

Agenda
Sixty-second Regular Meeting
of the Twenty-Ninth Town Council of Highland
Regular Plenary Meeting of Monday, March 14, 2022 at 6:30 p.m.
 Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code
 This meeting will be broadcast as an electronic meeting, future electronic
 meeting status to be determined by this evenings' activities

People may observe and record the meeting for live streaming by joining the meeting on the Zoom platform:
<https://us06web.zoom.us/j/83533604577?pwd=TDg4aVFDdEZQRjgzMnBWNWdzdlFyZz09>

Further, some may need to access the electronic meeting by using the preceding link and adding the Meeting ID 835 3360 4577, and the password (code): 135253.

Prayer: Mark Schocke

Pledge of Allegiance: Mark Schocke

Roll Call: Bernie Zemen



Mark J. Schocke

A GREAT PLACE TO CALL HOME Thomas (Tom) Black

Roger Sheeman

Minutes of Previous Session: Minutes of the Regular Meeting of 28 February 2022

Special Orders: Order of Works Board No. 2022-02 Extension to Contract between Town of Highland and Krooswk Trucking & Excavating for Materials and Services through December 31,2022 pursuant to IC 5-22 and highland Purchase Code 31.18.

Order of Works Board No. 2022-03 Extension to contract between Town of Highland and Dean's Lawn & Landscaping for Downtown Highland Landscape Maintenance Services and Three (3) Welcome to Highland Sign Planters in the Amount of \$34,390 for the year 2022.

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.

Order of Works Board No. 2022-04 Extension to contract between Town of Highland and Dave's Tree Service, Inc. for tree removal and pruning services for the year 2022.

(Wage and Salary) Ordinance No. 1764.1760-B Authorizing modification of the number of Corporals allotted to the Police Department

(Wage and Salary) Ordinance No. 1764.1760-C Changing Fire Department Secretary from part-time to full-time position

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

Communications: Polling place usage Primary and General Election

Staff Reports:

- Building & Inspection Report for February 2022.
- Fire Department Report for February 2022.
- Workplace Safety Report for February 2022.

Appointments:

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

Executive Appointments

- **Economic Development Commission** (1) appointment to be made by the Town Council President. Term expires 01.30.2022. *(Note: Currently held by Matthew Reardon.)*
- **Tree Board** (1) appointment to be made by the Town Council president BUT nominated by the Town Council. See HMC Section 8.25.030 (B). *(Note: Currently a vacancy for a NON-High School Member)*
- **Community Events Commission**

Executive Appointments

- **Multi-year terms** (1) appointment to be made by the Town Council President term expiring 01.01.2023.

Legislative Appointments

- **Redevelopment Commission** (1) appointments to be made by Town Council. *(Note: Currently held by Cyril Huerter)*
 - **Community Events Commission**
 - **Multi-year terms** (4) appointments to be made by the Town Council with 2 terms expiring 10.01.2022 and 2 terms expiring 01.01.2025.
 - **Annual terms** (9) appointments to be made by the Town Council terms ending on 01.01.2022. *(Note: Currently serving Allencia Ballard, Stan Allen,*
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- **Annual terms** (9) appointments to be made by the Town Council terms ending on 01.01.2022. *(Note: Currently serving Allencia Ballard, Stan Allen, Deborah Trevino, Christine Gonzalez, Linda Carter, Jeffery Pena, Sandra McKnight, Elizabeth Alakel (who does not wish to be reappointed) and a vacancy.)*

3. **Community Events Commission Multi-year positions:** (2) appointments to be made by the Town Council. **Term: 4 years.**
- One vacancy of term expires on 1 Jan 2025.
 - One vacant post the term of which expires 1 January 2022(unexpired term)

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

Term: 1 year.

- One position the term expiring on 1 January 2022
- One position the term expiring on 1 January 2022

Unfinished Business & General Orders:	Police Department Letters of Commendation Correct Salary Ordinance for Jerry Koedyker (typo) Idea Factory one-time mailer cost estimate
	To be addressed be addressed March 28, 2022: <ul style="list-style-type: none"> • Tax Abatements • 4th of July Celebration Musician and Vendor Contracts

NEW BUSINESS:	IC 5-14-1.5-3.5 Electronic meetings of political subdivisions; statutory authorization required
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Comments or Remarks from the Town Council: (Good of the Order)	Councilor Bernie Zemen Councilor Mark Schocke Councilor Thomas Black Councilor Roger Sheeman
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COMMENTS FROM THE PUBLIC or VISITORS	This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council. Depending on the nature of the comments, the Town Council may direct the staff to address the topic or follow-up on matters that may arise from public comments. If necessary, the matter may be set for action at a future meeting. Persons addressing the Town Council are requested to limit their presentations to two (2) minutes and encouraged to avoid repetitious comments.
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ACTION TO PAY Accounts Payable Vouchers	Accounts payable vouchers March 2 to March 15, 2020 in the amount of 1,269,143.49; Payroll Docket for the payday of February 25, 2022 in the amount of \$306,658.36.
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ADJOURNMENT

The Town of Highland acknowledges its responsibility to comply with the American with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, etc.) for participation in or access to Municipal sponsored public programs, services and or meetings, the Town of Highland requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and or meeting. To make arrangements, contact the ADA Coordinator for the Town of Highland at (219) 972-7595.

Enrolled Minutes of the Fifty-eighth Regular
**For the Twenty-Ninth Highland Town Council
Regular Plenary Meeting (Electronic)
Monday, February 28, 2022**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, February 28, 2022 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 both an in-person and 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. 21-33. Some persons were participating remotely on a Zoom platform that allowed for real time interaction, and supported the public's ability to observe and record the proceedings. People were able to participate in person and remotely. When the agenda item provided for public comment, this was supported as well. Councilor Mark Herak, Councilor Mark Schocke, Councilor Thomas Black and Councilor Roger Sheeman all participated in person. Councilor Bernie Zemen was absent as per prior arrangement.

Councilor Thomas Black presided. The Town Fiscal Analyst, Janice Figueroa, was present to memorialize the proceedings. The meeting was opened with the Councilor Mark A. Herak 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 Mark Herak, Mark J. Schocke, Thomas Black and Roger Sheeman (all participating in person). The Town Fiscal Analyst, Janice Figueroa was present to memorialize the proceedings. A quorum was attained.

Minutes of the Previous Meetings: The minutes of the regular meeting of 14 February 2022 were submitted for consideration. They were approved by general consent.

Consideration of Proposed Additional Appropriations Enactment No 2022-07: (controlled funds): Proposed Additional Appropriations in Excess of the 2022 Budget for the Information Communciations Technology Fund in the amount of \$6485.00

- (a) Attorney verification of Proofs of Publication: The TIMES 9 February, 2022. The Town Attorney indicated that the proof of publication complied with the related law.
- (b) **Public Hearing.** There public hearing was called to order.

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.

1. Larry Kondrat, Highland, objected to public notice being filed by prior Clerk-Treasurer during his tenure. Mr. Kondrat objected to raise to IT director salary. Councilor Herak clarified salary had been approved in a prior meeting and this enactment was a mechanism created to get the budget to match the forecasted spend.
 2. IT Director Ed Dabrowski answered questions proposed by Mr. Kondrat regarding his compensation and outside employment.
 3. Discussion ensued
- (c) Action on Appropriation Enactment No. 2022-07: An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Information Communications Technology Fund I.C. 6-1.1-17, I.C. 36-5-3-5, et seq. Councilor Schocke introduced and moved the consideration of Enactment No, 2022-07 Mr. Sheeman Seconded. Mr. Herak emphasized this appropriation was a book balancing action, not a salary decision. Upon a roll call vote, a two-thirds vote being necessary, there were four affirmatives and no negatives. The motion passed. The enactment was passed and adopted upon the signature of the municipal executive at the same meeting of its introduction.

TOWN OF HIGHLAND ADDITIONAL APPROPRIATION ENACTMENT NO. 2022-07

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the INFORMATION COMMUNICATIONS TECHNOLOGY FUND, ALL PURSUANT TO I.C. 6-1.1-18, and I.C. 36-5-3-5.

WHEREAS, It has been determined that certain exigent conditions have developed since adoption of the original budget and it is now necessary to transfer certain appropriations into different categories than were initially appropriated for the various functions of the **Information Communications Technology Fund;**

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

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

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

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.

INFORMATION COMMUNICATIONS TECHNOLOGY FUND

Increase

INFORMATION COMMUNICATIONS TECHNOLOGY FUND

Acct. 030-0000-11101 Director of IT Salary :	\$ 3,999.00
Acct. 030-0000-11201 FICA:	\$ 306.00
Acct. 030-0000-11201 PENSION:	\$ 448.00
Acct. 030-0000-11210 PERF PAID by EMPLOYER	\$ 120.00
<i>Total Personnel Expenditures:</i>	\$ 4,873.00

Increase

Acct. 030-0000-34023 Medical/Dental Insurance	\$ 1,612.00
<i>Total Contractual and Services Expenditures:</i>	\$ 1,612.00

Fund Total: \$ 6,485.00

DULY RESOLVED and ADOPTED this 28th Day of February 2022 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

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Janice Figueroa
Fiscal Analyst (IC 33-42-4-1; IC 36-5-6-5)

Consideration of Proposed Additional Appropriations 2022-08:

(controlled funds): Proposed Additional Appropriations in Excess of the 2022 Budget for the Town Council Department of the General Fund of \$17,491 and a transfer of category of appropriation from the Police Department to the Building and Inspection Department of the General Fund of \$35,648 with net Increase of \$17,491 increase.

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.

- (a) Attorney verification of Proofs of Publication: The TIMES 9 February, 2022. The Town Attorney indicated that the proof of publication complied with the related law.
- (b) **Public Hearing.** There public hearing was called to order.
 - 1. Larry Kondrat, Highland, objected to Council approving their own raises when they had accepted their position with the prior salary. And (again) objected to former Clerk Treasurer Griffin, objected to public notice being filed by a prior Clerk-Treasurer during his tenure.
- (c) Action on Appropriation Enactment No. 2022-08: An Enactment Appropriating Additional Moneys in Excess of the Annual 2022 Budget for the Town Council Department of the General Fund of \$17,491 and a transfer of category of appropriation from the Police Department to the Building and Inspection Department of the General Fund of \$35,648 with net Increase of \$17,491 increase. I.C. 6-1.1-17, I.C. 36-5-3-5, et seq. Councilor Schocke introduced and moved the consideration of Enactment No, 2022-08 Mr. Sheeman Seconded. Mr. Herak emphasized this appropriation was a book balancing action, not a salary decision. Upon a roll call vote, a two-thirds vote being necessary, there were four affirmatives and no negatives. The motion passed. The enactment was passed and adopted upon the signature of the municipal executive at the same meeting of its introduction.

TOWN OF HIGHLAND ADDITIONAL APPROPRIATION ENACTMENT NO. 2022-08

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the GENERAL FUND, ALL PURSUANT TO I.C. 6-1.1-18, and I.C. 36-5-3-5.

WHEREAS, It has been determined that certain exigent conditions have developed since adoption of the original budget and it is now necessary to transfer certain appropriations into different categories than were initially appropriated for the various functions of the **General Fund**;

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

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

Section 1. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **General**

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.

Fund, herein named and for the purposes herein specified, subject to the laws governing the same:

GENERAL FUND

Increase

Office of Town Council

001-0001-11101 Town Council Salaries \$ 16,248.00

001-0001-11201 TC FICA \$ 1,243.00

Department Increase Total: \$ 17,491.00

Section 2. That it has been shown that certain existing unobligated appropriations of the General Fund, which are not needed at this time for the purposes for which originally appropriated, and may be transferred to a category of appropriation in order to satisfy an existing need, as follows:

Increase

Building and Inspection Department

001-0006-34023 Group Health/Medical Insurance: \$ 35,648.00

Department Increase Total: \$ 35,648.00

Decrease

Police Department

001-0009-34023 Group Health/Medical Insurance: (\$ 35,648.00)

Department Reduction Total: (\$ 35,648.00)

DULY RESOLVED and ADOPTED this 28th Day of February 2022 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

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Janice Figueroa

Fiscal Analyst (IC 33-42-4-1; IC 36-5-6-5)

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.

Consideration of Idea Factory/Gazebo one-time postcard mailer to Highland renters.

Robin Carlascio of the Idea Factory proposed the Fall being the ideal time to send the mailer to reach the most possible residents with the best information.

Public Discussion: Larry Kondrat reviewed items on the agenda and included in the meeting packet. Mr. Kondrat proposed using electronic billboards instead of mailing paper to direct residents to the Highland website.

Address letter of Uniform Conflict of Interest Disclosure Statement submitted by Christine Cash. Discussion ensued, Councilman Herak moved, Councilman Schocke seconded the Council authorize President Acting President Black to sign letter of Uniform Conflict of Interest Disclosure Statement submitted by Christine Cash. Councilman Sheeman requested submitters of conflicts of interest disclosure letters attend the meeting where their letter would be addressed. Four councilmen in favor, Mr. Sheeman opposed, the motion to authorize Acting President Black to sign letter of Uniform Conflict of Interest passed 3-1.

Good of the Order: Public Works Director Knesek updated Council on Consent Decree status, road conditions in relation to frost and winter wear and tear. Mr. Knesek requested fully funding Community Crossings. Continued discussion on Consent Decree. When complete, pump stations will be completely replaced by gravity feed. Multiple phases will take several years. Councilman Sheeman asked about road signs "Low Salt Road" and "Do Not Spray", Director Knesek explained.

Building Department Director Mika reported Building and Planning statuses.

Parks Department Director Brown 550+ people at Daddy Daughter Dance. Highland school trivia fund raiser. Fishing/outdoor show this weekend.

Council of Community Events meeting Wednesday.

Police Department Chief Hojnicky updated Council on department status, some promotions.

Fire Department Chief Timmer presented an update to the Council. Councilor Sheeman asked if Chief had any applicants for FD open position. Chief has received some inquiries.

Acting Redevelopment Director Deguilio-Fox reported on Downtown restaurant crawl and Small business Saturday. Councilor Schocke inquired about status of Redevelopment

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Director search, Ms. Deguilio-Fox relayed that the Redevelopment Commission was narrowing the interview questions.

Public Comments:

1. Larry Kondrat asked for clarification regarding presentation from First Metropolitan Builders. Mr. Kondrat asked for more information about the Redevelopment Director search.
2. Terry Siegal Thanked Acting Director Deguilio-Fox for staying on and helping the town as Acting Redevelopment Director. Requested the council pass a resolution to support current Supreme Court Nominee.

Councilman Herak moved to pay claims, Councilman Sheeman seconded payment of accounts payable vouchers February 15 to February 28, 2020 in the amount of \$94,545.66
Adjournment of Plenary Meeting.

There being no further business on the agenda, with no objection voiced, Councilor Black adjourned the regular plenary meeting of the Town Council of Monday, February, 2022 at 7:54pm O'clock p.m.

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.

**TOWN of HIGHLAND
BOARD OF WORKS
ORDER of WORKS BOARD NO. 2022-02**

**AN ORDER of the WORKS BOARD OFFERING, AUTHORIZING and APPROVING
AN EXTENSION to the CONTRACT BETWEEN THE TOWN OF HIGHLAND AND
KROOSWYK TRUCKING & EXCAVATING for MATERIALS and SERVICES –
LIMESTONE (DELIVERED) through DECEMBER 31, 2022, ALL PURSUANT TO
INDIANA CODE 5-22 *ET SEQ.* and §31.18 of the HIGHLAND PURCHASE CODE**

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

Whereas, in subsequent years from the bid award, the Town of Highland had annually offered Krooswyk Trucking & Excavating an extension of the contract for Limestone (delivered), at the same term and conditions of the initial contract, through December 31, 2022, which Krooswyk Trucking & Excavating had accepted; and

Whereas, Krooswyk Trucking & Excavating has expressed interest, through a letter dated February 11th, 2022, attached hereto, to extend the current contract for an additional year at the same terms and conditions for Road Materials and Services, Limestone (delivered);

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

Whereas, The Town Council for the Town of Highland, pursuant to IC 5-22-17-4, now wishes to offer a contract extension to Krooswyk Trucking & Excavating, through December 31, 2022, for Road Materials and Services – Limestone (delivered), under the original terms, conditions and prices as the original contract (1-year).

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

Section 1. That the Director of Public Works is hereby ordered to offer contract an extension to Krooswyk Trucking and Excavating for Road Materials and Services – Limestone (delivered) under the same terms, conditions, and prices for the period January 1, 2022 through December 31, 2022;

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

Be it So Ordered

DULY, PASSED, ADOPTED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 28th day of March, 2022 having passed by a vote of _____ in favor and _____ opposed.

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

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Mark Herak, Clerk-Treasurer (IC 33-16-4-1;IC 36-5-6-5)

**TOWN of HIGHLAND
BOARD OF WORKS
ORDER of WORKS BOARD NO. 2022-03**

**AN ORDER of the WORKS BOARD AUTHORIZING and APPROVING AN
EXTENSION to the CONTRACT BETWEEN THE TOWN OF HIGHLAND AND
DEAN'S LAWN & LANDSCAPING for DOWNTOWN HIGHLAND LANDSCAPE
MAINTENANCE SERVICES AND THREE (3) WELCOME TO HIGHLAND SIGN
PLANTERS IN THE AMOUNT OF \$34,390.00 FOR THE YEAR 2022**

Whereas, the Town Council, as the Board of Works of the municipality, has deemed it necessary to solicit bids for tree removal and pruning services throughout the Town; and

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

Whereas, Dean's Lawn & Landscaping has expressed interest, through an email dated January 21, 2022, attached hereto, to extend the current contract for an additional year at the same terms and conditions for landscape maintenance services;

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

Whereas, The Town Council for the Town of Highland, pursuant to IC 5-22-17-4, now wishes to offer a contract extension to Dean's Lawn & Landscaping, for the year 2022, for landscaping services for downtown Highland and Three (3) Welcome to Highland Sign Planters, under the original terms, conditions and prices as the original contract (1-year).

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

Section 1. That the Public Works Director is hereby ordered to offer a contract of extension to Dean's Lawn & Landscaping for landscaping maintenance services under the same terms, conditions, and prices for the year 2022;

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

Be it So Ordered

DULY, PASSED, ADOPTED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 28th day of March, 2022 having passed by a vote of _____ in favor and _____ opposed.

**WORKS BOARD OF THE TOWN
HIGHLAND, INDIANA**

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Mark Herak, Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

**TOWN of HIGHLAND
BOARD OF WORKS
ORDER of WORKS BOARD NO. 2022-04**

**AN ORDER of the WORKS BOARD AUTHORIZING and APPROVING AN
EXTENSION to the CONTRACT BETWEEN THE TOWN OF HIGHLAND AND
DAVE'S TREE SERVICE, INC. for TREE REMOVAL AND PRUNING SERVICES FOR
THE YEAR 2022**

Whereas, the Town Council, as the Board of Works of the municipality, has deemed it necessary to solicit bids for tree removal and pruning services throughout the Town; and

Whereas, The Town of Highland did receive bids on April 15, 2021 for tree removal and pruning services pursuant to IC 5-22 *et seq.* and on April 26, 2021, the Town Council for the Town of Highland accepted and awarded a bid for tree removal and pruning services to Dave's Tree Service, Inc., as the lowest responsible and responsive bid; and

Whereas, Dave's Tree Service, Inc. has expressed interest, through a letter dated January 14, 2022, attached hereto, to extend the current contract for an additional year at the same terms and conditions for tree removal and pruning services;

Whereas, Dave's Tree Service, Inc. has demonstrated professional competence and qualifications to perform the particular tree service work for the Town of Highland and it has been determined that extending the current contract will realize a cost and time savings for mutual benefit of the both parties; and

Whereas, The Town Council for the Town of Highland, pursuant to IC 5-22-17-4, now wishes to offer a contract extension to Dave's Tree Service, Inc., for the year 2022, for tree removal and pruning services, under the original terms, conditions and prices as the original contract (1-year).

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

Section 1. That the Public Works Director is hereby ordered to offer a contract extension to Dave's Tree Service, Inc. for tree removal and pruning services under the same terms, conditions, and prices for the year 2022;

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

Be it So Ordered

DULY, PASSED, ADOPTED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 28th day of March, 2022 having passed by a vote of _____ in favor and _____ opposed.

**WORKS BOARD OF THE TOWN
HIGHLAND, INDIANA**

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Mark Herak, Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

ORDINANCE No. 1764.1760-B
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE to AMEND ORDINANCE No. 1760 to ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA PARTICULARLY AUTHORIZING THE MODIFICATION to the NUMBER OF CORPORALS ALLOTTED TO THE POLICE DEPARTMENT and

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

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

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

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

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

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2022 and thereafter as amended;

WHEREAS, The Town has approved staffing levels for certain positions in the various offices and departments of the Town as indicated in the current Town of Highland Municipal Code;

WHEREAS, The staffing levels set forth in this ordinance should not be construed to be in derogation of the approved positions for the Highland Metropolitan Police Department which remains governed by the authorized force strength provisions of Highland Municipal Code 9.10.010 (C), as amended from time-to-time, or any other department for which its authorized staff strength is fixed by ordinance;

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, has been advised that it is desirable to modify the allocated number of corporals allotted to the Police Department based upon the needs of the Police Department;

WHEREAS, Modifying the number of corporals allotted to the Police Department will not increase its authorized staff strength as fixed by Highland Municipal Code 9.10.010;

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

1. That subdivision (C) in Section 10 of Ordinance No. 1760 be amended by repealing it in its entirety and replacing with a successor subdivision, to be styled as Section 10 subdivision (C) which shall read as follows:

"Section 10. Metropolitan Police Department. That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its Metropolitan Police Department as follows:

(C) Corporals

		Starting Rate	Incumbent Rate
Corporals	(10) (biweekly)	\$ 2,762.69	\$ 2,762.69"

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

3. That except where otherwise noted herein, other compensation and benefits matters not expressly provided herein for salaried and hourly employees and the Clerk-Treasurer shall be as set forth in the Compensation and Benefits Ordinance, commonly called the Employee Handbook as amended from time to time;

4. (A) That this ordinance shall become effective and shall remain in full force and effect from and after the date of its passage and adoption, subject to any express provisions of this ordinance, in all other instances not sooner than March 14, 2022, and except to any express effective dates herein described to the contrary and until its repeal or

amendment by subsequent enactment;

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

Introduced and Filed on the 14th day of March 2022. Consideration on same day or at same meeting of introduction sustained a vote of 4 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 14th Day of March 2022, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

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

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Mark Herak
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5; IC 36-5-2-10.2)

ORDINANCE No. 1764.1760-C
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE to AMEND ORDINANCE No. 1760 to ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA PARTICULARLY AUTHORIZING THE CHANGING OF THE FIRE DEPARTMENT SECRETARY FROM A PART-TIME POSITION TO A FULL-TIME POSITION and

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

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

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

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

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

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2022 and thereafter as amended;

WHEREAS, The Town has approved staffing levels for certain positions in the various offices and departments of the Town as indicated in the current Town of Highland Municipal Code;

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, has been advised that it is desirable to change the Fire Department secretary from a part-time position to full-time position based upon the needs of the Fire Department;

WHEREAS, Changing the Fire Department secretary position from part-time to

full-time will not increase its authorized staff strength as fixed by Ordinance No. 1764.1760;

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

1. That subdivision (F) in Section 12 of Ordinance No. 1760 be amended by repealing it in its entirety and replacing with a successor subdivision, to be styled as Section 12 subdivision (F) which shall read as follows:

"Section 12. Fire Department. That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its Fire Department as follows:

(F) Support Staff

Secretary	\$19.99 per hr."
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2. That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

3. That except where otherwise noted herein, other compensation and benefits matters not expressly provided herein for salaried and hourly employees and the Clerk-Treasurer shall be as set forth in the Compensation and Benefits Ordinance, commonly called the Employee Handbook as amended from time to time;

4. That this ordinance shall become effective and shall remain in full force and effect from and after the date of its passage and adoption, subject to any express provisions of this ordinance, in all other instances not sooner than March 14, 2022, and except to any express effective dates herein described to the contrary and until its repeal or amendment by subsequent enactment;

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

Introduced and Filed on the 14th day of March 2022. Consideration on same day or at same meeting of introduction sustained a vote of 4 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 14th Day of March 2022, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Mark Herak
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5; IC 36-5-2-10.2)

February 23, 2022

RE: polling place usage Primary and General Election

Thank you for allowing us to use your facility during the last Election. We would once again like to request usage for the Primary and General Election to be held on Tuesday May 3, 2022 and November 8, 2022.

We are asking you to approve the request and provide us with a contact number. This number should be for a person who has keys to the building and can provide information if needed, as to when and where to deliver the machines. All machines are to be kept in a secure location, to avoid any tampering. Please be sure that the machines are available for the poll workers on Monday and Tuesday. You can return the portion below in the self-addressed envelope or you can fax it to 219-755-3801 or email to fajmamr@lakecountyin.org

Thank you in advance for allowing us to use your facility on Election Day.

Sincerely



Michelle R. Fajman
Director Lake County board of Elections and Registration

_____ please tear off and return this portion only to the Election Board _____

Location has been approved _____

Denied/Only private locations can be Denied _____

IC 3-11-8-4 School buildings, fire stations and all other public buildings shall be made available without charge to a county for holding an election.

HL 11 HIGHLAND TOWN HALL Highland IN 46322 838-1080

cell _____ email _____

Emergency Contact (Name, Cell Phone Number) _____

Special Instructions _____

Building Report February, 2022

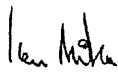
PERMIT TYPE	#	Res.	Comm.	Est. Cost	Fee Collected
Commercial Buildings	0	0		\$ -	\$ -
Comm. Additions/Remodel	1	0	1	\$ 45,350.00	\$ 1,173.00
Signs	6	0	6	\$ 72,338.00	\$ 2,860.50
Single Family	1	1	0	\$ 370,975.00	\$ 6,465.00
Duplex/Condo	0	0	0	\$ -	\$ -
Residential Additions	0	0	0	\$ -	\$ -
Residential Remodeling	34	34	0	\$ 588,278.00	\$ 12,976.50
Garages	0	0	0	\$ -	\$ -
Sheds	0	0	0	\$ -	\$ -
Decks & Porches	2	2	0	\$ 10,983.00	\$ 615.00
Fences	2	2	0	\$ 4,187.00	\$ 265.50
Above/In ground pools	0	0	0	\$ -	\$ -
Drain Tile/Waterproofing	4	4	0	\$ 36,317.00	\$ 993.00
Misc - Asphalt, (road cuts)	8	8	0	\$ 4,600.00	\$ 26,161.50
Total Building Permits	58	51	7	\$ 1,133,028.00	\$ 51,510.00
Electrical Permits	13	10	3	\$ -	\$ 1,975.00
Mechanical Permits	10	9	1	\$ -	\$ 1,199.00
Plumbing Permits	7	4	3	\$ -	\$ 1,395.15
Water Meters	2	2	0	\$ -	\$ 515.00
Water Taps	0	0		\$ -	\$ -
Sewer/Storm Taps	0	0		\$ -	\$ -
Total Plumbing Permits	9	6	3	\$ -	\$ 1,910.15

February 2022 Code Enforcement: 12 Investigations and 22 Citations were issued.

Inspections done for the month of February 2022 were as follows: 19 Building Inspections,

12 Plumbing Inspections, 12 HVAC and 24 Electrical Inspections. There were 3 Electrical Exams given.

Submitted By:



Kenneth J. Mika

Janice Figueroa

From: Ron Staroscsak
Sent: Wednesday, March 2, 2022 3:17 PM
To: Janice Figueroa; William Timmer
Cc: Ron Staroscsak
Subject: RE: February Fire Department Stats CORRECTED

From: Ron Staroscsak [mailto:rstaroscsak@highland.in.gov]
Sent: Wednesday, March 2, 2022 1:02 PM
To: jfigueroa@highland.in.gov; 'Bill Timmer' <btimmer@highland.in.gov>
Cc: Ron Staroscsak (HFD Admin) <rstaroscsak@highland.in.gov>
Subject: February Fire Department Stats

Good Afternoon Janice,

Type of Calls	February 2022	YTD
General Alarms	14	27
Paid Still Alarms	24	44
Still Alarms	5	8
	Month 43	
Total Calls in 2022		79

Ron Staroscsak
Highland Fire Dept.
Chief of Staff
219-923-9876
rstaroscsak@highland.in.gov

2022

TOWN OF HIGHLAND INJURIES FOR THE MONTH FEBRUARY

CASE	DATE	DEPARTMENT	DESCRIPTION	Record Only	OSHA	Not OSHA	Filed with
	OF INJURY			No Med Treatment	Recordable	Recordable	WC Insurance
RO-2	2/2/22	Police	Injured had exited his vehicle & was walking on the roadway to issue a citation when he slipped on ice & snow, fell striking his knees on the pavement	X		X	X
R0-3	2/14/22	Public Works	While sitting in vehicle, EE dropped a planner book that went under the seat.	X		X	X
RO-4	2/15/22	Public Works	While EE was walking to collect Water samples, EE slipped on the ice injuring his Rt. Lower Back	X		X	X
RO-5	2/18/22	Park	While cutting materials for Decorating for a dance, EE cut self with knife	X		X	X

RO = Record Only

DEPARTMENT	2022		TOTAL 2021	2022		RESTRICTED DAYS 2021	LOST DAYS 2021
	INJURIES	YEAR TO		RESTRICTED	LOST DAYS		
	THIS MONTH	DATE		DAYS THIS YEAR	THIS YEAR		
PARK & REC	1	1					
FIRE			1				
POLICE	1	2	4		49		10
STREET							
WATER/SEWER			2			32	
MAINTENANCE	2	2			8		
OTHER							
TOTALS	4	5	7	0	57	32	10

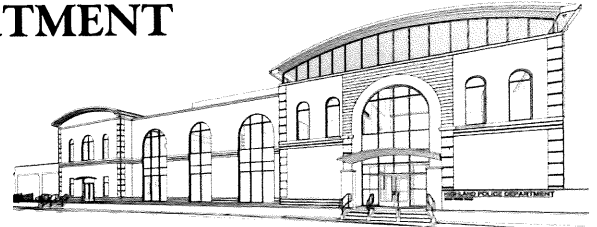
Effective January 1, 2002 OSHA changed the recordkeeping guidelines. We now count the number of days lost from the day after the injury until the employee returns to work. Weekends, holidays, vacation days or other days scheduled off are included in the lost days count to a maximum of 180 days



HIGHLAND POLICE DEPARTMENT

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

PETER T. HOJNICKI, CHIEF OF POLICE



February 23, 2022

Officer Daniel Matusik
Ref: # 21-10356
Agency Assist with a suicidal juvenile

On December 30, 2021 at approximately 8:46am, you had occasion to assist Griffith Police with a sixteen year old female subject who was threatening to jump off a railroad overpass bridge in an attempt to take her own life. During this time, Griffith Officer White took the lead to establish some good communication with the distraught female in order to calm her down and gain her trust in an attempt to get her off the concrete wall. After some time with Officer White talking with her and all of you involved seeing that the juvenile was rocking back and forth on the wall with her focus towards Officer White, both you and Sergeant Bottinger rushed to the juvenile and you both were able to grab her and pull her down off the concrete wall to safety. She was then reunited with her family and she was ultimately taken to the hospital for a mental health evaluation.

Your teamwork approach and lifesaving efforts are well noted! You are hereby commended for a job well done!

Highland Metropolitan Board
Of Police Commissioners

Highland Town Council

T. R. K. K.

[Signature]

[Signature]

Larry J. M...

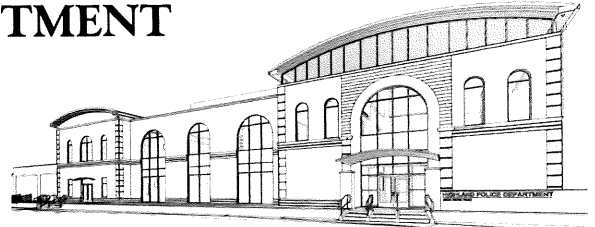
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HIGHLAND POLICE DEPARTMENT

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

PETER T. HOJNICKI, CHIEF OF POLICE



Sergeant Shawn Anderson
Corporal Brandon Norris
Officer Francis Peckler
Officer Nicholas Vanni
Officer Gerardo Garza Jr.
Officer Luke Paprocki
Officer Joel Sullivan

The Highland Metropolitan Police Commission would like to take this opportunity to thank you for processing the most recent four (4) new recruits. We recognize the importance of this initial training period and your commitment to ensure they successfully complete the program. Training four individuals at one time takes a tremendous amount of effort on your part, ensuring they receive all the necessary exposure on a wide variety of subject matter in a relatively short period of time. The difference with training four at one time is you more often than not had someone sitting beside you, taking you away from your regular routine, ensuring you take baby steps until they learned to crawl, walk and finally run on their own. Your commitment to the program and this department are noted. We commend you for your efforts!

Highland Metropolitan
Police Commission

Highland Town Council

Tyler K/K

[Signature]

[Signature]

Larry J. Moss

[Signature]

completing thirty (30) calendar days in that position. *The actual rate will be subject to approval by the Town Council.* All other benefits remain the same.

§ 4.12 Service Awards

Service awards will be made to regular full-time employees, regular part-time employees (scheduled to work 15 hours or more per week), Fire Department employees and Volunteers in Police Service (VIPs) for the completion of each five (5) years of service to the Town. The annual recognition to the recipients will be at a time each year determined by the Town Council or at time of separation.

5 years of service	\$ 20.00
10 years of service	\$ 40.00
15 years of service	\$ 50.00
20 years of service	\$ 60.00
25 years of service	\$ 70.00
30 years of service	\$ 80.00
35 years of service	\$ 90.00
40 years of service	\$100.00
45 years of service	\$110.00
50 years of service	\$120.00

§ 4.13 Day off with Pay for Commendations

Departmental Managers and the Clerk-Treasurer may award a single day off with pay in consequence of a written letter of commendation for exemplary public service on approval by the governing board of jurisdiction **and the Town Council.**

§ 4.14 Severance Pay Upon Retirement

§ 4.14.01 All regular full-time employees *hired before January 1, 1998* who have completed at least ten (10) years of full-time continuous employment and who have attained 62 years of age, shall be entitled to receive severance pay based upon their last straight time pay period, exclusive of reductions due to disability compensation, upon retirement as follows:

YEARS OF SERVICE	AMOUNT OF SEVERANCE PAY
10 years	Two (2) weeks
15 years	Three (3) weeks

§ 4.14.02 All regular full-time employees *regardless of date of hire* who have completed at least ten (10) years of full-time continuous employment shall be entitled to receive severance pay based upon their last straight time pay period, exclusive of reductions due to disability compensation, **upon retirement as follows:**

YEARS OF SERVICE	AMOUNT OF SEVERANCE PAY
20 years	four (4) weeks

§ 4.14.03 Each regular full-time employee who is entitled to receive severance pay pursuant to this section must have completed the requisite period of time employed full-time by the Town and cannot apply his or her weeks of severance pay or compensatory time towards that requisite period of time

**TOWN OF HIGHLAND
PERSONNEL-EMPLOYMENT NOTICE**

Name: Jerry Koedyker
Address: _____
Department: Police

Employee Payroll # 1999
Phone #: _____
Account #: _____

Email address: _____

NEW HIRE (Not currently on the payroll in any status) **Date Effective:** _____

Remind new hires they will need to show their original social security card when they complete their employment forms.

***NEW HIRE PERSONNEL NOTICE MUST BE FILED WITH THE CLERK-TREASURER'S OFFICE
*BEFORE EMPLOYEE STARTS WORKING/HIRE DATE!**

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

Job Title: _____ Bi-weekly Salary/Hourly Rate _____

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

Full-Time Only:
This position succeeds: _____ (If applicable)
The current workforce level is _____ as of the date of this notice.
This position will/will not increase authorized full-time work force levels.

PAY RATE CHANGE OR CHANGE IN STATUS **Date Effective:** 1/9/22

Current:
Job Title: PT IT Account: 111.42
~~Base~~ Bi-weekly/Hourly Rate: 32.31 Longevity: _____

Proposed:
Job Title: PT IT Account: 111.42
~~Base~~ Bi-weekly/Hourly Rate: 33.65 Longevity: _____
This position succeeds: _____

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

(Salary Ord was incorrect.)

SEPARATION **Last Day Worked:** _____ **Effective Last Day:** _____

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

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

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

SUPERVISOR SIGNATURE: [Signature] Date: 2-1-22

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

Deputy Commander (1)	\$ 3,008.81	\$ 3,008.81
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(6) The following rank has been deemed a trace rank. Only officers employed in with the Metropolitan Police Department **on or before April 12, 2001** shall be eligible to elevation to the trace rank of Lance Corporal. This trace rank is conferred as follows:

(a) It shall be conferred on all Patrol Officers First Class in good standing, who meet the date eligibility indicated, who have successfully completed ten (10) years of continuous service with the Highland Metropolitan Police Department and upon approval of the Town Board of Metropolitan Police Commissioners; or

(b) It may be conferred on an officer of any higher rank in consequence of a proper disciplinary action who meets the date eligibility indicated.

Officers holding such rank will continue to hold such rank until their **demotion**, promotion or separation from service with the Metropolitan Police Department, at the level of pay set forth in this ordinance. Having separated, an officer having once been eligible to hold the trace rank or having the trace rank at the time of separation shall not be eligible hold such rank if officer is later re-hired, unless ordered by a court.

	Starting Rate	Incumbent Rate
Lance Corporal	\$ 2,700.98	\$ 2,700.98

(F) Other Associate Staff and Public Safety Employees

		Starting Rate	Incumbent Rate
(1) Support Services Administrator	(1)	\$ 2,090.77	\$ 2,137.82
		Starting Rate	Incumbent Rate
(2) Systems Administrator / IT & Training Officer (part-time)		\$23.39 hr.	\$32.31 hr*.
		Starting Rate	Incumbent Rate
(3) Secretary	(1)	\$ 19.99	\$ 23.15 per hr.
(4) Lead Support Services Clerk	(1)	\$ 17.75	\$ 19.33
(5) Lead Support Services Training Coordinator	(1)	\$ 17.23	\$ 18.77

(6) Support Services Clerk		(2)	\$ 16.59	\$ 18.14
Support Services Clerk	(part-time)		\$ 16.59	\$ 18.14
Animal Warden	(part-time)		\$ 12.48 hr. -	\$16.07 hr.
Crossing Guard	(part-time)		\$ 10.35 hr. -	\$ 11.52 hr.
Sub Crossing Guard	(part-time)		\$ 10.35 hr. -	\$ 11.52 hr.
Secretary	(part-time)		\$ 19.99 hr.	\$ 23.15 hr.

Metropolitan Police Chaplain (4) no pay

Matron or Clerk Duty (call-out) hourly rate - 2 hour minimum
Off-Duty Court Time (2 hour minimum) hourly rate

* That if the incumbent in the position of Systems Administrator/IT & Training Officer as of the date of the passage and adoption of this ordinance, is appointed to the position or performs in the position as a part-time worker, that person shall be paid at the rate denoted for an incumbent based upon composite pay that person earned when holding the position previously.

(G) Special Detail Pay Provisions:

(1) *Special Patrol Zone Details.* Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the Special duty/Highland Grove or other Special Patrol Zone detail will be paid at the following described rate:


Fixed at an hourly rate as set forth in an agreement or memorandum approved and authorized by ordinance of the municipality providing for special patrol zones and related agreements, pursuant to and as provided in Sections 9.10.250 through 9.10.280 of the Highland Municipal Code, which authorize Special Patrol Zones. A copy of such agreement must be on file in the office of the Clerk-Treasurer, pursuant to IC 36-5-4-14.

(2) *Select Details.* Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the following special assignments or details will be paid at 1.5 times the actual composite rate of pay of the assigned officer provided that officers above the rank of sergeant shall be paid at the rate associated with the rank of sergeant, plus the actual longevity.

- (a) Special Community Events sponsored by the Municipality by one or more of its executive Departments, agencies, or councils;
- (b) Mobile Park Patrol
- (c) Special patrol

(3) *Other details.* Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, any special assignments or details not otherwise described herein for which no other provision applies, such special details or overtime assignments will be paid at 1.5 times the actual composite rate of pay of the assigned officer provided that officers above the rank of sergeant shall be paid at the rate associated with the rank of sergeant plus the actual longevity.

(4) *Grant Supported Details.* Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the following special assignments or details will be

	ONE COURTHOUSE SQUARE SUITE 207 CROWN POINT, IN 46307 219.779.9041	THERESA BADOVICH theresa@theideafactory.us.com 219.669.8312
		ROBIN CARLASCIO robin@theideafactory.us.com 219.831.0634
Prepared for: Highland Town Council President Bernie Zemen		Proposal number 031022-001

Estimate - postcard to renters

PRODUCT	DESCRIPTION	UNITS	ESTIMATE
POSTCARD	CREATIVE - 6" x 11" POSTCARD Custom content and design of postcard	1	\$600
	PRINTING - 6" x 11" POSTCARD Full-color, two-sided mailer printed on 100# gloss	1,962	\$358
	MAILING SERVICES Includes the mailing list of all Highland renters	1,962	\$395
	POSTAGE Lithographic Communication estimates the postage will be 0.4277 each, or up to 0.4850 for first-class mailing.	0.4850	\$951.57
		TOTAL	\$2304.57
CUSTOM GRAPHICS	Custom graphics and photography		\$150 each
STOCK IMAGES	Stock images		\$50 each

The charges quoted are based on the amount of time expected to complete each task. The services shall be carried out within the framework described in this proposal. Any delay in these approvals or activities shall affect the total effort of The Idea Factory and may lead to additional charges. If additional work is required, it will be carried out with mutually agreeable terms and conditions. This proposal contains information that is proprietary to The Idea Factory. No part of this proposal may be duplicated or used for commercial purposes without the prior consent of The Idea Factory. This proposal is valid for 30 days.

IC 5-14-1.5-3.5 Electronic meetings of political subdivisions; statutory authorization required

Note: This version of section effective 7-1-2021. See also preceding version of this section, effective until 7-1-2021.

Sec. 3.5. (a) This section applies only to a governing body of a public agency of a political subdivision, other than a governing body of an airport authority, a department of aviation, or a conservancy district as set forth in section 3.6 of this chapter.

(b) Subject to subsection (i), a member of the governing body of a public agency who is not physically present at a meeting of the governing body may participate in a meeting by any electronic means of communication that does the following:

- (1) Allows all participating members of the governing body to simultaneously communicate with each other.
- (2) Allows the public to simultaneously attend and observe the meeting. However, this subdivision does not apply to a meeting held in executive session.

Subject to subsection (i), a governing body member who participates in the meeting by an electronic means of communication shall be considered present for purposes of establishing a quorum but may participate in any final action taken at the meeting only if the member can be seen and heard.

(c) A technological failure in an electronic means of communication that disrupts or prevents:

- (1) the simultaneous communication between a member who is not physically present at the meeting and the governing body; or
- (2) a member of the public who is not present at the meeting from attending and observing the meeting;

does not prevent the governing body from conducting the meeting or affect the validity of an action taken by the governing body at the meeting if the sum of the governing body members physically present at the meeting and the governing body members participating by electronic communication without technological failure satisfy the quorum and (if a final action is taken) the voting requirements of the governing body.

(d) The governing body shall adopt a written policy establishing the procedures that apply to a member's participation in a meeting by an electronic means of communication. The governing body may establish procedures that are more restrictive than the procedures established by this section. The policy adopted under this section may include:

- (1) limiting the number of members who may participate by electronic communication in any one (1) meeting;
- (2) limiting the total number of meetings that the governing body may conduct in a calendar year by electronic communication; and
- (3) requiring a member, except in the case of a meeting called to deal with an emergency under section 5(d) of this chapter, who plans to attend a meeting by any electronic means of communication to notify the presiding officer within a certain period of time before the meeting, as specified by the governing body, so that arrangements may be made for the member's participation by electronic communication.

(e) The memoranda prepared under section 4 of this chapter for a meeting in which a member participates by an electronic means of communication must:

(1) state the name of each member of the governing body who:

(A) was physically present at the place where the meeting was conducted;

(B) participated in the meeting by using any electronic means of communication; and

(C) was absent; and

(2) identify the electronic means of communication by which:

(A) members of the governing body participated in the meeting; and

(B) the public attended and observed the meeting, if the meeting was not held in executive session.

(f) All votes taken during a meeting under this section must be taken by roll call vote.

(g) At least fifty percent (50%) of the members of the governing body must be physically present at a meeting.

(h) A member of the governing body may not attend more than fifty percent (50%) of the governing body's meetings in a calendar year by means of electronic communication, unless the member's electronic participation is due to:

(1) military service;

(2) illness or other medical condition;

(3) death of a relative; or

(4) an emergency involving actual or threatened injury to persons or property.

(i) A member of a governing body may not participate in a meeting of the governing body by electronic communication if the governing body is attempting to take final action to:

(1) adopt a budget;

(2) make a reduction in personnel;

(3) initiate a referendum;

(4) establish or increase a fee;

(5) establish or increase a penalty;

(6) use the governing body's eminent domain authority; or

(7) establish, raise, or renew a tax.

(j) A governing body may not prohibit a member of the governing body from attending consecutive meetings by electronic communication. A member may attend two (2) consecutive meetings (a set of meetings) by electronic communication. A member shall physically attend at least one (1) meeting between sets of meetings that the member attends by electronic communication, unless the member's absence is due to:

- (1) military service;
- (2) illness or other medical condition;
- (3) death of a relative; or
- (4) an emergency involving actual or threatened injury to persons or property.

As added by P.L.134-2012, SEC.11. Amended by P.L.154-2016, SEC.1; P.L.88-2021, SEC.5; P.L.107-2021, SEC.1; P.L.137-2021, SEC.22.

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 10th DAY OF MARCH 2022

Mark Sheeman

FISCAL OFFICER

ALLOWANCE OF VOUCHERS

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 5 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 1,269,143.49 .

Dated this _____ day of _____ , _____

TOWN COUNCIL

BERNIE ZEMEN

ROGER SHEEMAN

TOM BLACK

MARK SCHOCKE

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0000						
001-0000-45200	GEN FUND TRANSFERS GROSS	96705	PAYROLL ACCOUNT	2/25 PRL D/S TRANSFER GENERAL	176,387.10	46995
001-0000-45200	GEN FUND TRANSFERS GROSS	96880	PAYROLL ACCOUNT	3/11 PRL D/S TRANSFER GENERAL	177,390.70	47048
	Total For Dept 0000				353,777.80	
Dept 0001 TOWN COUNCIL						
001-0001-31001	LEGAL FEES FOR FEB 2022-REED	96749	ABRAHAMSON, REED & BILSE	TOWN COUNCIL LEGAL FEES FOR FEB 2	2,394.00	
	Total For Dept 0001 TOWN COUNCIL				2,394.00	
Dept 0002 BOARD OF ZONING APPEALS						
001-0002-31001	BOARD OF ZONING APPEALS LEGAL	96758	ABRAHAMSON, REED & BILSE	BOARD OF ZONING APPEALS LEGAL FEE	1,078.00	
	Total For Dept 0002 BOARD OF ZONING APPEALS				1,078.00	
Dept 0003 VIPs						
001-0003-39007	VIPS CAR WASHES FOR FEB	96791	EASY CLEAN CAR WASH, INC	VIPS CAR WASHES FOR FEB	3.00	
	Total For Dept 0003 VIPs				3.00	
Dept 0004 CLERK-TREASURER						
001-0004-20003	LIEN RELEASE FOR 3507 JEWETT-	96716	LAKE COUNTY RECORDER	LIEN RELEASE/ASSESSMENT FOR 3507	25.00	47039
001-0004-31004	REGISTRATION M HERAK	96757	ILMCT	ILMCT ANNUAL CONFERENCE3/13-3/17	450.00	47041
001-0004-31004	REGISTRATION IMPACT SPRING ME	96839	ILMCT	IMPACT SPRING MEETING 3/31/22	200.00	47045
	Total For Dept 0004 CLERK-TREASURER				675.00	
Dept 0007 FIRE DEPARTMENT						
001-0007-11204	DRUG SCREEN - NOTO	96832	COMPREHENSIVE CARE	FIREFIGHTER PHYSICAL/DRUG SCREEN	95.00	
001-0007-20003	INVOICE # P2202-012	96835	PC-PLUS! LLC	OFFICE & STATION SUPPLIES	120.00	
001-0007-22004	INV # 337-400160	96831	AUTO-WARES	VEHICLE MAINTENANCE SUPPLIES	18.19	
001-0007-23004	S3503166.001	96834	LEEP'S SUPPLY COMPANY INC	PLUMBING SUPPLIES	25.14	
001-0007-32005	UPGRADE CENTRAL STATION ALARM	96829	ALERT ALARM	FIRE STATION #1 FIRE ALARM	825.00	
001-0007-32005	UPGRADE STATION #2 ALARM SYST	96830	ALERT ALARM	FIRE STATION #2 FIRE ALARM	825.00	
001-0007-35001	ELECTRIC - FD TRAINING SITE	96836	NISOURCE INC.	ELECTRIC - FD TRAINING SITE	30.44	47044
001-0007-35001	ELECTRIC - CENTRAL FIRE STATI	96837	NISOURCE INC.	ELECTRIC - CENTRAL FIRE STATION	736.52	47044
001-0007-35003	GAS - CENTRAL STATION	96838	NISOURCE INC.	GAS - CENTRAL FIRE STATION	1,380.39	47044
001-0007-39001	IAFC MEMBERSHIP DUES - CHIEF	96833	INT'L ASSOC OF FIRE CHIEFS	IAFC YEARLY SUBSCRIPTION- CHIEF	240.00	
	Total For Dept 0007 FIRE DEPARTMENT				4,295.68	
Dept 0008 PLAN COMMISSION						
001-0008-31002	PC INV 5071200238 FEB 18-24	96741	NIES ENGINEERING, INC.	PC INV 5071200238 FEB 18-24	577.68	
	Total For Dept 0008 PLAN COMMISSION				577.68	
Dept 0009 POLICE DEPARTMENT						
001-0009-11121	ONE DAY SUSPENSION FOR OFFIC	96806	POLICE PENSION FUND (V)	ONE SUSPENSION DAY FOR 1ST CLASS	261.25	
001-0009-21001	1215.1 GAL OF GAS	96811	WARREN OIL COMPANY	1215.1 GAL OF GAS DELV ON 3/1	3,870.94	
001-0009-21001	980.0 GAL OF GAS	96812	WARREN OIL COMPANY	980.9 GAL OF GAS DELV ON 2/18	2,763.39	
001-0009-22004	CAR CAMERA REPAIRS C11,2,5,81	96813	WATCHGUARD VIDEO	CAR CAMERA REPAIRS C11,C2,C5,C81	125.00	
001-0009-22004	CAR CAMERA REPAIRS C11,2,5,81	96814	WATCHGUARD VIDEO	CAR CAMERA REPAIRS C11,C5,C2,C81	1,440.00	
001-0009-23004	HALF PYT OF INGROUND LIFT AT	96797	NAPA AUTO PARTS	D/S PYMT OF INGROUND LIFT	5,198.82	
001-0009-31001	LEGAL MATTERS FOR PD FOR FEB	96782	ABRAHAMSON, REED & BILSE	LEGAL MATTERS FOR PD FOR FEB	1,786.00	
001-0009-32003	IDACS NETWORK ACCESS FOR FEB	96795	INDIANA OFFICE OF TECHNOLOG	IDACS NETWORK ACCESS FOR FEB	140.47	
001-0009-32003	SPILLMAN CIRCUIT USER FEE FOR	96796	LAKE COUNTY DATA PROCESSING	SPILLMAN USER CIRCUIT FEE FOR FEB	309.78	
001-0009-32004	IDACS INTERNET 2/28-3/27	96788	COMCAST CABLE	IDACS INTERNET 2/28-3/27	126.85	
001-0009-32004	CID INTERNET SEARCHES FOR FEB	96809	TLO, LLC	CID INTERNET SEARCHES FOR FEB	75.00	
001-0009-34003	TITLING OF NEW PD TRUCK	96805	PATRICK L VASSAR (R)	REIMBURSE FOR TITLING OF NEW PD T	15.00	
001-0009-35001	ELEC SER 3315 RIDGE READ ON 2	96799	NISOURCE INC.	ELEC SERVICE FOR 3315 RIDGE READ	8,650.80	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0009 POLICE DEPARTMENT						
001-0009-35001	LPR AT 8200 INDPLS READ ON 2/	96800	NISOURCE INC.	LPR CAMERA AT 8200 INDPLS READ ON	44.87	
001-0009-35001	LPR CAMERA 3949 HIGHWAY READ	96801	NISOURCE INC.	LPR CAMERA AT 3949 HIGHWAY READ O	38.58	
001-0009-35001	LPR CAMERA AT 10221 INDY READ	96802	NISOURCE INC.	LPR AT 10221 INDY READ ON 2/11	43.00	
001-0009-35001	LPR CAMERA 2000 RIDGE RD READ	96803	NISOURCE INC.	LPR CAMERA AT 2000 RIDGE RD READ	31.96	
001-0009-36003	SILVER PKG- START UP /WINTER	96808	THOMAS IRRIGATION, INC	SILVER PKG- START-UP/WINTERIZATIO	175.00	
001-0009-36004	GENN OFFICE CLEANING FOR FEB	96793	GAYLE THARP	GEN OFFICE CLEANING FOR FEB	2,916.67	
001-0009-38006	MAT CHANGE PD ON 2/22	96786	CINTAS CORPORATION #319	MAT CHANGE AT PD ON 2/22	37.10	
001-0009-39001	2022 MEMBERSHIP DUES	96790	DIST ONE LAW ENFORCMT DUES	2022 MEMBERSHIP DUES	300.00	
001-0009-39001	2022 MEMBERSHIP DUES	96804	NW IND MAJOR CRIMES TASK FO	2022 MEMBERSHIP DUES	200.00	
001-0009-39005	EXAM/EUTHANASIA OF FELINE	96798	N CNRL EMERG VET CLINIC	EXAM AND EUTHANASIA OF FELINE CS	215.00	
Total For Dept 0009 POLICE DEPARTMENT					28,765.48	
Dept 0011 SERVICES & WORKS						
001-0011-35001	000-901-005-4 9217 LIABLE	96745	NISOURCE INC.	MISC TH, VIP 198-801-002-1,000-901	1,452.78	999490
001-0011-35001	5583000064, SE CORNER 6 & 41	96746	NISOURCE INC.	MISC. (INDPLS BLVD)	146.71	999490
001-0011-35001	7502010024,8001 KENNEDY-ELECT	96750	NISOURCE INC.	MISC (TH,GARAGE)-CT	385.79	999492
001-0011-35002	0514000055, 2705HIGHWAY AVE	96744	NISOURCE INC.	STREET/TRAFFIC LIGHTS- FEB 2022 N	15,615.51	999490
001-0011-35003	198-801-002-1 9201 LIABLE	96745	NISOURCE INC.	MISC TH, VIP 198-801-002-1,000-901	1,455.90	999490
001-0011-35003	7502010024,8001 KENNEDY-GAS	96750	NISOURCE INC.	MISC (TH,GARAGE)-CT	1,054.04	999492
001-0011-38005	TEMP WORKERS AGREEMENT	96717	KELLY SERVICES INC.	TEMP WORKERS AGREEMENT	1,805.74	47038
001-0011-38005	TEMP WORKERS AGREEMENT	96754	KELLY SERVICES INC.	TEMP WORKERS AGREEMENT	1,794.38	47040
001-0011-39001	D KOVACICH MEMBERSHIP RENEWAL	96743	AMERICAN PAYROLL ASSOCIATIO	D KOVACICH MEMBERSHIP RENEWAL, PA	1,290.00	
001-0011-39021	LC AUDIO VISUAL ENHANCEMENTS	96815	SOUNDS COOL LIVE AUDIO LLC	LC AUDIO VISUAL ENHANCEMENTS/BH	35,768.22	
Total For Dept 0011 SERVICES & WORKS					60,769.07	
Dept 0012 TOWN HALL						
001-0012-21004	MOP HEADS	96760	AJAX SANITARY SUPPLY CO, IN	WET MOP FOR TH	6.90	
001-0012-21004	BOTTLE WATER 2/1/22,2/15/22	96759	HINCKLEY SPRINGS	BOTTLE WATER 2/1/22,2/15/22	73.85	
001-0012-35002	3074860092,8201 INDY BLVD BLD	96746	NISOURCE INC.	MISC.(INDPLS BLVD)	45.88	999490
001-0012-36003	TOWN HALL MATS 3/1/22	96742	CINTAS CORPORATION #319	TOWN HALL MATS ACT 16459440	57.91	
001-0012-36004	GENERAL CLEANING FEBRUARY	96764	GLOBAL MAINTENANCE & CO.	GENERAL CLEANING SERVICES FOR FEB	1,400.00	
Total For Dept 0012 TOWN HALL					1,584.54	
Total For Fund 001 GENERAL					453,920.25	
Fund 002 MVH						
Dept 0000						
002-0000-45200	MVH TRANSFERS GROSS	96706	PAYROLL ACCOUNT	2/25PRL D/S TRANSFER MVH	31,675.93	46996
002-0000-45200	MVH TRANSFERS GROSS	96881	PAYROLL ACCOUNT	3/11 PRL D/S TRANSFER MVH	29,413.66	47049
Total For Dept 0000					61,089.59	
Dept 0016 MVH ADMIN/MAINT						
002-0016-22002 NEW VEHICLE LIFT						
002-0017-21002	SERVICE CALL	96771	HELLMANS AUTO SUPPLY CO.	SERVICE CALL /TIRES FOR UNIT # 21	1,258.32	
002-0017-21002	31580R225 RDMSTR	96772	HELLMANS AUTO SUPPLY CO.	TIRES FOR UNIT # 23 - STREET DEPT	1,150.50	
002-0017-22004	2/1/2022 INV # 337-397875	96766	AUTO-WARES	FEBRUARY 2022 INVOICES - STREET D	699.60	
002-0017-22004	12 - 1-14 NF HEX CASTLE NUT	96774	J & L FASTENERS, INC.	HEX CASTLE NUT - STREET DEPT	82.06	
002-0017-22004	50 - 1-8X3 NC HEX CAPSCREW	96775	J & L FASTENERS, INC.	BOLTS FOR THE PLOW - STREET DEPT	456.92	
002-0017-22004	CABLETIE 14" 75#WHT 100PK	96777	LINDY'S ACE HARDWARE,INC	CABLE TIE/KEY/GAS NOZZLE/DRILL BI	89.05	
002-0017-22004	CABLE AUGER	96779	TERPSTRA'S SALES & SERVICE,	CABLE AUGER - STREET DEPT	21.39	
Total For Dept 0016 MVH ADMIN/MAINT					1,732.94	
Total For Fund 002 MVH					1,732.94	

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
 EXP CHECK RUN DATES 03/02/2022 - 03/15/2022
 BOTH JOURNALIZED AND UNJOURNALIZED

DB: Highland

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 002 MVH	CONSTRUCTION/RECONSTRUCT/PRESER(CRP)					
Dept 0017 MVH	FLOW CUTTING EDGE	96780	WINTER EQUIPMENT COMPANY, I	FLOW CUTTING EDGE - STREET DEPT	6,192.00	
002-0017-22004	CLEAN MELT 50LB BAGS - PALLET	96776	KROOSWYK MATERIALS, INC	CLEAN MELT 50LB BAGS (PALLET) - S	394.50	
002-0017-23001	ROAD SALT	96761	COMPASS MINERALS AMERICA IN	ROAD SALT	4,491.61	
002-0017-23005	ROAD SALT	96767	COMPASS MINERALS AMERICA IN	ROAD SALT	1,388.39	
002-0017-23005	ROAD SALT	96768	COMPASS MINERALS AMERICA IN	ROAD SALT	14,825.76	
002-0017-23005	ROAD SALT	96769	COMPASS MINERALS AMERICA IN	ROAD SALT	7,597.80	
002-0017-23005	ROAD SALT	96770	COMPASS MINERALS AMERICA IN	ROAD SALT	11,664.27	
002-0017-23006	STREAMLINE MAILBOX MOCHA	96773	HOME DEPOT CORPORATION	MAILBOXES - STREET DEPT	199.11	
002-0017-36007	TETHER CABLE	96762	MIDWESTERN ELECTRIC INC	FURNISH AND INSTALL NEW TETHER CA	475.00	
002-0017-36007	JAN TRAFFIC SIGNAL MAINT	96778	MIDWESTERN ELECTRIC INC	TRAFFIC SIGNAL MAINT FOR JANUARY	1,255.25	
			Total For Dept 0017 MVH	CONSTRUCTION/RECONSTRUCT/PRE	52,241.53	
			Total For Fund 002 MVH		115,064.06	
Fund 004 LR&S	GENERAL CONSULTING	96765	NIES ENGINEERING, INC.	GENERAL CONSULTING THRU 2/18/22	1,082.28	
Dept 0000	RIVER DRIVE (PE)	96763	NIES ENGINEERING, INC.	RIVER DRIVE 2021 CDBG (PE) WORKS	3,137.00	
004-0000-31002			Total For Dept 0000		4,219.28	
			Total For Fund 004 LR&S		4,219.28	
Fund 018 LAW ENFORCE CON'T ED	DRIP TRAY FOR SOAP DISPENSER	96794	GRAINGER	DRIP TRAY FOR SOAP DISPENSER	12.86	
Dept 0000	8X10 ENGRAVED PLACQUE FOR PC	96810	VARSITY SPORTS INC	8X10 PLACQUE FOR PC COMMISH	51.50	
018-0000-20003	2 SURVEILLANCE CAMERAS	96785	CDW-GOVERNMENT, INC	2 - NETWORK SURVEILLANCE CAMERAS	524.10	
018-0000-23006	REPLCMT BATTERIES FOR HARD DR	96789	COMMUNICATION & DATE SYSTEM	4 REPLCMT BATTERIES FOR HARD DRIV	355.80	
018-0000-33002	PRINTING AND BINDING OF ANNUA	96784	BAXTER PRINTING INC	PRINTING/BINDING OF ANNUAL REPORT	240.00	
018-0000-33002	AD FOR NOTICE TO BIDERS FOR N	96807	THE TIMES OF NW INDIANA	AD FOR NOTICE TO BIDDERS FOR NEW	30.08	
018-0000-39005	PD CAR WASHES FOR FEB	96792	EASY CLEAN CAR WASH,INC	PD CAR WSHES FOR FEB	132.00	
			Total For Dept 0000		1,346.34	
			Total For Fund 018 LAW ENFORCE CON'T ED		1,346.34	
Fund 027 INSURANCE PREMIUM	INSURANCE PREMIUM HEALTH/DENT	96747	AIM MEDICAL TRUST	MAR 2022 MEDICAL AND LIFE INSURAN	206,121.88	999489
Dept 0000	PROPERTY, CASUALTY, CYBER , WOR	96727	BROWN INSURANCE GROUP	MUNICIPAL PACKAGE INS. RENEWAL PO	402,759.00	47037
027-0000-34002			Total For Dept 0000		608,880.88	
			Total For Fund 027 INSURANCE PREMIUM		608,880.88	
Fund 030 ICT FUND	FEB 2022 POSTAGE METER SERVIC	96827	PITNEY BOWES INC.	MAR 2022 POSTAGE METER SERVICE A	129.29	
Dept 0000	FIRE DEPT	96724	AT&T MOBILITY	FIRE DEPT 666-4120 ACT 2872990949	86.02	47036
030-0000-32001	PARK INTERNET ACCT	96721	COMCAST CABLE	PARK INTERNET ACCT 87714002502083	246.96	999485
030-0000-32003	INTERNET SVC PS BLDG	96722	COMCAST CABLE	INTERNET FOR PUBLIC SAFETY BLDG	259.90	999485
030-0000-32003	PUMP STATION	96739	COMCAST CABLE	PUMP STATION 8771400250296375 2/	49.22	999485
030-0000-32003	MEADOWS PK INTERNET ACT	967140	COMCAST CABLE	MEADOWS PK MO INTERNET 2/12/22-3/	116.65	999486
030-0000-32003	PW INTNET #	96719	COMCAST CABLE	PW 8001 KENNEDY AVE 2/12/22-3/11/	306.05	999487
030-0000-32003	3001 RIDGE MAIN SQUARE	96720	COMCAST CABLE	3001 RIDGE MAIN SQUARE 8771400250	154.90	999488

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
 EXP CHECK RUN DATES 03/02/2022 - 03/15/2022
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

03/10/2022 10:27 AM
 User: CRK
 DB: Highland

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 030 ICT FUND						
Dept 0000						
030-0000-32003	MONTHLY CELL PHONE 642004646-	96826	VERIZON	PD CELL PHONE USE PD- 642004646-0	1,446.00	47042
030-0000-32003	642004646-00002 BROADBAND	96825	VERIZON	642004646-00002 D/S BROADBAND	330.37	47043
030-0000-32003	MO INTERNET SVC 8771400250188	96824	COMCAST CABLE	TOWN HALL ACCT 8771400250188267	235.27	999493
030-0000-38006	FEB 2022 COPIER AGREEMENT	96828	RICOH USA, INC	MAR 2022 COPIER AGREEMENT	455.28	
030-0000-45200	ICT TRANSFERS GROSS	96707	PAYROLL ACCOUNT	2/25PRL D/S TRANSFER ICT	4,489.72	46994
030-0000-45200	ICT TRANSFERS GROSS	96882	PAYROLL ACCOUNT	3/11 PRL D/S TRANSFER ICT	4,489.71	47047
	Total For Dept 0000				12,795.34	
	Total For Fund 030 ICT FUND				12,795.34	
Fund 033 DONATION						
Dept 0009 POLICE DEPARTMENT						
033-0009-00200	SUPPLIES FOR PC INTERVIEWS	96783	AMICI GRILL AND PIZZERIA	SUPPLIES FOR PC INTERVIEWS 2/24	67.58	
033-0009-00200	K9 THERAPY SESSIONS	96787	CLAUDE GENDREAU	K9 THERAPY 11/9/21-1/26/22	485.00	
	Total For Dept 0009 POLICE DEPARTMENT				552.58	
	Total For Fund 033 DONATION				552.58	
Fund 050 POLICE PENSION						
Dept 0000						
050-0000-45200	POLICE PENSION TRANSFERS GROS	96712	PAYROLL ACCOUNT	2/25PRL D/S TRANSFER POLICE PENSI	68,864.76	35012
	Total For Dept 0000				68,864.76	
	Total For Fund 050 POLICE PENSION				68,864.76	
Fund 085 TRAFFIC VIOLATIONS						
Dept 0001 TOWN COUNCIL						
085-0001-00400	CASH BOND FEES	96841	LAKE COUNTY CLERK	CASH BOND FEES	3,500.00	47046
	Total For Dept 0001 TOWN COUNCIL				3,500.00	
	Total For Fund 085 TRAFFIC VIOLATIONS				3,500.00	

BOTH OPEN AND PAID

Vendor Invoice Description Amount Check #

Fund Totals:

Fund 001 GENERAL	453,920.25	
Fund 002 MVH	115,064.06	
Fund 004 LR&S	4,219.28	
Fund 018 LAW ENFORCE CON'T ED	1,346.34	
Fund 027 INSURANCE PREMIUM	608,880.88	
Fund 030 ICT FUND	12,795.34	
Fund 033 DONATION	552.58	
Fund 050 POLICE PENSION	68,864.76	
Fund 085 TRAFFIC VIOLATIONS	3,500.00	

1,269,143.49