

**Enrolled Minutes of the Thirty-sixth Regular or Special Meeting
For the Twenty-Eighth Highland Town Council
Regular Plenary Business Meeting
Monday, May 22, 2017**

Study Session. The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in a study session preceding the regular meeting on Monday, May 22, 2017 at 6:45 O'clock P.M. in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Silent Roll Call: Councilors Mark Herak, Dan Vassar, Steven Wagner, Konnie Kuiper and Bernie Zemen were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

General Substance of Matters Discussed.

1. The Town Council discussed the agenda of the imminent meeting.
2. The Town Council and the Clerk-Treasurer discussed evaluating the now vacant First Midwest Bank building on Highway Avenue, Highland for possible retrofit and refurbishment for use as a Town Hall. It was suggested to contact Scott Cherry at the Skillman Corporation to inquire about evaluating the site for such a purpose.

The study session ended at 7:00 O'clock p.m.

Regular meeting. The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in its regular session on Monday, May 22, 2017 at 7:01 O'clock P.M. in the regular place, the plenary meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

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

Additional Officials Present: Jared Tauber, Esq.; Pete Hojnicky, Police Chief; John M. Bach, Public Works Director; William R. Timmer, Jr., CFOD, Fire Chief; Alex M. Brown, CPRP, Parks and Recreation Superintendent; Cecile Petro, Redevelopment Director; and Kenneth J. Mika, Building Commissioner were present.

Additionally present: Steve Mileusnich and Susan Murovic, Advisory Board of Zoning Appeals; Ed Dabrowski, IT Consultant; Steve Jurczak and Terry Krooswyk of the Town Board of Metropolitan Police Commissioners were additionally present.

Minutes of the Previous Meetings: The minutes of the regular meeting of 08 May 2017, were approved by general consent.

Special Orders:

1. **Consideration of Proposed Additional Appropriations and Public Hearing:** Proposed Additional Appropriations in Excess of the 2017 Budget for the **Redevelopment General Fund** in the amount of \$64,785.

- (a) Attorney verification of Proofs of Publication: Mr. Tauber indicated that the proof of publication complied with IC 5-3-1. The TIMES 11 May 2017.
- (b) **Public Hearing.** The Town Council President called the public hearing to order. There were no comments or remonstrances. The hearing was closed.

It was noted that the budget amendment was for possible compensation that might be due upon the imminent retirement of the Redevelopment Director. It was further noted that the amount of the budget amendment was an estimate based upon the highest possible amount, which could include compensatory time and was not finally approved.

- (c) Action on **Appropriation Enactment No. 2017-20:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the **Redevelopment General Fund**, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Zemen introduced and moved the consideration of Enactment No. 2017-20 at the same meeting of its introduction. Councilor Kuiper 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 Zemen moved the passage and adoption of Enactment No. 2017-20 at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a two-thirds vote being necessary, there were four affirmatives and one negative. With Councilors Zemen, Wagner, Kuiper and Vassar voting in the affirmative and Councilor Herak voting in the negative, the motion passed. The enactment was passed and adopted at the same meeting of its introduction.

**Town of Highland
 APPROPRIATION ENACTMENT
 Enactment No. 2017-20**

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

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

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

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

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

REDEVELOPMENT GENERAL FUND

Increase	
Acct. No. 094-0000-11106 Earned Separation Compensation:	\$ 53,167.00
Acct. No. 094-0000-11201 FICA & Medicare	\$ 4,068.00
Acct. No. 094-0000-11209 INPRS	\$ 5,955.00
Acct. No. 094-0000-11210 INPRS Annuity Paid by Emp	\$ 1,595.00
<i>Total Series:</i>	<u>\$ 64,785.00</u>
Fund Total:	\$ 64,785.00

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 22nd Day of May 2017. 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 22nd Day of May 2017, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 1 opposed.

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

Dan Vassar, 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)**

2. Administration of Oath of Office for Police Officer Candidate **Luke W. Paprocki** and Police Officer Candidate **Madelline J Melendez**. Police Officer Candidates *Paprocki* and *Melendez* were appointed by the Town Board of Metropolitan Police Commissioners at its meeting of 13 April, 2017, with the appointment to be effective 21 May 2017, but not earlier than approval by Indiana Public Retirement System (INPRS). INPRS has approved both candidates as of 11 April 2017.

(a) Action by Town Council determining that the named Candidates Meet the Qualifications for such position, as Determined by the Town Board of Metropolitan Police Commissioners and as now approved by the Highland Town Council.

Councilor Zemen moved, seconded by Councilor Kuiper to find both police officer candidates as qualified with such qualifications being approved as determined by the Town Board of Metropolitan Police Commissioners. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The candidates' qualifications were approved.

(b) *Administration of Oath for both candidates.* The Town Clerk-Treasurer administered the oaths of office for each candidate separately. Each candidate swore the oath.

(c) Presentation of Badges by Metropolitan Police Commission Chair and/or Town Council President or the Metropolitan Police Chief. Chairman Jurczak and the Police Chief presented badges to each police officer. Officer Melendez made a statement regarding her appreciation for the appointment and her eagerness to begin service. She introduced her guests.

Officer Paprocki made a statement regarding his appreciation for the appointment and his eagerness to begin service. He introduced his guests.

3. Executive Proclamation: A Proclamation Commending and Affirming the Selection by the Board of Directors of the Main Street Bureau of the Redevelopment Department of the Second Poet Laureate of Highland.

(a) **Reading and Execution of Proclamation.** The Clerk-Treasurer read aloud the proclamation. The Town Council President executed and approved it with his signature.

TOWN of HIGHLAND
PROCLAMATION of the TOWN EXECUTIVE

A Proclamation Commending and Affirming the Selection Supported by the Board of Directors of the Main Street Bureau of the Redevelopment Department the Second Poet Laureate of Highland, Janine Harrison.

Whereas, The Thirty-fifth President of the United States of America, John F. Kennedy, well instructed us: *"When power leads man towards arrogance, poetry reminds him of his limitations. When power narrows the area of man's concern, poetry reminds him of the richness and diversity of his existence. When power corrupts, poetry cleanses;"*

Whereas, Poetry has power to enrich, enliven, elevate and enhance the human experience for persons who inhabit all walks of life, both learned and lay;

Whereas, Throughout history, poetry has at times inspired and at other times challenged people with the highest ideals of character, conduct and patriotism to reflect and respond to matters of great pith and moment;

Whereas, The Board of Directors of the Main Street Bureau of the Highland Redevelopment Department, developed a project to recruit and select a person to become the second *Poet Laureate of Highland*;

Whereas, The Board of Directors of the Main Street Bureau of the Highland Redevelopment Department, believed such a project to be of great public import offering great benefits to community comity and well-being;

Whereas, The Board of Directors of the Main Street Bureau of the Highland Redevelopment Department, engaged a committee of published poets to review and then choose the finalist to become the *second Poet Laureate of Highland*;

Whereas, Highland resident **Janine Harrison**, was selected to be the second *Poet Laureate of the Town of Highland*, evidencing her place as a community leader, reflecting time honored values associated with the humane letters and the power of words to engage the imagination as well as elevate the spirit; and

Whereas, It is most appropriate that we recognize the person selected as well as the people whose work led to the naming of the second Highland Poet Laureate;

Now, Therefore, I, Dan Vassar, by virtue of the authority vested in me as President of the Town Council of the Town of Highland, Lake County, Indiana, now hereby proclaim, recognize, commend and designate **Janine Harrison** *Poet Laureate and Consultant in Poetry to the Town of Highland, the Second*;

Further, I extend appreciation to Julie Larson and her fellow Members of the Board of Directors of the Main Street Bureau of the Highland Redevelopment Department for their hand in the project that encouraged this significant moment;

Still Further, I urge the citizens of Highland to celebrate **Janine Harrison** *Poet Laureate and Consultant in Poetry to the Town of Highland, the Second* and this most commendable designation, by reading, writing and listening to poetry;

IN WITNESS WHEREOF, I hereunto set my signature and cause the corporate seal of the municipality to be affixed, this 22nd day of May 2017, as the sixty-sixth municipal executive of the Town and a member of its Town Council, the twenty-eighth.

TOWN of HIGHLAND, INDIANA
BY its TOWN COUNCIL PRESIDENT

Dan Vassar, President

Attest:

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

- (1) Ms. **Janine Harrison**, *Poet Laureate and Consultant in Poetry to the Town of Highland, the Second*, was introduced by the Redevelopment Director. Ms. Harrison read a poem she composed and discussed her plans for the year.

The Town Council President acknowledged Ms. **Lily Rex**, *Poet Laureate and Consultant in Poetry to the Town of Highland, the First*. She was not able to attend the meeting.

General Orders and Unfinished Business:

1. **Proposed Ordinance No. 1647:** An Ordinance To Amend Chapter 2.50 of the Highland Municipal Code Regarding Public Records Management, All Pursuant To I.C. 36-1-5 and I.C. 5-14-3 Et Seq. *Councilor Wagner introduced the proposed ordinance. There was no further action.*
2. Authorizing the proper officer to publish legal notice of a public hearing to consider additional appropriations in the amount of **\$13,614** in the **Parks/VIPS Fund**.

Councilor Kuiper moved to authorize the proper officer to advertise for a public hearing on the proposed additional appropriations. Councilor Wagner seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The proper officer was authorized to publish legal notice as indicated.

Comments from the Town Council:

- **Councilor Bernie Zemen:** *Chamber of Commerce Co-Liaison • IT Liaison*

Councilor Zemen acknowledged the Building Commissioner who reported that the Plan Commission had voted to make a favorable recommendation for the requested zoning map change made by the developer of the Cardinal Campus, on Main Street. He further noted his expectation that the formal certification would come to the Town Council at its first meeting in June.

Councilor Zemen acknowledged the Redevelopment Director who reported on the recently conducted "Pop-up Gallery" at the First Midwest Bank Building on Highway Avenue. The Redevelopment Director also reported on the Blue Heron Mural to be painted by a commissioner artist on the side of the building where Miles Books is located (Jewett Street).

It was also noted that the current meeting would be the last plenary business meeting of the Town Council before the retirement of the Redevelopment Director. She expressed her appreciation and best wishes. The Town Council President expressed best wishes on behalf of the Town Council.

- **Councilor Mark Herak:** *Budget and Finance Chair • Liaison to the Board of Sanitary Commissioners • Liaison to the Community Events Commission • Liaison to the Board of Waterworks Directors.*

Councilor Herak acknowledged the Public Works Director, who reported on the status of projects under the aegis of the Sanitary District. He also reported that the lighted street signs were ordered.

- **Councilor Steve Wagner:** *Advisory Board of Zoning Appeals Liaison • Redevelopment Commission Liaison.*

Councilor Wagner acknowledged the Building Commissioner, who offered an overview of matters before the Advisory Board of Zoning Appeals.

- **Councilor Konnie Kuiper:** *Town Board of Metropolitan Police Commissioners, Liaison. • Fire Department, Liaison • Chamber of Commerce Co-Liaison.*

Councilor Kuiper acknowledged the Police Chief who discussed the small four-wheel vehicle utility vehicle the department was seeking to be used by the Volunteers in Police Service (VIPS).

- **Councilor President Dan Vassar:** Town Executive • *Chair of the Board of Police Pension Trustees* • *Liaison to the Park and Recreation Board.*

The Council President acknowledged the Parks and Recreation Superintendent who reminded all of the annual Memorial Day ceremony at the Main Square Park, Monday, May 29.

Comments from Visitors or Residents:

There were no comments.

Payment of Accounts Payable Vouchers. There being no comments from visitors or residents, Councilor Zemen moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period **May 9, 2017** through **May 22, 2017** and the **payroll docket for May 12, 2017**. Councilor Kuiper 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, the payroll dockets listed were ratified and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

Vendors Accounts Payable Docket:

General Fund, \$199,779.76; Motor Vehicle Highway and Street (MVH) Fund, \$43,240.07; Law Enforcement Continuing Education, Training, and Supply Fund, \$1,404.97; Gasoline Agency Fund, \$14,061.96; Information and Communications Technology Fund, \$7,815.35; Civil Donation Fund, \$100.00; Special Events Non Reverting Fund, \$10,331.62; Rainy Day Fund, \$39,279.00; Cumulative Capital Improvement (CIG) Fund, \$1,760.00; Municipal Cumulative Capital Development Fund, \$14,188.19; Traffic Violations and Law Enforcement Agency Fund, \$6,459.50; Gaming Revenue Sharing Fund, \$10,525.40; Total: \$348,945.82.

Payroll Docket for payday of May 12, 2017:

Council, Boards and Commissions, \$0.00; Office of Clerk-Treasurer, \$13,089.50; Building and Inspection Department, \$8,632.74; Metropolitan Police Department, \$116,967.26; Fire Department, \$3,655.19; Public Works Department (Agency), \$63,012.95 and 1925 Police Pension Plan Pension Fund, \$0.00; Total Payroll: \$205,357.64.

Adjournment of Plenary Meeting. Councilor Kuiper moved that the plenary meeting be adjourned. Councilor Zemen seconded. Upon a vote *viva voce*, the motion passed. The regular plenary meeting of the Town Council of Monday, May 22, 2017 was adjourned at 7:52 O'clock p.m.

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