

Agenda
Forty-first Regular or Special Meeting
of the Twenty-Ninth Town Council of Highland
Regular Meeting of Monday, June 14, 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 21-14, allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the
 duration of the emergency, through to July 1.

People may observe and record the meeting for live streaming by joining the meeting on the Zoom platform <https://zoom.us/j/99457990725?pwd=M2lvN09FVUZXSXZqNnVUc1p2eVorUT09>
 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 994 5799 0725, password (code): 388372.

Prayer: Mark J. Schocke

Pledge of Allegiance: Mark J. Schocke

Roll Call:



Bernie Zemen

Mark A. Herak

Mark J. Schocke

**A GREAT PLACE
TO CALL HOME**

Thomas (Tom) Black

Roger Sheeman

Minutes of Previous Session: Minutes of the Regular Meeting of 24 May 2021.

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

Staff Reports:

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

Appointments:

- **Home Rule Boards and Commissions**
(Appointments have been placed on agenda in case there is readiness to act)

Legislative Appointments

Home Rule Commissions

1. **Main Street Bureau Board:** Up to (17) appointments to be made by the Town Council. Term: Two years ending 1 Jan 2023. *There are currently 13 of the 17 in place and serving.*
2. **Community Events Commission** *Multi-year positions:* (2) appointments to be made by the Town Council. **Term: 4 years.**

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.

- 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: (1) appointment to be made by the Town Council.

Term: 1 year.

- One position the term expiring on 1 January 2022.

**Unfinished
Business &
General Orders:**

- 1. Introduced Ordinance No. 1733.1726-A:** An Ordinance To Amend Ordinance No. 1726 To Establish The Wage And Salary Rates Of The Elected Officers, The Non-Elected Officers, And The Employees Of The Town Of Highland, Indiana Particularly Amending To Authorize Compensation Associated With A New Position In The Office Of The Clerk-Treasurer And Making Related Amendments To The Compensation And Benefits Ordinance. *(Introduced by Councilor Herak at the Town Council meeting of May 24, 2021. On the motion to consider at the same meeting of introduction, there were four affirmatives and no negatives. The motion required a unanimous vote. A vote on the introduced ordinance only requires a majority of the Town Council.)*
- 2. Introduced Ordinance No. 1734:** An Ordinance Amending Chapters 2.05 and 2.10 of the Highland Municipal Code Concerning Term Limits among Members of the Town Council and Town Clerk-Treasurer. *(Introduced by Councilor Schocke at the meeting of May 24, 2021. There was no further action.)*
- 3. Proposed Ordinance No. 1735.1726-B:** An Ordinance To Amend Ordinance No. 1726 To Establish The Wage And Salary Rates Of The Elected Officers, The Non-Elected Officers, And The Employees Of The Town Of Highland, Indiana Particularly Amending To Authorize Compensation Associated With A Position In The Building And Inspection Department And Making Related Amendments To The Compensation And Benefits Ordinance.
- 4. Proposed Ordinance No. 1736:** An Ordinance To Make Several Technical Amendments To The Current Code Of Ordinances For The Town Of Highland, Particularly Creating a New Chapter 2.27 Establishing a Code Enforcement Officer, and Making Technical Changes to Chapter 5.20, All Pursuant To IC 36-1-5 and IC 36-1-27 Et Seq.
- 5. Resolution No. 2021-28:** A Resolution Authorizing An Agreement With Allied Universal D.B.A. Best Buy For Security Services Provided At Best Buy Store 1774, 10243 Indianapolis Boulevard, Highland, Indiana In As A Special Patrol Zone Pursuant To Sections §§ 9.10.250 through 9.10.280 of the Highland Municipal Code.
- 6. Resolution No. 2021-29:** A Resolution Authorizing And Establishing A Third Reopening Policy. *(This resolution deals largely with the issue of mask wearing for visitors and employees who have been vaccinated and have experienced the fourteen days following the vaccination.)*
- 7. Works Board Order No. 2021-17:** An Order Approving and Authorizing the Metropolitan Police Chief to Purchase from Bosak Ford of Burns Harbor, IN through the State of Indiana (3) three 2021 Ford Utility Police Interceptor Base and one (1) F-150 Police Responder 4x4 pursuant to I.C. 5-22-7.
- 8. Works Board Order No. 2021-18:** An Order Finding And Determining Certain Personal Property Of The Municipality As No Longer Needed For The Purposes For Which Originally Acquired Or Have Been Left In The

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.

Custody Of An Officer Or Employee Of The Town Of Highland And Have Remained Unclaimed For More Than One (1) Year Or Have Been Deemed Worthless And Of No Market Value.

9. **Authorizing the proper officer to publish legal notice of a public hearing:** Public Hearing to consider additional appropriations in the amount of \$35,769 in the **Works Board Department of the Corporation General Fund.**
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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

**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 May 25, 2021 to June 14, 2021 in the amount of **\$622,728.57**. Payroll Docket for the payday of May 21, 2021 in the amount of **\$296,844.23** and for June 4, 2021 in the amount of **\$229,122.98**.

ADJOURNMENT

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

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.

**Enrolled Minutes of the Fortieth Regular or Special Meeting
For the Twenty-Ninth Highland Town Council
Regular Plenary Meeting (Electronic/hybrid in person)
Monday, May 24, 2021.**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, May 24, 2021 at 6:30 O'clock P.M. in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

**Special note:* This meeting was convened allowing members of the Town Council to participate electronically without being physically present, to be counted in the quorum and able to simultaneously listen and respond to matters taken up in the meeting, all pursuant to Governor Holcomb's Executive Orders 20-04 and 20-09, extended by Executive Order No. 21-11 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 using the Zoom platform. *Councilor Mark Herak and Town Council President Roger Sheeman were also present in the plenary meeting room or in a room in the Highland Municipal Building.* The electronic platform Zoom allowed the public to observe and participate from on-line access. The meeting was streamed as well in real time on Facebook, which allowed the public to observe the meeting, all pursuant to IC 5-14-1.5-3.7. (Under the order)

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 the Councilor Mark Herak leading in the Pledge of Allegiance to the Flag of the United States of America. All were present in person.

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 via the electronic platform. Councilor Mark Herak was present in the municipal building and Town Council President Roger Sheeman was present in the meeting room. A quorum was attained.

Additional Officials Present: (All electronically) John P. Reed, Town Attorney; Peter T. Hojnicky, 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 II (Contract) Director was also present.

Guests: Robin Carlascio of the Idea Factory (electronically); Kelly Webb and Brian Webb of Highland Webb Hyundai; and Sean Reardon of Reardon Consulting were also present in person.

Minutes of the Previous Meeting: The minutes of the regular special meeting of May 17, 2021 and the regular meeting of May 10, 2021 were submitted for consideration. The minutes of the special meeting of May 17, 2021 and the regular meeting of May 10, 2021 were approved by general consent.

Special Orders:

- 1. Consideration of Proposed Additional Appropriations:** *(non-controlled funds)* Proposed Additional Appropriations in Excess of the 2021 Budget for the Community Crossings Fund in the amount of \$1,000,000 and in the Park Non-Reverting Capital Fund in the amount of \$315,000.

- (a) Attorney verification of Proofs of Publication: The TIMES 13 May 2021. The Town Attorney indicated that the proof was legally sufficient.
- (b) **Public Hearing.** The Town Council President called the hearing to order.
 - 1. Larry Kondrat, Highland, sought clarification regarding the appropriations in the Community Crossing Grant Fund, as well as the Park Non Reverting Capital Fund, including seeking to understand the sources of the funding.

There were no further comments or questions, and the public hearing was closed.

- (c) Action on **Appropriation Enactment No. 2021-24:** An Enactment Appropriating Additional Moneys in Excess of the 2021 Budget for the Community Crossings Fund in the amount of \$1,000,000 and in the Park Non-Reverting Capital Fund in the amount of \$315,000, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Herak introduced and moved the consideration of Enactment No. 2021-24 at the same meeting of its introduction. Councilor Zemen seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of introduction.

Councilor moved the passage and adoption of Enactment No. 2021-24 at the same meeting of its introduction. Councilor Zemen seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment was passed and adopted at the same meeting of introduction.

**Town of Highland
Appropriation Enactment
Enactment No. 2021-24**

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the COMMUNITY CROSSINGS GRANT FUND AND THE PARK NON REVERTING CAPITAL 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 **Community Crossings Grant Fund** and the **Park Non Reverting Capital 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 **Community Crossings Grant Fund**, herein named and for the purposes herein specified, subject to the laws governing the same:

COMMUNITY CROSSINGS GRANT FUND

Increase:	
Acct. 104-0000-44081 CCMG Projects 2021:	<u>\$ 1,000,000.00</u>
Total 400 Series:	\$ 1,000,000.00
Total for Fund:	\$ 1,000,000.00

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 **Park Non Reverting Capital Fund**, herein named and for the purposes herein specified, subject to the laws governing the same:

PARKS NON REVERTING CAPITAL FUND

Increase:

Acct No. 010-0000-46009-0017 Northwood Park Improvements:	\$ 55,000.00
Acct No. 010-0000-46013-0017 Sheppard Park Improvements:	\$ 60,000.00
Acct No. 010-0000-46013-0017 Terrace Estates Park Improvements:	\$ 50,000.00
Acct No. 010-0000-46018-0017 Vehicles:	<u>\$ 150,000.00</u>
Total 400 Series:	\$ 315,000.00
Total for the Fund:	\$ 315,000.00

Section 3. 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 4. That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 24th Day of May 2021. Consideration on the same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 24th Day of May 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

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)

2. **Consideration of Proposed Additional Appropriations:** (controlled funds): Proposed Additional Appropriations in Excess of the 2021 Budget for the Works Board Department of the General Fund in the amount of \$416,584, partially funded by reduction of \$278,637, leaving a net increase of \$137,947.
 - (a) *Attorney verification of Proofs of Publication:* The TIMES 13 May 2021. The Town Attorney indicated that the proof was legally sufficient.
 - (b) **Public Hearing.** The Town Council President called the public hearing to order.
 1. Larry Kondrat, Highland, sought details regarding the increase to the account styled Intersection signals upgrade. It was noted that it would be sued for the LED lights at intersections and battery power source back-ups. There was no further comments and the hearing was closed.
 - (c) Action on **Appropriation Enactment No. 2021-25:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Works Board Department of the Corporation General Fund, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Herak introduced and moved the consideration of Enactment No. 2021-25 at the same meeting of its introduction. Councilor Black seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of introduction.

Councilor moved the passage and adoption of Enactment No. 2021-25 at the same meeting of its introduction. Councilor Black seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment was passed and adopted at the same meeting of introduction.

TOWN OF HIGHLAND
APPROPRIATION ENACTMENT
ENACTMENT NO. 2021-25

An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Works Board Department of the Corporation General Fund, all pursuant to I.C. 6-1.1-18, I.C. 36-5-3-5, et seq.

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Works Board Department of the Corporation General Fund**;

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 appropriations of money are hereby reduced and ordered returned and reverted to the **Corporation General Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

CORPORATION GENERAL FUND

Works Board Department

Reduce:

Acct. 001-0011-3XXX Transfer for Community Crossings	\$ 250,000.00
Acct. 001-0011-3XXX Transfer for OTHER FUNDS	<u>\$ 28,637.00</u>
Total for Reduction for Series:	\$ 278,637.00

Total Reduction for Dept. **\$ 278,637.00**

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 **Works Board Department in the Corporation General Fund** and for the purposes herein specified, subject to the laws governing the same:

Works Board Department

Increase:

Acct. 001-0011-39999 Transfer to Community Crossings:	\$ 274,686.00
Total for Series:	\$ 274,686.00

Increase:

Acct. 001-0011-4XXXX Intersection signals upgrade:	\$ 141,898.00
Total for Series:	\$ 141,898.00

Total for the increases for Department: **\$ 416,584.00**

TOTAL DECREASE FOR DEPARTMENT and FUND: **\$ 278,637.00**

TOTAL INCREASE FOR DEPARTMENT and FUND: **\$ 416,584.00**

TOTAL for the (NET) INCREASE FOR DEPT AND FUND: **\$ 137,947.00**

Section 3. That the Clerk-Treasurer is hereby authorized and instructed to inform the Indiana Department of Local Government Finance of this action and that these moneys be made available for expenditure **subject to an order** of the Commissioner, pursuant to IC 6-1.1-18.

Section 4. That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 24th Day of May 2021. Consideration on the same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 24th Day of May 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

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)

Comments from the Public or Visitors:

1. Larry Kondrat, Highland, expressed concerns regarding the introduced appropriation enactment to the Downtown Allocation Area Fund and the downtown parking lot project.

It was noted that the amount being appropriated was the unexpended amount of the appropriation previously approved by the Town Council last year. It was noted that the full amount of the appropriation would not likely be needed. The amount was needed to complete the project.

Mr. Kondrat further expressed that the packet he received did not have information regarding the proposed tax abatement and the ordinance on term limits.

Scriveners note: The agenda as distributed by electronic mail listed both the consideration of the application for the ERA for Webb Hyundai and the proposed Ordinance to amend the municipal code and create a term limits for elected officials. The ordinance and resolution were not included in the distributed packet for the Town Council and all others. The resolution was not ready until the day of the meeting. The proposed term limits ordinance and the resolution regarding possible tax abatement for Webb Hyundai were available at the meeting.

Appointments:

• **Home Rule Boards and Commissions**

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

Executive Appointments

1. **Tree Board:** (2) appointments, to be made by the municipal executive, but requiring nomination from the Town Council. *(Positions recently vacated by resignations of Ms. Constance Sherbondy and Ms. Judy Vaughn.)*
 - a. Nomination by the Town Council. *(The council would pass a motion to nominate the person desired for appointment.)*

Councilor Schocke moved to nominate Michael Burns, 9244 Cottage Grove Avenue, Highland and Sarah Krick, 3516 LaPorte Street, Highland, to be considered by the Town Council President for appointment to vacant positions on the Tree Board. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. **Michael Burns** and **Sarah Krick** were nominated.

- b. Appointment by executive. *(If nominee is acceptable, the Town Council President may appoint.) (One term ends Jan 2022 and one ends Jan 2024)*

The Town Council President accepted the nominations and appointed **Michael Burns** and **Sarah Krick** to the vacant positions on the Tree Board.

Unfinished Business and General Orders:

- 1. Introduced Enactment No. 2021-20:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Downtown Allocation Area Fund, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5. *(Councilor Herak introduced and filed Enactment No. 2021-20 at the Town Council meeting of May 10, 2021. There was no further action on enactment.)*

Councilor Herak moved the passage and adoption of Enactment No. 2021-20. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The enactment was adopted.

**Town of Highland
Appropriation Enactment
Enactment No. 2021-20**

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the DOWNTOWN ALLOCATION AREA 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 **Downtown Allocation Area 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 **Downtown Allocation Area Fund**, herein named and for the purposes herein specified, subject to the laws governing the same:

DOWNTOWN ALLOCATION AREA FUND

Increase:	
Account No. 098-0000-44066 Project Construction:	\$ 143,676.00
Account No. 098-0000-44067 Project Contingency:	\$ 82,634.00
Total Series:	\$ 226,310.00
Total for the Fund:	\$ 226,310.00

Section 2. 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 10th Day of May 2021. Consideration on the same day or at same meeting of introduction was not considered, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 24th Day of May 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**

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)**

2. **Application for ERA Abatement filed by Reardon Consulting Services. for Webb Hyundai.**

(a) Action on the initial requestion seeking a ten-year term.

Councilor Schocke moved to deny the initial petition filed by Webb Hyundai seeking a 100% abatement on the new assessed valuation for ten years. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The initial petition seeking a 100% abatement on the new assessed valuation for ten years was denied.

(b) **Resolution No. 2021-27:** A Resolution Of The Town Council Of The Town Of Highland, Indiana Granting Indiana Land Trust Company Tr #120086 (Dba: Webb Hyundai, L.L.C.) An Assessed Valuation Deduction (Tax Abatement) For Tangible Real Property Under Indiana Code 6-1.1-12.1, For Property Located At 9236 Indianapolis Boulevard.

(If passed, then a meeting of the Economic Development Commission will be convened to establish an EDTA, to further perfect the action.)

The terms of the resolution were described in the body of the document with a provision that would allow a five-year term for an abatement of the new assessed valuation at 100%. An Exhibit contained a so-called "claw-back" provision to allow the recovery of the tax value of the abatement if the terms of the petition were not met. There were also exhibits that contained provisions limiting the petitioner from appealing the assessed valuation during the term of the abatement.

A colloquy by and between members of the Town Council, Mr. Reardon, Ms. Webb and Mr. Webb, ensued regarding the residency of the petitioners, the merits of granting an abatement and the purposes that informed it as a development incentive. Councilor Schocke expressed his disapproval of the abatement. The colloquy further included expressions about the wealth of the petitioner, the rationale for the abatement and the concerns about the impact of the abatement upon the other taxpayers.

It was noted that Webb Ford and its expansion to Webb Hyundai were long-term businesses in the Town. The importance of local business retention was also discussed in the colloquy.

Action on the Resolution. Councilor Herak moved to pass and adopt Resolution No. 2021-27. Councilor Zemen seconded. Upon a roll call vote, there were three negatives and two affirmatives. With Councilors Schocke, Black and Sheeman voting in the negative and Councilors Zemen and Herak voting in the affirmative, the motion did not pass. The resolution was not adopted. The five-year abatement Economic Revitalization Area for Webb Hyundai was denied.

With leave from the Town Council, Mr. Reardon expressed his disappointment regarding the decision. Mr. Brian Webb, addressed the Town Council, countering as a misimpression that the company possessed great wealth, explained the reasons for the residences being outside of Highland and the long-term commitment Webb demonstrated to Highland, with the Ford dealership being with the Town over 50 years.

(Resolution No. 2021-27 is on file with the resolutions of the town.)

3. **Proposed Ordinance No. 1733.1726-A:** An Ordinance To Amend Ordinance No. To Establish The Wage And Salary Rates Of The Elected Officers, The Non-Elected Officers, And The Employees Of The Town Of Highland, Indiana Particularly

Amending To Authorize Compensation Associated With A New Position In The Office Of The Clerk-Treasurer And Making Related Amendments To The Compensation And Benefits Ordinance.

Councilor Herak introduced Ordinance No. 1733.1726-A and moved for its consideration at the same meeting or evening of its introduction. Councilor Black seconded. Upon a roll call vote, a unanimous vote being necessary, there was one negative and four affirmatives. With Councilor Schocke voting in the negative and Councilors Zemen, Herak, Black and Sheeman voting in the affirmative, a unanimous vote was not attained. The motion to consider at the same meeting of introduction did not pass.

It was noted that the vote was not dispositive of the ordinance. It would be taken up at the next meeting and a majority vote of the entire Town Council would only be needed for passage and adoption. It was noted that it would be placed on the agenda under unfinished business and general orders for consideration of the Town Council.

- 4. Proposed Ordinance No. 1734:** An Ordinance Amending Chapters 2.05 and 2.10 of the Highland Municipal Code Concerning Term Limits among Members of the Town Council and Town Clerk-Treasurer.

Councilor Schocke introduced filed Ordinance No. 1734. There was no further action on the ordinance.

With leave from the Town Council, a colloquy ensued between and among Councilor Schocke and Councilor Herak regarding the substance of the ordinance, whether it was lawful, and possible modifications to it. As proposed, it would change candidacy eligibility barring candidates from running for a third consecutive term following serving for two consecutive terms.

- 5. Works Board Order No. 2021-15:** An Order Finding and Determining Certain Personal Property of the Municipality as no Longer Needed for the Purposes for which Originally Acquired or Have Been Left in the Custody of an Officer or Employee of the Town of Highland and Have remained unclaimed for more than one (1) year or have been deemed worthless and of no market value, and further authorizing and approving disposal or transfer of said property to a municipality, the Town of Winfield.

Councilor Herak moved the passage and adoption of Works Board Order No. 2021-15. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

The Town of Highland
Board of Works Order No. 2021-15

AN ORDER FINDING AND DETERMINING CERTAIN PERSONAL PROPERTY OF THE MUNICIPALITY AS NO LONGER NEEDED FOR THE PURPOSES FOR WHICH ORIGINALLY ACQUIRED OR HAVE BEEN LEFT IN THE CUSTODY OF AN OFFICER OR EMPLOYEE OF THE TOWN OF HIGHLAND AND HAVE REMAINED UNCLAIMED FOR MORE THAN ONE (1) YEAR OR HAVE BEEN DEEMED WORTHLESS AND OF NO MARKET VALUE, AND FURTHER AUTHORIZING AND APPROVING DISPOSAL OR TRANSFER OF SAID PROPERTY TO A MUNICIPALITY.

Whereas, The Town Council for the Town of Highland is the Works Board of the Municipality pursuant to IC 36-1-2-24(3) and

Whereas, The Town Council has been advised by the Metropolitan Police Department that several items of personal property, and which all owned by the municipality are no longer needed for the purposes of which it was originally acquired, pursuant to IC 5-22-22; and

Whereas, The Metropolitan Police Chief in consultation with the Winfield Police Chief has recommended that disposal of the personal property be authorized, all pursuant to the provisions of IC 5-22-22 et seq.;

Whereas, The Metropolitan Police Chief has further recommended that disposal of the personal property be executed by the purchasing agent and authorize the transfer to the Winfield Police Department, by way of private sale, all pursuant to the provisions of IC5-22-22, sections 3,6 and 10;

Whereas, The Town Council now desires to favor the recommendation and take those steps necessary to authorize and approve a disposal of personal property of the municipality pursuant to the applicable law,

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

Section 1. That the Town Council of the Town of Highland acting as the works board, hereby finds and determines the following:

- (A) That there are certain articles of personal property possessed or owned by the municipality that are no longer needed, unfit for the purposes for which they were acquired, pursuant to IC 5-22-22-3; or,
- (B) That these same articles of personal property possessed or owned by the municipality that have been left in the custody of an officer or employee of the Town of Highland and have remained unclaimed for more than one (1) year, pursuant to IC 5-22-22-3; or,
- (C) That these same articles of personal property possessed or owned by the municipality, that may be deemed worthless or no market value as the estimated costs the sale and transaction of the property exceed the property value, pursuant to IC 5-22-22-8;
- (D) That these items of personal property are more particularly described in an exhibit attached to and incorporated in this works board order;
- (E) That the value of any single item of personal property is less than one thousand dollars (\$1,000) and that all the items of personal property together are less than \$5,000, all pursuant to IC 5-22-22; and
- (F) That the transfer by private sale without resort to notice of those items of personal property of the Highland Police Department to the Winfield Police Department be hereby found to be authorized and lawful;

Section 2. That the Metropolitan Police Chief is hereby authorized and instructed to cause a lawful disposal or transfer of the personal property identified in this Works Board Order by public or private sale or transfer without advertising pursuant to IC 5-22-22-6;

Section 3. That a transfer agreement between the Town of Highland Police Department, and the Town of Winfield Police Department, made a part of this order by incorporation as an exhibit, is hereby approved in each and every aspect, all pursuant to **IC 5-22-22-10, provided that the Town of Winfield passes a substantially identical resolution to this order**, as shown as an exhibit to this order;

Section 4. That no proceeds are expected but should proceeds arise, any and all proceeds yielded from the lawful disposal or transfer authorized by this order shall be deposited with the Office of the Clerk-Treasurer, where such proceeds shall be deposited to the credit of the proper fund.

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 24th day of May 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)

EXHIBIT OF PERSONAL PROPERTY FOR DISPOSAL

QTY	ITEM	BRAND	MODEL	SERIAL	OS	RAM	HDD	OFFICE LICENSE	PURCHASED
2	PRINTER	PERITAX	POCKET113						12/1/08
2	SCANNER	HANDHELD	4600R						12/1/08

Exhibit of Transfer Resolution Agreement
 Resolution and Agreement to Transfer Personal Property

This agreement also to be construed as a Resolution for the purpose of IC 5-22-22-10(a), approved, made and entered into this _____ day of _____, 2021, by and between the Town of Highland, Lake County, Indiana, by and through its Town Council, ("Highland"), and the Town of Winfield, Indiana Police Department ("Winfield")

Resolution and Agreement

Whereas, Highland as the owner of certain personal property specifically identified and set forth in an Exhibit attached hereto and incorporated herein by reference (hereinafter referred to as the "Property"); and

Whereas, Pursuant to Indiana Code 5-22-22-10 both Highland and Winfield mutually agree that it would be to the beneficial interests of Highland and Winfield and their respective users, citizens and taxpayers of Highland to transfer the personal property from the Town of Highland by its Police Department to the Town of Winfield through its Police Department for no consideration;

Whereas, IC 5-22-22-10(a) states that "a purchasing agency may exchange property with another governmental body upon terms and conditions agreed upon by the governmental bodies as evidenced by adoption of a substantially identical resolution by each entity;"

Whereas, The Town of Winfield Police Department agrees to further evidence this exchange by the adoption of a substantially identical resolution, which for the purposes of this transfer shall be this Resolution and Agreement,

Now, Therefore, be it hereby resolved and in consideration of the covenants and conditions herein contained to be observed and performed by each of the parties hereto, and for good and other valuable consideration, the receipt of which is mutually acknowledged, IT IS AGREED AND RESOLVED AS FOLLOWS:

Section 1. Transfer of Personal Property. That the subject to the provisions herein contained, Highland agrees to convey the Property by Bill of Sale to Winfield;

Section 2. Consideration. That pursuant to the provisions of IC 5-22-22-10, the transfer of property from Highland to Winfield shall be made for no consideration and shall be evidenced by the adoption of substantially identical resolution by each entity;

Section 3. Authorization. That this resolution and agreement shall not be binding upon either party until appropriate resolutions authorizing the execution of this Agreement have been fully adopted and in accordance with the law by the Town of Highland and the Town of Winfield's appropriate governing body.

Section 4. Survival of Representations, Covenants, Warranties, and Agreements. That all representations, covenants, and warranties, made herein shall survive the execution of this Agreement.

Section 5. Binding Effect. That is resolution and agreement shall be binding upon the successors and assigns of the parties.

Section 6. Governing Law. That this instrument shall be governed by the Laws of the State of Indiana.

In witness whereof, the parties have caused this resolution and agreement is approved to be executed this _____ day of _____, 2021.

TOWN of HIGHLAND:

Town of Highland, Lake County Indiana
By and through its Town Council

By _____
Roger Sheeman, President

Attest:

By _____
Michael W Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer

TOWN of WINFIELD:

Town of Winfield, Lake County Indiana
By and through its Town Council

By _____
President

Attest:

By _____
Clerk Treasurer

End of Exhibit of Transfer Resolution Agreement

- 6. Works Board Order No. 2021-16:** An Order Finding and Determining Certain Personal Property of the Municipality as no Longer Needed for the Purposes for which Originally Acquired or Have Been Left in the Custody of an Officer or Employee of the Town of Highland and Have remained unclaimed for more than one (1) year or have been deemed worthless and of no market value, and further authorizing and approving disposal or transfer of said property to a municipality, the City of Gary.

Councilor Herak moved the passage and adoption of Works Board Order No. 2021-16. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

The Town of Highland
Board of Works Order No. 2021-16

AN ORDER FINDING AND DETERMINING CERTAIN PERSONAL PROPERTY OF THE MUNICIPALITY AS NO LONGER NEEDED FOR THE PURPOSES FOR WHICH ORIGINALLY ACQUIRED OR HAVE BEEN LEFT IN THE CUSTODY OF AN OFFICER OR EMPLOYEE OF THE TOWN OF HIGHLAND AND HAVE REMAINED UNCLAIMED FOR MORE THAN ONE (1) YEAR OR HAVE BEEN DEEMED WORTHLESS AND OF NO MARKET VALUE, AND FURTHER AUTHORIZING AND APPROVING DISPOSAL OR TRANSFER OF SAID PROPERTY TO A MUNICIPALITY, the CITY of GARY.

Whereas, The Town Council for the Town of Highland is the Works Board of the Municipality pursuant to IC 36-1-2-24(3) and

Whereas, The Town Council has been advised by the Metropolitan Police Department that several items of personal property, and which all owned by the municipality are no longer needed for the purposes of which it was originally acquired, pursuant to IC 5-22-22; and

Whereas, The Metropolitan Police Chief in consultation with the Gary Police Chief has recommended that disposal of the personal property be authorized, all pursuant to the provisions of IC 5-22-22 et seq.;

Whereas, The Metropolitan Police Chief has further recommended that disposal of the personal property be executed by the purchasing agent and authorize the transfer to the Gary Police Department, by way of private sale or transfer, all pursuant to the provisions of IC5-22-22, sections 3,6 and 10;

Whereas, The Town Council now desires to favor the recommendation and take those steps necessary to authorize and approve a disposal of personal property of the municipality pursuant to the applicable law,

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

Section 1. That the Town Council of the Town of Highland acting as the works board, hereby finds and determines the following:

- (A) That there are certain articles of personal property possessed or owned by the municipality that are no longer needed, unfit for the purposes for which they were acquired, pursuant to IC 5-22-22-3; or,
- (B) That these same articles of personal property possessed or owned by the municipality that have been left in the custody of an officer or employee of the Town of Highland and have remained unclaimed for more than one (1) year, pursuant to IC 5-22-22-3; or,
- (C) That these same articles of personal property possessed or owned by the municipality, that may be deemed worthless or no market value as the estimated costs the sale and transaction of the property exceed the property value, pursuant to IC 5-22-22-8;
- (D) That these items of personal property are more particularly described in an exhibit attached to and incorporated in this works board order;
- (E) That the value of any single item of personal property is less than one thousand dollars (\$1,000) and that all the items of personal property together are less than \$5,000, all pursuant to IC 5-22-22; and
- (F) That the transfer by private sale without resort to notice of those items of personal property of the Highland Police Department to the Gary Police Department be hereby found to be authorized and lawful;

Section 2. That the Metropolitan Police Chief is hereby authorized and instructed to cause a lawful disposal or transfer of the personal property identified in this Works Board Order by public or private sale or transfer without advertising pursuant to IC 5-22-22-6;

Section 3. That a transfer agreement between the Town of Highland Police Department, and the City of Gary Police Department, made a part of this order by incorporation as an exhibit, is hereby approved in each and every aspect, all pursuant to IC 5-22-22-10, **provided that the City of Gary passes a substantially identical resolution to this order**, as shown as an exhibit to this order;

Section 4. That no proceeds are expected but should proceeds arise, any and all proceeds yielded from the lawful disposal or transfer authorized by this order shall be deposited with the Office of the Clerk-Treasurer, where such proceeds shall be deposited to the credit of the proper fund.

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 24th day of May 2021 having passed by a vote of 5 in favor and 0 opposed.

1	MONITOR	DELL	OPPA16	CN-OPPA16-7A26L-7AO-7W6U	1/15/08
2	PRINTER	PENTAX	POCKETJET3		12/1/08
12	SCANNER	HANDHELD	4600R		12/1/08
2	SCANNER	HONEYWELL	XENON 1900		9/15/13

Exhibit of Transfer Resolution Agreement
 Resolution and Agreement to Transfer Personal Property

This agreement also to be construed as a Resolution for the purpose of IC 5-22-22-10(a), approved, made and entered into this ____ day of _____, 2021, by and between the Town of Highland, Lake County, Indiana, by and through its Town Council, ("Highland"), and the City of Gary, Indiana Police Department ("Gary")

Resolution and Agreement

Whereas, Highland as the owner of certain personal property specifically identified and set forth in an Exhibit attached hereto and incorporated herein by reference (hereinafter referred to as the "Property"); and

Whereas, Pursuant to Indiana Code 5-22-22-10 both Highland and Gary mutually agree that it would be to the beneficial interests of Highland and Gary and their respective users, citizens and taxpayers of Highland to transfer the personal property from the Town of Highland by its Police Department to the City of Gary through its Police Department for no consideration;

Whereas, IC 5-22-22-10(a) states that *"a purchasing agency may exchange property with another governmental body upon terms and conditions agreed upon by the governmental bodies as evidenced by adoption of a substantially identical resolution by each entity;"*

Whereas, The City of Gary Police Department agrees to further evidence this exchange by the adoption of a substantially identical resolution, which for the purposes of this transfer shall be this Resolution and Agreement,

Now, Therefore, be it hereby resolved and in consideration of the covenants and conditions herein contained to be observed and performed by each of the parties hereto, and for good and other valuable consideration, the receipt of which is mutually acknowledged, IT IS AGREED AND RESOLVED AS FOLLOWS:

Section 1. *Transfer of Personal Property.* That the subject to the provisions herein contained, Highland agrees to convey the Property by Bill of Sale to Gary;

Section 2. *Consideration.* That pursuant to the provisions of IC 5-22-22-10, the transfer of property from Highland to Gary shall be made for no consideration and shall be evidenced by the adoption of substantially identical resolution by each entity;

Section 3. *Authorization.* That this resolution and agreement shall not be binding upon either party until appropriate resolutions authorizing the execution of this Agreement have been fully adopted and in accordance with the law by the Town of Highland and the City of Gary's appropriate governing body.

Section 4. *Survival of Representations, Covenants, Warranties, and Agreements.* That all representations, covenants, and warranties, made herein shall survive the execution of this Agreement.

Section 5. *Binding Effect.* That is resolution and agreement shall be binding upon the successors and assigns of the parties.

Section 6. *Governing Law.* That this instrument shall be governed by the Laws of the State of Indiana.

In witness whereof, the parties have caused this resolution and agreement is approved to be executed this ____ day of _____, 2021.

TOWN of HIGHLAND:

Town of Highland, Lake County Indiana
By and through its Town Council

By _____
Roger Sheeman, President

Attest:

By _____
Michael W Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer

CITY of GARY:

City of Gary, Lake County Indiana
By and through its City Council or Board of Works and Safety

By _____
President

Attest:

By _____
Clerk

Approved:

Jerome Prince, Mayor

End of Exhibit of Transfer Resolution Agreement

7. Consideration of a Special Event with Alcohol Permit (SEAP): The permit was approved by the Park and Recreation Board at its meeting May 20, 2021, pursuant to Section 11.10.225 of the Highland Municipal Code. *(The Community Events Commission required the permit to support the beer garden as part of the Independence Day Festival. This being the first regular meeting of the Town Council following the receipt of the action of the Park*

and Recreation Board, the Town Council must consider the permit, pursuant to HMC Section 11.10.225(F)(4))

Councilor Herak moved to approve the Special Event with Alcohol Permit for the Community Events Commission to host a beer garden at Main Square as part of the Independence Day Festival. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The Special Event with Alcohol Permit was approved.

8. **Resolution No. 2021-26:** A Resolution Authorizing An Agreement With North Township Through The North Township Trustee For Security Services and Designating Wicker Memorial Park In North Township As A Special Patrol Zone Pursuant Sections §§ 9.10.250 Through 9.10.280 Of The Highland Municipal Code.

Councilor Herak moved the passage and adoption of Resolution No. 2021-26. 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, INDIANA
RESOLUTION NO. 2021-26

A RESOLUTION AUTHORIZING AN AGREEMENT WITH SITE CENTERS FOR SECURITY SERVICES PROVIDED AT WICKER MEMORIAL PARK in NORTH TOWNSHIP AS A SPECIAL PATROL ZONE PURSUANT TO Sections §§ 9.10.250 through 9.10.280 of the Highland Municipal Code

WHEREAS, The North Township through its Township Trustee, has requested that certain patrol services be provided in Wicker Memorial Park, provided that security services be provided by a uniformed, police officer in a marked vehicle during such periods as the site is open and certain events are conducted; and

WHEREAS, The Highland Police Department desires to provide these special patrol services and establish special patrol zone, subject to revised terms of a written agreement between the parties,

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

Section 1. The Highland Town Council, pursuant to Section 9.10.260 of the Highland Municipal Code, hereby finds and determines the following:

(A) That Wicker Memorial Park generates significant traffic or other identifiable public safety concerns that ordinary and regular law enforcement resources may not fully address, so it would be of a public good to commit, augment or dedicate certain law enforcement resources in such location for which user fees may be charged, through the establishment of a *Special Patrol Zone*;

(B) That the establishment of a Special Patrol Zone at Wicker Memorial Park will not unduly reduce or dilute regular resources or capacity of the Highland Police Department because police officers assigned to the Zone will work outside of the officer's normal working hours;

(C) That the establishment of a Special Patrol Zone at Wicker Memorial Park serves the public safety interests of the whole town, by marshaling public safety resources to deter property crime and foster a more robust commercial economy in the Town of Highland;

(D) That North Township through its Township Trustee, is owner of real estate known as Wicker Memorial Park, the location of a new special patrol zone, do desire to establish this designation and the services described in the agreement approved by this resolution, willing to pay the user fees associated with the special patrol zone;

Section 2. That the agreement or memorandum of understanding between the Town of Highland and North Township through its Township Trustee, owner of real estate known as Wicker Memorial Park for the establishment of and the services associated with a Special Patrol Zone incorporated by reference and made a part of this resolution is hereby approved in each and every respect;

Section 3. That the Town Council President and Clerk-Treasurer are hereby authorized to sign the agreement herein described.

DULY RESOLVED and ADOPTED this 24th Day of May 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

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)

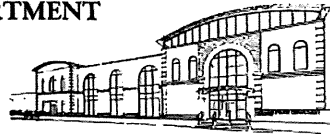
EXHIBIT



HIGHLAND POLICE DEPARTMENT

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

PETER T. HOJNICKI, CHIEF OF POLICE



May 11, 2021

Mr. Adrian A. Santos/Trustee
North Township Trustee Office
5947 Hohman Ave.
Hammond, IN 46320

Re: Letter of Agreement for services at
Wicker Memorial Park
8554 Indianapolis Blvd.
Highland, IN 46322

Dear Mr. Santos,

The purpose of this letter is to establish a Special Patrol Zone, whereas the Highland Police Department may provide off duty uniformed police security services for the listed location (Wicker Memorial Park) utilizing a marked Highland Police Department patrol unit.

For the year 2021, the fees for this service will be \$30.00 per hour per uniformed police officer (paid on a weekly basis individually to each working officer) and \$2.75 per hour per marked police patrol vehicle (paid on a monthly basis via a check made out to "Highland Police Department").

This letter will serve as an agreement for the hourly rate to be paid individually to each police officer and to authorize the Highland Police Department to charge the above fees for the use of police department vehicles at any time in the year 2021 and to deposit and receipt any checks/payments for said services.

Please call or write if you have any questions. If you find these terms acceptable, please have you or your representative sign below and return a signed copy to my attention at the Highland Police Department. Thank you.

Sincerely,

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

Peter T. Hojnicky, Chief of Police
Highland Police Department



Approved this _____ day of _____, 2021.

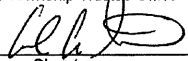
Roger Sheeman, Council President
Town of Highland, Lake County, Indiana

Attest:

Michael W. Griffin, Clerk Treasurer

Accepted this _____ day of _____, 2021

North Township Trustee Office

By: 
Signature

Adrian A Santos
Printed Name

Trustee
Title

5/17/2021
Date

9. **Action to approve pay for employee who is temporarily replacing another employee at a higher grade level, after thirty full days in the position, pursuant to Section § 4.11 of the Compensation and Benefits Ordinance.** Public Works Director is reporting he has assigned Streets Supervisor Brian Bell to *acting Operations Director*, during an expected protracted absence of the current Operations Director.

The Public Works Director made the assignment effective May 10 and Brian Bell has held the position from that date and is expected to hold this position until August or September, when the incumbent Operations Director is expected to return. Brian Bell will be eligible for the pay of the Operations Director, effective June 9, 2021, provided it is approved.

Councilor Zemen moved to approve the pay at the higher assignment for Brian Bell for temporarily assuming the position of acting operations director. Councilor Schocke seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The higher pay for the temporary position was approved.

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 Building Commissioner who offered a survey of matters before the Plan Commission.

Councilor Zemen acknowledged the Fire Chief who reported that the department participated in the multi-agency search and rescue effort to find the missing 12 year-old boy Kyrin Carter, who departed from a hotel on the Highland Hammond corporate boundary.

Councilor Zemen acknowledged the Parks and Recreation Superintendent who reported on programming and concerns regarding park vandalism.

Councilor Zemen asked the Town Council to further discuss the status of the Code Enforcement Officer and the IT Position at the June 7 Study Session.

Councilor Zemen also inquired regarding the status the Hawk Signal at Kennedy Avenue bike Trail. It was noted that the Traffic Safety Commission was meeting to address the matter.

- **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 expressed support for the family of the missing 12 year-old, Kyrin Carter, and expressed hopes for his safe return. Councilor Herak expressed appreciation for the police, public works and fire department workers who were participating in the search.

Councilor Herak acknowledged the Police Chief who reported on the police department matters. He reported in recently severely injured Officer Grash.

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 expressed appreciation for the appointments made to the Tree Board.

Councilor Schocke reported that the Community Events Commission was continuing its work to plan for the Independence Day festival at Main Square. He further reported on the progress of the beer garden associated with it.

Councilor Schocke expressed appreciation for the police, public works and fire department workers who were participating in the search.

Councilor Schocke expressed interest in expanding the number of seats on the Town Council from its current number of five.

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

Councilor Black expressed appreciation for the police, public works and fire department workers who were participating in the search.

- **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.*

The Town Council President expressed appreciation for the police, public works and fire department workers who were participating in the search.

The Town Council President noted that the settlement and contract agreement with the City of Hammond Water Department seemed to be coming to a close. The Town Council President noted that the rates that have been agreed upon are considerably lower than first proposed.

The Town Council President acknowledged the Redevelopment Director, who commented on the next downtown restaurant crawl and offered a modest survey of redevelopment activity.

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

1. Sean Reardon, Reardon Consulting, expressed his disappointment in the denial of the abatement. Mr. Reardon expressed concerns regarding the impression that the action would convey regarding the position of Highland regarding business.
2. Brian Webb, Webb Hyundai, challenged some of the representations made about the Webb business. He stated that it was a "family-owned business", that sought to expand not just show room but maintenance bays which would provide added jobs.
3. Lydia Schotts, Highland, (electronically) reported the protracted delays at the Kennedy Avenue railroad crossing recently.

She also reported her concerns about the size of trucks using Kennedy Avenue, inquiring whether that was lawful owing to their weights.

Ms. Schotts was invited to contact the Town Council President by electronic mail regarding her concerns.

4. Larry Kondrat, Highland, (electronically) expressed his disappointment that the visitor or comment period in the meeting only permitted comments. He urged that the public be allowed to pose questions during the two public comment periods in the meetings.

Payment of Accounts Payable Vouchers. There being no further comments from the public, Councilor Black moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period May 11, 2021, through May 24, 2021, as well as to ratify the payroll docket for the payday of May 07, 2021. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payroll dockets and other payments allowed in advance were ratified, and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

Vendors Accounts Payable Docket:

General Fund, \$204,379.70; Motor Vehicle Highway and Street (MVH) Fund, \$36,300.90; Local Road and Streets Fund, \$1,794.52; Law Enforcement Continuing Education and Training and Supply Fund, \$11,331.69; Information Communications

Technology Fund, \$3,554.87; Civil Donation Fund, \$2,193.72; Special Events Non Reverting Fund, \$995.93; Police Pension 1925 Fund, \$68,473.83; Municipal Cumulative Capital Development Fund, \$1,600.00; Traffic Violations and Law Enforcement Agency Fund, \$6,500.00; Gaming Revenue Sharing Fund, \$359.66; Special Public Safety Fund, \$346.00; and Public Safety Local Income Tax Fund, \$10,950.32; Total: \$348,781.14.

Payroll Docket for payday of May 07, 2021:

Council, Boards and Commissions, \$0.00; Office of Clerk-Treasurer, \$16,792.35; Building and Inspection Department, \$8,402.28; Metropolitan Police Department, \$130,676.01; Public Works Department (Agency), \$64,158.50; Fire Department, \$3,747.82; and 1925 Police Pension Plan Pension Fund, \$0.00; Total Payroll: \$233,776.96.

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, May 24, 2021, was adjourned at 8:51 O'clock p.m.

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

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

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

Building Report May, 2021

PERMIT TYPE	#	Res.	Comm.	Est. Cost	Fee Collected
Commercial Buildings	0	0	0	\$ -	\$ -
Comm. Additions/Remodel	8	0	8	\$ 977,568.00	\$ 17,476.50
Signs	5	0	5	\$ 28,291.00	\$ 2,026.50
Single Family	0	0	0	\$ -	\$ -
Duplex/Condo	0	0	0	\$ -	\$ -
Residential Additions	0	0	0	\$ -	\$ -
Residential Remodeling	72	72	0	\$ 537,249.00	\$ 14,158.50
Garages	3	3	0	\$ 87,775.00	\$ 2,320.50
Sheds	5	5	0	\$ 16,512.00	\$ 1,031.50
Decks & Porches	10	10	0	\$ 53,205.00	\$ 2,773.50
Fences	23	23	0	\$ 97,011.00	\$ 3,837.00
Above/In ground pools	11	11	0	\$ -	\$ 1,188.00
Drain Tile/Waterproofing	3	3	0	\$ 16,639.00	\$ 501.00
Misc - concrete, paving, demo, road cuts	47	47	0	\$ 149,017.00	\$ 8,233.00
Total Building Permits	187	174	13	\$ 1,963,267.00	\$ 53,546.00
Electrical Permits	25	21	4	\$ -	\$ 3,274.00
Mechanical Permits	12	2	10	\$ -	\$ 1,485.00
Plumbing Permits	12	9	3	\$ -	\$ 1,810.85
Water Meters	1	0	1	\$ -	\$ 375.00
Water taps	0	0	0	\$ -	\$ -
Sewer/Storm Taps	0	0	0	\$ -	\$ -
Total Plumbing Permits	13	9	4	\$ -	\$ 2,185.85

May 2021 Code Enforcement: 81 Investigations and 6 Citations were issued and 81 Warnings given
 Inspections done for the month of May 2020 were as follows: 43 Building Inspections,
 13 Plumbing Inspections, 6 HVAC and 18 Electrical Inspections. There were 2 Electrical Exams given.

Submitted By:



Kenneth J. Mika

FIRE DEPARTMENT REPORT

MAY 2021

Type of Calls	May 2021	YTD
General Alarms	7	54
Paid Still Alarms	40	113
Still Alarms	<u>1</u>	<u>9</u>
	Month 48	
Total Calls in 2021:		176

2021
TOWN OF HIGHLAND INJURIES FOR THE MONTH
MAY

CASE	DATE	DEPARTMENT	DESCRIPTION	Record Only	OSHA	Not OSHA	Filed with
	OF INJURY			No Med Treatment			
RO-4	5/1/21	FIRE	FF Was raising ladder when he lost control of ladder, his hand was struck as ladder fell.	X		X	X

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	1	1				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	1	4	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. 1733.1726-A
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE to AMEND ORDINANCE No. to ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA PARTICULARLY AMENDING TO AUTHORIZE COMPENSATION ASSOCIATED WITH A NEW POSITION in the OFFICE of the CLERK-TREASURER and MAKING RELATED AMENDMENTS TO THE COMPENSATION AND BENEFITS ORDINANCE

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

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

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

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

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

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2021 and thereafter as amended;

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, has been advised that it is desirable to establish a new position and fix rate for the position based upon the needs of the Office of the Clerk-Treasurer; and,

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to establish a new position and fix rate for the position based upon the needs of the Office of the Clerk-Treasurer,

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana, that the Wages, Salaries, and special detail levels of the Officers and Employees of the Town of Highland, are hereby established and fixed, pursuant to the provisions indicated herein and as follows:

Section 1. That Section 7 subdivision (C) of Ordinance No. 1726 be amended by repealing it in its entirety and replacing with a successor subdivision, to be styled as Section 7 subdivision (C) which shall read as follows:

Section 7. Office of the Clerk-Treasurer. That subject to the provisions of this ordinance, the salary and wages for the elected officers, non-elected officers and employees of the Town of Highland are hereby fixed for its Office of the Clerk-Treasurer as follows:

(C) Associate Employees and Staff

(1) Fiscal Analyst (1)

That the person selected for this position must possess at least a baccalaureate level degree in a relevant field granted from an accredited University or College. Subject to subdivision (D), the base compensation for a fiscal analyst is hereby fixed as a biweekly salary as follows:

		Starting Rate	Incumbent Rate
		\$ 2,106.78	\$ 2,160.00
		Starting Rate	Incumbent Rate
(1) (2) Encumbering Officer	(1)	\$19.78	\$19.78 hr.
(2) (3) Associate Clerk, Payroll & Personnel	(1)	\$19.78	\$19.78 hr.
(3) (4) Chancery / Bursar Clerk, Senior	(1)	\$19.04	\$19.04 hr.
(4) (5) Chancery / Bursar Clerk	(2)	\$18.72	\$18.72 hr.
(5) (6) Lead Utility Clerk	(1)	\$19.78	\$19.78 hr.
(6) (7) Utility Systems Clerk	(2) ^{xx}	\$18.72	\$18.72 hr.
(7) (8) Chamberlain Clerk (part-time)	(X)	\$15.13	\$15.13-\$15.58
(8) (9) Chancery & Bursar Aide (part-time)	(X)		\$ 9.00 -15.58 hr.

^{xx}If a worker is assigned the **Lead Utility Clerk** position, the authorization for this position is reduced to one (1).

~~(9) Information Technology Coordinator (part-time) \$16.48 hr. ——— \$16.48 hr.~~

(10) For the purpose of training or special assistance, retired senior staff or separated staff may be paid as part-time workers at the hourly rate equivalent of the approved position held at separation including longevity and certification pay prior to retirement or separation.

Section 2. That Section 2.01 styled as Exempt Employees in the Compensation and Benefits Ordinance commonly called the municipal employee handbook, be further amended to read as follows:

§ 2.01 Exempt Employees

Exempt employees refers to workers who are exempt from certain provisions of the Fair Labor Standards Act pertaining to overtime. It also means that you are in a supervisory or professional position as further defined in 29 CFR 541.200 et seq., and not eligible for overtime payments for work in excess of 40 hours per week, **except as provided by this handbook.**

Director of Public Works
Water & Sewer Supervisor
Maintenance Supervisor
Building Commissioner/Chief Inspector
Superintendent of Parks & Recreation
Director of Recreation
Metropolitan Police Division Commander(s)
Metropolitan Police Ass't. Div. Commander(s)
Metropolitan Police Administration Officer(s)
Redevelopment Director

Street Supervisor
Facilities Supervisor
Deputy Clerk-Treasurer
Fiscal Analyst
Park Director
Recreation Supervisor(s)
Chief of Police
Assistant Chief of Police
Fire Chief
Operations Director

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

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

(B) That the job description outlining this position on file, is affirmed and approved, but not in derogation of the authority conferred in IC 36-5-6-6. If the person that is selected for the position established by this ordinance has been serving as a leased employee for the unit six or more months, notwithstanding any provision in the wage and salary ordinance, that person will be treated as an incumbent;

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

Introduced and Filed on the 24th Day of May 2021. Consideration on same day or at same meeting of introduction sustained a vote of 4 in favor and 1 opposed, pursuant to IC 36-5-2-9.8. A unanimous vote being necessary, the ordinance was not taken up at the same meeting of its introduction.

DULY ORDAINED AND ADOPTED this _____ Day of June 14, 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)

**Ordinance No. 1734
of the
TOWN of HIGHLAND, INDIANA**

**AN ORDINANCE AMENDING CHAPTERS 2.05 and 2.10 OF THE
HIGHLAND MUNICIPAL CODE CONCERNING TERM LIMITS AMONG
MEMBERS OF THE TOWN COUNCIL AND TOWN CLERK-TREASURER**

WHEREAS, The Town of Highland wishes to enact term limits for various Town offices;

WHEREAS, Under its broad Home Rule powers, the Highland Town Council may adopt ordinances and resolutions to the extent not inconsistent with general or special law; and

WHEREAS, The Highland Town Council finds that instituting term limits on certain Town offices is in the best interests of the Town and its residents and promotes the health, safety, welfare of the public,

NOW, THEREFORE, BE IT ORDAINED by the Highland Town Council as follows:

Section 1. Addition to Chapter 2.05 of the Code. That Chapter 2.05 of the Highland Municipal Code shall be amended with the addition of a new section to be styled 2.05.015 as follows:

2.05.015 Term limits.

Effective with the terms of the Town Council members that commenced in January 2020, an individual shall not be eligible for election as a Council member for more than two consecutive four year terms. Service as a Council member prior to the terms that commenced in January 2020 shall not be considered in applying the term limitations of this section.

Section 2. Addition to Chapter 2.10 of the Code. That Chapter 2.10 of the Highland Municipal Code shall be amended with the addition of a new section, styled as 2.10.025 to read as follows:

2.10.025 Term limits.

Effective with the term of the Clerk-Treasurer that commenced in January 2020, an individual shall not be eligible for election as Clerk-Treasurer for more than two consecutive four year terms. Service as Clerk-Treasurer prior to the terms that commenced in January 2020 shall not be considered in applying the term limitations of this section.

Section 3. Conflict and severability. In the event this ordinance conflicts with any other ordinance of the Town of Highland or other applicable law, the more restrictive shall apply. If any phrase or portion of this ordinance is held invalid or unconstitutional by any court or competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion.

Section 4. Effective Date. This ordinance shall be in full force and effect on the day of its final passage and adoption.

Introduced and Filed on the 24th Day of May 2021. Consideration on same day or at same meeting of introduction was not considered, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this ____ 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)

ORDINANCE No. 1735.1726-B
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE to AMEND ORDINANCE No. 1726 to ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA PARTICULARLY AMENDING TO AUTHORIZE COMPENSATION ASSOCIATED WITH A POSITION in the BUILDING and INSPECTION DEPARTMENT and MAKING RELATED AMENDMENTS TO THE COMPENSATION AND BENEFITS ORDINANCE

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

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

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

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

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

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2021 and thereafter as amended;

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, has been advised that it is desirable to establish the existing position of Assistant Inspector for Code Enforcement as full-time, and fix rate for the position based upon the needs of the Building and Inspection Department; and,

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to establish the existing position of Assistant Inspector for Code Enforcement as full-time, and fix rate for the position based upon the needs of the Building and Inspection Department,

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana, that the Wages, Salaries, and special detail levels of the Officers and Employees of the Town of Highland, are hereby established and fixed, pursuant to the provisions indicated herein and as follows:

Section 1. That Section 8 subdivision (B) of Ordinance No. 1726 be amended

by repealing it in its entirety and replacing with a successor subdivision, to be styled as Section 8 subdivision (B) which shall read as follows:

Section 8. Building and Inspection Department. That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Building and Inspection Department** as follows:

	Starting Rate	Incumbent Rate
(B) Assistant Inspectors:		
(1) Assistant Inspector Ordinance Enforcement (part-time) Code Enforcement Officer (1)	\$16.89	\$20.00 - \$26.42 hr.
(2) Assistant Inspector for Electrical (part-time)		\$ 23.43 - \$30.90 hr.
(3) Notwithstanding the provisions of Section § 2.05 of the Compensation and Benefits Ordinance, the hourly part-time employees performing enforcement duties are regular part-time employees, however they may regularly work up to 78 hours in a pay period. (<i>Fee based compensation</i>)		
(4) Assistant Inspector for Plumbing (part-time)		\$18.00 for each one-unit plumbing examination proctored as provided in § Section 15.20.020 (G)(1), and thus hereby amended. \$25.50 for each inspection performed as described in Section 15.20.020 (G)(2) of the Highland Municipal Code, and thus hereby amended.

Section 2. That Section 5.21 styled as Clothing for Public Works Personnel in the Compensation and Benefits Ordinance commonly called the municipal employee handbook, be hereby repealed and further amended as Section 5.21, which shall read as follows:

§ 5.21 Clothing for Personnel in Public Works and Building and Inspection

§5.21.01 Public works. Incumbent regular full time Public Works personnel are provided with three (3) new sets of uniforms per year. New regular full time Public Works personnel are provided five (5) new sets of uniforms after the probationary period. Jackets are provided as needed.

§ 5.21.02 Building and Inspection. Code Enforcement officer. The enforcement officer will be provided with uniform shirts and slacks as deemed necessary by the proper Supervisor. The enforcement officer will be provided a proper wearable identification and a proper badge styled as Town of Highland, Code Enforcement Officer. A jacket may be issued as well.

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

Section 4. (A) That an emergency exists for the immediate taking effect

of this Ordinance, which, subject to the provisions of this ordinance, shall become effective and shall remain in full force and **from** after its passage and adoption, pursuant to any effective dates herein described and until its repeal or amendment by subsequent enactment;

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

Introduced and Filed on the 14th Day of June 2021. Consideration on same day or at same meeting of introduction sustained a vote of _____ in favor and _____ opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this _____ Day of _____ 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)

**ORDINANCE No. 1736
of the
TOWN of HIGHLAND, INDIANA**

AN ORDINANCE To MAKE SEVERAL TECHNICAL AMENDMENTS TO THE CURRENT CODE OF ORDINANCES For The Town Of Highland, PARTICULARLY CREATING A NEW CHAPTER 2.27 ESTABLISHING A CODE ENFORCEMENT OFFICER, AND MAKING TECHNICAL CHANGES TO CHAPTER 5.20, ALL PURSUANT TO IC 36-1-5 AND IC 36-1-27 ET SEQ.

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

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

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

WHEREAS, Indiana Code 36-1-27 et sequitur sets forth provisions imposing a requirement on all municipalities to prohibit conflicts of interest by a building official over a building permit; and,

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

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

Section 1. That Section 5.20.060 of the Highland Municipal Code be hereby repealed in its entirety and replaced with a new chapter, to be styled as Chapter 2.27 which shall read as follows:

Chapter 2.27 Code Enforcement Officer

2.27.010 ~~Enforcement officer.~~ Establishment

(A) Appointment. There is hereby created the position of ~~assistant ordinance inspector~~ **Code Enforcement Officer**. The person shall be appointed by and serve at the pleasure of the chief inspector/building commissioner.

(B) Oath and Bond.

- (1) Before any such ~~ordinance inspector~~ **code enforcement officer** shall enter upon the office's duties, the ~~ordinance inspector~~ **code enforcement officer** shall be required to take and subscribe an oath of office and shall file an individual bond in the sum of \$15,000 payable to the state of Indiana, pursuant to IC [5-4-1-10](#), to be approved by the town clerk-treasurer.

- (2) The bond shall be conditioned upon the faithful performance of the ~~inspector's~~ **code enforcement officer's** duties, including the duty to comply with IC [35-44.1-1-1](#) and the duty to account properly for all monies and property received by virtue of the employee's service in the office or position.
- (3) The premium on said bond shall be paid by the town. Said bond may be executed with any recognized surety company authorized to do business in the state.
- (4) The bond, as well as the oath, shall be filed in the office of the clerk-treasurer and recorded in the office of the recorder of Lake County, pursuant to IC [5-4-1-5.1](#).
- (5) It is highly preferred but not required that the ~~assistant ordinance inspector~~ **code enforcement officer** be a resident of the town.
- (C) Duties and Powers. It shall be the duty of the ~~assistant ordinance inspector~~ **code enforcement officer** to investigate complaints regarding ordinance violations, issuing such warning citations, valid citations or letters as warranted, following the progressive disciplinary process. In addition, the ~~assistant ordinance inspector~~ **code enforcement officer** shall receive instructions from the chief inspector concerning municipal codes to be enforced and shall assist the chief inspector in the administration of the building and construction code and such other matters as the chief inspector may from time to time direct which may include but not be limited to visual inspection and patrol to check for municipal code violations, unlicensed contractors, undocumented construction projects, unregistered businesses, public nuisances, and portable sign violations.
- (D) Additional Duties and Records. The ~~assistant ordinance inspector~~ **code enforcement officer** shall keep a careful and accurate record of all warning citations, valid citations, issued letters and such other work product as may be generated in consequence of his duties. The ~~assistant ordinance inspector~~ **code enforcement officer** shall provide such information as may be necessary to support the town prosecuting attorney in court hearings and such other enforcement proceedings as may be undertaken.
- (E) Prohibited Interests. It shall be unlawful for the ~~assistant ordinance inspector~~ **code enforcement officer** to engage in the business or crafts over which he may have regulatory authority, in the town of Highland, nor shall he have any direct financial interest in any such concern inside the town of Highland at any time while holding the office of ~~assistant ordinance inspector~~ **Code Enforcement Officer**.
- (F) Fees and Fines. All fees and fines collected in conjunction with the duties and powers of the assistant ordinance inspector shall be paid into the proper fund of the town of Highland.
- (G) Compensation and Qualifications. The ~~assistant ordinance inspector~~ **code enforcement officer** should have a knowledge and understanding of the town codes and their applications. The ~~assistant ordinance inspector~~ **code enforcement officer** shall be paid on an hourly basis according to the grade and rate established and in force and effect in the most recent wage and salary ordinance as passed by the town council from time to time. The ~~assistant ordinance inspector~~ **code enforcement officer** shall carry out his duties as may be needed and as directed by the chief inspector. Any change in the compensation or any change in the position sufficient to affect the compensation of the position shall only be effective upon proper action and authorization of the town council.

Section 2. That Section 5.20.070 of the Highland Municipal Code be

hereby repealed in its entirety and replaced with a new section, to be styled as Section 5.20.070 which shall read as follows:

5.20.070 Violations.

The ~~council or its designee~~ **Town Council President**, pursuant to IC 36-5-4-11, may, upon ~~their~~ **the Town Council President's** own motion, and shall, upon the verified complaint in writing of any person setting forth specifically the wrongful act or acts complained of, investigate any action or business transaction of any licensee and shall have the power to suspend or revoke a license issued by the ~~council or its designee~~ **Town of Highland** under the provisions of this chapter if, after due proceedings as herein provided, ~~it~~ **the Town Council President** shall find the holder to have been guilty of the performance or attempt to perform any of the following prohibited acts or conduct:

- (A) Wishful or deliberate disregard of the applicable construction codes and ordinances of the town of Highland, state of Indiana, or any rules promulgated pursuant thereto;
- (B) Aiding or abetting any unlicensed person to evade the provisions of this chapter or rules and regulations promulgated thereto;
- (C) Knowingly combining or conspiring with unlicensed persons with the intent to evade the provisions of this chapter or the rules and regulations promulgated pursuant thereto;
- (D) Acting in the capacity of a contractor under any license issued hereunder except in the name of the licensee as set forth on the issued license;
- (E) Diversion of funds or property received from prosecution or completion of a specified construction project or operation, where as a result of the diversion, the contractor is or will be unable to complete or fulfill the terms of his obligation to contract;
- (F) Paying compensation in money or other valuable considerations to any person other than a licensed contractor for rendering services or doing any act required by this chapter to be performed by a licensed contractor holding a licensee;
- (G) No violation of any provisions of this chapter by an agent or employee of any licensed contractor shall be grounds for the suspension or revocation of the license of the employer. For the purpose of the preceding sentence, a course of dealing shown to have been consistently followed by an employee shall constitute prima facie evidence of knowledge on the part of the employer;
- (H) Any person aggrieved by any action by the board or its designee in suspending, revoking, or failing to renew a license may seek judicial review thereof;
- (I) The record of the ~~board~~ **Town Council President** or ~~it's~~ **the Town Council President's** designee, or a duly certified copy thereof, shall be admissible in any proceedings at law or in equity in any court of competent jurisdiction in this or any other state in which the applicant or licensee charged or under investigation is a party, and where the issues involved in the proceedings are pertinent to the inquiry before the ~~board~~ **Town Council President** or ~~it's~~ **the Town Council President's** designee, and the verdict or judgment of the court in any action at law or the decree of the court in any proceeding in equity shall be prima facie evidence of the facts at issue in the proceedings and necessarily adjudicated therein;
- (J) The verdict in any prosecution in a court of record of this or any state in which the applicant licensee charged shall have been the defendant shall be conclusive as to the facts charged and at issue in such prosecution;

(K) After the revocation of any license, no new license shall be issued to the same licensee within a period of at least one year subsequent to the date of the revocation;

(L) Whenever a new license is issued by the board or its designee to any person whose license has been previously revoked, the issuance shall be treated as an initial issuance and the applicant shall be required to pay the fees and, in the case of contractors, shall be required to submit to the examination required of all other initial applicants.

Section 3. That Section 5.20.110 of the Highland Municipal Code be hereby repealed in its entirety and replaced with a new section, to be styled as Section 5.20.110 which shall read as follows:

5.20.110 Legal proceedings.

Where in any proceeding before the **Town Council President** or ~~it's the Town Council President's~~ designee any contractor or witness shall fail or refuse to attend a request issued by the council or its designee or, appearing, shall refuse to testify or shall refuse to provide any information or data, the production of which is called for by the council or its designee, such request shall constitute a legally enforceable action to be taken by the council or its designee and shall be enforced by any court of this state.

Section 4. That Section 5.20.120 of the Highland Municipal Code be hereby repealed in its entirety and replaced with a new section, to be styled as Section 5.20.120 which shall read as follows:

5.20.120 Authorization.

~~The council or its designee~~ **Chief Inspector/Building Commissioner** is hereby authorized and empowered to adopt, fix, and establish all rules and regulations necessary for the proper administration of the provisions of this chapter.

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

Introduced and Filed on 14th day of June, 2021. Consideration on same day or at same meeting of introduction sustained a vote of ____ in favor and ____ opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this ____ Day of _____ 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; IC 36-5-2-10.2)

TOWN OF HIGHLAND, INDIANA
RESOLUTION NO. 2021-28

A RESOLUTION AUTHORIZING AN AGREEMENT WITH ALLIED UNIVERSAL D.B.A. BEST BUY FOR SECURITY SERVICES PROVIDED AT BEST BUY STORE 1774, 10243 INDIANAPOLIS BOULEVARD, HIGHLAND, INDIANA IN AS A SPECIAL PATROL ZONE PURSUANT TO Sections §§ 9.10.250 through 9.10.280 of the Highland Municipal Code

WHEREAS, The Allied Universal operating as Best Buy Store, 1774, 10243 Indianapolis Boulevard, Highland, has requested that certain patrol services be provided at or near the Best Buy during certain days, provided that security services be provided by a uniformed, police officer in a marked vehicle during such periods as the site is open and certain events are conducted;

WHEREAS, The Highland Police Department desires to provide these special patrol services and establish special patrol zone, subject to revised terms of a written agreement between the parties,

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

Section 1. The Highland Town Council, pursuant to Section 9.10.260 of the Highland Municipal Code, hereby finds and determines the following:

(A) That *Best Buy Store #1774, 10243 Indianapolis Boulevard, Highland*, generates significant traffic or other identifiable public safety concerns in and near the store that ordinary and regular law enforcement resources may not fully address, and that the ***existing Special Patrol Zone for the Highland Grove Mall does not address***, so it would be of a public good to commit, augment or dedicate certain law enforcement resources in such location for which user fees may be charged, through the establishment of a *Special Patrol Zone*;

(B) That the establishment of a Special Patrol Zone at *Best Buy Store #1774, 10243 Indianapolis Boulevard, Highland* will not unduly reduce or dilute regular resources or capacity of the Highland Police Department because police officers assigned to the Zone will work outside of the officer's normal working hours;

(C) That the establishment of a Special Patrol Zone at *Best Buy Store #1774, 10243 Indianapolis Boulevard, Highland*, serves the public safety interests of the whole town, by marshaling public safety resources to deter property crime and foster a more robust commercial economy in the Town of Highland;

(D) That Allied Universal is owner of *Best Buy Store #1774, 10243 Indianapolis Boulevard, Highland*, the location of a new special patrol zone, do desire to establish this designation and the services described in the agreement approved by this resolution, willing to pay the user fees associated with the special patrol zone; and,

(E) That this special patrol zone does NOT operate in derogation of the existing Special Patrol Zone, known as Highland Grove Shopping Mall, and

shall be construed as complementary to the Highland Grove Shopping Mall Special Patrol Zone;

Section 2. That the agreement or memorandum of understanding between the Town of Highland and Allies Universal, owner of Best Buy Store #1774, 10243 Indianapolis Boulevard, Highland, Indiana, for the establishment of and the services associated with a Special Patrol Zone incorporated by reference and made a part of this resolution is hereby approved in each and every respect;

Section 3. That the Town Council President and Clerk-Treasurer are hereby authorized to sign the agreement herein described.

DULY RESOLVED and ADOPTED this 14th Day of June 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)

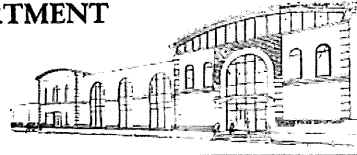
EXHIBIT



HIGHLAND POLICE DEPARTMENT

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

PETER T. HOJNICKI, CHIEF OF POLICE



April 27, 2021

Allied Universal
701 Presidential Drive
Richardson, TX 75081

Re: Letter of Agreement for services at
Best Buy Store #1774
10243 Indianapolis Blvd.
Highland, Indiana 46322

Dear Allied Universal,

The purpose of this letter is to establish a Special Patrol Zone whereas the Highland Police Department has provided (and may again in the future) off duty uniformed police security services for the listed location utilizing a marked Highland Police Department patrol unit.

For the year 2021, the fees for this service will be \$30.00 per hour per uniformed police officer (paid individually to each working officer) and \$2.75 per hour per marked police patrol vehicle (paid via check made out to "Highland Police Department"). The exception for the hourly rate for each uniformed police officer will only be for services provided on "Black Friday" sales or days related to said special designated days relating to the holiday shopping season. Those will be negotiated on a case by case basis between Commander John Banasiak (representing the Highland Police Department) and your company representative. The hourly rate for the use of the marked police vehicles will not be affected by the "Black Friday" sales or days related to said holiday sales dates.

This letter will serve as to authorize the Highland Police Department to charge the above fees for services and use of police department vehicles any time in the year 2021 and to deposit and receipt any prior checks/payments that we have received for said services.

Please call or write if you have any questions. If you find these terms acceptable, please have your representative sign below and return a signed copy to my attention at the Highland Police Department. Thank you.

Sincerely,

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

Peter T. Hojnicky, Chief of Police
Highland Police Department



Approved this _____ day of _____, 2021.

Roger Sheeman, Council President
Town of Highland, Lake County, Indiana

Attest:

Michael W. Griffin, Clerk Treasurer

Accepted this _____ day of _____, 2021

Allied Universal

By: Chang Wilkins
Signature

Chang Wilkins
Printed Name

ERC Manager
Title

5-26-21
Date

**TOWN OF HIGHLAND, INDIANA
RESOLUTION NO. 2021-29**

A RESOLUTION AUTHORIZING and ESTABLISHING a THIRD 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, On April 12, 2021 the Town Council passed Resolution No. 2021-14 establishing second 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. 2021-14, which set forth additional guidance 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 third 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 Indiana Governor 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 take 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 *third 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 14th Day of June 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:
Adopted as Resolution No. 2021-14
Adopted as Resolution No. 2021-29**

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, **unless fully vaccinated by one of the approved COVID 19 vaccines**, are required to monitor their own health conditions. It is mandatory that all 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, **unless fully vaccinated by one of the approved COVID 19 vaccines**, 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) 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.
- (f) 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.
- (g) *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~~ may 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) **Face Masks for staff.** Employees shall be provided appropriate face mask to wear for use while at work under this guidance. Employees who have been fully vaccinated and have experienced the required fourteen day period following the vaccination, may elect not to wear a face mask while at work and serving residents, visitors or guests. Employees who have **not been vaccinated** 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) **Face Masks for Guests, etc.** Guests, residents, and visitors, who have been fully vaccinated and have experienced the required fourteen day period following the vaccination, **will be no longer 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.) **Further, signs at the entrance of buildings should indicate that mask wearing is required for all who are NOT fully vaccinated.**
- (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 2021-17**

An Order Approving and Authorizing the Metropolitan Police Chief to Purchase from Bosak Ford of Burns Harbor, IN through the State of Indiana (3) three 2021 Ford Utility Police Interceptor Base and one (1) F-150 Police Responder 4x4 pursuant to I.C. 5-22-7.

Whereas, The Town of Highland Metropolitan Police Department, as part of its public duties, has a responsibility for patrol, public safety and protection of life and property throughout the Town of Highland and, from time to time, it is necessary to purchase and or lease materials and supplies in order to carry out the functions of the department;

Whereas, The Metropolitan Police Chief has determined a need to replace certain equipment and supplies and has further determined the purchase price will be at least \$50,000 and not more than \$150,000.00;

Whereas, The price for the purchase exceeds \$15,000.00 and, pursuant to Section 3.05.040 (E) as well as Section 3.05.050 (B) of the Highland Municipal Code, such purchase requires the express approval of the purchasing agency;

Whereas, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (A)(2) of the Highland Municipal Code serves as the purchasing agency for the Metropolitan Police Department;

Whereas, The Metropolitan Police Chief, pursuant to Section 3.05.050 (D)(2) of the Highland Municipal Code, serves as the Purchasing Agent for the Metropolitan Police Department;

Whereas, The Purchasing Agent, pursuant to Section 3.05.060 (F)(1) of the Highland Municipal Code, expected that the purchase would be at least \$50,000 and not more than \$150,000.00 and therefore solicited quotes for **three (3) Ford Explorers and one (1) Ford F-150 Vehicle**, from at least three (3) vendors known to deal in the lines or classes of supplies to be purchased;

Whereas, The Purchasing Agent, mailed requests for quotes pursuant to Section 3.05.060 (F)(2) of the Highland Municipal Code at least seven (7) days before the date that the quotes were to be opened, to the following vendors known to deal in the lines to be purchased:

- (A) Bosak Ford, 244 Melton Road, Burns Harbor, Indiana;
- (B) Webb Ford, 9801 Indianapolis Boulevard, Highland, Indiana;
- and
- (C) Paul Heuring Ford, 720 N. Hobart road, Hobart, Indiana;

Whereas, The Purchasing Agent, opened the quotes as received by June 1, 2021 the stated deadline and received the following:

- (A) Bosak Ford, quoted A unit price of \$32,290.00 for each Explorer and \$36,546.00 for the F-150 for a total price of \$133,416.00, minus the 4 trade-ins allowed in the amount of \$30,500.00 for a final amount of **\$102,916.00**.
- (B) Webb Ford, did not respond;
- (C) Paul Heuring, did not respond;

Whereas, The Police Chief as purchasing agent, reports that only one response was proffered, therefore, pursuant to Section 3.05.060 (F)(5) of the Highland Municipal Code and IC 5-22-10-10, the Police Chief recommends that the vendor that did respond, be selected, pursuant to Section 3.05.060 (G) of the Highland Municipal Code;

Whereas, The purchase of the vehicle will be supported by duly approved appropriations in the Metropolitan Police Department of the Corporation General Fund, the Municipal Cumulative Capital Development Fund and the Public Safety Local Income Tax Fund; and,

Whereas, The Town Council now desires to approve and authorize the Police Chief to complete the purchase pursuant to the terms and stated herein,

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

Section 1. That the Works Board hereby authorizes and approves the purchase from Bosak Ford of Burns Harbor for the purchase of three (3) 2021 Ford Utility Police Interceptors at the price of \$32,290.00 each, for a total of \$96,870.00; and one (1) Ford F-150 Police Responder 4x4 at a price of \$36,546.00; minus the trade-ins in the amount of \$30,500.00 for a grand total purchase price of \$102,916.00 pursuant to IC 5-22 and Section 3.05.060 (F) and (G) of the Highland Municipal Code;

Section 2. That the Works Board hereby further finds and determines that the quote from Bosak Ford of Burns Harbor offered at the unit price of \$32,290.00 each for three (3) and a unit price of \$36,546.00, for one (1) F-150, minus the 4 trade-ins for a grand total of \$102,916.00 to be consistent with the provisions of pursuant to IC 5-22 and Section 3.05.060 (F) and (G) of the Highland Municipal Code and that the trade-ins of the four vehicles is further authorized;

Section 3. That the Works Board hereby still further authorizes the Police Chief working with the municipal fiscal officer to be able to employ direct or capital lease purchasing to perfect the purchases authorized by this works board order;

Section 4. That the Metropolitan Police Chief is now authorized and approved to execute the purchase agreement and any additional documents in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-4-14.

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 14th day of June 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)

**The Town of Highland
Board of Works Order No. 2021-18**

AN ORDER FINDING AND DETERMINING CERTAIN PERSONAL PROPERTY OF THE MUNICIPALITY AS NO LONGER NEEDED FOR THE PURPOSES FOR WHICH ORIGINALLY ACQUIRED OR HAVE BEEN LEFT IN THE CUSTODY OF AN OFFICER OR EMPLOYEE OF THE TOWN OF HIGHLAND AND HAVE REMAINED UNCLAIMED FOR MORE THAN ONE (1) YEAR OR HAVE BEEN DEEMED WORTHLESS AND OF NO MARKET VALUE.

Whereas, The Town Council for the Town of Highland is the Works Board of the Municipality pursuant to IC 36-1-2-24(3) and

Whereas, The Town Council has been advised by the Fire Department that several items of personal property, and which all owned by the municipality are no longer needed for the purposes of which it was originally acquired, pursuant to IC 5-22-22; and

Whereas, The Fire Chief has recommended and requested that disposal of certain personal property be authorized, all pursuant to the provisions of IC 5-22-22 et seq.; and,,

Whereas, The Town Council now desires to favor the recommendation and take those steps necessary to authorize and approve a disposal of personal property of the municipality pursuant to the applicable law,

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

Section 1. That the Town Council of the Town of Highland acting as the works board, hereby finds and determines the following:

- (A) That there are certain articles of personal property possessed or owned by the municipality that are no longer needed, unfit for the purposes for which they were acquired, pursuant to IC 5-22-22-3; or,
- (B) That these same articles of personal property possessed or owned by the municipality that have been left in the custody of an officer or employee of the Town of Highland and have remained unclaimed for more than one (1) year, pursuant to IC 5-22-22-3; or,
- (C) That these same articles of personal property possessed or owned by the municipality, that may be deemed worthless or no market value as the estimated costs the sale and transaction of the property exceed the property value, pursuant to IC 5-22-22-8;
- (D) That these items of personal property are more particularly described in an exhibit attached to and incorporated in this works board order;

- (E) That the value of any single item of personal property is less than one thousand dollars (\$1,000) and that all the items of personal property together are less than \$5,000, all pursuant to IC 5-22-22; and
- (F) That the transfer by private sale without resort to notice of those items of personal property of the Highland Fire Department be hereby found to be authorized and lawful;

Section 2. That the Fire Chief is hereby authorized and instructed to cause a lawful disposal or transfer of the personal property identified in this Works Board Order by public or private sale or transfer without advertising pursuant to IC 5-22-22-6;

Section 3. That no proceeds are expected but should proceeds arise, any and all proceeds yielded from the lawful disposal or transfer authorized by this order shall be deposited with the Office of the Clerk-Treasurer, where such proceeds shall be deposited to the credit of the Corporation General Fund.

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 14th day of June 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 OF PERSONAL PROPERTY FOR DISPOSAL

**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 **28th day of June 2021**, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

CORPORATION GENERAL FUND

Works Board Department

Increase:

Acct. 001-0011-39021 Lincoln Center Audio Visual Upgrades: \$ 35,769.00
Total for Series: \$ 35,769.00

Total for the Department: \$ 35,769.00

TOTAL for the FUND: \$ 35,769.00

Funds to support these additional appropriations, in the **Corporation General Fund** shall be supported by unreserved, undesignated fund balance on deposit to the credit of the Corporation General Fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. You may also write to the Office of the Clerk-Treasurer if you wish to communicate a concern. 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**

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 11th DAY OF June 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 \$ 622,728.57.

Dated this _____ day of _____,

TOWN COUNCIL

MARK A. HERAK

ROGER SHEEMAN

BERNIE ZEMEN

MARK SCHOCKE

TOM BLACK

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
 EXP CHECK RUN DATES 05/26/2021 - 06/15/2021
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0000						
001-0000-45200	GEN FUND TRANSFERS GROSS	92333	PAYROLL ACCOUNT	6/4 PRL D/S TRANSFER GENERAL	174,422.11	45756
			Total For Dept 0000		174,422.11	
Dept 0001 TOWN COUNCIL						
001-0001-33001	ADDITIONAL APPROPRIATIONS #69	92283	THE TIMES	ADDITIONAL APPROPRIATIONS-69711	29.12	
001-0001-33001	ADDITIONAL APPROPRIATIONS #69	92284	THE TIMES	ADDITIONAL APPROPRIATIONS-69710	36.27	
001-0001-38004	ORDINANCE 1731-NEW PARGES	92282	CODE PUBLISHING COMPANY INC	HIGHLAND MUNICIPAL CODE WEB UPDAT	163.75	
001-0001-38004	NEW PAGES	92327	CODE PUBLISHING COMPANY INC	MUNICIPAL CODE	384.00	
			Total For Dept 0001 TOWN COUNCIL		613.14	
Dept 0003 VIPS						
001-0003-39007	VIPS CAR WASHES FOR MAY	92399	EASY CLEAN CAR WASH, INC	VIPS CAR WASHES FOR MAY	12.00	
			Total For Dept 0003 VIPS		12.00	
Dept 0004 CLERK-TREASURER						
001-0004-20003	D/S PNS, PNCLIS, TAPE, ENVS, REAND	92305	PULSE TECHNOLOGY OF INDIANA	D/S PNCLIS, PENS, ENVS, HGHLTRS, TAPE,	32.35	
001-0004-31004	JUNE 30, 2021 VIRTUAL MEETINGS	92372	AIM, ACCELERATE IND MUNICIP	JUNE 30, 2021 VIRTUAL MEETINGS	50.00	
001-0004-31004	2021 ANNUAL CONF SOUTH BEND M	92356	APT US&C	2021 ANNUAL CONFERENCE ON SITE 7/	499.00	
001-0004-34023	HEALTH INS	92331	TOWN OF HIGHLAND INS FUND (JUNE 2021 HEALTH/LIFE INS PREM CT	5,096.35	
001-0004-34043	LIFE INS	92331	TOWN OF HIGHLAND INS FUND (JUNE 2021 HEALTH/LIFE INS PREM CT	33.56	
			Total For Dept 0004 CLERK-TREASURER		5,711.26	
Dept 0006 BUILDING & INSPECTION						
001-0006-34023	HEALTH INS	92330	TOWN OF HIGHLAND INS FUND (JUNE 2021 HEALTH/LIFE INS PREM BL	6,113.36	
001-0006-34043	LIFE INS	92330	TOWN OF HIGHLAND INS FUND (JUNE 2021 HEALTH/LIFE INS PREM BL	29.94	
			Total For Dept 0006 BUILDING & INSPECTION		6,143.30	
Dept 0007 FIRE DEPARTMENT						
001-0007-22004	INV# 337-359518	92318	AUTO-WARES	VEHICLE SUPPLIES	43.37	45759
001-0007-23004	HFD FIRE BOAT PARTS	92387	MICHAEL PIPTA (R)	HFD FIRE BOAT PARTS	62.95	
001-0007-23012	BP HELMETS AND PLATES	92384	RAY O'HERRON CO, INC	BP HELMETS AND PLATES	4,000.00	
001-0007-32005	STATIONS SECURITY SYSTEM	92385	PHIL & SON, INC	STATIONS SECURITY	145.60	
001-0007-32006	BROADBAND AIR CARDS FOR RIGS	92382	VERIZON WIRELESS	AIR CARDS FOR RIGS	300.46	45767
001-0007-34023	HEALTH INS	92340	TOWN OF HIGHLAND INS FUND (JUNE 2021 HEALTH/LIFE INS PREM FI	2,159.83	
001-0007-34043	LIFE INS	92340	TOWN OF HIGHLAND INS FUND (JUNE 2021 HEALTH/LIFE INS PREM FI	7.12	
001-0007-35001	ELECTRIC - CENTRAL FIRE STATI	92377	NISOURCE INC.	ELECTRIC - CENTRAL FIRE STATION	572.48	45765
001-0007-35001	ELECTRIC - SOUTH STATION	92379	NISOURCE INC.	GAS & ELECTRIC SOUTH STATION	230.47	45765
001-0007-35001	ELECTRIC - FD TRAINING SITE	92376	NISOURCE INC.	ELECTRIC - FD TRAINING SITE	30.42	45766
001-0007-35003	GAS - CENTRAL STATION	92378	NISOURCE INC.	GAS - CENTRAL FIRE STATION	120.50	45765
001-0007-35003	GAS - SOUTH STATION	92379	NISOURCE INC.	GAS & ELECTRIC SOUTH STATION	99.94	45765
001-0007-35005	HYDRANT - SOUTH STATION	92380	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	100.94	
001-0007-35005	HYDRANT - CENTRAL STATION	92381	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	104.16	
001-0007-35007	STORM - SOUTH STATION	92380	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	97.37	
001-0007-35007	STORM - CENTRAL STATION	92381	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	107.07	
			Total For Dept 0007 FIRE DEPARTMENT		8,182.68	
Dept 0008 PLAN COMMISSION						
001-0008-31002	PC INV 5071200229 - 5-21 - 5-	92320	NIES ENGINEERING, INC.	PC INV 5071200229 - 5-21 - 5-28	1,035.30	
			Total For Dept 0008 PLAN COMMISSION		1,035.30	
Dept 0009 POLICE DEPARTMENT						
001-0009-11204	PSYCH TESTING FOR 2 APPLICANT	92396	CLINICAL PSYCHOLOGY CENTER,	PSYCH TESTING FOR 2 APPLICANTS	400.00	
001-0009-21001	951 GAL OF GAS	92412	WARREN OIL COMPANY	951 GAL OF GAS DELV ON 5/14	2,535.65	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0009 POLICE DEPARTMENT						
001-0009-21001	1001 GAL OF GAS	92413	WARREN OIL COMPANY	1001 GAL OF GAS DELV ON 5/25	2,677.47	
001-0009-21004	MEDICAL SUPPLIES FOR BOOKING	92395	CINTAS CORPORATION NO 2	MEDICAL SUPPLIES FOR BOOKING CABI	100.83	
001-0009-22004	INV374204	92392	AUTO-WARES	VEH PARTS AND SUPPLIES FOR MAY	325.86	
001-0009-23004	TVS AND WALL MOUNTS FOR THE P	92391	AMAZON	TVS AND WALL MOUNTS FOR THE PD	554.60	
001-0009-23004	BAL DUE OF RANGE EQUIPMENT	92400	GALLS PARENT HOLDINGS LLC	D/S PRTL PAYMENT OF RANGE EQUIPME	872.39	
001-0009-23004	FOYER LIGHTBULBS	92402	GRAINGER	NEW LIGHTBULBS FOR FOYER AREA	104.16	
001-0009-32003	IDACS NETWORK ACCESS FOR MAY	92403	INDIANA OFFICE OF TECHNOLOG	IDACS NETWORK ACCESS FOR MAY	118.41	
001-0009-32004	IDACS INTERNET 5/28-6/27	92397	COMCAST CABLE	IDACS INTERNET 5/28-6/27	126.85	
001-0009-32004	CID INTENET SEARCHES FOR MAY	92409	TLO, LLC	CID INTERNET SEARCHES FOR MAY	75.00	
001-0009-34023	HEALTH INS	92342	TOWN OF HIGHLAND INS FUND (JUNE 2021 HEALTH/LIFE INS PREM PD	90,572.04	
001-0009-34042	SURVIVORS ADJ	92342	TOWN OF HIGHLAND INS FUND (JUNE 2021 HEALTH/LIFE INS PREM PD	2,086.96	
001-0009-34043	LIFE RETIREE	92342	TOWN OF HIGHLAND INS FUND (JUNE 2021 HEALTH/LIFE INS PREM PD	21.94	
001-0009-35001	LPR CAMERA 3949 HIGHWAY READ	92404	NISOURCE INC.	LPR CAMERA AT 3949 HIGHWAY RED O	38.50	
001-0009-35001	LPR CAMERA FOR 10221 INDY REA	92405	NISOURCE INC.	LPR CAMERA FOR 10221 INDY READ ON	42.38	
001-0009-35001	ELEC SERVICE FOR 3315 RIDGE R	92406	NISOURCE INC.	ELEC SERVICE FOR 3315 RIDGE READ	4,682.57	
001-0009-35001	LPR CAMERA 2000 RIDGE RD READ	92410	NISOURCE INC.	LPR CAMERA 2000 RIDGE RD READ ON	31.87	
001-0009-35005	WATER SERV 3315 RIDGE 4/26-5/	92410	TOWN OF HIGHLAND UTILITIES	WATER SERVICE AT 3315 RIDGE RD 4/	615.89	
001-0009-36003	REPAIRS TO ELEVATOR DOORS	92408	OTIS ELEVATOR CO	REPAIRS TO ELEVATOR DOORS	4,922.00	
001-0009-36003	BACKFLOW DEVICE INSPECTION	92411	VALLEY FIRE PROTECTION SYST	BACKFLOW DEVICE INSPECTION AND BS	209.90	
001-0009-36004	GEN OFC CLEANING FOR MAY	92401	GAYLE THARP	GEN OFC CLEANING FOR MAY	2,666.66	
001-0009-36007	RENEWAL OF E & O POLICY GEN L	92398	CROWEL AGENCY INC.	GEN LIABILITY RENEWAL OF POLICY E	1,421.00	
001-0009-38006	MAT CHANGE ON 5/18	92393	CINTAS CORPORATION #319	MAT CHANGE AT PD ON 5/18	37.10	
001-0009-38006	MAT CHANGE AT PD ON 6/1	92394	CINTAS CORPORATION #319	MAT CHANGE AT PD ON 6/1	37.10	
Total For Dept 0009 POLICE DEPARTMENT					115,277.13	
Dept 0011 SERVICES & WORKS						
001-0011-21005	FLAT PANEL MONITOR REPLACEMENT	92364	CBL CONSULTING, INC	TECHNICAL EQUIPMENT	475.00	
001-0011-21005	LC FILTERS 20X25X2	92310	JOHNSTONE SUPPLY, INC.	AIR FILTERS/LC	708.54	
001-0011-21005	VINYL GLOVES	92358	PERFORMANCE CHEM & SUPPLY I	VINYL GLOVES FOR COVID	126.00	
001-0011-31006	ICLEI'S FEE	92373	ICLEI LOCAL GOVERNMENTS FOR	ICLEI'S FEE	200.00	
001-0011-32008	ACCT. SERVICE FEES	92300	FIRST FINANCIAL BANK CORP S	APRIL 2021 ACCT SERV FEES	1,713.40	999414
001-0011-32008	ACCT. SERVICE FEES	92495	INVOICE CLOUD, INC	MAY ACCOUNT SERVICE FEES 2021	278.55	999419
001-0011-35001	130-850-000-1, 3333 RIDGE RD A	92304	NISOURCE INC.	MISC TH,VIP 198-801-002-1,000-901	1,017.19	999415
001-0011-35001	SV ELECTRIC	92351	NISOURCE INC.	MISC (TH,GARAGE)-CT	264.50	45763
001-0011-35001	558-300-0064, SE CONOR 6&41	92347	NISOURCE INC.	MISC (HIGHWAY OF FLAGS)	107.36	999416
001-0011-35002	051-400-005-5	92352	NORTHERN IN PUBLIC SERVICE	STREET MULTI	14,411.71	999417
001-0011-35003	130-850-001-0, 3333 RIDGE RD A	92304	NISOURCE INC.	MISC TH,VIP 198-801-002-1,000-901	390.95	999415
001-0011-35003	7502010024, 8001 KENNEDY-GAS	92351	NISOURCE INC.	MISC (TH,GARAGE)-CT	97.83	45763
001-0011-35005	TOWN GARAGE WATER/HYDRANT	92368	TOWN OF HIGHLAND UTILITIES	#0382013660 TOWN GARAGE WATER/SE	200.62	
001-0011-35005	WATER/HYDRANT	92369	TOWN OF HIGHLAND UTILITIES	#0542303600 TOWN HALL WATER/SEWER	108.99	
001-0011-35005	2724 HIGHWAY ACCT #0101123300	92371	TOWN OF HIGHLAND UTILITIES	TOWN SPRINKLERS	286.86	
001-0011-35007	VIPS WATER/HYDRANT	92367	TOWN OF HIGHLAND UTILITIES	0643112591 VIPS WATER/SEWER	37.78	
001-0011-35007	TOWN GARAGE SEWER/STORM	92368	TOWN OF HIGHLAND UTILITIES	#0382013660 TOWN GARAGE WATER/SE	407.80	
001-0011-35007	STORM/SEWER	92369	TOWN OF HIGHLAND UTILITIES	#0542303600 TOWN HALL WATER/SEWER	167.43	
001-0011-35007	STORM	92370	TOWN OF HIGHLAND UTILITIES	0901207112- 2819 LINCOLN -STORM-	15.22	
001-0011-38005	BANK RECS	92299	BAKER TILLY MUNICIPAL ADVIS	BANK RECONCILIATION	980.00	
001-0011-38005	EXT CONTRACT FOR TEMP DEPUTY	92288	GOVHR USA, LLC	EXTENDED CONTRACT (2) FOR TEMP D	1,648.50	
001-0011-38005	EXT CONTRACT FOR TEMP DEPUTY	92325	GOVHR USA, LLC	EXTENDED CONTRACT (2) FOR TEMP D	1,680.00	
001-0011-38005	EXT CONTRACT FOR TEMP DEPUTY	92355	GOVHR USA, LLC	EXTENDED CONTRACT (2) FOR TEMP D	1,680.00	
001-0011-39002	WM21-00071 PERMIT REFUND M7 E	92301	M7 EXCAVATING (R)	WM21-00071 PERMIT REFUND M7 EXCAV	200.00	
001-0011-39002	PERMIT REFUND ST21-00070	92302	M7 EXCAVATING (R)	PERMIT REFUND ST21-00070	300.00	
Total For Dept 0011 SERVICES & WORKS					27,504.23	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0012 TOWN HALL						
001-0012-21004	BOTTLE WATER 5/26/21	92326	HINCKLEY SPRINGS	BOTTLE WATER 5/26/21	47.41	
001-0012-35002	3074860092, 8201 INDY BULD BL	92347	NISOURCE INC.	MISC (HIGHWAY OF FLAGS)	44.98	999416
001-0012-36003	TOWN HALL MATS 5/24/2021	92308	CINTAS CORPORATION #319	TOWN HALL MATS ACT 16459440 5/1	57.91	
001-0012-36004	GENERAL CLEANING	92438	GLOBAL MAINTENANCE & CO.	GENERAL CLEANING SERVICES FOR MAY	1,400.00	
	Total For Dept 0012 TOWN HALL				1,550.30	
	Total For Fund 001 GENERAL				340,451.45	
Fund 002 MVH						
Dept 0000						
002-0000-45200	MVH TRANSFERS GROSS	92334	PAYROLL ACCOUNT	6/4PRL D/S TRANSFER MVH	18,962.23	45757
	Total For Dept 0000				18,962.23	
Dept 0017 MVH RECONSTRUCTION/MAINTENANCE						
002-0017-22004	337-374881 - STREET DEPT	92443	AUTO-WARES	MAY 2021 INVOICES FOR THE STREET	1,314.14	
002-0017-22004	7 DAY TIMER-STREET DEPT	92444	BEC ENTERPRISES, LLC	7 DAY TIMER-STREET DEPT	321.33	
002-0017-22004	CLASS A T3DT2040T2030	92449	HOSE CONNECTIONS INC	PARTS FOR BACK HOE-STREET DEPT	75.99	
002-0017-22005	STREET DEPT SUPPLIES	92442	AAA SUPPLY CORPORATION	SUPPLIES FOR STREET DEPT	208.43	
002-0017-22005	164058 - BLACK DIRT	92450	KROOSWYK MATERIALS, INC	RESTORATION - BLACK DIRT/SEED - S	670.50	
002-0017-22005	GARDEN STAKE	92456	MENARDS CORP - SCHERERVILLE	LANDSCAPING SUPPLIES-STREET DEPT	14.01	
002-0017-23001	204747-9.5MM SURFACE-STREET	92457	MILESTONE CONTRACTORS NORTH	9.5 MM SURFACE - STREET DEPT	790.72	
002-0017-23001	204879 9.5MM SURFACE-STREET D	92458	MILESTONE CONTRACTORS NORTH	9.5 MM SURFACE - STREET DEPT	624.96	
002-0017-23001	204366 - STREET DEPT	92459	MILESTONE CONTRACTORS NORTH	9.5 MM SURFACE - STREET DEPT	1,753.92	
002-0017-23003	SIGNS	92445	HALL SIGNS, INC	NO LEFT TURN/SPEED LIMIT AND WHEN	283.27	
002-0017-23006	FLAG POLES - STREET DEPT	92447	HOME DEPOT CORPORATION	FLAG POLES - STREET DEPT	29.91	
002-0017-23006	FLAG POLE/SPRAYER/ELECT CHISE	92448	HOME DEPOT CORPORATION	FLAG POLE/SPRAYER/ELECT CHISEL-ST	85.54	
002-0017-23006	PROLINK EDGE AND SOFTWARE	92461	SNAP ON INDUSTRIAL CORP	PRO LINK EDGE AND SOFTWARE D/S	1,774.22	
002-0017-36001	735-1673 INTERIOR DOOR HANDLE	92460	NAPA AUTO PARTS	INTERIOR DOOR HANDLE 2500 CHEVROL	97.17	
002-0017-36006	STREET LIGHT REPAIRS	92454	MIDWESTERN ELECTRIC INC	STREET LIGHT REPAIRS AT VARIOUS L	1,033.68	
002-0017-36007	LOCATE TRAFFIC SIGNAL 45TH AN	92451	MIDWESTERN ELECTRIC INC	LOCATE TRAFFIC SIGNAL FOR BORING	238.30	
002-0017-36007	LOCATE TRAFFIC SIGNAL	92452	MIDWESTERN ELECTRIC INC	LOCATE TRAFFIC SIGNAL FOR BERRY I	238.30	
002-0017-36007	REPAIR SHORT 5TH AND CLINE	92453	MIDWESTERN ELECTRIC INC	REPAIR SHORT IN HAND HOLE 5TH TO	953.22	
002-0017-36007	NON ROUTINE TRAFFIC SIGNAL MA	92455	MIDWESTERN ELECTRIC INC	NON ROUTINE TRAFFIC SIGNAL MAINT	1,521.25	
002-0017-39009	4" SIDEWALK SF 2931 ROSS ST	92446	H3 CONCRETE, INC	SIDEWALK/ROLLED CURB/DRIVEWAY CON	1,658.60	
	Total For Dept 0017 MVH RECONSTRUCTION/MAINTENANCE				13,687.46	
	Total For Fund 002 MVH				32,649.69	
Fund 004 LR&S						
Dept 0000						
004-0000-31002	GENERAL CONSULTING	92439	NIES ENGINEERING, INC.	ENGINEERING SERVICES THRU 5/21 GN	1,380.40	
004-0000-31002	3500 BLOCK OF JEWETT (PE)	92440	NIES ENGINEERING, INC.	PROFESSIONAL DESIGN ENGINEERING F	3,415.00	
	Total For Dept 0000				4,795.40	
	Total For Fund 004 LR&S				4,795.40	
Fund 018 LAW ENFORCE CON'T ED						
Dept 0000						
018-0000-20003	BROCHURE RACK FOR RECORDS	92317	AMAZON	BROCHURE RACK FOR RECORDS	69.98	45755
018-0000-23004	NEW SHIRT FOR PT RECORDS EMPL	92423	VARSITY SPORTS INC	SHIRT FOR RECORDS EMPLOYEE PT	27.25	
018-0000-23006	VIDEO/RECVR FOR SUPRVS;RECOR	92416	CDW-GOVERNMENT, INC	VIDEO RECEVDR FOR RECORDS/SUPRVS	223.82	
018-0000-31004	BREATH RECERT FOR OFFICER	92418	INDIANA STATE BUDGET AGENCY	BREATH RECERT FOR OFFICER	40.00	
018-0000-31004	TAXABLE MEAL 5/24	92421	MICHAEL ROBERT YONKMAN (R)	REIMBURSE FOR MEALS FROM GLOCK AR	62.09	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 018 LAW ENFORCE CON'T ED						
Dept 0000						
018-0000-31004	REGS FEE FOR TRAINING 8/6	92422	NJ CRIMINAL INTERDICTION LLC	REGISTRATION FEE FOR TRAINING DAR	199.00	
018-0000-31004	PATROL RIFLE INSTRUCTOR FEE	92419	STATE OF INDIANA	REGIS INSTRUCTOR FEE FOR OFCR CLA	475.00	
018-0000-33002	LAMINATED SIGNAGE FOR FOYER	92414	BAXTER PRINTING INC	LAMINATED SIGNAGE FOR FOYER	34.00	
018-0000-33002	2000 RAVE CARDS W REVISIONS	92415	BAXTER PRINTING INC	2000 RAVE CARDS W REVISIONS	150.00	
018-0000-39005	PD CAR WASHES FOR MAY	92417	EASY CLEAN CAR WASH, INC	PD CAR WASHES FOR MAY	162.00	
018-0000-39937	REIMBURSE FOR SWAT AMMO	92420	MICHAEL ROBERT YONKMAN (R)	REIMBURSE FOR SWAT AMMO	1,019.00	
			Total For Dept 0000		<u>2,462.14</u>	
			Total For Fund 018 LAW ENFORCE CON'T ED		<u>2,462.14</u>	
Fund 027 INSURANCE PREMIUM						
Dept 0000						
027-0000-34002	INSURANCE PREMIUM HEALTH FEB	92311	AIM MEDICAL TRUST	JUNE 2021 MEDICAL AND LIFE INSURA	207,308.36	45752
027-0000-34002	INSURANCE PREMIUM HEALTH/DENT	92312	METLIFE GROUP BENEFITS	JUNE 2021 DENTAL PREMIUMS	8,245.98	45753
			Total For Dept 0000		<u>215,554.34</u>	
			Total For Fund 027 INSURANCE PREMIUM		<u>215,554.34</u>	
Fund 030 ICT FUND						
Dept 0000						
030-0000-31006	MONTHLY IT PER WBO 2020-47	92322	CBL CONSULTING, INC	MONTHLY IT SUPPORT PER WBO 2020-	4,150.00	
030-0000-32001	JUNE 2021 POSTAGE METER SERVI	92365	PITNEY BOWES INC.	JUNE 2021 POSTAGE METER SERVICE	129.29	
030-0000-32003	PUMP STATION 877140025029637	92279	COMCAST CABLE	PUMP STATION 8771400250296375 5/	231.27	45750
030-0000-32003	PARK INTERNET ACCT 8771400250	92280	COMCAST CABLE	PARK INTERNET ACCT 87714002502083	248.05	45750
030-0000-32003	FIRE DEPT	92319	AT&T MOBILITY	FIRE DEPT 666-4120 ACT 2872990949	43.09	45758
030-0000-32003	3001 RIDGE MAIN SQUARE 877140	92329	COMCAST CABLE	3001 RIDGE MAIN SQUARE 8771400250	134.69	45760
030-0000-32003	ACCT #510375025	92328	SPRINT	BI/FD MO WIRELESS SVC 510375025 -	101.65	45761
030-0000-32003	MONTHLY CELL PHONE 642004646-	92321	VERIZON WIRELESS	PD CELL PHONE USE PD- 642004646-0	1,382.01	45762
030-0000-32003	MO INTERNET SVC 8771400250188	92357	COMCAST CABLE	TOWN HALL ACCT 8771400250188267	235.72	45764
030-0000-32003	642004646-00002 BROADBAND-J K	92386	VERIZON WIRELESS	642004646-00002 D/S BROADBAND-J K	30.01	45768
030-0000-32003	SIP TRUNKING CHARGES @ \$.020	92324	CBL CONSULTING, INC	SIP TRUNKING CHARGES 5/21	371.10	
030-0000-32003	MONTHLY TELEPHONE FEE- PD	92375	WINDSTREAM HOLDINGS INC	MONTHLY TELEPHONE FEE- PD JUNE 20	821.60	
030-0000-32003	BRIVO CLOUD HOSTED MONTHLY SI	92281	PHIL & SON, INC	BRIVO CLOUD HOSTED MONTHLY SITE/A	100.95	
030-0000-38006	MAY 2021 COPIER AGREEMENT	92366	RICOH USA, INC	MAY 2021 COPIER AGREEMENT	429.63	
030-0000-39007	EMAIL ARCHIVING SERVICES 5/21	92323	CBL CONSULTING, INC	EMAIL ARCHIVING SERVICES 5/1/21-5/	658.90	
			Total For Dept 0000		<u>9,067.96</u>	
			Total For Fund 030 ICT FUND		<u>9,067.96</u>	
Fund 033 DONATION						
Dept 0000						
033-0000-39992	RANGE EQUIPMENT	92424	GALLS PARENT HOLDINGS LLC	RANGE EQUIPMENT	1,247.81	
			Total For Dept 0000		<u>1,247.81</u>	
			Total For Fund 033 DONATION		<u>1,247.81</u>	
Fund 036 SPECIAL EVENTS						
Dept 0000						
036-0000-38601	SALES TAX - CEC RENTALS	92494	INDIANA DEPT OF REVENUE	MAY 2021 CEC SALES TAX	552.78	999418
036-0000-39001	SPC EVENTS PERMITS	92222	DEPT OF HOMELAND SECURITY D	SPC EVENTS PERMITS: 4TH OF JULY	168.00	45751
			Total For Dept 0000		<u>720.78</u>	
			Total For Fund 036 SPECIAL EVENTS		<u>720.78</u>	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 055 MCCD Dept 0000 055-0000-23009	NEW VEST FOR OFFICER	92425	STAR UNIFORM	NEW BALLISTIC VEST FOR OFFICER	845.00	
			Total For Dept 0000		845.00	
			Total For Fund 055 MCCD		845.00	
Fund 083 GENERAL IMPROVEMENT Dept 0000 083-0000-34003 083-0000-34003	CERTIFIED LIEN DELINQ-ROBERT REL 3349 3415 3430 3440 3444	92493 92277	LAKE COUNTY RECORDER LAKE COUNTY RECORDER	CERTIFIED LIEN DELINQUENCY-ROBERT LIEN REL'S 3349,3415,3430,3440,3	25.00 150.00	45770
			Total For Dept 0000		175.00	
			Total For Fund 083 GENERAL IMPROVEMENT		175.00	
Fund 085 TRAFFIC VIOLATIONS Dept 0001 TOWN COUNCIL 085-0001-00400 085-0001-00400	CASH BOND FEES CASH BOND FEES	92316 92487	LAKE COUNTY CLERK LAKE COUNTY CLERK	CASH BOND FEES CASH BOND FEES	3,000.00 3,000.00	45754 45769
			Total For Dept 0001 TOWN COUNCIL		6,000.00	
			Total For Fund 085 TRAFFIC VIOLATIONS		6,000.00	
Fund 088 MUN CUM STREET FUND Dept 0000 088-0000-44010	4" SIDEWALK SF 2931 ROSS ST	92441	H3 CONCRETE, INC	4" SIDEWALK AND 6" DRIVEWAY FOR S	2,099.00	
			Total For Dept 0000		2,099.00	
			Total For Fund 088 MUN CUM STREET FUND		2,099.00	
Fund 249 PUBLIC SAFETY INCOME TAX FUND Dept 0000 249-0000-43049 249-0000-43049	NEW CAMERA SYSTEM IN LOBBY AR REPAIRS TO 45/PRAIRIE VIDEO S	92426 92427	TRI-ELECTRONICS, INC VERMILLION SYSTEMS, INC	NEW CAMERA SYSTEM IN LOBBY AREA REPAIRS TO VIDEO SURVEILLANCE SYS	6,540.00 120.00	
			Total For Dept 0000		6,660.00	
			Total For Fund 249 PUBLIC SAFETY INCOME TAX FUND		6,660.00	

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

Fund Totals:

Fund 001	GENERAL	340,451.45	
Fund 002	MVH	32,649.69	
Fund 004	LR&S	4,795.40	
Fund 018	LAW ENFORCE CON'T ED	2,462.14	
Fund 027	INSURANCE PREMIUM	215,554.34	
Fund 030	ICT FUND	9,067.96	
Fund 033	DONATION	1,247.81	
Fund 036	SPECIAL EVENTS	720.78	
Fund 055	MCCD	845.00	
Fund 083	GENERAL IMPROVEMENT	175.00	
Fund 085	TRAFFIC VIOLATIONS	6,000.00	
Fund 088	MUN CUM STREET FUND	2,099.00	
Fund 249	PUBLIC SAFETY INCOME TAX	6,660.00	

622,728.57

Payroll Docket

			Delta		
\$	296,844.23	\$	296,844.23	\$	-
Council, Boards and Commissions		\$	8,455.27		
Office of Clerk-Treasurer		\$	17,045.14		
Regular Staff	\$ 17,045.14				
Field Service Rep	\$ -				
Building & Inspection		\$	9,178.20		
Metropolitan Police		\$	123,222.73		
Crossing	\$ 1,260.64				
Full-Time Police	\$ 26,959.61				
Full-Time Non-sworn	\$ 95,002.48				
Public Works Department		\$	67,107.19		
Fire Department		\$	3,469.52		
Component One	\$ 3,469.52				
Component Two	\$ -				
Police 1925 Pensions		\$	68,366.18		

Payday: 21-May-2021

Payroll Docket

\$	229,122.98	\$	229,122.98	Delta	\$	-
Council, Boards and Commissions		\$	-			
Office of Clerk-Treasurer		\$	20,686.49			
Regular Staff	\$ 20,686.49					
Field Service Rep	\$ -					
Building & Inspection		\$	9,222.60			
Metropolitan Police		\$	129,045.16			
Crossing	\$ 1,020.27					
Full-Time Police	\$ 20,954.79					
Full-Time Non-sworn	\$ 107,070.10					
Public Works Department		\$	66,286.37			
Fire Department		\$	3,882.36			
Component One	\$ 3,882.36					
Component Two	\$ -					
Police 1925 Pensions		\$	-			

Payday: 4-Jun-2021