

**Enrolled Minutes of the Forty-seventh Regular or Special Meeting  
For the Twenty-Eighth Highland Town Council  
Special Meeting  
Monday, October 30, 2017**

The Special Meeting of the Highland Town Council was called to order at 7:00 p.m. at the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers. The Town Council President, Dan Vassar, presided and the Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Councilor Bernie Zemen leading the Pledge of Allegiance to the Flag of the United States of America.

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

**Additional Officials Present:** Rhett L. Tauber, Town Attorney; and William R. Timmer, Jr., CFOD, Fire Chief were also present.

*Guests present:* Mary M. Franco, Vice President, Business Development, Superior Ambulance Service; George Hynek, EMT-P, General Manager, Superior Ambulance Service; were also present.

**Special Orders:**

- 1. Ratification of Special Meeting.** Councilor Herak moved to ratify and affirm the holding of the special meeting, for the stated date and time. Councilor Wagner seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The meeting was ratified and affirmed.
- 2. Termination of Prompt Ambulance Agreement/Contract with the Town of Highland.** Councilor Zemen moved to terminate the existing agreement and contract for ambulance services with Prompt Ambulance, to be effective November 1, 2017. Councilor Wagner seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The agreement was terminated effective November 1, 2017.
- 3. Works Board Order No. 2017-26:** An Order of the Works Board Approving and Authorizing An Agreement with Superior Ambulance Service, Inc., for Ambulance Services with Highland.

Councilor Zemen moved the passage and adoption of Works Board Order No. 2017-26. Councilor Herak seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**The Town of Highland  
Board of Works**

**Order of the Works Board No. 2017-26**

**AN ORDER of the WORKS BOARD APPROVING and AUTHORIZING AN AGREEMENT FOR SUPERIOR AMBULANCE SERVICE, INC., SERVICE CONTRACT**

**WHEREAS**, The Town of Highland in order to operate a government that serves the public good and welfare, provides or produces certain public safety services, including emergency medical car and transport, all pursuant to powers conferred expressly in IC 36-8-2-5;

**WHEREAS**, The Town of Highland was reliably advised that the current provider, Prompt Emergency Medical Transportation, Inc., might be unable or unwilling to continue its contractual emergency ambulance services for the Town, so the Town Council instructed the Fire Chief to search for a successor provider;

**WHEREAS**, The Fire Chief, having searched for a successor provider to render emergency medical and ambulance services for the Town of Highland, pursuant to terms set forth in a service agreement, has recommended Superior Ambulance Service, Inc.;

**WHEREAS**, The Town Council, acting as the Board of Works for the Town of Highland, pursuant to I.C. 5-22-17-4, desires to accept the recommendation of the Fire Chief and approve a contract for the provision of emergency ambulance service in accordance with mutually agreed upon specifications with Superior Ambulance Service, Inc.;

**WHEREAS**, The Highland Fire Chief suggests and the Town Council finds that approving an agreement for ambulance services with Superior Ambulance Service, Inc., is in the best interest of the Town of Highland; and

**WHEREAS**, Superior Ambulance Service, Inc., has presented an agreement according to the mutually agreed upon terms of the Town of Highland and Superior to provide ambulance services for the Town, which the Town Council now desires to consider and approve,

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

**Section 1.** That agreement between the Town of Highland, Lake County, Indiana and Superior Ambulance Service, Incorporated is hereby approved and adopted in every respect;

**Section 2.** That the agreement is made a part of this order as an exhibit and is incorporated by reference;

**Section 3.** That the Town Council President is hereby authorized to execute the agreement with Superior Ambulance Service Inc., under the terms of this order and the agreement 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 30<sup>th</sup> day of October 2017 having passed by a vote of 5 in favor and 0 opposed.

**WORKS BOARD 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)

AGREEMENT of FILE

4. **Works Board Order No. 2017-27:** An Order of the Works Board Approving the 45<sup>th</sup> Avenue Pavement Reconstruction Project between Fifth Street to 500 feet west of Kennedy Avenue and Approving and Authorizing an Agreement between First Group Engineering, Incorporated, and the Town of Highland to Perform Preliminary Design Engineering and Professional Services in Support Thereof.

Councilor Wagner moved the passage and adoption of Works Board Order No. 2017-27. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**THE TOWN of HIGHLAND  
ORDER OF THE WORKS BOARD NO. 2017-27**

**AN ORDER OF THE WORKS BOARD APPROVING THE 45<sup>TH</sup> AVENUE PAVEMENT RECONSTRUCTION PROJECT BETWEEN 5TH STREET TO 500' WEST OF KENNEDY AVENUE AND APPROVING AND AUTHORIZING AN AGREEMENT BETWEEN FIRST GROUP ENGINEERING, INCORPORATED AND THE TOWN OF HIGHLAND TO PERFORM PRELIMINARY DESIGN ENGINEERING AND PROFESSIONAL SERVICES IN SUPPORT THEREOF.**

**Whereas**, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has heretofore determined that a need exists to make improvements to 45<sup>th</sup> Avenue from 5<sup>th</sup> Street Erie Street to 500' West of Kennedy Avenue and to procure design engineering

services associated with said street reconstruction and other improvements, to be known as the 45<sup>th</sup> Street Improvement Project (Project); and

**Whereas**, The Town of Highland had applied for and has been approved to receive a Community Crossings Matching Grant for 50% of the total construction cost for said project in the amount of \$238,200.00 (total construction cost \$476,400); and

**Whereas**, First Group Engineering, Incorporated has offered and presented an agreement to provide and furnish preliminary or design engineering and professional services in consideration for fees to be charged and billed monthly based upon a lump sum of the value of the scope of engineering services completed as described in the agreement, for an estimated fee of Thirty Thousand Dollars (\$30,000); and

**Whereas**, There are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

**Whereas**, The Town of Highland, through its Town Council now desires to approve the project and to accept and approve the agreement for services as herein described.

**Now Therefore Be it Resolved** by the Town Council acting as the Works Board of the Town of Highland, Lake County, Indiana;

**Section 1.** That the Town Council hereby determines to proceed with a project for pavement reconstruction on 45<sup>th</sup> Avenue between 5<sup>th</sup> Street and 500' west of Kennedy Avenue and to be known as the 45<sup>th</sup> Avenue Pavement Reconstruction Project;

**Section 2.** That the Town Council hereby accepts the recommendation of the Public Works Director to accept the proposal of First Group Engineering, Inc. for Professional Engineering and Design Services on the 45<sup>th</sup> Avenue Pavement Reconstruction Project;

**Section 3.** That the Professional Engineering and Design Services Agreement, (incorporated by reference and made a part of this Order) between First Group Engineering, Incorporated and the Town of Highland, is hereby approved, adopted and ratified in each and every respect;

**Section 4.** That the terms and charges under the agreement for preliminary design engineering services in the not to exceed fee amount of Thirty Thousand Dollars (\$30,000) is found to be reasonable and fair;

**Section 5.** That the Town Council President be authorized to execute the Agreement 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 30<sup>th</sup> day of October 2017 having passed by a vote of 5 in favor and 0 opposed.

**WORKS BOARD 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)

**AGREEMENT on FILE**

**Adjournment.** Councilor Kuiper moved that the special meeting be adjourned. Councilor Zemen seconded. Upon a vote *viva voce*, the motion passed. The Special meeting of the Town Council of Monday, October 30, 2017 was adjourned at 7:09 O'clock a.m.

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