Est.) Rate for the Fund | \$ - | per \$100 dollars of av |

Local Roads & Streets Fund

| | <i>Proposed</i> | <i>Adopted</i> |
|-----------------------------------|--------------------------|--------------------------|
| Personnel Services | \$ 86,726 | \$ 86,726 |
| Supplies | \$ - | \$ - |
| Other Services & Charges | \$ 300,000 | \$ 300,000 |
| Capital Outlays | \$- | \$- |
| Fund Total: | <u>\$ 386,726</u> | <u>\$ 386,726</u> |
| Proposed (est.) Rate for the Fund | \$ - | per \$100 dollars of av |
| Adopted (Est.) Rate for the Fund | \$ - | per \$100 dollars of av |

Municipal Cum Cap Dev Fund

| | <i>Proposed</i> | <i>Adopted</i> |
|---|--------------------------|--------------------------|
| PROPERTY TAX CAPS | \$ - | \$ - |
| Supplies | \$ 7,500 | \$ 7,500 |
| Other Services & Charges | \$ 232,905 | \$ 232,905 |
| Capital Outlays | \$ 157,035 | \$ 157,035 |
| Debt Service | \$ - | \$- |
| Fund Total: | <u>\$ 397,440</u> | <u>\$ 397,440</u> |
| Proposed (est.) Rate for the Fund | \$ 0.0899 | per \$100 dollars of av |
| Adopted (Est.) Rate for the Fund | \$ 0.0800 | per \$100 dollars of av |
| The rate is fixed or capped by I.C. 36-9-15.5 et seq. | | |

Cumulative Cap Imp. Fund

| | <i>Proposed</i> | <i>Adopted</i> |
|-----------------------------------|--------------------------|--------------------------|
| Personnel Services | \$ - | \$- |
| Supplies | \$ - | \$- |
| Other Services & Charges | \$ 115,000 | \$ 115,000 |
| Capital Outlays | \$ - | \$- |
| Fund Total: | <u>\$ 115,000</u> | <u>\$ 115,000</u> |
| Proposed (est.) Rate for the Fund | \$ - | per \$100 dollars of av |
| Adopted (Est.) Rate for the Fund | \$ - | per \$100 dollars of av |

Law Enf. Ed., Trng., & Supply Fund

| | <i>Proposed</i> | <i>Adopted</i> |
|-----------------------------------|------------------|-------------------------|
| Personnel Services | \$- | \$- |
| Supplies | \$ 20,500 | \$ 20,500 |
| Other Services & Charges | \$ 25,000 | \$ 25,000 |
| Capital Outlays | \$- | \$- |
| Fund Total: | \$ 45,500 | \$ 45,500 |
| Proposed (est.) Rate for the Fund | \$ - | per \$100 dollars of av |
| Adopted (Est.) Rate for the Fund | \$ - | per \$100 dollars of av |

Redevelopment Bond Fund

| | <i>Proposed</i> | <i>Adopted</i> |
|-----------------------------------|-------------------|-------------------------|
| Personnel Services | \$- | \$- |
| Supplies | \$- | \$- |
| Other Services & Charges | \$ - | \$- |
| Debt Service | \$ 226,402 | \$ 226,402 |
| Fund Total: | \$ 226,402 | \$ 226,402 |
| Proposed (est.) Rate for the Fund | \$ 0.0441 | per \$100 dollars of av |
| Adopted (Est.) Rate for the Fund | \$ 0.0401 | per \$100 dollars of av |

Information & Comm Tech

| | <i>Proposed</i> | <i>Adopted</i> |
|-----------------------------------|-------------------|-------------------------|
| Personnel Services | \$- | \$- |
| Supplies | \$ 3,000 | \$ 3,000 |
| Other Services & Charges | \$ 208,766 | \$ 208,766 |
| Capital Outlays | \$- | \$- |
| Fund Total: | \$ 211,766 | \$ 211,766 |
| Proposed (est.) Rate for the Fund | \$ - | per \$100 dollars of av |
| Adopted (Est.) Rate for the Fund | \$ - | per \$100 dollars of av |

VIPS/PARKS Public Safety Fund

| | <i>Proposed</i> | <i>Adopted</i> |
|-----------------------------------|-----------------|-------------------------|
| Personnel Services | \$ 600 | \$ 600 |
| Supplies | \$ 5,400 | \$ 5,400 |
| Other Services & Charges | \$- | \$- |
| Capital Outlays | \$- | \$- |
| Fund Total: | \$ 6,000 | \$ 6,000 |
| Proposed (est.) Rate for the Fund | \$ - | per \$100 dollars of av |
| Adopted (Est.) Rate for the Fund | \$ - | per \$100 dollars of av |

Solid Waste District Grant Fund

| | <i>Proposed</i> | <i>Adopted</i> |
|-----------------------------------|-------------------|-------------------------|
| Personnel Services | \$- | \$- |
| Supplies | \$ - | \$- |
| Other Services & Charges | \$ 192,725 | \$ 192,725 |
| Capital Outlays | \$- | \$- |
| Fund Total: | \$ 192,725 | \$ 192,725 |
| Proposed (est.) Rate for the Fund | \$ - | per \$100 dollars of av |
| Adopted (Est.) Rate for the Fund | \$ - | per \$100 dollars of av |

Special Events Non Reverting

| | <i>Proposed</i> | <i>Adopted</i> |
|-----------------------------------|-------------------------|-------------------------|
| Personnel Services | \$ - | \$- |
| Supplies | \$ 1,000 | \$ 1,000 |
| Other Services & Charges | \$ 84,256 | \$ 84,256 |
| Capital Outlays | \$- | \$- |
| Fund Total: | <u>\$ 85,256</u> | <u>\$ 85,256</u> |
| Proposed (est.) Rate for the Fund | \$ - | per \$100 dollars of av |
| Adopted (Est.) Rate for the Fund | \$ - | per \$100 dollars of av |

Public Safety LIT Fund

| | <i>Proposed</i> | <i>Adopted</i> |
|-----------------------------------|--------------------------|--------------------------|
| Personnel Services | \$- | \$- |
| Supplies | \$- | \$- |
| Other Services & Charges | \$- | \$- |
| Capital Outlays | \$ 500,000 | \$ 500,000 |
| Fund Total: | <u>\$ 500,000</u> | <u>\$ 500,000</u> |
| Proposed (est.) Rate for the Fund | \$ - | per \$100 dollars of av |
| Adopted (Est.) Rate for the Fund | \$ - | per \$100 dollars of av |

Economic Development LIT Fund

| | <i>Proposed</i> | <i>Adopted</i> |
|-----------------------------------|--------------------------|--------------------------|
| Personnel Services | \$- | \$- |
| Supplies | \$- | \$- |
| Other Services & Charges | \$ 320,000 | \$ 320,000 |
| Capital Outlays | \$ 280,000 | \$ 280,000 |
| Debt Service | \$ - | \$- |
| Fund Total: | <u>\$ 600,000</u> | <u>\$ 600,000</u> |
| Proposed (est.) Rate for the Fund | \$ - | per \$100 dollars of av |
| Adopted (Est.) Rate for the Fund | \$ - | per \$100 dollars of av |

Cardinal Campus Allocation Fund

| | <i>Proposed</i> | <i>Adopted</i> |
|-----------------------------------|--------------------------|--------------------------|
| Personnel Services | \$- | \$- |
| Supplies | \$- | \$- |
| Other Services & Charges | \$ - | \$- |
| Capital Outlays | \$ - | \$- |
| Debt Service | \$ 344,475 | \$ 344,475 |
| Fund Total: | <u>\$ 344,475</u> | <u>\$ 344,475</u> |
| Proposed (est.) Rate for the Fund | \$ - | per \$100 dollars of av |
| Adopted (Est.) Rate for the Fund | \$ - | per \$100 dollars of av |

Total of All Funds: \$ 17,905,931 \$ 17,905,931

- (d) **Enactment No. 2020-53:** An Enactment Reducing Appropriations in the Annual Budgets in the Several Funds of the Municipality, Pursuant To I.C. 6-1.1-18, I.C. 36-5-3-5, et Seq.

With leave from the Town Council, the Clerk-Treasurer explained that owing to changes to revenue estimates in FY 2020 and its impact on the just adopted budget for FY 2021, it would be desirable to act on Enactment No. 2020-53.

With leave from the Town Council, a colloquy between the Town Council and the Public Works director ensued regarding the proposed reduction to the MVH Fund account for road salt. It was noted that the reduction was necessary and there was road

salt in storage to cover the start of the winter season. Further there was an appropriation in the FY 2021 budget to cover any purchases needed beginning in January. The Town Council President noted his reservation regarding the issue of road salt.

Councilor Herak introduced Enactment No. 2020-53 and moved for its consideration at the same meeting of introduction. Councilor Sheeman seconded. Upon a roll call vote, with 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. 2020-53 at the same meeting of introduction. Councilor Sheeman seconded. Upon a roll call vote, with 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. 2020-53

AN ENACTMENT REDUCING APPROPRIATIONS IN THE ANNUAL BUDGET FOR THE SEVERAL DEPARTMENTS OF THE MOTOR VEHICLE HIGHWAY FUND THE CARDINAL CAMPUS ALLOCATION AREA FUND AND THE SPECIAL EVENTS NON REVERTING FUND, PURSUANT TO I.C. 6-1.1-18, I.C. 36-5-3-5, ET SEQ.

WHEREAS, It has been determined that it is now necessary to reduce appropriations from what was appropriated in the annual budgets for the **Administration Department** and the **Reconstruction and Preservation Department of the Motor Vehicle Highway Fund**, the **Cardinal Campus Allocation Area Fund** and the **Special Events Non Reverting Fund**;

WHEREAS, It has been determined that such diminished and reduced appropriations as may be approved by this enactment, will neither increase nor decrease the levy set under I.C. 6-1.1-17 and in the course of collection for FY 2020, however such reduction will work to preserve and balance the proposed 2021budget, all pursuant to I.C. 36-5-3-5;

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

Section 1. That for the expenses of said municipality, the following appropriations of money are hereby *reduced and ordered returned and reverted to the Motor Vehicle Highway herein* named and for the purposes herein specified, subject to the laws governing the same:

MOTOR VEHICLE HIGHWAY FUND:

Administration Department

Reduce accounts:

| | | | |
|----------------|---------------------------------------|----|------------------|
| 002-0016-31004 | Tuition, training & Development | \$ | 450.00 |
| 002-0016-32002 | Travel Expenses | \$ | 1,245.42 |
| 002-0016-33001 | Legal Notices | \$ | 174.92 |
| 002-0016-33002 | Miscellaneous Printing | \$ | 35.38 |
| 002-0016-34001 | Bond Premium | \$ | 150.00 |
| 002-0016-34003 | Fleet Insurance | \$ | 7,000.00 |
| 002-0016-34444 | UST Insurance | \$ | 200.00 |
| 002-0016-36004 | Janitorial Services | \$ | 2,600.00 |
| 002-0016-39001 | Subscriptions & Dues | \$ | 530.50 |
| 002-0016-39003 | Disposal Fees | \$ | 2,000.00 |
| | <i>Total Reduction to 300 Series:</i> | \$ | 14,386.22 |

Total Reduction to Department: \$ 14,386.22

Reconstruction, Maintenance & Preservation Department

Reduce Accounts:

| | | |
|----------------|---------------------------------------|---------------------|
| 002-0017-21001 | Gasoline & Oil | \$ 10,000.00 |
| 002-0017-22005 | Landscaping Supplies | \$ 3,218.64 |
| 002-0017-23001 | Road Maintenance Materials | \$ 7,759.96 |
| 002-0017-23002 | Bituminous Materials | \$ 3,473.72 |
| 002-0017-23004 | Traffic Paint & Supplies | \$ 3,411.65 |
| 002-0017-23005 | Road Salt | \$ 40,946.13 |
| 002-0017-23006 | Miscellaneous Supplies | \$ 935.55 |
| 002-0017-23007 | Other Equipment | \$ 723.64 |
| | <i>Total Reduction to 200 Series:</i> | <u>\$ 70,469.29</u> |

Reduce Accounts:

| | | |
|----------------|---------------------------------------|---------------------|
| 002-0017-31002 | Engineering Fees | \$ 6,600.00 |
| 002-0017-36006 | Street Light Maintenance | \$ 1,315.60 |
| 002-0017-36007 | Traffic Signal Maintenance | \$ 13,212.05 |
| 002-0017-37001 | Equipment Capital Leases | \$ 31,352.81 |
| 002-0017-39005 | Landscape Services | \$ 7,670.00 |
| 002-0017-39009 | Construction/Reconstruction St. | \$183,404.06 |
| | <i>Total Reduction to 300 Series:</i> | <u>\$243,554.52</u> |

Total Reduction to Department: \$314,023.81

Total Reduction for the Fund: \$ 328,410.03

Section 2. That for the expenses of said municipality, the following appropriations of money are hereby *reduced and ordered returned and reverted to the Cardinal Campus Allocation Area Fund herein* named and for the purposes herein specified, subject to the laws governing the same:

CARDINAL CAMPUS ALLOCATION AREA FUND:

Reduce Accounts:

| | | |
|----------------|---------------------------------------|---------------------|
| 107-0000-39011 | Payment of Principal | \$211,538.00 |
| 107-0000-39012 | Payment of Interest | <u>\$ 57,375.00</u> |
| | <i>Total Reduction to 300 Series:</i> | <u>\$268,913.00</u> |

Total reduction to the Fund \$ 268,913.00

Section 3. That for the expenses of said municipality, the following appropriations of money are hereby *reduced and ordered returned and reverted to the Special Events Non Reverting Fund herein* named and for the purposes herein specified, subject to the laws governing the same:

SPECIAL EVENTS NON REVERTING FUND:

Reduce Accounts:

| | | |
|----------------|---------------------------------------|---------------------|
| 036-0000-38005 | Event Sound System Services | \$ 1,200.00 |
| 036-0000-38609 | Events Entertainment | <u>\$ 33,000.00</u> |
| | <i>Total Reduction to 300 Series:</i> | <u>\$ 34,200.00</u> |

Total reduction to the Fund \$ 34,200.00

Section 4. That the Clerk-Treasurer is hereby authorized and instructed to inform the Indiana Department of Local Government Finance of this action and that these reductions be depicted in the proper documentation accompanying the filing of the Year 2021 Budget, pursuant to IC 6-1.1-17.

Section 5. 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 26th day of October 2020. Consent to consider this enactment on same day or at same meeting of introduction sustained a vote of 5 in Favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 26th Day of October 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

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

ATTEST:

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

2. **Adoption Hearing of the Proposed Fiscal Year 2021 Budget of the Sanitary District, pursuant to IC 6-1.1-17-20.** *Under amendments to IC 6-1.1-17-20, the proper officers shall submit the proposed budget and property tax levies to the municipal fiscal body. The proposed budget and levy shall be submitted to the city or town fiscal body in the manner prescribed by the department of local government finance before September 2 of a year. The fiscal body of the city, town, or county (whichever applies) shall review each budget and proposed tax levy and adopt a final budget and tax levy for the taxing unit. The fiscal body may reduce or modify but not increase the proposed budget or tax levy. The final adoption vests with the Town Council.*

- (a) Memorandum regarding Taxpayer remonstrance petition. *No petition was filed.*

The Clerk-Treasurer reviewed the memorandum reporting that no taxpayer remonstrance petition was filed on the deadline nor since.

- (b) **Public Hearing.**

1. Larry Kondrat, Highland, sought clarification regarding the reduction from the proposed budget for the Sanitary District Special Operating Fund. It was noted that there was a reduction of \$229,748.

It was noted that the estimated circuit breaker loss was equal to the tax levy for the fund. So, the reduction was necessary to align spending with likely revenues.

Councilor Sheeman noted he was working with the Office of Sen. Mike Braun regarding a possibility to obtain a grant to possibly offset the costs associated with the eventual remediation plan for removing Sanitary Sewage overflows (SSO's) under a consent decree between the Town and the US EPA.

The Town Council President closed the public hearing.

- (c) **Action on Introduced Ordinance No. 1723:** An Ordinance of Appropriations and Budget Levies and Rates for the 2021 Budget of the Sanitary District. *Councilor Herak introduced the ordinance at the meeting of the Town Council of Monday, October 12, 2020. There was no further action pursuant to IC 6-1.1-17-3(a) and IC 6-1.1-17-5(a)(8).*

Councilor Herak moved to adopt introduced Ordinance No. 1723. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The ordinance was adopted.

Town of Highland
Ordinance No. 1723

TOWN OF HIGHLAND, LAKE COUNTY, INDIANA

AN ORDINANCE FOR APPROPRIATIONS AND TAX RATES OF THE SANITARY DISTRICT OF THE TOWN OF
HIGHLAND, LAKE COUNTY, INDIANA

BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana:

Section 1. Pursuant to the provisions of IC 6-1.1-17-20 (e), the Town Council of Highland hereby finds and determines the following:

(A) That the Sanitary District is a political subdivision, whose governing body, the Board of Sanitary Commissioners is comprised entirely of non-elected, appointed officials;

(B) That the assessed valuation of the **Sanitary District** is entirely contained within and is both coterminous and coextensive with the boundaries of the Corporate Town of Highland;

Section 2. That for the expenses of the **Sanitary District of the Town of Highland** for the year ending December 31, 2021, the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law;

Section 3. That in addition, for the purposes of raising revenue to meet the necessary expenses of the **SANITARY DISTRICT** of the **TOWN OF HIGHLAND**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds are incorporated by the signing of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance;

Section 4. This ordinance shall be in full force and effect from and after its passage and approval by the Town Council of the Town of Highland, subject to its review and approval by the Department of Local Government Finance.

| Fund Name | Adopted Budget | Adopted Tax Levy | Adopted as a Not Exceed Tax Rate |
|--------------------------------------|---------------------|---------------------|----------------------------------|
| Special Sanitary General | \$ 2,238,470 | \$ 279,608 | 0.0339 |
| Special Sanitary Debt Service | \$ 2,129,935 | \$ 2,638,331 | 0.3195 |
| | \$ 4,368,405 | \$ 2,917,939 | \$ 0.3534 |

Introduced and Filed on the 12th day of October 2020. Consideration on First Reading not entertained, pursuant to I.C. 6-1.1-17-3(a); I.C. 6-1.1-17-5(a)(8) and I.C. 36-5-3-4.

Duly Ordained and Adopted this 26th Day of October 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**

Having Voted in the Affirmative:

Having Voted in the Negative:

Mark A. Schocke, President

Bernie Zemen

Mark A. Herak

Thomas Black

Roger Sheeman

Attest:

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

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Sanitary District Special Operating Fund
 (Departmentalized)

| <i>Operating Department</i> | <i>Proposed</i> | <i>Final Approval</i> |
|--|------------------|-------------------------|
| Personnel Services \$ | 22,290 | \$ - |
| Supplies \$ | - | \$- |
| Other Services & Charges \$ | - | \$- |
| Capital Outlays \$ | - | \$- |
| Departmental Total: \$ | 22,290 | \$ - |
| | | |
| <i>Sanitation and Waste Department</i> | <i>Proposed</i> | <i>Final Approval</i> |
| Personnel Services \$ | 424,658 | \$ 303,430 |
| Supplies \$ | 13,700 | \$ 13,700 |
| Other Services & Charges \$ | 2,007,570 | \$ 1,921,340 |
| Capital Outlays \$- | - | \$- |
| Departmental Total: \$ | 2,445,928 | \$ 2,238,470 |
| PROPERTY TAX CAPS \$ | - | \$ - |
| Fund Total: \$ | 2,468,218 | \$ 2,238,470 |
| Adopted (est.) Rate for the Fund \$ | 0.0659 | per \$100 dollars of av |
| Final (Est.) Rate for the Fund \$ | 0.0335 | per \$100 dollars of av |

Sanitary District Bond and Interest Fund

| | <i>Proposed</i> | <i>Final Approval</i> |
|--|------------------|-------------------------|
| Personnel Services \$- | | \$- |
| Supplies \$- | | \$- |
| Other Services & Charges \$ | 2,075 | \$ 2,075 |
| Debt Service \$ | 2,127,860 | \$ 2,127,860 |
| Fund Total: \$ | 2,129,935 | \$ 2,129,935 |
| Adopted (est.) Rate for the Fund \$ | 0.3854 | per \$100 dollars of av |
| Final (Est.) Rate for the Fund \$ | 0.3195 | per \$100 dollars of av |
| Total of All San Dist Funds: \$ | 4,598,153 | \$ 4,368,405 |

3. **Adoption Hearing of the Proposed Fiscal Year 2021 Budget of the Waterworks District, pursuant to IC 6-1.1-17-20.** *Under amendments to IC 6-1.1-17-20, the proper officers of the special taxing district shall submit the proposed budget and property tax levies to the municipal fiscal body. The proposed budget and levy shall be submitted to the city or town fiscal body in the manner prescribed by the department of local government finance before September 2 of a year. The fiscal body of the city, town, or county (whichever applies) shall review each budget and proposed tax levy and adopt a final budget and tax levy for the taxing unit. The fiscal body may reduce or modify but not increase the proposed budget or tax levy. The final adoption vests with the Town Council. The final adoption vests with the Town Council.*
- (a) Memorandum regarding Taxpayer remonstrance petition. *No petition was filed.*
- The Clerk-Treasurer reviewed the memorandum reporting that no taxpayer remonstrance petition was filed on the deadline nor since.
- (b) **Public Hearing.**
1. Larry Kondrat, Highland, expressed his support for paying the debt of the Waterworks District.
- (c) **Action on Introduced Proposed Ordinance No. 1724:** An Ordinance of Appropriations and Budget Levies and Rates for the 2021 Budget of the Waterworks District. *Councilor Herak introduced the ordinance at the meeting of the Town Council of Monday, October 12, 2020. There was no further action pursuant to IC 6-1.1-17-3(a) and IC 6-1.1-17-5(a)(8).*

Councilor Black moved the passage and adoption of introduced Ordinance No. 1724. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The ordinance was adopted.

**Town of Highland
 Ordinance No. 1724**

TOWN OF HIGHLAND, LAKE COUNTY, INDIANA

AN ORDINANCE FOR APPROPRIATIONS AND TAX RATES OF THE WATERWORKS DISTRICT OF THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA

BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana:

Section 1. Pursuant to the provisions of IC 6-1.1-17-20 (e), the Town Council of Highland hereby finds and determines the following:

(A) That the Waterworks District is a political subdivision, whose governing body, the Board of Waterworks Directors is comprised entirely of non-elected, appointed officials;

(B) That the assessed valuation of the **Waterworks District** is entirely contained within and is both coterminous and coextensive with the boundaries of the Corporate Town of Highland;

Section 2. That for the expenses of the **Waterworks District of the Town of Highland** for the year ending December 31, 2021, the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law;

Section 3. That in addition, for the purposes of raising revenue to meet the necessary expenses of the **WATERWORKS DISTRICT** of the **TOWN OF HIGHLAND**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds are incorporated by the signing of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance;

Section 4. This ordinance shall be in full force and effect from and after its passage and approval by the **Town Council** of the Town of Highland, subject to its review and approval by the Department of Local Government Finance.

| Fund Name | Approved Budget | Approved Tax Levy | Approved Proposed Tax Rate |
|--|-------------------|-------------------|----------------------------|
| Special Waterworks District Debt Service | \$ 141,492 | \$ 119,819 | 0.0145 |
| | \$ 141,492 | \$ 119,819 | \$ 0.0145 |

Introduced and Filed on the 12th day of October 2020. Consideration on First Reading not entertained, pursuant to I.C. 6-1.1-17-3(a); I.C. 6-1.1-17-5(a)(8) and I.C. 36-5-3-4.

Duly Ordained and Adopted this 26th Day of October 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**

Having Voted in the Affirmative:

Having Voted in the Negative:

Mark J. Schocke, President

Bernie Zemen

Mark A. Herak

Thomas Black

Roger Sheeman

Attest:

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

Waterworks District Bond and Interest Fund

| | <i>Adopted</i> | <i>Final Approval</i> |
|-------------------------------------|----------------|-------------------------|
| Personnel Services \$ | - | \$ - |
| Supplies \$ | - | \$ - |
| Other Services & Charges \$ | - | \$ - |
| Debt Service \$ | 141,492 | \$ 141,492 |
| Fund Total: \$ | 141,492 | \$ 141,492 |
| Adopted (est.) Rate for the Fund \$ | 0.0145 | per \$100 dollars of av |
| Final (Est.) Rate for the Fund \$ | 0.0145 | per \$100 dollars of av |

Comments from Visitors or Residents:

1. Larry Kondrat, Highland, inquired about how the reduction to the Motor Vehicle Highway Fund would affect road resurfacing and related work. He inquired about alternative funding for roads.

There were no further public comments.

Communications:

The following, the last report from the Complete Count Committee for the Census was received as information.

**HIGHLAND 2020 CENSUS COMPLETE COUNT COMMITTEE
 Town Council Staff Report- October 26th Meeting**

With the end of the 2020 Census count completed, here are the (what I believe will be) final self-response rates for Highland.

As of statistics obtained last Friday (October 16th), here's a 2010/ 2020 comparison of self-response rates:

Entire Town- 2010 Final Self-Response Rate- 80.7 %
 2020 Final- 82.2% (+1.5%)

#405.01- 2010 Final Self-Response Rate - 74.4%
 2020 Final- 70.2% (-4.2%)

#405.02- 2010 Final Self-Response Rate - 80.5%
 2020 Final- 82.3% (+1.8%)

#406- 2010 Final Self-Response Rate - 77.3%
 2020 Final- 81.2% (+3.9%)

#407- 2010 Final Self-Response Rate - 83.7%
 2020 Final- 87% (+3.3%)

#408.01- 2010 Final Self-Response Rate - 84.2%
 2020 Final- 87.7% (+3.5%)

#408.02- 2010 Final Self-Response Rate - 83.7%
 2020 Final- 86.8% (+3.1%)

As you can see, we outperformed 2010 self-response rates town-wide and in five of Highland's six census tracts. The increase in self-response rates is important, as these are known responses and are considered to produce the most accurate data.

With home visits by Census workers added in, the Census Bureau reported that within the Lake County Area Census Office (ACO), which encompasses more of the State than Lake County, there was 99.9% total enumeration rate. The State of Indiana as a whole was also considered to have a 99.9% enumeration rate. What types of methodology are being used to reach this level is explained in the attached press release from the US Census Bureau.

Highland had the 20th best self-response rate in the State of Indiana, out of 566 cities and towns, as well as being tied for 982nd best in the country.

What all of this translates out to, in terms of total population change, we will have to wait and see. While I have my own personal opinions, it is safe to say that with all of the court cases related to the census going through the federal courts nationally (at least one of which will be heard by the US Supreme Court at the end of November), the end of this process was rather

chaotic. Hopefully, that chaos does not reflect in the final product. If you want to get updates on the Census Bureau's results, here is a link to sign up for that:
<https://portal.census.gov/account/census/summary/1020>.

In the meantime, I will continue to follow Census Bureau updates in the coming weeks for any further information. I will also likely draft some type of final report for the Town Council and the file. When I get that done, I will forward that to all of you.

Respectfully submitted,
Lance Ryskamp - Co-Chair

Unfinished Business and General Orders:

- 1. Introduced Ordinance No. 1721:** An Ordinance to Amend Chapter 3.20 of the Highland compensation and Benefits Ordinance, Particularly Amending the Provisions Regarding Bridging of Service. *Councilor Herak introduced and filed Ordinance No. 1721, at the Town Council meeting of September 28, 2020.*

With leave from the Town Council, the Clerk-Treasurer explained the changes to the introduced ordinance from its informal mark-up by circulation among the department heads. It was noted the reference to prior experience with the Federal government was removed owing to concerns about how extensive this would be budgetarily including military service as well as other prior service. It was further noted that in such cases the Town Council could act.

Councilor Black moved to pass and adopt the introduced Ordinance No. 1721. Councilor Herak seconded. Following the disposition of a motion to amend, which did not attain a second, there was a roll call vote. With five affirmatives and no negatives, the motion passed. The ordinance was adopted.

The Town Council President, without vacating the chair, moved to amend the ordinance to include Federal service among the prior experience to be recognized for the purposes of bridging tenure. There was no second to the motion. The motion was not considered further.

Ordinance No. 1721 of the TOWN of HIGHLAND, INDIANA

AN ORDINANCE to AMEND CHAPTER 3.20 OF the HIGHLAND COMPENSATION AND BENEFITS ORDINANCE, PARTICULARLY AMENDING THE PROVISIONS REGARDING BRIDGING OF SERVICE

WHEREAS, Title 36, Article 1 Chapter 4 of the Indiana Code confers certain general corporate powers on the several units of government in Indiana;

WHEREAS, Section fifteen of that chapter specifically provides that a unit of government may fix the level of compensation of its officers and employees; and

WHEREAS, I.C. 36-5-3-2 further provides in pertinent part that the town legislative body shall provide reasonable compensation for the other town officers and employees;

WHEREAS, I.C. 36-5-3-2(b), still further provides that the Town Legislative body shall, by ordinance fix the compensation of its own members and the Town Clerk-Treasurer;

WHEREAS, I.C. 36-5-3-2(c) still further provides that the compensation of an elected town officer may not be changed in the year for which it is fixed, nor may it be reduced below the amount fixed for the previous year;

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, has been advised that it is desirable to make certain amendments to the Compensation and Benefits Ordinance to authorize "lateral hiring" or modifying its existing provisions regarding bridging of services; and,

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to amend the compensation and benefits ordinance commonly called the Employee Handbook, particularly to authorize the modifications as described,

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 Compensation and Benefits Ordinance be hereby amended by repealing Section 3.20.01 in its entirety, and replacing it with a new section numbered 3.20.01, which shall read as follows:

§ 3.20 Bridging of Service

§ 3.20.01 All service of previous ~~town municipal, county or state~~ employment of one or more years, will be treated bridged as continuous service after completing ~~five (5) one (1) full consecutive~~ years of service ~~for longevity and vacation purposes only with the town of Highland for all purposes where length of service affects a group employment benefit, with the exception of INPRS pensions, which is governed by state law. This will be effective for all full-time hires that occur after October 31, 2020.~~

Section 2. That the Highland Compensation and Benefits Ordinance be hereby amended by repealing Section 3.20.03 in its entirety, and replacing it with a new section numbered 3.20.03, which shall read as follows:

§ 3.20.03 For elected Town Officials all previous ~~and future~~ Town employment or elected service will be bridged as continuous service **upon assuming office immediately**. This provision shall be construed pursuant to the provisions of IC 36-5-3-2.

Section 3. That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

Section 4. (A) That an emergency exists for the immediate taking effect of this Ordinance, which, subject to the provisions of this ordinance, shall become effective and shall remain in full force and from after its passage and adoption, pursuant to any effective dates herein described and until its repeal or amendment by subsequent enactment;

(B) That the Clerk-Treasurer shall have authority to implement the provisions of this ordinance pursuant to the authority expressly set forth in IC 36-5-6-6 (a) (3) & (4).

Introduced and Filed on the 28th day of September 2020. Consideration on same day or at same meeting of introduction was not considered, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 26th Day of October 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/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5; IC 36-5-2-10.2)

2. Resolution No. 2020-51: A Resolution Regarding the Disposition of Appropriated Resources in the Rainy Day Fund, Authorizing Their Transfer to the Motor Vehicle Highway Fund.

Councilor Herak moved to pass and adopt Resolution No. 2020-51. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

**TOWN COUNCIL of the TOWN of HIGHLAND
RESOLUTION NO. 2020-51**

A Resolution Regarding the Disposition of Appropriated Resources in the Rainy Day Fund, Authorizing Their Transfer to the Motor Vehicle Highway Fund.

WHEREAS, The Town of Highland by proper legislative action has established a rainy day fund, pursuant to IC 36-1-8-5.1, codified as Article III comprising Sections 3.45.175 through 3.45.195 of the Highland Municipal Code;

WHEREAS, HMC Section 3.45.180 (A) provides that *“the town council may at any time by ordinance or resolution transfer to the corporation general fund, or any other appropriated funds of the municipality, money that has been deposited in the rainy day fund;”*

WHEREAS, HMC Section 3.45.180 (B)(1) further provides that expenditures from the fund may be to *“... make temporary, indefinite or permanent transfers to other funds of the town for cash flow purposes, to meet debt service, payroll and monthly accounts payable when tax revenues are not received in a timely manner to mitigate interest expense on tax anticipation debt as provided in IC 36-1-8-4;*

WHEREAS, The Town Council has been reliably advised that owing to the insalubrious impact of the COVID 19 Pandemic, gasoline tax production dropped by fifteen percent, affecting the fiscal condition of the Motor Vehicle Highway Fund;

WHEREAS, The Town Council has been further reliably advised that owing changes made to production of the MVH distributions have made it necessary to execute a three year plan to better align the expenses of the fund to the likely revenues of the fund, which still further affects the fiscal condition of the Motor Vehicle Highway Fund;

WHEREAS, The Clerk-Treasurer now recommends that an identified amount appropriated to the Rainy Day Fund, be permanently transferred to the **Motor Vehicle Highway Fund** in order to support its cash flow adversely affected by the COVID 19 Public Health Pandemics and other changes in the state based distributions; and,

WHEREAS, The Town Council now desires to favor the request and recommendation of the Clerk-Treasurer, as described herein,

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 is now hereby authorized and instructed that the amount of Two-hundred-thousand dollars (\$200,000) be transferred from the proper account of the Rainy Day Fund (038-0000-39991 Local Share Transfer) and be deposited to the credit of the cash balance of the **Motor Vehicle Highway Fund**;

Section 3. That, pursuant to the foregoing, the Clerk-Treasurer be authorized and is hereby requested to transfer the amount identified herein;

Section 4. 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.

DULY RESOLVED and ADOPTED this 26th Day of October 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

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

Attest:

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

- 3. Resolution No. 2020-52:** An Exigent Resolution Providing for the Transfer of Appropriation Balances from and Among Major Budget Classifications in the Municipal Cumulative Capital Development Fund as Requested By The Proper Officer and Forwarded To The Town Council For Its Action Pursuant To IC 6-1.1-18-6.

Councilor Herak moved to pass and adopt Resolution No. 2020-52. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

TOWN OF HIGHLAND

APPROPRIATION TRANSFER RESOLUTION
RESOLUTION NO. 2020-52

AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS in the MUNICIPAL CUMULATIVE CAPITAL DEVELOPMENT FUND as REQUESTED BY THE PROPER OFFICER AND FORWARDED to the TOWN COUNCIL for its ACTION PURSUANT TO IC 6-1.1-18-6.

WHEREAS, It has been determined that certain exigent conditions have developed since adoption of the original budget and it is now necessary to transfer certain appropriations into different categories than were initially appropriated for the various functions of the **Municipal Cumulative Capital Development 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 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 unobligated appropriations of the **Municipal Cumulative Capital Development Fund**, which are not needed at this time for the purposes for which originally appropriated, and may be transferred to a category of appropriation in order to satisfy an existing need, as follows:

MUNICIPAL CUMULATIVE CAPITAL DEVELOPMENT Fund

Reduce Accounts:

| | |
|---|---------------------|
| 055-0000-41002 Town Hall Rehabilitation | \$ 9,313.81 |
| 055-0000-43009 Computers Printers | <u>\$ 3,000.00</u> |
| <i>Total 400 Series Reductions:</i> | \$ 12,313.81 |

Increase and Create Account:

| | |
|--|---------------------|
| 055-0000-38001 Solid Waste Management Services | <u>\$ 12,313.81</u> |
| <i>Total 300 Series Increases:</i> | \$ 12,313.81 |

| | |
|---------------------------------|---------------------|
| Total of Fund Decreases: | \$ 12,313.81 |
| Total of Fund Increases: | \$ 12,313.81 |

DULY RESOLVED and ADOPTED this 26th Day of October 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/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

- 4. Approval and instruction.** Action to approve and instruct the Town Council President to affix signature to prepared letter reporting support of the Town of Munster's seeking a grant to make improvements to Main Street.

Councilor Herak moved to instruct and authorize the Town Council President to sign the letter regarding support for the grant application to be filed by the Town of Munster for work associated with Main Street. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The Town Council President was instructed and authorized to sign the letter as indicated.

Town of Highland
Highland Municipal Building • 3333 Ridge Road • Highland, Indiana 46322-2089
(219) 838-1080 • Utility (219) 972-7589 • Fax: (219) 972-5097



Monday, October 26, 2020

Ty Warner, AICP
Executive Director
Northwestern Indiana Regional Planning Commission
6100 Southport Road
Portage, Indiana 46368-6409

RE: **Application for Funding
2020-2024 Transportation Improvements Program
Main Street Reconstruction and Expansion Project**

Dear Mr. Warner:

On behalf of the Town of Highland, Lake County, Indiana, I would like to express our community's support of the Town of Munster's application for funding for the 2020-2024 Transportation Improvements Program for the reconstruction and expansion of Main Street in the Town of Munster.

The rebuilding of Main Street as a "Complete Street", providing safe pedestrian and bicycle access as well as green infrastructure to manage storm water, will benefit the citizens of our community and the entire northwest Indiana region. The project will increase pedestrian safety, encourage fitness, and provide improved access to public transit by providing a route for motorized and non-motorized traffic to the planned train station at the Munster/ Dyer town line at Main Street.

Our community is willing to financially participate in the reconstruction of this roadway.

Sincerely,

Mark J. Schocke, President
Highland Town Council

Town Council

Bernie Zeman
Ward One

Mark A. Herak
Ward Two

Mark J. Schocke
Ward Three

Thomas (Tom) Black
Ward Four

Roger Shezman
Ward Five

Mark Knesek
Public Works Director

John Reed
Mayor

Clerk-Treasurer
Michael W. Griffin

Comments from the Town Council:

(Good of the order)

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

Councilor Zemen acknowledged the Fire Chief who offered a survey of Fire Department activity.

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

Councilor Herak acknowledged the passing of Sandy McKnight's mother. Ms. McKnight is the resident who organizes the salute to military heroes banners as part of the downtown banner program.

Councilor Herak congratulated the Clerk-Treasurer on the recent Standard and Poor's credit rating for the refunding bonds, retaining the AA rating.

Councilor Herak acknowledged Commander Banasiak, who reported on the department's DEA endorsed program to collect expired or unused medications. He noted that the accumulated disposal was 918 pounds.

It was further noted that Halloween would be Saturday October 31, 2020 from 5:00 p.m. to 7:00 p.m. It was still further noted that any house that welcomes trick or treaters should illuminate the porch lights, and non-participation would be evidenced by keeping lights off.

Councilor Herak acknowledged the Building Commissioner who offered a survey regarding matters before the Advisory Board of Zoning Appeals.

The Building Commissioner also explained owing to the Town hall hosting a voting precinct and the measures that the Lake County Board of Voter Registration and Elections to sanitize the location before and after the voting and owing to the measures to protect public health during the pandemic, the usual appointments for enrollment for utilities and building permits would end at 11:00 a.m. on Monday, November 2. This would continue until Wednesday, November 4.

Councilor Herak acknowledged the Public Works Director who offered a survey regarding the resurfacing work underway by way of the Community Crossings Grant, noting that most of the resurfacing had been completed.

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

Councilor Black commended the Community Events Commission for its "Trunk or Treat" event conducted at Main Square.

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

Councilor Sheeman reported on the Main Street Bureau project for a second Restaurant Crawl on Tuesday, October 27, 2020. It was noted that many of the same downtown restaurants were participating and offering discounts or specials. Councilor Sheeman listed some of the restaurants and some of the specials being offered.

Councilor Sheeman acknowledged the Redevelopment Director who reported on the progress of the Redevelopment project reconstruction of the downtown parking lot on the southwest corner of the intersection of Highway Avenue and Kennedy Avenue. She reported that there was an expectation for completion in November.

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

The Council President acknowledged the Parks and Recreation Superintendent who offered a survey regarding forthcoming recreation programming and that the final five year master plan had been filed with the Indiana Department of Natural Resources for its review and approval.

The Town Council President commented favorably on the recent "Trunk or Treat" event.

The Town Council President encouraged people to vote in the forthcoming General Election.

Comments from Visitors or Residents:

1. Larry Kondrat, Highland, inquired about the status of the rezoning sought by Russell Group for the Senior Housing Development between Kleinman and Cline Avenue. Mr.

Kondrat asked whether there was an issue with the legal notice for the Plan Commission hearing.

The Town Attorney noted that there were some issues with the legal description in the notice. He further noted that he was waiting to receive feedback from the developer's counsel regarding what it may wish to do as an official response.

Mr. Kondrat then opined on the efficacy of the Cardinal Campus Allocation Area in terms of its utility as an economic development incentive. Mr. Kondrat expressed opposition to the Cardinal Campus Project moving forward.

Payment of Accounts Payable Vouchers. There being no further comments from the public, Councilor Zemen moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period October 13, 2020 through October 26, 2020. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, 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, \$221,504.92; Motor Vehicle Highway and Street (MVH) Fund, \$26,198.78; Local Road and Street Fund, \$338.27; Law Enforcement Continuing Education, Training, and Supply Fund, \$1,795.12; Gasoline Agency Fund, \$15,588.85; Information Communications Technology Fund, \$5,431.75; Solid Waste Management District Grant Fund, \$663.34; Special events Non Reverting Fund, \$481.44; Police Pension Fund, \$69,229.50; Municipal Cumulative Capital Development Fund, \$1,765.67; Traffic Violations and Law Enforcement Agency Fund, \$3,000.00; Municipal Cumulative Street Fund, \$4,209.67; Gaming Revenue Sharing Fund, \$47,540.08; Community Crossings Grant Fund, \$303,309.96; Public Safety LIT Fund, \$25,420.86; Total: \$726,478.21.

Adjournment of Plenary Meeting. There being no further business before the Town Council, agenda having been completed, Councilor Black moved to adjourn and Councilor Zemen 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 of Monday, October 26, 2020 adjourned at 8:40 O'clock p.m.

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

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

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

**TOWN OF HIGHLAND
PROCLAMATION OF the TOWN EXECUTIVE**

**A PROCLAMATION RECOGNIZING SATURDAY, NOVEMBER 21, 2020 AS CHILD ADOPTION
DAY IN HIGHLAND**

- Whereas,** Highland, Indiana recognizes the importance of giving children permanent, safe and loving families through adoption; and,
- Whereas,** More than 123,000 children in the United States foster care system are waiting to be adopted; and,
- Whereas,** More than 30,000 children in the State of Indiana are waiting for permanent families; and,
- Whereas,** To help find forever families for these children, the local courts of Lake County will open their doors on November 15th, 2019, to finalize the adoptions of local children and join other organizations to celebrate all adoptions; and,
- Whereas,** This effort, along with similar celebrations in all 50 states will offer children the chance to live with stable and loving families and encourage other dedicated individuals to make a powerful difference in the lives of a child through foster care adoption,

Now, Therefore, I, Mark J. Schocke, by virtue of the authority vested in me as President of the Town Council of the Town of Highland, Lake County, Indiana, now hereby proclaim and designate **Saturday, November 21, 2020**, as **CHILD ADOPTION DAY** in the Town of Highland;

Be it Further Proclaimed, That , I urge all citizens to join in a national effort to raise awareness about the importance of foster care adoption.

In Witness Whereof, I have hereunto set my hand and caused the Corporate Seal to be affixed at the Highland Municipal Building this 9th day of November in the year 2020.

**TOWN of HIGHLAND, INDIANA
BY ITS TOWN COUNCIL PRESIDENT**

Mark J. Schocke

Attest:

Michael W. Griffin, Clerk-Treasurer

(Print optimized at 765)

HIGHLAND 2020 CENSUS COMPLETE COUNT COMMITTEE FINAL REPORT

With the 2020 Census now completed, I want to provide Town officials with a summary overview of the activities undertaken by Highland's 2020 Census Complete Count Committee (Highland CCC).

As you know, the Census is mandated in the US Constitution in Article 1, Section 2, which reads in part: "...The actual Enumeration shall be made within three Years after the first Meeting of the Congress of the United States, and within every subsequent Term of ten Years, in such Manner as they shall by Law direct..." The Census information is used for several purposes, including Congressional apportionment and distribution billions of dollars in federal, state and local funding. Therefore, a complete, accurate count of Highland residents was critical.

On December 10, 2018, the Highland Town Council passed Resolution 2018-50, establishing a "Complete Count Committee" for the 2020 Census. The past and present Highland CCC members include: Victor Garcia, a member of the Highland School Board; Mary Luptak, Executive Director of the Highland Griffith Chamber of Commerce; Linda Johnsen and Jane Gibson, the past and present Branch Managers of the Highland Branch of the Lake County Public Library; Tim Huizenga, of Faith Church in Highland; Rich Underkofler, Past Recruiting Assistant working in NW Indiana with the US Census Bureau; Erin Stojic and Kelli Strbjak, the former and present Highland Deputy Clerk-Treasurers; and Redevelopment Commission Assistant Lance Ryskamp.

During 2019, the US Census Bureau, locally through the Chicago Regional Office, had the primary focus of assisting in the formation of Complete Count Committees and recruiting local residents who wish to work on the 2020 Census. The Highland CCC promoted those job opportunities through its established social media outlets on Facebook (Highland IN 2020 Census), Twitter (@HighlandCensus) and Instagram (@highlandcensus2020). Additionally, Highland CCC initiated its own outreach, emailing a letter to Highland businesses, churches and nonprofits on April 1, 2019. (Attachment 1)

During the balance of 2019, Highland CCC continued to promote job recruitment, as well as developed an Action Plan, which was presented to the Highland Town Council in December, 2019. (Attachment 2). The Plan encompassed two major objectives: to raise awareness and encourage universal participation by Highland residents; and, secondly, to assist in providing internet access to Highland residents to help encourage filling out the census questionnaire online. The 2020 Census was the first Census where online self-response was not only permitted, but strongly encouraged.

Beginning in January, 2020, the US Census Bureau began a massive, nationwide promotional campaign to raise awareness and encourage participation in the Census. At the same time, the Highland CCC began executing its Action Plan and community outreach at the local level with emails and social media posts. Highland also networked with other Lake County Complete Count Committees through Legacy Foundation, who took a lead role in coordinating at the county level, as well as the NWI representatives of the US Census Bureau.

Through a variety of outreach activities (Attachment 3), our committee coordinated its efforts with the School Town of Highland, the Highland Branch of the LC Public Library, the Highland Griffith Chamber and Highland civic and faith-based groups toward various events to be held around Census Day on April 1, 2020. Those activities included setting up a computer kiosk at Lincoln Center, promotion of the Census at the Chamber's "Breakfast With the Easter Bunny", daily access to computers by the public at the Highland Library and the School Town of Highland's student/family public access to school iPads for online Census response.

All of these outreach events, as well as the planned April outreach to tenants at the Hampton-In-Highland apartment complex, had to be abandoned after the onset of the COVID-19 pandemic. Even though the apartment outreach through the complex management's newsletter was eventually able to be done in June, these cancellations and the ongoing pandemic hindered the Highland CCC's efforts in the beginning months of census response. Ultimately as a result of the pandemic, the US Census Bureau extended response time from mid-summer to October 31st. The end date for Census response was later shortened to October 15th, as a result of a decision by the US Supreme Court.

The committee then pivoted more heavily toward social media postings, in coordination with other town departments (Parks & Recreation and the Police Department were particularly helpful), and other partner organizations, such as the Chamber and the Highland Community Foundation. In addition, email outreach, Gazebo Express articles, postings on electronic signs, and messages on monthly water bills were actively used. The Highland CCC maintained contacts and shared information and content with Legacy, local Census personnel, and state agencies such as the Indiana CCC, Indiana State Library and the Indiana Data Center. As a result, despite the numerous COVID-related cancellations, many of the Action Plan items were able to be achieved.

Once response to the Census began, the critical metric and objective was to get as many Highland residents to self-respond as possible. This self-response initially was an online response, but later included self-response by phone and through mailed in questionnaires. Self-response was important, as these were known responses, providing the most accurate count information available. The higher the self-response rate, the smaller number of households would require in-person visits by Census personnel. This also reduced the chance of an undercount of residents who, for whatever reason, were unable to be contacted and counted by in-person Census visits. The US Census Bureau maintained ongoing self-response rate data down to the Census tract level and updated it daily, which was very helpful in monitoring the town's progress.

In the end, Highland's self-response rate outperformed the 2010 results, not only town-wide but in five of the town's six Census tracts. A map of the six Census tracts is attached. (Attachment 4) Highland's self-response rate was the 20th best among Indiana's 566 cities and towns. The only tract which did not reach the 2010 level was Tract #405.01, which contains apartment complexes such as Hampton-In-Highland and Embassy Place. Unfortunately, outreach to this area was likely the most greatly affected by the COVID shutdown, which prevented an earlier, more hands-on effort onsite to increase awareness. Highland's self-response stats, along with comparison to other communities in Lake County are attached. (Attachment 5).

As I noted in my final staff report, with home visits by Census workers added in, the Census Bureau reported that within the Lake County Area Census Office (ACO), which encompasses more of the State than Lake County, there was 99.9% total enumeration rate. The State of Indiana as a whole was also considered to have a 99.9% enumeration rate. The types of methodology that have been used to reach this level is explained in the attached press release from the US Census Bureau. (Attachment 6) This level of detail regarding total enumeration rates was not available down to the local level.

What all of this translates out to, in terms of total population change, we will have to wait and see later this year and into 2021. For those of you who would like to get updates on the Census Bureau's final results, here is a link to sign up for that: <https://public.govdelivery.com/accounts/USCENSUS/signup/11626>.

Respectfully submitted,
Lance Ryskamp- Co-Chair
Highland 2020 Census Complete Count Committee

ATTACHMENT 1



TOWN OF HIGHLAND

Highland Municipal Building - 3333 Ridge Road

Highland, Indiana 46322

219-838-1080 - Fax 219-972-5097



Population 23,696

Incorporated In 1910

April 1, 2019

Dear Highland Business & Civic Leaders,

A year from today will begin the start of the 2020 Census. The Highland Town Council, in an effort to promote and encourage full participation by Highland residents in the Census, have established a "Complete Count Committee" to spread the word to our community.

The Census is mandated by Article 1, Section 2 of the US Constitution, and all residents are required to participate. **By law**, the information provided cannot be shared with anyone, including other federal agencies and law enforcement entities.

Full participation by residents, including a full and accurate count of children living in Highland, benefits our town in many ways. Census information is used to:

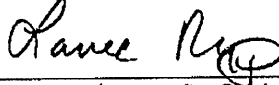
- Determine funding of **\$675 Billion** in federal, state and county tax dollars, including money for roads, schools and social programs. Undercounting our residents costs Highland money, through lost opportunities to receive our fair share of these dollars. It was estimated that in 2010, every person not counted cost their community \$8,260 over ten years. That is less money for paving Highland's streets, or funding vital programs in Highland's schools.
- Determine political representation in Congress, the Indiana General Assembly and county and local legislative bodies. After the 2000 Census, the State of Indiana lost a member of Congress, reducing our number in the US House of Representatives from 10 to 9.
- To provide accurate town demographics to prospective companies looking to locate or re-locate their businesses, with the jobs that come with it, in Highland.

These are just some of the ways Highland can benefit or be hurt by not having a full and accurate count of all of our residents.

While the 2020 Census begins next year, we are asking everyone to start spreading the word on the importance of this once every ten-year event. Over the next year, you will be hearing more about what your business or organization can do to help make sure we count every Highland resident once, and only once, in the right place.

We look forward to working with all of you in the coming year!


Erin Stojic, Co-Chair


Lance Ryskamp, Co-Chair

ATTACHMENT 2

HIGHLAND 2020 CENSUS COMPLETE COUNT COMMITTEE ACTION PLAN

With the 2020 Census fast approaching, the Complete Count Committee has put together a proposed Action Plan. The Plan encompasses two major objectives: to raise awareness and encourage universal participation by Highland residents; and, secondly, to assist in providing internet access to Highland residents to help encourage filling out the census questionnaire online. This report outlines these two objectives, as well as providing a brief overview/ timeline of the Census process.

I. 2020 CENSUS OVERVIEW/ TIMELINE

The Census is mandated in the US Constitution in Article 1, Section 2, which reads in part: "...The actual Enumeration shall be made within three Years after the first Meeting of the Congress of the United States, and within every subsequent Term of ten Years, in such Manner as they shall by Law direct..." The Census information is used for several purposes, including Congressional apportionment and distribution billions of dollars in federal, state and local funding. The State of Indiana estimates that it received \$17.9 Billion in 2016 from the federal government based on Census data and that every resident NOT counted, costs the Town of Highland and other communities approximately \$2,710 a year for ten years. Therefore, a complete, accurate count of Highland residents is critical.

On December 10, 2018 meeting, the Highland Town Council passed Resolution 2018-50, establishing a "Complete Count Committee" for the 2020 Census. The current CCC members include: Victor Garcia, a member of the Highland School Board; Mary Luptak, Executive Director of the Highland Griffith Chamber of Commerce; Linda Johnsen, Branch Manager of the Highland Branch of the Lake County Public Library; Tim Huizenga, of Faith Church in Highland; and, Rich Underkofler, Past Recruiting Assistant working in NW Indiana with the US Census Bureau. The Committee is Co-Chaired by Deputy Clerk-Treasurer Erin Stojic and Redevelopment Commission Assistant Lance Ryskamp.

During the remainder of 2019, the US Census Bureau, locally through the Chicago Regional Office, has the primary focus of recruiting local residents who wish to work on the 2020 Census. Among the millions of part-time, temporary positions to be filled nationwide, many job opportunities exist here in NW Indiana to work out the Census office in Merrillville. The Highland CCC has been promoting these job opportunities through its established social media outlets on Facebook (Highland IN 2020 Census), Twitter (@HighlandCensus) and Instagram (@highlandcensus2020). Through the balance of the year, the committee will continue to promote job recruitment, in the hope that ultimately the on-the-ground census work in Highland is done by Highland residents.

Beginning in January, 2020, the US Census Bureau will begin a massive, nationwide promotional campaign to raise awareness and encourage participation in the Census. In February, the Bureau will begin efforts targeting group quarters, such as college dormitories, senior citizen housing, prisons, etc. On or around March 10, 2020, postcards will be sent out inviting residents to complete the Census form online. This postcard will provide an individualized code to be used when completing the form. It should be noted that while online participation is being emphasized, **everyone will have the option to complete the form either online (including through use of a smart phone), by mail or by phone.** Multiple reminders will be mailed out during the period of March until May, at which time people who have not completed the Census in any manner will begin to be contacted by an in-person Census worker visit.

II. 2020 CENSUS HIGHLAND OUTREACH

The primary activity of the Highland CCC will be to raise community awareness and encourage universal participation in the 2020 Census. This will be accomplished through a variety of means, including, but not limited to the following: press releases; social media posts; newsletter articles; proclamations; and, presentations to Highland civic organizations.

Specifically, the Highland CCC is asking for permission and approval from the Highland Town Council and its various departments for the following:

1. Dedicated Gazebo Express articles on the Census at a minimum, in January and March 2020, as well as Census reminders on the home page of the town's website.
2. Highland Census reminders on Highland water bills in February, March and April 2020.
3. Highland Census activities featured on the March edition of the Town's monthly WJOB radio show.
4. A Town Council Census Day Proclamation at a March Town Council meeting to highlight the Census and encourage residents to participate in the 2020 Census.
5. A Census message in March on the electronic billboard, located on Indianapolis Blvd.
6. Census messages in March and April on Town of Highland facility marquees.
7. To highlight specific town projects that were completely or partially funded by federal, state and county revenue sources which use Census population data to determine distribution.
8. Complete Count Committee media releases.
9. Providing an online kiosk at Lincoln Center to provide internet access to residents (See Section III below).

In addition to these efforts, the Committee will also be seeking to accomplish outreach activities with the following groups and entities:

School Town of Highland

1. A dedicated Census article in the STOH's quarterly newsletter in February 2020.
2. Census messages at school board meetings and on STOH social media, website and marquees.
3. Outreach to school PTO's
4. If possible, an education component about the history and importance of the US Census in the classrooms.
5. To highlight specific school programs and projects that were completely or partially funded by federal, state and county revenue sources which use Census population data to determine distribution.

6. Providing an online kiosk capacity at the schools to provide internet access to residents (See Section III below).

Highland Christian School & Our Lady of Grace School

1. A dedicated Census article in the schools' newsletters in February or March 2020.
2. Census messages at school board meetings and on school social media, website and marquees.
3. Outreach to school PTO's
4. If possible, an education component about the history and importance of the US Census in the classrooms.

Highland Branch of the Lake County Public Library

1. A dedicated Census article in the library's newsletter in February or March 2020.
2. Census messages on library social media, website and bulletin boards.
3. If possible, an event highlighting the history and importance of the US Census.
4. Providing an online kiosk capacity at the library to provide internet access to residents (See Section III below).

Highland Griffith Chamber of Commerce

1. A dedicated Census article in the Chamber's monthly newsletter in March 2020.
2. Census messages on Chamber social media.
3. Presentation at the Chamber's March 10th meeting.

North Township

1. Outreach assistance through available Township communication and social media outlets.

Highland Civic & Veteran Organizations/ Churches/ Highland Businesses

1. Census messages on social media and marquees.
2. Presentations at organization meetings, in either February or March.
3. Census information placed in church bulletins, newsletters, and church lobbies.

III. INTERNET ACCESS ASSISTANCE

More than any other, the 2020 Census is emphasizing response, via internet. While that is a major emphasis in the committee's outreach activities, an effort is being made to increase internet access to Highland residents who may not have it. Census statistics estimate that among Highland's six census tracts that a range of 10.9% to as much as 22.7% of residents within those tracts either have no home internet subscription or have dial-up service only.

In order to provide additional internet access, the committee is looking to establish satellite kiosk sites around town during the period between March 16th and April 30th. At these sites, residents would receive assistance accessing the Census site, BUT NOT assistance filling out the Census questionnaire. Tentative sites for these kiosks are:

- Highland Branch of the Lake County Public Library
- Lincoln Center
- School Town of Highland

Other possible locations may be sought out by the committee, or offered by other agencies, organizations or groups. Currently, the logistics and designated manpower and equipment for these sites are being examined, with the intent being to use volunteers to assist residents.

More information on the number, location and logistics of these kiosk sites will be provided in a supplemental report after the first of the year.

HIGHLAND 2020 CENSUS COMPLETE COUNT COMMITTEE FINAL REPORT

ATTACHMENT 3

Highland CCC Outreach Activities

1. 8 articles in the Gazebo Express- 2019/2020
2. Water Bill reminders- 8 months- 2020
3. Town Council Census Day Proclamation- March, 2020
4. 2 Highland CCC Press Releases- 2020
5. 2 articles in the School Town of Highland quarterly newsletter
6. Presentations to Highland Kiwanis (2/27/20) & Highland Griffith Chamber (3/10/20)
7. Social Media messages on Highland Census Facebook (Highland IN 2020 Census), Twitter (@HighlandCensus) and Instagram (@highlandcensus2020)
8. Shared social media messages- Parks & Recreation/Police Dept./ Highland Tree Advisory Board/ LC & Highland Library/ Highland Griffith Chamber/ Highland Community Foundation
9. Electronic billboard message- North Indianapolis Blvd.- March 25th- 31st 2020
10. Census flyer distributed w/ tenant newsletter- Hampton-In-Highland apartments- June
11. Census messages on Highland Park & Recreation electronic marquees
12. Census Bingo- Highland Library- March 12, 2020
13. Numerous outreach emails sent to Highland businesses, schools, churches, apartment complexes and civic organizations
14. Highland High School- Census Day- February 14, 2020
15. Highland mentioned in September 15, 2020 Main Street America article- <https://www.mainstreet.org/blogs/national-main-street-center/2020/09/14/main-spotlight-why-the-census-matters-on-main-stre>

ATTACHMENT 4

406

407

408.01

405.01

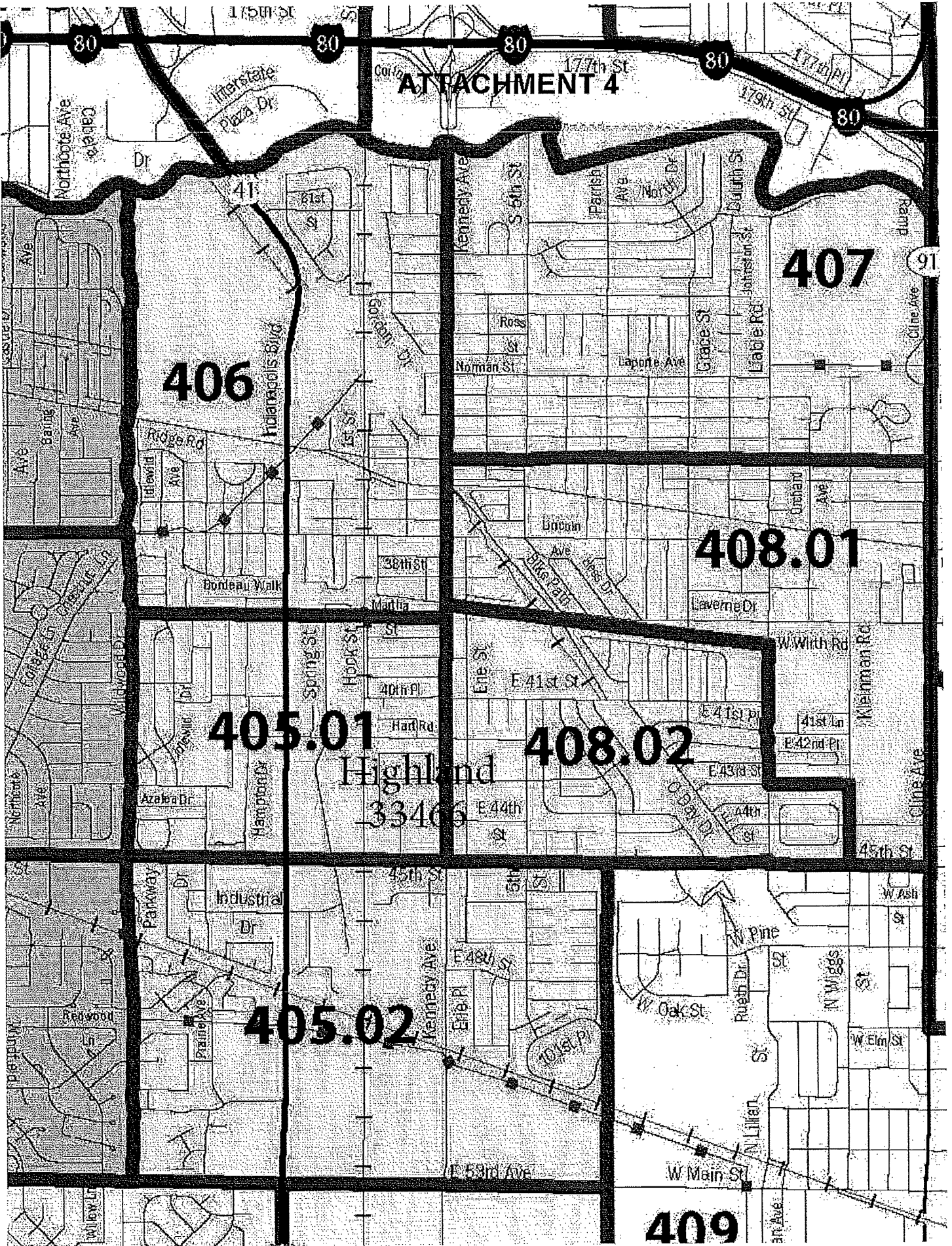
408.02

Highland

33466

405.02

409



HIGHLAND 2020 CENSUS COMPLETE COUNT COMMITTEE FINAL REPORT

ATTACHMENT 5

HIGHLAND CENSUS TRACT SELF-RESPONSE COMPARISON- 2010/2020

| | 2010 Final | 2020 Final | % +/- |
|-----------|------------|------------|--------|
| TOWN % | 80.70% | 82.20% | 1.50% |
| #405.01 % | 74.40% | 70.30% | -4.10% |
| #405.02 % | 80.50% | 82.40% | 1.90% |
| #406 % | 77.30% | 81.20% | 3.90% |
| #407 % | 83.70% | 87.00% | 3.30% |
| #408.01 % | 84.20% | 87.70% | 3.50% |
| #408.02 % | 83.70% | 86.80% | 3.10% |

2020 CENSUS SELF-RESPONSE RATE COMPARISON- LAKE COUNTY

| CITY/TOWN | 2020 FINAL | STATE RANKING* |
|-----------------|---------------|-----------------------------|
| St. John | 88.50% | 1 |
| Dyer | 88.60% | 4 |
| Munster | 84.70% | 7 |
| Crown Point | 82.80% | 15 |
| Schererville | 82.70% | 17 |
| Highland | 82.20% | 20 |
| Lowell | 81.90% | 23 |
| Winfield | 81.00% | 28 |
| Hobart | 77.70% | 57 |
| Cedar Lake | 76.50% | 69 |
| Griffith | 74.50% | 94 |
| Merrillville | 72.90% | 117 |
| Lake Station | 65.60% | 288 |
| Hammond | 64.80% | 306 |
| Whiting | 57.40% | 456 |
| Gary | 48.00% | 531 |
| East Chicago | 46.10% | 534 |
| | | * Out of 566 Cities & Towns |

ATTACHMENT 6

U.S. Census Bureau Statement on Requests for Additional 2020 Census Metrics and Upcoming Data Quality Measures

OCTOBER 19, 2020

RELEASE NUMBER CB20-RTQ.39

OCT. 19, 2020 — As a federal statistical agency, the U.S. Census Bureau welcomes open discussions about our work and the methods used to produce our statistics.

As of the end of data collection operations, well over 99.9% of addresses nationwide have been accounted for in the 2020 Census, with 67.0% accounted for through self-response online, by phone or by mail, and 32.9% accounted for through our Nonresponse Followup (NRFU) operation.

The final self-response rate for the 2010 Census was 66.5%. This is important, as better data comes from self-response.

The majority of occupied housing units in the NRFU operation were completed by a census taker interviewing a member of the household. The balance was completed by interviews with proxy respondents or through the use of high quality administrative records.

As of October 15, approximately 5.6% of addresses nationwide, have been resolved using high-quality administrative records, which is 13.9% of the NRFU workload. See our [FAQs](#) for more on the use of high-quality administrative records.

As of October 15, approximately 24.1% of occupied housing units in the NRFU workload have been enumerated by proxy response—which is similar to the 2010 rate. See our [FAQs](#) for more on enumeration by proxy.

Each census, we produce [coverage estimates](#) - and conduct extensive assessments that we share with the public. We plan to do the same again following the 2020 Census—the completion rates are just early indicators.

There are two main ways of evaluating the quality of a census—comparing the results to other population totals and evaluating how well the process of conducting the census worked. As we do after every recent decennial census, the Census Bureau will share information from each method as it becomes available over the coming months and years. In terms of comparing the results to other population totals, the Census Bureau will produce estimates from Demographic Analysis in December 2020.

The Census Bureau is also currently conducting a Post-Enumeration Survey, which will give estimates of the undercount by demographic groups and geography. The first results from this survey are expected in November 2021, with additional results available in February 2022. In terms of evaluating the process, the Census Bureau conducts extensive evaluations of how the census was conducted. These evaluations will include data, such as the final proxy rate, that in many cases can be compared to prior decades.

We will release these evaluations as they become available; many won't be available until after the census response data has been processed.

###

Contact

Public Information Office

[301-763-3030](tel:301-763-3030)

pio@census.gov

Related Information

PRESS KIT

2020 Census Frequently Asked Questions

Provides answers to questions on various topics related to the 2020 Census.

2020 Census Completion Rates: Frequently Asked Questions

What makes up the 99.9 percent total response rate?

As of October 16,¹ well over 99.9 percent of addresses nationwide have been accounted for in the 2020 Census, with 67.0 percent accounted for through self-response online, by phone or by mail, and 32.9 percent accounted for through our Nonresponse Followup (NRFU) operation. The self-response rate is higher than the final self-response rate for the 2010 Census. Over 99.9 percent of addresses have been resolved in 49 states, plus the District of Columbia and Puerto Rico. The remaining state, Louisiana, was 99.0 percent complete as of October 16.

The majority of occupied housing units in the NRFU operation were completed by a census taker interviewing a member of the household. The balance were completed by interviews with proxy respondents or using high-quality administrative records.

As of October 16, approximately 24.1 percent of occupied housing units in the NRFU workload have been enumerated by proxy response, which is similar to the 2010 rate. As we continue to resolve cases and remove duplicate responses during data processing, we expect the 2020 final proxy rate to stay about the same or potentially decrease. (See below for more on the use of enumeration by proxy.)

As of October 16, approximately 5.6 percent of addresses nationwide have been completed using high-quality administrative records, which is 13.9 percent of the NRFU

workload. We use administrative records when census taker efforts to contact the housing unit are unsuccessful and our analysis shows very high confidence the administrative records are complete and correct. Completing 13.9 percent of the NRFU workload using administrative records is much lower than our expected 22.5 percent of cases with high-quality administrative records that would have been used if the first visit was not a successful enumeration or a self-response was not received. The use of administrative records to enumerate nonresponding households and resolve addresses is one of the Four Key Innovation Areas in the 2020 Census, and part of our 2020 Census Operations Plan.² (See below for more on the use of high-quality administrative records.)

How many enumerations were completed by proxy?

Each decade, the census uses “proxy responses” to account for some addresses that do not respond to the census. If census takers can’t get a response directly from a household after three visits (except where high-quality administrative records are available), they try to get information about the address from a proxy such as a neighbor, landlord, or building manager. Because COVID-19 delayed the start of census taker visits, we anticipated that we might need significantly more proxies this decade. However, we are pleased to report that the proxy rate is actually similar to the 2010 proxy rate. The 2010 Census Nonresponse Followup Operations

¹ Data collection ended on October 15. The October 16 data reflects additional responses that have been processed, particularly the resolution of online responses submitted without a Census ID.

² 2020 Census Operational Plan, Version 4.0, Issued December 2018 at <<https://www2.census.gov/programs-surveys/decennial/2020/program-management/planning-docs/2020-oper-plan4.pdf>>.

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For more information:
2020CENSUS.GOV

D-FS-GP-EN-043

Updated 10/19/2020

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Census
2020

Assessment Report³ notes that 23.8 percent of the Nonresponse Followup interviews for occupied housing units were conducted using proxy respondents. As of October 16, approximately 24.1 percent of occupied housing units in the NRFU workload have been enumerated by proxy response, which is similar to the 2010 rate. We will provide a final proxy rate for the 2020 Census once we finish collecting and processing the data, as the U.S. Census Bureau has done for prior censuses. As we continue to resolve cases and remove duplicate responses during data processing, we expect the 2020 final proxy rate may even decrease.

How many enumerations were completed by use of administrative records?

This decade, a new and advanced feature of the 2020 Census design is the use of high-quality administrative records, when available, to count people who do not self-respond to the census. These include Internal Revenue Service (IRS) records, Medicare and Medicaid records, Social Security Administration information, and 2010 Census data. If a household doesn't respond after one or more census taker visits, we check to see if these data sources can provide the same information for that address. We use these existing data sources only if we are confident of their quality and accuracy for that household. Otherwise, we continue to visit the household and, if necessary, try to get information about the address from a neighbor. As of October 16, approximately 5.6 percent of addresses nationwide have been resolved using high-quality administrative records, which is 13.9 percent of the NRFU workload.

What was the enumeration rate on American Indian and Alaska Native (AIAN) lands?

As of October 16, we have completed 99.77 percent of the NRFU workload on AIAN lands.

³ 2010 Census Nonresponse Followup Operations Assessment Report at <<https://www2.census.gov/programs-surveys/decennial/2010/program-management/5-review/cpex/2010-memo-190.pdf>>.

⁴ More information about coverage estimates is available at <www.census.gov/programs-surveys/decennial-census/about/coverage-measurement.html>.

We made progress even in areas closed due to COVID-19 by working with tribal leaders and coordinating permission for census takers to work on their lands or to do follow-up phone enumeration.

What quality measures do you provide to assess the accuracy of a decennial census?

Each census, we produce coverage estimates⁴ and conduct extensive assessments that we share with the public. We plan to do the same again following the 2020 Census; the completion rates are just early indicators.

There are two main ways of evaluating the quality of a census: comparing the results to other population totals and evaluating how well the process of conducting the census worked. As we do after every recent decennial census, the Census Bureau will share information from each method as it becomes available over the coming months and years. In terms of comparing the results to other population totals, the Census Bureau will produce estimates from Demographic Analysis in December 2020.

The Census Bureau is also currently conducting a Post-Enumeration Survey, which will give estimates of the undercount by demographic group and geography. The first results from this survey are expected in November 2021. Additional results are set to be released in February 2022. In terms of evaluating the process, the Census Bureau does extensive evaluations of how the census was conducted. These evaluations include data, such as the final proxy rate, that in many cases can be compared to previous decades.

We will release these evaluations as they become available; many won't be available until after the census response data has been processed.

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For more information:
2020CENSUS.GOV

D-FS-GP-EN-043

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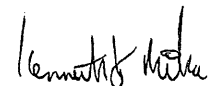
**United States[®]
Census
2020**

Building Report October, 2020

| PERMIT TYPE | # | Res. | Comm. | Est. Cost | Fee Collected |
|--|------------|------------|----------|------------------------|---------------------|
| Commercial Buildings | 0 | 0 | 0 | \$ - | \$ - |
| Comm. Additions/Remodel | 5 | 0 | 5 | \$ 132,801.00 | \$ 3,313.50 |
| Signs | 2 | 0 | 2 | \$ 4,152.00 | \$ 802.50 |
| Single Family | 0 | 0 | 0 | \$ - | \$ - |
| Duplex/Condo | 0 | 0 | 0 | \$ - | \$ - |
| Residential Additions | 0 | 0 | 0 | \$ - | \$ - |
| Residential Remodeling | 90 | 90 | 0 | \$ 744,195.00 | \$ 18,028.50 |
| Garages | 0 | 0 | 0 | \$ - | \$ - |
| Sheds | 3 | 3 | 0 | \$ 7,149.00 | \$ 550.50 |
| Decks & Porches | 5 | 5 | 0 | \$ 20,082.00 | \$ 1,432.50 |
| Fences | 11 | 11 | 0 | \$ 51,515.00 | \$ 1,930.50 |
| Above/In ground pools | 1 | 1 | 0 | \$ - | \$ 108.00 |
| Drain Tile/Waterproofing | 7 | 7 | 0 | \$ 98,213.00 | \$ 2,307.00 |
| Misc (7 road cut, 5 drives, 2 patios, 2 sidewalks, 1 ramp) | 16 | 15 | 1 | \$ 61,099.00 | \$ 2,568.00 |
| Total Building Permits | 140 | 132 | 8 | \$ 1,119,206.00 | \$ 31,041.00 |
| Electrical Permits | 14 | 11 | 3 | \$ - | \$ 1,533.00 |
| Mechanical Permits | 12 | 9 | 3 | \$ - | \$ 1,404.00 |
| Plumbing Permits | 9 | 7 | 2 | \$ - | \$ 1,719.10 |
| Water Meters | 1 | 0 | 1 | \$ - | \$ 940.00 |
| Water taps | 1 | 0 | 1 | \$ - | \$ 330.00 |
| Sewer/Storm Taps | 0 | 0 | 0 | \$ - | \$ - |
| Total Plumbing Permits | 11 | 7 | 4 | \$ - | \$ 2,989.10 |

October 2020 Code Enforcement: 75 Investigations and 5 Citations were issued & 75 Warnings were given. Inspections done for the month of October 2020 were as follows: 52 Building Inspections, 12 Plumbing Inspections, 13 HVAC and 16 Electrical Inspections. There was 1 Electrical Exam given.

Submitted By:


Kenneth J. Mika

FIRE DEPARTMENT REPORT

Month of **OCTOBER** 2020

| Type of Calls | October 2020 | YTD |
|----------------------------|---------------------|------------|
| General Alarms | 10 | 94 |
| Paid Still Alarms | 37 | 291 |
| Still Alarms | 4 | 53 |
| Total for Month | 51 | |
| Total Calls in 2020 | | 438 |

2020
TOWN OF HIGHLAND INJURIES FOR THE MONTH
OCTOBER

| CASE | DATE | DEPARTMENT | DESCRIPTION | Record Only | OSHA | Not OSHA | Filed with |
|------|-----------|--------------|---|------------------|------------|------------|--------------|
| | OF INJURY | | | No Med Treatment | Recordable | Recordable | WC Insurance |
| RO-5 | 10/30/20 | Public Works | While pull starting equipment there was recoil & fractured injury to Rt wrist | | | 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 | | 1 | 4 | | | 0 | 0 |
| STREET | | 1 | 1 | | | 0 | 0 |
| WATER/SEWER | 1 | 2 | 5 | 32 | 81 | 0 | 0 |
| MAINTENANCE | | | 1 | | | 14 | 2 |
| OTHER | | | 1 | | | 0 | 0 |
| TOTALS | 1 | 5 | 13 | 32 | 81 | 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

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 12 DAY OF November, 2020 [Signature]
FISCAL OFFICER

ALLOWANCE OF VOUCHERS

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 5 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 1,755,140.70.

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 10/28/2020 - 11/10/2020
 BOTH JOURNALIZED AND UNJOURNALIZED

11/06/2020 12:15 PM
 User: DMJ
 DB: Highland

| GL Number | Invoice Line Desc | Ref # | Vendor | Invoice Description | Amount | Check # |
|---------------------------------|-------------------------------|-------|---|-----------------------------------|------------|---------|
| Fund 001 GENERAL | | | | | | |
| Dept 0000 | GEN FUND TRANSFERS GROSS | 89250 | PAYROLL ACCOUNT | 11/6PRL D/S TRANSFER GENERAL | 167,132.10 | 44776 - |
| 001-0000-45200 | | | Total For Dept 0000 | | 167,132.10 | |
| Dept 0001 TOWN COUNCIL | | | | | | |
| 001-0001-31001 | LEGAL FEES FOR SEPT 2020 | 89194 | ABRAHAMSON, REED & BILSE | LEGAL FEES FOR SEPT 2020 | 2,565.00 | |
| 001-0001-31001 | LEGAL FEES FOR OCT 2020 | 89195 | ABRAHAMSON, REED & BILSE | TOWN COUNCIL LEGAL FEES FOR OCT 2 | 4,009.00 | |
| 001-0001-31001 | SOLICITOR LEGAL FEES FOR SEPT | 89196 | ABRAHAMSON, REED & BILSE | SOLICITOR LEGAL FEES FOR SEPT 202 | 1,271.00 | |
| 001-0001-39004 | GAZEBO EXPRESS NOV 2020 | 89263 | THE IDEA FACTORY, INC | GAZEBO EXPRESS NOV/WEBSITE UPDATE | 2,238.55 | |
| | | | Total For Dept 0001 TOWN COUNCIL | | 10,083.55 | |
| Dept 0003 VIPS | | | | | | |
| 001-0003-22004 | INV356117 V4 | 89204 | AUTO-WARES | VIPS VEH PARTS FOR OCT- D/S | 612.29 | |
| 001-0003-22004 | NEW GRAPHICS FOR V5 | 89216 | NWI EMERGENCY OUTFITTERS,LL | EQUIP AND INSTALL TO V5 | 400.00 | |
| 001-0003-22004 | OILPAN, FILTER, OIL FOR V4 | 89218 | THOMAS DODGE CHRYSLER JEEP, | OIL PAN, FILTER, OIL FOR V4 | 93.64 | |
| 001-0003-22004 | ACCELERATOR PEDAL FOR V4 | 89219 | THOMAS DODGE CHRYSLER JEEP, | ACCELERATOR PEDAL FOR V4 | 67.09 | |
| 001-0003-36001 | INSTALL OF NEW EQUIP | 89216 | NWI EMERGENCY OUTFITTERS,LL | EQUIP AND INSTALL TO V5 | 225.00 | |
| | | | Total For Dept 0003 VIPS | | 1,398.02 | |
| Dept 0004 CLERK-TREASURER | | | | | | |
| 001-0004-20003 | D/S RED TAGS, 7 BOXES ENVELOP | 89184 | BAXTER PRINTING INC | D/S RED TAGS, 7 BOXES ENVELOPES | 146.34 | |
| 001-0004-31004 | DISTRICT MTG WEBINAR 2020-GRI | 89177 | ILMCT | ILMCT DISTRICT MTG | 75.00 | |
| 001-0004-33002 | 1300 2021 PET TAGS | 89179 | J P COOKE CO | 2021 PET TAGS 1300 | 602.50 | |
| | | | Total For Dept 0004 CLERK-TREASURER | | 823.84 | |
| Dept 0006 BUILDING & INSPECTION | | | | | | |
| 001-0006-20001 | CJ PRINT GREEN TAGS | 89188 | CJP CORPORATION/DBA | CJ PRINT GREEN TAGS | 179.08 | |
| | | | Total For Dept 0006 BUILDING & INSPECTION | | 179.08 | |
| Dept 0007 FIRE DEPARTMENT | | | | | | |
| 001-0007-11113 | 3RD QUARTER UNPAID STILL ALAR | 89234 | HIGHLAND FIRE DEPARTMENT | 3RD QTR STILL ALARMS AND MEETINGS | 1,000.00 | |
| 001-0007-11114 | 3RD QUARTER MEETING ATTENDANC | 89234 | HIGHLAND FIRE DEPARTMENT | 3RD QTR STILL ALARMS AND MEETINGS | 55.00 | |
| 001-0007-11304 | LT. GOLD BADGE | 89232 | FIRE SERVICE, INC. | LT. GOLD BADGE | 50.50 | |
| 001-0007-22004 | INV# 337-357167 | 89240 | VAN SENUUS AUTO VALUE | VEHICLE SUPPLIES | 45.57 | |
| 001-0007-23004 | HURST HYDRAULIC HOSE | 89233 | GARNER SALES & SERVICE | HURST HYDRAULIC HOSE | 415.65 | |
| 001-0007-23004 | HARDWARE SUPPLIES INV 207062 | 89237 | LINDY'S ACE HARDWARE, INC | HARDWARE SUPPLIES | 17.06 | |
| 001-0007-23004 | RANCH HAND BUMPER | 89238 | LOT O'FUN | RANCH HAND BUMPER - 5151 | 786.45 | |
| 001-0007-32005 | STATIONS SECURITY SYSTEM | 89239 | PHIL & SON, INC | STATIONS SECURITY | 145.60 | |
| | | | Total For Dept 0007 FIRE DEPARTMENT | | 2,515.83 | |
| Dept 0008 PLAN COMMISSION | | | | | | |
| 001-0008-31002 | PLAN COMMISSION ENGINEERING F | 89187 | NITES ENGINEERING, INC. | PLAN COMMISSION ENGINEERING FEES | 2,688.01 | |
| | | | Total For Dept 0008 PLAN COMMISSION | | 2,688.01 | |
| Dept 0009 POLICE DEPARTMENT | | | | | | |
| 001-0009-21001 | 1250 GAL OF GAS | 89221 | WARREN OIL COMPANY | 1250 GAL OF GAS DELV ON 10/23 | 2,175.63 | |
| 001-0009-21004 | MEDICAL SUPPLIES FOR BOOKING | 89205 | CINTAS CORPORATION NO 2 | MEDICAL SUPPLIES FOR BOOKING CABI | 121.74 | |
| 001-0009-22004 | INV356119 | 89203 | AUTO-WARES | PD VEH PARTS FOR OCT- D/S | 1,075.43 | |
| 001-0009-22004 | PARTS FOR CAR 7 | 89208 | GRIMLER AUTOMOTIVE, INC | VEH PARTS AND LABOR TO REPAIR CAR | 1,105.80 | |
| 001-0009-22004 | INV37762 PARTS FOR CAR 231 RE | 89209 | GRIMLER AUTOMOTIVE, INC | D/S PARTS & LABOR FOR REPAIRS TO | 1,316.34 | |
| 001-0009-23004 | TOUCH FREE FLR STND/HAND SANI | 89202 | ABLE PAPER & JANITORIAL | TOUCH FREE FLOOR STAND AND HAND S | 764.00 | |
| 001-0009-32003 | SPILLMAN CIRCUIT USER FEE FOR | 89211 | LAKE COUNTY DATA PROCESSING | SPILLMAN CIRCUIT USER FEE FOR OCT | 307.84 | |
| 001-0009-32004 | IDACS INTERNET 10/28-11/27 | 89206 | COMCAST CABLE | IDACS INTERNET FOR 10/28-11/27 | 126.85 | |
| 001-0009-35001 | LPR CAMERA AT 3949 HIGHWAY RE | 89212 | NORTHERN IN PUBLIC SERVICE | LPR CAMERA AT 3949 HIGHWAY AVE RE | 36.70 | |

11/06/2020 12:15 PM INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
 User: DMJ EXP CHECK RUN DATES 10/28/2020 - 11/10/2020
 DB: Highland BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

| GL Number | Invoice Line Desc | Ref # | Vendor | Invoice Description | Amount | Check # |
|--|--|-------|-----------------------------|-----------------------------------|------------|---------|
| Fund 001 GENERAL | | | | | | |
| Dept 0009 POLICE DEPARTMENT | | | | | | |
| 001-0009-35001 | LPR CAMERA 2000 RIDGE READ ON 89213 | | NORTHERN IN PUBLIC SERVICE | LPR CAMERA 2000 RIDGE READ ON 10/ | 31.62 | |
| 001-0009-35001 | ELEC SERV 3315 RIDGE READ ON 89214 | | NORTHERN IN PUBLIC SERVICE | ELECTRIC SERVICE FOR 3315 RIDGE R | 4,721.85 | |
| 001-0009-35001 | LPR CAMERA AT 8200 INDPLS REA 89215 | | NORTHERN IN PUBLIC SERVICE | LPR CAMERA AT 8200 INDPLS READ ON | 42.63 | |
| 001-0009-35001 | LABOR TO REPAIR CAR 7 89208 | | GRIMLER AUTOMOTIVE, INC | VEH PARTS AND LABOR TO REPAIR CAR | 640.00 | |
| 001-0009-36001 | INV3762 LABOR TO REPAIR CAR 2 89209 | | GRIMLER AUTOMOTIVE, INC | D/S PARTS & LABOR FOR REPAIRS TO | 585.00 | |
| 001-0009-36001 | BASIC EQUIP INSTALL TO CAR 58 89217 | | NWI EMERGENCY OUTFITTERS,LL | BASIC EQUIP INSTALL FOR C58 | 700.00 | |
| 001-0009-36003 | LABOR REPAIR 2 CAMERAS INSIDE 89220 | | TRI-ELECTRONICS, INC | LABOR REPAIR OF 2 CAMERAS INSIDE | 416.00 | |
| 001-0009-36004 | GEN OFC CLEANING PD FOR OCT 89207 | | GAYLE THARP | GEN OFC CLEANING FOR OCT | 2,666.66 | |
| 001-0009-38006 | MAT CHANGE AT PD ON 10/20 89227 | | CINTAS CORPORATION #319 | MAT CHANGE AT PD ON 10/20 | 36.66 | |
| 001-0009-39001 | MEMBERSHIP RENEWAL HPD 89210 | | INDIANA ASSOC CHIEFS OF POL | MEMBERSHIP RENEWAL THRY 12/31/21 | 350.00 | |
| | Total For Dept 0009 POLICE DEPARTMENT | | | | 17,220.75 | |
| Dept 0011 SERVICES & WORKS | | | | | | |
| 001-0011-34013 | 2020 WC PREMIUM ALLOCATION 89178 | | BROWN INSURANCE GROUP | WC PREMIUM ALLOCATION | 1,157.00 | 44778 |
| 001-0011-35001 | D/S MISC TH GARAGE 750-201-00 89262 | | NORTHERN IN PUBLIC SERVICE | D/S MISC TH GARAGE 750-201-002-4 | 242.19 | 999381 |
| 001-0011-35001 | 000-901-0005-4 89257 | | NORTHERN IN PUBLIC SERVICE | TH VIPS MULTI | 1,061.65 | 999382 |
| 001-0011-35001 | SV ELECTRIC 89258 | | NORTHERN IN PUBLIC SERVICE | MISC MULTI | 45.36 | 999380 |
| 001-0011-35002 | 051-400-005-5 89248 | | NORTHERN IN PUBLIC SERVICE | MULTI | 14,623.92 | 44778 |
| 001-0011-35003 | D/S MISC TH GARAGE 750-201-00 89262 | | NORTHERN IN PUBLIC SERVICE | D/S MISC TH GARAGE 750-201-002-4 | 74.72 | 999381 |
| 001-0011-35003 | 130-850-000-1 GAS 89257 | | NORTHERN IN PUBLIC SERVICE | TH VIPS MULTI | 286.66 | |
| 001-0011-38005 | D/S CT FOR BANK RECS 89167 | | BAKER TILLY MUNICIPAL ADVIS | D/S CT BANK RECONCILIATION | 1,044.00 | |
| 001-0011-39016 | SR TAXI SUBSID 9/16-9/30/2020 89199 | | TRIPLE A EXPRESS | SR TAXI SUBSID 9/16-9/30/2020, 10 | 35.00 | |
| | Total For Dept 0011 SERVICES & WORKS | | | | 18,570.50 | |
| Dept 0012 TOWN HALL | | | | | | |
| 001-0012-35002 | 558-300-006-4 89258 | | NORTHERN IN PUBLIC SERVICE | MISC MULTI | 126.33 | 999382 |
| 001-0012-36004 | OCTOBER CLEANING SERVICE TH 89241 | | GLOBAL MAINTENANCE & CO. | D/S GENERAL CLEANING SERVICE FO | 1,635.00 | |
| | Total For Dept 0012 TOWN HALL | | | | 1,761.33 | |
| | Total For Fund 001 GENERAL | | | | 222,373.01 | |
| Fund 002 MVH | | | | | | |
| Dept 0000 | | | | | | |
| 002-0000-45200 | MVH TRANSFERS GROSS 89251 | | PAYROLL ACCOUNT | 11/6PRL D/S TRANSFER MVH | 11,594.65 | 44777 |
| | Total For Dept 0000 | | | | 11,594.65 | |
| Dept 0017 MVH RECONSTRUCTION/MAINTENANCE | | | | | | |
| 002-0017-22004 | GOVERNOR RODS 89245 | | AMAZON | GOVERNOR RODS FOR STREET WALK BEH | 19.24 | |
| 002-0017-22005 | SHR2018 PB24R FI PUSH BROOM-R 89244 | | AAA SUPPLY CORPORATION | BROOMS AND RAKES FOR STREET DEPT. | 83.65 | |
| 002-0017-23002 | 10/13/2020 198488 BMP-COLD MI 89247 | | WALSH & KELLY INC | COLD MIX FOR STREET DEPT. | 895.40 | |
| 002-0017-23003 | 50121KA PADLOCK LAM STL 2IN 5 89246 | | LINDY'S ACE HARDWARE, INC | PADLOCK FOR STREET SIGN DEPT | 25.98 | |
| | Total For Dept 0017 MVH RECONSTRUCTION/MAINTENANCE | | | | 1,024.27 | |
| | Total For Fund 002 MVH | | | | 12,618.92 | |
| Fund 018 LAW ENFORCE CON'T ED | | | | | | |
| Dept 0000 | | | | | | |
| 018-0000-20003 | OFFICE SUPPLIES 89222 | | PULSE TECHNOLOGY OF INDIANA | OFFICE SUPPLIES | 76.73 | |
| 018-0000-31004 | ONLINE TRAINING FOR 2021 YEAR 89223 | | PRAETORIAN GROUP INC. | ONLINE TRAINING COURSES FOR 2021 | 3,880.00 | |
| | Total For Dept 0000 | | | | 3,956.73 | |
| | Total For Fund 018 LAW ENFORCE CON'T ED | | | | 3,956.73 | |

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
 EXP CHECK RUN DATES 10/28/2020 - 11/10/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

11/06/2020 12:15 PM
 User: DMJ
 DB: Highland

| GL Number | Invoice Line Desc | Ref # | Vendor | Invoice Description | Amount | Check # |
|-----------------------------|---------------------------------------|-------|-----------------------------|-----------------------------------|------------|---------|
| Fund 026 FSA AGENCY FUND | | | | | | |
| Dept 0000 | | | | | | |
| 026-0000-45202 | TASC FLEX SPENDING DEBITS 10/ 89180 | 89180 | TASC | OCTOBER FSA SPENDING | 619.20 | 999207 |
| | Total For Dept 0000 | | | | 619.20 | |
| | Total For Fund 026 FSA AGENCY FUND | | | | 619.20 | |
| Fund 027 INSURANCE PREMIUM | | | | | | |
| Dept 0000 | | | | | | |
| 027-0000-34002 | INSURANCE PREMIUM HEALTH FEB 89226 | 89226 | AIM MEDICAL TRUST | NOVEMBER 2020 MEDICAL AND LIFE IN | 188,455.63 | 44774 |
| 027-0000-34002 | INSURANCE PREMIUM HEALTH/DENT 89229 | 89229 | METLIFE GROUP BENEFITS | NOVEMBER 2020 DENTAL PREMIUMS | 7,534.46 | 44775 |
| | Total For Dept 0000 | | | | 195,990.09 | |
| | Total For Fund 027 INSURANCE PREMIUM | | | | 195,990.09 | |
| Fund 030 ICT FUND | | | | | | |
| Dept 0000 | | | | | | |
| 030-0000-31006 | MONTHLY IT SUPPORT PER WBO 2 89189 | 89189 | CBL CONSULTING, INC | MONTHLY IT SUPPORT PER WBO 2020- | 4,000.00 | |
| 030-0000-32003 | SIP TRUNKING CHARGES 10/1-10/ 89190 | 89190 | CBL CONSULTING, INC | SIP TRUNKING CHARGES 10/1-10/31/2 | 324.36 | |
| 030-0000-38006 | OCT 2020 COPIER AGREEMENT 89228 | 89228 | RICOH USA, INC | OCT2020 COPIER AGREEMENT | 310.09 | |
| 030-0000-38006 | WEB SECURITY MONTHLY 89263 | 89263 | THE IDEA FACTORY, INC | GAZEBO EXPRESS NOV/WEBSITE UPDATE | 399.99 | |
| 030-0000-39007 | EMAIL ARCHIVING SERVICES 107/ 89198 | 89198 | CBL CONSULTING, INC | EMAIL ARCHIVING SERVICES 10/2020 | 640.93 | |
| 030-0000-39024 | WEB UPDATE WEEKLY 89263 | 89263 | THE IDEA FACTORY, INC | GAZEBO EXPRESS NOV/WEBSITE UPDATE | 525.32 | |
| | Total For Dept 0000 | | | | 6,200.69 | |
| | Total For Fund 030 ICT FUND | | | | 6,200.69 | |
| Fund 033 DONATION | | | | | | |
| Dept 0009 POLICE DEPARTMENT | | | | | | |
| 033-0009-00200 | TRUNK OR TREAT SUPPLIES 10/24 89224 | 89224 | MENARDS CORP - SCHERERVILLE | SUPPLIES FOR TRUNK OR TREAT FOR P | 128.97 | |
| | Total For Dept 0009 POLICE DEPARTMENT | | | | 128.97 | |
| | Total For Fund 033 DONATION | | | | 128.97 | |
| Fund 038 RAINY DAY FUND | | | | | | |
| Dept 0000 | | | | | | |
| 038-0000-39991 | RESOLUTION 2020-51 | 89181 | TOWN OF HIGHLAND | RESOLUTION 2020-51 | 200,000.00 | 999379 |
| | Total For Dept 0000 | | | | 200,000.00 | |
| | Total For Fund 038 RAINY DAY FUND | | | | 200,000.00 | |
| Fund 055 MCCD | | | | | | |
| Dept 0000 | | | | | | |
| 055-0000-39004 | ANNUAL SRVC/SPRT FEE 11/1/202 89197 | 89197 | BELLEFEUIL, SZUR & ASSOC/DB | D/S ANNUAL SERVICE/SUPPORT FEE 11 | 21,585.00 | |
| 055-0000-43009 | 15 OPTIPLEX 5070 SFF MLK 89168 | 89168 | DELL COMPUTER, LP | 15 OPTIPLEX 5070 SFF XCTO COMPUTE | 13,678.35 | |
| 055-0000-43010 | 10 COMP/4 MONITORS 89225 | 89225 | DELL COMPUTER, LP | 10 NEW COMPUTERS AND 4 MONITORS | 9,818.86 | |
| | Total For Dept 0000 | | | | 45,082.21 | |
| | Total For Fund 055 MCCD | | | | 45,082.21 | |
| Fund 091 GAMING REVENUE | | | | | | |
| Dept 0000 | | | | | | |
| 091-0000-31002 | 2020 COMMUNITY CROSSING CONST 89242 | 89242 | NIES ENGINEERING, INC. | PROFESSIONAL ENGINEERING SERVICES | 25,363.48 | |
| | Total For Dept 0000 | | | | 25,363.48 | |

| GL Number | Invoice Line Desc | Ref # | Vendor | Invoice Description | Amount | Check # |
|--|-------------------------------|-------|-----------------------------|-------------------------------|--------------|---------|
| Fund 091 GAMING REVENUE | | | | | | |
| Total For Fund 091 GAMING REVENUE | | | | | | |
| Fund 104 COMMUNITY CROSSING GRANT FUND | | | | | | |
| Dept 0000 | 2020 CCMG | 89243 | WALSH & KELLY INC | 2020 CCMG PROJECT | 1,042,537.40 | |
| 104-0000-44080 | | | Total For Dept 0000 | | 1,042,537.40 | |
| Total For Fund 104 COMMUNITY CROSSING GRANT FUND | | | | | | |
| Fund 249 PUBLIC SAFETY INCOME TAX FUND | | | | | | |
| Dept 0000 | INDIANA FIRE CHIEFS MEMBERSHI | 89235 | IFCA MEMBERSHIP APPLICATION | INDIANA FIRE CHIEF MEMBERSHIP | 125.00 | |
| 249-0000-39004 | 2020 DUES CHIEF TIMMER | 89236 | INTERNATIONAL CODE COUNCIL | ICC ANNUAL MEMBERSHIP | 145.00 | |
| 249-0000-39004 | | | Total For Dept 0000 | | 270.00 | |
| Total For Fund 249 PUBLIC SAFETY INCOME TAX FUND | | | | | | |
| | | | | | 25,363.48 | |
| | | | | | 1,042,537.40 | |
| | | | | | 1,042,537.40 | |
| | | | | | 1,042,537.40 | |
| | | | | | 270.00 | |
| | | | | | 270.00 | |

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
EXP CHECK RUN DATES 10/28/2020 - 11/10/2020

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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

Fund Totals:

| | | | | | | |
|--------------|--------------------------|--|--|--|---------------------|--|
| Fund 001 | GENERAL | | | | 222,373.01 | |
| Fund 002 | MVH | | | | 12,618.92 | |
| Fund 018 | LAW ENFORCE CON'T ED | | | | 3,956.73 | |
| Fund 026 | FSA AGENCY FUND | | | | 619.20 | |
| Fund 027 | INSURANCE PREMIUM | | | | 195,990.09 | |
| Fund 030 | ICT FUND | | | | 6,200.69 | |
| Fund 033 | DONATION | | | | 128.97 | |
| Fund 038 | RAINY DAY FUND | | | | 200,000.00 | |
| Fund 055 | MCCD | | | | 45,082.21 | |
| Fund 091 | GAMING REVENUE | | | | 25,363.48 | |
| Fund 104 | COMMUNITY CROSSING GRANT | | | | 1,042,537.40 | |
| Fund 249 | PUBLIC SAFETY INCOME TAX | | | | 270.00 | |
| Total | | | | | 1,755,140.70 | |

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 12 DAY OF November, 2020, [Signature] FISCAL OFFICER

ALLOWANCE OF VOUCHERS

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 2 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 267,091.79.

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 09/24/2020 - 10/02/2020
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 VENDOR CODE: 110415

11/06/2020 12:08 PM
 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 | 88721 | PAYROLL ACCOUNT | 9.25PRL D/S TRANSFER GENERAL | 183,015.10 | 44598 |
| | Total For Dept 0000 | | | | 183,015.10 | |
| | Total For Fund 001 GENERAL | | | | 183,015.10 | |
| Fund 002 MVH Dept 0000 002-0000-45200 | MVH TRANSFERS GROSS | 88722 | PAYROLL ACCOUNT | 9/25PRL D/S TRANSFER MVH | 4,797.43 | 44599 |
| | Total For Dept 0000 | | | | 4,797.43 | |
| | Total For Fund 002 MVH | | | | 4,797.43 | |
| Fund 004 LR&S Dept 0000 004-0000-45200 | LR&S TRANSFERS GROSS | 88723 | PAYROLL ACCOUNT | 9/25 PRL D/S TRANSFER LR&S | 10,049.76 | 44600 |
| | Total For Dept 0000 | | | | 10,049.76 | |
| | Total For Fund 004 LR&S | | | | 10,049.76 | |
| Fund 050 POLICE PENSION Dept 0000 050-0000-45200 | POLICE PENSION TRANSFERS GROSS | 88729 | PAYROLL ACCOUNT | 9/25PRL D/S TRANSFER POLICE PENSI | 69,229.50 | 32998 |
| | Total For Dept 0000 | | | | 69,229.50 | |
| | Total For Fund 050 POLICE PENSION | | | | 69,229.50 | |

Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

Fund Totals:

| | | | | | |
|-------------------------|--|--|--|-------------------|--|
| Fund 001 GENERAL | | | | 183,015.10 | |
| Fund 002 MVH | | | | 4,797.43 | |
| Fund 004 LR&S | | | | 10,049.76 | |
| Fund 050 POLICE PENSION | | | | 69,229.50 | |
| | | | | <u>267,091.79</u> | |

Payroll Docket

\$ 316,017.56

\$ 316,017.56

Delta

\$ -

Council, Boards and Commissions

\$ 8,418.56

Office of Clerk-Treasurer

\$ 15,627.98

Regular Staff \$ 15,627.98

Field Service Rep \$ -

Building & Inspection

\$ 8,904.81

Metropolitan Police

\$ 111,924.86

Crossing \$ 1,226.64

Full-Time Police \$ 89,829.56

Full-Time Non-sworn \$ 20,868.66

Public Works Department

\$ 64,465.39

Fire Department

\$ 37,554.11

Component One \$ -

Component Two \$ 37,554.11

Police 1925 Pensions

\$ 69,121.85

Payday: 23-Oct-2020

Payroll Docket

\$ 212,129.70 \$ 212,129.70 Delta \$ -

Council, Boards and Commissions \$ -

Office of Clerk-Treasurer \$ 15,635.90

Regular Staff \$ 15,635.90

Field Service Rep \$ -

Building & Inspection \$ 8,806.51

Metropolitan Police \$ 121,821.17

Crossing \$ 650.98

Full-Time Police \$ 99,329.15

Full-Time Non-sworn \$ 21,841.04

Public Works Department \$ 62,029.76

Fire Department \$ 3,836.36

Component One \$ 3,836.36

Component Two \$ -

Police 1925 Pensions \$ -

Payday: **9-Oct-2020**