

**Enrolled Minutes of the Seventy-ninth Regular or Special Meeting
For the Twenty-Eighth Highland Town Council
Regular (Rescheduled) Plenary Meeting
Wednesday, December 26, 2018**

Study Session. The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in a study session preceding the (rescheduled) regular meeting on Wednesday, December 26, 2018 at 6:05 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 Bernie Zemen, Mark Herak, Dan Vassar, Steve Wagner and Konnie Kuiper 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 reviewed and discussed the agenda of the imminent regular meeting.

The study session ended at 6:32 O'clock p.m.

Regular Plenary meeting. The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary meeting on Monday, December 26, 2018 at the regular starting time of 6:35 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, Mark A. Herak presided. The Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Council President Mark A. Herak reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

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

Additional Officials Present: William R. Timmer, Jr., CFOD, Fire Chief was present.

Also present: Ed Larry Kondrat of the Waterworks Board of Directors was also present.

Minutes of the Previous Meetings: The minutes of the regular meeting of 10 December 2018 and the special meeting of 17 December 2018 were approved by general consent.

Communications:

1. The Clerk-Treasurer read aloud the communication of **Paul Graegin** resigning his appointment from the Tree Advisory Board. It was noted that no action was necessary as it is effective upon filing pursuant to IC 5-8-3.5 et seq., and IC 5-8-4-4.

General Orders and Unfinished Business:

1. **Proposed Ordinance No. 1691:** An Ordinance To Establish The Wage And Salary Rates Of The Elected Officers, The Non-Elected Officers, And The Employees Of The Town Of Highland, Indiana.

Councilor Zemen introduced and moved the consideration of Ordinance No. 1691 at the same meeting of its introduction. Councilor Wagner seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The

motion passed. The ordinance could be considered at the same meeting of its introduction.

Councilor Zemen moved the consideration passage and adoption of Ordinance No. 1691 at the same meeting of its introduction. Councilor Wagner seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was passed and adopted at the same meeting of its introduction.

ORDINANCE No. 1691
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE to ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA.

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

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

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

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

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

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to fix the compensation of its elected officers, appointed officers and employees of the Town for the year ensuing and thereafter;

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

Section 1. (A) That except as otherwise expressly provided in this ordinance or the compensation and benefits ordinance, the base salary or wage outlined in this ordinance is hereby authorized for all regular full-time employees of the municipality who occupy an authorized position of the municipality at the time of its passage and adoption, with any changes set forth herein to be effective from the date indicated in this ordinance or at the conclusion of an authorized medical disability leave;

(B) That department heads and the Clerk-Treasurer are hereby authorized to grant an increase in the amount of up to thirty-five cents (35¢) per hour, at the department head's or the clerk-treasurer's discretion, for regular part-time, non-temporary employees and street crossing guards currently in service with the municipality in their position as of this enactment's passage, provided such increase remains within prescribed ranges or terms of this ordinance;

(C) No other wage or salary increases not otherwise provided by statute or by ordinances of the Municipality may be distributed to any single employee or officer, unless specifically approved by the Town Council or proper board of jurisdiction;

Section 2. (A) That unless otherwise provided by this ordinance, all new employees will start at the identified starting wage or salary for their job position unless approved by the Town Council or authorized board of jurisdiction to do otherwise. Where no starting wage or salary is depicted, the Town Council or authorized board of jurisdiction shall fix such pay by proper enactment prior to the payment of wages or salary. **Department heads shall notify the Clerk-Treasurer in writing of all individual raises and their effective dates;**

(B) Further, department heads shall report all rates and wages as a rate per hour for all hourly wage earners and a bi-weekly rate for all salaried wage earners as set forth in this ordinance. **Such other increases or change of biweekly or hourly pay executed pursuant to this ordinance shall not be made effective earlier than the month in which the change is reported and is properly filed;**

(C) *Incumbent defined.* Further, except as otherwise provided in the

compensation and benefits ordinance regarding acting pay, the term "Incumbent rate" as used in this ordinance shall be construed to mean a rate or wage applied to a worker in the position for *more than one year*;

Section 3. That supervisors will receive no overtime pay except as provided in the most recently adopted compensation and benefits ordinance, as amended. Supervisors and Department Heads are further advised as follows:

(A) New temporary employees will receive no less than \$7.25 per hour; further, returning temporary employees may receive up to \$7.60 per hour; and Experienced temporary employees may receive up to \$7.95 per hour, provided such increase remains within prescribed ranges;

(B) Temporary employee is defined in compensation and benefits ordinance, commonly called the Employee Handbook, as amended. Returning temporary employee is defined as an employee who has once previously worked for the Town of Highland. Experienced temporary employee is defined as an employee who has previously worked for the Town of Highland more than once.

(C) For the purposes of this ordinance, references to department head or supervisor shall be construed to include the Clerk-Treasurer when acting in that capacity.

(D) *Master's Degree Pay.* Department heads and senior supervisory workers who earn a graduate degree from an accredited University or College in a discipline relevant to their administrative responsibilities, shall have an additional compensatory adjustment added to the base rate in the bi-weekly amount of \$105.

Section 4. *Approved workforce levels.* That the approved staffing levels for certain positions in the various offices and departments are hereby *approved* as indicated by a parenthetical number. However, the staffing levels set forth in this ordinance should not be construed in derogation of the approved positions for the Highland Metropolitan Police Department which remains governed by the authorized force strength provisions of Highland Municipal Code 9.10.010 (C) as may be amended or any other department for which its authorized staff strength is fixed by ordinance;

Section 5. *Compensation of Legal Counsel.* In addition to those provisions providing for a salary for the duly appointed attorney of the various boards or commissions of the municipality, the duly appointed attorney is authorized to bill for legal services performed outside the scope of the retained services salary for hours spent on lawful business of the municipality according to the rates and terms of a letter of acceptance placed on file with the municipal clerk.

Section 6. *Town Legislative Body, Boards and Commissions.* That subject to the provisions of this ordinance, the salary and wages for the elected officers, non-elected officers and employees of the Town of Highland are hereby fixed for its departments and offices as follows:

(A) Office of the Town Council

Town Council President	(1)	\$ 1,226.00 per month
Town Council Member	(4)	\$ 1,164.00 per month

That the foregoing salaries of the legislative body members remain at the level first fixed by Ordinance 1054, passed and adopted December 30, 1996 to be effective beginning in 1997, unchanged owing to the provisions of IC 36-5-3-2(c);

Town Council Attorney	paid at an hourly rate according to terms set forth in attorney's letter of acceptance on file.
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(B) Advisory Board of Zoning Appeals

Chairman(1)	\$ 150 per quarter
Members (4) each	\$ 120 per quarter

Attorney	paid at an hourly rate according to terms set forth in attorney's letter of acceptance on file.
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Recording Secretary	\$ 50 per month
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(C) Municipal (Advisory) Plan Commission

Chairman (Citizen member) (1)	\$ 150 per quarter
Citizen Member Secretary (1)	\$ 120 per quarter
Citizen Members (2)	\$ 120 per quarter
Legislative Body appointees (3)	see below

If legislative body appointees are elected or appointed officials of the municipality, they are not entitled to pay for service on municipal plan commission in order to be consistent with the purposes of Article 2, Section 5 of the Indiana Constitution.

Attorney paid at an hourly rate according to terms set forth in attorney's letter of acceptance on file.

Recording Secretary \$ 50 per month

(D) Town Board of Metropolitan Police Commissioners

Chairman (1)	\$ 50 per month
Members (4)	\$ 40 per month
Attorney	\$ 200 per month

Recording Secretary \$ 50 per month
 (Commissioners salaries are payable monthly. Pursuant to State law; Confer IC 36-8-9-3(e))

(E) Board of Sanitary Commissioners

The Town Council hereby incorporates by reference and approves the compensation for each individual commissioner of the Board of Sanitary Commissioners pursuant to the provisions of I.C. 36-9-25-3(e) which reads: "The appointed commissioners are entitled to a salary of not less than three thousand six hundred dollars (\$3,600) a year during actual construction and not less than six hundred dollars (\$600) a year in other years:

(1) During Actual Construction:	
President (1)	\$ 4,500.00 per year (\$375.00 mo.)
Commissioners (4) each	\$ 3,600.00 per year (\$300.00 mo.)
(2) During other years:	
President (1)	\$ 750.00 per year (\$62.50 mo.)
Commissioners (4) each	\$ 600.00 per year (\$50.00 mo.)

(F) Water Works Board of Directors

President (1)	\$ 50 per month
Citizen Members (4) each	\$ 40 per month

(G) Park and Recreation Board

President (1)	\$150 per quarter
Citizen Members (3) each	\$ 120 per quarter
Member appointed by School Board (1)	See below
Member appointed by Library Board (1)	See below

Authority to Fix this compensation: IC 36-10-3-9(a). The salary of any board members whose appointing authority is other than the **Town Legislative Body** will not be paid from the Municipal Treasury but may be paid from the treasury of the appointing authority, subject to law. However, any Board member whose appointing authority is other than the **Town Legislative Body** has all other rights of members appointed by the **Town Legislative Body** including the payment of actual expenses as provided in IC 36-10-3-9(b).

(H) Redevelopment Commission

Redevelopment Commissioners who do not otherwise hold a lucrative office for the purpose of Article 2, Section 5 of the Indiana Constitution shall receive the salary, which is hereby fixed as follows:

President	(1)	\$ 50 per month
Vice President	(1)	\$ 40 per month
Secretary	(1)	\$ 40 per month
Members	(2)	\$ 40 per month

All Redevelopment Commissioners are entitled to reimbursement for expenses necessarily incurred in the performance of their duties. (Pursuant to State law; Confer IC 36-7-14-7(f)(g));

Section 7. Office of the Clerk-Treasurer. That subject to the provisions of this ordinance, the salary and wages for the elected officers, non-elected officers and employees of the Town of Highland are hereby fixed for its Office of the Clerk-Treasurer as follows:

(A) Elected Officer Clerk-Treasurer

That the salary of the clerk-treasurer shall be paid biweekly and shall be hereby fixed as set forth below:

(1) That subject to subdivision (D), the compensation for a Clerk-Treasurer—possessing a **baccalaureate** level degree in a related field granted from an accredited University or College is hereby fixed at **\$2,823.22** bi-weekly;

(The Clerk-Treasurer has 5 certifications and a M.P.A. at date of passage)

(2) That, subject to subdivision (D), the compensation for a Clerk-Treasurer possessing an associates level degree or less from an accredited University or College is hereby fixed at **\$2,738.52** bi-weekly;

(B) Deputy Clerk-Treasurer

(1) That, subject to subdivision (D), the base compensation for a deputy clerk-treasurer an associates level degree or less granted from an accredited University or College is hereby fixed as follows:

	Starting Rate	Incumbent Rate (after 1 year)
Deputy Clerk-Treasurer:	\$ 1,831.06	\$ 1,917.78 bi-weekly

(2) That, subject to subdivision (D), the compensation for a deputy clerk-treasurer possessing a **baccalaureate** level degree in a relevant field granted from an accredited University or College is hereby fixed as follows:

	Starting Rate	Incumbent Rate
	\$ 2,045.42	\$ 2,045.42 bi-weekly

(C) Associate Employees and Staff

		Starting Rate	Incumbent Rate	
(1) Encumbering Officer	(1)	\$19.20	\$19.20	hr.
(2) Associate Clerk, Payroll & Personnel	(1)	\$19.20	\$19.20	hr.
(3) Chancery / Bursar Clerk, Senior	(1)	\$18.49	\$18.49	hr.
(4) Chancery / Bursar Clerk	(2)	\$18.17	\$18.17	hr.
(5) Lead Utility Clerk	(1)	\$19.20	\$19.20	hr.
(6) Utility Systems Clerk	(2) ^{xx}	\$18.17	\$18.17	hr.
(7) Chamberlain Clerk (part-time)	(X)	\$14.69	\$14.69-\$15.13	
(8) Chancery & Bursar Aide (part-time)	(X)	\$ 7.25	-15.13	hr.

^{xx}If a worker is assigned the **Lead Utility Clerk** position, the authorization for this position is reduced to one (1).

(9) Information Technology Coordinator (part-time) \$16.00 hr. \$16.00 hr.

(10) For the purpose of training or special assistance, retired senior staff or separated staff may be paid as part-time workers at the hourly rate equivalent of the approved position held at separation including longevity and certification pay prior to retirement or separation.

(D) Certifications: That a full-time worker described in subsection (B) and (C), or the officer and

employee described in subsection (A) possessing a relevant professional certification from a generally accepted professional association including **but not limited to** Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Association of Public Treasurers, Government Finance Officers Association, Society of Management Accountants, the American Society of Public Accounts, the American Water Works Association, or the American Payroll Association as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

		<i>Salaried adds</i>	<i>Hourly adds</i>
Indiana Accredited Municipal Clerk	(IAMC)	\$37.90 bi-weekly	47¢ per hour
Certified Municipal Clerk	(CMC)	\$47.38 bi-weekly	59¢ per hour
Master Municipal Clerk	(MMC)	\$69.92 bi-weekly	87¢ per hour
<i>(MMC pay substitutes and replaces the CMC pay. Pursuant to IIMC rules, the MMC replaces the CMC and that latter designation is dropped)</i>			
Certified Public Finance Administrator	(CPFA)	\$37.90 bi-weekly	47¢ per hour
Certified Public Funds Investment Manager	(CPFIM)	\$47.38 bi-weekly	59¢ per hour
Certified Public Funds Investment Manager Advanced (ACPFIM)		\$94.76 bi-weekly	\$1.18 per hour
<i>(ACPFIM pay substitutes and replaces the CPFIM pay. Pursuant to APT US&C rules, the ACPFIM replaces the CPFIM and that latter designation is dropped)</i>			
Certified Public Finance Officer	(CPFO)	\$94.76 bi-weekly	\$1.18 per hour
Fundamental Payroll Certification	(FPC)	\$47.38 bi-weekly	59¢ per hour
Certified Payroll Professional	(CCP)	\$69.92 bi-weekly	87¢ per hour
(Utility) Customer Service Representative	(CCR)	\$69.92 bi-weekly	87¢ per hour

For any qualifying professional certification that is unlisted, the pay shall be based upon the established rate for the CMC credential.

(E) *Special assignment.* Pursuant to and not in derogation of the authority conferred in I.C. 36-5-6-7, the clerk-treasurer may designate up to two (2) positions described subsections (B) or (C) as senior staff, part of supervisory succession, eligible to receive the following amount to be added to base pay: Senior Staff assignment seventy-five cents per hour

(F) Additional provisions Training and Transition.

For any position described in subsections (B) and (C), a duly selected or promoted successor employee may be paid at the new position's pay rate even when the position is still occupied by a departing incumbent employee for the purposes of training by the incumbent employee. The foregoing training pay arrangement may not be for a period of longer than sixty (60) days.

Section 8. Building and Inspection Department. That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Building and Inspection Department** as follows:

	Starting Rate	Incumbent Rate
(A) Chief Inspector/Building Commissioner (1)		\$ 2,749.01;
(B) Assistant Inspectors:		
(1) Assistant Inspector Ordinance Enforcement (part-time)	\$ 10.45-	\$25.65 hr.
(2) Assistant Inspector for Electrical (part-time)	\$ 22.75 -	\$30.00 hr.
(3) Notwithstanding the provisions of Section § 2.05 of the Compensation and Benefits Ordinance, the hourly part-time employees performing enforcement duties are regular part-time employees, however they may regularly work up to 78 hours in a pay period.		
(4) Assistant Inspector for Plumbing (part-time)		\$17.00 for each one-unit plumbing examination proctored as provided in § Section 15.20.020 (G)(1), and thus hereby amended.
		\$24.00 for each inspection performed as described in Section 15.20.020 (G)(2) of the Highland Municipal Code, and thus hereby amended.

(C) Associate Employees and Staff

Starting Rate	Incumbent Rate
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(1) Inspection Clerk	(1)	\$15.49	\$15.49
(2) Inspection Secretary	(1)	\$18.66	\$18.66

(D) Certifications: That a full-time worker described in Section 8 possessing a relevant professional certification from a generally accepted professional association including **but not limited to** International Code Council, as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

		<i>Salaried adds</i>	<i>Hourly adds</i>
Inspector Designations (B5,E5,M5 or P5)		\$47.38 bi-weekly	59¢ per hour
Code Specialists Designations (B8,E8, FA, M8,P8 or H8)		\$47.38 bi-weekly	59¢ per hour
Master Code Professional	(MCP)	\$69.92 bi-weekly	87¢ per hour
Master of Special Inspection	(MSI)	\$69.92 bi-weekly	87¢ per hour
Certified Building Official	(CBO)	\$94.76 bi-weekly	\$1.18 per hour

Section 9. Public Works Department (Agency). That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Public Works Department** as follows:

(A) Supervisory Employees

		Starting Rate	Incumbent Rate
(1) Public Works Director	(1)		
With an employer provided vehicle:		\$ 3,304.98	\$3,304.98
Without an employer provider vehicle:		\$ 3,470.77	\$3,470.77
(2) Operations Director	(1)		
With an employer provided vehicle:		\$ 2,757.42	\$ 2,757.42
Without an employer provider vehicle:		\$ 2,923.25	\$ 2,923.25
(3) Division Supervisors			
Supervisor Streets	(1)	\$ 2,330.29	\$ 2,330.29
Supervisor Water & Sewer	(1)	\$ 2,330.29	\$ 2,330.29
Supervisor Maintenance	(1)	\$ 2,330.29	\$ 2,330.29
Supervisor Facilities	(1)	\$ 2,330.29	\$ 2,330.29

(B) Associate Staff and Employees

		Starting Rate	Incumbent Rate
(1) Public Works Secretary	(2) ^{xx}	\$18.66	\$19.20
(2) Dispatch Clerk	(1)	\$16.87	\$16.87

^{xx} If a worker is assigned the **Dispatch Clerk** position, the authorization for this position is reduced to one (1).

(3) Senior Utility Technician	(1)	\$22.87	\$22.87
(4) Utility Technician	(2)	\$18.35	\$18.35
<i>This position subject to base modification as outlined in subdivision E</i>			
(5) Utility Worker /Equipment Operator A	(3)	\$22.87	\$22.87
(6) Utility Worker /Equipment Operator B	(2)	\$21.89	\$21.89
(7) Pump Station Operator	(2)	\$19.75	\$19.75
<i>This position subject to base modification as outlined in subdivision E</i>			

		Starting Rate	Incumbent Rate
(8) Street Sweeper Operator	(1)	\$20.24	\$20.24
(9) Utility Worker /Driver A	(4)	\$ 21.89	\$ 21.89
(10) Utility Worker /Driver B	(3)	\$ 18.78	\$ 18.78
(11) Utility Worker /Driver C	(2)	\$ 15.86	\$ 15.86
(12) Senior Mechanic	(1)	\$ 21.61	\$ 21.61
(13) Mechanic	(1) ^{***}	\$ 20.56	\$ 20.56
(14) Mechanic	(2)	\$ 20.56	\$ 20.56-\$22.10
<i>The mechanic position subject to base modification as outlined in subdivision E</i>			

^{***} Once a worker is assigned the **Senior Mechanic's** position, the authorization for this position is reduced to zero (0).

(15) Sign & Traffic Control Technician	(1)	\$ 18.97	\$ 18.97
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This position subject to base modification as outlined in subdivision E

(16) Utility Worker A	(3)	\$16.58	\$16.58-\$18.04
(17) Utility Worker B	(3)	\$12.80	\$12.80
(18) Custodian	(1)	\$15.36	\$15.36
(19) Attendant Town Garage	(1)	\$14.27	\$14.91
(20) Secretary (part-time)			\$ 7.25-\$18.66 per hr.
(21) Laborer (<i>not truck driver</i>)(part-time)			\$ 7.25-\$ 11.64 per hr.
(22) Laborer, Seasonal Leaf Collection			\$ 9.27 per hour.
(23) Master Gardener /Streetscaping (part-time)			\$12.00 - \$ 14.00 per hr.
(24) Driver C Seasonal (must have a CDL)	15.86		

(D) Additional provisions.

For any position described in subsection (B) a duly selected or promoted successor employee may be paid at the new position's pay rate even when the position is still occupied by a departing incumbent employee for the purposes of training by the incumbent employee. The foregoing training pay arrangement may not be for a period of longer than sixty (60) days.

(E) Certifications: That a full-time worker described below possessing a relevant professional certification from a generally accepted professional association as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

- (1) The positions *Pump Station Operator, Utility Technician, Mechanic, Sign & traffic Control Technician* and Driver C Seasonal are eligible for the following certification pay:

Commercial Driver's License add to the hourly base pay: \$ 0.63

- (2) The positions *Pump Station Operator* and *Utility Technician* are eligible for the following certification pay:

DSL Operators' License add to the hourly base pay: \$ 1.25
 CT Operator's License add to the hourly base pay: \$ 1.25

- (3) The position *Pump Station Operator* is eligible for the following certification pay:

Backflow prevention license add to the hourly base pay: \$ 0.63

- (4) The position of *Sign and traffic Control Technician* is eligible for the following certification pay:

MUTCD* Certification add to the hourly base pay: \$ 1.25

*Satisfactory completion of training course on the Manual of Uniform Traffic Control Devices as provided by the American Public Works Association (APWA), Local Technical Assistance Program (LTAP), the American Traffic Safety Services Association (ATSSA) or the International Municipal Sign Association (ISMA).

- (F) Stand-by Duty. During particular work periods workers in the Public Works Department (Agency) will be scheduled to stand-by, which may mean the worker will be engaged to wait for mobilization. The Public Works Director will publish written guidelines regarding administration of this duty. There is an authorized rate that shall be fixed at an hourly rate to be applied by the number of hours of stand-by duty that is assigned in a bi-weekly period. It shall be uniform for all workers. The rate is now fixed at \$1.00 per hour.

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

		Starting Rate	Incumbent Rate
(A)	Chief of the Department (1) (biweekly)	\$ 3,110.93	\$ 3,336.46
(B)	The following ranks of Sergeant are authorized as indicated:		
		Starting Rate	Incumbent Rate
	(1) Sergeants (5) Bi-weekly	\$2,732.25	\$2,732.25
(2)	The following ranks of Sergeant are deemed placeholder ranks. These are authorized ranks that are being held in place for department members who held that service rank before their appointment in an upper policy-making position, or an assignment named in (E)(5) of this ordinance, pursuant to IC 36-8-3-4 (b),(m) and IC 36-8-9-6:		

			Starting Rate	Incumbent Rate
(a) Sergeants	(4)	(placeholders)	\$2,732.25	\$2,732.25

			Starting Rate	Incumbent Rate
(C) Corporals	(8)	(biweekly)	\$ 2,579.06	\$ 2,579.06

(D) Special Assignment. In the event that the Town Board of Metropolitan Police Commissioners determines that it is desirable or necessary to assign or detail an officer holding the rank or grade of **Sergeant** or **Corporal** to a specialty assignment or division transfer to the Crime Impact Unit of the Highland Police Department (CIU /HPD) or participates in a Multi-Jurisdictional law enforcement assignment (GRIT /FBI), while in that detail or on that assignment, the officer is to be paid at the rate set forth below, without loss of rank, and provided that the assignment and associated pay is *position-directed*, or *economically based*, and *non-disciplinary* in purpose:

- (1) Sergeant will be paid at the rate of Corporal
- (2) Corporal will be paid at the rate of Lance Corporal
- (3) An assignment as described above will not modify in any way the authorized limit for the rank of Sergeant or Corporal as set forth in subdivisions B or C of this section.

(E) Other Police Officers and Assignments.

- (1) All initial appointments to the Metropolitan Police Department, regardless of previous law enforcement experience, shall be probationary in nature pursuant to Regulation 11 of the Metropolitan Police Department and under the authority of IC 36-8-9-7. The basis for promotion to the several grades (classes) will be based upon written guidelines, rules or regulations determined by the Town Board of Metropolitan Police Commissioners.
- (2) A candidate/officer possessing a Law Enforcement Academy certification is eligible for initial appointment to Police Officer classes 1-4. A candidate/officer possessing no Law Enforcement Academy certification is only eligible for initial appointment to Police Officer class 4.
- (3) There is established a pay grade styled as Police Officer 1 (Special). An officer possessing the rank of Police Officer First (Class), that possesses at least thirty four years of service as a police officer, the last twenty-five of which have been served consecutively and successfully with the Highland Metropolitan Police Department, shall be paid the identified biweekly salary as base pay. For the purposes of establishing pension benefits under IC 36-8-1-11, IC 36-8-6-9, IC 36-8-6-9.6, IC 36-8-8.5 and IC 36-8-8-11, employee contributions under IC 36-8-6-4(3) and IC 36-8-8-8, or employer contributions under IC 36-8-8-6, the salary of the Patrol Officer 1 (Special) plus the longevity pay fixed for twenty years shall be used.

	Starting Rate	Incumbent Rate
(4) Patrol Officers:		
Police Officer 1 (Special)	\$ 2,801.14	\$ 2,801.14
Police Officer 1	\$ 2,438.77	\$ 2,438.77
Police Officer 2	\$ 2,150.94	\$ 2,150.94
Police Officer 3	\$ 2,014.09	\$ 2,014.09
Police Officer 4 (no LEA certification)	\$ 1,824.41	\$ 1,824.41

(5) The following represent **assignments** in the Metropolitan Police Department for which the following salaries are authorized. Persons so assigned shall be paid the greater of the assigned person's pay attached to his or her actual service rank or grade or the pay associated with the listed assignments depicted as follows:

	Starting Rate	Incumbent Rate
Assistant Chief	\$ 3,110.93	\$ 3,110.93
Division Commander (2)	\$ 2,885.41	\$ 2,885.41
Deputy Commander (1)	\$ 2,808.83	\$ 2,808.83

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

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

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

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

		Starting Rate	Incumbent Rate
	Lance Corporal	\$ 2,521.46	\$ 2,521.46
(F) Other Associate Staff and Public Safety Employees			
		Starting Rate	Incumbent Rate
(1)	Support Services Administrator (1)	\$ 1,951.81	\$ 1,995.73
		Starting Rate	Incumbent Rate
(2)	Systems Administrator/ IT & Training Officer (1)	\$1,747.03	\$2,412.58 bi-weekly
		Starting Rate	Incumbent Rate
(3)	Secretary (1)	\$ 18.66	\$ 21.61 per hr.
(4)	Lead Support Services Clerk (1)	\$16.57	\$18.05
	Lead Support Services Training Coordinator (1)	\$16.57	\$18.05
	Support Services Clerk (2)	\$15.49	\$16.93
	Support Services Clerk (part-time)	\$15.49	\$16.93
	Animal Warden (part-time)	\$ 8.00 hr. -	\$15.00 hr.
	Crossing Guard (part-time)	\$ 9.66 hr. -	\$10.76 hr.
	Sub Crossing Guard (part-time)	\$ 9.66 hr. -	\$10.76 hr.
	Secretary (part-time)	\$ 18.66	\$21.61 hr.
	Metropolitan Police Chaplain (4)		no pay
	Matron or Clerk Duty (call-out) hourly rate - 2 hour minimum		
	Off-Duty Court Time (2 hour minimum) hourly rate		

(G) Special Detail Pay Provisions:

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

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

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

(a) Special Community Events sponsored by the Municipality by one or more of its executive Departments, agencies, or councils;

- (b) Mobile Park Patrol
- (c) Special patrol
- (3) *Other details.* Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, any special assignments or details not otherwise described herein for which no other provision applies, such special details or overtime assignments will be paid at 1.5 times the actual composite rate of pay of the assigned officer provided that officers above the rank of sergeant shall be paid at the rate associated with the rank of sergeant plus the actual longevity.
- (4) *Grant Supported Details.* Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the following special assignments or details will be paid at 1.5 times the composite rate (base rate plus longevity rate) of the assigned officer for hours performing the special assignment, provided such rate is lawful and authorized under the terms of the supporting grant and the actual rate is fully funded by the grant source:
 - (a) Lake County Task Drug Task Force
 - (b) Grant Supported Special Law Enforcement Detail(s) or Patrols
 - (c) (OWI; DWI; Sobriety Checks / Domestic Violence Duties /)
- (5) No rate of pay may be fixed for any regular duty or special detail or described employment, regardless of the source of funds, that has not been authorized or provided for in this Wage and Salary Ordinance as amended in effect or the Compensation and Benefits Ordinance as amended and in effect;

(H) Specialty Pay:

(4)	Range Officers	\$54.08 per month
(8)	Field Training Officers	\$54.08 per month
(1)	Systems Administrator	\$54.08 per month

Specialty payments to be made for those months as prescribed by the Chief of Police in each category. Range instructors are paid only during the months May through October.

- (I) *Stand-by Duty.* During particular work periods workers in the Police Department (Agency) will be scheduled to stand-by, which may mean the worker will be engaged to wait for mobilization. The Police Department will publish written guidelines regarding administration of this duty. There is an authorized rate that shall be fixed at an hourly rate to be applied by the number of hours of stand-by duty that is assigned in a bi-weekly period. It shall be uniform for all workers. The rate is now fixed at \$1.00 per hour not to exceed \$1,000.00 per year.

Section 11. *Parks and Recreation Department.* That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Parks and Recreation Department** as follows:

(A) **Supervisory Staff or Employees**

		Starting Rate	Incumbent Rate
(1) Superintendent of Parks and Recreation	(1)		
With an employer provided vehicle:			\$ 2,798.42
Without an employer provider vehicle:			\$ 2,964.25
(2) Director of Recreation	(1)	\$ 2,000.73	\$ 2,000.73
(3) Recreation Supervisor	(3)	\$ 1,397.21	\$ 1,397.21 - \$1,487.97
(4) Director of Parks	(1)	\$2,319.63	\$2,319.63

(B) **Associate Staff and Employees**

		Starting Rate	Incumbent Rate(s)
(1) Park Secretary	(1)	\$18.66	\$ 19.20 hr.
(2) Park Repairs Specialist	(1)	\$17.37	\$17.37 - \$19.47 hr.
(3) Park Specialist I	(3)	\$15.17	\$15.17-\$18.56 hr.
(4) Park Specialist II	(3)	\$12.80	\$12.80
(5) Custodians	(3)	\$12.80	\$12.80-\$13.01 per hr.
(6) Part-time workers:			
Laborers (part-time)		\$7.25 - \$12.80 per hr.	
Recreation Leaders (part-time)		\$7.25 - \$13.01 per hr.	
Recreation Program Instructors		\$7.25 - 50.00 per hr.	

Pursuant to IC 36-10-3-10(b), the Park and Recreation Board shall fix the compensation of the positions in which a range for salaries or wages are indicated in this Ordinance.

(C) Certifications: That a full-time worker described below possessing a relevant professional certification from a generally accepted professional association as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

	<i>Salaried adds</i>	<i>Hourly adds</i>
Certified Park & Recreation Professional (CPRP)	\$47.38 bi-weekly	60¢ per hour
Certified Master Gardener.....	\$37.96 bi-weekly	47¢ per hour

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

	Starting Rate	Incumbent Rate
(A) Chief of Department / Fire Inspector (1)		\$2,627.48

(B) Supervisory Staff or Specialty Employees

	Starting Rate	Incumbent Rate
Assistant Chief for Logistics (1)		\$ 424.01 per quarter
Assistant Chief for Planning (1)		\$ 339.21 per quarter
Assistant Chiefs for Operations (3)		\$ 339.21 per quarter
Station Captains (2)		\$ 141.34 per quarter
Lieutenants (7)		\$ 98.93 per quarter
Mechanics (1)		\$ 141.34 per quarter

(C) *Supervisory and Regular Employee pay treatment.* Except as otherwise provided for the Fire Chief, the compensation for the positions listed above shall be considered in addition to any and all such compensation earned as a firefighter. However, full-time Town employees who are also members of the Highland Fire Department shall not be entitled to additional compensation when responding to fire or ambulance calls while on duty at their regular full-time position.

(D) *Fire Chief Limitations.* The Fire Chief shall not be entitled to additional compensation apart from his base pay plus longevity and adjustments when responding to fire or ambulance calls nor for any training nor inspection participation.

(E) *Certification/Credentialing:* That a full-time or approved paid on call firefighter described below possessing a relevant professional certification or credentialing from a generally accepted professional association, such as but not limited to the Center for Public Safety Excellence, or the International Code Council, as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

	<i>Salaried adds</i>	<i>Hourly adds</i>
Chief Fire Officer designation (CFO)	\$47.38bi-weekly	60¢ per hour
Fire Officer designation (FO)	\$37.90 bi-weekly	47¢ per hour
Chief Training Officer (CTO)	\$37.90 bi-weekly	47¢ per hour
Certified Fire Marshal (CFM)	\$47.38 bi-weekly	60¢ per hour

(E) Support staff

Secretary (part-time)	\$ 18.66 per hr.
Custodian (part-time)	\$7.25 –15.00 per hr.

(F) Fire Fighters compensation

Firefighters compensation shall be paid quarterly as follows:

- (1) Fire Calls \$ 14.22 hr.
(per hour or fraction thereof) (see HMC Section 9.05.050)
- (2) Training \$ 14.22 hr.

(per hour or fraction thereof) (see HMC Section 9.05.050)

- | | |
|--|--------------|
| (3) Special Preparedness duties/ details
(per hour or fraction thereof) (see HMC Section 9.05.050) | \$ 14.22 hr. |
| (4) Special Maintenance (non-custodial) duties/ details
(per hour or fraction thereof) (see HMC Section 9.05.050) | \$ 14.22 hr. |
| (5) Inspection
(per hour or fraction thereof) (see HMC Section 9.05.050) | \$ 10.18 hr. |

(G) Special Pay Protocols

- (1) For the following calls, responses or participation by the fire fighters, a stipend in lieu of direct compensation, shall be paid to the Highland Volunteer Fire Fighter Association, to be made as follows:

Still Alarms: \$ 50.00 per call

- (2) Monthly General Membership Meeting:
\$1.00 per member in attendance as certified by the Fire Chief or his/her designee.

Section 13. That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

Section 14. That except where otherwise noted herein, other compensation and benefits matters not expressly provided herein for salaried and hourly employees and the Clerk-Treasurer shall be as set forth in the Compensation and Benefits Ordinance, commonly called the Employee Handbook as amended from time to time. The pay period is hereby defined as bi-weekly. The bi-weekly term for such pay represents the fourteen (14) day period, commencing at 12:01 a.m. Sunday and extending to and concluding just before Midnight of the second, following Saturday, immediately preceding the week of the scheduled payday; beginning on December 30, 2018 and continuing thereafter;

Section 15. (A) That an emergency exists for the immediate taking effect of this ordinance, which, subject to the provisions of this ordinance, shall become effective and shall remain in full force and effect from and after the date of its passage and adoption, but not sooner than January 13, 2019, pursuant to any effective dates herein described and until its repeal or amendment by subsequent enactment;

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

Introduced and Filed on the 26th day of December 2018. Consideration on 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 26th Day of December 2018, 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/Mark A. Herak, 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; IC 36-5-2-10.2)

- 2. Proposed Ordinance No. 1692: An Ordinance to Amend Chapter 12.20 of the Highland Municipal Code Regarding Modifying User Fees For The Collection, Treatment And Disposal Of Wastewater, Pursuant To I.C. 36-9-25 Et Seq. Introduced before the Board of Sanitary Commissioners as a resolution on November 20, 2018. The resolution was ordered for a public hearing to be conducted on December 17, 2018. Following the hearing, the Board passed the resolution after amending it, removing provisions regarding changes to the stormwater and waste water consumption and flat charges, while retaining the proposed provisions regarding the calculation of a summer usage protocol. The board passed and adopted as amended and then directed that the matter be set before the Town Council for its consideration, all pursuant to IC 36-9-25-11.**

Councilor Wagner introduced and moved the consideration of Ordinance No. 1692 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 ordinance could be considered at the same meeting of its introduction.

Councilor Wagner moved the consideration passage and adoption of Ordinance No. 1692 at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was passed and adopted at the same meeting of its introduction.

**ORDINANCE NO. 1692
TOWN OF HIGHLAND**

AN ORDINANCE TO AMEND CHAPTER 12.20 OF THE HIGHLAND MUNICIPAL CODE REGARDING MODIFYING USER FEES FOR THE COLLECTION, TREATMENT AND DISPOSAL OF WASTEWATER, PURSUANT TO I.C. 36-9-25 ET SEQ.

WHEREAS, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq; and

WHEREAS, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

WHEREAS, The Legislative Body on July 21, 1969 did establish a Department of Public Sanitation and Sanitary District by passage and adoption of Ordinance No. 586 of the Town, and now codified as Chapter 12.10 of the Highland Municipal Code;

WHEREAS, The Town of Highland, is a municipality located in Lake County which operates a Department of Public Sanitation, which has been continuously governed by the provisions of IC 36-9-25 et seq. at least since 1970; and,

WHEREAS, The Board of Sanitary Commissioners passed and adopted its Resolution No. 2018-21 recommending desirable and necessary changes to the Chapter 12.20 of the Highland Municipal Code and commended these to the Town Council for its favor and action;

WHEREAS, The Board of Sanitary Commissioners, has requested that the Town Council of the Town of Highland as the legislative body favor approve and adopt these rates and charges or changes to language, pursuant to IC 36-9-25-11 and thereby put them into force and effect; and,

WHEREAS, The Town of Highland, through its Town Council now wishes to still further perfect its own organization as well as that of the Department of Public Sanitation and make certain amendments to the ordinance establishing and governing the rates and charges of the Sanitary District, pursuant to IC 36-9-25-11;

WHEREAS, The Town Council now desires to favor the recommendations for amendment to the Highland Municipal Code as recommended by the Board of Sanitary Commissioners for Chapter 12.20 by making these amendments as commended,

Therefore, Now Be it Hereby Ordained by the Town Council of the Town of Highland, Lake County, Indiana as follows:

Section 1. That Section 12.20.340 (B) of the Highland Municipal Code be hereby repealed in its entirety and amended to add a new subdivision to the section to be styled as subdivision (B) and numbered Section 12.20.340, which shall read as follows:

12.20.340 Special adjustments

(B) Summer Consumption Protocol. There shall be a summer usage consumption protocol in order that single and two-family residential users of wastewater service shall not be unduly charged for sprinkling their lawns and other summer activities where higher consumption does not have a nexus to cost recovery and wastewater treatment.

(1) There is established a summer usage period in which shall apply to single-family and two-family residential users. The summer usage period applies to metered usage ~~for beginning on the date the meter is read~~ in May, June, July, August and **ending on the date the meter is read** in September;

(2) There is established a winter measurement period, which shall comprise the actual metered usage for November, December, January, February and March. An average consumption shall be calculated for the winter

measurement period. The average shall be calculated by taking the sum of the actual metered consumption for a customer in the months of the winter period, and dividing the total metered usage by the five months. The average metered usage for the winter measurement period of a customer will be calculated as a single average metered consumption for the billing season to which it applies;

~~The sewer charges associated with metered usage for May, June, July, August, and September shall be calculated on the basis of the average water metered usage in the designated months of winter usage: November and December, respectively. The sewer charges for July and August shall be calculated on the basis of water usage in the months of January and February, respectively.~~

~~(3) In the event that the total actual water usage for said months of May, June, July, August and September in subsection (B)(1) of this section is less than the total actual water usage for said months of November, December, January, February and March, then the charges for the months of May, June, July, August, September shall be calculated on the basis of the total actual water used in these months. During the summer usage period, charges for metered usage shall be based upon the lesser of either actual metered usage for period invoiced or the average metered consumption for the designated winter period.~~

~~(3)(4) The aforementioned consumption protocol will be executed and in effect immediately following the meter readings conducted in May. Notwithstanding the preceding, the summer consumption protocol will be observed on the bills mailed in June, July, August, September and October, where it will conclude. The Superintendent of the Utility and the Billing authority (Clerk-Treasurer) shall jointly determine which bill(s) best reflect the metered usage intended to be captured during the summer usage period.~~

~~(4) (5) The aforementioned provisions shall apply to each lot, parcel of real estate or building which is occupied and used as a single-family and two-family residence. Said provisions shall not apply to any premises which are partially or wholly used for multi-family, commercial or industrial purposes. In the event a portion of such premises shall be used for single-family residence, the owner shall have the privilege of separating the water service so that the residential portion of the premises is served through a separate meter and in such case the provisions hereunder shall be applicable to that portion of the premises used for residential purposes.~~

~~(6) In the event a single-family or two-family residential user for *any reason* has no actual or insufficient usage associated with the winter measurement period, the Clerk-Treasurer shall be authorized to make a reasonable determination for the average usage that shall be used in calculating the adjustment associated with the summer usage protocol.~~

~~(7) Allowances shall not be granted for the filling of swimming pools nor for irrigation outside the summer rate period.~~

Section 2. The provisions of this ordinance amending the municipal code shall be in full force and effect from and after the date of its passage and adoption evidenced by the executive's signature in the manner prescribed by IC 36-5-2-10(a).

Introduced before the Board of Sanitary Commissioners as a resolution on November 20, 2018. The resolution was ordered for a public hearing to be conducted on December 17, 2018. Following the hearing, the Board passed the resolution after amending it, removing provisions regarding changes to the storm water and waste water consumption and flat charges, while retaining the proposed provisions regarding the calculation of a summer usage protocol. The board then directed that the matter be set before the Town Council for its consideration, all pursuant to IC 36-9-25-11.

Introduced and Filed on the 26th day of December 2018. Consideration on 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 26th Day of December 2018, 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/ Mark A. Herak, 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; IC 36-5-2-10.2)

- 3. Resolution No. 2018-56:** A Resolution Of The Fiscal Body Of The Town Of Highland Fixing The Official Faithful Performance Bond Of The Municipal Fiscal Officer Pursuant To I.C. 5-4-1 Et Seq.

Councilor Kuiper moved the passage and adoption of Resolution No. 2018-56. Councilor Wagner seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

TOWN of HIGHLAND
Town Council Resolution No. 2018-56

A RESOLUTION of the FISCAL BODY of the TOWN of HIGHLAND FIXING the OFFICIAL FAITHFUL PERFORMANCE BOND of the MUNICIPAL FISCAL OFFICER PURSUANT to I.C. 5-4-1 et seq.

WHEREAS, The Town Council of the Town of Highland serves as both the legislative and fiscal body of the municipality, all pursuant to I.C. 36-1-2-6, I.C. 36-1-1-2-9 and I.C. 36-5-2-2;

WHEREAS, The Clerk-Treasurer is required to file an individual surety bond conditioned on the Clerk-Treasurer's faithful performance of the duties of the office of clerk-treasurer, including the duty to comply with I.C. 35-44-1-22 pursuant to I.C. 5-4-1-18(a)(2) with such filing subject to I.C. 5-4-1-9;

WHEREAS, The Highland Town Council now desires to comply with the provisions of law identified herein,

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

Section 1. That the Town Council hereby fixes the Individual surety for the clerk-treasurer for the year 2019 in the amount of Three Hundred Thousand Dollars (**\$300,000**);

Section 2. That the Town Council hereby finds and determines that the subject amount fixed for the bond is established according to the values and thresholds set forth in I.C. 5-4-1-18(e), which particularly states in pertinent part:

(A) The amount must equal thirty thousand dollars (\$30,000) for each one million dollars (\$1,000,000) of receipts of the officer's office during the last complete fiscal year before the purchase of the bond, that amount being in Fiscal Year 2017 receipts of forty-one million, eight hundred seventeen thousand, two hundred six dollars and ninety-one cents (\$41,817,206.91) for the purposes of the clerk-treasurer surety; and

(B) The amount may not be less than Thirty Thousand dollars (\$30,000) nor more than Three Hundred Thousand Dollars (\$300,000);

Section 3. That the Clerk-Treasurer be instructed and authorized to procure a surety bond pursuant to this resolution and that the proper officers take such steps as necessary to carry out the objects and purposes of this resolution;

Section 4. That the signature of the proper officer engrossed upon on the surety bond, shall represent the approval by the legislative body as set forth in IC 5-4-1-8(a)(6).

DULY RESOLVED and ADOPTED this 26th Day of December 2018, 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/Mark A. Herak, President

Attest:

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

- 4. Works Board Order No. 2018-48:** An Order Authorizing, and Approving the Payment of Elective Honoraria to the Several Municipal Departments and Select Participants in Recognition of and in Goodwill for their Assistance and Support of the Several Events under the Aegis of the Community Events Commission and Ratifying the Payment of Elective Honoraria in the Annual Highland Independence Day parade.

Councilor Wagner moved the passage and adoption of Works Board Order No. 2018-48. 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
WORKS BOARD ORDER NO. 2018-48

AN ORDER AUTHORIZING, AND APPROVING THE PAYMENT OF ELECTIVE HONORARIA TO THE SEVERAL MUNICIPAL DEPARTMENTS AND SELECT PARTICIPANTS IN RECOGNITION OF AND IN GOODWILL FOR THEIR ASSISTANCE AND SUPPORT OF THE SEVERAL EVENTS UNDER THE AEGIS OF THE COMMUNITY EVENTS COMMISSION AND RATIFYING THE PAYMENT OF ELECTIVE HONORARIA IN THE ANNUAL HIGHLAND INDEPENDENCE DAY PARADE.

Whereas, The Town Council for the Town of Highland is the Legislative and Fiscal Body of the Municipality as well as the works board pursuant to IC 36-1-2 et seq.,

Whereas, The Highland Community Events Commission, did organize and marshal several community events which included but were not limited to the annual Independence Day and Christmas Parades, the annual Independence Day Festival, and Historic Re-Enactments; and

Whereas, The Highland Community Events Commission did rely on the support and special services of the Highland Parks and Recreation Department, the Public Works Department (Agency) and the Volunteers in Police Services (VIPS) bureau of the Metropolitan Police Department in carrying out its programing for the year;

Whereas, The Highland Community Events Commission has informed the Town Council that is has been customary and is highly desirable for the payment of an honorarium or stipend to some of the participating municipal departments in recognition of their laudable support and contribution to the special event programming during the year;

Whereas, The Highland Community Events Commission has further recommended, requested and identified appropriations in the Special Events Non Reverting Fund be authorized to support the payment of these honoraria and stipends;

Whereas, The Town Council has been reliably advised that many employees of the Highland Parks and Recreation Department and the Public Works Department (Agency) and the Volunteers in Police Services (VIPS) bureau of the Metropolitan Police Department, do expend time, labor and creative process to support the Town of Highland's community programming; and,

Whereas, The Highland Community Events Commission, did organize and marshal the annual Fourth of July Parade; and

Whereas, The Highland Community Events Commission has recommended, requested and identified appropriations in the Special Events Non Reverting Fund be authorized to support the payment of these honoraria; and,

Whereas, Under its authority of IC 36-1-3, The Town passed and adopted Section §2.35.030 of the Highland Municipal Code which provides in pertinent part that the Town Council is authorized to budget and appropriate funds from the general fund of the town to pay the expenses incurred in promoting the best interests of the town and that such expenses may include, but not necessarily be limited to those incurred in developing relations with other units of government or any other expenses of civic or governmental nature deemed by the Town Council to be in the interests of the Town; and,

Whereas, The Town Council has reviewed the matter, and now desires to make findings and determinations related to these recommendations and requests and to favor the recommendation and request of the Community Events Commission, as made at its meeting of December 12, 2018,

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

Section 1. That the following named groups or bands, which participated in the most recent **Holiday Day Event at Main Square and similar participation for Memorial Day**, as may be identified by the Community Events Commission, be paid an elective honorarium, in appreciation and recognition of this participation as follows:

(A)	Highland Performing Arts Boosters	\$150.00
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Section 2. That the Town Council hereby finds and determines that the forgoing activities and items of expense are lawful and proper expenses incurred in promoting the best interests of the Town as set forth in Section §2.23.030 of the Highland Municipal Code which reads as follows:

§ 2.35.030 AUTHORITY OF TOWN COUNCIL TO REIMBURSE TOWN OFFICIALS FOR CERTAIN EXPENSES.

The Town Council is hereby authorized to budget and appropriate funds from the general fund of the town to pay the expenses of, and to reimburse, town officials for expenses incurred in promoting

the best interests of the town. Such expenses may include, but not necessarily be limited to meals, decorations, memorabilia, awards, expenses incurred in interviewing job applicants, expenses incurred in promoting industrial, commercial, and residential development, expenses incurred in developing relations with other units of government, and any other expenses of civic or governmental nature deemed by the Town Council to be in the interests of the town.

Section 3. That the Town Council further finds and determines that the activities and expenses as described herein, while not paid from the Corporation General Fund, are uses and expenditures consistent with the purposes of the **Special Events Non Reverting Fund, when proper appropriations are accordingly approved;**

Section 4. That the Clerk-Treasurer is hereby authorized and instructed to prepare sufficient accounts payable vouchers against the appropriate fund and accounts for the benefit of each of the several municipal departments, agencies or bureaus as may be identified by the Community Events Commission, depicting the expense as an Honorarium, in the amount herein fixed, to be paid to the proper *donation fund*, for the benefit of the named municipal department, agency or bureau, and to take such other measures to carry-out the purposes and objects of this order;

Section 5. That the Clerk-Treasurer is hereby authorized and instructed to prepare sufficient accounts payable vouchers against the appropriate fund and accounts for the benefit of each of the several participating groups or bands as may be identified by the Community Events Commission, depicting the expense as an Honorarium or Stipend, in the amount herein fixed, to be paid according to law;

Section 6. That any actions taken by public officers in advance and in anticipation of the passage and adoption of this order, are hereby ratified, all pursuant to IC 36-1-4-16.

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 26th day of December 2018 having passed by a vote of 5 in favor and 0 opposed.

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

/s/Mark A. Herak, 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)

- 5. Works Board Order No. 2018-49:** A Joint Resolution of the Works Board, the Waterworks Board of Directors and the Board of Sanitary Commissioners Approving and Authorizing Change Order No. 2 to the Construction Contract between the Town of Highland, and Rex Construction for the Wicker Park Manor Street Improvement and Water Main Replacement Project.

Councilor Zemen moved the passage and adoption of Works Board Order No. 2018-49. Councilor Wagner seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**TOWN OF HIGHLAND BOARD OF WORKS
ORDER OF THE WORKS BOARD No. 2018-49**

**WATERWORKS DISTRICT OF HIGHLAND BOARD OF WATERWORKS DIRECTORS RESOLUTION NO.
2018-15**

**SANITARY DISTRICT OF HIGHLAND BOARD OF SANITARY COMMISSIONERS RESOLUTION NO.
2018-21**

A JOINT RESOLUTION OF THE BOARD OF WORKS, THE WATER WORKS BOARD OF DIRECTORS, AND THE SANITARY BOARD OF COMMISSIONERS APPROVING AND AUTHORIZING CHANGE ORDER No. 2 TO THE CONSTRUCTION CONTRACT BETWEEN THE HIGHLAND WATER WORKS BOARD OF DIRECTORS AND REX CONSTRUCTION, INC. FOR THE WICKER PARK MANOR STREET IMPROVEMENT AND WATER MAIN REPLACEMENT PROJECT

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to LC. 36-1-2-24(3), has determined that a need exists make certain public improvements and repairs to roadway infrastructure on Wicker Park Drive between 81st Street and River Drive; on Walnut Drive between Wicker Park Drive and Robertson Place; and on Robertson Place between 81st Street and Walnut Drive, including the replacement of defective curb and sidewalk, pavement, and tree removal and replacement and have hereto approved a project to be described as the Wicker Park Manor Improvement Project (Project); and

Whereas, the Waterworks District of Highland (WW District) is governed by its Board of Waterworks Directors, pursuant to the provisions of IC 8-1.5-4 et seq.; and

Whereas, IC8-1.5-4-4 specifically provides that the Board of Water Works Directors shall manage and control all works of the waterworks and may purchase, acquire, construct, reconstruct, operate, repair and maintain all water works; and

Whereas, The WW District, through its Board of Directors, has determine the need to replace and upsize the existing water lines within the Project boundaries, as described herein, in order to improve water flow and water quality; has determined that it would be in the best interest of the utility to coordinate the work with the Project; and have agreed to fund its share of the construction costs and engineering services necessary to complete the work; and

Whereas, The Sanitary District of Highland (SD District) is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Project scope includes the repair and replacement of certain storm water and sanitary system facilities, which are the responsibility of SD District and have agreed to fund its share of the construction costs and engineering services necessary to complete the work; and

Whereas, On April 26, 2018, the Waterworks District adopted Joint Resolution No. 2018-06; on May 14, 2018, Town Council through its Board of Works, adopted Order of the Works Board 2018-20; and on May 15, 2018, the Sanitary Board of Commissioners adopted Resolution No. 2018-10, all awarding a Project to Rex Construction, Incorporated in the total amount of Seven Hundred Forty-nine Thousand Seven Hundred Ninety-four Dollars and 00 / 100 (\$749,794.00), to be the lowest responsive and responsible bid, of which Four Hundred Sixty-six Thousand Five Hundred Eighty-four Dollars and 50 / 100 Cents (\$466,584.50) was for waterworks improvements; and

Whereas, during the course of construction of the Project, it has become necessary to change or alter the original specifications of the project and / or to increase or decrease the planned material quantities; and

Whereas, NIESE Engineering, Inc., a licensed engineer performing construction engineering services on this project, has specifically identified and presented Change Order No. 2, attached herewith, which details the changes and alterations to the Project which have a net increase in the total contract amount of Fifteen Thousand Four Hundred Three Dollars and 34 / 100 Cents (\$15,403.34); and

Whereas, The increase in cost, as determined by NIES, is allocated to the Board of Works in the amount of Thirteen Thousand Two Hundred Ninety-five Dollars and 29 / 100 Cents (\$13,295.29); to the Water Works Board in the amount of Eight Hundred Seventy-three Dollars and 75 / 100 Cents (\$873.75); and to the Sanitary Board in the amount of One Thousand Two Hundred Thirty-four Dollars and 30 / 100 Cents (\$1,234.30); and

Whereas, The Town of Highland, through its Board of Works, now desires to approve and authorize the Change Order as described; and

Whereas, The Waterworks District of Highland, through its Board of Directors, now desires to approve and authorize the Change Order as describe; and

Whereas, The Sanitary District of Highland, through its Board of Commissions, now desires to approve and authorize the Change Order as described.

Now Therefore Be it Resolved by the Board of Directors of the Waterworks District of Highland, Lake County, Indiana, as follows:

Section 1. That the Second Addendum to the Construction Contract with Rex Construction, Incorporated for the Wicker Park Manor Street Improvement and Water Main Replacement Project, as prepared by NIES Engineering, Incorporated, a licensed engineer performing

construction engineering services on this Project, is hereby determined to be directly related to the original project and is hereby approved, adopted, and ratified in each and every respect;

Section 2. That this addendum is hereby ordered to be known as Change Order No. 2, issued to increase net changes to the original agreement in the amount of Fifteen Thousand Four Hundred Three Dollars and 34/100 Cents (\$15,403.34), bringing the total value of the entire agreement with any and all change orders approved to date to Seven Hundred Seventy Thousand, Seven Hundred Twenty-six Dollars and 91/100 (\$770,726.91) allocated as follows;

Board of Works	\$ 13,295.29
Waterworks District	\$ 873.75
<u>Sanitary District</u>	<u>\$ 1,234.30</u>
<i>Total Change Order Amount:</i>	<i>\$ 15,403.34</i>

Section 4. (sic) That the total of all change orders issued that increases the scope of the this Project may not exceed twenty percent (20%) of the amount of the original contract, that original being of Eight Hundred Ninety-nine Thousand, Seven Hundred Fifty-two Dollars and 80/100 (\$899,752.80), pursuant to IC 36-1-12-18(d);

Section 5. That the Public Works Director is hereby authorized to execute the necessary documents with his signatures.

DULY, ADOPTED, RESOLVED AND ORDERED by the Highland Town Council, Lake County, Indiana, acting as the Works Board, this 26th day of December 2018 having passed by a vote of 5 in favor and 0 opposed.

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

/s/ Mark A. Herak, 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)

Duly Adopted, Resolved and Ordered by the Waterworks Board of Directors of Highland, Lake County, Indiana, this 29th day of November 2018. Having been passed by a vote of 5 in favor and 0 opposed.

**HIGHLAND WATERWORKS
BY ITS BOARD OF DIRECTORS:**



George Georgeff, President

Attest:



George A. Smith, Secretary

Duly Adopted, Resolved and Ordered by the Highland Sanitary District Board of Commissioners, Lake County, Indiana, this 18th day of December 2018. Having been passed by a vote of ____ in favor and ____ opposed.

**HIGHLAND SANITARY DISTRICT BY ITS BOARD
OF COMMISSIONERS:**

Richard Garcia, President

Attest:

David Jones, Secretary

6. Property, Commercial and other Non-Health insurance lines for the Town of Highland for FY 2019 as presented by Crowel Insurance Agency. Crowel Insurance

Agency has proposed property lines insurance under the Chubb group and other lines under Bliss McKnight for a total cost of **\$281,839.00, less a credit of \$2,422.00**, representing a **net** premium of \$56,121.54 for property, \$119,395.08 for Automobile liability, \$1,384.99 for Employment Benefits Liability, \$14,377.38 for Wrongful Practices Liability and \$88,138.02 for Public agency Multi-Class Liability. The current increase is 6.0% over prior year.

Councilor Wagner moved to approve and authorize the Property, Commercial and other non health insurance lines for the Town of Highland as presented by the Crowel Agency. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The insurance lines proposals were approved.

7. **Enactment No. 2018-57:** A Special Enactment to Lawfully Approve Certain Disability Retirement Benefits as well as Defining Status for Police Officer John Swisher, who has been Granted a Disability Retirement for Catastrophic Injuries Incurred in the Line of Duty.

Councilor Kuiper introduced and moved the consideration of Enactment No. 2018-57 at the same meeting of its introduction. Councilor Wagner 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 Wagner moved the consideration passage and adoption of Enactment No. 2018-57 at the same meeting of its introduction. Councilor Kuiper 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
ENACTMENT NO. 2018-57

A SPECIAL ENACTMENT TO LAWFULLY APPROVE CERTAIN DISABILITY RETIREMENT BENEFITS AS WELL AS DEFINING STATUS FOR POLICE OFFICER JOHN SWISHER, WHO HAS BEEN GRANTED A DISABILITY RETIREMENT FOR CATASTROPHIC INJURIES INCURRED IN THE LINE OF DUTY.

WHEREAS, The Town Council is the fiscal and legislative body of the Town of Highland, pursuant to IC 36-5 et sequitur;

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

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

WHEREAS, IC 36-1-4, sections 14 and 15 provide in pertinent parts for the establishment of a system of employment for any class of employee and for fixing the level of compensation of its officers and employees; and

WHEREAS, IC 36-5, Chapters 3 and 4 provide additional authority and guidelines for fixing the level of compensation of officers and employees in towns; and

WHEREAS, Police Officer First Class John Swisher, was on duty, responding to a call for service on December 10, 2016 at 12:57 a.m. heading northbound on the 9100 Block of Kennedy Avenue, Highland, when a southbound car operated by a legally intoxicated driver, crashed into him, head-on at a high rate of speed; and

WHEREAS, Police Officer First Class John Swisher, sustained catastrophic injuries, enduring several surgeries and medical interventions to repair many broken bones, experiencing protracted, extensive treatments and physical therapy from the date of the incident through the end of January 2018; and,

WHEREAS, Police Officer First Class John Swisher, has not been able to perform or return to any work including his duties as a Highland Police Officer, since the line of duty accident and attendance injuries from December 10, 2016 through the present date;

WHEREAS, The Town Council has been further advised that Police Officer First Class John Swisher applied for and received a determination from the State System Director regarding his catastrophic

injuries sustained while on duty, his resulting permanent impairment, and his award of a line of duty disability pension, under IC 36-8-8 et seq.;

Whereas, The Town Council did pass and adopt Enactment No. 2018-38 on October 8, 2018 extending his eligibility for the group health benefits of the Town without payment of a premium, with the extension expiring on December 31, 2018;and,

Whereas, The Town Council now desires to take the proper steps to authorize and approve lawful continued coverage under the group medical and dental insurance plans, for a limited period of time that are provided under the provisions of the Compensation and Benefits Ordinance of the Town and the most recently adopted and effective wage and salary ordinance,

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

Section 1. That the Town Council makes the following findings and determinations, pursuant to its authority under IC 36-1-4-16 to ratify the actions of officers *post hoc*, as well as the authority described in the preamble to this enactment:

(A) That the Highland Town Council finds and determines that Police Officer First Class John Swisher, was on duty, responding to a call for service on December 10, 2016 at 12:57 a.m. heading northbound on the 9100 Block of Kennedy Avenue, Highland, when a southbound car operated by a legally intoxicated driver, crashed into him, head-on at a high rate of speed;

(B) That the Highland Town Council further finds and determines that Police Officer First Class John Swisher, sustained catastrophic injuries, enduring several surgeries and medical interventions to repair many broken bones, experiencing protracted, extensive treatments and physical therapy from the date of the incident through the end of January 2018;

(C) That the Highland Town Council still further finds and determines that Police Officer First Class John Swisher, has not been able to perform or return to any work including his duties as a Highland Police Officer, since the line of duty accident and attendance injuries from December 10, 2016 through the present date;

(D) That the Highland Town Council still further finds and determines that Police Officer First Class John Swisher has applied for and received a determination from the State System Director regarding his catastrophic injuries sustained while on duty, his resulting permanent impairment, and his award of a line of duty disability pension, under IC 36-8-8 generally and IC 36-8-8-13.3(f) in particular and has accepted the line of duty disability pension, *subject to appeal for sufficiency*;

(E) That the Highland Town Council still further finds and determines that Police Officer First Class John Swisher has exhausted his sickness disability/workers compensation paid time off as provided by Section 5.01.01 and Section 6.02.02 of the Compensation and Benefits Ordinance commonly called the Employee Handbook, as well as that provided in and first extended by Enactment No. 2018-32, which rendered continued compensation and benefits ending on September 22, and paid on September 28 and then further extended to December 31, 2018 by passage and adoption of Enactment No. 2018-38;

Section 2. That based upon the forgoing, the Town Council does hereby authorize and approve the following:

(A) That notwithstanding provisions of Section 6.07 (B), regarding the group health insurance plan for retired and separating public safety employees in the Compensation and Benefits Ordinance, Patrol Officer Swisher shall **not** be required to pay the employer's any share of the premium for the continuation of the group health or the group dental insurance benefit to the extent it's lawful;

(B) That this enactment further directs that the extension and continuation of the group medical and dental insurance benefit provided by this enactment shall conclude and cease on **December 31, 2019**, but that this extension shall be revisited by the Town Council at the end that period, unless subsequent action by the Town Council ensues;

Section 3. That the adoption of this enactment shall in no way be construed as a precedent for the subject department or any other department of the municipality, nor shall it be construed as creating an entitlement for any other workers in any other department, but rather the provisions in this enactment are specific, unique and particularly conferred for a public safety worker who has suffered and endured a unique, unusual, *profound and "catastrophic physical personal injury"* while in the line of duty;

Section 4. That authority under this enactment shall be seen as complimentary to and not in derogation of the authority of the Clerk-Treasurer under IC 36-5-6-6, and that the payments authorized under this enactment, are hereby deemed to be a type of expense identified under IC 36-5-4-12(b)(10) & (13).

Introduced and Filed on the 26th day of December 2018. Consideration on same day or at same meeting of introduction sustained a vote of 5 in favor and a vote of 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 26th day of December 2018, 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/ Mark A. Herak, 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)

Comments from the Town Council:

- **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 had no comments.

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

Councilor Vassar wished all a Happy New Year. He also noted the news of an explosion at Carmel Indiana High School with deep concern.

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

Councilor Wagner wished all a Happy New Year.

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

Councilor Kuiper acknowledged the Fire Chief who reported on recent incident responses by the Fire Service.

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

The Town Council President wished all a Happy New Year. He also acknowledged the imminent retirement of Judith Vaughn, who would be ending with 39 years and nearly three months of service on December 31.

Comments from Visitors or Residents:

1. Larry Kondrat, 8115 Fourth Place West, Highland, inquired about a meeting regarding redevelopment for which special public notice was posted. He was advised that the meeting was of the Main Street Board of Directors, and that Main Street was a bureau of the Redevelopment Department.

Payment of Accounts Payable Vouchers. There being no further comments from visitors or residents, Councilor Wagner moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period **December 11 2018 through December 26, 2018**, and the **payroll docket for December 07, 2018**. 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 docket listed was ratified and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

Vendors Accounts Payable Docket:

General Fund, \$258,558.41; Motor Vehicle Highway and Street (MVH) Fund, \$42,300.83; Local Road and Street (LR&S) Fund, \$3,374.36; Law Enforcement Continuing Education, Training, and Supply Fund, \$1,133.82; Gasoline Agency Fund, \$11,690.34; Information and Communications Technology Fund, \$4,738.79; Solid Waste District Grant Fund, \$563.34; Civil Donation Fund, \$824.97; Special Events Non Reverting Fund, \$8.99; Police Pension Fund, \$67,903.28; Municipal Cumulative Capital Development Fund, \$11,232.46; Gaming Revenue Sharing Fund, \$10,107.05; Special Community Crossings Grant Fund, \$62,018.55; Total: \$474,455.19.

Payroll Docket for payday of December 07, 2018:

Council, Boards and Commissions, \$0.00; Office of Clerk-Treasurer, \$14,559.06; Building and Inspection Department, \$8,350.74; Metropolitan Police Department, \$119,999.61; Fire Department, \$3,715.59; Public Works Department (Agency), \$67,930.95; and Police Pension, \$0.00. Total Payroll: \$214,555.95.

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 (rescheduled) plenary meeting of the Town Council of Wednesday, December 26, 2018 was adjourned at 6:55 O'clock p.m.

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