

**Enrolled Minutes of the One hundredth Regular or Special Meeting  
For the Twenty-Eighth Highland Town Council  
Regular Plenary Meeting  
Monday, October 14, 2019**

The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, October 14, 2019 at 6:33 O'clock P.M. in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Pursuant to HMC Section 2.05.130(A)(2), the Town Council considered and reviewed the agenda in an informal proceeding conducted in the anteroom to the plenary meeting room. Once completed the Town Council moved to the plenary meeting room.

The Town Council President, Steve Wagner presided. The Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Councilor Konnie Kuiper 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, Dan Vassar, Konnie Kuiper and Steve Wagner. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**Additional Officials Present:** Jared Tauber, Esq., Tauber Law Offices; John M. Bach, Public Works Director; Peter T. Hojnicky, Police Chief; Alex M. Brown, CPRP, Superintendent of Parks and Recreation; William R. Timmer, Jr., CFOD, Fire Chief; Kathy DeGuilio-Fox, Redevelopment Director; and Kenneth J. Mika, Building were present.

*Also present:* Larry Kondrat of the Board of Waterworks Directors; and Ed Dabrowski, IT Director (Contract) were also present.

*Guests:* Robin Carlascio of the Idea Factory was also present.

**Minutes of the Previous Meetings:** The minutes of the regular meeting of 23 September 2019 and the Special Meeting of September 30, 2019 were approved by general consent.

**Special Orders:**

**1. Consideration of Proposed Additional Appropriations:** (non-controlled funds) Proposed Additional Appropriations in Excess of the 2019 Budget for the CORPORATION CAPITAL FUND in the amount of **\$637,000**.

(a) Attorney verification of Proofs of Publication: The TIMES 03 October 2019. Mr. Tauber indicated that the proof of publication complied with IC 5-3-1.

(b) **Public Hearing.** The Town Council President called the hearing to order.

1. Larry Kondrat, 8115-4<sup>th</sup> Place East, Highland, urged the Town Council not to approve the enactment approving additional appropriations in the Corporation Capital Fund. Mr. Kondrat stated that he found documents that the property being considered for purchase as supported by the proposed appropriation, might be a wetland. Mr. Kondrat stated that he feared that a public works facility might cause contamination of a wetland.

There were no further comments. The hearing was closed.

- (c) Action on **Appropriation Enactment No. 2019-44**: An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the **Corporation Capital Fund**, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Herak introduced and filed Enactment No. 2019-44. There was no further action.

2. **Consideration of Proposed Additional Appropriations**: (controlled funds): Proposed Additional Appropriations in Excess of the 2019 Budget for the **Municipal Cumulative Capital Development (MCCD) Fund** in the amount of \$24,000.
- (a) Attorney verification of Proofs of Publication: The TIMES 03 October 2019. Mr. Tauber indicated that the proof of publication complied with IC 5-3-1.
- (b) **Public Hearing**. The Town Council President called the public hearing to order. There were no comments or remonstrances. The hearing was closed.
- (c) Action on **Appropriation Enactment No. 2019-45**: An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the **Municipal Cumulative Capital Development Fund**, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Herak introduced and moved the consideration of Enactment No. 2019-45 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 its introduction.

Councilor Herak moved the passage and adoption of Enactment No. 2019-45 at the same meeting of its introduction. Councilor Zemen seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment was passed and adopted at the same meeting of its introduction.

**Town of Highland**  
**APPROPRIATION ENACTMENT**  
**Enactment No. 2019-45**

**An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Municipal Cumulative Capital 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 **Municipal Cumulative Capital 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 **Redevelopment Capital Fund** and for the purposes herein specified, subject to the laws governing the same:

MUNICIPAL CUMULATIVE CAPITAL DEVELOPMENT FUND

Increase the following:  
055-0000-30009 Payment on Utility Loan 2019: \$ 24,000.00

Total 300 Series: \$ 24,000.00

TOTAL for the FUND: \$ 24,000.00

**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 14<sup>th</sup> Day of October 2019. 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 14<sup>th</sup> Day of October 2019, 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/ Steve Wagner, President (IC 36-5-2-10)

ATTEST:

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

3. **Advisory Board of Zoning Appeals Docket:** Petition for a Use Variance for property located 2933 45<sup>th</sup> Street, **Highland**, to allow the petitioner to allow operation of a children daycare facility. HMC Section 18.35.040 excludes in its list of permitted uses, any day care facility. The property is currently zoned as B-1 Neighborhood Business District. Petitioner: **Lindsey Rockymore**, 2104 E. 171<sup>st</sup> Place, South Holland, Illinois 60473. The Advisory Board of Zoning Appeals by a vote of three (3) in favor and zero (0) opposed acted to **favorably recommend the request for the use variance** for the property. The ABZA acted at its meeting of 25 September 2019. The findings of fact were memorialized and the board is *expected to approve the facts* in written form at its meeting of 23 October 2019. (90 days ends 24 December 2019).

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

**Opportunity for Comment:**

1. Lindsey Rockymore, 2104 E. 171<sup>st</sup> Place, South Holland, Illinois, as petitioner, was present stating that she was content to allow the favorable recommendation to advocate for her petition. There were no other comments.

Councilor Zemen moved to accept the favorable recommendation of the Advisory Board of Zoning Appeals and grant the use variance. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The use variance was granted.

4. **Pre-Adoption Hearing of the Proposed Fiscal Year 2020 Budget for the Town of Highland.**

- (a) Verification of Publication: *(Under latest law, no publication by unit just by Department of Local Government Finance online Gateway. The proposed components of budget must be submitted to the Gateway at least 10 days before the*

*Preliminary Hearing. The proposed budget notice was filed with the Gateway on October 3, 2019 see the email notification) (See IC 6-1.1-17-3) The electronic mail receipt from the Indiana Department of Local Government Finance was noted.*

- (b) **Introduction of Proposed Ordinance No. 1706:** An Ordinance of Appropriations and Budget Levies and Rates for the 2020 Budget. Councilor Herak introduced and filed **Ordinance No. 1706**. There was no further action pursuant to I.C. 6-1.1-17-3(a);I.C. 6-1.1-17-5(a)(8).
- (c) **Public Hearing.** The Town Council President called the public hearing to order.

The Town Clerk-Treasurer offered an overview of the proposed budget, noting that the budget was \$411,921 over the maximum levy limit and except for the specific fund reserves, had not addressed the \$1.2 million estimated circuit breaker loss.

1. Rick Volbrecht, 9221 Parkway Drive, Highland, expressed concern regarding the Town Council’s preparedness for the issue of the circuit breaker losses.
2. Larry Kondrat, 8115 4<sup>th</sup> Place East, Highland, suggested cutting two capital projects reconcile the budget, one of which was the Ernie Strack Drive reconstruction, which was part of the possible economic development project near Strack and Van Til on Cline Avenue, in Highland.

There were no further remonstrances and the hearing was closed.

Pursuant to IC 6-1.1-17 et seq., consideration of the proposed ordinance for adoption cannot take place sooner than ten (10) days following the pre-adoption hearing. Consideration for passage and adoption of the Proposed Ordinance will be at the regular meeting of the **Town Council, Monday, October 28, 2018 at 6:30 p.m.**

<b>Corporation General Fund:</b> (departmentalized)	<i>Proposed</i>	<b>FY 2020</b> <i>Adopted</i>
<i>Office of the Town Council</i>		
Personnel Services	\$ 80,849	\$ -
Supplies	\$ 700	\$ -
Other Services & Charges	\$ 157,672	\$ -
Capital Outlays	\$ -	\$ -
<b>Department Total:</b>	<b>\$ 239,221</b>	<b>\$ -</b>
 <i>Advisory Board of Zoning Appeals</i>		
	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ 3,359	\$ -
Supplies	\$ 200	\$ -
Other Services & Charges	\$ 19,160	\$ -
Capital Outlays	\$ -	\$ -
<b>Department Total:</b>	<b>\$ 22,719</b>	<b>\$ -</b>
 <i>Volunteers in Policing</i>		
Personnel Services	\$ 2,720	\$ -
Supplies	\$ 14,530	\$ -
Other Services & Charges	\$ 2,650	\$ -
Capital Outlays	\$ -	\$ -
<b>Department Total:</b>	<b>\$ 19,900</b>	<b>\$ -</b>

*Office of the Clerk-Treasurer*

Personnel Services	\$ 166,308	\$ -
Supplies	\$ 3,500	\$ -
Other Services & Charges	\$ 96,360	\$ -
Capital Outlays	\$ -	\$ -
<b>Department Total:</b>	<b>\$ 266,168</b>	<b>\$ -</b>

*Building Inspection Department*

Personnel Services	\$ 280,360	\$ -
Supplies	\$ 9,550	\$ -
Other Services & Charges	\$ 83,721	\$ -
Capital Outlays	\$-	\$ -
<b>Department Total:</b>	<b>\$ 373,631</b>	<b>\$ -</b>

*Fire Department*

Personnel Services	\$ 283,661	\$ -
Supplies	\$ 32,075	\$ -
Other Services & Charges	\$ 110,632	\$ -
Capital Outlays	\$ -	\$ -
<b>Department Total:</b>	<b>\$ 426,368</b>	<b>\$ -</b>

*Plan Commission Dept.*

Personnel Services	\$ 2,842	\$ -
Supplies	\$ 325	\$ -
Other Services & Charges	\$ 68,246	\$ -
Capital Outlays	\$ -	\$ -
<b>Department Total:</b>	<b>\$ 71,413</b>	<b>\$ -</b>

*Metropolitan Police Department*

Personnel Services	\$ 4,129,705	\$ -
Supplies	\$ 140,000	\$ -
Other Services & Charges	\$ 1,469,281	\$ -
Capital Outlays	\$ -	\$ -
<b>Department Total:</b>	<b>\$ 5,738,986</b>	<b>\$ -</b>

*Works Board Dept.*

Personnel Services	\$ -	\$ -
Supplies	\$ -	\$ -
Other Services & Charges	\$ 796,851	\$ -
Capital Outlays	\$-	\$ -
<b>Department Total:</b>	<b>\$ 796,851</b>	<b>\$ -</b>

*Town Hall and Monuments Dept.*

Personnel Services	\$ -	\$ -	
Supplies	\$ 4,500	\$ -	
Other Services & Charges	\$ 25,625	\$ -	
Capital Outlays	\$-	\$ -	
<b>Department Total:</b>	<b>\$ 30,125</b>	<b>\$ -</b>	

*PROPERTY TAX IMPACT*

Property Tax Caps	\$ 879,106	\$ -	
	\$-	\$ -	
<b>Department Total:</b>	<b>\$ 879,106</b>	<b>\$ -</b>	

**Fund Total:** \$ 8,864,488 \$ -

Proposed (est.) Rate for the Fund	\$ 0.8696	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Redevelopment General Fund:**

	<i>Proposed</i>	<i>Adapted</i>	
<i>PROPERTY TAX CAP</i>	\$ 44,255	\$ -	
Personnel Services	\$ 140,278	\$ -	
Supplies	\$ 5,775	\$ -	
Other Services & Charges	\$ 121,764	\$ -	
Capital Outlays	\$-	\$ -	
<b>Fund Total:</b>	<b>\$ 312,072</b>	<b>\$ -</b>	
Proposed (est.) Rate for the Fund	\$ 0.0381	per \$100 dollars of av	
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av	

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

**Redevelopment Capital Fund:**

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

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

**Parks and Recreation Fund:**

	<i>Proposed</i>	<i>Adapted</i>	
<i>PROPERTY TAX CAPS</i>	\$ 192,072	\$ -	
Personnel Services	\$ 1,197,000	\$ -	
Supplies	\$ 104,400	\$ -	
Other Services & Charges	\$ 1,123,000	\$ -	
Capital Outlays	\$-	\$ -	
<b>Fund Total:</b>	<b>\$ 2,616,472</b>	<b>\$ -</b>	
Proposed (est.) Rate for the Fund	\$ 0.1627	per \$100 dollars of av	
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av	

**Police Pension 1925 Fund:**

	<i>Proposed</i>	<i>Adopted</i>
Property Tax Caps	\$ 350	\$ -
Personnel Services	\$ 892,913	\$ -
Supplies	\$ 600	\$ -
Other Services & Charges	\$ 6,335	\$ -
Capital Outlays	\$ -	\$ -
<b>Fund Total:</b>	<b>\$ 900,198</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ 0.0003	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Parks Dist Bond & Lease Fund (Regular)**

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ -	\$ -
Supplies	\$ -	\$ -
Other Services & Charges	\$ 800	\$ -
Debt Service	\$ 1,431,688	\$ -
<b>Fund Total:</b>	<b>\$ 1,432,488</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ 0.3079	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Corporation Bond Fund**

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ -	\$ -
Supplies	\$ -	\$ -
Other Services & Charges	\$ -	\$ -
Debt Service	\$ 1,050,642	\$ -
<b>Fund Total:</b>	<b>\$ 1,050,642</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ 0.2075	
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Motor Vehicle Highway Fund**

*(departmentalized)*

	<i>Proposed</i>	<i>Adopted</i>
<i>Reconstruction and Maintenance Dept.</i>		
Personnel Services	\$ 378,282	\$ -
Supplies	\$ 327,120	\$ -
Other Services & Charges	\$ 410,725	\$ -
Capital Outlays	\$ -	\$ -
<b>Department Total:</b>	<b>\$ 1,116,127</b>	<b>\$ -</b>
<i>Administration Department</i>		
Personnel Services	\$ 142,100	\$ -
Supplies	\$ 5,000	\$ -
Other Services & Charges	\$ 26,150	\$ -
Capital Outlays	\$ -	\$ -
<b>Department Total:</b>	<b>\$ 173,250</b>	<b>\$ -</b>
<b>Fund Total:</b>	<b>\$ 1,289,377</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Local Roads & Streets Fund**

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ 86,724	\$ -
Supplies	\$ -	\$ -
Other Services & Charges	\$ 325,000	\$ -
Capital Outlays	\$ -	\$ -
<b>Fund Total:</b>	<b>\$ 411,724</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Municipal Cum Cap Dev Fund**

	<i>Proposed</i>	<i>Adopted</i>
PROPERTY TAX CAPS	\$ 86,217	\$ -
Supplies	\$ 7,500	\$-
Other Services & Charges	\$ 200,905	\$-
Capital Outlays	\$ 157,035	\$-
Debt Service	\$ 144,000	\$-
<b>Fund Total:</b>	<b>\$ 595,657</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ 0.0702	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

The rate is fixed or capped by I.C. 36-9-15.5 et seq.

**Cumulative Cap Imp. Fund**

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

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

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

**Redevelopment Bond Fund**

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$-	\$-
Supplies	\$-	\$-
Other Services & Charges	\$ 350	\$-
Debt Service	\$ 230,318	\$-
<b>Fund Total:</b>	<b>\$ 230,668</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ 0.0441	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Information & Comm Tech**

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

**VIPS/PARKS Public Safety Fund**

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

**Solid Waste District Grant Fund**

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

**Special Events Non Reverting**

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

**Public Safety LIT Fund**

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

**Economic Development LIT Fund**

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

**Cardinal Campus Allocation Fund**

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$-	\$-
Supplies	\$-	\$-
Other Services & Charges	\$ -	\$-
Capital Outlays	\$ -	\$-
Debt Service	\$ 347,375	\$-
<b>Fund Total:</b>	<b>\$ 347,375</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

<b>Total of All Funds:</b>	<b>\$ 19,807,408</b>	<b>\$ -</b>
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5. **Pre-Adoption Hearing of the Proposed Fiscal Year 2020 Budget of the Sanitary District, pursuant to IC 6-1.1-17-20.** *Under amendments to IC 6-1.1-17-20, the proper officers shall submit the proposed budget and property tax levies to the municipal fiscal body. The proposed budget and levy shall be submitted to the city or town fiscal body in the manner prescribed by the department of local government finance before September 2 of a year. The fiscal body of the city, town, or county (whichever applies) shall review each budget and proposed tax levy and adopt a final budget and tax levy for the taxing unit. The fiscal body may reduce or modify but not increase the proposed budget or tax levy. The final adoption vests with the Town Council. Town Council, Monday, October 28, 2018 at 6:30 p.m.*
- (a) **Verification of Publication:** *(Under latest law, no publication by unit just by Department of Local Government Finance online Gateway. The proposed components of budget must be submitted to the Gateway at least 10 days before the Preliminary Hearing. The proposed budget notice was filed with the Gateway on October 3, 2019 see the email notification) (See IC 6-1.1-17-3) The electronic mail receipt from the Indiana Department of Local Government Finance was noted.*

The Town Clerk-Treasurer offered an overview of the proposed budget, noting that the Sanitary District budget was 447,077 over the maximum levy limit. Further this fund did not have a reserve established, had not addressed the \$283,400 estimated circuit breaker loss. This is greater than the maximum levy.

**(b) Introduction of Proposed Ordinance No. 1707:** An Ordinance of Appropriations and Budget Levies and Rates for the 2020 Budget. Councilor Herak introduced and filed **Ordinance No. 1707**. There was no further action pursuant to I.C. 6-1.1-17-3(a);I.C. 6-1.1-17-5(a)(8).

**(c) Public Hearing.** The Town Council President called the public hearing to order.

1. Larry Kondrat, 8115 4<sup>th</sup> Place East, Highland, asked whether an increase in the fees of the utilities would be increased to cover these differences.

It was noted that such a remedy could be considered. No path had yet been determined.

There were no further remonstrances and the hearing was closed.

Pursuant to IC 6-1.1-17 et seq., consideration of the proposed ordinance for adoption cannot take place sooner than ten (10) days following the pre-adoption hearing. Consideration for passage and adoption of the Proposed Ordinance will be at the regular meeting of the **Town Council, Monday, October 28, 2019 at 6:30 p.m.**

**Sanitary District Special Operating Fund**

*(Departmentalized)*

<i>Operating Department</i>	<i>Proposed</i>	<i>Final Approval</i>
Personnel Services \$	83,492	\$
Supplies \$	450	\$
Other Services & Charges \$	55,860	\$
Capital Outlays \$	-	\$
<b>Departmental Total:</b>	<b>\$ 139,802</b>	<b>\$ -</b>
<i>Sanitation and Waste Department</i>	<i>Proposed</i>	<i>Final Approval</i>
Personnel Services \$	418,120	\$
Supplies \$	39,050	\$
Other Services & Charges \$	2,082,648	\$
Capital Outlays \$	-	\$
<b>Departmental Total:</b>	<b>\$ 2,539,818</b>	<b>\$ -</b>
<b>PROPERTY TAX CAPS</b>	<b>\$ 284,000</b>	<b>\$ -</b>
<b>Fund Total:</b>	<b>\$ 2,963,620</b>	<b>\$ -</b>
Adopted (est.) Rate for the Fund	\$ 0.0853	per \$100 dollars of av
Final (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Sanitary District Bond and Interest Fund**

	<i>Proposed</i>	<i>Final Approval</i>
Personnel Services \$	-	\$
Supplies \$	-	\$
Other Services & Charges \$	1,850	\$
Debt Service \$	2,348,017	\$
<b>Fund Total:</b>	<b>\$ 2,349,867</b>	<b>\$ -</b>
Adopted (est.) Rate for the Fund	\$ 0.5008	per \$100 dollars of av
Final (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

6. **Pre-Adoption Hearing of the Proposed Fiscal Year 2020 Budget of the Waterworks District, pursuant to IC 6-1.1-17-20.** Under amendments to IC 6-1.1-17-20, the proper officers of the special taxing district shall submit the proposed budget and property tax levies to the municipal fiscal body. The proposed budget and levy shall be submitted to the city or town fiscal body in the manner prescribed by the department of local government finance before September 2 of a year. The fiscal body of the city, town, or county

*(whichever applies) shall review each budget and proposed tax levy and adopt a final budget and tax levy for the taxing unit. The fiscal body may reduce or modify but not increase the proposed budget or tax levy. The final adoption vests with the Town Council. The final adoption vests with the Town Council. **Town Council, Monday, October 28, 2018 at 6:30 p.m.***

- (a) **Verification of Publication:** *(Under latest law, no publication by unit just by Department of Local Government Finance online Gateway. The proposed components of budget must be submitted to the Gateway at least 10 days before the Preliminary Hearing. The proposed budget notice was filed with the Gateway on October 3, 2019 see the email notification. (See IC 6-1.1-17-3) The electronic mail receipt from the Indiana Department of Local Government Finance was noted.*

The Town Clerk-Treasurer stated that the sole fund for this budget was for debt service to repay waterworks bonded indebtedness.

- (b) **Introduction of Proposed Ordinance No. 1708:** An Ordinance of Appropriations and Budget Levies and Rates for the 2020 Budget. Councilor Herak introduced and filed **Ordinance No. 1708**. There was no further action pursuant to I.C. 6-1.1-17-3(a);I.C. 6-1.1-17-5(a)(8).
- (c) **Public Hearing.** The Town Council President called the hearing to order. There were no comments or remonstrances. The hearing was closed.

Pursuant to IC 6-1.1-17 et seq., consideration of the proposed ordinance for adoption cannot take place sooner than ten (10) days following the pre-adoption hearing. Consideration for passage and adoption of the Proposed Ordinance will be at the regular meeting of the **Town Council, Monday, October 28, 2019 at 6:30 p.m.**

**Waterworks District Bond and Interest Fund**

	<i>Adopted</i>	<i>Final Approval</i>
Personnel Services \$	-	\$ -
Supplies \$	-	\$ -
Other Services & Charges \$	-	\$ -
Debt Service \$	144,196	\$ -
<b>Fund Total: \$</b>	<b>144,196</b>	<b>\$ -</b>
Adopted (est.) Rate for the Fund \$	0.0353	per \$100 dollars of av
Final (Est.) Rate for the Fund \$	-	per \$100 dollars of av

Finally, the Town Clerk-Treasurer read aloud the following notification:

In all cases above, ten (10) or more taxpayers may object to a budget, a tax rate or tax levy by filing a petition with the Office of the Clerk-Treasurer not more than seven (7) days following these hearings. (Monday, October 21, 2019) The objection petition must identify the provisions of the budget, tax rate or tax levy to which taxpayers object. If a petition is filed, the Town Council shall adopt with the budget a finding concerning the objections in the petition and the testimony presented.

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

- **Building & Inspection Report for September 2019**

Permit Type	Number	Residential	Commercial	Est. Cost	Fees
Commercial Buildings:	0	0	0	\$0.00	\$0.00

Commercial Additions or Remodeling:	8	0	8	\$504,369.00	\$8,907.00
Signs:	2	0	2	\$5,900.00	\$713.00
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:	74	74	0	\$549,165.00	\$11,847.50
Garages:	0	0	0	\$0.00	\$0.00
Sheds:	2	2	0	\$6,829.00	\$431.00
Decks & Porches:	10	10	0	\$25,666.00	\$2,041.50
Fences:	11	10	1	\$45,384.00	\$1,628.50
Swimming Pools:	0	0	0	\$0.00	\$0.00
DrainTile / Waterproofing:	3	3	0	\$28,431.00	\$673.50
Miscellaneous	13	13	0	\$96,393.00	\$2,307.00
<b>TOTAL:</b>	<b>123</b>	<b>112</b>	<b>11</b>	<b>\$1,262,137.00</b>	<b>\$28,549.00</b>
<b>Electrical Permits</b>	11	4	7		\$1,500.00
<b>Mechanical Permits</b>	10	4	6		\$1,060.00
<b>Plumbing Permits</b>	14	11	3		\$1,779.35
<b>Water Meters</b>	0	0	0		\$0.00
<b>Water Taps</b>	2	0	2		\$705.00
<b>Sewer/Storm Taps</b>	2	0	2		\$1,000.00
<b>TOTAL Plumbing:</b>	<b>18</b>	<b>11</b>	<b>7</b>		<b>\$3,484.35</b>

**September Code Enforcement:**

Investigations: 89  
Citations: 02  
Warnings: 47

**September Inspections:**

Building: 53      Electrical: 27      Plumbing: 08      HVAC: 12  
Electrical Exams: 6

**• Fire Department Report for September 2019**

<u>Type of Call</u>	<u>Month</u>	<u>2nd half of year</u>	
General Alarms	08	35	
Paid Still Alarms	30	102	
Still Alarms	05	09	
<b>Total Alarms:</b>	<b>43</b>	<b>146</b>	<b>402 year</b>

• **Workplace Safety Report for September 2019**

There was one workplace incident to report in September. The following report was filed.

Department	Injuries this Month	Year to Date 2019	Total in 2018	Restricted Days 2019	Lost Workdays This Year (2019)	Restricted Days Last Year (2018)	Lost Workdays Last Year (2018)
Parks	0	0	4	0	0	0	0
Fire	0	1	0	0	0	0	0
Police	1	3	3	0	0	0	0
Street	0	0	2	0	0	0	0
Water & Sewer	0	3	4	0	0	80	46
Maint.	0	1	1	14	2	0	0
Other	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>1</b>	<b>8</b>	<b>14</b>	<b>14</b>	<b>2</b>	<b>80</b>	<b>46</b>

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:**

- Resolution No. 2019-42:** An Exigent Resolution Providing For The Transfer Of Appropriation Balances From And Among Major Budget Classifications In The Special Events Non Reverting Fund As Requested By The Proper Officer And Forwarded To The Town Council For Its Action Pursuant To IC 6-1.1-18-6.

Councilor Zemen moved the passage and adoption of Resolution No. 2019-42. Councilor Vassar seconded. Upon a roll call vote, there five affirmatives and no negatives. The motion passed. The resolution was adopted.

**TOWN OF HIGHLAND  
APPROPRIATION TRANSFER RESOLUTION  
RESOLUTION NO. 2019-42**

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

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

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

**Section 1.** That for the expenses of said municipality, the following appropriations are hereby transferred and set apart out of the funds hereinafter named for the purposes specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law;

**Section 2.** That is has been shown that certain existing unobligated appropriations of the **Special Events Non Reverting 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:

SPECIAL EVENTS NON REVERTING FUND

Reduce Account:  
036-0000-38604 Memorial Day Program \$ 304.79  
Total 300 Series Reductions: \$ 304.79

Increase Account:  
036-0000-20004 Fund Raiser Supplies \$ 304.79  
Total 200 Series Increases \$ 304.79

**Total of Fund Decreases: \$ 304.79**  
**Total of Fund Increases: \$ 304.79**

**DULY RESOLVED and ADOPTED** this 14<sup>th</sup> Day of October 2019 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/ Steven Wagner, President (IC 36-5-2-10)

Attest:

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

- 2. Resolution No. 2019-43:** An Exigent Resolution Providing For The Transfer Of Appropriation Balances From and Among Major Budget Classifications In The Office of the Clerk-Treasurer of the Corporation General Fund As Requested By The Proper Officer And Forwarded To The Town Council For Its Action Pursuant To IC 6-1.1-18-6.

Councilor Vassar moved the passage and adoption of Resolution No. 2019-43. Councilor Kuiper seconded. Upon a roll call vote, there five affirmatives and no negatives. The motion passed. The resolution was adopted.

**TOWN OF HIGHLAND  
APPROPRIATION TRANSFER RESOLUTION  
RESOLUTION NO. 2019-43**

**AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS in the OFFICE of the CLERK-TREASURER in the CORPORATION GENERAL FUND as REQUESTED BY THE PROPER OFFICER AND FORWARDED to the TOWN COUNCIL for its ACTION PURSUANT TO IC 6-1.1-18-6.**

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

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

**Section 1.** That for the expenses of said municipality, the following appropriations are hereby transferred and set apart out of the funds hereinafter named for the purposes specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law;

**Section 2.** That is has been shown that certain existing unobligated appropriations of the **Office of Clerk-Treasurer in the Corporation 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:

CORPORATION GENERAL FUND

**Office of the Clerk-Treasurer**

Reduce Account:

001-0004-11102 CT Leal Assistant/ Attorney	\$ 1,100.00
Total 100 Series Reductions:	\$ 1,100.00

Increase Account:

001-0004-20003 Miscellaneous Supplies	\$ 200.00
Total 200 Series Increases	\$ 200.00

Increase Account:

001-0004-33002 Misc. Printing	\$ 900.00
Total 300 Series Increases	\$ 900.00

<b>Total of Fund Decreases:</b>	<b>\$ 1,100.00</b>
<b>Total of Fund Increases:</b>	<b>\$ 1,100.00</b>

**DULY RESOLVED and ADOPTED** this 14<sup>th</sup> Day of October 2019 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/ Steven Wagner, President (IC 36-5-2-10)

Attest:

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

3. **Resolution No. 2019-46:** A Resolution Approving And Ratifying A Loan From The Municipal Water Utility And Authorizing The Source To Pay Debt Service Monthly On The Water Works Loan Voucher No. 1 Dated October 15, 2019.

Councilor Herak moved the passage and adoption of Resolution No. 2019-46. Councilor Zemen seconded. Upon a roll call vote, there five affirmatives and no negatives. The motion passed. The resolution was adopted.

**THE TOWN of HIGHLAND  
TOWN COUNCIL  
RESOLUTION No. 2019-46**

**A RESOLUTION APPROVING and RATIFYING A LOAN from the MUNICIPAL WATER UTILITY and AUTHORIZING THE SOURCE TO PAY DEBT SERVICE MONTHLY ON THE WATER WORKS LOAN VOUCHER NO. 1 DATED October 15, 2019.**

**WHEREAS**, The Town Council of the Town of Highland ("Town"), at its meeting of 23 September 2019 passed and adopted Works Board Order No. 2019-26 that authorized and approved the purchase of the property located at **10104 Kennedy Avenue, Highland**, for a purchase price of **\$222,000.00** and the purchase of the property located at **10030 and 10040 Kennedy Avenue, Highland**, for a purchase price of **\$415,000.00**, both contingent upon appropriations being properly adopted and funded;

**WHEREAS**, IC 8-1.5-3- 11(f) and Section 12.05.050 (D) of the Municipal Code further provide that a cash reserve fund, if authorized by ordinance, may be used to make loans to another utility owned by the same municipality, for periods not to exceed five (5) years, at any interest rate. The repayment of the loan and interest shall be returned to the cash reserve fund;

**WHEREAS**, Pursuant to that authority, the Board of Waterworks Directors passed Resolution No. 2019-15, that authorized and approved a loan to be made to the Town of Highland from the Water Cash Reserve Fund in the amount of **six hundred, thirty-seven thousand dollars (\$637,000)**;

**WHEREAS**, The Board further provided terms for interest in the amount of three percent (3%) and that the loan must be repaid no later than 26 September 2024;

**WHEREAS**, The Clerk-Treasurer and the Town Attorney have prepared the proper warrant and necessary documents to support the loan pursuant to Section 12.05.050 of the Highland Municipal Code and as authorized and instructed by the terms of Water Resolution No. 2019-15; and

**WHEREAS**, The Clerk-Treasurer has presented to the Board of Waterworks Directors and the Town Council, based upon consideration of fiscal needs of the municipality and the need for acquisition of timely resources to support the purchase, a recommendation for both bodies to approve this financing for its lowest cost for capital and associated costs and timeliness for availability,

**WHEREAS**, The Town Council now wishes to accept the loan financing as authorized by the Board of Waterworks Directors to support the purchase of the properties authorized by and identified in Works Board Order No. 2019-26;

**BE IT HEREBY RESOLVED BY** the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That the Town Council of the Town of Highland now determines, authorizes and directs that a set aside of certain resources of the Cumulative Capital Development Fund be directed to and applied in support of the payment of the principal and interest of the waterworks loan payable by the Town of Highland;

**Section 2.** That the amounts then unencumbered and unobligated be made available for the repayment of the Waterworks Loan Voucher No. 1, dated October 15, 2019, in the amount of **six hundred, thirty-seven thousand dollars (\$637,000)**;

**Section 3.** That this loan shall be evidenced by a warrant of the Department of Waterworks of the Town of Highland, Indiana dated as of the date of delivery thereof, bearing interest at a rate not to exceed **3% per annum** which interest and principal shall be payable monthly according to the dates and provisions of an amortization schedule, which is an exhibit of this resolution and shall be made a part of its terms;

**Section 4.** That interest shall be calculated on a **365 day basis**. A sufficient amount of the revenues of the Town to be derived from the Town Cumulative Capital Development levy or such other funds as the Town Council may identify is hereby appropriated and pledged for the payment of the principal amount of said warrant and a sufficient amount of the revenues of the Town to be derived from such Funds are hereby appropriated and pledged for the payment of interest on said warrant.

**Section 5.** That the Clerk-Treasurer of said Town is hereby authorized and directed to pay on the warrant as set forth in this resolution and the proper officer of the Waterworks Department shall present the warrant upon satisfaction of the principal and interest of the loan, and there is no penalty for early payment on principal;

**Section 6.** That said warrant shall be signed by the President of the Town Council and the seal of the Town shall be affixed thereto and attested by the signature of the Clerk-Treasurer of the Town.

**Section 7.** That said warrant shall be payable at the office of Clerk-Treasurer of the Town and said warrant shall be issued in substantially the following form, all blanks to be properly filled in prior to delivery, to-wit:

State of Indiana  
County of Lake

\$ 637,000.00

TOWN of HIGHLAND, NORTH TOWNSHIP, LAKE COUNTY, INDIANA  
TEMPORARY LOAN VOUCHER  
No. 1

**MADE FROM THE DEPARTMENT OF WATERWORKS, AN EXECUTIVE DEPARTMENT OF THE MUNICIPALITY TO THE TOWN OF HIGHLAND, PUBLIC WORKS DEPARTMENT, PURSUANT TO IC 8-1.5-3 SECTIONS 11 AND 12 AS WELL AS SECTION 12.05.050 OF THE MUNICIPAL CODE AND AUTHORIZED BY ACTION OF THE WATERWORKS BOARD OF DIRECTORS RESOLUTION NO. 2019-15 PASSED AND ADOPTED SEPTEMBER 26, 2019.**

FOR VALUE RECEIVED, in its **Corporation Capital Fund**, the Public Works Department of the Town of Highland, Lake County, Indiana, will pay to the **Water Utility Cash Reserve Fund** of the Waterworks Department of the Town of Highland, not later than September 26, 2024, the sum of Six hundred thirty-seven thousand dollars (\$ 637,000), with interest thereon, at the per annum rate of three percent (3.00%), payable on a 365 day basis until maturity, beginning on October 15, 2019.

This voucher is a single instrument evidencing an interdepartmental loan of **Six hundred twenty-three-seven thousand dollars (\$637,000)**, to be repaid in monthly installments according to the schedule attached and made a part of this Loan Voucher, all authorized by Resolution No. 2019-15 of the Board of Directors of the Department of Water Works of the Town of Highland, duly passed and adopted at its meeting of September 26, 2019, for the purpose of procuring a temporary loan for the **Corporation Capital Fund**, of Public Works Department of the Incorporated Town of Highland, Lake County, Indiana.

This voucher is issued pursuant to I.C. 8-1.5-3-sections 11 and 12 as well as Section 12.05.050 of the Highland Municipal Code and in anticipation of the purchase proceeds from a sale of the same property to the Public Building Corporation, and from a certain appropriation in the proper fund of the Town appropriated or dedicated to the payment of this voucher in a sufficient amount have been pledged and will be appropriated.

It is hereby certified that said loan evidenced by this voucher, shall bear interest as indicated, and that the identified financial resources from which this voucher is payable, are a valid and legally adopted resource and that the Town of Highland will continue to identify, appropriate and reserve a sufficient amount of the identified resources thereof for the payment of this voucher.

No representations express or implied have been made nor has any opinion been sought regarding this instrument's designation as a qualified obligation pursuant to Section 265(b)(3) of the Internal Revenue Code.

**IN WITNESS WHEREOF**, the Town of Highland, Indiana, has caused this voucher to be signed in its corporate name by its President of the Town Council and its corporate seal to be hereunto affixed and attested by the Clerk-Treasurer, as of the **1st Day of October 15, 2019**.

**TOWN of HIGHLAND, LAKE COUNTY, INDIANA**

By: \_\_\_\_\_  
Steve Wagner, Town Council President

**Attest:**

\_\_\_\_\_  
Michael W. Griffin, Clerk-Treasurer

**Section 8.** That the clerk-treasurer as municipal fiscal officer, is hereby directed and authorized to perform such duties and keep such accounts as to fulfill the purpose of and to carry-out the provisions of this resolution.

**DULY RESOLVED and ADOPTED** this 14<sup>th</sup> Day of October 2019 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**

Steven Wagner, President (IC 36-5-2-10)

**Attest:**

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

**Exhibit Amortization Schedule**

**Loan Amortization Schedule**

Enter values		Loan summary	
Loan amount	\$ 637,000.00	Scheduled payment	\$ 11,446.06
Annual interest rate	3.00 %	Scheduled number of payments	60
Loan period in years	5	Actual number of payments	58
Number of payments per year	12	Total early payments	\$ 31,574.58
Start date of loan	10/15/19	Total interest	\$ 47,278.04
Optional extra payments	\$ 553.94		

Lender name: HIGHLAND WATERWORKS DE

PAY THIS AMOUNT

Pmt No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1	11/15/19	\$ 637,000.00	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$10,407.50	\$1,592.50	\$ 626,592.50	\$ 1,592.50
2	12/15/19	\$ 626,592.50	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$10,433.51	\$1,566.48	\$ 616,158.99	\$ 3,158.98
3	1/15/20	\$ 616,158.99	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$10,459.60	\$1,540.40	\$ 605,699.39	\$ 4,699.38
4	2/15/20	\$ 605,699.39	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$10,485.75	\$1,514.25	\$ 595,213.64	\$ 6,213.63
5	3/15/20	\$ 595,213.64	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$10,511.96	\$1,488.03	\$ 584,701.68	\$ 7,701.66
6	4/15/20	\$ 584,701.68	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$10,538.24	\$1,461.75	\$ 574,163.44	\$ 9,163.42
7	5/15/20	\$ 574,163.44	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$10,564.59	\$1,435.41	\$ 563,598.85	\$ 10,598.82
8	6/15/20	\$ 563,598.85	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$10,591.00	\$1,409.00	\$ 553,007.85	\$ 12,007.82
9	7/15/20	\$ 553,007.85	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$10,617.48	\$1,382.52	\$ 542,390.38	\$ 13,390.34
10	8/15/20	\$ 542,390.38	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$10,644.02	\$1,355.98	\$ 531,746.36	\$ 14,746.32
11	9/15/20	\$ 531,746.36	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$10,670.63	\$1,329.37	\$ 521,075.73	\$ 16,075.68
12	10/15/20	\$ 521,075.73	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$10,697.31	\$1,302.69	\$ 510,378.42	\$ 17,378.37
13	11/15/20	\$ 510,378.42	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$10,724.05	\$1,275.95	\$ 499,654.37	\$ 18,654.32
14	12/15/20	\$ 499,654.37	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$10,750.86	\$1,249.14	\$ 488,903.51	\$ 19,903.45
15	1/15/21	\$ 488,903.51	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$10,777.74	\$1,222.26	\$ 478,125.77	\$ 21,125.71
16	2/15/21	\$ 478,125.77	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$10,804.68	\$1,195.31	\$ 467,321.09	\$ 22,321.03
17	3/15/21	\$ 467,321.09	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$10,831.69	\$1,168.30	\$ 456,489.40	\$ 23,489.33
18	4/15/21	\$ 456,489.40	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$10,858.77	\$1,141.22	\$ 445,630.63	\$ 24,630.55
19	5/15/21	\$ 445,630.63	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$10,885.92	\$1,114.08	\$ 434,744.71	\$ 25,744.63
20	6/15/21	\$ 434,744.71	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$10,913.13	\$1,086.86	\$ 423,831.57	\$ 26,831.49
21	7/15/21	\$ 423,831.57	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$10,940.42	\$1,059.58	\$ 412,891.16	\$ 27,891.07
22	8/15/21	\$ 412,891.16	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$10,967.77	\$1,032.23	\$ 401,923.39	\$ 28,923.30
23	9/15/21	\$ 401,923.39	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$10,995.19	\$1,004.81	\$ 390,928.20	\$ 29,928.11
24	10/15/21	\$ 390,928.20	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,022.68	\$ 977.32	\$ 379,905.52	\$ 30,905.43
25	11/15/21	\$ 379,905.52	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,050.23	\$ 949.76	\$ 368,855.29	\$ 31,855.19
26	12/15/21	\$ 368,855.29	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,077.86	\$ 922.14	\$ 357,777.43	\$ 32,777.33
27	1/15/22	\$ 357,777.43	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,105.55	\$ 894.44	\$ 346,671.88	\$ 33,671.77
28	2/15/22	\$ 346,671.88	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,133.32	\$ 866.68	\$ 335,538.57	\$ 34,538.45
29	3/15/22	\$ 335,538.57	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,161.15	\$ 838.85	\$ 324,377.42	\$ 35,377.30
30	4/15/22	\$ 324,377.42	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,189.05	\$ 810.94	\$ 313,188.36	\$ 36,188.24
31	5/15/22	\$ 313,188.36	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,217.03	\$ 782.97	\$ 301,971.34	\$ 36,971.21
32	6/15/22	\$ 301,971.34	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,245.07	\$ 754.93	\$ 290,726.27	\$ 37,726.14
33	7/15/22	\$ 290,726.27	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,273.18	\$ 726.82	\$ 279,453.09	\$ 38,452.96
34	8/15/22	\$ 279,453.09	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,301.36	\$ 698.63	\$ 268,151.73	\$ 39,151.59
35	9/15/22	\$ 268,151.73	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,329.62	\$ 670.38	\$ 256,822.11	\$ 39,821.97
36	10/15/22	\$ 256,822.11	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,357.94	\$ 642.06	\$ 245,464.17	\$ 40,464.03
37	11/15/22	\$ 245,464.17	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,386.34	\$ 613.66	\$ 234,077.84	\$ 41,077.69
38	12/15/22	\$ 234,077.84	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,414.80	\$ 585.19	\$ 222,663.03	\$ 41,662.88
39	1/15/23	\$ 222,663.03	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,443.34	\$ 556.66	\$ 211,219.54	\$ 42,219.54
40	2/15/23	\$ 211,219.54	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,471.95	\$ 528.05	\$ 199,747.59	\$ 42,747.59
41	3/15/23	\$ 199,747.59	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,500.63	\$ 499.37	\$ 188,247.12	\$ 43,246.96
42	4/15/23	\$ 188,247.12	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,529.38	\$ 470.62	\$ 176,717.74	\$ 43,717.57
43	5/15/23	\$ 176,717.74	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,558.20	\$ 441.79	\$ 165,159.54	\$ 44,159.37
44	6/15/23	\$ 165,159.54	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,587.10	\$ 412.90	\$ 153,572.45	\$ 44,572.27
45	7/15/23	\$ 153,572.45	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,616.06	\$ 383.93	\$ 141,956.38	\$ 44,956.20
46	8/15/23	\$ 141,956.38	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,645.11	\$ 354.89	\$ 130,311.28	\$ 45,311.09
47	9/15/23	\$ 130,311.28	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,674.22	\$ 325.78	\$ 118,637.06	\$ 45,636.87
48	10/15/23	\$ 118,637.06	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,703.40	\$ 296.59	\$ 106,933.65	\$ 45,933.46
49	11/15/23	\$ 106,933.65	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,732.66	\$ 267.33	\$ 95,200.99	\$ 46,200.79
50	12/15/23	\$ 95,200.99	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,761.99	\$ 238.00	\$ 83,439.00	\$ 46,438.80
51	1/15/24	\$ 83,439.00	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,791.40	\$ 208.60	\$ 71,647.60	\$ 46,647.39
52	2/15/24	\$ 71,647.60	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,820.88	\$ 179.12	\$ 59,826.72	\$ 46,826.51
53	3/15/24	\$ 59,826.72	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,850.43	\$ 149.57	\$ 47,976.29	\$ 46,976.08
54	4/15/24	\$ 47,976.29	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,880.06	\$ 119.94	\$ 36,096.24	\$ 47,096.02
55	5/15/24	\$ 36,096.24	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,909.76	\$ 90.24	\$ 24,186.48	\$ 47,186.26
56	6/15/24	\$ 24,186.48	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,939.53	\$ 60.47	\$ 12,246.95	\$ 47,246.73
57	7/15/24	\$ 12,246.95	\$ 11,446.06	\$ 553.94	\$ 12,000.00	\$11,969.38	\$ 30.62	\$ 777.58	\$ 47,277.35
58	8/15/24	\$ 777.58	\$ 11,446.06	\$ -	\$ 277.58	\$ 276.88	\$ 0.69	\$ -	\$ 47,278.04

4. **Works Board Order No. 2019-28:** An Order of the Works Board Accepting and Ratifying the Proposal of Alpine Amusement Company, Incorporated to Furnish, Present, and Operate Rides, Concessions, and Attractions Services for the Town of Highland, Associated with Autumn Festivities.

Councilor Zemen moved the passage and adoption of Works Board No. 2019-28. Councilor Herak seconded. Upon a roll call vote, there five affirmatives and no negatives. The motion passed. The order was adopted.

Town of Highland  
Board of Works  
Order of the Works Board 2019-28

**AN ORDER OF THE WORKS BOARD ACCEPTING AND RATIFYING THE PROPOSAL OF ALPINE AMUSEMENT COMPANY, INCORPORATED TO FURNISH, PRESENT, AND OPERATE RIDES, CONCESSIONS, AND ATTRACTIONS SERVICES FOR THE TOWN OF HIGHLAND, ASSOCIATED WITH AUTUMN FESTIVITIES.**

**Whereas**, The Town of Highland, as part of its exercise of public powers related to culture and recreation, generally conferred in IC 36-10-2, now desires to celebrate the autumn season, with appropriate festivals;

**Whereas**, The Clerk-Treasurer, pursuant to Section 3.05.050 (D)(9) of the HMC, serves as the Purchasing Agent for any department or office for which an agent is not otherwise expressly provided, and for all executive departments of the municipality; and

**Whereas**, The Town Council as the Works Board, pursuant to Section 3.05.030 (A)(1) of the HMC, serves as the Purchasing Agent for any department or office for which an agent is not otherwise expressly provided, and for all executive departments of the municipality; and

**Whereas**, The *Alpine Amusement Company, Incorporated* of Naperville, Illinois has presented to the Community Events Commission a proposed agreement to *Furnish, Present, and Operate Rides, Concessions, and Attractions* services for the Town of Highland to be conducted during a select festival for Autumn to be conducted on September 27 through 29, 2019;

**Whereas**, The Community Events Commission favorably recommends to the purchasing agency, the approval of the proposed agreement for to *Furnish, Present, and Operate Rides, Concessions, and Attractions* services to the Town of Highland to be conducted on a select festival for Autumn to be conducted on September 27 through 29, 2019;

**Whereas**, The Community Events Commission further favorably recommends to the purchasing agency, the ratification and approval of the proposed agreement for to *Furnish, Present, and Operate Rides, Concessions, and Attractions* services to the Town of Highland to be conducted on September 27 through 29, 2019;

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

**Whereas**, The contact *involves a value that could exceed fifteen thousand dollars*, pursuant to Section 3.05.040 (C) of the HMC requires the express approval of the purchasing agency;

**Whereas**, The purchase of services will be supported by the Special Events Non-reverting Fund of the Town and there is sufficient appropriation or resources in order to support the purchase of services; and

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

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

**Section 1.** That the proposal *Furnish, Present, and Operate Rides, Concessions, and Attractions* services of **Alpine Amusement Company, Incorporated**, 2648 Wild Timothy Road, Naperville, Illinois, 60564, prepared and presented by its proper representative, which includes furnishing of services for particular dates of **September 27 through 29, 2019** according to the written terms set forth in the proposal, is hereby accepted, approved and adopted in every respect, subject to the following:

- (A) That the proposal changes its provisions to reflect the increase in public liability to \$5,000,000 and with the Town of Highland being named a co-insured and being indemnified;
- (B) That the proposal specifically names the Town of Highland as an additional insured on a primary, non-contributory basis and include a waiver of subrogation in favor of the Town of Highland to the general liability policy;

- (C) That there be also an auto liability limit of \$1,000,000 and that the vendor will carry workers compensation coverage equal to the state statutory limits.

**Section 2.** That the terms and payments set forth as follows:

- (A) Payment of \$75 for each concession booth to be operated on the grounds, and if rides gross exceeds \$100,000 a payment of \$150 for each booth; and,
- (B) Payment of twenty-five percent (25%) percent if ride fees gross between \$0 and \$100,000 and thirty percent (30%) of the gross receipts of monies over \$100,000 derived from the sale of admission tickets for various attractions and rides is found to be reasonable and fair for the services and frequencies described;

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

**Section 4.** That the Clerk-Treasurer is hereby authorized to issue a purchase order, if applicable, to **Alpine Amusement Company, Incorporated** and to execute all documents necessary to implement the purchase of services thereof;

**Section 5.** That the Clerk-Treasurer is hereby further authorized to execute and ratify the proposed services agreement with **Alpine Amusement Company, Inc.**, for its amusement services provided for three days during the Highland Fall event, **September 27 through 29, 2019**, fully accepting its terms and provisions, all pursuant to IC 36-1-4-16;

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

**Be it so Ordered.**

**DULY, PASSED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 14<sup>th</sup> day of October 2019 having passed by a vote of 5 in favor and 0 opposed.

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

/s/Steven Wagner, President (IC 36-5-2-10)

Attest:

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

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

- **Councilor Bernie Zemen:** *Chamber of Commerce Co-Liaison • IT Liaison • Liaison to the Board of Waterworks Directors • Liaison to the Community Events Commission.*

Councilor Zemen acknowledged the Building Commissioner who offered a survey of matters pending before the Plan Commission.

Councilor Zemen acknowledged the Redevelopment Director, who reminded all of the next meeting of the Redevelopment Commission would have much to do at its meeting on Monday, October 21, 2019.

**Councilor Dan Vassar:** *Liaison to the Park and Recreation Board.*

Councilor Vassar acknowledged the Parks and Recreation Superintendent who reported regarding parks and recreation programs.

Councilor Vassar thanked the department heads and the budget chairperson for the work they performed on the proposed budget for FY 2020.

With leave from the Town Council, Councilor Vassar asked about the status of the LaPorte Street improvements particularly regarding the NIPSCO project.

- **Councilor Mark Herak:** •*Budget and Finance Chair* • *Liaison to the Board of Sanitary Commissioners* • *Town Board of Metropolitan Police Commissioners, Liaison.*

Councilor Herak congratulated the Town Council President and his wife on their recent Wedding Anniversary.

Councilor Herak acknowledged the Public Works Director who offered a survey on activities of the sanitary district and the water works.

Councilor Konnie Kuiper: • *Fire Department, Liaison* • *Chamber of Commerce Co-Liaison.*

Councilor Kuiper acknowledged the Fire Chief who reported on the success of the recent annual Fire Department open house at the Central Fire Station.

Councilor Kuiper discussed with the Public Works Director the status of the Fifth Street Project south of 45<sup>th</sup> Avenue.

- **Council President Steve Wagner:** *Town Executive* • *Chair of the Board of Police Pension Trustees* • *Advisory Board of Zoning Appeals Liaison.*

The Town Council President commended the Fire Chief and the Fire Department on the success of the recent open house.

The Council President acknowledged the Building Commissioner who offered a survey of matters pending before the Advisory Board of Zoning Appeals.

#### **Comments from Visitors or Residents:**

1. Rick Volbrecht, 9221 Parkway Drive, Highland, asked on the status of the School Town of Highland artificial turf replacement project's compliance with the Town's drainage code. It was noted that the work is ongoing.
2. Larry Kondrat, 8115 4<sup>th</sup> Place East, Highland, noted the intensity of the recent rain event on Friday, October 11, 2019, and asked whether the School Town had a filed retention plan? He further asked about any enforcement or compliance efforts to be undertaken by the Town regarding the School Town artificial turf conversion for the football field.
3. Tim Valenti, 8906 Branton Avenue, Highland asked for the Town to install a speed bump on Lincoln Street between Prairie and Indianapolis Boulevard. Mr. Valenti noted that there are cars that are driven at high speed through the Brantwood neighborhood. Mr. Valenti expressed concern for the safety of children and others in the neighborhood.

Mr. Valenti was directed to the Police Chief. It was suggested that the matter should be taken to the Traffic Safety Commission..

**Payment of Accounts Payable Vouchers.** There being no further comments from the public, Councilor Vassar moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period September 24, 2019 through October 14, 2019 as well as ratifying the payroll dockets for the payday of September 13, 2019. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified including the payroll docket, and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

**Vendors Accounts Payable Docket:**

**General Fund, \$534,350.15; Motor Vehicle Highway and Street (MVH) Fund, \$66,141.57; Local Road and Streets Fund, \$16,984.22; Federal Forfeited and Seized Assets Fund, \$1,155.00; Law Enforcement Continuing Education and Training and Supply Fund, \$2,076.54; Flexible Spending Account Agency Fund, \$816.24; Insurance Premium Fund, \$190,440.94; Information Communications Technology Fund, \$6,295.91; Special Events Non Reverting Fund, \$8,596.54; Police Pension Fund, \$69,700.82; Traffic Violations and Law Enforcement Agency Fund, \$2,500.00; Municipal Cumulative Street Fund, \$13,320.50; Gaming Revenue Sharing Fund, \$13,376.56; and Public Safety Local Income Tax Fund, \$12.04; Total: \$925,767.03**

**Payroll Docket for payday of September 13, 2019:**

**Council, Boards and Commissions, \$0.00; Office of Clerk-Treasurer, \$16,278.13; Building and Inspection Department, \$8,693.86; Metropolitan Police Department, \$131,856.17; Fire Department, \$3,635.76; Public Works Department (Agency), \$66,018.45; and Police Pension, \$0.00. Total Payroll: \$226,482.37.**

**Adjournment of Plenary Meeting.** Councilor Vassar moved that the plenary meeting be adjourned. Councilor Kuiper seconded. Upon a vote *viva voce*, the motion passed. The regular plenary meeting of the Town Council of Monday, October 14, 2019 was adjourned at 8:12 O'clock p.m.

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

Approved by the Town Council at its meeting of \_\_\_\_\_, 2019.

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