


**Agenda**  
**Forty-fifth Regular or Special Meeting**  
**of the Twenty-Ninth Town Council of Highland**  
**Regular Meeting of Monday, July 26, 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 21-16, allowing such meetings, pursuant to IC 5-14-1.5-3.7 for the  
 duration of the emergency, through to August 1.

People may observe and record the meeting in person and for live streaming by joining the meeting on the Zoom platform  
<https://us06web.zoom.us/j/84700158712?pwd=N1RBdHdYR25LOFJEZ2xESkJKRWt2UT09>.

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: 847 0015 8712, password (code: 005296).

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

**Minutes of Previous Session:** Minutes of the Regular Meeting of 12 July 2021 and the Special Meeting of July 19, 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.

**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 12 of the 17 in place and serving.*

*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.*

	<p>2. <b>Community Events Commission</b> <i>Multi-year positions:</i> (2) appointments to be made by the Town Council. <b>Term: 4 years.</b></p> <ul style="list-style-type: none"> <li>• <i>One vacancy of term expires on 1 Jan 2025.</i></li> <li>• <i>One vacant post the term of which expires 1 January 2022 (unexpired term)</i></li> </ul> <p><i>Single year positions:</i> (1) appointment to be made by the Town Council. <b>Term: 1 year.</b></p> <ul style="list-style-type: none"> <li>• <i>One position the term expiring on 1 January 2022.</i></li> </ul>
<b>Unfinished Business &amp; General Orders:</b>	<p>1. <b>Introduced Appropriation Enactment No. 2021-31:</b> An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Special Economic Development Fund, all pursuant to I.C. 6-1.1-18, I.C. 36-5-3-5, et seq. (<i>Introduced by Councilor Herak at the Town Council meeting of July 12, 2021. On the motion to consider at the same meeting of introduction, there were four affirmatives and one negative. The motion required a unanimous vote. A vote on the introduced enactment only requires a majority of the Town Council.</i>)</p> <p>2. <b>Resolution No. 2021-34:</b> A Resolution Providing for Further Guidance Regarding its Plan for the Use of the American Rescue Plan Act Proceeds.</p> <p>3. <b>Works Board Order No. 2021-22:</b> An Order Authorizing and Approving the First Change Order to the Construction Contract with Walsh &amp; Kelly, Incorporated related to the 2020 CCMG Street Improvement Project, DES #2001326, all Pursuant to I.C. 36-1-12-18 and Accepting the Recommendation of NIES Engineering, Incorporated to Release Retainage on Deposit to the Credit of the Capital Projects Retainage Agency Fund, in the amount of Ninety Thousand Eight Hundred Sixty-Seven Dollars and 37/00 Cents (\$90,867.37) to Walsh &amp; Kelly, Incorporated.</p> <p>4. <b>Authorizing the proper officer to publish legal notice of a public hearing:</b> Public Hearing to consider additional appropriations in the amount of \$281.87 in the <b>Police Department</b> of the <b>Corporation General Fund.</b></p>
<b>NEW BUSINESS:</b>	
<b>Comments or Remarks from the Town Council: (Good of the Order)</b>	<p><b>Councilor Bernie Zemen</b></p> <p><b>Councilor Mark Herak</b></p> <p><b>Councilor Mark Schocke</b></p> <p><b>Councilor Thomas Black</b></p> <p><b>Councilor Roger Sheeman</b></p>
<b>COMMENTS FROM THE PUBLIC or VISITORS</b>	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 <b>two (2) minutes</b> and encouraged to avoid repetitious comments.
<b>ACTION TO PAY Accounts Payable Vouchers</b>	Accounts payable vouchers July 13, 2021 to July 26, 2021 in the amount of \$526,641.72.
<b>ADJOURNMENT</b>	The Town Council may meet in study session immediately following the Regular Meeting. <i>Posted pursuant to IC 5-14-1.5-4(a)</i>

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**Enrolled Minutes of the Forty-Fourth Regular or Special Meeting  
Special Meeting (Electronic/Hybrid)  
Twenty-Ninth Town Council of Highland  
Monday, July 19, 2021**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in a special meeting Monday, July 19, 2021 at 6:30 O'clock P.M., in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.\*

This meeting was convened as an *electronic meeting*, pursuant to Governor Holcomb's Executive Order 20-04 and 20-09 allowing such meetings pursuant to IC 5-14-1.5-3.7 for the duration of the COVID-19 public health emergency, extended by Executive Order No. 21-16. Some persons were participating remotely on a Zoom platform that allowed for real time interaction between and among all the Town Council and supported the public's ability to observe and record the proceedings. People were able to participate in person and remotely. When an agenda item provided for public comment, this was supported as well. All members of the Town Council were present in person.

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

**Roll Call:** Councilors Bernie Zemen, Tom Black, Mark Herak, Mark Schocke and Roger Sheeman, were present in person as indicated. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

*Officials Present:* John P. Reed, Town Attorney; and Peter T. Hojnicky, Police Chief, were also present (electronically).

*Additional Officials Present:* Ed Dabrowski, IT Consultant (Contract) and Board of Waterworks Directors, was present.

*Guests:* Ted Summer, C.P.A., Partner with London Witte Group, LLC.; and Theresa Badovich of the Idea Factory was also present (both electronically).

**Special Orders:**

**1. Consideration of Proposed Additional Appropriations:** (non-controlled funds) Proposed Additional Appropriations in Excess of the 2021 Budget for the **Special Events Non Reverting Fund in the amount of \$37,000.**

- (a) Attorney verification of Proofs of Publication: The TIMES 08 July 2021. The Town Attorney indicated that the proof of publication complied with the relevant law.
- (b) **Public Hearing.** The Town Council President called the public hearing to order. There were no public comments. The hearing was closed.
- (c) Action on **Appropriation Enactment No. 2021-33:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the **Special Events Non Reverting Fund**, all pursuant to I.C. 6-1.1-18, I.C. 36-5-3-5, et seq.

Councilor Herak introduced and moved the consideration of Enactment No. 2021-33 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 Herak moved the passage and adoption of Enactment No. 2021-33 at the same meeting of its introduction. Councilor Schocke 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. 2021-33

**An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Special Events Non Reverting 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 **Special Events Non Reverting Fund**;

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

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

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

SPECIAL EVENTS NON REVERTING FUND

Increase	
Acct. No. 036-0000-38611 Beverage Services:	\$ 37,000.00
Total 300 Series:	\$ 37,000.00
<b>Fund Total:</b>	<b>\$ 37,000.00</b>

**Section 2.** 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 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 19<sup>th</sup> Day of July 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 19<sup>th</sup> Day of July 2021, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

/s/ Roger Sheeman, President (IC 36-5-2-10)

ATTEST:

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

There being no further business to come before the Town Council, the special meeting of the Town Council, of Monday, July 19, 2021 was adjourned at 6:36 O'clock p.m. The regular study session then immediately was convened.

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

Approved at the meeting of the Town Council of \_\_\_\_\_.

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

**Enrolled Minutes of the Forty-Fourth Regular or Special Meeting  
For the Twenty-Ninth Highland Town Council  
Regular Plenary Meeting (Electronic/Hybrid)  
Monday, July 12, 2021**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, July 12, 2021 at 6:30 O'clock P.M. in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

This meeting was convened as an *electronic meeting*, pursuant to Governor Holcomb's Executive Order 20-04 and 20-09 allowing such meetings pursuant to IC 5-14-1.5-3.7 for the duration of the COVID-19 public health emergency, extended by Executive Order No. 21-16. Some persons were participating remotely on a Zoom platform that allowed for real time interaction between and among all the Town Council and supported the public's ability to observe and record the proceedings. People were able to participate in person and remotely. When an agenda item provided for public comment, this was supported as well. All members of the Town Council were present in person.

The Town Council President, Roger Sheeman, presided. The Town Clerk-Treasurer, Michael W. Griffin, was present in person to memorialize the proceedings. The meeting was opened with the Town Council President reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

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

**Additional Officials Present:** John Reed, Town Attorney; Mark Knesek, Public Works Director; Peter Hojnicki, Metropolitan Police Chief; William R. Timmer, Jr., CFOD, Fire Chief; Alex M. Brown, CPRP, Superintendent of Parks and Recreation; Kathy DeGuilio-Fox, Redevelopment Director; and Kenneth J. Mika, Building Commissioner, were present. All participated electronically except for the Police Chief and the Building Commissioner who participated in person.

*Also present:* Larry Moes of the Town Board of Metropolitan Police Commissioners; Carlos Aburto of the Park and Recreation Board; Ed Dabrowski IT Director (Contract) and Board of Waterworks Directors; and Janice Figueroa, Fiscal Analyst in Office of Clerk-Treasurer, were also present. All were in person.

Guests: Dennis Cobb, P.E. of First Group Engineers (remotely); Det. Jason Hillenbrand was also present in person; Theresa Badovich of the Idea Factory was present remotely.

**Minutes of the Previous Meeting:**

The minutes of the regular meeting of June 28, 2021, were approved by general consent.

**Special Orders:**

1. **Administration of Oath of Office for Police Officer Candidates Emmalie Wolke, Corey Anderson, Kade Sapp, and Joshua Brezezinski.** The Police Officer Candidates were appointed by the Town Board of Metropolitan Police Commissioners at its meeting of 8<sup>th</sup> July 2021, with the appointments to be effective July 11, 2021, but not earlier than INPRS approval, subject to the administration of the oath of office.

- (a) *Administration of Oath.* The Clerk-Treasurer offered the narrative of introduction, instruction, and police officer induction to the four police officer candidates. The Clerk-Treasurer then administered the oath of office to each police officer candidate separately. Pursuant to Indiana Constitution Article 1, Section 8, each officer when offered the choice, swore the oath of office.
- (b) *Presentation of Badges by Metropolitan Police Commission Chair and/or Town Council President or the Metropolitan Police Chief.* Chairman Larry Moes and Police Chief Hojnicky presented the badges to each police officer following the taking of the oath.

The newly appointed and sworn police officers each made remarks about their sentiments regarding the appointment and introduced or recognized family, spouses and friends who were in attendance.

**2. Consideration of Proposed Additional Appropriations: (non-controlled funds) Proposed Additional Appropriations in Excess of the 2021 Budget for the Special Economic Development Fund.**

- (a) Attorney verification of Proofs of Publication: The TIMES 01 July 2021. The Town Attorney indicated that the proof complied with the law governing the publication of such notices.
- (b) **Public Hearing.** The Town Council President called the hearing to order.
  1. Larry Kondrat, Highland, sought further clarification regarding the uses of the special abatement fees on deposit to the Economic Development Fund. He was advised that it was to support parts of the redevelopment downtown parking lot and trail amenity development, as related to the charging stations for electronic vehicles.

There were no further questions. The Town Council President closed the public hearing.

- (c) Action on **Appropriation Enactment No. 2021-31:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Special Economic Development Fund, all pursuant to I.C. 6-1.1-18, I.C. 36-5-3-5, et seq.

Councilor Herak introduced and moved the consideration of Enactment No. 2021-31 at the same meeting of introduction. Councilor Schocke seconded. Upon a roll call vote, a unanimous vote being necessary, there were four affirmatives and one negative. With Councilor Black voting in the negative, and Councilors Zemen, Herak, Schocke and Sheeman voting in the affirmative, the motion did not pass. The enactment could not be considered at the same meeting of its introduction.

**Comments from Visitors**

1. Eric Sprenne, Highland, urged the Town Council to support the installation of the Hawk Pedestrian Traffic Signal at the Bicycle and Pedestrian Trail at Kennedy Avenue.
2. Glenda Adams, Highland, noting that she resided on Ohio Place and the problem of the run-off and flooding which she attributed to drainage issues from the nearby Hillside Funeral Home, on Kleinman Road, Highland. Ms. Adams inquired about the status of the enforcement of remediation steps for the property.

The Building Commissioner did offer steps that had been taken by his department. He indicated that he would follow-up on this matter.

3. Carlos Aburto, Highland, identified himself as a member of the park and recreation board urged the Town Council to approve the installation of the Hawk Pedestrian Traffic Signal at the Bicycle and Pedestrian Trail at Kennedy Avenue.

It was noted that the Opticom® traffic light strobe system for aligning the signal for emergency vehicle safe crossing of intersections would work with the Hawk signal.

4. Larry Kondrat, Highland, inquired whether the Hawk system could be removed if it was found not to be effective or caused a greater traffic problem.

It was further noted that the Hawk Pedestrian Traffic Signal at the Bicycle and Pedestrian Trail at Kennedy Avenue would be connected to the signal at Highway Avenue and Kennedy Avenue to allow coordination.

5. Terry Steagall, Highland, urged the Town Council to support the installation of the Hawk Pedestrian Traffic Signal at the Bicycle and Pedestrian Trail at Kennedy Avenue. (Remotely)

There were no further comments.

**Staff Reports:** The following staff reports were received and filed.

• **Building & Inspection Report for June 2021**

Permit Type	Number	Residential	Commercial	Est. Cost	Fees
Commercial Buildings:	0	0	0	\$0.00	\$0.00
Commercial Additions or Remodeling:	8	0	8	\$532,946.00	\$9,557.50
Signs:	8	0	8	\$50,241.00	\$2,716.50
Single Family:	0	0	0	\$0.00	\$0.00
Duplex/Condo:	0	0	0	\$0.00	\$0.00
Residential Additions:	0	0	0	\$0.00	\$0.00
Residential Remodeling:	101	101	0	\$889,336.00	\$21,244.50
Garages:	0	0	0	\$0.00	\$0.00
Sheds:	0	0	0	\$0.00	\$0.00
Decks & Porches:	11	11	0	\$71,461.00	\$3,412.50
Fences:	25	24	1	\$138,108.00	\$4,729.50
Swimming Pools:	9	9	0	\$0.00	\$972.00
DrainTile/ Waterproofing:	7	7	0	\$66,606.00	\$1,795.50
Miscellaneous	34	34	0	\$148,400.00	\$6,597.00
<b>TOTAL:</b>	<b>203</b>	<b>186</b>	<b>17</b>	<b>\$1,897,098.00</b>	<b>\$51,025.00</b>
<b>Electrical Permits</b>	32	24	8		\$4,373.00
<b>Mechanical Permits</b>	40	31	9		\$4,864.00
<b>Plumbing Permits</b>	14	7	7		\$2,999.10
<b>Water Meters</b>	1	0	1		\$375.00
<b>Water Taps</b>	0	0	0		\$0.00
<b>Sewer/Storm Taps</b>	1	1	0		\$300.00
<b>TOTAL Plumbing:</b>	16	8	8		\$3,674.10

**June Code Enforcement:**

Investigations: 049



Citations: 001  
Warnings: 049

**June Inspections:**

Building: 44      Electrical: 17      Plumbing: 17      HVAC: 10  
Electrical Exam: 1

• **Fire Department Report for June 2021**

<u>Type of Call</u>	<u>Month</u>	<u>YTD</u>
General Alarms	07	61
Paid Still Alarms	32	145
Still Alarms	06	15
<b>Total Alarms:</b>	45	<b>Calls YTD: 221</b>

• **Workplace Safety Report for June 2021**

There were no workplace incidents to report in June. The following report was filed.

Department	Injuries this Month	Year to Date 2021	Total in 2020	Restricted Days 2021	Lost Workdays This Year (2021)	Restricted Days Last Year (2020)	Lost Workdays Last Year (2020)
Parks	0	0	2	0	0	0	0
Fire	0	1	0	0	0	0	0
Police	0	1	2	0	0	0	0
Street	0	0	1	0	0	0	0
Water & Sewer	0	2	2	32	0	93	81
Maint.	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
<b>TOTALS</b>	0	4	7	32	0	93	81

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

**Unfinished Business and General Orders:**

1. **Proposed Ordinance No. 1739:** An Ordinance to Amend the Highland Municipal Code by Adding a New Chapter 2.40 Establishing An Information Communications and Technology Department, and making certain further amendments to Chapter 3.05, all pursuant to I.C. 36-1-3, I.C. 36-1-4, and IC 36-1-5 et sequitur.

Councilor Zemen introduced and moved the consideration of Ordinance No. 1739 at the same meeting of 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 ordinance could be considered at the same meeting of its introduction.

Councilor Zemen moved the passage and adoption of Ordinance No. 1739 at the same meeting of 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 ordinance was passed and adopted at the same meeting of its introduction.

ORDINANCE No. 1739  
of the  
TOWN of HIGHLAND, INDIANA

An Ordinance to Amend the Highland Municipal Code by Adding a New Chapter 2.40 Establishing An Information Communications and Technology Department, and making certain further amendments to Chapter 3.05, all pursuant to I.C. 36-1-3, I.C. 36-1-4, and IC 36-1-5 et sequitur.

**Digest or Synopsis of Proposed Ordinance**

An Ordinance that if Adopted Creates a New Department for information technology and establishes a department head called the director of information technology. It also makes corresponding amendments to the Purchase Code of the Town to align this new department with its provisions.

Amendments: Whenever an existing municipal code provision is being amended, the text of the existing provision will appear in this style type, additions will appear in **this style type**, and deletions will appear in ~~this style type~~.

Additions: Whenever a new code provision is being enacted, the text of the new provision will appear in this style type. Also, the word **NEW** will appear in that style type in the introductory clause of each SECTION that adds a new provision to the Highland Municipal Code.

**Whereas**, IC 36-1-3-2 confers upon all local units the powers that they need for the effective operation of government as to local affairs;

**Whereas**, IC 36-1-3-6 (b)(1) prescribes that any such exercise of power shall be authorized through enactment of an ordinance passed by the legislative body;

**Whereas**, The Town of Highland, is a Municipal Government which may pass and codify ordinances for the operation of the government, all pursuant to IC 36-1-4 and IC 36-1-5;

**Whereas**, The Town of Highland, through its Town Council now wishes to further perfect its own organization and establish a new department of the municipality, dedicated to organizing and managing the electronic information and communication technologies necessary and desirable for the effective administration of local government,

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

**Section 1.** That there is hereby created a new chapter in the Highland Municipal Code, styles as Chapter 2.40 entitled Information Technology Communications Department, which shall read as follows:

**(NEW) Chapter 2.40. Information Technology Communications Department**

**(NEW) Section 2.40.010 Department established.** (A) An Information Communications Technology Department of the Town of Highland (the "Department") is established.

(B) The Information Communications Technology Department shall consist of a Director of Information Technology, who shall be the department head, and such other employees as may from time to time be authorized by the Town Legislative Body.

(C) The Director of Information Technology and employees of the department shall serve for no set term and as employees at will. The Director of Information Technology shall be appointed by the Town Council. All other employees in the Department shall be appointed according to the provisions of this chapter.

(D) The Department shall have the following duties:

(1) The Department shall serve as Town's single point of coordination in the areas of design, procurement, standardization, implementation, service, and support of all the technological needs of the departments, boards, commissions and other agencies of the Town. Such technological needs include, but are not limited to, those associated with the following:

- (a) Computer hardware and software,
- (b) Two-way radio,
- (c) Telephone,

- (d) Cellular telephone,
- (e) Paging,
- (f) Photocopiers and photo multi-functioning machines, and
- (g) Audio and video monitoring and recording.

(2) The Department shall have authority and responsibility, subject to subsection (E) below, to make purchases or procurement of all technological supplies, equipment, and services needed by any and all departments, boards, commissions and other agencies of the Town regardless of the source of funds. Agencies empowered by state statute to purchase independently may appoint the Town's Information Technology Department as their agent for such purchases upon delegation of such independence by the proper authority.

(3) The Department shall keep complete and detailed records of all purchases and disbursements, including purchase orders issued, quotations received, basis for bid award, and any and all documents required for audit of purchase activity, pursuant to the purchase code of the town, set forth in Chapter 3.05 of the Highland Municipal Code.

(E) *Procurement procedures.* The procedures to procure or purchase the personal property authorized under this chapter shall be as follows:

(1) The Department shall prepare or approve purchase order forms or request forms, instructions, and all standards and written specifications for technological supplies, equipment, and services, pursuant to the provisions of the Purchasing Code set forth in Chapter 3.05 of the Highland Municipal Code and IC 5-22 et seq.

(2) The Department shall be responsible for developing and administering such other policies, rules, and regulations consistent with the Highland Municipal Code or state statutes, which the Department deems necessary for the efficient coordination of the design, procurement, standardization, implementation, service, and support of the technological needs of the departments, boards, commissions and other agencies of the Town. A copy of such policies, rules, and regulations shall be distributed to all such Town agencies and filed with the Clerk-Treasurer.

(F) *Disposal of Certain property.* All town departments shall submit reports to the Information Technology Department indicating the technological supplies and equipment on hand and not in use, as requested. The Information Technology Department shall be responsible for and have the authority for or to cause the disposal of obsolete, excess, unused, or scrap technological supplies and equipment, in accordance with the laws of the State of Indiana. All revenues shall be deposited with the Clerk-Treasurer, and deposited to the credit of the Information Communications Technology Fund, or the fund that supported the initial purchase.

(G) The Department shall perform such other duties as are from time to time assigned to it by the Town Council President, or the Clerk-Treasurer.

(H) The compensation of the personnel appointed under the authority of this chapter shall be authorized and fixed in the wage and salary ordinance and the compensation and benefits ordinance as adopted or amended from time to time, by the Town Council, subject to its appropriations and other ordinances of the municipality.

**(NEW) Section 2.40.020 Director of Information Technology**

(A) The Town Council may appoint a director of information technology. The Town Council may not consider political affiliation in the selection of the director of information technology.

(B) The director of information technology must be qualified by training or experience in the field of computer networking, information technology, informatics; or have a certification or an advanced degree in the field of computer technology, electronics, a bachelor's degree is desirable from an accredited university of college. In addition the director shall possess the following attributes:

- (1) Sound understanding of computer systems, networks, security, telecommunications, databases and storage systems.
- (2) Strong interpersonal, communication and leadership skills.
- (3) Ability to manage and prioritize tasks and projects.
- (4) Solid working knowledge of all relevant coding languages and security protocols.
- (5) Excellent analytical and problem-solving skills.
- (6) Team oriented leadership
- (7) Good process management skills;

(C) Duties of the director. The director of information technology shall:

- (1) propose annually a plan for the operation of the department;
- (2) administer the plan as approved by the Town Council;
- (3) supervise the general administration of the department;

- (4) keep the records of the department and preserve all papers and documents of the department;
- (5) recommend persons for appointment as assistants if the town council determines there is a need;
- (6) appoint the employees of the department, subject to the approval and authorization of the town council, according to the standards and qualifications fixed by the town council and without regard to political affiliation;
- (7) prepare and present to the Town Council and the Clerk-Treasurer an annual report;
- (8) Annually submit to the Town Council and the Clerk-Treasurer a data processing resource inventory to include all data processing hardware, software, technical personnel, and data processing contracts including the date of acquisition, when placed in service and if applicable, date of retirement;
- (9) Prepares and administers an annual budget for the department as other departments of the town;
- (10) provide quarterly performance reports;
- (11) Identify and eliminate security risks.
- (12) Analyze municipal, state and federal requirements ensuring that the town is in compliance with any such requirements;
- (13) Working with the clerk-treasurer, cause the electronic records including social media of the town, to be properly archived or retained according to the Indiana law regarding public records retention and preservation;
- (14) Liaising with other departments, determining and addressing their information communication technological needs and requirements and educate employees on use of software and systems;
- (15) Maintain accurate inventories of computers, accessories, photocopiers, multifunction machines, printers, telephones, and software licensed to the Town of Highland;
- (16) perform other duties that the town council directs;

(D) The director of information technology may:

- (1) Be certified and perform the data management and retrieval duties according to the Indiana Data and Communications System (IDACS), the computerized law enforcement/criminal justice communications and information storage and retrieval system;

(E) If the Town Council determines that the size of the department's operation requires assistants for the director of information technology, the board may authorize, upon the recommendation of the director of information technology, one (1) or more assistants. The Town Council shall determine their qualifications on a basis similar to that prescribed for the director of information technology.

(F) Assistants are directly responsible to the director of information technology and shall perform the duties specified by the director of information technology.

**(NEW) Section 2.40.030 Officers and Employees Bond & Ethics**

(A) The department through its Director of information technology shall in the manner prescribed by I.C. 5-4-1, execute a blanket bond in the sum of \$15,000 payable to the town, to be approved by the Town Council President, conditioned upon the faithful performance of all departmental employees including the Director of information technology, 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 and while acting on behalf of the department and the local government.

(B) The premium upon said bond shall be paid from funds of the municipality. Said bond may be executed with any recognized and responsible surety company authorized to do business in the State of Indiana. The bond shall be filed and recorded in the office of the recorder of Lake County and filed with the Clerk-Treasurer, pursuant to I.C. 5-4-1-5.1.

(C) No employee of the department including its director shall be authorized to purchase through a company owned or operated by the director or any employee of any department of the town. The director shall refrain from doing any work, engaging in any enterprise, or performing any services in the town, which would, or might, create or cause a conflict of interest.

**Section 2.** That Section 3.05.030 Subdivision (A) shall be repealed in its entirety and amended by the following replacement provisions to be numbered as Section 3.05.030 Subdivision (A) of the Highland Municipal Code, which shall read as follows:

**3.05.030 Purchasing agencies.**

(A) The town council, as the works board of the municipality, shall serve as purchasing agency for the municipality and its executive departments except for those executive departments which are expressly subject to the purchasing authority of a relevant governing board of jurisdiction. The departments subject to the jurisdiction of the works board include any department that is not otherwise subject to another board of jurisdiction and the following:

- (1) Public works department (agency);
- (2) Metropolitan police department;
- (3) Fire department;
- (4) Information Communications Technology department**
- ~~(4)~~ (5) Office of the town council;
- ~~(5)~~ (6) Office of the clerk-treasurer.

**Section 3.** That Section 3.05.050 Subdivision (D) shall be repealed in its entirety and amended by the following replacement provisions to be numbered as Section 3.05.050 Subdivision (D) of the Highland Municipal Code, which shall read as follows:

**3.05.050 Duties and responsibilities of purchasing agents.**

(D) The following persons shall serve as purchasing agents for the department or office indicated:

- (1) The public works director or his/her designee for the public works department.
- (2) The police chief or his/her designee for the metropolitan police department.
- (3) The building commissioner/ chief inspector or his/her designee for the building and inspection department.
- (4) The fire chief or his/her designee for the fire department.
- (5) The redevelopment director or his/her designee for the redevelopment department.
- (6) The public works director as waterworks superintendent or his/her designee for the waterworks department.
- (7) The public works director as wastewater (sewage works) superintendent or his/her designee for the public sanitation department.
- (8) The parks and recreation superintendent or his/her designee for the parks and recreation department.
- (9) The director of information technology or his/her designee for the information communications technology department.**
- ~~(9)~~ (10) The clerk-treasurer or his/her designee for the office of the clerk-treasurer, for any department or office for which an agent is not otherwise expressly provided, and for all executive departments of the municipality.

**Section 4.** That the provisions set forth in this ordinance shall become and remain in full force and effect thereafter, immediately following the date of its passage and adoption upon its signature by the executive in the manner prescribed by IC 36-5-2-10(a).

Introduced and Filed on the 12<sup>th</sup> Day of July 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 12<sup>th</sup> Day of July 2021 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

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

/s/ Roger Sheeman, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-43-4-1;IC 36-5-6-5)

2. **Resolution No. 2021-32:** A Resolution Of The Town Of Highland, Indiana Approving The Issuance Of Notes Of The Town Of Highland Waterworks District, And Related Matters. *(At its special meeting of Thursday, July 8, 2021. The Waterworks Board of Directors approved the issuance of Water District Notes not to exceed \$2 million for district improvements. IC 6-1.1-17-20.5 requires approval by the fiscal body of all notes or bonds issued by political subdivisions of the town. The proceeds will be used to support the refurbishment of the Indianapolis Boulevard Water tower and water main improvements associated with Main Street.)*

Councilor Black moved the passage and adoption of Resolution No. 2021-32. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

TOWN OF HIGHLAND  
RESOLUTION NO. 2021-32

**A RESOLUTION OF THE TOWN OF HIGHLAND, INDIANA APPROVING THE ISSUANCE OF NOTES OF THE TOWN OF HIGHLAND WATERWORKS DISTRICT, AND RELATED MATTERS**

WHEREAS, Pursuant to Indiana Code 8-1.5-4 and Indiana Code 36-9-41, the Board of Directors of the Department of Waterworks of the Town of Highland, Indiana (the "Board") has heretofore adopted a resolution (the "Note Resolution") determining to issue special taxing district notes, in one or more series, in an aggregate principal amount not to exceed Two Million Dollars (\$2,000,000) (the "Notes") to finance improvements to the waterworks, consisting of either or both or any part of either of the following improvements: (a) water tank rehabilitation and (b) Martha Street water main replacement project; and expenses incurred in connection with or on account of the issuance of the Notes (collectively, the "Project");

WHEREAS, In accordance with Indiana Code 6-1.1-17-20.5, the Notes may not be issued without the approval of the fiscal body of the Town of Highland, Indiana (the "Town"); and,

WHEREAS, The Highland Town Council (the "Town Council"), as the fiscal body of the Town, now desires to approve the issuance of the Notes as required in accordance with Indiana Code 6-1.1-17-20.5,

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF TOWN OF HIGHLAND, INDIANA, AS FOLLOWS:**

**Section 1.** Pursuant to Indiana Code 6-1.1-17-20.5, the Town Council hereby approves the issuance of the Notes, in an aggregate principal amount not to exceed Two Million Dollars (\$2,000,000), to finance the payment of all or any portion of the costs of the Project, all incidental expenses incurred in connection therewith, and the costs of issuance of the Notes, as set forth in the Note Resolution.

**Section 2.** Any member of the Town Council, and the Clerk-Treasurer of the Town, and any other officer, employee or agent of the Town is hereby authorized and directed, for and on behalf of the Town, to execute and deliver any contract, agreement, certificate, instrument or other document and to take any action as such person determines to be necessary or appropriate to accomplish the purposes of this Resolution, such determination to be conclusively evidenced by such person's execution of such contract, agreement, certificate, instrument or other document or such person's taking of such action.

**Section 3.** This Resolution shall be in full force and effect from and after its passage.

**DULY RESOLVED and ADOPTED** this 12<sup>th</sup> Day of July 2021 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

/s/ Roger Sheeman, President (IC 36-5-2-10)

Attest:

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

3. **Instruction and Authorization regarding the Federal Aid Project:** Seeking Approval and Authorization for the Highland Parks and Recreation Department to install a Hawk Traffic Control System for the bicycle and pedestrian trail crossing at Kennedy Avenue, near Jewett Street. The project has been approved

in the Transportation Improvement Plan (TIP) for Federal Aid by NIRPC. *At its meeting of July 6, 2021, the Traffic Safety Commission, continued its consideration of the Parks and Recreation Department's Hawk Traffic Safety system for the Bicycle and Pedestrian Path as it crosses Kennedy Avenue, near Jewett Street. After much consideration, the Traffic Safety Commission voted unanimously to recommend approval of the Hawk Traffic System. This is a parks and recreation project. Since it crosses the public way at Kennedy Avenue, Town Council action is needed. It is noted that this is an eligible federally funded project, presently being monitored and approved by NIRPC. The Town Council's action should be to approve the project and direct that the project proceed or oppose the project and direct that it should be cancelled. (Traffic Safety Commission Minutes provided)*

Councilor Schocke moved to approve and authorize the installation of the Hawk Traffic Control System for the bicycle and pedestrian trail crossing at Kennedy Avenue, near Jewett Street, with the funding as a Federal aid project. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The installation of the Hawk Traffic Control System for the bicycle and pedestrian trail crossing at Kennedy Avenue, near Jewett Street was authorized and approved.

- 4. Authorize a special meeting of the Town Council for July 19, 2021 at 6:30 p.m. to conduct a public hearing on proposed additional appropriations and consider an enactment to approve the additional appropriations.** Once completed the Town Council would convene in a study session. This is pursuant to HMC Section 2.05.130 (A)(4).

Councilor Schocke moved to authorize a special meeting for July 19, 2021 at 6:30 p.m. for the purpose of conducting a public hearing on proposed additional appropriations in the Special Events Non Reverting Fund and take such action as may be desirable regarding the proposed additional appropriation. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The special meeting was authorized.

- 5. Authorizing the proper officer to publish legal notice of a public hearing:** Public Hearing to consider additional appropriations in the amount of \$37,000 in the Special Events Non Reverting Fund.

Councilor Schocke moved to authorize the publication of a legal notice of a public hearing to consider proposed additional appropriations. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The publication of legal notice was authorized.

## NEW BUSINESS

*Motion to amend the Agenda.* Councilor Schocke moved to amend the agenda to allow consideration of authorizing the public supported purchase of two (2) polo style shirts with the proper municipal logo for each member of the Town Council. 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 agenda was amended to consider the proposed authorization.

**Authorization for Public Purchase or Reimbursement, pursuant to HMC Section 2.35.030.** Councilor Schocke moved to authorize for each Town Councilor to obtain two (2) polo style or other shirts possessing the proper municipal logo to be paid or reimbursed by the municipal public funds. Councilor Zemen seconded. Upon a roll call vote, there were four affirmatives and one negative. With Councilors Zemen, Herak, Schocke, and Black voting in the affirmative and Councilor Sheeman voting in

the negative, the motion passed. The purchase or reimbursement with municipal funds of two polo shirts for each member of the Town Council 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, Kenneth J. Mika, who offered a survey of matters before the Plan Commission.

Councilor Zemen acknowledged the Fire Chief, William Timmer, who reported on various matters involving the Fire Department. He further reported on incidents regarding the use of fireworks.

Councilor Zemen acknowledged the Parks Director, Alex Brown, who expressed thanks for the approval of the Hawk Pedestrian Traffic Signal system. Mr. Brown offered a survey of programs and events under the aegis of the parks and recreation department.

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

Councilor Herak expressed appreciation for all the volunteers, the department heads and others who assisted with the beer garden at the Independence Day Festival at Main Square, recently concluded.

Councilor Herak acknowledged the Police Chief who reported on the success of no undue incidents taking place during the recent Independence Day Festival at Main Square.

Councilor Herak acknowledged the Public Works Director who offered a survey of the activities of the agency involving streets, sanitation and waterworks.

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

Councilor Schocke praised the members of the Community Events Commission for their work on the recent Independence Day Festival at Main Square. He further praised Councilor Herak for his work with the associated beer garden.

Councilor Schocke discussed the success of the Tree Board having worked to attain the Tree City designation for the Town in years 2019 and 2020.

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

Councilor Black praised the work related to the recent Independence Day Festival at Main Square. He further praised all the people who worked with the associated beer garden.

Councilor Black congratulated the four newly appointed police officers.

- **Council 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 also praised the members of the Community Events Commission for their work on the recent Independence Day Festival at Main Square. He further praised Councilor Herak for his work with the associated beer garden. The Town Council President further praised the Public Works Director and the Parks Director for their work in directing staff to keep the streets and the park grounds so well kept for each day of the event. He further thanks Tom Lounges for his work in arranging the entertainment.

**Comments from Visitors or Residents**

1. Carlos Aburto, Highland, thanked the Town Council for authorizing and approving the Hawk Traffic Control System for the bicycle and pedestrian trail crossing at Kennedy Avenue, near Jewett Street.

**Payment of Accounts Payable Vouchers.** There being no further comments from the public, Councilor Schocke moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period June 29, 2021, through July 12, 2021. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives, no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, 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, \$351,881.05; Motor Vehicle Highway and Street (MVH) Fund, \$24,183.88; Local Road and Streets Fund, \$4,659.50; Law Enforcement Continuing Education and Training and Supply Fund, \$1,109.96; Insurance Premium Agency Fund, \$216,988.25; Gasoline Agency Fund, \$18,629.90; Information Communications Technology Fund, \$9,112.17; Civil Donation Fund, \$249.13; Special Events Non Reverting Fund, \$2,021.98; Cumulative Capital Improvement Fund, \$17,833.62; Municipal Cumulative Capital Development Fund, \$21,789.00; General Improvement Fund, \$175.00; Traffic Violations and Law Enforcement Agency Fund, \$1,500.00; and Gaming Revenue Sharing Fund, \$692.44; Total: \$670,825.88.**

**Adjournment of Plenary Meeting.** There being no further business on the agenda, the Town Council President declared the regular plenary meeting of the Town Council of Monday, July 12, 2021, adjourned at 8:30 O'clock p.m.

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

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

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



**Town of Highland Board or Commission  
Candidate Information and Application**

Please return completed form to Office of the Clerk-Treasurer

Name: Benjamin Reinhart

Home address: 3626 38th St., Highland, IN, 46322

Telephone Number (Home): \_\_\_\_\_ nlisted, please leave blank)

Alternative Number: \_\_\_\_\_

Home-mail address: \_\_\_\_\_

Work e-mail address: \_\_\_\_\_

Vocation: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

If applicable, please indicate who referred you: Renee Reinhart

Indicate the Board or Commission in which you are interested in serving:  
(You may indicate more than one)

Advisory Board of Zoning Appeals  
Members of a BZA may not hold other elective or appointive office in municipal, county or state government, except as permitted by I.C. 36-7-4-902. Member must be a resident

Board of Sanitary Commissioners  
Silent on qualifications

- Board of Waterworks Directors  
Silent on qualifications
- Park and Recreation Board  
Members shall be appointed on the basis of their interest in and knowledge of parks and recreation.
- Redevelopment Commission  
Member must be 18 years old & reside in unit
- Economic Development Commission  
Members of an Economic is required to disclose pecuniary interests. One of three is nominated by County Council; one of three is nominated by Town Council; all are appointed by Town Council President. See I.C. 36-7-12.
- Plan Commission  
Citizen members shall be appointed because of the member's knowledge and experience in community affairs, the members' awareness of the social, economic, agricultural, and industrial problems of the area and the member's interest in the development of and integration of the area. Further, citizen members may not hold other elective or appointive office in municipal, state or county government and must be a resident.
- Community Events Commission  
No person shall be appointed as voting member of the Commission who has not attained the age of 18 years, who is not a resident of Highland or who holds any other town office by appointment or election.
- Highland Main Street Organization  
This council, the details of which are still being formulated, will be dedicated to promoting growth, development, and stability in the Highland downtown and to utilize public/private partnerships to achieve these goals. Members will strive to effectively and efficiently develop steps to restore, revitalize and promote the downtown of Highland. The four tenants of the Main Street Program, are (1) Promotion, (2) Organization, (3) Design and (4) Economic Restructuring.
- Town Board of Metropolitan Police Commissioners  
Appointees must be of good moral character and legal residents of the Town
- Lake County Convention and Visitors Bureau  
No appointee may hold an elective or appointed political office while serving on the bureau. Appointing Authority shall give sole consideration to individuals who are knowledgeable about or employed as executives or managers in following businesses: Hotel, Motel, Restaurant, Travel, Transportation, Convention, Trade Show, Riverboat, banking, real estate, and construction.
- Tree Board  
A person must be a resident with an interest in or knowledge of the Urban Forestry Plan adopted for Highland.

**Please provide a brief written statement** regarding why you wish to serve on the commission or board you have checked above. You may attach added paper if needed. Further, you may attach a resume.

I would like to serve Highland to help in the positive growth and development of the downtown area which gives the community a positive outlook on businesses and brings in more people to the area

Do you know of any reason why you may not be able to be covered by a surety bond?

Yes

No

**Please provide a list of previous or present involvement or service** in the Town of Highland or elsewhere.

Served 12 years managing the indoor/outdoor soccer league, served as secretary and as president of the league for 2 years as well.

Helped in the background developing the community garden managed by Renee. Built all the beds and continue to help in its growth every year.

**Please return** your completed application (pages 1-3) to the Town of Highland, Office of the Clerk-Treasurer • 3333 Ridge Road • Highland, Indiana 46322. E-mail: mgriffin@highland.in.gov

**TOWN OF HIGHLAND  
APPROPRIATION ENACTMENT  
ENACTMENT NO. 2021-31**

**An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Special Economic Development 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 **Special Economic Development Fund**;

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

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

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

**ECONOMIC DEVELOPMENT FUND**

Increase	
Acct. No. 095-0000-35010 Downtown Development:	<u>\$ 38,186.00</u>
<i>Total 300 Series:</i>	\$ 38,186.00
 <b>Fund Total:</b>	 <b>\$ 38,186.00</b>

**Section 2.** 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 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 12<sup>th</sup> Day of July 2021. Consideration on the 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. This required a unanimous vote in order to be considered at the same meeting of its introduction.

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

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

\_\_\_\_\_  
**Roger Sheeman, President (IC 36-5-2-10)**

**ATTEST:**

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

**TOWN OF HIGHLAND  
RESOLUTION NO. 2021-34**

**A RESOLUTION PROVIDING FOR FURTHER GUIDANCE REGARDING ITS PLAN FOR THE USE OF THE AMERICAN RESCUE PLAN ACT PROCEEDS.**

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

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

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

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

**WHEREAS,** The Town Council did adopt Ordinance No. 1728 amending the Highland Municipal Code by establishing the American Rescue Plan Grant Fund; and,

**WHEREAS,** The Town Council has determined that it would be desirable and of great public benefit to offer companion information to inform the plan of the Town for the use of the proceeds of coming to the Town from the American Rescue Plan Act,

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF TOWN OF HIGHLAND, INDIANA, AS FOLLOWS:**

**Section 1.** That the municipality is eligible to receive up to five million, thirty-eight thousand, three hundred thirty nine dollars and ninety-one cents (\$5,038,339.91) to be distributed in two installments, the first being in the amount of two million, five hundred nineteen thousand, one hundred sixty-nine dollars and ninety-six cents (\$2,519,169.96);

**Section 2.** That Section 3.45.125 of the Highland Municipal Code establishes the American Rescue Plan Grant Fund, which is subject to the following:

(A) It is "dedicated and established for accumulating, for accounting and to provide resources to support lawful purposes of the municipality, and such specific purposes as are consistent with legal uses set forth in Section 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021;"

(B) That it is established to manage and account for the following sources of funding:

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

(C) That the fund is established for the following **lawful purposes** authorized under the *American Rescue Plan Act* and the guidance from the United States Treasury:

- (1) That the resources in the Fund shall be used to pay expenses authorized under Section 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021 and such guidance as may be issued by the Treasury Secretary of the United States;
- (2) That the resources in the Fund shall be used to make expenditures for the lawful provision of government services to the extent of the reduction in revenue of the Town of Highland due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year of the Town, with FY 2019 serving as the base year;
- (3) That the resources in the Fund shall be used to make necessary investments in water, sewer or broadband infrastructure, as authorized under the relevant law; and,
- (4) That the resources in the Fund shall be to pay any costs required to carry-out and support the objectives of the American Rescue Plan of 2021, as set forth in Section 603(c)(1);

**Section 3.** That pursuant to further guidance, as interim final rules, from the United States Treasury urges a plan for the use of the proceeds and also offered added information regarding the treatment of interest or investment yields from the proceeds, the Town of Highland as a non-entitlement unit (NEU) Number IN0203, now establishes the following plan for the use of the resources of American Recovery Plan Act:

(A) That the proceeds will be used to support the funding needs and any gap in resources associated with complying with the pending plan to eliminate Sanitary Sewage Outflows (SSO)'s that is under review presently by the proper Federal authorities as submitted by the Town of Highland Department of



Public Sanitation and Sanitary District, which is consistent with an expenditure category associated with infrastructure;

(B) That the Town Council President and the Town Clerk-Treasurer be authorized to complete the necessary applications, and offer the legally required assurances regarding compliance with Title VI of the Civil Rights Act of 1964; and,

(C) That interest earned upon the resources on deposit in the American Recovery Plan Act Grant Fund shall be treated as follows:

- (1) Interest earnings shall remain with the corpus of the fund, and used only for the purposes of the ARPA Grant, subject to further guidance from the United States Treasury, the Indiana Finance Authority or the State Examiner or the Indiana State Board of Accounts;
- (2) If the U.S. Treasury determines that such interest is not program income, then interest earnings shall be transferred and deposited with the municipal General Fund;

**Section 4.** This Resolution shall be in full force and effect from and after its passage.

**DULY RESOLVED and ADOPTED** this 26<sup>th</sup> Day of July 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)

**The Town of Highland  
Order of the Works Board No. 2021-22**

**An Order Authorizing and Approving the First Change Order to the Construction Contract with Walsh & Kelly, Incorporated related to the 2020 CCMG Street Improvement Project, DES #2001326, all Pursuant to I.C. 36-1-12-18 and Accepting the Recommendation of NIES Engineering, Incorporated to Release Retainage on Deposit to the Credit of the Capital Projects Retainage Agency Fund in the amount of Ninety Thousand Eight Hundred Sixty-Seven Dollars and 37/00 Cents (\$90,867.37) to Walsh & Kelly, Incorporated**

**Whereas**, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has heretofore authorized and approved a public works project for certain street resurfacing and other improvements in the public right-of-way to be funded, in part, by the State of Indiana and the Community Crossings Matching Grant program, with the project commonly known as the 2020 CCMG Street Improvement Project;

**Whereas**, The Town Council has heretofore awarded a contract to Walsh & Kelly, Incorporated for the Project on July 13, 2020 in the amount of One Million Five Hundred Ninety-two Thousand Six Hundred Fifty-four Dollars and 48/100 Cents (\$1,592,654.48);

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

**Whereas**, NIES Engineering, Incorporated, a licensed engineer performing construction engineering services on this project has specifically identified and presented a description of such changes as one (1) proposed first addendum to the original construction contract with Walsh & Kelly, Incorporated, particularly in support of costs associated with several bid items, which has a net effect of decreasing the contract cost by the amount of Thirty-one Thousand Five Hundred Sixty Dollars and 68/100 Cents (\$31,560.68);

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

**Whereas**, NIES has heretofore determined that the Project is complete pursuant to the terms of contract specifications and has recommended the release of retainage held in the amount of Ninety

Thousand Eight Hundred Sixty-seven Dollars and 37/00 Cents (\$90,867.37);  
and

**Whereas,** The Town Council now desires accept the recommendation of NIES and authorize and approve the release of retainage held in the amount of the Ninety Thousand Eight Hundred Sixty-seven Dollars and 37/00 Cents (\$90,867.37),

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

**Section 1.** That Change Order No. 1 for the 2020 CCMG Street Improvement Project, as prepared by NIES Engineering, Incorporated, a licensed professional engineer performing construction engineering services on the Project, is hereby approved and authorized in each and every respect;

**Section 2.** That this first addendum is hereby ordered to be known as **Change Order No. 1**, issued to decrease the net cost to the original agreement between the Town of Highland and Walsh & Kelly, Incorporated, in the amount of Thirty-one Thousand Five Hundred Sixty Dollars and 68/100 Cents (\$31,560.68), bringing the total value of the entire agreement with any and all change orders approved to date to One Million Five Hundred Sixty-one Thousand Ninety-three Dollars and 80/100 Cents (\$1,561,093.80);

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

**Section 4.** That the total of all change orders issued that increase the scope of this project may not exceed twenty percent (20%) of the amount of the original contract, that original contract of One Million Five Hundred Ninety-two Thousand Six Hundred Fifty-four Dollars and 48/100 Cents (\$1,592,654.48), which may not exceed One Million Nine Hundred Eleven Thousand One Hundred Eighty-five Dollars and 38/100 Cents (\$1,911,185.38), all pursuant to IC 36-1-12-18(d);

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

**Section 6.** That construction work performed by Walsh & Kelly, Incorporated for the 2020 CCMG Street Improvement Project is hereby accepted and approved in each and every respect;

**Section 7.** That the recommendation from NIES Engineering, Inc. to release retainage held in the amount the Ninety Thousand Eight Hundred Sixty-seven Dollars and 37/00 Cents (\$90,867.37) is hereby accepted;

**Section 8.** That the clerk-treasurer be authorized and instructed to prepare a warrant drawn on the Capital Projects Agency Fund in the proper amount as herein directed, with such payment to me made in advance of Town Council allowance as an authorized or approved release of retainage from the capital projects retainage agency fund pursuant to Section 3.10.010 (A)(27).

**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 26<sup>th</sup> day of July 2021, subject to the concurrence of the Park and Recreation Board, having passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

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

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Roger Sheeman, **President** (IC 36-5-2-10)

Attest:

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Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
**Clerk-Treasurer** (IC 33-42-4-1; IC 36-5-2-10.2; IC 36-5-6-5)



July 9, 2021

Mr. Mark Knesek, Public Works Director  
 Town of Highland, Indiana  
 3333 Ridge Road  
 Highland, IN 46322

RE: Pay Request No. 5 (Final)  
 2020 CCMG Street Improvement Project – Des. No. 2001326

Dear Mr. Knesek:

As engineers for the 2020 CCMG Street Improvement Project – Des. No. 2001326, we have reviewed the enclosed Pay Request No. 5 (Final) submitted by Milestone Contractors North, Inc. (formerly known as Walsh & Kelly, Inc.). Work on this project is complete, and we recommend that all remaining retainage be paid to the Contractor. The payment breakdown is as follows:

Pay Request No. 5 (Final)

Original Contract Amount	\$ 1,592,654.48
Change Order Total	— \$ 31,560.68
Revised Contract Amount	<u>\$ 1,561,093.80</u>
Total Completed & Stored to Date	\$ 1,561,093.80
Retainage Prior Pay Requests	— \$ 90,867.37
Payment Prior Pay Requests	— \$ 1,470,226.43
Total Completed & Stored this Pay Request	\$ 0.00
Retainage this Pay Request (Full Release)	+ \$ 90,867.37
Total Current Payment Due	<u>\$ 90,867.37</u>
Current Payment Due	\$ 90,867.37

Enclosed are 3 originals of Pay Request No. 5 (Final) from Walsh & Kelly, Inc., including an itemized breakdown and the Contractor's final waiver of lien.

Yours very truly,  
 NIES Engineering, Inc.

Derek R. Snyder, P.E.  
 Principal

cc: Highland Town Council  
 Michael Griffin, Clerk-Treasurer  
 Greg Hoffman, Milestone Contractors North, Inc.

X:\Projects\HIGHLAND\TOWNGEN\20-545\Pay Requests\05\2020\_CCMG\_PR\_5\_Final.Docx

mail@niesengineering.com www.niesengineering.com

# Invoice



1700 E. Main Street  
Griffith, IN 46319  
(219) 924-5900

**Sold To:** Town of Highland  
**Address:** 3333 Ridge Road  
Highland, IN 46322

**Date:** June 17, 2021  
**Invoice #:** 201780-05

**Terms:** Net 15

**Purchase Order #:**

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Job # 201780

**2020 Highland CCMG Street Project DES No. 2001326**

Final Retainage

Work Completed per Attached \$ 1,561,093.80

Less: Previous Invoice ( 1,470,226.43 )

**TOTAL AMOUNT DUE THIS INVOICE \$ 90,867.37**

Terms of payment are Net 15 days from the date of invoice. A service charge of 1 1/2% per month (18% per annum) will be charged to all delinquent accounts.

# Invoice

**Progress Billing Invoice**

**From: Milestone Contractors North, Inc.**  
 1700 East Main Street  
 Griffith, IN 46319

**Invoice # 201780-05**

**Date: 06/17/21**

**Application #: 5**

**To: TOWN OF HIGHLAND**  
 3333 RIDGE ROAD  
 HIGHLAND, IN 46322

**Invoice Due Date: 07/17/21**

**Payment Terms: NET 30 DAYS**

**Contract: 201780- Highland CCMG Street Project DES No. 2001326**

Cont Item	Description	Contract Amount	Contract Quantity	Quantity This Period	Quantity JTD	U/M	Unit Price	Amount This Period	Amount To-Date	% Compl
1	MOB/DEMOR	60,000.00	1.00	0.00	1.00	LS	60,000.00	0.00	60,000.00	100.00%
2	MOT	36,200.00	1.00	0.00	1.00	LS	36,200.00	0.00	36,200.00	100.00%
3	CURB & GUTTER, REMOVE	18,200.00	2,600.00	0.00	2,573.00	LF	7.00000	0.00	18,011.00	98.96%
4	SIDEWALK, CONC., REMOVE	14,040.00	1,755.00	0.00	1,577.44	SY	8.00000	0.00	12,619.52	89.86%
5	1.5" ASPHALT MILLING	161,621.25	119,275.00	0.00	118,895.00	SY	1.35000	0.00	160,508.25	99.68%
6	AGG BASE FOR PATCHING, 53 LIMESTONE (INCLUDES EXC)	5,600.00	160.00	0.00	9.00	TON	35.00000	0.00	0.00	0.00%
7	HMA FOR PATCHING, 7.5"	9,900.00	119.00	0.00	9.00	TON	50.00000	0.00	0.00	0.00%
8	9.5MM SURFACE, 1.5"	709,500.00	11,625.00	0.00	11,948.62	TON	60.00000	0.00	719,809.20	101.03%
9	TACK COAT	11,306.50	45,224.00	0.00	34,891.00	SY	0.25000	0.00	8,645.25	75.48%
10	CRACK FILLING MILED SURFACE	7,200.00	9.00	0.00	0.00	TON	800.00000	0.00	0.00	0.00%
11	AREA REFLECTIVE CRACK CONTROL	192,535.20	74,052.00	0.00	72,917.00	SY	2.60000	0.00	189,584.20	96.47%
12	FIBER AREA REFLECTIVE CRACK CONTROL	44,960.00	11,248.00	0.00	11,182.00	SY	4.00000	0.00	44,728.00	99.45%
13	4" CONC SIDEWALK/WAGG BASE & GRASS RESTORATION	55,440.00	792.00	0.00	749.74	SY	70.00000	0.00	52,481.60	94.66%
14	CURB/RAMP/WAGG BASE & GRASS RESTORATION	98,825.00	773.00	0.00	723.91	SY	125.00000	0.00	90,489.75	91.65%
15	CURB & GUTTER/WAGG BASE, PATCHING AND GRASS RESTO	91,800.00	2,800.00	0.00	2,698.00	LF	35.00000	0.00	94,360.00	102.69%
16	TOPSOIL & MULCHED SEEDING	2,200.00	224.00	0.00	228.00	SY	10.00000	0.00	2,280.00	103.64%
17	CASTING, F & A	4,000.00	8.00	0.00	2.00	EA	500.00000	0.00	1,000.00	25.00%
18	CASTING RISER RING	500.00	4.00	0.00	13.00	EA	125.00000	0.00	1,625.00	325.00%
19	VALVE BOX TOP SECTION, F & A	900.00	6.00	0.00	2.00	EA	150.00000	0.00	300.00	33.33%
20	VALVE BOX RISER RING	200.00	4.00	0.00	9.00	EA	50.00000	0.00	0.00	0.00%
21	TRAFFIC LOOP DETECTOR, REPAIR	16,940.00	41.00	0.00	41.00	EA	385.00000	0.00	16,940.00	100.00%
22	WIRELESS VEHICLE DETECTOR	2,910.00	5.00	0.00	5.00	EA	485.00000	0.00	2,910.00	100.00%
24	4" SOLID YELLOW	6,015.62	10,379.00	0.00	10,429.00	LF	0.58000	6.00	6,045.62	100.48%
25	4" BROKEN YELLOW	56.00	106.00	0.00	100.00	LF	0.58000	0.00	58.00	100.00%
26	4" SOLID WHITE	714.56	1,232.00	0.00	2,172.00	LF	0.38000	0.00	1,259.76	178.30%
27	4" BROKEN WHITE	255.20	446.00	0.00	429.00	LF	0.58000	0.00	249.60	95.45%
28	8" SOLID WHITE	413.75	331.00	0.00	335.00	LF	1.25000	0.00	418.75	101.21%
29	4" BROKEN WHITE	37.50	39.00	0.00	27.00	LF	1.25000	0.00	33.75	89.00%
30	ONLY	420.00	4.00	0.00	4.00	EA	105.00000	0.00	420.00	100.00%

**Progress Billing Invoice**

**From:** Milestone Contractors North, Inc.  
1700 East Main Street  
Griffith, IN 46319

**Invoice #:** 201780-05

**Date:** 06/17/21

**Application #:** 5

**To:** TOWN OF HIGHLAND  
3333 RIDGE ROAD  
HIGHLAND, IN 46322

**Invoice Due Date:** 07/17/21

**Payment Terms:** NET 30 DAYS

**Contract:** 201780- Highland CCMG Street Project DES No, 2001326

Cont Item	Description	Contract Amount	Contract Quantity	Quantity This Period	Quantity JTD	U/M	Unit Price	Amount This Period	Amount To-Date	% Compl
31	R X R	1,000.00	4.00	0.00	4.00	EA	250.00000	0.00	1,000.00	100.00%
32	LANE INDICATION ARROW	1,900.00	20.00	0.00	20.00	EA	95.00000	0.00	1,900.00	100.00%
33	8" WHITE CROSSWALK	6,577.20	7,308.00	0.00	7,231.00	LF	0.90000	0.00	6,567.30	98.95%
34	24" STOP BAR	9,210.25	1,939.00	0.00	1,812.00	LF	4.75000	0.00	9,224.50	100.15%
35	12" YELLOW CROSSHATCH	330.00	132.00	0.00	249.00	LF	2.50000	0.00	622.50	188.64%
36	12" WHITE CROSSHATCH	437.50	175.00	0.00	107.00	LF	2.50000	0.00	467.50	195.66%
37	SIGN POST	504.00	31.50	0.00	31.50	LF	16.00000	0.00	504.00	100.00%
38	SIGN, SHEET	393.75	18.75	0.00	18.75	SF	21.00000	0.00	393.75	100.00%
73	TRAFFIC DETECTOR HOUSING, REHAB	3,125.00	5.00	0.00	4.00	EA	825.00000	0.00	2,560.00	90.00%

<b>Total Billed To Date:</b>	<b>1,561,093.80</b>
<b>Less Retainage:</b>	<b>0.00</b>
<b>Less Previous Applications:</b>	<b>1,470,226.43</b>
<b>Total Due This Invoice:</b>	<b>90,867.37</b>



WAIVER OF LIEN

FINAL

STATE OF INDIANA, \_\_\_\_\_ Lake \_\_\_\_\_ COUNTY,ss:

WHEREAS, the undersigned Walsh & Kelly, Inc. has been hereto employed by \_\_\_\_\_ Town of Highland to furnish certain material and labor, to-wit: Highland 2020 CCMG for the building owned by \_\_\_\_\_ Town of Highland and located on \_\_\_\_\_ Various Streets \_\_\_\_\_ Highland, IN 46322 \_\_\_\_\_ Lake County, IN \_\_\_\_\_

NOW, THEREFORE, KNOW YE, That the undersigned, for a good and valuable consideration, the receipt of which is hereby acknowledged, hereby and now waives and releases unto the said Corporation, the owner of said premises, any and all lien, right of lien, or claim of whatsoever kind or character on the above described building and real estate, on account of any and all labor or materials, or both, furnished for or incorporated into said building by the undersigned; and we further certify that the consideration moving to the undersigned for executing this WAIVER OF LIEN has been mutually given and accepted as absolute cash payment and not as a conditional or part payment or as security for payment.

Signed, sealed and delivered this 17th day of June, 2021

WALSH & KELLY, INC.

*Jamie L. Tancos*  
\_\_\_\_\_  
Jamie L. Tancos  
Secretary-Treasurer

Personally appeared before me this 17th day of June, 2021 \_\_\_\_\_  
Jamie L. Tancos, who being duly sworn on oath, says: That she is the Secretary-Treasurer, of the Walsh & Kelly, Inc. and that she hereby acknowledges the execution of the foregoing instrument for and on behalf of said Walsh & Kelly, Inc. and at their special instance and request.

My Commission Expires 02/07/2024  
This instrument prepared by: JLT

*Candice R. Houck*  
\_\_\_\_\_  
Candice R. Houck (Notary Public)



WORKS BOARD ORDER No. 2021-22

Contract Number Des. No. 2001326

Change Order Number 1

CHANGE ORDER

Owner: Town of Highland, Indiana

Project: 2020 CCMG Street Improvement Project – Des. No. 2001326

Owner's Name: Town of Highland, Indiana

Owner's Address: 3333 Ridge Road, Highland, IN 46322

Contractor: Mi Contractors North, Inc. (Formerly Walsh & Kelly, Inc.)

Contractor's Address: 1700 East Main Street, Griffith, IN 46319

DESCRIPTION OF CHANGE:

1. Adjust quantities of original contract items based on actual quantities installed, as tabulated on attached Tables 1 and 2. A decrease to the contract price of \$31,560.68.

REASON FOR CHANGE:

1. Adjustment of original contract item quantities is based on field measured quantities of work actually installed. Pavement Patching (Items 7 and 8) and Crack Filling (Item 10) were not utilized after evaluating milled surface. Tack Coat (Item 9) was not required in areas receiving Fiber Reinforced Membrane Interlayer (Item 12). Quantities of other items varied higher or lower based on the final amounts installed.

WORKSBOARD ORDER No. 2021-22


Contract Number Des. No. 2001326

Change Order Number 1

ORIGINAL CONTRACT PRICE	\$	<u>1,592,654.48</u>
CURRENT CONTRACT PRICE ADJUSTED BY PREVIOUS CHANGE ORDER(S)	\$	<u>1,592,654.48</u>
NET DECREASE IN CONTRACT PRICE THIS CHANGE ORDER	\$	<u>(31,560.68)</u>
TOTAL ADJUSTED CONTRACT PRICE INCLUDING THIS CHANGE ORDER	\$	<u>1,561,093.80</u>

This change order extends the time to complete the work by 0 calendar days. The time for completion remains unchanged at 110 consecutive calendar days.


This change order prepared by: NIES Engineering, Inc.

 _____ Derek R. Snyder, P.E.	IN 11100654 _____ (P.E. Number)	7/8/2021 _____ Date
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The undersigned agree to the terms of the change order.

Milestone Contractors North, Inc. (Formerly Walsh & Kelly, Inc.)

(Name of Contractor)

 _____ (Contractor's Authorized Representative)	7/9/2021 _____ Date
--	---------------------------

_____ (Owner's Authorized Representative)	_____ Date
--	---------------

Table 1  
Town of Highland, Indiana  
2020 CCMG Street Improvement Project  
Des. No. 2001326

## Change Order #1 - Change in Original Contract Quantities

Item	Description	Original Contract Amount				Actual Installed		Net Change	
		Quantity	Units	Unit Price	Amount	Quantity	Amount	Quantity	Amount
1	Mobilization/Demobilization	1	LS	\$ 80,000.00	\$ 80,000.00	1	\$ 80,000.00	0.00	\$ -
2	Maintenance of Traffic	1	LS	\$ 36,200.00	\$ 36,200.00	1	\$ 36,200.00	0.00	\$ -
3	Curb and Gutter, Concrete, Remove	2,600	LF	\$ 7.00	\$ 18,200.00	2,573	\$ 18,011.00	(27.00)	\$ (189.00)
4	Sidewalk, Concrete, Remove	1,755	SY	\$ 8.00	\$ 14,040.00	1,577.44	\$ 12,619.52	(177.56)	\$ (1,420.48)
5	Asphalt Milling, 1-1/2 IN. Depth	119,275	SY	\$ 1.35	\$ 161,021.25	118,895	\$ 160,508.25	(380.00)	\$ (513.00)
6	Compacted Aggregate Base for Patching, No. 53 Limestone	160	TON	\$ 35.00	\$ 5,600.00		\$ -	(160.00)	\$ (5,600.00)
7	HMA Patching, Intermediate, 19.0mm, 2.5 IN.	110	TON	\$ 90.00	\$ 9,900.00		\$ -	(110.00)	\$ (9,900.00)
8	HMA Overlay, Surface, 9.5 mm, 1.5 IN.	11,825	TON	\$ 60.00	\$ 709,500.00	11,946.82	\$ 716,809.20	121.82	\$ 7,309.20
9	Asphalt for Tack Coat (0.10 Gal/SY)	45,226	SY	\$ 0.25	\$ 11,306.50	34,581	\$ 8,645.25	(10,645.00)	\$ (2,661.25)
10	Crack Filling Milled Surface	9.0	TON	\$ 800.00	\$ 7,200.00		\$ -	(9.00)	\$ (7,200.00)
11	Area Reflective Crack Treatment, Geotextile Pavement Interlayer	74,052	SY	\$ 2.60	\$ 192,535.20	72,917	\$ 189,584.20	(1,135.00)	\$ (2,951.00)
12	Area Reflective Crack Treatment, Fiber Reinforced Membrane Interlayer	11,240	SY	\$ 4.00	\$ 44,960.00	11,182	\$ 44,728.00	(58.00)	\$ (232.00)
13	Sidewalk, Concrete, 4 IN.	792	SY	\$ 70.00	\$ 55,440.00	749.74	\$ 52,481.80	(42.26)	\$ (2,958.20)
14	Curb Ramp, Concrete	773	SY	\$ 125.00	\$ 96,625.00	723.91	\$ 90,488.75	(49.09)	\$ (6,136.25)
15	Curb and Gutter, Concrete	2,600	LF	\$ 35.00	\$ 91,000.00	2,696	\$ 94,360.00	96.00	\$ 3,360.00
16	Topsoil and Mulched Seeding	228	SY	\$ 10.00	\$ 2,280.00	228	\$ 2,280.00	0.00	\$ -
17	CASTING, FURNISH AND ADJUST TO GRADE	8	EA	\$ 500.00	\$ 4,000.00	2	\$ 1,000.00	(6.00)	\$ (3,000.00)
18	CASTING RISER RING	4	EA	\$ 125.00	\$ 500.00	13	\$ 1,625.00	9.00	\$ 1,125.00
19	VALVE BOX TOP SECTION, FURNISH AND ADJUST TO GRADE	6	EA	\$ 150.00	\$ 900.00	2	\$ 300.00	(4.00)	\$ (600.00)
20	VALVE BOX RISER RING OR ADJUST EX. SCREW TOP	4	EA	\$ 50.00	\$ 200.00		\$ -	(4.00)	\$ (200.00)
21	TRAFFIC LOOP DETECTOR, REPAIR	44	EA	\$ 385.00	\$ 16,940.00	44	\$ 16,940.00	0.00	\$ -
22	WIRELESS VEHICLE DETECTOR, REMOVE & REINSTALL	6	EA	\$ 485.00	\$ 2,910.00	6	\$ 2,910.00	0.00	\$ -
23	TRAFFIC DETECTOR HOUSING, REHAB	5	EA	\$ 625.00	\$ 3,125.00	4	\$ 2,500.00	(1.00)	\$ (625.00)
24	LINE, THERMOPLASTIC, SOLID, YELLOW, 4 IN.	10,379	LF	\$ 0.58	\$ 6,019.82	10,429	\$ 6,048.82	50.00	\$ 29.00
25	LINE, THERMOPLASTIC, BROKEN, YELLOW, 4 IN. (10-30 SKIP)	100	LF	\$ 0.58	\$ 58.00	100	\$ 58.00	0.00	\$ -
26	LINE, THERMOPLASTIC, SOLID, WHITE, 4 IN.	1,232	LF	\$ 0.58	\$ 714.56	2,172	\$ 1,259.76	940.00	\$ 545.20
27	LINE, THERMOPLASTIC, BROKEN, WHITE, 4 IN. (10-30 SKIP)	440	LF	\$ 0.58	\$ 255.20	420	\$ 243.60	(20.00)	\$ (11.60)
28	LINE, THERMOPLASTIC, SOLID, WHITE, 8 IN.	331	LF	\$ 1.25	\$ 413.75	335	\$ 418.75	4.00	\$ 5.00
29	LINE, THERMOPLASTIC, BROKEN, WHITE, 8 IN. (3-9 SKIP)	30	LF	\$ 1.25	\$ 37.50	27	\$ 33.75	(3.00)	\$ (3.75)
30	PAVEMENT MESSAGE MARKING, THERMOPLASTIC, ONLY	4	EA	\$ 105.00	\$ 420.00	4	\$ 420.00	0.00	\$ -
31	PAVEMENT MESSAGE MARKING, THERMOPLASTIC, R X R	4	EA	\$ 250.00	\$ 1,000.00	4	\$ 1,000.00	0.00	\$ -
32	PAVEMENT MESSAGE MARKING, THERMOPLASTIC, LANE INDICATION ARROW	20	EA	\$ 95.00	\$ 1,900.00	20	\$ 1,900.00	0.00	\$ -
33	TRANSVERSE MARKING, THERMOPLASTIC, CROSSWALK, WHITE, 6 IN.	7,308	LF	\$ 0.90	\$ 6,577.20	7,231	\$ 6,507.90	(77.00)	\$ (69.30)
34	TRANSVERSE MARKING, THERMOPLASTIC, STOP BAR, WHITE, 24 IN.	1,939	LF	\$ 4.75	\$ 9,210.25	1,942	\$ 9,224.50	3.00	\$ 14.25
35	TRANSVERSE MARKING, THERMOPLASTIC, CROSSHATCH LINE, YELLOW, 12 IN.	132	LF	\$ 2.50	\$ 330.00	249	\$ 622.50	117.00	\$ 292.50
36	TRANSVERSE MARKING, THERMOPLASTIC, CROSSHATCH LINE, WHITE, 12 IN.	175	LF	\$ 2.50	\$ 437.50	187	\$ 467.50	12.00	\$ 30.00
37	SIGN POST, SQUARE, 2, REINFORCED ANCHOR BASE	31.50	LF	\$ 16.00	\$ 504.00	31.50	\$ 504.00	0.00	\$ -
38	SIGN, SHEET, ENCAPSULATED LENS WITH LEGEND, 0.080 IN. THICKNESS	18.75	SF	\$ 21.00	\$ 393.75	18.75	\$ 393.75	0.00	\$ -
				Original Contract Amount	\$ 1,592,654.48	Net Change in Original Contract Items			\$ (31,560.68)



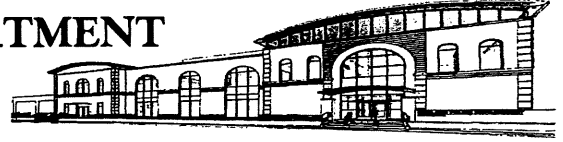






# HIGHLAND POLICE DEPARTMENT

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



PETER T. HOJNICKI, CHIEF OF POLICE

*Chad,  
Do you know if  
this ever got put  
in our line??  
JHX*

March 23, 2021

Michael Griffin, Clerk-Treasurer  
Town of Highland

Mr. Griffin,

A reimbursement check in the amount of \$281.87 has been received from the Allied Universal and deposited in the General Fund (receipt # 713789). This is for the use of Police Vehicles for a Security detail performed January 20-26, 2021 at Best Buy Store # 1774 in Highland, IN.

We are asking that the amount listed be put into the specific line listed below as an additional appropriation.

\$281.87 into line # 360.01 (Equipment Maintenance)

We appreciate your consideration of our request.

Sincerely,

Peter T. Hojnicky, Chief  
Highland Police Department

PTH/lis



**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 **9<sup>th</sup> day of August 2021**, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

CORPORATION GENERAL FUND

**Police Department**

Acct. 001-0009-36001 Equipment Maintenance	\$ 281.87
<b>Total 300 Series:</b>	\$ 281.87
<b>Total for the Department:</b>	\$ 281.87
<b>TOTAL for the FUND:</b>	<u>\$ 281.87</u>

Funds to support these additional appropriations in the **Corporation General Fund** shall be supported by the payment from Allied Universal in consequence of services the Police Department provided under a Special Patrol Zone.

Taxpayers appearing at such meeting shall have a right to be heard thereon. Taxpayers may also write to the Office of the Clerk-Treasurer if a taxpayer desires 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 filed by the Gateway Portal.


**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 23rd DAY OF July, 2021  
  
FISCAL OFFICER

ALLOWANCE OF VOUCHERS

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 5 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 526,641.72.

Dated this \_\_\_\_\_ day of \_\_\_\_\_,

TOWN COUNCIL

MARK A. HERAK

ROGER SHEEMAN

BERNIE ZEMEN

MARK SCHOCKE

TOM BLACK

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0000						
001-0000-45200	GEN FUND TRANSFERS GROSS	93085	PAYROLL ACCOUNT	7/16PRL D/S TRANSFER GENERAL	213,213.59	45969
	Total For Dept 0000				213,213.59	
Dept 0001 TOWN COUNCIL						
001-0001-31001	PROFESSIONAL SERVICES THROUGH	93084	FROST BROWN TODD LLC	PROFESSIONAL SERVICES THROUGH	1,145.15	
001-0001-39004	GAZEBO EXPRESS JUNE 2021	92959	THE IDEA FACTORY, INC	GAZEBO EXPRESS JULY/WEBSITE UPDAT	2,193.71	
001-0001-39004	GAZEBO EXPRESS MAY 2021	92960	THE IDEA FACTORY, INC	GAZEBO EXPRESS JUNE/WEBSITE UPDAT	2,193.71	
001-0001-39004	GAZEBO EXPRESS FEB 2021	92961	THE IDEA FACTORY, INC	GAZEBO EXPRESS MAY/WEBSITE UPDATE	2,843.71	
	Total For Dept 0001 TOWN COUNCIL				8,376.28	
Dept 0003 VIPS						
001-0003-39007	VIPS CAR WASHES FOR JUNE	93183	EASY CLEAN CAR WASH, INC	VIPS CAR WASHES FOR JUNE	9.00	
	Total For Dept 0003 VIPS				9.00	
Dept 0004 CLERK-TREASURER						
001-0004-20003	D/S ENVELOPES	93058	BAXTER PRINTING INC	D/S ENVELOPES	119.68	
001-0004-20003	D/S BNDR CLPS,TAPE,FLDRS,POST	92964	PULSE TECHNOLOGY OF INDIANA	D/S BNDR CLPS,TAPE,FLDRS,POST ITS	25.62	
	Total For Dept 0004 CLERK-TREASURER				145.30	
Dept 0006 BUILDING & INSPECTION						
001-0006-20003	TONER, TAPE & BATTERIES	93156	OFFICE DEPOT, INC	TONER, TAPE & BATTERIES	90.77	
	Total For Dept 0006 BUILDING & INSPECTION				90.77	
Dept 0007 FIRE DEPARTMENT						
001-0007-11113	2ND QUARTER UNPAID STILL ALAR	93176	HIGHLAND FIRE DEPARTMENT	2ND QTR STILL ALARMS AND MEETINGS	412.00	
001-0007-11114	2ND QUARTER MEETING ATTENDANC	93176	HIGHLAND FIRE DEPARTMENT	2ND QTR STILL ALARMS AND MEETINGS	23.69	
001-0007-22004	INV # 337-381067	93175	AUTO-WARES	AUTOMOTIVE SUPPLIES	4.99	
001-0007-23004	INV# 69898	93177	MENARDS	MISC SUPPLIES	49.76	
001-0007-32006	STATIONS SECURITY SYSTEM	93178	PHIL & SON, INC	STATIONS SECURITY	145.60	
001-0007-35005	HYDRANT - CENTRAL STATION	93179	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	231.86	
001-0007-35005	HYDRANT - SOUTH STATION	93180	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	222.20	
001-0007-35007	STORM - CENTRAL STATION	93179	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	126.47	
001-0007-35007	STORM - SOUTH STATION	93180	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	97.37	
	Total For Dept 0007 FIRE DEPARTMENT				1,313.94	
Dept 0008 PLAN COMMISSION						
001-0008-31002	PC ENGINEERING 6/25-7/01 - 50	92972	NIES ENGINEERING, INC.	PC ENGINEERING 6/25-7/01 - 507120	3,312.96	
	Total For Dept 0008 PLAN COMMISSION				3,312.96	
Dept 0009 POLICE DEPARTMENT						
001-0009-21001	1351.2 GAL OF GAS	93193	WARREN OIL COMPANY	1351.2 GAL OF GAS DELV ON 7/5	3,775.52	
001-0009-22004	INV 377980	93181	AUTO-WARES	VEH PARTS AND SUPPLIES	481.10	
001-0009-22004	BRAKE PADS AND ROTORS FOR CAR	93188	NAPA AUTO PARTS	BRAKE PADS AND ROTORS FOR CAR 9	291.90	
001-0009-22004	VEH PART FOR CAR 74	93194	WEBB FORD INC	VEH PART FOR CAR 74	89.95	
001-0009-32003	IDACS NETWORK ACCESS FOR JUNE	93186	INDIANA OFFICE OF TECHNOLOG	IDACS NETWORK ACCESS FOR JUNE	118.41	
001-0009-32003	SPILLMAN CIRCUIT USER FEE FOR	93187	LAKE COUNTY DATA PROCESSING	SPILLMAN CIRCUIT USER FEE FOR JUL	308.30	
001-0009-35005	WATER SERV PD 5/25-6/24	93190	TOWN OF HIGHLAND UTILITIES	WATER SERV FOR PD 5/25-6/24	768.44	
001-0009-36001	LABOR FOR WHL ALIGNMT CAR 9	93184	GRIMLER AUTOMOTIVE, INC	LABOR FOR 2 WHL ALIGNMENT CAR 9	85.00	
001-0009-36001	LABR/PARTS FOR GAS PUMP REPAI	93189	NORTHERN IND MECHANICAL, INC	LABOR AND PARTS TO REPAIR GAS PUM	2,013.75	
001-0009-38006	MAT CHANGE AT PD ON 7/13	93182	CINTAS CORPORATION #319	MAT CHANGE AT PD ON 7/13	37.10	
001-0009-38006	EQUIUP/LBR FOR FIRE ALARM SYS	93191	TRI-ELECTRONICS, INC	EQUIPMENT/LABOR FOR MONITORING FI	3,317.00	
001-0009-38006	LPR CAMERAS FEE	93192	VIGILANT SOLUTIONS	ALL LPR CAMERAS FEE	5,833.33	
	Total For Dept 0009 POLICE DEPARTMENT				17,119.80	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0011 SERVICES & WORKS						
001-0011-21005	DYNAREX INSTANT COLD PACK	92971	AMAZON	LC/PROGRAM SUPPLIES	116.90	
001-0011-21005	60 GAL LINERS	93057	PERFORMANCE CHEM & SUPPLY I	LC SUPPLIES	271.84	
001-0011-21005	DISINF WIPES	93223	PERFORMANCE CHEM & SUPPLY I	LC SUPPLIES	832.50	
001-0011-21005	REPLACEMENT HEIGHT ADJUSTERS/	93056	TOADVINE ENTERPRISES	FH HEIGHT ADJUSTERS	320.33	
001-0011-32008	ACCT. SERVICE FEES	93147	INVOICE CLOUD, INC	JUN ACCOUNT SERVICE FEES 2021	317.10	999426
001-0011-35005	2724 HIGHWAY ACCT #0101123300	92967	TOWN OF HIGHLAND UTILITIES	TOWN SPRINKLERS	497.77	
001-0011-35005	WATER/HYDRANT	92968	TOWN OF HIGHLAND UTILITIES	#0542303600 TOWN HALL WATER/SEWER	115.43	
001-0011-35005	TOWN GARAGE WATER/HYDRANT	92969	TOWN OF HIGHLAND UTILITIES	#0382013660 TOWN GARAGE WATER/SE	199.01	
001-0011-35007	STORM	92965	TOWN OF HIGHLAND UTILITIES	0901207112- 2819 LINCOLN -STORM-	15.22	
001-0011-35007	VIPS WATER/HYDRANT	92966	TOWN OF HIGHLAND UTILITIES	0643112591 VIPS WATER/SEWER	37.78	
001-0011-35007	STORM/SEWER	92968	TOWN OF HIGHLAND UTILITIES	#0542303600 TOWN HALL WATER/SEWER	186.83	
001-0011-35007	TOWN GARAGE SEWER/STORM	92969	TOWN OF HIGHLAND UTILITIES	#0382013660 TOWN GARAGE WATER/SE	402.95	
001-0011-38005	BANK RECS	92993	BAKER TILLY MUNICIPAL ADVIS	BANK RECONCILIATION	4,169.50	
001-0011-38005	2019 AFR SUPPORT	92994	BAKER TILLY MUNICIPAL ADVIS	2019 AFR SUPPORT	1,408.75	
	Total For Dept 0011 SERVICES & WORKS				<u>8,891.91</u>	
Dept 0012 TOWN HALL						
001-0012-36003	TOWN HALL MATS 7/6/21	92958	CINTAS CORPORATION #319	TOWN HALL MATS ACT 16459440 7/6	57.91	
	Total For Dept 0012 TOWN HALL				<u>57.91</u>	
Fund 002 MVH						
Dept 0000						
002-0000-45200	MVH TRANSFERS GROSS	93086	PAYROLL ACCOUNT	7/16 PRL D/S TRANSFER MVH	6,746.82	45970
	Total For Dept 0000				<u>6,746.82</u>	
Dept 0016 MVH ADMIN						
002-0016-11306	REIMBURSE CDL PHYSICAL	93217	PETER KOKINDA (R)	REIMBURSE CDL PHYSICAL	72.45	
	Total For Dept 0016 MVH ADMIN				<u>72.45</u>	
Dept 0017 MVH RECONSTRUCTION/MAINTENANCE						
002-0017-21001	120 # MPLY SYNGARD 2000	93219	SCHAEFFER MRG. COMPANY	120 POUND MPLY SYNGARD 2000 - STR	495.60	
002-0017-22004	BC5811212 5/8-11X2 1/2 CARRI	93209	J & L FASTENERS, INC.	CARRIAGE BOLT/INSERT BOLT NUT #21	51.54	
002-0017-22004	3548736C1 VALVE QUICK RELEASE	93218	RUSH TRUCK CENTERS OF INDIA	VALVE QUICK RELEASE FOR UNIT #18	111.80	
002-0017-22005	166252 STRAW/SEED	93210	KROOSWK MATERIALS, INC	STRAW/SEED/BLACK DIRT - STREET DE	208.99	
002-0017-23002	POUNDS OF CRACKMASTER	93201	BERNATH LLC DBA	CRACKMASTER 3405	2,976.00	
002-0017-23003	8129512 CORD BUNGEE SET 20 PA	93211	LINDY'S ACE HARDWARE,INC	CORD BUNGEE SET 20 PACK - STREET	27.98	
002-0017-23003	2122286 3M PRO EARMUFF	93212	MENARDS CORP - SCHERERVILLE	WASHER/BOLTS/NUTS/EARMUFFS - STRE	67.06	
002-0017-23004	8000-50239 5 GAL HL WB IN YL	93220	SHERWIN WILLIAMS CORP	PAINT - STREET DEPT	50.00	
002-0017-23006	3642656 CABLE TIE	93213	MENARDS CORP - SCHERERVILLE	CABLE TIE/FENCE/POSTS - STREET D	492.67	
002-0017-23007	234#0008 BLADE ASPH WET 18" D	93200	AIDE RENTALS AND SALES, INC	DIAMOND BLADE/FLOOR SAW/GAS RENTA	133.80	
002-0017-36006	REPAIR BAD PHOTOCELL	93214	MIDWESTERN ELECTRIC INC	REPAIR BAD PHOTOCELL 45TH - INDY	134.00	
002-0017-39005	2021 LANDSCAPE SERVICES DOWNT	93204	DEAN'S LAWN & LANDSCAPING I	2021 DOWNTOWN HIGHLAND LANDSCAPE	23,710.00	
002-0017-39007	44" TREE REMOVAL AND STUMP	93202	DAVE'S TREE SERVICE, INC	REMOVE 44" TREE ON 81ST FROM STOR	1,870.00	
002-0017-39007	SEE ATTACHED LIST	93203	DAVE'S TREE SERVICE, INC	REMOVE PARKWAY DEAD TREES AND STU	4,395.00	
002-0017-39009	4" SIDEWALK 3336 FRANKLIN	93207	H3 CONCRETE, INC	CONCRETE REPLACEMENT	554.65	
	Total For Dept 0017 MVH RECONSTRUCTION/MAINTENANCE				<u>35,279.09</u>	
Fund 004 LR&S						
Dept 0000						
002-0000-45200						
	Total For Fund 002 MVH				<u>42,098.36</u>	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 004 LR&S						
Dept 0000						
004-0000-31002	DEREK SNYDER	93216	NIES ENGINEERING, INC.	GENERAL CONSULTING THRU 6/25/21	1,383.76	45971
004-0000-45200	LR&S TRANSFERS GROSS	93087	PAYROLL ACCOUNT	7/16PRL D/S TRANSFER LR&S	14,444.46	
			Total For Dept 0000		15,828.22	
			Total For Fund 004 LR&S		15,828.22	
Fund 018 LAW ENFORCE CON'T ED						
Dept 0000						
018-0000-23006	APC BATTERY REPLCMT	93197	OFFICE DEPOT, INC	APC BATTERY REPLACEMENT	74.99	
018-0000-31004	CPR TRAINING FOR RECORDS CLER	93196	HIGHLAND PARKS & RECREATION	CPR TRAINING FOR RECORDS CLERK	75.00	
018-0000-31004	INSTRUCTOR RECERT FOR CORPOR	93198	STATE OF INDIANA	INSTRUCTOR RECERT FOR CORPORAL	50.00	
018-0000-39005	PD CAR WASHES FOR JUNE	93195	EASY CLEAN CAR WASH, INC	PD CAR WASHES FOR JUNE	126.00	
			Total For Dept 0000		325.99	
			Total For Fund 018 LAW ENFORCE CON'T ED		325.99	
Fund 030 ICT FUND						
Dept 0000						
030-0000-32003	219 R10 2255 255 7 6/2/21-7	93081	AT&T	219 R10 2255 255 7 6/2/21-7/1/21	574.24	45961
030-0000-32003	ELEVATOR PHONE-6/2/21-7/1/21	93082	AT&T	219923-2320 260 1 ELEVATOR PHONE	194.80	45962
030-0000-32003	PHONE/INTERNET FD CENTRAL	92999	COMCAST CABLE	FD CENTRAL/2901 HIGHWAY-PHONE/INT	214.97	45963
030-0000-32003	FD SOUTH 2647 45TH ST	93000	COMCAST CABLE	FD S STATION PHONE/INTERNET SVC 1	119.91	45964
030-0000-32003	PW/B&I/PARK/FD WIRELESS 78032	92998	VERIZON WIRELESS	PW/B&I/PARK/FD WIRELESS 780324475	1,278.13	45967
030-0000-32003	MONTHLY TELEPHONE FEE- PD	92962	WINDSTREAM HOLDINGS INC	MONTHLY TELEPHONE FEE- PD JULY 20	819.52	45968
030-0000-32003	PW INTNET # 8771400250212877	93153	COMCAST CABLE	8771400250212877 PW 8001 KENNEDY	300.34	45973
030-0000-32003	MEADOWS PKINTERNET ACT 877140	93154	COMCAST CABLE	MEADOWS PK MO INTERNET 7/12-8/11/	114.90	45974
030-0000-38006	JUNE 2021 COPIER AGREEMENT	92963	RICOH USA, INC	JUNE 2021 COPIER AGREEMENT	385.58	
030-0000-38006	WEB SECURITY MONTHLY	92959	THE IDEA FACTORY, INC	GAZEBO EXPRESS JULY/WEBSITE UPDAT	899.99	
030-0000-38006	WEB SECURITY MONTHLY	92960	THE IDEA FACTORY, INC	GAZEBO EXPRESS JUNE/WEBSITE UPDAT	749.99	
030-0000-38006	WEB SECURITY MONTHLY	92961	THE IDEA FACTORY, INC	GAZEBO EXPRESS MAY/WEBSITE UPDAT	749.99	
030-0000-39024	WEB UPDATE WEEKLY	92959	THE IDEA FACTORY, INC	GAZEBO EXPRESS JULY/WEBSITE UPDAT	541.08	
030-0000-39024	WEB UPDATE WEEKLY	92960	THE IDEA FACTORY, INC	GAZEBO EXPRESS JUNE/WEBSITE UPDAT	676.35	
030-0000-39024	WEB UPDATE WEEKLY	92961	THE IDEA FACTORY, INC	GAZEBO EXPRESS MAY/WEBSITE UPDAT	541.08	
			Total For Dept 0000		8,160.87	
			Total For Fund 030 ICT FUND		8,160.87	
Fund 031 SOLID WASTE						
Dept 0000						
031-0000-37001	5TH AND FINAL PAYMENT	93206	GOVERNMENT LEASING AND FINA	PAYMENT 5 OF 5 FREIGHTLINER	30,668.00	
			Total For Dept 0000		30,668.00	
			Total For Fund 031 SOLID WASTE		30,668.00	
Fund 033 DONATION						
Dept 0009 POLICE DEPARTMENT						
033-0009-00200	SUPPLIES FOR 4TH/RETIREMENT R	93185	INDIANA GROCERY GROUP, LLC	SUPPLIES FOR 4TH/RETIREMENT REFRE	100.57	
			Total For Dept 0009 POLICE DEPARTMENT		100.57	
			Total For Fund 033 DONATION		100.57	
Fund 036 SPECIAL EVENTS						
Dept 0000						
036-0000-20003	MISC SUPPLIES FOR FEST	92970	KRISTEN SMITH (R)	MISC SUPPLIES	696.37	45965

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
 EXP CHECK RUN DATES 07/14/2021 - 07/27/2021  
 BOTH JOURNALIZED AND UNJOURNALIZED

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 036 SPECIAL EVENTS						
Dept 0000						
036-0000-33001	LEGAL NOTICE OF ADD APP FOR B	93152	THE TIMES	LEGAL NOTICE OF ADD APP FOR BEVER	24.34	999425
036-0000-38601	SALES TAX - CEC RENTALS	92997	INDIANA DEPT OF REVENUE	JUN 2021 CEC SALES TAX	557.03	45972
036-0000-38611	BERVERAGE SALES	93155	CARLEE INC	BEVERAGE SALES INDEPENDENCE DAY W	36,896.90	
	Total For Dept 0000				38,174.64	
Fund 054 CCI FUND						
Dept 0000						
054-0000-31002	2021 CCMG (PE)	93215	NIES ENGINEERING, INC.	CCMG 2021 (PE)	11,263.04	
	Total For Dept 0000				11,263.04	
Fund 055 MCCD						
Dept 0000						
055-0000-23009	BANG BOX VEST PLATES SWAT	93199	BRAD GALLAGHER	BANG BOX VEST PLATES FOR SWAT	570.00	
055-0000-30008	5TH AND FINAL PAYMENT	93205	GOVERNMENT LEASING AND FINA	5 OF 5 PAYMENT FREIGHTLINER	30,668.00	
	Total For Dept 0000				31,238.00	
Fund 083 GENERAL IMPROVEMENT						
Dept 0000						
083-0000-34003	LIEN RELEASE-2722 WOODWARD-PI	92953	LAKE COUNTY RECORDER	LIEN RELEASE SPEC ASSESS.8722 WOO	25.00	45966
	Total For Dept 0000				25.00	
Fund 088 MUN CUM STREET FUND						
Dept 0000						
088-0000-44010	4" SIDEWALK 3336 FRANKLIN	93208	H3 CONCRETE, INC	SIDEWALK/ROLLED CURB/DRIVEWAY CON	5,123.50	
	Total For Dept 0000				5,123.50	
Fund 104 COMMUNITY CROSSING GRANT FUND						
Dept 0000						
104-0000-44080	2020 CCMG	93221	MILESTONE CONTRACTORS NORTH	2020 CCMG PROJECT	90,867.37	
	Total For Dept 0000				90,867.37	
Fund 249 PUBLIC SAFETY INCOME TAX FUND						
Dept 0000						
249-0000-29000	CASES - DISINF WIPES (COVID A	93222	PERFORMANCE CHEM & SUPPLY I	ADD'L COVID SPENDING	236.70	
	Total For Dept 0000				236.70	
	Total For Fund 249 PUBLIC SAFETY INCOME TAX FUND				236.70	

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
 EXP CHECK RUN DATES 07/14/2021 - 07/27/2021  
 BOTH JOURNALIZED AND UNJOURNALIZED

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

Fund Totals:

Fund 001	GENERAL	252,531.46	
Fund 002	MVH	42,098.36	
Fund 004	LR&S	15,828.22	
Fund 018	LAW ENFORCE CON'T ED	325.99	
Fund 030	ICT FUND	8,160.87	
Fund 031	SOLID WASTE	30,668.00	
Fund 033	DONATION	100.57	
Fund 036	SPECIAL EVENTS	38,174.64	
Fund 054	CCI FUND	11,263.04	
Fund 055	MCCD	31,238.00	
Fund 083	GENERAL IMPROVEMENT	25.00	
Fund 088	MUN CUM STREET FUND	5,123.50	
Fund 104	COMMUNITY CROSSING GRANT	90,867.37	
Fund 249	PUBLIC SAFETY INCOME TAX	236.70	

526,641.72