


Agenda
Thirty-sixth Regular or Special Meeting
of the Twenty-Ninth Town Council of Highland
Regular Meeting of Monday, April 12, 2021 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 21-08, allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the
 duration of the emergency, through to April 30.

People may observe and record the meeting for live streaming by joining the meeting on the Zoom platform <https://zoom.us/j/93968389817?pwd=SXBWbWw1Y3puNWE5dURGTHJlBdUFUd09>

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 939 6838 9817, password (code): 517359.

Prayer:	Thomas Tom Black
Pledge of Allegiance:	Thomas Tom Black
Roll Call:	Bernie Zemen
	Mark A. Herak
A GREAT PLACE TO CALL HOME	Mark J. Schocke
	Thomas (Tom) Black
	Roger Sheeman

Minutes of Previous Session:	Minutes of the Regular Meeting of 22 March 2021.
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Special Orders:	<ol style="list-style-type: none"> 1. Consideration of Proposed Additional Appropriations: (controlled funds) Proposed Additional Appropriations in Excess of the 2021 Budget for the several departments of the Corporation General Fund in the amount \$713,303, the Municipal Cumulative Capital Development Fund in the amount of \$75,000, and the Parks and Recreation Special Operating (General) Fund) in the amount of \$12,767. <ol style="list-style-type: none"> (a) Attorney verification of Proofs of Publication: The TIMES 01 April 2021. (b) Public Hearing. (c) Action on Appropriation Enactment No. 2021-12: An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the several departments of the Corporation General Fund, the Municipal Cumulative Capital Development Fund, and the Parks and Recreation Special Operating (General) Fund), all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.
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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.

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2. **Consideration of Proposed Additional Appropriations:** (non-controlled funds): Proposed Additional Appropriations in Excess of the 2021 Budget for the Special Public Safety Fund in the amount of \$10,000, the Municipal Cumulative Street Fund in the amount of \$40,000 and the Law Enforcement Continuing Education and Supply Fund, in the amount of \$32,500.
 - (a) Attorney verification of Proofs of Publication: The TIMES 01 April 2021.
 - (b) **Public Hearing.**
 - (c) Action on **Appropriation Enactment No. 2021-13:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for Special Public Safety Fund, the Municipal Cumulative Street Fund, and the Law Enforcement Continuing Education and Supply Fund,, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

3. **Further Consideration of the Determination by the Town Council as the Designating Body of Noncompliance:** At the plenary meeting of March 8, 2021, the Town Council reviewed the statement of benefits filed by DEMAND RESULTS, LLC, and determined that (1) property owner did not substantially comply with its statement of benefits and that the failure to substantially comply was not caused by factors beyond the control of the property owner. Pursuant to I.C. 6-1.1-12.1-5.9, notice in the form of a letter was sent including the following:
 - (a) (i) *The current number of employees is less than what was originally estimated. Actual number of employees is 27. Estimated number of employees is 34.*
 - (ii) *Number of employees retained is less than what was originally estimated. Actual number of employees retained is 25. Estimated number of employees retained is 34.*
 - (iii) *Number of additional employees is less than what was originally estimated. Actual number of additional employees is 2. Estimated number of additional employees over three years is 16.*

- (b) Hearing to further consider the property owner’s compliance with the statement of benefits.

Based on the information by the property owner and other interested parties, the designating body shall again determine whether the property owner has made reasonable efforts to substantially comply with the statement of benefits and whether any failure to substantially comply was caused by factors beyond the control of the property owner.

*If the designating body determines that the property owner **has not made reasonable efforts to comply with the statement of benefits**, the designating body shall adopt a resolution terminating the property owner’s deduction... If the designating body adopts such a resolution, the deduction does not apply to the next installment of property taxes owed by the property owner or to any subsequent installment of property taxes.*

A property owner whose deduction is terminated by the designating body may appeal the designating body’s decision by filing a complaint in the office of the clerk of the circuit or superior court together with a bond conditioned to pay the costs of the appeal if the appeal is determined against the property owner.

(If needed a resolution will be prepared for the Town Council to comply with IC 6-1.1-12.1-5.9)

**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.

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.

Staff Reports:

- Building & Inspection Report for March 2021.
- Fire Department Report for March 2021.
- Workplace Safety Report for March 2021.

Appointments:

(Appointments have been placed on agenda in case there is readiness to act)

Legislative Appointments

Home Rule Commissions

2. **Main Street Bureau Board:** (17) appointments to be made by the Town Council. Term: Two years ending 1 Jan 2023. *There is currently 1 of the 17 in place and serving. Currently serving is Teri Yovkovich. (Hold until there is readiness.)*
3. **Community Events Commission Multi-year positions:** (2) appointments to be made by the Town Council. **Term: 4 years.**
 - One vacancy of term expires on 1 Jan 2025.
 - One vacant post the term of which expires 1 January 2022(unexpired term)

Single year positions:(2) appointments to be made by the Town Council.

Term: 1 year.

- One position the term expiring on 1 January 2022
 - One position the term expiring on 1 January 2022
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Unfinished Business & General Orders:

1. **Proposed Ordinance No. 1728:** An Ordinance to Amend the Highland Municipal Code Enacting a New Section 3.45.130 Creating American Rescue Plan Grant Fund.

2. **Resolution No. 2021-14:** A Resolution Authorizing And Establishing A Second Reopening Policy.
3. **Works Board Order No. 2021-11:** A Joint Resolution of the Board of Works, Water Works Board, and the Sanitary Board Accepting and Approving a Proposal from NIES Engineering, Inc. for Professional Design Engineering Services For the 3500 Block of Jewett Avenue Water Main Replacement and Street Improvement Project in the Total Amount of \$48,000.00.
4. **Action to approve appointment or employment of full-time employee, pursuant to Section §3.03 of the Compensation and Benefits Ordinance.**
Public Works Director recommends the following:

(A) *The hiring of Sandra McKnight, to the full-time position of Dispatch Clerk in Public Works Department (Agency) at a rate of pay of \$17.38 per hour. This will not increase the full-time workforce greater than the authorized work force strength.*

NEW BUSINESS:

Comments or Remarks from the Town Council: (Good of the Order)	Councilor Bernie Zemen
	Councilor Mark Herak
	Councilor Mark Schocke
	Councilor Thomas Black
	Councilor Roger Sheeman

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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 March 23, 2021 to April 12, 2021 in the amount of \$1,459,185.22 . Payroll Dockets for the paydays of March 12, 2021 in the amount of \$222,659.54 and of March 26, 2021 in the amount of \$298,964.83 .
ADJOURNMENT	The Town Council may meet in study session immediately following the Regular Meeting. <i>Posted pursuant to IC 5-14-1.5-4(a)</i>

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**Enrolled Minutes of the Thirty-Fifth Regular or Special Meeting
For the Twenty-Ninth Highland Town Council
Regular Plenary Meeting (Electronic)
Monday, March 22, 2021.**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, March 22, 2021 at 6:30 O'clock P.M. in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

**Special note:* This special meeting was convened allowing members of the Town Council to participate electronically without being physically present, to be counted in the quorum and able to simultaneously listen and respond to matters taken up in the meeting, all pursuant to Governor Holcomb's Executive Orders 20-04 and 20-09, extended by Executive Order No. 21-05 allowing meetings to be convened pursuant to IC 5-14-1.5-3.6 for the duration of the Corona Virus COVID 19 Emergency. All members of the Town Council participated electronically with the Clerk-Treasurer participating as well. The electronic platform also allowed the public to observe and participate from on-line access.

The Town Council President, Roger Sheeman presided. The Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Councilor Mark Schocke leading in the Pledge of Allegiance to the Flag of the United States of America.

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

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

Also present: Edward Dabrowski of the Board of Waterworks Directors; Robyn Radford of the Redevelopment Commission; and Ed Dabrowski as IT (Contract) Director (all electronically) were also present.

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

Minutes of the Previous Meeting: The minutes of the regular meeting of March 8, 2021 was submitted for consideration. Councilor Zemen moved the approval of the minutes. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The minutes of the regular meeting of March 8, 2021 were approved.

Special Orders:

1. **Advisory Board of Zoning Appeals Docket:** Petition for a **Use Variance** for property located 2635 45th Avenue, **Highland**, to allow the petitioner to operate and expand existing a **child daycare facility**. This is not a listed, permitted use in this zoned district. The property is currently zoned as B-1 Neighborhood Business District. Petitioners: **Steven and Jacqueline Keller**, 2017 Azalea, Highland. (*Existing business. The petition supports expansion*)

The Advisory Board of Zoning Appeals by a vote of four (4) in favor and zero (0) opposed acted to **favorably recommend the request for the use variance** for the property. The ABZA acted at its meeting of 24 February 2021. The findings of fact

were memorialized and are expected to be approved by the board in written form at its meeting of 24 March 2021. (90 days ends 25 May 2021).

*Pursuant to IC 36-7-4-918.6, the Town Council may **accept the favorable recommendation** and GRANT the requested use variance or it may **reject (over rule) the favorable recommendation** and DENY the use variance. If **not** acted upon by the Town Council within 90 days after the ABZA makes its recommendation, the action of the Advisory Board of Zoning Appeals stands.*

(A) *Opportunity for Comment.* The petitioner, Jaqueline Keller was present electronically and again urged the approval of the use variance.

(B) *Action on the Recommendation.* Councilor Herak moved to accept the recommendation of the Advisory Board of Zoning Appeals and grant the use variance. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The use variance was granted.

2. **Advisory Board of Zoning Appeals Docket:** Petition for a **Use Variance** for property located 8542 Henry Street, **Highland**, to allow the petitioner to continue to the property and the existing structure as a **single family use**. This is currently a **legal, non-conforming use**. The property is currently zoned as B-2 Central Business District. Petitioner: **Alexander Momcilovic, Highland**. (Existing business. The petition supports expansion)

The Advisory Board of Zoning Appeals by a vote of four (4) in favor and zero (0) opposed acted to **favorably recommend the request for the use variance** for the property. The ABZA acted at its meeting of 24 February 2021. The findings of fact were memorialized and are expected to be approved by the board in written form at its meeting of 24 March 2021. (90 days ends 25 May 2021).

*Pursuant to IC 36-7-4-918.6, the Town Council may **accept the favorable recommendation** and GRANT the requested use variance or it may **reject (over rule) the favorable recommendation** and DENY the use variance. If **not** acted upon by the Town Council within 90 days after the ABZA makes its recommendation, the action of the Advisory Board of Zoning Appeals stands.*

(A) *Opportunity for Comment.* The petitioner, Alexander Momcilovic, was present electronically and urged the approval of the use variance. He noted that he was pursuing this at the urging of his Bank as he was refinancing the property and the bank really insisted on this approval, given the existing zoning.

(B) *Action on the Recommendation.* Councilor Herak moved to accept the recommendation of the Advisory Board of Zoning Appeals and grant the use variance. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The use variance was granted.

Comments from the Public or Visitors:

1. Larry Kondrat, Highland, said asked about the several proposed additional appropriations listed in the proposed notice of public hearing that would be taken up later in the meeting.

The Town Attorney reminded Mr. Kondrat that this portion of the agenda was not a public hearing and was arranged for comments and not so much to posing questions.

Mr. Kondrat asked about a leaking roof for the Town Hall but was advised that it had been repaired.

Appointments:

Executive Appointments (May be made in meeting or at another time)

Home Rule Boards and Commissions

1. **Tree Board Chairperson.** The Town Council President also appoints the Chairperson to be selected from the membership of the board. (See HMC Section 8.25.030 (C)) (Formerly held by Bill Vargo.)

The Town Council President appointed James Colias, a member of the Tree Board as its chairperson, pursuant to HMC Section 8.25.030(C).

Unfinished Business and General Orders:

1. **Resolution No. 2021-11:** 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 I.C. 6-1.1-18-6.

Councilor Herak moved the passage and adoption of Resolution No. 2021-11. 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. 2021-11

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 I.C. 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:

MUNICIPALITY CUMULATIVE CAPITAL DEVELOPMENT FUND

Reduce Account:		
055-0000-43009 COMPUTER/PRINTERS		\$ 28,000.00
	Total 400 Series Decreases:	\$ 28,000.00
Increase Account:		
055-0000-39004 APPLICATION SOFTWARE		\$ 28,000.00
	Total 200 Series Increases:	\$ 28,000.00
Total of Fund Decreases:		\$ 28,000.00
Total of Fund Increases:		\$ 28,000.00

DULY RESOLVED and ADOPTED this 22nd Day of March 2021 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/ Roger Sheeman, 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. Works Board Order No. 2021-04:** An Order Of The Works Board Approving The Agreement To Acquire And Licensing And For Services With BS&A Software, Inc. In Support of Its Software For Community Development Module To Be Used By The Building And Inspection Department of Town of Highland.

Councilor Black moved the passage and adoption of Works Board Order No. 2021-04. Councilor Schocke seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

TOWN OF HIGHLAND
BOARD OF WORKS
ORDER OF THE WORKS BOARD 2021-04

AN ORDER OF THE WORKS BOARD APPROVING THE AGREEMENT TO ACQUIRE AND LICENSING AND FOR SERVICES WITH BS&A SOFTWARE, INC. IN SUPPORT OF ITS SOFTWARE FOR COMMUNITY DEVELOPMENT MODULE TO BE USED BY THE BUILDING AND INSPECTION DEPARTMENT OF TOWN OF HIGHLAND

WHEREAS, The Building and Inspection Department determined a need to acquire new software to support the administration of the building code, zoning code and regulatory code enforcement responsibilities of the department;

WHEREAS, The Building Commissioner in consultation with the IT Director (Contact) favorably noted that the existing BS&A Software that powers general ledger, payroll, special assessments, business and animal licensing, utility billing and associated accounting systems *according to the municipality's reasonable requirements*, also has a compatible module that well supports the administration of the building code, zoning code and regulatory code enforcement responsibilities of the department, according to the municipality's reasonable requirements;

WHEREAS, Following further due diligence, the Clerk-Treasurer recommended, *BS&A Software*, as having acquitted itself as the sole vendor best able and most likely to provide *according to the municipality's reasonable requirements*, high quality general ledger, payroll, special assessments, utility billing and associated accounting systems that would also support the preparation of the Comprehensive Annual Financial Report, provide greater flexibility, and support certain transparency objectives related to financial, budgetary and contract information;

WHEREAS, Based upon the foregoing, the Town Council approved the acquisition and licensing agreement with *BS&A Software* by the passage and adoption of Works Board Order No. 2013-20 on the 8th of April 2013;

WHEREAS, Still further, based upon the foregoing, the Town Council approved the maintenance and support agreement with *BS&A Software* by the passage and adoption of Works Board Order No. 2014-37 on the 8th of December 2014;

WHEREAS, Following further due diligence, the Building Commissioner and IT Director (Contact) recommended, *BS&A Software Community Development Module*, as having acquitted itself as the sole vendor best able and most likely to provide *according to the municipality's reasonable requirements*, administration of the building code, zoning code and regulatory code enforcement responsibilities of the department;

WHEREAS, The *BS&A Software Module initial acquisition and licensing price is greater than \$15,000* and pursuant to Section 3.05.040 (C) as well as Section 03.05.050 (B) of the Highland Municipal Code requires the express approval of the purchasing agency;

WHEREAS, Section 3.05.030 (A) of the Highland Municipal Code provides that the Town Council as the Works Board of the municipality, shall serve as the purchasing agency for the municipality and its executive departments;

WHEREAS, Section 3.05.050(D)(3) of the Highland Municipal Code still further provides that the Building Commissioner or his/her designee is the purchasing agent for the Building and Inspection Department; and,

WHEREAS, The Town Council, acting as the Works Board for the Town of Highland now desires to approve and authorize the acquisition a, installation and maintenance agreement with BS&A Software for its Community Development Module and to further authorize the Building Commissioner to complete the renewal pursuant to the terms stated herein,

NOW, THEREFORE, BE IT HEREBY ORDERED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA ACTING AS THE WORKS BOARD OF THE MUNICIPALITY AS FOLLOWS:

Section 1. That the acquisition, installation and support and maintenance agreement with BS&A Software, 14965 Abbey Lane, Bath, Michigan 48808, first approved by the Town Council by its adoption of Works Board Order No. 2013-20 on the 8th of April 2013 is hereby affirmed and approved in all respects;

Section 2. That the Town Council as the works board, hereby finds and determines that the vendor constitutes a single source that meets the municipality's reasonable requirements for software and data processing, and thereby eligible for special purchasing methods, pursuant to Section 3.05.065 (H) of the Highland Municipal Code and I.C. 5-22-10;

Section 3. That the Community Development Module in the BS &A Software is approved and authorized for acquisition according to the terms of the proposal, incorporated herein as an exhibit;

Section 4. That the following fees and services as set forth in the agreement with BS&A Software, which constitutes the installation, conversion, training and activation for the Community Development Module, carrying a prices that are hereby found and determined to be reasonable and fair, are hereby approved and allocated as follows:

(A) For licensing, installation of the applications associated with the Community Development module, fees which shall not exceed in the amount of fifteen thousand, six hundred twenty dollars (\$15,620.00) for the Building Department component and shall not exceed the amount of six thousand, five hundred sixty dollars (\$5,560) for the Field Inspection component;

(B) For licensing, installation of the applications associated with the Community Development module, fees which shall not exceed in the amount of nine thousand, eight hundred forty dollars (\$9,840.00) for the On-line permitting component;

(C) For data conversions and database set-up associated with the Community Development module, fees which shall not exceed in the amount of thirteen thousand, two hundred seventy-five dollars (\$13,275.00);

(D) For custom importing services associated with the Community Development module, fees which shall not exceed in the amount of one thousand, five hundred dollars (\$1,500.00);

(E) For project management implementation, planning and training services associated with the Community Development module, fees which shall not exceed in the amount of twenty-two thousand, seven hundred fifty dollars (\$22,750.00); all fees in the total amount of sixty-nine thousand, five hundred forty-five dollars (\$69,545.00) and travel fees;

Section 5. That the Town Council further finds and determines there is now or will be sufficient and available appropriations and cash balances on credit to the Information and Communications Technology Fund and the Municipal Cumulative Capital Development Fund to support the payments under the terms of the proposed agreement and authorizes the proper expenditures from these funds, all pursuant to I.C. 5-22-17-3(e);

Section 6. That the Building Commissioner as purchasing agent is authorized to execute such documents, cause such publications, and schedule such hearings as may be necessary or desirable to carry out the purposes of this order.

BE IT SO ORDERED

DULY, PASSED, ADOPTED, AND ORDERED by the Town Council of the Town of Highland, Lake County, Indiana this 22nd day of March 2021 having passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

/s/ Roger Sheeman, 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)

Exhibit Agreement

Proposal for Software and Services, Presented to...
Town of Highland, Lake County IN
October 20, 2020
Quoted by: Dan J. Burns, CPA



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

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

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

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

Cost Summary

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

Applications

Community Development

Building Department .NET	\$15,620
Field Inspection .NET	\$6,560

BS&A Online

Community Development Permit Application Feature - Enables contractors and the general public to submit permit applications online (A fee of \$2/application is accumulated and billed to the municipality).	\$9,840
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Subtotal \$32,020

Data Conversions/Database Setup

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

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

Custom Import

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

Services Include:

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

\$7,750

Implementation and Training

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

Services Include:

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

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



Cost Totals

Not including Annual Service Fees

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

Payment Schedule

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



Annual Service Fees

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

Community Development	
Building Department .NET	\$3,125
Field Inspection .NET	\$1,310
BS&A Online	
Community Development:	\$1,970
Total Annual Service Fees	\$6,405

Additional Information

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

Additional Training - Building Department Report Designer

Most of our Building Department customers heavily use our Report Designer, which is included free with the program. Report Designer Training is not included in the training quoted on this proposal and is highly recommended. You may attend a class at our office in Bath Township, or we can train at your location. Report Designer Training is typically completed in one day.

Please check the option you are interested in. Report Designer Training will be scheduled after successful implementation and training of your Building Department software.

- Classroom training, \$205/person/day
- On-site training (unlimited attendees), \$1,000/day, travel not included

BS&A Online

Connection Requirements

BS&A Online requires a high-speed internet connection (cable modem or DSL).

Payment Processing Requirements

Acceptance of online payments requires a contract with one of BS&A's approved Online Credit Card Processing companies. Please visit <https://www.bsasoftware.com/solutions/bsaonline/public-records-search/> for information.

Acceptance

Signature constitutes...

1. An order for products and services as quoted
Quoted prices do not include Program Customization, training beyond the estimated number of days, or recommended Bank Reconciliation Consultation
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

Signature

Date

BS&A PLEDGE. We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

Returning Accepted Proposal to BS&A

Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:

Mail: BS&A Software
14965 Abbey Lane
Bath, MI 48808

Fax: (517) 641-8960

Email: dburns@bssoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.

3. **Works Board Order No. 2021-05:** An Order of the Works Board Offering, Authorizing and Approving an Extension to the Contract between the Town of Highland and Walsh & Kelly, Incorporated for Materials and Services – Asphalt Work through December 31, 2021, all Pursuant to Indiana Code 5-22 *et Seq.* and Chapter 3.05 of the Highland Purchase Code.

Councilor Herak moved the passage and adoption of Works Board Order No. 2021-05. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

TOWN of HIGHLAND
BOARD OF WORKS
ORDER of WORKS BOARD NO. 2021-05

AN ORDER of the WORKS BOARD OFFERING, AUTHORIZING and APPROVING AN EXTENSION to the CONTRACT BETWEEN THE TOWN OF HIGHLAND AND WALSH & KELLY, INCORPORATED for MATERIALS and SERVICES – ASPHALT WORK through DECEMBER 31, 2021, ALL PURSUANT TO INDIANA CODE 5-22 ET SEQ. and CHAPTER 3.05 of the HIGHLAND PURCHASE CODE

Whereas, The Town of Highland did receive bids on March 22, 2019 for Road Materials and Services, which included asphaltting work and associated services, pursuant to IC 5-22 *et seq.* and on April 8th, 2019, the Town Council for the Town of Highland accepted and awarded a bid for several items of asphaltting work to Walsh & Kelly, Incorporated, as the lowest responsible and responsive bid; and

Whereas, in subsequent years from the bid award, the Town of Highland had annually offered Walsh & Kelly, Incorporated an extension of the contract for asphaltting work, at the same term and conditions of the initial contract, through December 31, 2020, which Walsh & Kelly, Incorporated had accepted; and

Whereas, Walsh & Kelly, Incorporated has expressed interest, through a letter dated November 3, 2020, attached hereto, to extend the current contract for an additional year at the same terms and conditions for Road Materials and Services, asphaltting work;

Whereas, Walsh & Kelly, Incorporated has demonstrated professional competence and qualifications to perform the particular asphaltting work for the Town of Highland and it has been determined that extending the current contract will realize a cost and time savings for mutual benefit of the both parties; and

Whereas, The Town Council for the Town of Highland, pursuant to IC 5-22-17-4, now wishes to offer a contract extension to Walsh & Kelly, Incorporated, through December 31, 2021, for Road Materials and Services – Asphaltting work, under the original terms, conditions and prices as the original contract (1-year),

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

Section 1. That the Director of Public Works is hereby ordered to offer contract an extension to Walsh & Kelly, Inc. for Road Materials and Services – Asphaltting Work under the same terms, conditions, and prices for the period January 1, 2021 through December 31, 2021;

Section 2. That, if accepted, the Director of Public Works be authorized to execute the Contract Extension with his signature as attested thereto by the Clerk Treasurer.

Be it So Ordered

DULY, PASSED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 22nd day of March 2021 having passed by a vote of 5 in favor and 1 opposed.

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

/s/ Roger Sheeman, 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)

- 4. Works Board Order No. 2021-06:** An Order of the Works Board Offering, Authorizing and Approving an Extension to the Contract between the Town of Highland and Reith-Riley Construction Co., Incorporated for Materials and Services – Styrelf Fiber Cold Mix and Sand or Equal (FOB plant) through December 31, 2021, all Pursuant to Indiana Code 5-22-17-4 *et Seq.* and §31.18 of the Highland Purchase Code.

Councilor Black moved the passage and adoption of Works Board Order No. 2021-06. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**TOWN of HIGHLAND
BOARD OF WORKS
ORDER of WORKS BOARD No. 2021-06**

AN ORDER of the WORKS BOARD OFFERING, AUTHORIZING and APPROVING AN EXTENSION to the CONTRACT BETWEEN THE TOWN OF HIGHLAND AND REITH-RILEY CONSTRUCTION CO., INCORPORATED for MATERIALS and SERVICES – STYRELF FIBER COLD MIX AND SAND OR EQUAL (FOB PLANT) through DECEMBER 31, 2021, ALL PURSUANT TO INDIANA CODE 5-22-17-4 ET SEQ. and CHAPTER 3.05 of the HIGHLAND PURCHASE CODE

Whereas, The Town of Highland did receive bids on March 22, 2019 for Road Materials and Services, which included Styrelf fiber cold mix and sand or equal (FOB plant), pursuant to IC 5-22 *et seq.* and on April 8, 2019, the Town Council for the Town of Highland accepted and awarded a bid for Styrelf fiber cold mix and sand or equal (FOB plant) to Reith-Riley Construction Co., Incorporated, as the lowest responsible and responsive bid; and

Whereas, in subsequent years from the bid award, the Town of Highland had annually offered Reith-Riley Construction Co., Incorporated an extension of the contract for Styrelf fiber cold mix and sand or equal

(FOB plant), at the same term and conditions of the initial contract, through December 31, 2020, which Reith-Riley Construction Co., Incorporated had accepted; and

Whereas, Reith-Riley Construction Co., Incorporated has expressed interest, through a letter dated February 8th, 2021, attached hereto, to extend the current contract for an additional year at the same terms and conditions for Road Materials and Services, Styrelf fiber cold mix and sand or equal (FOB plant);

Whereas, Reith-Riley Construction Co., Incorporated has demonstrated professional competence and qualifications to supply the Styrelf fiber cold mix and sand or equal (FOB plant) for the Town of Highland and it has been determined that extending the current contract will realize a cost and time savings for mutual benefit of both parties; and

Whereas, The Town Council for the Town of Highland, pursuant to IC 5-22-17-4, now wishes to offer a contract extension to Reith-Riley Construction Co., Incorporated, through December 31, 2021, for Road Materials and Services – Styrelf fiber cold mix and sand or equal (FOB plant), under the original terms, conditions and prices as the original contract (1-year).

Now Therefore Be it Ordered by the Town Council of the Town of Highland, Lake County, Indiana,

Section 1. That the Director of Public Works is hereby ordered to offer contract an extension to Reith-Riley Construction Co., Inc. for Road Materials and Services – Styrelf fiber cold mix and sand or equal (FOB plant) under the same terms, conditions, and prices for the period January 1, 2021 through December 31, 2021;

Section 2. That, if accepted, the Director of Public Works be authorized to execute the Contract Extension with his signature as attested thereto by the Clerk Treasurer.

Be it So Ordered

DULY, PASSED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 22nd day of March 2021 having passed by a vote of 5 in favor and 0 opposed.

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

/s/ Roger Sheeman, 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)

- 5. Works Board Order No. 2021-07:** An Order of the Works Board Offering, Authorizing and Approving an Extension to the Contract between the Town of Highland and Krooswyk Trucking & Excavating for Materials and Services – Limestone (delivered) through December 31, 2021, all Pursuant to Indiana Code 5-22 *et Seq.* and §31.18 of the Highland Purchase Code.

Councilor Zemen moved the passage and adoption of Works Board Order No. 2021-07. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

It was noted by Councilor Schocke that Mr. Krooswyk of Krooswyk trucking also serves on the Town Board of Metropolitan Police Commissioners and the Tree Board.

**TOWN of HIGHLAND
BOARD OF WORKS
ORDER of WORKS BOARD NO. 2021-07**

AN ORDER of the WORKS BOARD OFFERING, AUTHORIZING and APPROVING AN EXTENSION to the CONTRACT BETWEEN THE TOWN OF HIGHLAND AND KROOSWYK TRUCKING & EXCAVATING for MATERIALS and SERVICES – LIMESTONE (DELIVERED) through DECEMBER 31, 2021, ALL PURSUANT TO INDIANA CODE 5-22 ET SEQ. and CHAPTER 3.05 of the HIGHLAND PURCHASE CODE

Whereas, The Town of Highland did receive bids on March 22, 2019 for Road Materials and Services, which included Limestone (delivered), pursuant to IC 5-22 *et seq.* and on April 8, 2019, the Town Council for the Town of Highland accepted and awarded a bid for Limestone (delivered) to Krooswyk Trucking & Excavating, as the lowest responsible and responsive bid; and

Whereas, in subsequent years from the bid award, the Town of Highland had annually offered Krooswyk Trucking & Excavating an extension of the contract for Limestone (delivered), at the same term and conditions of the initial contract, through December 31, 2020, which Krooswyk Trucking & Excavating had accepted; and

Whereas, Krooswyk Trucking & Excavating has expressed interest, through a letter dated March 10th, 2021, attached hereto, to extend the current contract for an additional year at the same terms and conditions for Road Materials and Services, Limestone (delivered);

Whereas, Krooswyk Trucking & Excavating has demonstrated professional competence and qualifications to supply the Limestone (delivered) for the Town of Highland and it has been determined that extending the current contract will realize a cost and time savings for mutual benefit of the both parties; and

Whereas, The Town Council for the Town of Highland, pursuant to IC 5-22-17-4, now wishes to offer a contract extension to Krooswyk Trucking & Excavating, through December 31, 2021, for Road Materials and Services – Limestone (delivered), under the original terms, conditions and prices as the original contract (1-year).

Now Therefore Be it Ordered by the Town Council of the Town of Highland, Lake County, Indiana,

Section 1. That the Director of Public Works is hereby ordered to offer contract an extension to Krooswyk Trucking and Excavating for Road Materials and Services – Limestone (delivered) under the same terms, conditions, and prices for the period January 1, 2021 through December 31, 2021;

Section 2. That, if accepted, the Director of Public Works be authorized to execute the Contract Extension with his signature as attested thereto by the Clerk/Treasurer.

Be it So Ordered

DULY, PASSED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 22nd day of March 2021 having passed by a vote of 5 in favor and 0 opposed.

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

/s/ Roger Sheeman, 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)

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- 6. Works Board Order No. 2021-08:** An Order of the Works Board Offering, Authorizing and Approving an Extension to the Contract between the Town of Highland and H3, Incorporated for Materials and Services – Concrete Work through December 31, 2021, all Pursuant to Indiana Code 5-22 *et Seq.* and §31.18 of the Highland Purchase Code.

Councilor Herak moved the passage and adoption of Works Board Order No. 2021-08. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**TOWN of HIGHLAND
BOARD OF WORKS
ORDER of WORKS BOARD NO. 2021-08**

AN ORDER of the WORKS BOARD OFFERING, AUTHORIZING and APPROVING AN EXTENSION to the CONTRACT BETWEEN THE TOWN OF HIGHLAND AND H3, INCORPORATED for MATERIALS and SERVICES – CONCRETE WORK through DECEMBER 31, 2021, ALL PURSUANT TO INDIANA CODE 5-22 ET SEQ. and CHAPTER 3.05 of the HIGHLAND PURCHASE CODE

Whereas, The Town of Highland did receive bids on March 24, 2020 for Road Materials and Services, which included concrete work, pursuant to IC 5-22 *et seq.* and on April 13th, 2020, the Town Council for the Town of Highland accepted and awarded a bid for several items of concrete work to H3, Incorporated, as the lowest responsible and responsive bid; and

Whereas, H3, Incorporated has expressed interest, through a letter dated January 21, 2021, attached hereto, to extend the current contract for an additional year at the same terms and conditions for Road Materials and Services, Concrete Work;

Whereas, H3, Incorporated has demonstrated professional competence and qualifications to perform the particular concrete work for the Town of Highland and it has been determined that extending the current contract will realize a cost and time savings for mutual benefit of both parties; and

Whereas, The Town Council for the Town of Highland, pursuant to IC 5-22-17-4, now wishes to offer a contract extension to H3, Incorporated, through December 31, 2021, for Road Materials and Services – Concrete work, under the original terms, conditions and prices as the original contract (1-year).

Now Therefore Be it Ordered by the Town Council of the Town of Highland, Lake County, Indiana,

Section 1. That the Director of Public Works is hereby ordered to offer contract an extension to H3, Inc. for Road Materials and Services – Concrete Work under the same terms, conditions, and prices for the period January 1, 2021 through December 31, 2021;

Section 2. That, if accepted, the Director of Public Works be authorized to execute the Contract Extension with his signature as attested thereto by the Clerk Treasurer.

Be it So Ordered

DULY, PASSED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 22nd day of March 2021 having passed by a vote of 5 in favor and 0_ opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

Roger Sheeman, 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)

7. **Works Board Order No. 2021-09:** An Order of the Works Board Authorizing and Approving an Extension to the Contract between the Town of Highland and Deans Lawn & Landscaping for Downtown Highland Landscape Maintenance Services and Three (3) Welcome to Highland Sign Planters in the amount of \$34,390.00 for the year 2021, all Pursuant to Indiana Code 5-22 *et seq.* and Chapter 3.05 of the Highland Purchase Code.

Councilor Black moved the passage and adoption of Works Board Order No. 2021-09. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

TOWN of HIGHLAND
BOARD OF WORKS
ORDER of WORKS BOARD NO. 2021-09

AN ORDER of the WORKS BOARD AUTHORIZING and APPROVING AN EXTENSION to the CONTRACT BETWEEN THE TOWN OF HIGHLAND AND DEANS LAWN & LANDSCAPING for DOWNTOWN HIGHLAND LANDSCAPE MAINTENANCE SERVICES AND THREE (3) WELCOME TO HIGHLAND SIGN PLANTERS IN THE AMOUNT OF \$34,390.00 FOR THE YEAR 2021, ALL PURSUANT TO INDIANA CODE 5-22 *ET SEQ.* and CHAPTER 3.05 of the HIGHLAND PURCHASE CODE

Whereas, The Town of Highland did receive bids on March 20, 2020 for Landscape Maintenance Services in Downtown Highland and Three (3) Welcome to Highland Sign Planters pursuant to IC 5-22 *et seq.* and on April 13, 2020, the Town Council for the Town of Highland accepted and awarded a bid for landscape maintenance services Dean's Lawn & Landscaping, as the lowest responsible and responsive bid; and

Whereas, Dean's Lawn & Landscaping has expressed interest, through a letter dated January 20, 2021, attached hereto, to extend the current contract for an additional year at the same terms and conditions for landscape maintenance services;

Whereas, Deans Lawn & Landscaping has demonstrated professional competence and qualifications to perform the particular landscaping work for the Town of Highland and it has been determined that extending the current contract will realize a cost and time savings for mutual benefit of both parties; and

Whereas, The Town Council for the Town of Highland, pursuant to IC 5-22-17-4, now wishes to offer a contract extension to Deans Lawn & Landscaping, for the year 2021, for landscaping services for downtown Highland, under the original terms, conditions and prices as the original contract (1-year).

Now Therefore Be it Ordered by the Town Council of the Town of Highland, Lake County, Indiana,

Section 1. That the Director of Public Works is hereby ordered to offer a contract of extension to Deans Lawn & Landscaping for landscaping maintenance services under the same terms, conditions, and prices for the year 2021;

Section 2. That, if accepted, the Director of Public Works be authorized to execute the Contract Extension with his signature as attested thereto by the Clerk Treasurer.

Be it So Ordered

DULY, PASSED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 22nd day of March 2021 having passed by a vote of 5 in favor and 0 opposed.

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

/s/ Roger Sheeman, 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)

- 8. Works Board Order No. 2021-10: An Order of the Works Board Accepting the Proposal of Lounges Entertainment LLC Amending its Existing Agreement for Professional Entertainment and Stage Services for the Town of Highland, Associated with Independence Day Festivities, and to Comply with the Provisions of IC 22-5-1.7 et seq.**

Councilor Zemen moved the passage and adoption of Works Board Order No. 2021-10. Councilor Schocke seconded. Upon a roll call vote, there were four affirmatives and one negative. With Councilors Zemen, Herak, Schocke, and Sheeman voted in the affirmative, and Councilor Black voting in the negative, the motion passed. The order was adopted.

**Town of Highland
Board of Works**

Order of the Works Board 2021-10

AN ORDER OF THE WORKS BOARD ACCEPTING THE PROPOSAL OF LOUNGES ENTERTAINMENT LLC AMENDING ITS EXISTING AGREEMENT FOR PROFESSIONAL ENTERTAINMENT AND STAGE SERVICES FOR THE TOWN OF HIGHLAND, ASSOCIATED WITH INDEPENDENCE DAY FESTIVITIES, AND TO COMPLY WITH THE PROVISIONS OF IC 22-5-1.7 ET SEQ.

Whereas, The Town of Highland, as part of its exercise of public powers related to culture and recreation, generally conferred in IC 36-10-2, annually marks the anniversary of the Nation's declaration of Independence with appropriate festivals including live musical performance as entertainment;

Whereas, The *Tom Lounges Entertainment, LLC* has presented to the Community Events Commission a proposed an amendment to an existing agreement for professional entertainment and stage services for the Town of Highland to be conducted during the 2021 Independence Day Festival, that was approved by the Town Council with its passage and adoption of Works Board Order 2021-03 on March 8, 2021;

Whereas, The Community Events Commission favorably recommends to the purchasing agency, the approval of the proposed amendment to an existing agreement for professional entertainment and stage services for the Town of Highland to be conducted during the 2021 Independence Day Festival as submitted by Tom Lounges Entertainment, LLC;

Whereas, These professional services owing to their unique requirements and character, as a service, may be purchased in a manner that is determined to be reasonable, pursuant to Section 3.05.090 of the HMC and IC 5-22-6;

Whereas, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (A)(1) of the HMC serves as purchasing agency for the Municipality and its executive departments except those

executive departments which are expressly subject to the purchasing authority of a relevant governing board of jurisdiction;

Whereas, The amendment does not exceed the purchase code threshold but together with the existing agreement, the price exceeds \$15,000.00, pursuant to Section 3.05.040 (C) and Section 3.05.050(B)(3) of the HMC requires the express approval of the purchasing agency;

Whereas, The purchase of services will be supported by the several funds of the Town and there is sufficient appropriation or resources in order to support the purchase of services; and,

Whereas, The Town Council now desires to approve, authorize and allow the purchase of services pursuant to the terms stated herein,

Now Therefore Be it Ordered by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, as follows:

Section 1. That the proposal/agreement amendment for professional entertainment and stage services of **Tom Lounges Entertainment, LLC**, 104 Fraser Lane, Hobart, Indiana, 46342, prepared and presented by its principal, Tom Lounges, which includes providing appropriate stage production for the events booked, all entertainment booking, providing lighting, offering emcee services, contracting and artist payments and related services according to the written terms set forth in the agreement, for the *all the days of the event* is hereby accepted, approved and adopted in every respect, provided that **Tom Lounges Entertainment, LLC** complies with the provisions of IC 22-5-1.7 et seq., and completes the relevant portions of the attached exhibit styled as Addendum for e-verify;

Section 2. That the fees for performance of the services identified in the amendment to the existing proposal adding \$10,000 for the special performers to be booked for the annual Independence Day festival to be conducted on and around July 4th 2021, and production services, is found to be reasonable and fair;

Section 3. That the Town Council finds and determines that the manner of purchase for these professional services owing to their unique requirements and character as a service, are both reasonable and appropriate, pursuant to Section 3.05.090 of the HMC and IC 5-22-6;

Section 4. That any provisions regarding timing of payments shall be construed as progress payments and all payments must be processed and executed pursuant to IC 5-11-10-1.6;

Section 5. That the Clerk-Treasurer is hereby authorized to issue a purchase order, in the proper year, to **Tom Lounges Entertainment, LLC** and to execute all documents necessary to implement the purchase of services thereof;

Section 6. That the proper officers of the municipality are hereby authorized to identify the proper funds of the municipality that may be lawfully expended in order to support and implement the purchase of these services.

Be it so Ordered.

DULY, PASSED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 22nd day of March 2021 having passed by a vote of 4 in favor and 1 opposed.

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

/s/ Roger Sheeman, 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)

AMENDMENT TO 2021 ENTERTAINMENT SERVICES AGREEMENT

This amendment is now attached to and made part of a certain 2021 Entertainment Services Agreement by and between The Town of Highland and Tom Lounges Entertainment, LLC authorized on March 8, 2021 by both parties. The undersigned hereby mutually agree that the original Agreement shall be amended as follows:

1. The live music performance by The Ides of March proposed for the Sunday, July 4 2021 closing day of the Highland Fourth of July Festival will require the additional amount of \$10,000, the previously agreed upon budget increase needed to cover the cost of having the nationally known musical group appear at the 2021 festival.
2. Payments pertaining to this special increased budget amendment shall be made as follows: 50% of the agreed sum (\$5,000.00) is to be paid on or before March 26, 2021 to cover the required contract progress payment, which must accompany the signed and executed contract securing the group. The remaining balance (\$5000.00) is to be paid on or before, Saturday, July 3, 2021, 24-hours prior to the July 4, 2021 performance.
3. At the time of this amendment submission, a written offer to the artist's booking agency has been sent and acknowledged. The agency is drafting a formal contract for the date which is expected to be signed and returned along with a progress payment for \$5,000 by Tom Lounges Entertainment, LLC. While all is expected to move forward as planned and described above, should the contract not be issued in good faith as described above, the amendment amount of \$10,000 requested herein shall be returned to the Town of Highland, unless both parties agree to apply it towards another artist of the same caliber for that performance date.

Accepted by: The following representatives of both parties of this agreement.

Tom Lounges Entertainment, LLC

Town of Highland Representative:

Dated : _____

Dated: _____

9. **Conflict of Interest Disclosure Statement.** Action of the Town Council President as appointing authority to consider approval of an Annual Conflict of Interest Disclosure Statement filed by Christine Cash. who, is a Hotel Manager in Lake County. Ms. Cash is also Highland's appointment to the Lake County Convention and Visitors' Bureau Board of Directors. This filing is pursuant to IC 35-44-1-3.
 - (a) Action of the Town Council President as Municipal Executive or the appointing authority. The Town Council President announced his approval of the conflict disclosure statement.
 - (b) Town Council as the governing body of the governing entity to act to accept the disclosure form, if desired. Councilor Herak moved to approve in the conflict disclosure statement. Councilor Zemen seconded. Upon a roll call vote,

there were five affirmatives and no negatives. The motion passed. The form was approved in an open meeting.

The conflict form is on file with Office of the Clerk-Treasurer and filed with the Clerk of the Circuit Court as well as the State Board of Accounts.

10. **Authorizing the proper officer to publish legal notice of a public hearing:** Public Hearing to consider additional appropriations in the amount of **\$40,000** in the **Municipal Cumulative Street Fund** and in the amount of **\$713,303** in the **several Departments of the Corporation General Fund**, in the **Law Enforcement Continuing Education Fund** in the amount of **\$32,500**, in the **Special Public Safety Fund** in the amount of **\$10,000**, in the **Parks and Recreation Fund** in the amount of **\$12,767**, and in the **Municipal Cumulative Capital Development Fund**, the amount of **\$75,000**.

Councilor Herak moved to approve the publication of legal notice of a public hearing on the proposed additional appropriations as set forth. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The publication was authorized.

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

- **Councilor Bernie Zemen:** • *Fire Department, Liaison* • *Liaison to the Advisory Board of Zoning Appeals.*

Councilor Zemen acknowledged the Highland Parks and Recreation Superintendent who reported on staffing in the department including some hires to fill positions left vacant during the pandemic.

With leave from the Town Council, the Town Council President expressed praise for the recent 5 year master plan of the Parks and Recreation Department.

Councilor Zemen acknowledged the Highland Fire Chief who offered a cursory report on matters of the fire service.

Councilor Zemen praised the police department.

- **Councilor Mark Herak:** • *Budget and Finance Chair* • *Town Board of Metropolitan Police Commissioners, Liaison* • *Public Works Liaison* • *Economic Development Commission Liaison* • *Board of Sanitary Commissioners Liaison.*

Councilor Herak engaged in a colloquy with the Parks and Recreation Superintendent regarding the landscape architect used to inform the master plan.

Councilor Herak acknowledged the Public Works Director who offered a cursory report. It was noted that paper shredding day is June 5 and is just for Highland residents.

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

- **Councilor Mark Schocke:** *Park and Recreation Board Liaison* • *Liaison to the Tree Board.*

Councilor Schocke offered a survey report of activity related to the Tree Board, noting that work was underway for a possible Arbor Day event.

Councilor Schocke reported that the Community Events Commission was moving forward with plans for the Twilight Parade.

Councilor Schocke noted his desire to prepare an ordinance for the Town Council to consider imposing term limits. Councilor Schocke noted that he had conversed with Councilor Justin Elpers of the Evansville City Council. He further noted that Councilor Elpers had proposed such an ordinance in 2018 that the Evansville Common Council did not approve. Councilor Schocke noted his hope to invite him to talk to the Town Council about this at its study session.

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

Councilor Black, acknowledging the Public Works Director asking about the date of the Household Hazardous Waste Day for Highland. It was noted that it was August 21.

- **Councilor President Roger Sheeman:** *Town Executive • Chair of the Board of Police Pension Trustees • Chamber of Commerce Liaison • Liaison to the Community Events Commission • Information Technology Liaison • Redevelopment Commission Liaison.*

Town Council President reported on his efforts working with the Idea Factory, the website content provider on some new features that would make accessing the agenda and the packets for boards and commission meetings easier.

The Town Council President acknowledged the Redevelopment Director, who commented on the next downtown restaurant crawl and offered a modest survey of redevelopment activity. She also reported that the new lights for the downtown area along Highway Avenue would soon be installed.

The Town Council President reported that he expected the study session of April 5 to be an electronic meeting. He further indicated his intention that the meetings of the Town Council would be in person and hybrid beginning with the April 12 plenary meeting.

The Town Council President then noting that there was a concern about a staff level meeting raised in a previous meeting, asked to be allowed to read a portion of the Public Access Counselor Handbook and have it be placed into the minutes. There was an objection raised.

Motion to allow reading Placement in Minutes. Councilor Herak moved to permit the reading as described at that the portion read be placed into the minutes. Councilor Zemen seconded. Upon a roll call vote, there were three affirmatives and two negatives. With Councilors Zemen, Herak and Sheeman voting in the affirmative and Councilors Schocke and Black voting in the negative, the motion passed. The reading was permitted and the read portion would be memorialized in the minutes.

The Town Council President read the following excerpt from the Public Access Counselor Handbook on the Open Door Law (ODL) and the Access to Records law, styled as : *"What is not a Meeting."*

What is not a meeting?

"The ODL lists seven types of gatherings not considered "meetings." A meeting does not include the following:

... A gathering to discuss an industrial or a commercial prospect that does not include a conclusion as to recommendations, policy, decisions, or final action on the terms of a request or an offer of public financial resources;"

Comments from Visitors or Residents: (In person and electronically)

1. Larry Kondrat, Highland, asked why Councilor Schocke did not participate in the gathering to which the Town Council president referred in the Public Access Counselor's handbook.

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 March 9, 2021 through March 22, 2021 as well as to ratify the payroll docket for the payday of February 26 2021. 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, payroll dockets and other payments allowed in advance were ratified, and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

Vendors Accounts Payable Docket:

General Fund, \$307,858.41 Motor Vehicle Highway and Street (MVH) Fund, \$34,247.90; Local Road and Streets Fund, \$3,520.02; Law Enforcement Continuing Education and Training and Supply Fund, \$4,945.78; Gasoline Payment Agency Fund, \$20,128.68; Information Communications Technology Fund, \$6,448.40; Police Pension 1925 Fund, \$12,000.00; Municipal Cumulative Capital Development Fund, \$730.00; Traffic Violations and Law Enforcement Agency Fund, \$8,000.00; Gaming Revenue Sharing Fund, \$415.80; Total: \$398,249.99.

Payroll Docket for payday of February 26, 2021:

Council, Boards and Commissions, \$8,340.30; Office of Clerk-Treasurer, \$16,746.99 Building and Inspection Department, \$8,857.52; Metropolitan Police Department, \$119,752.51; Public Works Department (Agency), \$89,857.67; Fire Department, \$3,940.02; and 1925 Police Pension Plan Pension Fund, \$68,622.81; Total Payroll: \$316,117.82.

Adjournment of Plenary Meeting. Having completed all matters on the agenda, noting there was no further business before the Town Council, the Town Council President adjourned the meeting. The regular plenary meeting, convened electronically, of the Town Council for Monday, March 22, 2021 was adjourned at 7:55 O'clock p.m.

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

Approved by the Town Council at its meeting of _____, 2021.

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

Customer Ad Proof

60008515 TOWN OF HIGHLAND, CLERK TREASURER - LEGALS

Order Nbr 66420

Publication

The Times

Contact TOWN OF HIGHLAND, CLERK TREASURER -
Address 1 3333 RIDGE ROAD
Address 2
City St Zip HIGHLAND IN 46322
Phone 2198381080
Fax 2199725097

PO Number
Rate Legal
Order Price 42.00
Amount Paid 0.00
Amount Due 42.00

Section Legals
SubSection
Category 198 Legal - Lake County

Start/End Dates 04/01/2021 - 04/01/2021
Insertions 1
Size 89

Ad Key 66420-1
Keywords Notice Add'l Non-Ctrl 04.12.2021

Salesperson(s) Nicole Muscari
Taken By Nicol Zagarena

Notes

Ad Proof

Customer Ad Proof

60008515 TOWN OF HIGHLAND, CLERK TREASURER - LEGALS

Order Nbr 66420

**TOWN OF HIGHLAND
NOTICE TO TAXPAYERS OF
PROPOSED ADDITIONAL AP-
PROPRIATIONS**

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at 6:30 p.m. on the 12th day of April 2021, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

SPECIAL PUBLIC SAFETY FUND

Acct. No. 093-0000-3XXXX

DRONE TRAINING: \$10,000.00

Total Series: \$10,000.00

Fund Total: \$10,000.00

**MUNICIPAL CUMULATIVE
STREET FUND**

Acct. No. 088-0000-44010 Sidewalk

Replacement: \$40,000.00

Total Series: \$40,000.00

Fund Total: \$40,000.00

**LAW ENFORCEMENT CONTINU-
ING EDUCATION & SUPPLY
FUND**

Acct. No. 018-0000-3XXXXX Mem-

berships: \$7,500.00

Total Series \$7,500.00

Acct. No. 018-0000-4XXXXX K-9:

\$25,000.00

Total Series \$25,000.00

Fund Total: \$32,500.00

Funds to support these additional appropriations in the Special Public Safety Fund shall be from interest earnings, miscellaneous revenues, and fees charged and collected for special events and parades as authorized in HMC Section 10.15.050, and unobligated fund balance on deposit to the credit of the Fund.

Funds to support these additional appropriations in the Municipal Cumulative Street Fund shall be from interest earnings, contributions from participating from benefiting property holders benefitting from the sidewalk replacement program and unassigned fund balance on deposit to the credit of the Fund.

Funds to support these additional appropriations in the Law Enforcement Continuing Education and Supply Fund shall be from interest earnings, miscellaneous revenues, and fees charged and collected for accident report fees, motor vehicle inspection fees, law enforcement fees on moving violations, and gun permits as authorized in HMC Section 9.10.080, and unobligated fund balance on deposit to the credit of the Fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. Taxpayers are asked to contact the Office of the Clerk-Treasurer at (219) 838- 1080 to provide an email address to allow the Zoom platform information to be provided if the meeting is still being conducted electronically alone. You may also write to the Office of the Clerk-Treasurer if you have concerns. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance for its information and file.

TOWN COUNCIL of HIGHLAND

Roger Sheeman, President

By: Michael W. Griffin, IAMC/MMC

/CPFA/ACPFIM/CMO Clerk-

Treasurer

4/1-66420-hspaxlp

TOWN OF HIGHLAND

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at **6:30 p.m.** on the **12th day of April 2021**, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

CORPORATION GENERAL FUND

Police Department

Acct. 001-0009-4XXX Police Body Cams	\$ 150,000.00
Acct. 001-0009-4XXX Police Drone	\$ 15,000.00
Acct. 001-0009-4XXX Automobile Purchase	\$ 3,246.00
Total 400 Series:	\$ 168,246.00
Acct. 001-0009-3XXX Automobile Lease	\$ 5,300.00
Total 300 Series:	\$ 5,300.00
Acct. 001-0009-23004 Other Supplies	\$ 11,736.00
Acct. 001-0009-2XXX Bicycle Program	\$ 8,000.00
Total 200 Series:	\$ 19,736.00
Total for the Department:	\$ 193,282.00

Fire Department

Acct. 001-0007-4XXX Extraction Tool	\$ 13,700.00
Acct. 001-0007-4XXX SCBA compressor	\$ 75,000.00
Total 400 Series:	\$ 88,700.00
Acct. 001-0007-3XXX Target Solutions E Learning	\$ 3,500.00
Total 300 Series:	\$ 3,500.00
Acct. 001-0007-23004 Other Supplies	\$ 5,917.00
Acct. 001-0007-2300X Rapid Intervention Kits (2)	\$ 13,700.00
Acct. 001-0007-23006 Active Shooter PPE Supplies	\$ 10,500.00
Acct. 001-0007-2300X Thermal Imagers (5)	\$ 37,500.00
Total 200 Series:	\$ 61,700.00
Acct. 001-0007-11114 Training/MTG Compensation	\$ 17,500.00
Total 100 Series:	\$ 17,500.00
Total for the Department:	\$ 177,317.00

Works Board and Services Department

Acct. 001-0011-3XXX Transfer for Community Crossings	\$ 250,000.00
Acct. 001-0011-3XXX Transfer for OTHER FUNDS	\$ 28,637.00
Acct. 001-0011-3XXX Transfer to Park & Rec Fund	\$ 12,767.00
Total 3000 Series:	\$ 291,404.00
Acct. 001-0011-4XXX LED MESSAGE SIGNS	\$ 34,000.00
Total 400 Series:	\$ 34,000.00
Total for the Department:	\$ 325,404.00

Town Hall and Monuments Department

Acct. 001-0012-36003 Building Repair & Maintenance	\$ 17,300.00
Total 300 Series:	\$ 17,303.00
Total for the Department:	\$ 17,303.00
TOTAL for the FUND:	\$ 713,303.00

MUNICIPAL CUMULATIVE CAPITAL DEVELOPMENT FUND

Acct. 001-0000-39004 Application Software	\$ 22,000.00
Acct. 001-0000-39006 Software Training	\$ 25,000.00
Total 300 Series:	\$ 47,000.00
Acct. 001-0000-43009 Computers/Printers	\$ 28,000.00
Total 400 Series:	\$ 28,000.00
TOTAL for the FUND:	\$ 75,000.00

PARKS AND RECREATION SPECIAL OPERATING (GENERAL) FUND

Acct. 006-0000-21005 Lincoln Center Supplies	\$ 12,767.00
Total 200 Series:	\$ 12,767.00
TOTAL for the FUND:	\$ 12,767.00

Funds to support these additional appropriations in the **Corporation General Fund** shall be supported by the reimbursement from the United States Government CARES Act proceeds as distributed by Lake County Community Development Department and the State of Indiana Finance Authority.

Funds to support these additional appropriations in the **Parks and Recreation Special Operating (General) Fund** shall be supported by as transfer from the Corporation General Fund funded by the reimbursement from the United States Government CARES Act proceeds as distributed by the State of Indiana Finance Authority.

Funds to support these additional appropriations in the **Municipal Cumulative Capital Development Fund** shall be supported by miscellaneous revenue, unreserved unobligated fund balance on deposit to the credit of the fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. Taxpayers are asked to contact the Office of the Clerk-Treasurer at (219) 838-1080 to provide an email address to allow the Zoom platform information to be provided if the meeting is still being conducted electronically alone. You may also write to the Office of the Clerk-Treasurer if you have concerns. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its review. The Department of Local Government Finance shall make a written determination of the sufficiency of funds within fifteen days of receipt of a certified copy of the action taken.

TOWN COUNCIL of HIGHLAND

Roger Sheeman, President

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

**TOWN OF HIGHLAND
 APPROPRIATION ENACTMENT
 ENACTMENT NO. 2021-12**

An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Several Departments of the Corporation General Fund, the Municipal Cumulative Capital Development Fund, and for the Parks and Recreation Special Operating (General) Fund, all pursuant to I.C. 6-1.1-18, I.C. 36-5-3-5, et seq.

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **several departments of the Corporation General Fund, the Municipal Cumulative Capital Development Fund, and for the Parks and Recreation Special Operating (General) Fund;**

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

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

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

CORPORATION GENERAL FUND

Police Department

Acct. 001-0009-4XXX Police Body Cams	\$ 150,000.00
Acct. 001-0009-4XXX Police Drone	\$ 15,000.00
Acct. 001-0009-4XXX Automobile Purchase	<u>\$ 3,246.00</u>
Total 400 Series:	\$ 168,246.00
Acct. 001-0009-3XXX Automobile Lease	<u>\$ 5,300.00</u>
Total 300 Series:	\$ 5,300.00
Acct. 001-0009-23004 Other Supplies	\$ 11,736.00
Acct. 001-0009-2XXX Bicycle Program	<u>\$ 8,000.00</u>
Total 200 Series:	\$ 19,736.00
 Total for the Department:	 \$ 193,282.00

Fire Department

Acct. 001-0007-4XXX Extraction Tool	\$ 13,700.00
Acct. 001-0007-4XXX SCBA compressor	<u>\$ 75,000.00</u>
Total 400 Series:	\$ 88,700.00

Acct. 001-0007-3XXX Target Solutions E Learning	\$ 3,500.00
Total 300 Series:	\$ 3,500.00
Acct. 001-0007-23004 Other Supplies	\$ 5,917.00
Acct. 001-0007-2300X Rapid Intervention Kits (2)	\$ 13,700.00
Acct. 001-0007-23006 Active Shooter PPE Supplies	\$ 10,500.00
Acct. 001-0007-2300X Thermal Imagers (5)	\$ 37,500.00
Total 200 Series:	\$ 61,700.00
Acct. 001-0007-11114 Training/MTG Compensation	\$ 17,500.00
Total 100 Series:	\$ 17,500.00
Total for the Department:	\$ 177,317.00

Works Board and Services Department

Acct. 001-0011-3XXX Transfer for Community Crossings	\$ 250,000.00
Acct. 001-0011-3XXX Transfer for OTHER FUNDS	\$ 28,637.00
Acct. 001-0011-3XXX Transfer to Park & Rec Fund	\$ 12,767.00
Total 300 Series:	\$ 291,404.00
Acct. 001-0011-4XXX LED MESSAGE SIGNS	\$ 34,000.00
Total 400 Series:	\$ 34,000.00

Total for the Department: \$ 325,404.00

Town Hall and Monuments Department

Acct. 001-0012-36003 Building Repair & Maintenance	\$ 17,300.00
Total 300 Series:	\$ 17,300.00

Total for the Department: \$ 17,300.00

TOTAL for the FUND: \$ 713,303.00

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

MUNICIPAL CUMULATIVE CAPITAL DEVELOPMENT FUND

Acct. 001-0000-39004 Application Software	\$ 22,000.00
Acct. 001-0000-39006 Software Training	\$ 25,000.00
Total 300 Series:	\$ 47,000.00

Acct. 001-0000-43009 Computers/Printers	\$ 28,000.00
Total 400 Series:	\$ 28,000.00

TOTAL for the FUND: \$ 75,000.00

Section 3. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Park and**

Recreation Special Operating (General) Fund and for the purposes herein specified, subject to the laws governing the same:

PARKS AND RECREATION SPECIAL OPERATING (GENERAL) FUND

Acct. 006-0000-21005 Lincoln Center Supplies	\$ 12,767.00
Total 200 Series:	\$ 12,767.00
TOTAL for the FUND:	<u>\$ 12,767.00</u>

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 moneys be made available for expenditure **subject to an order** of the Commissioner, pursuant to IC 6-1.1-18.

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 12th Day of April 2021. Consideration on the same day or at same meeting of introduction sustained a vote of _____ in favor and _____ opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this _____ Day of _____ 2021, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of _____ in favor and _____ opposed.

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

Roger Sheeman, 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)**

**Town of Highland
Appropriation Enactment
Enactment No. 2021-13**

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the SPECIAL PUBLIC SAFETY FUND, MUNICIPAL CUMULATIVE STREET FUND, AND THE LAW ENFORCEMENT CONTINUING EDUCATION AND SUPPLY FUND, ALL PURSUANT TO I.C. 6-1.1-18, and I.C. 36-5-3-5.

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Special Public Safety Fund, the Municipal Cumulative Street Fund, and the Law Enforcement Continuing Education and Supply Fund;**

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

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

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

SPECIAL PUBLIC SAFETY FUND	
Acct. No. 093-0000-3XXXX DRONE TRAINING:	<u>\$ 10,000.00</u>
<i>Total Series:</i>	\$ 10,000.00
Fund Total:	\$ 10,000.00

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

MUNICIPAL CUMULATIVE STREET FUND	
Acct. No. 088-0000-44010 Sidewalk Replacement:	<u>\$ 40,000.00</u>
<i>Total Series:</i>	\$ 40,000.00
Fund Total:	\$ 40,000.00

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

LAW ENFORCEMENT CONTINUING EDUCATION & SUPPLY FUND

Acct. No. 018-0000-3XXXXX Memberships:	\$ 7,500.00
<i>Total Series</i>	\$ 7,500.00
Acct. No. 018-0000-4XXXXX K-9:	\$ 25,000.00
<i>Total Series</i>	\$ 25,000.00
Fund Total:	\$ 32,500.00

Section 4. That the Clerk-Treasurer is hereby authorized and instructed to inform the Department of Local Government Finance of this action and that these monies be made available for expenditure pursuant to I.C. 6-1.1-18.

Section 3. 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 12th Day of April 2021. Consideration on the same day or at same meeting of introduction sustained a vote of _____ in favor and _____ opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this _____ Day of _____ 2021, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of _____ in favor and _____ opposed.

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

Roger Sheeman, 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)**

**LAW OFFICES OF
ROBERT F. TWEEDLE**

2850 - 45th Street, Suite A
Highland, Indiana 46322

Attorney at Law

Robert F. Tweedle
rtweedle@tweedlelaw.com

Licensed in Indiana & Illinois

Telephone: (219) 924-0770
Facsimile: (219) 924-0772
Illinois: (312) 431-8774

March 26, 2021

Demand Real Results LLC
c/o Mark Fleishman
8516 Henry Street
Highland, IN 46322

RE: Demand Real Results LLC dba Safety Training Services, Inc.
8516 Henry Street, Highland, IN 46322
Economic Revitalization Area Compliance

Dear Mr. Fleishman,

I am writing on behalf of the Highland, Indiana Town Council (Town Council). Pursuant to IC 6-1-1-12.1-5.9, at its March 8, 2021 meeting, the Town Council, as the designating body, reviewed your compliance with statement of benefits (Statement of Benefits) dated January 19, 2021 in reference to your property tax abatement associated with the above-referenced real property. A copy of the Statement of Benefits is enclosed herewith. Following review, the Town Council determined that you have not substantially complied with the Statement of Benefits.

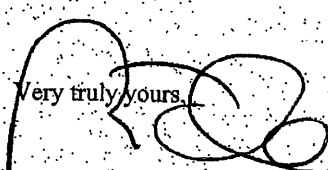
The reasons for the Town Council's determination are as follows:

1. Current number of employees is less than what was originally estimated. Actual number of employees is 27. Estimated number of employees is 34.
2. Number of employees retained is less than what was originally estimated. Actual number of employees retained is 25. Estimated number of employees retained is 34.
3. Number of additional employees is less than what was originally estimated. Actual number of additional employees is 2. Estimated number of additional employees is 16 over 3 years.

Please be advised that a hearing will be conducted by the Town Council at its regular meeting on Monday, April 12, 2021 at 6:30 pm for the purpose of further considering your compliance with the Statement of Benefits.

Thank you for your attention to this matter.

Very truly yours,


Robert F. Tweedle

Enclosure: Demand Real Results LLC
Statement of Benefits

Cc: Highland Town Council
Kathy Deguilio-Fox, Redevelopment Director
Michael Griffin, Clerk Treasurer



**COMPLIANCE WITH STATEMENT OF BENEFITS
REAL ESTATE IMPROVEMENTS**
State Form 51788 (Rs 12-13)
Prescribed by the Department of Local Government Finance

20 21 / PAY 20 22
FORM CF-1 / Real Property

PRIVACY NOTICE
This cost and any specific individual's salary information is confidential; the balance of the filing is public record per IC 8-1.1-12.1-2.1 (c) and (d).

INSTRUCTIONS:

1. This form does not apply to property located in a residentially distressed area or any deduction for which the Statement of Benefits was approved before July 1, 1991.
2. Property owners must file this form with the county auditor and the designating body for their review regarding the compliance of the project with the Statement of Benefits (Form SB-1/Real Property).
3. This form must accompany the initial deduction application (Form 322/RE) that is filed with the county auditor.
4. This form must also be updated each year in which the deduction is applicable. It is filed with the county auditor and the designating body before May 15, or by the due date of the real property owner's personal property return that is filed in the township where the property is located. (IC 6-1.1-12.1-6.1(b))
5. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (Form CF-1/Real Property).

SECTION 1 TAXPAYER INFORMATION			
Name of taxpayer 8516 Henry Street, Highland, IN 46322		County Lake	
Name of contact person Mark Fleishman		DLGF listing district number 45-30-506	
Location of property 8516 Henry Street, Highland, IN 46322		Telephone number (219) 554-2180 Ext. 101	
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY			
Name of designating body Highland Town Council		Resolution number 2014-31 & 2014-36	Estimated start date (month, day, year)
Location of property 8516 Henry Street, Highland, IN 46322		Actual start date (month, day, year) 11/2014	
Description of real property improvements Renovation of existing, vacant building for offices and training education center. ERA Res: 2007-10 & 2007-23 ORD#1564		Estimated completion date (month, day, year)	
		Actual completion date (month, day, year) 4/30/2015	
SECTION 3 EMPLOYEES AND SALARIES			
Current number of employees		AS ESTIMATED ON SB-1	ACTUAL
Salaries		34	27
Number of employees retained		525,000.00	872,196.00
Salaries		34	25
Number of additional employees		525,000.00	830,336.00
Salaries		16 over 3 years	2
		293,280.00	41,860.00
SECTION 4 COST AND VALUES			
COST AND VALUES		REAL ESTATE IMPROVEMENTS	
AS ESTIMATED ON SB-1		COST	ASSESSED VALUE
Values before project		500,000.00	
Plus: Values of proposed project		672,935.00	
Less: Values of any property being replaced			
Net values upon completion of project		1,172,935.00	
ACTUAL		COST	ASSESSED VALUE
Values before project		500,000.00	
Plus: Values of proposed project		719,289.00	
Less: Values of any property being replaced			
Net values upon completion of project		1,219,289.00	
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER			
WASTE CONVERTED AND OTHER BENEFITS		AS ESTIMATED ON SB-1	ACTUAL
Amount of solid waste converted		0	0
Amount of hazardous waste converted		0	0
Other benefits:			
SECTION 6 TAXPAYER CERTIFICATION			
I hereby certify that the representations in this statement are true.			
Signature of authorized representative 		Title Owners/Operations Mgr.	Date signed (month, day, year) 1/19/2021

**OPTIONAL: FOR USE BY A DESIGNATING BODY WHO ELECTS TO REVIEW THE COMPLIANCE WITH STATEMENT OF BENEFITS (FORM CF-1)
THAT WAS APPROVED AFTER JUNE 30, 1991**

INSTRUCTIONS: (IC 6-1.1-12.1-5.1 and IC 6-1.1-12.1-5.9)

1. Not later than forty-five (45) days after receipt of this form, the designating body may determine whether or not the property owner has substantially complied with the Statement of Benefits (Form SB-1/Real Property).
2. If the property owner is found NOT to be in substantial compliance, the designating body shall send the property owner written notice. The notice must include the reasons for the determination and the date, time and place of a hearing to be conducted by the designating body. The date of this hearing may not be more than thirty (30) days after the date this notice is mailed. A copy of the notice may be sent to the county auditor and the county assessor.
3. Based on the information presented at the hearing, the designating body shall determine whether or not the property owner has made reasonable efforts to substantially comply with the Statement of Benefits (Form SB-1/Real Property) and whether any failure to substantially comply was caused by factors beyond the control of the property owner.
4. If the designating body determines that the property owner has NOT made reasonable efforts to comply, then the designating body shall adopt a resolution terminating the property owner's deduction. If the designating body adopts such a resolution, the deduction does not apply to the next installment of property taxes owed by the property owner or to any subsequent installment of property taxes. The designating body shall immediately mail a certified copy of the resolution to: (1) the property owner; (2) the county auditor; and (3) the county assessor.

We have reviewed the CF-1 and find that:			
<input type="checkbox"/> the property owner IS in substantial compliance <input checked="" type="checkbox"/> the property owner IS NOT in substantial compliance <input type="checkbox"/> other (specify) _____			
Reasons for the determination (attach additional sheets if necessary)			
Signature of authorized member / Roger Sheeman			Date signed (month, day, year) 8 March 2021
Attested by: /s/ Michael W. Griffin, Clerk-Treasurer		Designating body TOWN Council of HIGHLAND	
If the property owner is found not to be in substantial compliance, the property owner shall receive the opportunity for a hearing. The following date and time has been set aside for the purpose of considering compliance. (Hearing must be held within thirty (30) days of the date of mailing of this notice.)			
Time of hearing	<input type="checkbox"/> AM <input type="checkbox"/> PM	Date of hearing (month, day, year)	Location of hearing
HEARING RESULTS (to be completed after the hearing)			
<input type="checkbox"/> Approved		<input type="checkbox"/> Denied (see instruction 4 above)	
Reasons for the determination (attach additional sheets if necessary)			
Signature of authorized member			Date signed (month, day, year)
Attested by:		Designating body	
APPEAL RIGHTS [IC 6-1.1-12.1-5.9(e)]			
A property owner whose deduction is denied by the designating body may appeal the designating body's decision by filing a complaint in the office of the Circuit or Superior Court together with a bond conditioned to pay the costs of the appeal if the appeal is determined against the property owner.			

Current Compensation by Job Title

No Job Title	Employee	Company	Emp ID	Date Hired	Annual Salary	Hourly	Pay Rate	A. Hrs	Exempt	Supervisor	Branch/Division/Dept
1-1 BOARD OF DIRECTORS	Retained	0058- Y4055036	1	01/01/2002	\$83,600.00	Yes	\$ 45.00	40	No		// BOARD OF D
	Employee Count: 1				\$ 83,600.00						
ACCOUNT MANAGER	Retained	0058- Y4055036	82	09/29/2015	42,640.00	Yes	\$ 20.50	40	No	Melinda Gee	// ADMINISTRA
8868-100 IN ADMINISTRATION - IN	Employee Count: 1				\$ 42,640.00						
ADMINISTRATIVE ASSISTANT	Retained	0058- Y4055036	6	10/30/2006	21,216	Yes	\$ 17.00	24	No	Melinda Gee	// ADMINISTRA
8868-100 IN ADMINISTRATION - IN	Employee Count: 1				\$ 21,216.00						
ADMINISTRATIVE SVCS MANAGER	Retained	0058- Y4055036	5	01/01/2002	\$3,600.00	Yes	\$ 45.00	40	No	Robert Groszewski Jr	// ADMINISTRA
8868-100 IN ADMINISTRATION - IN	Employee Count: 1				\$ 93,600.00						
EQUIPMENT SERVICE TECHNICIAN	Retained	0058- Y4055036	109	10/21/2019	20800	Yes	\$ 12.50	32.00	No	Edward Azcona	//
No Job Title	Employee Count: 1				\$ 20,800.00						
FIELD SVCS MANAGER	Retained	0058- Y4055036	80	02/27/2012	56,160.00	Yes	\$ 27.00	40	No		// RESCUE - 1
8809-200 IN RESCUE - IN	Employee Count: 1				\$ 56,160.00						
FIELD SVCS TECHNICIAN											

Employee	Company	Emp ID	Date Hired	Annual Salary	Hourly?	Pay Rate	A Hr	Exempt?	Supervisor	Branch/Division/Dept	
Retained	0058- Y4055036	60	05/18/2013	33280	Yes	\$ 20.00	32	No	Patrick Booth	// RESCUE - I	
Retained	0058- Y4055036	74	09/11/2012	7072	Yes	\$ 17.00	8	No	Patrick Booth	// RESCUE - I	
Retained	0058- Y4055036	70	09/11/2012	7488	Yes	\$ 18.00	8	No	Patrick Booth	// RESCUE - I	
Retained	0058- Y4055036	91	09/29/2015	13312	Yes	\$ 16.00	16	No	Patrick Booth	// RESCUE - I	
Retained	0058- Y4055036	79	05/10/2013	7188	Yes	\$ 18.00	8	No	Patrick Booth	// RESCUE - I	
Retained	0058- Y4055036	54	09/19/2011	29952	Yes	\$ 18.00	32	No	Patrick Booth	// RESCUE - I	
Retained	0058- Y4055036	103	05/18/2016	26624	Yes	\$ 16.00	32	No	Patrick Booth	// RESCUE - I	
Retained	0058- Y4055036	102	05/18/2016	26624	Yes	\$ 16.00	32	No	Patrick Booth	// RESCUE - I	
Employee Count: 8				\$	151,840.00						

HOUSEKEEPING

Employee	Company	Emp ID	Date Hired	Annual Salary	Hourly?	Pay Rate	A Hr	Exempt?	Supervisor	Branch/Division/Dept	
Retained	0058- Y4055036	56	05/10/2015	6240	Yes	\$ 15.00	8	No	Melinda Gee	// ADMINISTRATION	
Retained	0058- Y4055036	59	05/10/2015	6240	Yes	\$ 15.00	8	No	Melinda Gee	// ADMINISTRATION	
Employee Count: 2				\$	12,480.00						

INSTRUCTOR

Employee	Company	Emp ID	Date Hired	Annual Salary	Hourly?	Pay Rate	A Hr	Exempt?	Supervisor	Branch/Division/Dept	
Retained	0058- Y4055036	9	04/01/2002	7680	Yes	\$ 18.50	8	No	Michael Scanlon	// TRAINING -	
Retained	0058- Y4055036	87	06/12/2014	20800	Yes	\$ 20.00	20	No	Michael Scanlon	// TRAINING -	
Retained	0058- Y4055036	106	05/24/2019	21216	Yes	\$ 17.00	24.00	No	Michael Scanlon	// TRAINING -	
Employee Count: 3				\$	49,712.00						

LMS ADMINISTRATOR

Employee	Company	Emp ID	Date Hired	Annual Salary	Hourly?	Pay Rate	A Hr	Exempt?	Supervisor	Branch/Division/Dept	
Retained	0058- Y4055036	21	05/18/2006	49920	Yes	\$ 24.00	40	No	Robert Grozewski Jr	// TRAINING -	
Employee Count: 1				\$	49,920.00						

MARKETING STRATEGIST

Employee	Company	Emp ID	Date Hired	Annual Salary	Hourly	Pay Rate	A Hrs	Exempt	Supervisor	Branch/Division/Dept	
Retained		0058- Y4055036	72	09/10/2012	45760	Yes	\$ 22.00	40	No	Malinda Gee	//ADMINISTRA
Employee Count: 1				\$ 45,760.00							

OPERATIONS MANAGER

Employee	Company	Emp ID	Date Hired	Annual Salary	Hourly	Pay Rate	A Hrs	Exempt	Supervisor	Branch/Division/Dept	
Retained		0058- Y4055036	47	03/11/2011	93600	Yes	\$ 45.00	40	No		//ADMINISTRA
Employee Count: 1				\$ 93,600.00							

TECHNICAL SVCS MANAGER

Employee	Company	Emp ID	Date Hired	Annual Salary	Hourly	Pay Rate	A Hrs	Exempt	Supervisor	Branch/Division/Dept	
Retained		0058- Y4055036	35	01/01/2002	29952	Yes	\$ 24.00	24	No	Robert Groszewski Jr	//TECHNICAL
Employee Count: 1				\$ 29,952.00							

TEMPERATURE SCREENER

Employee	Company	Emp ID	Date Hired	Annual Salary	Hourly	Pay Rate	A Hrs	Exempt	Supervisor	Branch/Division/Dept	
No Job Title											
New		0058- Y4055036	113	06/28/2020	20020	Yes	\$ 11.00	35	No	Patrick Booth	//
New		0058- Y4055036	114	05/28/2020	21840	Yes	\$ 12.00	35	No	Patrick Booth	//
Employee Count: 2				\$ 41,860.00							

TRAINING COORDINATOR

Employee	Company	Emp ID	Date Hired	Annual Salary	Hourly	Pay Rate	A Hrs	Exempt	Supervisor	Branch/Division/Dept	
Retained		0058- Y4055036	89	04/01/2013	41600	Yes	\$ 20.00	40	No	Michael Scanton	//TRAINING -
Employee Count: 1				\$ 41,600.00							

TRAINING SVCS MANAGER

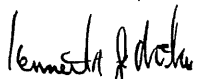
Employee	Company	Emp ID	Date Hired	Annual Salary	Hourly	Pay Rate	A Hrs	Exempt	Supervisor	Branch/Division/Dept	
Retained		0058- Y4055036	27	07/07/2009	27456	Yes	\$ 22.00	24	No	Robert Groszewski Jr	//TRAINING -
Employee Count: 1				\$ 27,456.00							

Building Report March, 2021

PERMIT TYPE	#	Res.	Comm.	Est. Cost	Fee Collected
Commercial Buildings	0	0	0	\$ -	\$ -
Comm. Additions/Remodel	8	0	8	\$ 320,973.00	\$ 6,523.50
Signs	2	0	2	\$ 3,286.00	\$ 534.00
Single Family	0	0	0	\$ -	\$ -
Duplex/Condo	0	0	0		
Residential Additions	0	0	0	\$ -	\$ -
Residential Remodeling	65	65	0	\$ 542,475.00	\$ 13,239.00
Garages	0	0	0	\$ -	\$ -
Sheds	0	0	0	\$ -	\$ -
Decks & Porches	2	2	0	\$ 3,600.00	\$ 553.50
Fences	19	19	0	\$ 67,073.00	\$ 2,992.50
Above/In ground pools	0	0	0		
Drain Tile/Waterproofing	4	4	0	\$ 28,932.00	\$ 877.50
Misc (road cuts)(concrete, patio & patio cover)	10	10	0	\$ 38,749.00	\$ 2,115.00
Total Building Permits	110	100	10	\$ 1,005,088.00	\$ 26,835.00
Electrical Permits	9	6	3	\$ -	\$ 1,613.00
					\$ -
Mechanical Permits	13	11	2	\$ -	\$ 1,613.00
Plumbing Permits	10	8	2	\$ -	\$ 1,878.30
Water Meters	2	1	1	\$ -	\$ 911.85
Water Taps	0	0	0	\$ -	\$ -
Sewer/Storm Taps	0	0	0	\$ -	\$ -
Total Plumbing Permits	12	9	3	\$ -	\$ 2,790.15

March 2021 Code Enforcement: 62 Investigations and 8 Citations were issued.
 Inspections done for the month of March 2020 were as follows: 17 Building Inspections,
 8 Plumbing Inspections, 8 HVAC and 19 Electrical Inspections. There was 1 Electrical Exam given.

Submitted By:


 Kenneth J. Mika

FIRE DEPARTMENT REPORT

MARCH 2021

Type of Calls	March 2021	YTD
General Alarms	11	42
Paid Still Alarms	14	52
Still Alarms	<u>0</u>	<u>7</u>
	Total for Month	
	25	
Total Calls in 2021		101

2021
TOWN OF HIGHLAND INJURIES FOR THE MONTH
MARCH

CASE	DATE	DEPARTMENT	DESCRIPTION	Record Only	OSHA	Not OSHA	Filed with
	OF INJURY			No Med Treatment	Recordable	Recordable	
			NO INJURIES FOR THE MONTH MARCH				

RO = Record Only

DEPARTMENT	INJURIES	YEAR TO	TOTAL	RESTRICTED	LOST DAYS	RESTRICTED	LOST DAYS
	THIS MONTH	DATE	2020	DAYS THIS YEAR	THIS YEAR	DAYS 2020	2020
PARK & REC			2			0	0
FIRE						0	0
POLICE		1	2			0	0
STREET			1			0	0
WATER/SEWER		2	2	32		93	81
MAINTENANCE						0	0
OTHER						0	0
TOTALS	0	3	7	32	0	93	81

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

ORDINANCE NO. 1728
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE TO AMEND THE HIGHLAND MUNICIPAL CODE ENACTING A NEW SECTION 3.45.130 CREATING AMERICAN RESCUE PLAN GRANT FUND.

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

WHEREAS, IC 36-5-2-9 provides that the legislative body may adopt ordinances and resolutions for the performance of functions of the town; and,

WHEREAS, IC 36-1-3-4 provides that the powers units have under IC 36-1-3-4(b)(1) are listed in various statutes, further noting that these statutes do not list the powers that units have under IC 36-1-3-4 (b)(2); therefore, the omission of a power from such a list does not imply that units lack that power; and

WHEREAS, IC 36-1-3-4 further provides that a unit has all powers granted it by statute as well as all other powers necessary or desirable in the conduct of its affairs, even though not granted by statute;

WHEREAS, The Town expects to receive a special distribution authorized by the United States Government to offer special assistance to municipal governments for impacts experienced in consequence of the Coronavirus 19, called American Rescue Plan Grant authorized from the Corona Virus Local Fiscal Recovery Fund;

WHEREAS, The Town has received further authoritative guidance from the Indiana State Board of Accounts, particularly State Examiner Directive 2021-01, regarding the ways and means as well as the fund accounting protocol related to the receipt of the American Rescue Plan Grant proceeds;

WHEREAS, The Town Council has determined that it would be desirable to establish an additional special fund and to allow the fund to be used for the purposes established in the new law according to the authoritative guidance; and

WHEREAS, The Town Council has determined that it is necessary, desirable and of great public benefit, to establish the fund herein referenced to support and carryout the lawful public purposes of the municipality,

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

Section 1. The Highland Municipal Code is hereby amended by adding a new Section, to be numbered **Section 3.45.130** to be entitled: *American Rescue Plan Grant Fund*, which shall read as follows:

§ 3.45.130 AMERICAN RESCUE PLAN GRANT FUND

(A) *Establishment.* There is hereby authorized, created and established a fund of the Town of Highland, to be called the *American Rescue Plan Grant Fund*, pursuant to I.C. 36-1-8-12 and IC 36-1-3 et seq.;

1. The *American Rescue Plan Grant Fund* is dedicated and established for accumulating, for accounting and to provide resources to support lawful purposes of the municipality, and such specific purposes as are consistent with legal uses set forth in Section 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021;

2. The sources of funding for the *American Rescue Plan Grant Fund* includes the following:

- (a) Proceeds, resources or payments received in consequence of distributions made under Section 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021;
- (b) Interest earned from the investment of moneys on deposit to the credit of the fund, provided such investments are conducted pursuant to I.C. 5-13-9 et seq.;
- (c) Such other financial resources as the United States may authorize from time to time; and,
- (d) Appropriations by the Town Council;

3. The *American Rescue Plan Grant Fund* is established and remains in effect until such time as the fund is repealed or rescinded by action of the Town Council;

(B) *Purposes, Uses and Permissible Expenditures.* Expenditures from the *American Rescue Plan Grant Fund* shall be used **exclusively** for the following purposes:

- 1. To pay expenses authorized under Section 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021 and such guidance as may be issued by the Treasury Secretary of the United States;

2. To make expenditures for the lawful provision of government services to the extent of the reduction in revenue of the Town of Highland due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year of the Town, with FY 2019 serving as the base year;
3. To make necessary investments in water, sewer or broadband infrastructure, as authorized under the relevant law;
4. To pay any costs required to carry-out and support the objectives of the American Rescue Plan of 2021, as set forth in Section 603(c)(1);

(C) *Appropriations Required.* Expenditures from the *American Rescue Plan Grant Fund* may be made only upon appropriation by the fiscal body for the purpose for which the fund is specifically established, in the manner provided by statute for making other appropriations and shall be disbursed only on approved accounts payable vouchers allowed by the legislative body, all pursuant to IC 5-11-10 and IC 36-5-4.

(D) *Investments Authorized.* Money in the *American Rescue Plan Grant Fund* may be invested provided that the yields from the purchase and sale of any such investments shall be deposited with the fund pursuant to IC 5-13-9 and Chapter 3.40 of the Highland Municipal Code.

(E) *Proscribed Actions.* All disbursements related to any revenue replacement and all other expenditures must be appropriated and expended *directly* from the *American Rescue Plan Grant Fund* and cannot be transferred to the fund that experienced the revenue reduction owing to due to the COVID-19 public health emergency, or to any other fund of the Town.

Section 3. That any and all such ordinances in conflict with the provisions of this ordinance, are hereby repealed and are of no further force or effect. The Clerk-Treasurer shall be authorized to assign appropriate section numbers in support of the **codification** of the particular provisions of this ordinance, where necessary.

Section 4. This ordinance shall become and be in full force and effect from and after the date of its passage and adoption upon its signature by the executive in the manner prescribed by IC 36-5-2-10(a).

Introduced and Filed on the 12th day of April 2021. Consideration on same day or at same meeting of introduction attained ____ votes in favor and ____ opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this ____ day of _____ 2021 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of ____ in favor ____ opposed.

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

Roger Sheeman, 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)**

**TOWN OF HIGHLAND, INDIANA
RESOLUTION NO. 2021-14**

A RESOLUTION AUTHORIZING and ESTABLISHING a SECOND REOPENING POLICY.

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

Whereas, On June 8, 2020 the Town Council passed Resolution No. 2020-28 establishing reopening protocols and safety measures in consequence of the ongoing COVID 19 Pandemic and Public Health Emergency;

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

Whereas, The Governor of Indiana has made certain modifications to the required practices to protect the public health during the pandemic and owing to the evolution of circumstances regarding the desirable measures to be taken in consequence of the public health emergency;

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

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

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

Whereas, The Town Council desires to approve a modified re-opening policy as an interim measure, and comply with the directives set forth in most recent Executive Order and to account for the evolution of circumstances regarding the desirable measures to be taken in consequence of the public health emergency,

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

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

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

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

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

Section 2. That in order to comply with the foregoing provisions, and to take into account the evolution of the circumstances regarding the desirable measures to be taken in consequence of the public health emergency the Town Council hereby approves and adopts a *modified* plan for workplace and public safety to be observed as the Town of Highland, a copy of which is attached and incorporated herein, in order to evidence its approval;

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

Section 4. That this plan shall be periodically reviewed to determine its sufficiency or suitability for the purposes of promoting the health and safety of the workforce and the public.

DULY PASSED AND ADOPTED by the Town Council of the Town of Highland, Lake County, Indiana, this 12th Day of April 2021. Having passed by a vote of _____ in favor and _____ opposed.

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

Roger Sheeman, 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)

Exhibit for Resolution NO. 2021-14:

TOWN of HIGHLAND WORKPLACE SAFETY MEASURES

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

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

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

1. Employee screening process

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

2. Enhanced cleaning and protective practices

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

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

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

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

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

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

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

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

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

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

(i) For Town Hall: Plenary meeting room.

(ii) For Police Station:

(iii) For Central Fire Station:

(iv) For Public Works Facility:

(v) For Lincoln Community Center:

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

(vii) For Meadows Park Office: no meetings to be convened

(k) Employer has installed “sneeze guards” and pedestrian routing measures from the front door to the referenced greeting counter.

(l) Workers are encouraged to schedule and receive an COVID vaccination.

3. Visitor and guest management and safety

(a) All departments should maintain conspicuously identified pedestrian routing that designates increments of six feet for social distancing paths for residents and guests to observe as they move through a facility

- (b) All public buildings should have a designated staging area, for no more persons than three (3) or less always segregated by six feet social distance guidelines.
- (c) In all cases when the weather is inclement and the staging area is at capacity, parking lots shall serve as a waiting room. Visitors and guests will be instructed to call when they have arrived providing a contact number for the employee to call back. As a service queue becomes available, the resident, guest or visitor will be called to come in greeted by a specified worker.
- (d) When dealing with guests, residents, and visitors, employees shall be provided appropriate face mask to wear for the extent of the visit. Employees are required to wear facial masks while serving customers, and while moving in office. Facial masks if possible, should be disposable and discarded in a special canister or collection bin. Facial masks that are made of cloth must be appropriately laundered frequently.
- (e) Guests, residents, and visitors will be required to wear a mask when interacting in any public building.
- (f) Signage shall be conspicuously displayed reminding all to practice social distancing of 6 feet or more, and wear masks, avoid touching face, and frequent hand-washing (as directed by CDC guidance and OSHA.)
- (g) Any part of this policy that is in conflict with CDC guidelines or OSHA requirements is void.

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

- Public works Street/ water/ sanitation (on file with the department)
- Fire Fighters (on file with the department)
- Police (on file with the department)
- Parks and Recreation (on file with the department)
- Code Enforcement and Inspections (on file with the department)
- Redevelopment Department (on file with the department)
- (h) This plan shall be reviewed periodically

**TOWN OF HIGHLAND
BOARD OF WORKS
ORDER OF THE WORKS BOARD NO. 2021-11**

**WATER WORKS DISTRICT OF HIGHLAND
BOARD OF WATER WORKS DIRECTORS
RESOLUTION NO. 2021-07**

**SANITARY DISTRICT OF HIGHLAND
BOARD OF SANITARY COMMISSIONERS
RESOLUTION NO. 2021-06**

A JOINT RESOLUTION OF THE BOARD OF WORKS, WATER WORKS BOARD, AND THE SANITARY BOARD ACCEPTING AND APPROVING A PROPOSAL FROM NIES ENGINEERING, INC. FOR PROFESSIONAL DESIGN ENGINEERING SERVICES FOR THE 3500 BLOCK OF JEWETT AVENUE WATER MAIN REPLACEMENT AND STREET IMPROVEMENT PROJECT IN THE TOTAL AMOUNT OF \$48,000.00

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has determined that a need exists to make certain public improvements and repairs to roadway infrastructure on the 3500 Block of Jewett Avenue, including pavement, curb and gutter, sidewalk, driveway aprons and parkway trees and have hereto approved a project to be described as the 3500 Block of Jewett Avenue Water Main Replacement and Street Improvement Project (Project); and

Whereas, the Water Works District of Highland (WW District) is governed by its Board of Water Works Directors, pursuant to the provisions of IC 8-1.5-4 et seq.; and

Whereas, IC 8-1.5-4-4 specifically provides that the Board of Water Works Directors shall manage and control all works of the water works and may purchase, acquire, construct, reconstruct, operate, repair and maintain all water works; and

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

Whereas, The Sanitary District of Highland (SD District) is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Project scope includes the repair and replacement of certain storm water facilities, which are the responsibility of SD District and have agreed to fund its share of the construction costs and engineering services necessary to complete the work; and

Whereas, The Works Board, Water Works Board, and Sanitary Board have heretofore determined a need to engage professional design engineering services in order to implement the Project, and

Whereas, NIES Engineering, Inc., (Consultant) has offered and presented an agreement to provide and furnish Professional Design Engineering Services in consideration

for fees to be charged and billed monthly based upon a lump sum of the value of the services completed, in an amount not to exceed Forty-eight Thousand Dollars (\$48,000.00) allocated in proportional shares equivalent to the percentage of construction work being completed for each agency; and

Whereas, The Town of Highland, through its Board of Works, now desires to accept and approve the agreement for services as herein described; and

Whereas, The Water Works District of Highland, through its Board of Directors, now desires to accept and approve the agreement for services as herein described; and

Whereas, The Sanitary District of Highland, through its Board of Commissioners, now desires to accept and approve the agreement for services as herein described; and

Whereas, There are sufficient and available appropriation balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e),

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

Section 1. That the Professional Design Engineering Services Proposal (incorporated by reference and made a part of this resolution) from NIES Engineering, Inc. for the 3500 Block of Jewett Avenue Water Main Replacement and Street Improvement Project is hereby approved, adopted and ratified in each and every respect;

Section 2. That the terms and charges under the agreement for design engineering services in the not-to-exceed amount of Forty-eight Thousand Dollars (\$48,000.00) allocated in the amount as follows:

- a. Twenty-eight Thousand Dollars and no Cents (\$28,000.00) to the Town of Highland Board of Works is found to be reasonable and fair;
- b. Seventeen Thousand Dollars and no Cents (\$17,000.00) to the Water Works District of Highland is found to be reasonable and fair;
- c. Three Thousand Dollars and no Cents (\$3,000.00) to the Sanitary District of Highland is found to be reasonable and fair

Section 3. That the Town Council, which is the Works Board of the municipality; the Water Works District of Highland through its Board of Directors; and the Sanitary District of Highland through its Board of Commissioners believes that NIES Engineering, Inc. has demonstrated professional competence and qualifications to perform the particular professional engineering services called for in the Agreement and associated project, pursuant to I.C. 5-16-11.1-5;

Section 4. That the Public Works Director, acting also as Water Works District Superintendent and Sanitary District Superintendent, is authorized to execute the agreement and all documents necessary to implement the Project.

Be it So Ordered

DULY, PASSED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 12th day of April 2021 having passed by a vote of ____ in favor and ____ opposed.

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

Roger Sheeman, 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)

Water works Board Jurat

Duly Adopted, Resolved and Ordered by the Highland Water Works District, Board of Directors, Lake County, Indiana, this 25th day of March, 2021. Having been passed by a vote of ____ in favor and ____ opposed.

**HIGHLAND WATER WORKS
BY ITS BOARD OF DIRECTORS:**

George A. Smith, President

Attest:

Richard E. Volbrecht, Jr., Secretary

Board of Sanitary Commissioners Jurat

Duly Adopted, Resolved and Ordered by the Highland Sanitary District, Board of Commissioners, Lake County, Indiana, this 20th day of April, 2021. Having been passed by a vote of ____ in favor and ____ opposed.

**HIGHLAND SANITARY DISTRICT
BY ITS BOARD OF COMMISSIONERS:**

Richard Garcia, President

Attest:

David Jones, Secretary

**TOWN OF HIGHLAND
PERSONNEL-EMPLOYMENT NOTICE**

Name: Sandra McKnight Employee Payroll # _____
Address: 3237 Ridge Rd Phone #: 819-923-6558 cell
Department: Public Works Account #: _____

Email address: _____

NEW HIRE (Not currently on the payroll in any status) Date Effective: 5-2-2021
Remind new hires they will need to show their original social security card when they complete their employment forms.
***NEW HIRE PERSONNEL NOTICE MUST BE FILED WITH THE CLERK-TREASURER'S OFFICE
*BEFORE EMPLOYEE STARTS WORKING/HIRE DATE!**

For EEOC purposes, please indicate: Caucasian Black Hispanic Native American
Multi-racial Other: _____ Male Female

Job Title: Dispatch Clerk Bi-weekly Salary/Hourly Rate 17.38/hr

Characterize the Employment:
Full-Time Part-Time Summer Temporary/Seasonal: _____
Minor (under age 18) Work Permit Received (Date Season Ends)

Full-Time Only:
This position succeeds: Leah Podgorny (If applicable)
The current workforce level is 1 as of the date of this notice.
This position will increase authorized full-time work force levels.

PAY RATE CHANGE OR CHANGE IN STATUS Date Effective: _____

Current:
Job Title: _____ Account: _____
Base Bi-weekly/Hourly Rate: _____ Longevity: _____

Proposed:
Job Title: _____ Account: _____
Base Bi-weekly/Hourly Rate: _____ Longevity: _____
This position succeeds: _____

Characterize the Increase or Status Change:
Merit Promotion Returning Summer Brevet/Acting Appt. Per Ordinance
Administrative Leave (department head requesting must detail rationale on reverse of form)

SEPARATION Last Day Worked: _____ Effective Last Day: _____

Resignation Discharge Retirement Other _____
(Details for Discharge may be found in personnel file of the department)

To be paid last direct deposit or payroll check (Detail on back of this page if necessary):

Vacation Pay: _____ Comp Pay: _____ Personal Day Pay: _____
Severance Pay: _____ Holiday Pay: _____ Other Pay Allowed: _____

SUPERVISOR SIGNATURE: _____ Date: 4-8-21

TOWN COUNCIL/BOARD OF JURISDICTION ACTION: APPROVED DISAPPROVED
(If applicable)

Date of Revision: 4/2020 Date: _____

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 9th DAY OF April, 2021 FISCAL OFFICER

ALLOWANCE OF VOUCHERS

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 6 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 1,459,185.22.

Dated this _____ day of _____, _____

TOWN COUNCIL

MARK A. HERAK _____ ROGER SHEEMAN _____

BERNIE ZEMEN _____ MARK SCHOCKE _____

_____ TOM BLACK _____

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0000						
001-0000-45200	GEN FUND TRANSFERS GROSS	91388	PAYROLL ACCOUNT	3/26 PRL D/S TRANSFER GENERAL	177,680.68	45425
001-0000-45200	GEN FUND TRANSFERS GROSS	91535	PAYROLL ACCOUNT	4/9PRL D/S TRANSFER GENERAL	170,933.08	45441
			Total For Dept 0000		348,613.76	
Dept 0001 TOWN COUNCIL						
001-0001-39021	2021 MEMBERSHIP FEE	91543	SHARED ETHICS INITIATIVE FU	2021 MEMBERSHIP FEE	975.00	
			Total For Dept 0001 TOWN COUNCIL		975.00	
Dept 0004 CLERK-TREASURER						
001-0004-20001	MINUTE BOOK SHEETS	91345	A E BOYCE CO INC	MINUTE BOOK SHEETS	47.60	
001-0004-20003	D/S TAPE STRIPS FOR PITYNEY B	91532	PITYNEY BOWES INC.	D/S TAPE STRIPS FOR PITYNEY BOWES	20.62	
001-0004-20003	D/S ENDRS,BNDR CLPS,TONR,CAL	91419	PULSE TECHNOLOGY OF INDIANA	D/S ENDRS, BNDR CLIPS, TONR, CALC T	26.68	
001-0004-31004	2021 SPRING ROUNDTABLE	91528	AIM, ACCELERATE IND MUNICIP	2021 SPRING ROUND TABLE/ROUNDTABLE	20.00	
001-0004-34023	HEALTH INS	91464	TOWN OF HIGHLAND INS FUND (APRIL 2021 HEALTH/LIFE INS PREM C	5,466.79	45436
001-0004-34043	LIFE INS	91464	TOWN OF HIGHLAND INS FUND (APRIL 2021 HEALTH/LIFE INS PREM C	37.93	45436
001-0004-39001	BURNS IN STAT 21 T36 1-6	91418	MATTHEW BENDER & CO, IN	BURNS IN STAT 21 T36 1-6	305.31	
			Total For Dept 0004 CLERK-TREASURER		5,924.93	
Dept 0006 BUILDING & INSPECTION						
001-0006-34023	HEALTH INS	91463	TOWN OF HIGHLAND INS FUND (APRIL 2021 HEALTH/LIFE INS PREM B	6,113.36	45436
001-0006-34043	LIFE INS	91463	TOWN OF HIGHLAND INS FUND (APRIL 2021 HEALTH/LIFE INS PREM B	29.94	45436
			Total For Dept 0006 BUILDING & INSPECTION		6,143.30	
Dept 0007 FIRE DEPARTMENT						
001-0007-22004	INV # 337-370922	91438	AUTO-WARES	AUTOMOTIVE SUPPLIES	105.91	
001-0007-23004	INV# 64551	91440	MENARDS	GEAR STORAGE SUPPLIES	112.64	
001-0007-23004	COMPRESSOR SUPPLIES	91437	PC-PLUS! LLC	COMPRESSOR SUPPLIES	154.00	
001-0007-32005	STATIONS SECURITY SYSTEM	91439	PHIL & SON, INC	STATIONS SECURITY	145.60	
001-0007-32005	ONE YEAR SERVICES FOR DISPATC	91442	EMERGENCY SERVICE MARKETING	I AM RESPONDING DISPATCHING	810.00	
001-0007-32006	BROADBAND AIR CARDS FOR RIGS	91443	VERIZON WIRELESS	AIR CARDS FOR RIGS	300.52	
001-0007-34023	HEALTH INS	91462	TOWN OF HIGHLAND INS FUND (APRIL 2021 HEALTH/LIFE INS PREM F	2,159.83	45436
001-0007-34043	LIFE INS	91462	TOWN OF HIGHLAND INS FUND (APRIL 2021 HEALTH/LIFE INS PREM F	7.12	45436
001-0007-35001	ELECTRIC - CENTRAL FIRE STATI	91435	NISOURCE INC.	ELECTRIC - CENTRAL FIRE STATION	666.18	
001-0007-35001	ELECTRIC - FD TRAINING SITE	91436	NISOURCE INC.	ELECTRIC - FD TRAINING SITE	30.42	
001-0007-35001	ELECTRIC - SOUTH STATION	91444	NISOURCE INC.	GAS & ELECTRIC SOUTH STATION	450.01	
001-0007-35003	GAS - SOUTH STATION	91444	NISOURCE INC.	GAS & ELECTRIC SOUTH STATION	380.04	
001-0007-35003	GAS - CENTRAL STATION	91445	NISOURCE INC.	GAS - CENTRAL FIRE STATION	504.45	
001-0007-36003	REPAIR FIRE STATION ROOFS	91441	KORELLIS ROOFING, INC	STATION ROOF REPAIRS	1,449.57	
			Total For Dept 0007 FIRE DEPARTMENT		7,276.29	
Dept 0009 POLICE DEPARTMENT						
001-0009-11204	PSYCHOLOGY TESTING	91468	CLINICAL PSYCHOLOGY CENTER,	PSYCHOLOGY TEST FOR NEW POLICE AP	200.00	
001-0009-11204	PHYSICAL TEST	91470	FRANCISCAN ST MARGARET HEAL	PHYSICAL TESTING FOR NEW APPLICAN	250.00	
001-0009-21001	1310.6 GAL OF GAS	91480	WARREN OIL COMPANY	1310.6 GAL OF GAS DELV ON 3/22	3,034.44	
001-0009-21001	1218.8 GAL OF GAS	91487	WARREN OIL COMPANY	1218.8 GAL OF GAS DELV ON 3/9	2,906.23	
001-0009-22004	INV368815	91466	AUTO-WARES	VEH PARTS FOR MARCH	1,173.79	
001-0009-22004	CAR PARTS FOR CAR 231	91472	GRIMLER AUTOMOTIVE, INC	PARTS AND LABOR TO REPAIR CAR 231	217.97	
001-0009-22004	INV 102874 BRAKE ROTOR	91475	NAPA AUTO PARTS	BRAKES AND PARTS FOR CAR 89	472.04	
001-0009-22004	INV756224 PARTS FOR CAR 231	91489	WEBB FORD INC	PARTS FOR CAR 231 FOR REPAIRS	345.96	
001-0009-32003	IDACS NETWORK ACCESS FOR MARC	91473	INDIANA OFFICE OF TECHNOLOG	IDACS NETWORK ACCESS FOR MARCH	118.41	
001-0009-32003	SPILLMAN CIRCUIT USER FEE FOR	91474	LAKE COUNTY DATA PROCESSING	SPILLMAN CIRCUIT USER FEE FOR MAR	307.84	
001-0009-32004	IDACS INTERNET 3/28-4/27	91469	COMCAST CABLE	IDACS INTERNET 3/28-4/27	126.85	
001-0009-32004	CID INTERNET SEARCHES FOR MAR	91479	TLO, LLC	CID INTERNET SEARCHES FOR MARCH	75.00	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0009 POLICE DEPARTMENT						
001-0009-34023	HEALTH INS	91461	TOWN OF HIGHLAND INS FUND (APRIL 2021 HEALTH/LIFE INS PREM P	94,874.18	45436
001-0009-34042	SURVIVORS ADJ	91461	TOWN OF HIGHLAND INS FUND (APRIL 2021 HEALTH/LIFE INS PREM P	2,086.96	45436
001-0009-34043	LIFE RETIREE	91461	TOWN OF HIGHLAND INS FUND (APRIL 2021 HEALTH/LIFE INS PREM P	21.94	45436
001-0009-35001	LPR CAMERA 8200 INDELS	91476	NISOURCE INC.	LPR CAMERA 8200 INDELS	50.00	
001-0009-35001	LPR CAMERA 2000 RIDGE	91477	NISOURCE INC.	LPR CAMERA 2000 RIDGE RD	40.00	
001-0009-35001	GAS ELEC SERVICE TO PD RD ON	91478	NISOURCE INC.	GAS ELEC SERVICE TO PD RED ON 1/	7,000.00	
001-0009-35001	BAL DUE JAN/FEB 8200 INDY 3/2	91499	NISOURCE INC.	BAL OF JAN/FEB READ ON 3/25 8200	82.49	
001-0009-35001	BAL DUE FORM JAN /FEB 2000 RI	91500	NISOURCE INC.	BAL DUE FROM JAN/FEB FOR 2000 RID	55.52	
001-0009-35001	BAL DUE FOR JAN/FEB READ ON 3	91501	NISOURCE INC.	BAL DUE FOR JAN/FEB FOR 3315 RIDG	13,863.69	
001-0009-35001	NEW LPR 10221 INDY READ ON 3/	91502	NISOURCE INC.	NEW LPR CAMERA AT 10221 INDY REA	78.19	
001-0009-35001	LPR CAMERA AT 3949 HIGHWAY RE	91503	NISOURCE INC.	LPR CAMERA AT 3949 HIGHWAY READ O	39.64	
001-0009-36001	LABOR TO REPAIR	91472	GRIMLER AUTOMOTIVE, INC	PARTS AND LABOR TO REPAIR CAR 231	315.00	
001-0009-36004	GEN OFC CLEANING FOR MARCH	91471	GAYLE THARP	GEN OFFICE CLEANING FOR MARCH AT	2,666.66	
001-0009-38006	MAT CHANGE AT PD ON 3/23	91467	CINTAS CORPORATION #319	MAT CHANGE AT PD ON 3/23	34.26	
			Total For Dept 0009 POLICE DEPARTMENT		130,437.06	
Dept 0011 SERVICES & WORKS						
001-0011-32008	ACCT. SERVICE FEES	91400	FIRST FINANCIAL BANK CORP S	FEBRUARY 2021 ACCT SERV FEES	1,876.82	999403
001-0011-35001	307-486-009-2	91407	NORTHERN IN PUBLIC SERVICE	MISC MULTI	45.80	999404
001-0011-35001	000-901-0005-4	91408	NORTHERN IN PUBLIC SERVICE	TH VIPS MULTI	1,100.67	999405
001-0011-35001	D/S MISC TH GARAGE 750-201-00	91422	NISOURCE INC.	D/S MISC TH GARAGE 750-201-002-4	313.94	45431
001-0011-35002	051-400-005-5	91409	NORTHERN IN PUBLIC SERVICE	STREET MULTI	15,134.34	999406
001-0011-35003	130-850-000-1 GAS	91408	NORTHERN IN PUBLIC SERVICE	TH VIPS MULTI	710.61	999405
001-0011-35003	D/S MISC TH GARAGE 750-201-00	91422	NISOURCE INC.	D/S MISC TH GARAGE 750-201-002-4	412.02	45431
001-0011-35005	WATER/HYDRANT	91452	TOWN OF HIGHLAND UTILITIES	#0542303600 TOWN HALL WATER/SEWER	105.77	45438
001-0011-35005	TOWN GARAGE WATER/HYDRANT	91453	TOWN OF HIGHLAND UTILITIES	#0382013660 TOWN GARAGE WATER/SE	229.60	45438
001-0011-35007	VIPS WATER/HYDRANT	91450	TOWN OF HIGHLAND UTILITIES	06431112591 VIPS WATER/SEWER	44.24	45438
001-0011-35007	STORM	91451	TOWN OF HIGHLAND UTILITIES	0901207112- 2819 LINCOLN -STORM-	15.22	45438
001-0011-35007	STORM/SEWER	91452	TOWN OF HIGHLAND UTILITIES	#0542303600 TOWN HALL WATER/SEWER	157.73	45438
001-0011-35007	TOWN GARAGE SEWER/STORM	91453	TOWN OF HIGHLAND UTILITIES	#0382013660 TOWN GARAGE WATER/SE	495.10	45438
001-0011-38005	D/S CT FOR BANK RECS	91376	BAKER TILLY MUNICIPAL ADVIS	D/S CT BANK RECONCILIATION	798.75	
001-0011-38005	EXT CONTRACT FOR TEMP DEPUTY	91342	GOVHR USA, LLC	EXTENDED CONTRACT FOR TEMP DEPUTY	1,575.00	
001-0011-38005	EXT CONTRACT FOR TEMP DEPUTY	91425	GOVHR USA, LLC	EXTENDED CONTRACT FOR TEMP DEPUTY	1,543.50	
001-0011-38005	GREENHOUSE GAS EMISSION PROJE	91417	NORTHWESTERN IND REGIONAL	GREENHOUSE GAS EMISSION PROJECT	1,182.86	
001-0011-38005	D/S ACTUARIAL VALUATION SERVI	91382	THE HOWARD E. NYHART CO., I	D/S ACTUARIAL VALUATION SERVICES	3,350.00	
001-0011-39016	SR TAXI SUBSID 3/15/2021	91386	TRIPLE A EXPRESS	SR TAXI SUBS 3/15/2021	5.00	
			Total For Dept 0011 SERVICES & WORKS		29,096.97	
Dept 0012 TOWN HALL						
001-0012-21004	BOTTOM LOAD COOLER 3/3/2021 B	91385	HINCKLEY SPRINGS	BOTTOM LOAD COOLER	97.71	45434
001-0012-21004	BOTTLE WATER 3/21	91446	HINCKLEY SPRINGS	BOTTLE WATER 3/21	121.93	45434
001-0012-35002	558-300-006-4	91407	NORTHERN IN PUBLIC SERVICE	MISC MULTI	137.55	999404
001-0012-36003	TOWN HALL MATS 3/16/2021	91387	CINTAS CORPORATION #319	TOWN HALL MATS ACT 16459440 3/1	57.91	
001-0012-36004	D/S MARCH GENERAL CLEANING S	91504	GLOBAL MAINTENANCE & CO.	D/S GENERAL CLEANING SERVICE MAR	1,610.00	
			Total For Dept 0012 TOWN HALL		2,025.10	
			Total For Fund 001 GENERAL		530,492.41	
Fund 002 MVH						
Dept 0000						
002-0000-45200	MVH TRANSFERS GROSS	91389	PAYROLL ACCOUNT	3/26PRL D/S TRANSFER MVH	20,212.40	45426
002-0000-45200	MVH TRANSFERS GROSS	91536	PAYROLL ACCOUNT	4/9PRL D/S TRANSFER MVH	23,778.78	45442

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

Fund 002 MVH
 Dept 0000

Dept 0016 MVH ADMIN					43,991.18	
002-0016-33001	TRE CARE 2021 ADV. BID	91527	THE TIMES	TREBARE 2021 ADVERTISEMENT FOR B	56.40	
002-0016-36001	MECHANIC	91505	AUSTGEN ELECTRIC INC	HYDRAULIC FILTER FOR STREET UNIT	976.45	
002-0016-36001	LABOR	91514	GARBER CHEVROLET OF HIGHLAN	ENGINE HARNESS FOR STREET UNIT #	99.95	
002-0016-36003	REPLACE CABLE AND ADJUST TRAC	91507	B&B DOORS,INC	REPLACE CABLE AND ADJUST SIDE TRA	310.00	
002-0016-36003	TOTAL MATERIAL	91508	B&B DOORS,INC	REPAIR TO SHOP GARAGE DOOR	202.00	
002-0016-36004	D/S MARCH CLEANING SERVICES	91515	GLOBAL MAINTENANCE & CO.	D/S GENERAL CLEANING SERVICES MA	805.00	
			Total For Dept 0016 MVH ADMIN		2,449.80	

Dept 0017 MVH RECONSTRUCTION/MAINTENANCE

002-0017-21002	11L16 OTA F-3 10PLY TIRE	91516	HELLMANS AUTO SPLY CO.	TIRE FOR STREET DEPT UNIT # 24	150.04	
002-0017-21003	GS304283 SWITCH, NORM CLOSED	91509	BEC ENTERPRISES, LLC	SWITCH FOR STREET UNIT # 21	75.98	
002-0017-22004	3/1/2021 INVOICE # 337-368644	91506	AUTO-WARES	MARCH 2021 INVOICES FOR STREET DE	1,977.89	
002-0017-22004	POST,MAILBOX	91517	HOME DEPOT CORPORATION	SUPPLIES FOR MAILBOX REPAIR FOR S	269.81	
002-0017-22004	HCS858114P 5/8-11X4 NC HEX CA	91518	J & L FASTENERS, INC.	WASHERS, CAPSCREW, AND HEX NUT FO	50.92	
002-0017-22004	DRILL BITS AND LOCK PINS	91519	LINDY'S ACE HARDWARE,INC	DRILL BITS AND LOCK PINS FOR STRE	13.46	
002-0017-22004	2368060 4-1/2" FIBER BACKER P	91520	MENARDS	FIBER BACKER, FIBER DISC AND META	55.63	
002-0017-22004	6481082 4 PK PUFFS PLUS CUBE	91521	MENARDS CORP - SCHERERVILLE	MISC SUPPLIES FOR STREET DEPT.	73.65	
002-0017-22004	PRO LINK EDGE STARTER KIT, SH	91524	SNAP ON INDUSTRIAL CORP	SCAN TOOL FOR STREET DEPT.	1,130.52	
002-0017-22004	ABC-20-5PK FAST ACTING FUSE (91525	TERMINAL SUPPLY INC	FUSES FOR STREET DEPT.	10.97	
002-0017-22004	100 18GXL-100-WHT CROSS LINED	91526	ADDITIONAL HUNTER ROTOR HEAD	FUSES FOR STREET DEPT.	69.72	
002-0017-22005	CRACKMASTER 3405 PER POUND	91510	CRACKMASTER 3405	ROTOR HEAD FOR STREET DEPT.	25.00	
002-0017-23002	ROAD SALT 500 TONS + 10.86 OV	91511	BERNATH LLC DBA	CRACKMASTER 3405	2,976.00	
002-0017-23005	ROAD SALT 500 TON + 7.02 OVER	91512	CARGILL, INC	ROAD SALT	1,913.76	
002-0017-23005	ROAD SALT 500 TONS + 10.86 OV	91513	CARGILL, INC	ROAD SALT	2,975.67	
002-0017-36007	FEB TRAFFIC SIGNAL MAINT	91522	MIDWESTERN ELECTRIC INC	TRAFFIC SIGNAL MAINT FOR FEBRUARY	34,965.21	
			Total For Dept 0017 MVH RECONSTRUCTION/MAINTENANCE		47,214.48	
			Total For Fund 002 MVH		93,655.46	

Fund 018 LAW ENFORCE CON'T ED

Dept 0000						
018-0000-20003	OFFICE SUPPLIES	91495	PULSE TECHNOLOGY OF INDIANA	OFFICE SUPPLIES	176.80	
018-0000-23004	REIMBURSE SHIPPING FEES	91494	JERRY D KOEDYKER (R)	REIMBURSE SHIPPING FOR DEFECTIVE	254.25	
018-0000-23006	2 ELEC MOBILE DATA KEYBRDS W	91491	CDW-GOVERNMENT, INC	2-ELECTRONIC KEYBRDS W TOUCHPADS	288.32	
018-0000-23006	USB HARD DRIVE ADAPTOR	91492	COMMUNICATION & DATE SYSTEM	USB HARD DRIVE ADAPTOR	40.00	
018-0000-31004	REGISTRATION FEE FOR TRAINING	91493	GRACIE GLOBAL LLC	REGISTRATION FEE FOR TRAINING REC	715.00	
018-0000-33002	PRINTED ENVELOPES AND RAVE CA	91490	BAKTER PRINTING INC	PRINTED ENVELOPES AND RAVE CARDS	185.00	
			Total For Dept 0000		1,659.37	
			Total For Fund 018 LAW ENFORCE CON'T ED		1,659.37	

Fund 027 INSURANCE PREMIUM

Dept 0000						
027-0000-34002	INSURANCE PREMIUM HEALTH/DENT	91410	METLIFE GROUP BENEFITS	APRIL 2021 DENTAL PREMIUMS	8,170.78	45428
027-0000-34002	INSURANCE PREMIUM HEALTH FEB	91411	AIM MEDICAL TRUST	APRIL 2021 MEDICAL AND LIFE INSUR	206,304.07	45429
			Total For Dept 0000		214,474.85	
			Total For Fund 027 INSURANCE PREMIUM		214,474.85	

Fund 030 ICT FUND

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 030 ICT FUND						
Dept 0000						
030-0000-31006	MONTHLY IT PER WBO 2020-47	91428	CBL CONSULTING, INC	MONTHLY IT SUPPORT PER WBO 2020-	4,150.00	45421
030-0000-32001	APRIL 2021 POSTAGE METER SERV	91529	PITNEY BOWES INC.	APRIL 2021 POSTAGE METER SERVICE	129.29	45422
030-0000-32001	POSTAGE FOR METER	91398	US POSTMASTER	POSTAGE FOR METER	1,500.00	45423
030-0000-32003	FIRE DEPT	91377	AT&T MOBILITY	FIRE DEPT 666-4120 ACT 2872990949	43.08	45424
030-0000-32003	PUMP STATION 877140025029637	91378	COMCAST CABLE	PUMP STATION 8771400250296375 3/1	231.25	45433
030-0000-32003	MO INTERNET SVC 8771400250188	91379	COMCAST CABLE	TOWN HALL ACCT 8771400250188267	235.53	45434
030-0000-32003	PHONE/INTERNET FD CENTRAL	91380	COMCAST CABLE	FD CENTRAL/2901 HIGHWAY-PHONE/INT	215.53	45435
030-0000-32003	MO INTERNET SVC 8771400250188	91447	COMCAST CABLE	TOWN HALL ACCT 8771400250188267	235.53	45439
030-0000-32003	ACCT #510375025	91454	SPRINT	BI/FD MO WIRELESS SVC 510375025 -	102.39	45435
030-0000-32003	MONTHLY CELL PHONE 642004646-	91455	VERIZON WIRELESS	PD CELL PHONE USE PD- 642004646-0	1,367.74	45439
030-0000-32003	SIP TRUNKING CHARGES 21239 @	91433	CBL CONSULTING, INC	SIP TRUNKING CHARGES 3/21	424.78	
030-0000-32003	642004646-00002 BROADBAND-J K	91434	VERIZON WIRELESS	642004646-00002 D/S BROADBAND-J K	30.01	
030-0000-32003	MONTHLY TELEPHONE FEE- PD	91433	WINDSTREAM HOLDINGS INC	MONTHLY TELEPHONE FEE- PD APRIL 2	826.57	
030-0000-38006	TECHICAL SERVICES -ZOOM BUSIN	91430	CBL CONSULTING, INC	TECHICAL SERVICES -ZOOM BUSINESS	2,299.00	
030-0000-39007	EMAIL ARCHIVING SERVICES 3/21	91432	CBL CONSULTING, INC	EMAIL ARCHIVING SERVICES 3/1-3/31-	646.92	
			Total For Dept 0000		12,437.62	45432
Fund 033 DONATION						
Dept 0000						
033-0000-39071	WORK BOARDS ORDER 2021-10 AME	91424	TOM LOUNGES ENTERTAINMENT,	WORK BOARDS ORDER 2021-10 AMENDIN	5,000.00	
			Total For Dept 0000		5,000.00	
Fund 036 SPECIAL EVENTS						
Dept 0000						
036-0000-34001	\$10,000 FAITHFUL PERFORMANCE	91397	KEYSTONE BONDING&SURETY AGE	CEC FAITHFUL PERFORMANCE BOND 68C	1,329.00	
036-0000-38609	ENTERTAINMENT CONTRACT WBO 20	91423	TOM LOUNGES ENTERTAINMENT,	THE ENTERTAINMENT CONTRACT WBO 20	16,500.00	45432
			Total For Dept 0000		17,829.00	
Fund 050 POLICE PENSION						
Dept 0000						
050-0000-38005	VALUATION REPORT	91530	CAVANAUGH MACDONALD CONSULT	VALUATION REPORT FOR THE POLICE P	3,500.00	
050-0000-45200	POLICE PENSION TRANSFERS GROS	91394	PAYROLL ACCOUNT	3/26PRL D/S TRANSFER POLICE PENSI	68,455.51	33644
			Total For Dept 0000		71,955.51	
Fund 055 MCCD						
Dept 0000						
055-0000-43009	BUFFALO TERASTATION DESKTOP 1	91429	CBL CONSULTING, INC	BUFFALO TERASTATION DESKTOP 16TB	1,600.00	
055-0000-43009	IBR600C ROUTER WITH WIFI 150	91431	CBL CONSULTING, INC	IBR600C ROUTER WITH WIFI 150 MBPD	750.00	
			Total For Dept 0000		2,350.00	
Fund 085 TRAFFIC VIOLATIONS						
Dept 0001						
085-0001-00400	CASH BOND FEES	91381	LAKE COUNTY CLERK	CASH BOND FEES	4,000.00	45420
085-0001-00400	CASH BOND FEES	91498	LAKE COUNTY CLERK	CASH BOND FEES	3,000.00	45440

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 085	TRAFFIC VIOLATIONS					
Dept 0001	TOWN COUNCIL					
Fund 249	PUBLIC SAFETY INCOME TAX FUND					
Dept 0000						
249-0000-29000	COVID-NITRILE EXAM GLOVES-FIR 91426			COVID-NITRILE EXAM GLOVES-FIRE DE	635.47	
249-0000-29000	COVID-NITRILE EXAM GLOVES-FIR 91427			COVID-NITRILE EXAM GLOVES-FIRE DE	563.53	
249-0000-43008	VIDEO EQUIP FOR NEW CARS 91496			VIDEO EQUIP FOR NEW CARS	1,132.00	
				Total For Dept 0000	2,331.00	
Fund 250	CREDIT ECON. DEV. INCOME TAX FUND					
Dept 0000						
250-0000-10104	CASH IN BANK 12	91412		TRANSFER FROM FIRST FINANCIAL TO	500,000.00	45430
				Total For Dept 0000	500,000.00	
				Total For Fund 250 CREDIT ECON. DEV. INCOME TAX FUND	500,000.00	
				Total For Dept 0001 TOWN COUNCIL	7,000.00	
				Total For Fund 085 TRAFFIC VIOLATIONS	7,000.00	

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

Fund Totals:

Fund 001	GENERAL			530,492.41	
Fund 002	MVH			93,655.46	
Fund 018	LAW ENFORCE CON'T ED			1,659.37	
Fund 027	INSURANCE PREMIUM			214,474.85	
Fund 030	ICT FUND			12,437.62	
Fund 033	DONATION			5,000.00	
Fund 036	SPECIAL EVENTS			17,829.00	
Fund 050	POLICE PENSION			71,955.51	
Fund 055	MCCD			2,350.00	
Fund 085	TRAFFIC VIOLATIONS			7,000.00	
Fund 249	PUBLIC SAFETY INCOME TAX			2,331.00	
Fund 250	CEDIT ECON. DEV. INCOME			500,000.00	

1,459,185.22

Payroll Docket

\$	222,659.54	\$	222,659.54	Delta	\$	-
Council, Boards and Commissions		\$	-			
Office of Clerk-Treasurer		\$	16,817.96			
Regular Staff	\$ 16,817.96					
Field Service Rep	\$ -					
Building & Inspection		\$	9,040.10			
Metropolitan Police		\$	126,400.67			
Crossing	\$ 1,170.87					
Full-Time Police	\$ 104,285.70					
Full-Time Non-sworn	\$ 20,944.10					
Public Works Department		\$	66,642.99			
Fire Department		\$	3,757.82			
Component One	\$ 3,757.82					
Component Two	\$ -					
Police 1925 Pensions		\$	-			

Payday: 12-Mar-2021

Payroll Docket

\$	298,964.83	\$	298,964.83	Delta	\$	-
Council, Boards and Commissions		\$	10,725.24			
Office of Clerk-Treasurer		\$	16,879.80			
Regular Staff	\$ 16,879.80					
Field Service Rep	\$ -					
Building & Inspection		\$	9,040.76			
Metropolitan Police		\$	126,096.96			
Crossing	\$ 1,191.90					
Full-Time Police	\$ 22,490.12					
Full-Time Non-sworn	\$ 102,414.94					
Public Works Department		\$	64,186.41			
Fire Department		\$	3,687.80			
Component One	\$ 3,687.80					
Component Two	\$ -					
Police 1925 Pensions		\$	68,347.86			

Payday: 26-Mar-2021