

**Agenda**  
**Fourth Regular or Special Meeting**  
**of the Twenty-Ninth Town Council of Highland**  
**Regular Meeting of Monday, February 10, 2020 at 6:30 p.m.**

Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code

**Pledge of Allegiance:** Mark J. Schocke

**Prayer:** Mark J. Schocke

**Roll Call:** Bernie Zemen

Mark A. Herak

Mark J. Schocke

Thomas (Tom) Black

Roger Sheeman

**Minutes of Previous Session:** Minutes of the Regular Meeting of 27 January 2020.

- Staff Reports:**
- Building & Inspection Report for January 2020.
  - Fire Department Report for January 2020.
  - Workplace Safety Report for January 2020.

- Appointments:**
- **Statutory Boards and Commissions**  
*Executive Appointments (May be made in meeting or at another time)*  
**(Appointments have been placed on agenda in case there is readiness to act)**
    1. **Advisory Board of Zoning Appeals (1) appointment to be made by Town Council President. Citizen member** (Unexpired term of Bill Leep, who was appointed to the Redevelopment Commission. Term ends 1<sup>st</sup> Monday of January 2022)
    2. **Economic Development Commission:** (1) appointment to be made by Town Council President but must be *nominated by the Lake County Council*. Currently held by David Beanblossom. Term expires February 1, 2020. (Letter from the County Council has been received)
    3. **Redevelopment Commission:** (1) Non-voting member term ends 6.30.2020 Must be from the School Town of Highland. Terms are 2 years. (Currently held by Patrick Krull. Town Council President will confer with School town to inform his appointment.)

Home Rule Commissions or Boards

    4. **Community Events Commission:**  
(1) appointments to be made by the Town Council President. **Term: 4 years.**  
*(Note: Vacancy from unexpired term of Late E. Parlor of which term expires January 2021)*

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

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*Legislative Appointments*

Home Rule Commissions

**1. Community Events Commission:**

(1) appointments to be made by the Town Council. **Term: 4 years.** (Note: *vacancy of which term expires January 2022*)

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**Unfinished  
Business &  
General Orders:**

1. **Proposed Ordinance No. 1713:** An Ordinance to Make Technical Amendments To The Current Code of Ordinances for The Town of Highland, Particularly Amending Chapter 2.05, Regarding items on the Agenda regarding Public or Visitor Comments, All Pursuant To IC 36-1-5 and IC 36-1-27 Et Seq.
2. **Proposed Enactment No. 2020-06:** An Enactment Regarding the Disposition of Surplus on Deposit to the Credit of the Water Cash Reserve Fund, Authorizing its transfer to the Corporation General Fund, pursuant to I.C. 8-1.5-3-11 et seq.
3. **Proposed Enactment No. 2020-07:** An Enactment Regarding the Disposition of Surplus on Deposit to the Credit of the Sanitary District Sewage Cash Reserve Fund, Authorizing its transfer to the Corporation General Fund, pursuant to HMC Section 12.10.110.
4. **Resolution No. 2020-08:** A Resolution Authorizing Temporary Interfund Loan or Transfer Pursuant to IC 36-1-8-4 of the Indiana Code and Section 3.20.040 of the Highland Municipal Code for, the Sanitary District Bond and Interest Fund, the Redevelopment District Bond and Interest fund and the Park District Bond and Interest Fund.
5. **Resolution No. 2020-09:** An Exigent Resolution Providing For The Transfer Of Appropriation Balances From And Among Major Budget Classifications In The Public Safety Local Income Tax (Lit) Fund As Requested By The Proper Officer And Forwarded To The Town Council For Its Action Pursuant To IC 6-1.1-18-6.
6. **Resolution No. 2020-10:** A Resolution Expressing the Sense of the Town Council regarding its Opposition to HB 1165, Which Prohibits Municipal Utilities from Requiring Either Landlords to Co-sign for Tenants or for Requiring Landlords to Sign instead of Tenants.
7. **Enactment No. 2020-11:** An Enactment Regarding the Disposition of *Accreted* Surplus on Deposit to the Credit of the Water Cash Reserve Fund, Authorizing its transfer to the Corporation General Fund, pursuant to I.C. 8-1.5-3-11 et seq.
8. **Works Board Order No. 2020-06:** An Order Approving and Authorizing A Memorandum of Understanding Between the Town of Highland, Through its Police Department and the Town of Munster, Through its Police Department, Regarding Use of Highland's Animal Control Facilities by the Town of Munster Police Department for Housing of Animals.
9. **Authorizing the proper officer to publish legal notice of a public hearing:** Public Hearing to consider additional appropriations in the amount of \$50,000 in the **Information Communications Technology**

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Fund and in the amount of \$36,804 in the Municipal Cumulative Capital Development Fund.

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NEW BUSINESS:

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

Councilor Bernie Zemen  
Councilor Mark Herak  
Councilor Thomas Black  
Councilor Roger Sheeman  
Councilor Mark Schocke

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COMMENTS FROM  
THE PUBLIC or  
VISITORS

This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council. Depending on the nature of the comments, the Town Council may direct the staff to address the topic or follow-up on matters that may arise from public comments. If necessary, the matter may be set for action at a future meeting. Persons addressing the Town Council are requested to limit their presentations to **two (2) minutes** and encouraged to avoid repetitious comments.

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ACTION TO PAY  
Accounts Payable  
Vouchers

Accounts payable vouchers January 28, 2020 through February 10, 2020 in the amount of **\$743,250.05**.  
Payroll Docket for the Payday of January 17, 2020 in the amount of **\$226,724.23**.

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ADJOURNMENT

The Town Council may meet in study session immediately following the Regular Meeting.  
*Posted pursuant to IC 5-14-1.5-4(a)*

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**Enrolled Minutes of the Third Regular or Special Meeting  
For the Twenty-Ninth Highland Town Council  
Regular Plenary Business Meeting  
Monday, January 27, 2020**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, January 13, 2020 at 6:30 O'clock P.M. in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

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

The Town Council President, Mark J. Schocke presided. The Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Councilor Mark A. Herak reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

**Roll Call:** Present on roll call were Councilors Bernie Zemen, Mark Herak, Mark J. Schocke, Thomas Black and Roger Sheeman. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**Additional Officials Present:** John P. Reed, Town Attorney; John M. Bach, Public Works Director; Peter Hojnicki, Metropolitan Police Chief; William R. Timmer, Jr., CFOD, Fire Chief; Alex M. Brown, CPRP, Superintendent of Parks and Recreation; Kathy DeGuilio-Fox, Redevelopment Director; Kenneth J. Mika, Building Commissioner; and Pat Vassar, Assistant Police Chief were present.

*Also present:* Terry Krooswyk of the Town Board of Metropolitan Police Commissioners; Larry Kondrat and Rick Volbrecht of the Board of Waterworks Directors; Sean Conley of the Redevelopment Commission; and Ed Dabrowski IT Director (Contract) were also present.

*Guests:* Theresa Badovich of the Idea Factory was also present.

**Minutes of the Previous Meetings:** Councilor Black moved the approval of the minutes of the regular plenary meeting of 13 January 2020. Councilor Sheeman seconded, upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The minutes were approved.

**Special Orders:**

**1. Consideration of Proposed Additional Appropriations: (non-controlled funds) Proposed Additional Appropriations in Excess of the 2020 Budget for the Unsafe Building Fund in the amount of \$142,4000; the General Improvement Fund in the amount of \$8,000; Hazardous Materials Response Fund in the amount of \$13,073; and the Municipal Cumulative Street Fund in the amount of \$40,000.**

(a) *Attorney verification of Proofs of Publication:* The TIMES 16 Jan 2020. The Town Attorney legally opined that the notices were in order.

(b) **Public Hearing.** The Town Council President called the hearing to order. The following comments were received:

1. Larry Kondrat, Highland, referring to the proposed additional appropriation for the Municipal Cumulative Street Fund, if this would fund persons who did not presently have sidewalks but sought them.

He was advised that the fund presently supports the sidewalk replacement program. He was further advised that another process can be used for the installation of sidewalks where they do not presently exist.

Hearing no further comments, the Town Council President closed the hearing.

- (c) Action on **Appropriation Enactment No. 2020-01**: An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the **Unsafe Building Fund**, the **General Improvement Fund Hazardous Materials Response Fund** and the **Municipal Cumulative Street Fund**, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Herak introduced Enactment No. 2020-01 and moved its consideration at the same meeting of its introduction. Councilor Zemen seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of its introduction.

Councilor Herak moved the passage and adoption of Enactment No. 2020-01 at the same meeting of its introduction. Councilor Black 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 padded and adopted at the same meeting of its introduction.

**Town of Highland  
 Appropriation Enactment  
 Enactment No. 2020-01**

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the UNSAFE BUILDING FUND, GENERAL IMPROVEMENT FUND, HAZARDOUS MATERIALS RESPONSE FUND, AND THE MUNICIPAL CUMULATIVE STREET FUND, ALL PURSUANT TO I.C. 6-1.1-18, and I.C. 36-5-3-5.

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Unsafe Building Fund, General Improvement Fund, Hazardous Materials Response Fund, and the Municipal Cumulative Street Fund**;

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

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

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

<b>UNSAFE BUILDING FUND</b>	
Acct. No. 003-0000-310.05 Demolition Costs:	\$ 142,400.00
<i>Total Series:</i>	\$ 142,400.00
<b>Fund Total:</b>	<b>\$ 142,400.00</b>

**Section 2.** That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **General Improvement Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

<b>GENERAL IMPROVEMENT FUND</b>	
Acct. No. 083-0000-34003 Record / Releasing Lien	\$ 8,000.00
<i>Total Series:</i>	\$ 8,000.00
<b>Fund Total:</b>	<b>\$ 8,000.00</b>

**Section 3.** That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Hazardous Materials Response Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

**HAZARDOUS MATERIALS RESPONSE FUND**

Acct. 20-0000-21000 Haz Mat Misc. Supplies:	<u>\$ 10,500.00</u>
<i>Total Supplies:</i>	<u>\$ 10,500.00</u>
Acct. 20-0000-44050 Haz Mat Equipment:	<u>\$ 2,573.00</u>
<i>Total Equipment:</i>	<u>\$ 2,573.00</u>
<b>Fund Total:</b>	<b><u>\$13,073.00</u></b>

**Section 4.** That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Municipal Cumulative Street Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

<b>MUNICIPAL CUMULATIVE STREET FUND</b>	
Acct. No. 088-0000-440.10 Sidewalk Replacement:	<u>\$ 40,000.00</u>
<i>Total Series:</i>	<u>\$ 40,000.00</u>
<b>Fund Total:</b>	<b><u>\$ 40,000.00</u></b>

**Section 5.** That the Clerk-Treasurer is hereby authorized and instructed to inform the Department of Local Government Finance of this action and that these monies be made available for expenditure pursuant to I.C. 6-1.1-18.

**Section 6.** That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 27th Day of January 2020. Consideration on the same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED AND ADOPTED** this 27<sup>th</sup> Day of January 2020, 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 J. Schocke, President (IC 36-5-2-10)

ATTEST:

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

2. **Consideration of Proposed Additional Appropriations:** (controlled funds): Proposed Additional Appropriations in Excess of the 2020 Budget for the Redevelopment Capital Fund in the amount of \$1,898,933; the Police Department of the Corporation General Fund in the amount of \$119,000; the Fire Department in the Corporation General Fund in the amount of \$101,123; and the Works Board Department of the Corporation General Fund the amount of \$40,000 for a total in the Corporation General Fund of \$260,123.

(a) *Attorney verification of Proofs of Publication:* The TIMES 16 Jan 2020. The Town Attorney legally opined that the notices were in order.

(b) **Public Hearing.** The Town Council President called the public hearing to order. The following comments were received:

1. Larry Kondrat, Highland, inquired about the details proposed in the Redevelopment Capital Fund, regarding the account described as property acquisition. He further inquired about the appropriation dedicated to the Community Garden for the downtown.

It was noted that land acquisition is confined only to those parcels identified in the approved acquisition list as required in the redevelopment plan for the several economic or redevelopment areas in Town. It was further noted that the appropriation for the Community Garden was supported by donations and

that the current proposed appropriation was to permit spending of unexpended cash donated for the purposes of the Garden.

2. Rick Volbrecht, Highland, asked about the tenure for the appropriation in the Redevelopment Capital Fund. He was advised that unexpended, unobligated appropriations lapse or expire after December 31 of the year in which the appropriation is made.

There being no further questions, the Town Council President closed the hearing.

- (c) Action on **Appropriation Enactment No. 2020-02**: An Enactment Appropriating Additional Moneys in Excess of the 2020 Annual Budget for the **Redevelopment Capital Fund** in the amount of \$1,898,933; the **Police Department of the Corporation General Fund** in the amount of \$119,000; the **Fire Department in the Corporation General Fund** in the amount of \$101,123; and the **Works Board Department of the Corporation General Fund** the amount of \$40,000.

Councilor Zemen introduced Enactment No. 2020-02 and moved its consideration at the same meeting of its introduction. Councilor Black seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of its introduction.

Councilor Zemen moved the passage and adoption of Enactment No. 2020-02 at the same meeting of its introduction. Councilor Sheeman 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 padded and adopted at the same meeting of its introduction.

**Town of Highland**  
**APPROPRIATION ENACTMENT**  
**Enactment No. 2020-02**

An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Redevelopment Capital Fund, for the Police Department of the Corporation General Fund, for the Fire Department of the Corporation General Fund and for the Works Board Department of the Corporation General Fund, all pursuant to I.C. 6-1.1-18, I.C. 36-5-3-5, et seq.

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

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

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

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

REDEVELOPMENT CAPITAL FUND

*Increase accounts:*

096-0000-31005 Engineering & Architecture	\$	41,300.00
096-0000-31007 Maintenance & Repair	\$	55,000.00
096-0000-31008 Tree Replacement	\$	4,000.00
096-0000-31009 Landscape Services	\$	16,060.00
096-0000-34002 Facade Improvement Grant	\$	100,000.00
096-0000-39019 Legal Services Land Acquisition	\$	32,500.00
096-0000-39025 Property Appraisal Services	\$	47,200.00
096-0000-39026 Demolition Services	\$	60,000.00

096-0000-39040 Community Garden Services		\$ <u>2,124.00</u>
<i>Total for 300 Series:</i>		\$ 358,184.00

*Increase accounts:*

096-0000-40001 Land purchases		\$ 1,461,309.00
096-0000-42001 Wayfinding Signs		\$ 76,000.00
096-0000-45006 Benches and Receptacles		\$ <u>3,500.00</u>
<i>Total for 400 Series:</i>		\$ 1,540,809.00

<b>TOTAL for FUND:</b>		<b>\$ 1,898,933.00</b>
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**Section 2.** That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Police, Fire and Works Board Departments of the Corporation General Fund** and for the purposes herein specified, subject to the laws governing the same:

CORPORATION GENERAL FUND

**Police Department**

Increase the following:

001-0009-21001 Gasoline & Oil:		\$ 60,000.00
001-0009-21002 Tires		\$ 6,000.00
001-0009-21004 Institutional Supplies		\$ 2,000.00
001-0009-22004 Vehicle Parts and Supplies		\$ 10,000.00
001-0009-23004 Other supplies		\$ <u>2,000.00</u>
<i>Total 200 Series:</i>		<b>\$ 80,000.00</b>

001-0009-35001 Electrical Service		\$ 25,000.00
001-0009-36001 Repairs & Maintenance		\$ 6,000.00
001-0009-39001 Subscriptions & Dues		\$ <u>8,000.00</u>
<i>Total 300 Series:</i>		<b>\$ 39,000.00</b>

<b>Total for Department:</b>		<b><u>\$ 119,000.00</u></b>
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**Fire Department**

Increase the following:

001-0007-11113 Fire Call Compensation:		\$ 33,117.00
001-0007-11114 Fire Training Compensation:		\$ 17,556.00
001-0007-11301 Clothing Compensation		\$ 5,000.00
001-0007-11304 Uniforms		\$ 1,450.00
001-0007-11404 Mileage Compensation		\$ <u>5,000.00</u>
<i>Total 100 Series:</i>		<b>\$ 62,123.00</b>

001-0007-23004 Other supplies		\$ <u>6,000.00</u>
<i>Total 200 Series:</i>		<b>\$ 6,000.00</b>

001-0007-32006 Mobile Data System		\$ 8,000.00
001-0007-35001 Electrical Service		\$ 7,000.00
001-0007-35003 Natural Gas		\$ 8,000.00
001-0007-36003 Building Repairs		\$ <u>10,000.00</u>
<i>Total 300 Series:</i>		<b>\$ 33,000.00</b>

<b>Total for Department:</b>		<b><u>\$ 101,123.00</u></b>
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**Works Board Department**

Increase the following:

001-0011-34006 Insurance Deductible		\$ 10,000.00
001-0007-34015 Rainy Fund transfer		\$ <u>30,000.00</u>
<i>Total 300 Series:</i>		<b>\$ 40,000.00</b>

<b>Total for Department:</b>		<b><u>\$ 40,000.00</u></b>
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<b>TOTAL for the FUND:</b>		<b><u>\$260,123.00</u></b>
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**Section 3.** That the Clerk-Treasurer is hereby authorized and instructed to inform the Indiana Department of Local Government Finance of this action and that these moneys be made available for expenditure subject to an order of the Commissioner, pursuant to IC 6-1.1-18.



**Section 4.** That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 27<sup>th</sup> Day of January 2020. Consideration on the same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 27<sup>th</sup> Day of January 2020, 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 J. Schocke, President (IC 36-5-2-10)

ATTEST:

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

### Appointments:

#### • Statutory Boards and Commissions

*Executive Appointments (May be made in meeting or at another time)*

1. **Municipal Plan Commission:** (1) appointment to be made by Town Council President. (Note: The unexpired term of Mark Schocke (R) expiring 1<sup>st</sup> Monday in January 2022 and up to 90 days after term expires if no action) Current composition of the citizen members is 1 Independent, 1 Democrat, 1 Republican, 1 vacancy. There can be no more than 2 of the same party.

The Town Council President, as municipal executive, announced his appointment of **James M. Kissee (R)**, 2651 43<sup>rd</sup> Street, Highland, to the municipal plan commission fulfilling the unexpired term of Mark J. Schocke, made vacant at his assumption of the Town Council office. The Clerk-Treasurer would prepare the certificate of appointment and present it to the Town Council President for his signature.

### *Legislative Appointments*

#### Home Rule Commissions

1. **Community Events Commission:**

(9) Appointments to be made by the Town Council. **Term: 1 year.** (Note: Currently serving, Bandon Wolak, Erica Rozenich-Wolak, Adam Nyiri, Ead Mansoun, Christine Clarkson Gonzalez, Christopher Kornaus, Deanna Christ, Elizabeth Alakel, and Victoria Smith.)

Councilor Black moved that the following listed persons be appointed to the Community Events Commission for terms of 1 year and until a successor is appointed and qualified. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The following persons were appointed:

John A. Salzeider  
8926 Arbor Hill Drive

Jacqueline Herrera  
8112 Wicker Park Drive

Michael Cardone  
3743 Alti Court

Michael Blejski  
9333 Fifth Street

Christine C. Gonzalez  
9032 Pettit Drive

Christopher Kornaus  
8216 Grace Street

Deanna Christ Kornaus  
8216 Grace Place

Elizabeth Alakel  
3048 100<sup>th</sup> Place

Jason Tharp  
9343 Kennedy Ave

**General Orders and Unfinished Business:**

1. **Proposed Ordinance No. 1712:** An Ordinance to Amend and the Compensation, Benefits and Personnel Program of the Municipality, known as the Compensation and Benefits Ordinance, Commonly Called the Municipal Employee Handbook All Particularly Regarding the Flexible Spending Account as part of the Section 125 Plan and Repealing Prior Ordinances and Enactments in Conflict Therewith, Pursuant to IC 36-1-3 and other relevant Statutes.

The Clerk-Treasurer noted that he hoped that the ordinance would not be considered for passage at the same meeting in order to allow the amendment it purports to make could be shared with the employees who are affected.

Councilor Black introduced and filed proposed Ordinance No. 1712. There was no further action.

2. **Resolution No. 2020-03:** A Resolution Of The Fiscal Body Of The Town Of Highland Approving And Fixing The Official Charges Or Fees For Information And Communication Technology Services Provided By The Municipality To Its Executive Departments And Offices And Accounted In The Information And Communication Technology Fund.

Councilor Black moved the passage and adoption of Resolution No. 2020-03. Councilor Sheeman 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. 2020-03**

**A RESOLUTION OF THE FISCAL BODY OF THE TOWN OF HIGHLAND APPROVING AND FIXING THE OFFICIAL CHARGES OR FEES FOR INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES PROVIDED BY THE MUNICIPALITY TO ITS EXECUTIVE DEPARTMENTS AND OFFICES AND ACCOUNTED IN THE INFORMATION AND COMMUNICATION TECHNOLOGY FUND**

**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**, IC 36-1-3-2 and IC 36-1-3-6(b)(1) confer upon local units of government the powers that they need for the effective operation of government as to local affairs and prescribe the manner and form of enactment for any such exercise of power;

**WHEREAS**, The Highland Town Council did adopt and establish an Information and Communication Technology Fund, by adoption of Ordinance No. 1323, amending the Highland Municipal Code by adding a new section § 31.08 (now codified as Section 3.45.110), which provides for an internal service fund as an accounting entity to which the resources and costs associated with providing information and communication technology services to the municipality will be accounted; and,

**WHEREAS**, Section 3.45.110 (F) (1) particularly provides that resources or revenue for these services supported by the internal service fund may consist of *"interdepartmental charges, contributions, cost shares or assessments levied against funds or departments of the municipality to support the lawful purposes and budget of the Information and Communication Technology Fund;"*

WHEREAS, Section 3.45.110 (F) (1) (a) still further provides that the "charges and rates shall be developed and recommended by the proper officers of the municipality and fixed and approved by the Town Council";

WHEREAS, The proper officers of the municipality have developed and now recommend charges and rates for FY 2019 to support the costs associated with the provision of information and communication technology services to the municipality and its several executive departments and utilities; and,

WHEREAS, The Town Council now desires to fix and adopt the charges and rates as recommended,

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

Section 1. That the proper officer(s) of the municipality have developed and now recommend the following annual charge for services for the fiscal year 2019 as follows:

(a) For information and communication technology services provided to the several departments reposed in the Corporation General Fund, the annual charge is allocated at 25% of costs or \$52,941.50;

(b) For information and communication technology services provided to the department reposed in the Park and Recreation Fund, the annual charge is allocated at 20% of costs or \$42,353.20;

(c) For information and communication technology services provided to the department reposed in the Redevelopment General Fund, the annual charge is allocated at 5% of costs or \$10,588.30;

(d) For information and communication technology services provided to the Waterworks Utility, the annual charge is allocated at 25% of costs or \$52,941.50;

(e) For information and communication technology services provided to the Wastewater/Stormwater Utility, the annual charge is allocated at 25% of costs or \$52,941.50;

Section 2. That the Town Council hereby finds and determines that the rates and charges as recommended are consistent with IC 36-1-3-8(a)(6), calculated to include reasonable costs associated with those purposes outlined in Section 3.45.110 (D) of the Highland Municipal Code;

Section 3. That the Town Council hereby now fixes and approves the annual rates and charges as set forth herein, and authorizes the municipal fiscal officer to take such lawful measures to charge and collect the fees herein, either as a single lump sum fee or collected periodically until fully collected, and then to deposit these charges into the Information and Communication Technology Fund;

DULY RESOLVED and ADOPTED this 27<sup>th</sup> Day of January 2020, 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 J. Schocke, President (IC 36-5-2-10)

ATTEST:

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

3. **Resolution No. 2020-04:** A Resolution Authorizing Execution of an Employment Agreement With Peter T. Hojnicky For The Position Of Police Chief.

Councilor Sheeman moved the passage and adoption of Resolution No. 2020-04. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

TOWN OF HIGHLAND, INDIANA  
RESOLUTION NO. 2020-04

A RESOLUTION AUTHORIZING EXECUTION OF AN EMPLOYMENT AGREEMENT WITH Peter T. Hojnicky FOR THE POSITION OF POLICE CHIEF.

**Whereas**, Peter T. Hojnicky has qualifications and experience required for the Highland Police Department's Chief of Police as prescribed in a job description recommended by the Highland Metropolitan Police Commission and approved by the Town Council at a regular meeting held on November 11<sup>th</sup> 2019;

**Whereas**, Peter T. Hojnicky has indicated his intention and interest to serve as the Highland Police Department's Chief of Police;

**Whereas**, IC 36-8-9-4(a), authorizes the Town Board of Metropolitan Police Commissioners, subject to the approval of the Town Council, to appoint employees of the Town Police Department, but it does not confer authority to contract with employees; and,

**Whereas**, The Metropolitan Police Commission and the Town Council desire to obtain and receive the benefit of Peter T. Hojnicky's knowledge, training, experience and certifications by engaging his employment as Chief of Police and to fix his form of compensation, benefits and other terms of employment as set forth hereinafter,

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA:**

**Section 1.** That the employment agreement between the Town of Highland Police Department and Peter T. Hojnicky is hereby approved in each and every respect;

**Section 2.** That the Town Council President and Clerk-Treasurer are hereby authorized to sign the employment agreement with Peter T. Hojnicky, a copy of which is attached and incorporated herein, in order to evidence its approval.

**DULY PASSED AND ADOPTED** by the Town Council of the Town of Highland, Lake County, Indiana, this 27<sup>th</sup> Day of January 2020. Having passed by a vote of 5 in favor and 0 opposed.

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

/s/Mark J. Schocke, 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)

*(Actual Agreement on File)*

4. **Resolution No. 2020-05:** A Resolution Authorizing Execution of an Employment Agreement With Patrick Vassar For The Position Of Assistant Police Chief.

Councilor Sheeman moved the passage and adoption of Resolution No. 2020-05. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

**TOWN OF HIGHLAND, INDIANA  
RESOLUTION NO. 2020-05**

**A RESOLUTION AUTHORIZING EXECUTION OF AN EMPLOYMENT AGREEMENT WITH Patrick L. Vassar FOR THE POSITION OF ASSISTANT POLICE CHIEF.**

**Whereas**, Patrick L. Vassar has qualifications and experience required for the Highland Police Department's Assistant Chief of Police as prescribed in a job description recommended by the Highland Metropolitan Police Commission and approved by the Town Council at a regular meeting held on November 11<sup>th</sup> 2019;

**Whereas**, Patrick L. Vassar has indicated his intention and interest to serve as the Highland Police Department's Assistant Chief of Police;

**Whereas**, IC 36-8-9-4(a), authorizes the Town Board of Metropolitan Police Commissioners, subject to the approval of the Town Council, to appoint employees of the Town Police Department, but it does not confer authority to contract with employees; and,

**Whereas**, The Metropolitan Police Commission and the Town Council desire to obtain and receive the benefit of Patrick L. Vassar's knowledge, training, experience and certifications by engaging his employment as Assistant Chief of Police and to fix his form of compensation, benefits and other terms of employment as set forth hereinafter,

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA:

**Section 1.** That the employment agreement between the Town of Highland Police Department and Patrick L. Vassar is hereby approved in each and every respect;

**Section 2.** That the Town Council President and Clerk-Treasurer are hereby authorized to sign the employment agreement with Patrick L. Vassar, a copy of which is attached and incorporated herein, in order to evidence its approval.

**DULY PASSED AND ADOPTED** by the Town Council of the Town of Highland, Lake County, Indiana, this 27<sup>th</sup> Day of January 2020. Having passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

/s/Mark J. Schocke, 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)

*(Actual Agreement on File)*

5. **Works Board Order No. 2020-05: An Order Authorizing and Approving An Agreement between CBL Consulting, Incorporated and the Town of Highland to perform Professional Information Technology services for the Municipality.**

Councilor Sheeman moved the passage and adoption of Works Board Order No. 2020-05. Councilor Zemen seconded. Upon a roll call vote, there were four affirmatives and one negative. With Councilors Zemen, Black, Sheeman and Schocke voting in the affirmative and Councilor Herak voting in the negative, the motion passed. The order was adopted.

The Town of Highland  
Board of Works  
Order of the Works Board No. 2020-05

**An Order Authorizing and Approving An Agreement between CBL Consulting, Incorporated and the Town of Highland to perform Professional Information Technology services for the Municipality**

**Whereas,** The Town of Highland, through its Town Council, which is the Works Board of the Municipality has heretofore determined that a need exists to provide information technology support services throughout the Town;

**Whereas,** The Town has heretofore determined that a need exists to engage professional information technology services associated with support of the several software applications and certain hardware used by the several departments of the Town; and

**Whereas,** CBL Consulting, Inc, an information technology firm, has consented to provide professional services related to certain support needs related to the information technology of the several departments of the municipality; and

**Whereas,** As purchasing agency, the Town Council may purchase services using any procedure it considers appropriate, pursuant to IC 5-22-6-1 and Section 3.05.090 of the Municipal Code; and

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

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

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

**Section 1.** That the letter proposal serving as an agreement (incorporated by reference and made a part of this Order) between CBL Consulting Incorporated, and the Town of Highland, to provide professional information technology support services for the period beginning **1 January 2020 through**

to 31 December 2020 (see below) as described in the letter proposal from 2020 is hereby approved, adopted and ratified in each respect, with the following exceptions:

- (A) That regardless the billing frequency, payments will be made once each month in the amount described in the letter proposal;
- (B) That only those provisions that are consistent with Federal or State law will be binding upon the parties;
- (C) That there shall be no reselling of materials or supplies by CBL to the Town of Highland, unless the single purchase is not greater than \$500 and the total purchase is \$1,000 or less;
- (D) That Works Board Order No. 2020-02 is repealed and of no further force nor effect.

**Section 2.** That the charges under the agreement for the services, which include functioning as the Town of Highland information technology director by performing routine and necessary maintenance on equipment identified in the letter proposal, perform data protection services for the town information work product, providing technical consulting, and other related service are found to be reasonable, all pursuant to IC 5-22-6-1 and Section 3.05.090 of the Municipal Code;

**Section 3.** That the charges under the terms of the agreement for all the services, will be paid as a monthly fee to CBL Consulting, Inc., in the monthly amount of **Four thousand dollars (\$4,000)**, a 0% increase over the 2018 and 2019;

**Section 4.** That the executive departments of municipality may use the services according to the terms of the agreement;

**Section 5.** That, notwithstanding any provision in the letter offer, the Town of Highland through its Town Council reserves its discretion and authority provided under IC 5-22-17-5;

**Section 6.** That the Town Council President be authorized to execute any agreement under the terms of this order 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 27<sup>th</sup> day of January 2020 having passed by a vote of 5 in favor and 0 opposed.

**WORKS BOARD of the TOWN of  
HIGHLAND, INDIANA**

/s/ Mark J. Schocke, 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)

**Exhibit:** Letter agreement



January 6, 2020

Mr. Mark Schocke  
Town Council President  
The Town of Highland  
3333 Ridge Road  
Highland, IN 46322

Dear Mr.Schocke,

CBL Consulting is pleased to present the following proposal for Information Technology (IT) and personal computer (PC) maintenance support services for the Town of Highland, IN for the calendar year 2020.

**Support Services Objective:**

The objective of the IT / PC maintenance support services agreement is as follows:

- Function as the Town of Highland's Director of Information Technology.
- Centrally manage and maintain all town technology resources.
- Assistance in the planning of new technology upgrades for the town.
- To provide technological analysis services for departmental software and hardware purchases.
- To provide data backup and auditing services.
- To provide software licensing auditing services.

**Support Services Scope of Work & Proposed Cost:**

CBL Consulting will function as the Town of Highland's Information Technology Director by performing the following activities:

1. Perform routine and necessary maintenance on the following equipment:
  - a. All town desktop and portable computers - Windows 7/10
  - b. All town Windows 2012R2/2016 servers
  - c. All town networking equipment
  - d. All town phone equipment (excluding Police)
  - e. All town meter reading equipment
  - f. All town video equipment at Town Hall
2. Perform data backup protection and auditing services for the town information work product.
3. Annual civil town IT budget preparation assistance. This includes the actual responsibility of overseeing the proper usage of the IT budget.
4. Provide technical consulting to assist town management with strategic planning activities in regards to the following equipment:

3636 39<sup>th</sup> Street -- Suite 23, Highland, IN 46322  
Phone: (219) 742-1890 ed@cbl.com

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January 6, 2020

- a. All town desktop and portable computers – Windows 10
  - b. All town Windows 2016/2019 servers
  - c. All town networking equipment
  - d. All town phone equipment
  - e. All town meter reading equipment
5. Provide technical consulting to assist town management with strategic planning activities for all town departments.

**Assumptions/Clarifications:**

- CBL Consulting will provide Edward Dabrowski as the primary source of contact to perform the support services listed in this document.
- CBL Consulting will not provide any new hardware equipment or software licensing unless asked to do so under separate order. It is assumed that the Town of Highland will provide these items on an as needed basis.
- Routine and necessary maintenance for the town desktop, portable computers and Windows 2012R2/2019 servers includes, but is not limited to, tasks such as: ensuring the successful updating of the Windows operating system as made available by Microsoft, ensuring the successful updating of the current virus protection program as made available from time to time and ensuring the successful updating of the various spyware and adware programs.
- Routine and necessary maintenance for the town networking equipment includes, but isn't limited to, validating proper operation of network equipment and managing changes, as deemed necessary, to facilitate the town's business activities.
- Data Protection and Auditing Services involves ensuring that all employee work product is being properly stored on the server to ensure routine electronic backup.
- All support service work will be performed at the Town Hall, Police Department Headquarters, Fire Department facilities, Parks & Recreation facilities, and Public Works facilities.
- The Police Department has a person handling the majority of IT needs in that department. CBL Consulting will continue to assist managing the strategic planning needs for this department. CBL Consulting personnel have IDACS certification and could be utilized in other areas of the Police Department. These services will be billed separately and aren't included in this agreement.
- In order to perform unforeseen specialty tasks, it may become necessary to require the services of a 3<sup>rd</sup> party vendor. This contract excludes any of these potential costs due to the uncertainty associated with these activities. These specialty service costs will be independently approved by the Town and billed to the Town directly by the 3<sup>rd</sup> party vendor.
- CBL Consulting, Inc. will be paid \$4,000 for support per month from January 1, 2020 through December 31, 2020.
- The support will be available between 7:00am and 5:00pm, Monday through Friday. Maintenance work covered by this agreement will occur before 7:00am and after 5:00pm without additional charges. But any emergency work or emergency callout

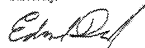
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January 6, 2020

- work isn't included in this agreement. This type of work will have to separately billed time and material (T&M) at a rate of \$100 per hour.
- CBL Consulting historically has provided "same day" service for all emergency calls from the Town, however, CBL Consulting reserves the right to use the industry standard of responding within one business day of initial client contact for the purpose of this proposal.
  - Software licensing auditing services will be provided but some town personnel do have the ability to install software not formally approved by the town. These services are limited to Microsoft and other third-party server/client software and don't cover freeware or shareware products.
  - Software licensing auditing services will be provided by CBL Consulting but some PC users have brought in software from home that they believe makes them more efficient. CBL Consulting does not encourage this behavior. CBL Consulting will record these installations and formally inform the Town Council President on a case by case basis.
  - The town's SIP Trunking Phone Services are not included under this contract. Charges for these services would be billed separately.
  - Live Streaming – CBL Consulting will live stream all Town Council Public Meetings to Facebook. These videos will be manually uploaded to YouTube.
  - Duration of this Agreement. This Agreement shall become effective as of the 1st day of January, 2020 and shall continue in full force and effect until the 31st day of December, 2020.
  - Termination. If CBL Consulting is unable to perform the tasks outlined in this proposal due to the incapacitation of Edward Dabrowski, then the Town of Highland has the right to seek a prorated settlement of the monthly services fee based on the remaining full calendar days left of the current month.

CBL Consulting appreciates the opportunity to provide this proposal. If you have any questions or comments regarding this proposal, or on any other service that CBL Consulting offers, please call me at your convenience at (215) 712-1890 or email me.

Sincerely,



Edward Dabrowski – President  
CBL Consulting, Inc.

- 6. Action on Requests for Payment on the 2019 CCMG Street Improvement Project:**
- (a) Pay request No. 5 in the amount of \$10,221.20;
  - (b) Pay request No. 6 partial release of retainage, in the amount of \$57,456.33.



Councilor Zemen moved to authorize and approve Pay request No. 5 in the amount of \$10,221.20 and Pay request No. 6, allowing the partial release and payment of retainage in the amount of \$57,456.33 to Walsh and Kelly as recommended by the construction engineer, NIES Engineering. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. the payments were authorized and approved.

7. **Temporary Appointment:** Temporary Solicitor for code advocacy Tuesday, January 28, 2020. *The Town Attorney explained that he has a conflict and the partner at the firm usually assigned to stand in for him in these trials would be also unavailable. So, the Town Attorney asked that the Town Council consider appointing temporary counsel for the purpose described. The Town Attorney recommended Nicole A. Bennett, Esq. of Westland and Bennett, P.C.*

Councilor Sheeman moved the temporary appointment of **Nicole A. Bennett, Esq.**, Westland and Bennett, P.C., 2929 Carlson Drive, Suite 3300, Hammond, Indiana 46323. Councilor Zemen seconded. Upon a roll call vote, there were four affirmatives and no negatives. With Councilors Zemen, Black, Sheeman and Schocke voting in the affirmative and Councilor Herak voting in the negative, the motion passed. Nicole A. Bennett, Esq., was appointed temporary solicitor to represent the Town in matters pending January 29, 2020.

8. **Authorizing the proper officer to publish legal notice of a public hearing:** Public Hearing to consider additional appropriations in the amount of **\$7,560.00** in the **Municipal Cumulative Capital Development Fund.**

Councilor Black moved to authorize and approve the proper officer to publish legal notice as indicated for the purposes stated. Councilor Sheeman seconded. Upon a roll call vote, there five affirmatives and no negatives. The motion passed. The publication of the legal notice was authorized.

**Comments from the Town Council:**  
(Good of the order)

- **Councilor Bernie Zemen:** • *Fire Department, Liaison* • *Liaison to the Plan Commission*

Councilor Zemen acknowledged the Building Commissioner who offered a survey of matters being considered by the Plan Commission.

Councilor Zemen acknowledged the Fire Chief who reported on incidents responses.

Councilor Zemen also acknowledged the presence of Girl Scouts, who were working on a badge.

- **Councilor Mark Herak:** • *Budget and Finance Chair* • *Liaison to the Advisory Board of Zoning Appeals* • *Town Board of Metropolitan Police Commissioners, Liaison* • *Public Works Liaison.*

Councilor Herak acknowledged the Building Commissioner, who proffered a survey of matters pending before the Advisory Board of Zoning Appeals.

Councilor Herak acknowledged the Police Chief who thanked the Town Council for approving employment agreements for Assistant Chief Vassar and himself. The Police Chief reported that the law enforcement related news would soon be published in the monthly newsletter, styled the *Gazebo Express*.

Councilor Herak acknowledged the Public Works Director, who reported that he was applying for the next round of Community Crossing Grant money (authorized in IC 8-23-30 et seq.) and required a supporting letter from the municipal executive pledging the local matching funds. The Town Council would not meet again before the deadline to file for the grant and the letter must accompany this.

*Amend the Agenda.* With leave from the Town Council, Councilor Herak moved to amend the agenda to add an item of business authorizing the signing and filing of a letter by the Town Council President to accompany an application for a forthcoming Community Crossings Grant identifying and pledging an amount as a local match to support the grant application. Councilor Sheeman seconded. Upon a roll call vote, a 2/3rds vote being required, (See HMC Section 2.05.090 (E)) there were five affirmatives and no negatives. The motion passed. The agenda was amended to include the item of business described.

*Authorize a Letter from the municipal executive.* Authorize the Town Council President to sign a letter pledging a local amount and source to be identified to match a grant amount to accompany the application for Community Crossings Grants, as authorized in IC 8-23-30 et seq.

Councilor Sheeman moved to authorize the Town Council President to sign a letter indicated a local match of funds to support the filing for a forthcoming Community Crossings Grant application. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The letter and the president's signature was authorized.

Councilor Herak asked that there might be further discussion related to the passage of a sense of the Town Council resolution regarding the impact of HB 1165 that would no longer allow Highland and all municipal utilities to require the landlords to co-sign for their tenants as a condition for application to the utility.

- **Councilor Tom Black:** *Liaison to the Board of Sanitary Commissioners • Liaison to the Board of Waterworks Directors.*

Councilor Black thanked the IT Consultant for his work making streaming the meetings of the Town Council.

- **Councilor Roger Sheeman:** *Chamber of Commerce Liaison • Liaison to the Community Events Commission • Information Technology Liaison • Redevelopment Commission Liaison • Tree Board liaison.*

Councilor Sheeman acknowledged the Redevelopment Director who offered a brief overview of the forthcoming meeting of the Redevelopment Commission.

Councilor Sheeman expressed his hope that the Town Council would consider at some future point either a declaration or a proclamation to recognize the 100<sup>th</sup> anniversary of women's suffrage.

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

The Town Council President acknowledged the Girl Scout Troop present and noted that they were working on a community badge.

It was noted that a Highland Girl Scout Troop would be presenting the colors at the meeting of the Town Council on March 9, 2020.

The Council President acknowledged the Parks and Recreation Superintendent who reported on the forthcoming special recreation event for persons with disabilities hosted at the Lincoln Community Center, Sunday from 1-3. It is part of a cooperative special recreation initiative.

The Town Council President reported that he had his tickets for the forthcoming Daddy-Daughter dance night.

**Comments from Visitors or Residents:**

1. Rick Volbrecht, Highland, offered a suggestion that the Town Council consider having public comment at the beginning of the meeting rather than just at the end. He further suggested that perhaps the Town Council could require persons wishing to speak to sign in.
2. Larry Kondrat, Highland, noting the impact of HB 1165, he suggested that the Town Council do something to express its displeasure with its provisions.
3. Michael Blejski, Highland asked for confirmation that he was appointed to the Community Events Commission. It was noted that he was.
4. Elijah Aurand, Highland, reported that effective March 1 he would be moving his business, *Next Generation Gaming*, back to Highland from Griffith. Mr. Aurand asked about information regarding any permitting he needs. It was noted that he would need a business license but he could contact the Building and Inspection Office to further inquire about any other requirements.

The Town Council President welcomed Mr. Aurand back to town.

5. Lydia Lopez, Highland, asked about the status of displaying the veterans and military banners on poles. It was explained that the policy still needed to be worked out but that it was the intention of the Town Council to permit those displays as well.

**Payment of Accounts Payable Vouchers.** There being no further comments from visitors or residents, Councilor Zemen moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period **January 14, 2020 through January 27, 2020** and the **payroll dockets for December 6, 2019; December 20, 2019; and January 3<sup>rd</sup>, 2020**. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified, the payroll dockets listed were ratified and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

**Vendors Accounts Payable Docket:**

**General Fund, \$287,395.55; Motor Vehicle Highway and Street (MVH) Fund, \$76,147.51; Local Road and Street Fund, \$1,685.19; Law Enforcement Continuing Education, Training, and Supply Fund, \$1,427.21; Corporation Bond and Interest Fund, \$424,000.00; Gasoline Agency Fund, \$17,530.40; Information and Communications Technology Fund, \$7,838.01; Solid Waste District Grant Fund, \$614.01; Civil Donation Fund, \$813.75; Municipal Cumulative Capital Development Fund, \$695.69; Traffic Violations and Law Enforcement Agency Fund, \$7,250.00; Community Crossings Grant Fund, \$67,677.53; Total: \$893,064.85.**

**Payroll Docket for payday of December 06, 2019:**

**Council, Boards and Commissions, \$0.00; Office of Clerk-Treasurer, \$16,746.11; Building and Inspection Department, \$8197.81; Metropolitan Police Department, \$125,732.17; Fire Department, \$4,161.12; Public Works Department (Agency), \$67,483.57 and 1925 Police Pension Plan Pension Fund, \$67,795.63; Total Payroll: \$222,320.78.**

**Payroll Docket for payday of December 20, 2019:**

**Council, Boards and Commissions, \$10,510.00; Office of Clerk-Treasurer, \$16,549.73; Building and Inspection Department, \$9,437.38; Metropolitan Police Department, \$126,841.36; Fire Department, \$4,028.52; Public Works Department (Agency), \$72,141.84 and 1925 Police Pension Plan Pension Fund, \$67,592.46; Total Payroll: \$309,101.35.**

**Payroll Docket for payday of January 3, 2020:**

**Council, Boards and Commissions, \$0.00; Office of Clerk-Treasurer, \$17,113.59; Building and Inspection Department, \$8,197.81; Metropolitan Police Department, \$120,942.48; Fire Department, \$3,645.76; Public Works Department (Agency), \$67,225.22 and 1925 Police Pension Plan Pension Fund, \$0.00; Total Payroll: \$217,124.86.**

**Adjournment of Plenary Meeting.** Councilor Zemen moved that the plenary meeting be adjourned. Councilor Sheeman seconded. Upon a vote *viva voce*, the motion passed. The regular plenary meeting of the Town Council of Monday, January 27, 2020 was adjourned at 8:00 O'clock p.m.

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

Approved by the Town Council at its meeting of \_\_\_\_\_, 2020.

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

Building Report January, 2020

PERMIT TYPE	#	Res.	Comm.	Est. Cost	Fee Collected
Commercial Buildings	3	0	3	\$ 834,621.00	\$ 12,813.00
Comm. Additions/Remodel	0	0	0	\$ -	\$ -
Signs	6	0	6	\$ 27,427.00	\$ 2,094.00
Single Family	0	0	0	\$ -	\$ -
Duplex/Condo	0	0	0	\$ -	\$ -
Residential Additions	0	0	0	\$ -	\$ -
Residential Remodeling	46	46	0	\$ 583,541.00	\$ 13,114.50
Garages	0	0	0	\$ -	\$ -
Sheds	0	0	0	\$ -	\$ -
Decks & Porches	0	0	0	\$ -	\$ -
Fences	9	9	0	\$ 32,981.00	\$ 1,252.00
Above/In ground pools	0	0	0	\$ -	\$ -
Drain Tile/Waterproofing	11	11	0	\$ 108,081.00	\$ 2,466.00
Misc	0	0	0	\$ -	\$ -
<b>Total Building Permits</b>	<b>75</b>	<b>66</b>	<b>9</b>	<b>\$ 1,586,651.00</b>	<b>\$ 31,739.50</b>
<hr/>					
Electrical Permits	21	18	3	\$ -	\$ 2,513.00
					\$ -
Mechanical Permits	22	19	3	\$ -	\$ 2,269.00
<hr/>					
Plumbing Permits	14	13	1	\$ -	\$ 2,634.80
Water Meters	0	0	0	\$ -	\$ -
Water taps	0	0	0	\$ -	\$ -
Sewer/Storm Taps	0	0	0	\$ -	\$ -
<b>Total Plumbing Permits</b>	<b>14</b>	<b>13</b>	<b>1</b>	<b>\$ -</b>	<b>\$ 2,634.80</b>

January 2020 Code Enforcement: 104 Investigations and 8 Citations were issued & 104 Warnings were given.  
 Inspections done for the month of January 2020 were as follows: 38 Building Inspections  
 20 Plumbing Inspections; 12 HVAC and 34 Electrical Inspections. There were 2 Electrical Exams given.

Submitted By:

Kenneth J. Mika

**FIRE DEPARTMENT REPORT for JANUARY 2020**  
**January 2020**

<u>Type of Call</u>	<u>Month</u>	<u>1<sup>st</sup> half of year</u>	
General Alarms	8	8	
Paid Still Alarms	24	24	
Still Alarms	7	7	
<hr/>			
<b>Total Alarms</b>	<b>39</b>	<b>39</b>	<b>39 Calls YTD</b>

2020

TOWN OF HIGHLAND INJURIES FOR THE MONTH  
JANUARY

CASE	DATE	DEPARTMENT	DESCRIPTION	Record Only	OSHA	Not OSHA	Filed with
	OF INJURY			No Med Treatment	Recordable	Recordable	
			No Injuries for the Month				

RO = Record Only

DEPARTMENT	INJURIES	YEAR TO	TOTAL	RESTRICTED	LOST DAYS	RESTRICTED	LOST DAYS
	THIS MONTH	DATE	2019	DAYS THIS YEAR	THIS YEAR	DAYS 2019	2019
PARK & REC						0	0
FIRE			1			0	0
POLICE			4			0	0
STREET			1			0	0
WATER/SEWER			5	31		80	46
MAINTENANCE			1			14	2
OTHER			1			0	0
<b>TOTALS</b>	0	0	13	31	0	94	48

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

# LAKE COUNTY COUNCIL

LAKE COUNTY GOVERNMENT CENTER  
2293 NORTH MAIN STREET  
CROWN POINT, INDIANA 46307  
219-755-3280  
FAX: 219-755-3283



LAKE COUNTY GOVERNMENT CENTER  
CROWN POINT, INDIANA



1ST DISTRICT  
DAVID HAMM



January 27, 2020

2ND DISTRICT  
ALFREDO MENCHACA



Mr. Michael W. Griffin  
Clerk-Treasurer  
Town of Highland  
Highland Municipal Building  
3333 Ridge Road  
Highland, IN 46322-3351

3RD DISTRICT  
CHARLIE BROWN



Dear Mr. Griffin:

*reappointed*

The Lake County Council, at our January 14, 2020 meeting, *reappointed* Mr. David Beanblossom to the Highland Economic Development Commission for a four (4) year term.

4TH DISTRICT  
DANIEL DERNULC



If you have any questions regarding his *reappointment*, please contact our office at (219) 755-3280.

5TH DISTRICT  
CHRISTINE CID



Respectfully,

Ted F. Bilski  
President  
Lake County Council

6TH DISTRICT  
TED F. BILSKI



TFB:cc  
cc: Mr. David Beanblossom

7TH DISTRICT  
CHRISTIAN JORGENSEN





## IC 36-7-12 Chapter 12. Economic Development and Pollution Control

### IC 36-7-12-6 Towns; commission members; appointment; terms of office

Sec. 6. (a) This section applies to towns that establish a department of economic development.

(b) The members of the economic development commission shall be appointed by the town executive. One (1) of the members shall be selected by the town executive, **one (1) shall be nominated by the fiscal body of the county in which the town is located**, and one (1) shall be nominated by the town fiscal body.

(c) The economic development commissioners shall take office upon their appointment, and their terms run from February 1 after their original appointment, for a period of:

- (1) three (3) years, if selected by the town executive;
- (2) two (2) years, if nominated by the town fiscal body; and
- (3) one (1) year, if nominated by the county fiscal body.

[Pre-Local Government Recodification Citation: 18-6-4.5-5 part.]

*As added by Acts 1981, P.L.309, SEC.31.*

**ORDINANCE No. 1713**  
**of the**  
**TOWN of HIGHLAND, INDIANA**

AN ORDINANCE TO MAKE TECHNICAL AMENDMENTS TO THE CURRENT CODE OF ORDINANCES FOR THE TOWN OF HIGHLAND, PARTICULARLY AMENDING CHAPTER 2.05, REGARDING ITEMS ON THE AGENDA REGARDING PUBLIC OR VISITOR COMMENTS, ALL PURSUANT TO IC 36-1-5 AND IC 36-1-27 ET SEQ.

WHEREAS, Title 36, Article 1, Chapter 5 of the Indiana Code provides that the legislative body of a unit **shall** codify, revise, rearrange, or compile the ordinances of the unit into a complete, simplified code excluding formal parts of the ordinances;

WHEREAS, The legislative body of this unit, the Town of Highland, is the Town Council, pursuant to IC 36-1-2-9(5) and IC 36-5-2-2;

WHEREAS, The present general and permanent ordinances of the Town of Highland, formally codified in 2012, are in need of technical and substantive modifications not confined to any particular Title, Article or Chapter but nevertheless desirable to further improve and perfect the Code; and,

WHEREAS, The Town Council, is persuaded that it is necessary and desirable to adopt the several technical and substantive modifications necessary to carry out this requirement and to further improve and perfect the Code,

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

**Section 1.** That the Highland Municipal Code, be hereby amended by repealing Section 2.05.090 (C) in its entirety, and replacing it with a new provision, to be styled as Section 2.05.090(C), which shall read as follows:

**2.05.090 Agenda.**

(C) The agenda of the town council regular meeting shall possess the following orders of business as may be applicable:

- (1) Opening ceremony or exercises. This item of business may include posting of colors, pledge of allegiance and any other element that the town council may determine appropriate.
- (2) Roll call and ascertainment of quorum. This item of business shall be conducted by a formal roll call conducted by the reading aloud of

town council names in ward order. It may be conducted as a silent roll call as well.

- (3) Action on minutes of previous meeting(s). Minutes shall not be read aloud before action, unless the town council so directs. The town council may approve minutes by general consent.
- (4) Special Orders. This item of business may include such matters as may require public hearings, administration of oaths of office, special presentations, matters that require action at a particular meeting, and such things as may be made special orders as parliamentary practice or the proper officers may determine appropriate.
- (5) Comments from the Public or Visitors. This item of business is to permit persons to address the town council on matters pending before it. Persons wishing to speak should be recognized by the presiding officer before speaking. Persons addressing the town council are requested to limit their presentations to two minutes and encouraged to avoid repetitious comments.**
- ~~(5)~~(6) Communications. This item of business involves the reading of letters, petitions, or memos that may be transmitted to the town council and may include taking action on matters raised in the communications as may be appropriate or desirable.
- ~~(6)~~(7) Receipt of Staff Reports. This item of business shall include receipt of the monthly reports from or regarding the activities of the building and inspection department, the fire department, workplace safety, and such reports as may from time to time be deemed necessary or desirable.
- ~~(7)~~(8) Appointments. This item of business involves the making of appointments to various boards and commissions as Indiana law or ordinances of the town may from time to time require. When listing items, the agenda should distinguish appointments that are made by the town executive from those that are made by the town council as legislative or fiscal body of the town.
- ~~(8)~~(9) Unfinished Business and General Orders. This item of business involves matters that may have been introduced in a previous meeting, but unfinished and such matters as may be placed before the town council for its consideration, such as ordinances, resolutions, orders and other matters deemed appropriate under Indiana law, ordinances, and parliamentary practice.
- ~~(9)~~(10) New Business. This item of business is confined to announcements of intention to bring a future action, or requests for the preparation of

legislative work product for future consideration. No ordinances, resolutions, or orders may be brought before the town council without the unanimous vote of the members present. In no instance may a matter for final action be taken up under this item of business.

- ~~(10)~~ **(11)** Comments from Town Council Membership (Good of the Order). This item of business is to permit members of the legislative body to offer such comments, informal observations or remarks that each councilor may deem appropriate, desirable or as likely to promote the general welfare, or the good of the order. Councilors shall be recognized by the presiding officer before speaking. Councilors may be recognized to speak in ward order with the town council president allowed to speak last.
- ~~(11)~~ **(12)** Comments from the Public or Visitors. This item of business is to permit persons to address the town council **on any matter**. Persons wishing to speak should be recognized by the presiding officer before speaking. Depending on the nature of the comments, the town council may direct the staff to address the topic or follow up on matters that may arise from public comments. If necessary, the matter may be set for action at a future meeting. Persons addressing the town council are requested to limit their presentations to two minutes and encouraged to avoid repetitious comments.
- ~~(12)~~ **(13)** Consideration of Accounts Payable Vouchers. This item of business is to allow the town council to consider and take action on accounts payable vouchers filed according to the provisions of IC 5-11-10 et seq. and 36-5-4 et seq.
- ~~(13)~~ **(14)** Adjournment. At the conclusion of all items of business, the town council president may declare the meeting adjourned or he may seek a motion from the town council for adjournment. This item of business should be understood according to parliamentary authority.

**Section 2.** That this ordinance shall be effective from and after its passage and adoption, as evidenced by the signature of the Town Council President and attested thereto by the Clerk-Treasurer, all pursuant to IC 36-5-2-10 and IC 36-5-2-10.2.

Introduced and Filed on 10<sup>th</sup> day of February 2020. Consideration on same day or at same meeting of introduction sustained a vote of \_\_\_\_ in favor and \_\_\_\_ opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED and ADOPTED** this \_\_\_\_ Day of \_\_\_\_\_ 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

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

---

Mark J. Schocke, President (IC 36-5-2-10)

Attest:

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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)

**TOWN COUNCIL of the TOWN of HIGHLAND  
ENACTMENT NO. 2020-06**

**AN ENACTMENT REGARDING THE DISPOSITION OF SURPLUS ON  
DEPOSIT TO THE CREDIT OF THE WATER CASH RESERVE FUND,  
AUTHORIZING ITS TRANSFER TO THE CORPORATION GENERAL  
FUND, PURSUANT TO I.C. 8-1.5-3-11 ET SEQ.**

WHEREAS, The Town of Highland by proper legislative action has established a Department of Waterworks pursuant to IC 36-1.4-4, codified as Chapter 12.05 of the Highland Municipal Code;

WHEREAS, The Department of Waterworks is governed by the provisions of IC 8-1.5-4 and IC 8-1.5-3 in its operations and management of assets;

WHEREAS, Indiana Code 8-1.5-4-11 particularly provides for the establishment by ordinance of a Cash Reserve Fund for the waterworks, for its stewardship for loans, and transfers for payments in lieu of taxes and under IC 8-1.5-3-8(e) for rates that support reasonable return on the utility plant of the municipality;

WHEREAS, Pursuant to IC 8-1.5-3-11 (b), the Town of Highland has established a Waterworks Cash Reserve Fund, under Section 12.05.050 (A) of the Highland Municipal Code;

WHEREAS, Pursuant to IC 8-1.5-3-11 (d), the Town of Highland adopted in its budget for FY 2020 an amount to include in the corporation general fund budget, in an amount, which cannot exceed the amount in the Cash Reserve Fund at June 30 of the year of the budget's preparation and not in excess of the amount calculated in the user rate basis for ROI;

WHEREAS, The amount in the Cash Reserve Fund at June 30, 2019 was \$263,252.72; and,

WHEREAS, Pursuant to IC 8-1.5-3-11 (d), the Town Council as the municipal legislative body desires to transfer **all** of the amount identified in the adopted budget for FY 2020,

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

**Section 1.** That pursuant to the provisions of IC 8-1.5-3-11(d), the Town Council hereby finds and determines the following:

- (A) That the Town Council adopted and the Department of Local Government Finance approved by order the budget of the Town for FY 2020, which for its municipal general fund did include an amount of up to \$ 105,000.00 to be transferred from the municipal water utility cash reserve fund;
- (B) That there is a Waterworks Cash Reserve Fund established by the municipality under Section 12.05.050 of the municipal code and the amount on deposit to that cash reserve fund at June 30, 2019 was two hundred sixty-three thousand, two hundred fifty-two dollars and seventy-two cents (\$263,252.72);
- (C) That any transfer herein authorized does not impair or adversely affect compliance with any terms or conditions of any bond ordinance or resolution, indenture, contract or similar instrument binding upon the municipality;
- (D) That the most recently adopted and effective rates and charges of the Department of Waterworks provide for rates that support reasonable return on the utility plant of the municipality, pursuant to IC 8-1.5-3-8(e), with such reasonable return to be deposited in the Cash Reserve Fund;

**Section 2.** That for the expenses of said municipality, the amount of **One hundred five thousand dollars (\$105,000)** are hereby transferred and set apart from the **Waterworks Cash Reserve Fund** for deposit in the **Corporation General Fund**, subject to the laws governing the same, subject to the approval of the Board of Waterworks Directors, as set forth in Indiana Code 8-1.5-3-11(a);

**Section 3.** That the Clerk-Treasurer is hereby authorized and requested as follows:

- (A) To seek the approving action of the Board of Waterworks Directors as set forth above; and,
- (B) Upon approval, to transfer the sum identified and as authorized herein;

**Section 4.** That, in addition to the express authority conferred herein, the Clerk-Treasurer as the disbursing and fiscal officer of the Municipality, is hereby authorized and requested to take such steps as necessary to carry out the purposes of this enactment;

**Section 5.** That the money transferred may be expended from the Corporation General Fund, for purposes permitted by law, and after its appropriation in the manner set forth in IC 6-1.1-18.

Introduced and Filed on the 10<sup>th</sup> day of February 2020. Consideration on same evening of introduction attained a vote of \_\_\_\_ in favor and \_\_\_\_ opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_ 2020 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

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

\_\_\_\_\_  
Mark J. Schocke, 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)

**Approval by the Board of Waterworks Directors**

It is hereby certified that the foregoing transfer from the cash reserve fund to the corporation general fund was considered at a regular or special meeting of the Highland Board of Waterworks Directors.

The transfer identified herein is duly approved pursuant to the provisions of IC 8-1.5-3-11(a) by the Board of Waterworks Directors of the Town of Highland, Lake County, Indiana, this \_\_\_\_ day of \_\_\_\_ 2020 having passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

**THE HIGHLAND WATER WORKS  
BY IT'S BOARD OF DIRECTORS:**

\_\_\_\_\_  
George A. Smith, President

Attest:

\_\_\_\_\_  
Richard Volbrecht, Secretary



**TOWN COUNCIL of the TOWN of HIGHLAND  
ENACTMENT NO. 2020-07**

**AN ENACTMENT REGARDING THE DISPOSITION OF SURPLUS ON DEPOSIT TO THE CREDIT OF THE SANITARY DISTRICT SEWAGE CASH RESERVE FUND, AUTHORIZING ITS TRANSFER TO THE CORPORATION GENERAL FUND, PURSUANT TO HMC SECTION 12.10.110.**

WHEREAS, The Town of Highland by proper legislative action has established a Department of Public Sanitation and Sanitary District pursuant to IC 36-9-25 et seq., codified as Chapter 12.10 of the Highland Municipal Code;

WHEREAS, The Department of Public Sanitation and Sanitary District is governed by the provisions of I.C. 36-9-25 and in some cases IC 36-9-23 in its operations, rate-setting and management of assets;

WHEREAS, Indiana Code 36-1-3 particularly provides for the exercise by ordinance of powers that are expressly granted to the municipality by statute and all other powers necessary or desirable in the conduct of its affairs, even though not granted by statute;

WHEREAS, Pursuant to IC 36-1-3 and IC 36-9-25 the Town adopted HMC Section 12.10.110, establishing a cash reserve fund for the wastewater and storm water utilities, for its stewardship for loans, and transfers for payments in lieu of taxes for rates that support a reasonable return on the sewage utility plant of the municipality;

WHEREAS, Pursuant to IC 36-9-25-11 (l), which expressly states that its particular provisions may not be construed to prohibit a municipal legislative body from including in an ordinance adopted under IC 36-9-25 any other provision that the municipal legislative body considers appropriate, the Town did adopt in its most recently effective rate ordinance, rates and charges that support a reasonable return on the sewage utility plant of the municipality;

WHEREAS, HMC section 12.10.110, provides that the cash reserve fund shall be governed by the provisions of IC 8-1.5-3-11;

WHEREAS, Pursuant to IC 8-1.5-3-11 (d), the Town of Highland adopted in its budget for FY 2020 an amount to include in the corporation general fund budget, in an amount, which cannot exceed the amount in the Cash Reserve Fund at June 30 of the year of the budget's

preparation and not in excess of the amount calculated in the user rate basis for ROI;

WHEREAS, The amount in the Cash Reserve Fund at June 30, 2019 was **\$151,984.00**; and,

WHEREAS, Pursuant to the foregoing, the Town Council as the municipal legislative body desires to transfer **all** of the adopted amount identified in the adopted budget for FY 2020,

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 finds and determines the following:

- (A) That the Town Council adopted and the Department of Local Government Finance approved by order the budget of the Town for FY 2020, which for its municipal general fund did include an amount of up to **\$105,000** to be transferred from the municipal sewage cash reserve fund;
- (B) That there is a Sanitary District Sewage Cash Reserve Fund established by the municipality under Section 12.10.110 of the municipal code and the amount on deposit to that cash reserve fund at June 30, 2019 was one hundred fifty-one thousand, nine hundred eighty-four dollars (**\$151,984.00**);
- (C) That any transfer herein authorized does not impair or adversely affect compliance with any terms or conditions of any bond ordinance or resolution, indenture, contract or similar instrument binding upon the municipality;
- (D) That the most recently adopted and effective rates and charges of the Department of Public Sanitation and Sanitary District provide for rates that support reasonable return on the utility plant of the municipality, pursuant to IC 36-9-25-11(l), with such reasonable return to be deposited in the Cash Reserve Fund;

**Section 2.** That for the expenses of said municipality, the amount of **One hundred five thousand dollars (\$105,000.00)** are hereby transferred and set apart from the **Sanitary District Sewage Cash Reserve Fund** for

deposit in the **Corporation General Fund**, subject to the laws governing the same, subject to the approval of the Board of Sanitary Commissioners, as set forth in Indiana Code 8-1.5-3-11(a) as adopted by reference in HMC Section 12.10.110 (A);

**Section 3.** That the Clerk-Treasurer is hereby authorized and requested as follows:

- (A) To seek the approving action of the Board of Sanitary Commissioners as set forth above; and,
- (B) Upon approval, to transfer the sum identified and as authorized herein;

**Section 4.** That, in addition to the express authority conferred herein, the Clerk-Treasurer as the disbursing and fiscal officer of the Municipality, is hereby authorized and requested to take such steps as necessary to carry out the purposes of this enactment;

**Section 5.** That the money transferred may be expended from the Corporation General Fund, for purposes permitted by law, and after its appropriation in the manner set forth in IC 6-1.1-18.

Introduced and Filed on the 10<sup>th</sup> day of February 2020. Consideration on same evening of introduction attained a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2020 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

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

\_\_\_\_\_  
Mark J. Schocke, 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)

**Approval by the Board of Sanitary Commissioners**

It is hereby certified that the foregoing transfer from the cash reserve fund to the corporation general fund was considered at a regular or special meeting of the Highland Board of Sanitary Commissioners.

The transfer identified herein is duly approved pursuant to the provisions of IC 8-1.5-3-11(a), incorporated by reference in HMC Section 12.10.110 (A) and now adopted by the Board of Sanitary Commissioners of the Town of Highland, Lake County, Indiana, this \_\_\_\_ day of \_\_\_\_\_ 2020 having passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

**DEPARTMENT OF PUBLIC SANITATION & SANITARY DISTRICT  
BY ITS BOARD OF SANITARY COMMISSIONERS:**

\_\_\_\_\_  
Richard Garcia, President

Attest:

\_\_\_\_\_  
David Jones, Secretary

**TOWN of HIGHLAND  
RESOLUTION NO. 2020-08**

A RESOLUTION AUTHORIZING TEMPORARY INTERFUND LOAN or TRANSFER PURSUANT to IC 36-1-8-4 OF THE INDIANA CODE AND SECTION 3.20.040 OF THE HIGHLAND MUNICIPAL CODE FOR, THE SANITARY DISTRICT BOND AND INTEREST FUND, THE REDEVELOPMENT DISTRICT BOND AND INTEREST FUND AND THE PARK DISTRICT BOND AND INTEREST FUND.

**Whereas**, The Clerk-Treasurer has advised the Town Council that cash balances in the **Sanitary District Bond & Interest Fund, the Redevelopment District Bond & Interest Fund and the Park District Bond and Interest Fund**, are not sufficient to meet its regular expenses prior to the receipt of the semi-annual distribution of ad-valorem revenues so it has become necessary to temporarily borrow money to enhance the fund;

**Whereas**, The Clerk-Treasurer has advised that there is sufficient money on deposit to the credit of the **Corporation General Fund** and the **Economic Development Local Income Tax Fund** that can be temporarily transferred;

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

**Section 1.** That the amount of **\$745,564.00** be borrowed for the **Sanitary District Bond and Interest Exempt Fund** with the amount of **\$745,564.00** to be loaned by the **Economic Development Local Income Tax Fund**, as authorized by HMC Section 3.45.180(B)(1);

**Section 2.** That said loan in the amount **\$745,564.00** be repaid to the **Economic Development Local Income Tax Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the **Fund** with such loan to be repaid no later than December 31, 2020, subject to IC 36-1-8-4(b).

**Section 3.** That the amount of **\$327,203.00** be borrowed for the **Park District Bond & Interest Fund** with the amount of **\$327,203.00** to be loaned by the **Corporation General Fund**;

**Section 4.** That said loan in the amount of **\$327,203.00** be repaid to the **Corporation General Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the **Park District Bond & Interest Fund** with such loan to be repaid no later than December 31, 2020, subject to IC 36-1-8-4(b).

**Section 5.** That the amount of **\$8,698.00** be borrowed for the **Redevelopment Bond & Interest Fund** with the amount of **\$8,698.00** to be loaned by the **Corporation General Fund**, as authorized by HMC Section 3.45.180(B)(1);

**Section 6.** That said loan in the amount of **\$8,698.00** be repaid to the **Corporation General Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the **Redevelopment Bond & Interest Fund** with such loan to be repaid no later than December 31, 2019, subject to IC 36-1-8-4(b).

**Duly Adopted** by the Town Council of the Town of Highland, Lake County, Indiana, this 10<sup>th</sup> day of February 2020. Having been passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

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

---

Mark J. Schocke, 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)

**TOWN OF HIGHLAND  
APPROPRIATION TRANSFER RESOLUTION  
RESOLUTION NO. 2020-09**

**AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS in the PUBLIC SAFETY LOCAL INCOME TAX (LIT) FUND as REQUESTED BY THE PROPER OFFICER AND FORWARDED to the TOWN COUNCIL for its ACTION PURSUANT TO IC 6-1.1-18-6.**

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

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

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

**Section 2.** That is has been shown that certain existing unobligated appropriations of the **Public Safety Local Income Tax (LIT) Fund**, which are not needed at this time for the purposes for which originally appropriated, and may be transferred to a category of appropriation in order to satisfy an existing need, as follows:

**PUBLIC SAFETY LOCAL INCOME TAX FUND**

Reduce Account:

250-0000-44300 Equipment Fire Suppression	\$ <u>10,110.00</u>
<i>Total 400 Series Reductions:</i>	\$ 10,110.00

Increase and Create Accounts:

250-0000-30003 Fire Truck Repair	\$ 8,791.00
250-0000-39004 Fire Software	\$ <u>1,319.00</u>
<i>Total 300 Series Increases</i>	\$ 10,110.00

<b>Total of Fund Decreases:</b>	<b>\$ 10,110.00</b>
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<b>Total of Fund Increases:</b>	<b>\$ 10,110.00</b>
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**DULY RESOLVED and ADOPTED** this 10<sup>th</sup> Day of February 2020 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_opposed.

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

\_\_\_\_\_  
Mark J. Schocke, 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)



**HIGHLAND TOWN COUNCIL**  
**Resolution No 2020-10**

**A RESOLUTION ARTICULATING THE "SENSE OF THE TOWN COUNCIL" REGARDING ITS OPPOSITION to House Bill 1165, WHICH WILL PROHIBIT CURRENTLY LAWFUL PRACTICES of MUNICIPAL UTILITIES from REQUIRING EITHER LANDLORDS to CO-SIGN for TENANTS or for REQUIRING LANDLORDS TO SIGN INSTEAD OF TENANTS**

**WHEREAS,** The Town of Highland was incorporated to provide certain public services to the residents of this community, all of whom are also residents of this state, and Nation, for whom their elected public servants commit their judgment and industry to promote the general welfare and common public good;

**WHEREAS,** The Highland Town Council, as the fiscal and legislative body of the Town of Highland, from time to time, encounters issues of public import and moment which warrant an expression from the elected representatives as part of the public discourse on the matter;

**WHEREAS,** Article 1, Section 31 of the Indiana Constitution provides that no law shall restrain any of the inhabitants of the State from assembling together in a peaceable manner, to consult for their common good, nor from instructing their representatives, nor from applying to the General Assembly for redress of grievances;

**WHEREAS,** The First Amendment of the United States Constitution provides that Congress shall make no law abridging freedom of speech, or the right of the people to peaceably assemble, and to petition the government for redress of grievances;

**WHEREAS,** The Indiana General Assembly is Considering a Bill, numbered HB 1165, that if passed and adopted will negatively alter the current manner in which municipal utilities manage the risk from uncollectible receivables; and

**WHEREAS,** HB 1165 will prohibit municipal utilities from requiring landlords to co-sign for utility bill for its tenants, a requirement that the Town of Highland has used since the 1960's, to effectively protect the ratepayers from the costs incurred from unpaid bills for rental property;

**WHEREAS,** HB 1165 will further prohibit municipal utilities from requiring landlords to be the responsible customer rather than the tenants, a practice also employed by many Indiana municipal utilities to effectively protect the ratepayers from the costs incurred from unpaid bills for rental property;

**WHEREAS,** Eliminating the currently lawful practice to require landlords to serve as co-signer on tenant utility bills is a most unwelcome interference with Highland's and many municipal utilities' operating model, lowering costs of administration as this approach recognizes the landlord as the best bearer of this risk, as it is customary in the course of the business of renting or leasing space to residential or commercial business tenants to use both the *price of the rents* and *the required deposit* to cover losses that the Landlord might experience in the course of the business;

**WHEREAS,** The practice of requiring landlords to co-sign for their tenants or requiring landlords to be the sole signatory for its property, has allowed the Town of Highland and municipal utilities throughout Indiana to keep the risks off their ratepayers, and prohibiting this practice will in effect create an effective *public subsidy for landlords*, allowing any loss from an errant tenant who fails to pay the final utility bills, not to be borne by the landlord, who is responsible for vetting its tenants, but rather passed on to all other ratepayers, *exhibited in higher basic rates for all customers*.

**WHEREAS,** The Town of Highland by and through its elected officers wishes to offer a *distinct, strong and clear* public expression on the public importance of this matter,

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

**Section 1.** That Highland Town Council, **strongly opposes** HB 1165 and urges the Indiana Senate to reject its passage;

**Section 2.** The Town of Highland by and through its Town Council, further **strongly opposes** removal from municipal utilities local flexibility to structure their billing in the way that is at once *just, non-discriminatory, equitable*, and working for that community as municipal utilities are diverse in size, scope, and staffing, policies should be tailored to the needs of the individual community;

**Section 3.** The Town of Highland by and through its Town Council, still further offering its sense of the subject, **still further strongly opposes** HB 1165 as its deleterious impact on and prohibition of the administrative efficiency of holding landlords secondarily liable for unpaid tenant utility bills or to require accounts to be in the name of the landlord, creates an unnecessary and undue burden on municipal utilities and runs counter to the following:

- (A) That the service runs with and adds value to the commercial character of the property and is therefore ultimately the responsibility of the property owner;

- (B) That unpaid tenant bills are very difficult to collect by municipal utilities and are almost always written off as bad debt;
- (C) That it is not cost effective or feasible to pursue legal action against individual tenants who usually have little to no assets the utility could pursue for restitution;
- (D) That unlike investor owned utilities, municipal utilities operate with no profit margins and less fiscal capacity to absorb other techniques to ameliorate the loss and are therefore more financially susceptible to fiscal instability owing of large amounts of bad debt;
- (E) That imposing large deposits on everyone would require higher payments by homeowners and may price some tenants out of being able to afford necessities; further, differentiating deposits by *whether one is a tenant or an owner occupant*, is currently unlawful for utilities regulated by the Utility Regulatory Commission, and for all utilities regardless their regulation by the IURC, requires costly credit checks and a formula for linking credit to deposit amounts, a significant administrative burden;

**Section 4.** The Town of Highland by and through its Town Council, still further offering its sense of the subject, **stresses that if adopted, HB 1165** will create a *de facto* subsidy for landlords, paid by all other municipal ratepayers and along with the reasons heretofore stated, the Town of Highland by and through its Town Council, urges the Indiana State Senate, the Indiana General Assembly and the Indiana Governor to reject this bill;

**Section 5.** That the Clerk-Treasurer be hereby further instructed to transmit and forward this resolution to the **President Pro Tempore of the Indiana State Senate, the Governor of the State of Indiana**, and such other persons as may be deemed to have an interest in this matter and to encourage those persons to evidence their strong desire to see the objects and purposes of this "*Sense of the Council Resolutions*" achieved.

**DULY RESOLVED and ADOPTED** this 10<sup>th</sup> Day of February 2020 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

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

\_\_\_\_\_  
Mark J. Schocke, 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)â

**TOWN COUNCIL of the TOWN of HIGHLAND  
ENACTMENT NO. 2020-11**

**AN ENACTMENT REGARDING THE DISPOSITION OF ACCRETED SURPLUS ON DEPOSIT TO THE CREDIT OF THE WATER CASH RESERVE FUND, AUTHORIZING ITS TRANSFER TO THE CORPORATION GENERAL FUND, PURSUANT TO I.C. 8-1.5-3-11 ET SEQ.**

**WHEREAS**, The Town of Highland by proper legislative action has established a Department of Waterworks pursuant to IC 36-1.4-4, codified as Chapter 12.05 of the Highland Municipal Code;

**WHEREAS**, The Department of Waterworks is governed by the provisions of IC 8-1.5-4 and IC 8-1.5-3 in its operations and management of assets;

**WHEREAS**, Indiana Code 8-1.5-4-11 particularly provides for the establishment by ordinance of a Cash Reserve Fund for the waterworks, for its stewardship for loans, and transfers for payments in lieu of taxes and under IC 8-1.5-3-8(e) for rates that support reasonable return on the utility plant of the municipality;

**WHEREAS**, Pursuant to IC 8-1.5-3-11 (b), the Town of Highland has established a Waterworks Cash Reserve Fund, under Section 12.05.050 (A) of the Highland Municipal Code;

**WHEREAS**, Pursuant to IC 8-1.5-3-11 (d), the Town of Highland adopted in its budget for FY 2020 an amount to include in the Corporation General Fund budget, in an amount, which cannot exceed the amount in the Cash Reserve Fund at June 30 of the year of the budget's preparation and not in excess of the amount calculated in the user rate basis for ROI;

**WHEREAS**, Pursuant to IC 8-1.5-3-11 (d), the Highland Town Council passed and adopted Enactment No. 2020-06, to transfer the budgeted amount of \$105,000.00 to the General Fund, subject to the approval of the Board of Waterworks Directors, and that this amount does not exceed the amount in the Cash Reserve Fund at June 30;

**WHEREAS**, The Indiana Department of Local Government Finance has issued a final budget order for the Corporation General Fund, and with a pending additional appropriation in the amount of \$260,123.00, there is a deficit in the General Fund, notwithstanding any loss from circuit breaker credits or collection delays;

WHEREAS, Pursuant to IC 8-1.5-3-11 (e), provides that at any time after the final approval of the budget should an emergency arise the legislative body may transfer additional money from the cash reserve fund to provide for the additional appropriations, with such transfer to be limited to accretions to the cash reserve fund since June 30, 2019;

WHEREAS, The amount in the Cash Reserve Fund at June 30, 2019 was \$263,252.72 and the amount at December 31, 2019 was \$797,463.00, means there were accretions to the fund in the approximate amount of \$434,211;

WHEREAS, Pursuant to IC 8-1.5-3-11 (e), the Town Council as the municipal legislative body desires to transfer **all** of the accreted amount identified to the Corporation General Fund,

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

**Section 1.** That pursuant to the provisions of IC 8-1.5-3-11(e), the Town Council hereby finds and determines the following:

- (A) That the Town Council did adopt, and the Department of Local Government Finance approved by order the budget of the Town for FY 2020, which for its municipal general fund did include an amount of up to **\$ 105,000.00** to be transferred from the municipal water utility cash reserve fund;
- (B) That the Highland Town Council passed and adopted Enactment No. 2020-06, to transfer the budgeted amount of \$105,000.00 to the General Fund, subject to the approval of the Board of Waterworks Directors;
- (C) That there is a Waterworks Cash Reserve Fund established by the municipality under Section 12.05.050 of the municipal code, and that the resources of that fund are as follows:
  - i. That the amount on deposit to the Water Cash Reserve fund at June 30, 2019 was two hundred sixty-three thousand, two hundred fifty-two dollars and seventy-two cents (\$263,252.72);
  - ii. That the amount on deposit to the Water Cash Reserve Fund at December 31, 2019 was seven

hundred ninety-seven thousand, four hundred sixty-three dollars (\$797,463.00);

- iii. That there were accretions to the fund in the approximate amount of four hundred thirty-four thousand, two hundred eleven dollars (\$434,211.00);
- iv. That there is an adopted additional appropriation in the amount of \$260,123.00 to the Corporation General Fund, pending review by the Department of Local Government Finance, and there is a revenue gap in the General Fund, notwithstanding any loss from circuit breaker credits or collection delays, which is an exigent matter;

- (D) That any transfer herein authorized does not impair or adversely affect compliance with any terms or conditions of any bond ordinance or resolution, indenture, contract or similar instrument binding upon the municipality;
- (E) That the most recently adopted and effective rates and charges of the Department of Waterworks provide for rates that support reasonable return on the utility plant of the municipality, pursuant to IC 8-1.5-3-8(e), with such reasonable return to be deposited in the Cash Reserve Fund;

**Section 2.** That owing to the exigent circumstances, the need to support the additional appropriations in the Corporation General Fund, the need to ameliorate the gap in revenues, and for the expenses of said municipality, the amount of **Four hundred thirty-four thousand, two hundred eleven dollars (\$434,211)** are hereby transferred and set apart from the **Waterworks Cash Reserve Fund** for deposit in the **Corporation General Fund**, subject to the laws governing the same, subject to the approval of the Board of Waterworks Directors, as set forth in Indiana Code 8-1.5-3-11(a) and IC 8-1.5-3-11(e);

**Section 3.** That the Clerk-Treasurer is hereby authorized and requested as follows:

- (A) To seek the approving action of the Board of Waterworks Directors as set forth above; and,
- (B) Upon approval, to transfer the sum identified and as authorized herein;

**Section 4.** That, in addition to the express authority conferred herein, the Clerk-Treasurer as the disbursing and fiscal officer of the Municipality, is hereby authorized and requested to take such steps as necessary to carry out the purposes of this enactment;

**Section 5.** That the money transferred may be expended from the Corporation General Fund, for purposes permitted by law, and after its appropriation in the manner set forth in IC 6-1.1-18.

Introduced and Filed on the 10<sup>th</sup> day of February 2020. Consideration on same evening of introduction attained a vote of \_\_\_\_ in favor and \_\_\_\_ opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2020 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

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

\_\_\_\_\_  
Mark J. Schocke, 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)

**Approval by the Board of Waterworks Directors**

It is hereby certified that the foregoing transfer from the cash reserve fund to the corporation general fund was considered at a regular or special meeting of the Highland Board of Waterworks Directors.

The transfer identified herein is duly approved pursuant to the provisions of IC 8-1.5-3-11(a) by the Board of Waterworks Directors of the Town of Highland, Lake County, Indiana, this \_\_\_\_ day of \_\_\_\_\_ 2020 having passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

**THE HIGHLAND WATER WORKS  
BY IT'S BOARD OF DIRECTORS:**

\_\_\_\_\_  
George A. Smith, President

Attest:

\_\_\_\_\_  
Richard Volbrecht, Secretary

TOWN OF HIGHLAND  
BOARD OF WORKS  
ORDER OF THE WORKS BOARD NO. 2020-06

AN ORDER APPROVING AND AUTHORIZING A MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF HIGHLAND, THROUGH ITS POLICE DEPARTMENT AND THE TOWN OF MUNSTER, THROUGH ITS POLICE DEPARTMENT, REGARDING USE OF HIGHLAND'S ANIMAL CONTROL FACILITIES BY THE TOWN OF MUNSTER POLICE DEPARTMENT FOR HOUSING OF ANIMALS.

**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), been Advised that the Town Board of Metropolitan Police Commissioners has recommended approval of a memorandum of Understanding to support the use by the Town of Munster Police Department of the Town of Highland Police Department's Animal Control Facility;

**Whereas,** The Operation and Maintenance of an Animal Care Facility and enforcement of humane law and animal control ordinances are powers expressly conferred under IC 36-8-2-6;

**Whereas,** The authority to contract or approve a memorandum of understanding between and by the Town of Highland Police Department and Town of Munster Police Department, is reposed in the Town Council, pursuant to IC 36-1-4 et seq. and IC 36-8-9 et seq.;

**Whereas,** That memorandum of Understanding to support the use by the Town of Munster Police Department of the Town of Highland Police Department's Animal Control Facility has been prepared and presented to the Town Council following its review and recommendation for approval by the Town Board of Metropolitan Police Commissioners;

**Whereas,** The Town of Highland, through its Town Council acting as the Works Board, now desires to accept and approve the memorandum of Understanding to support the use by the Town of Munster Police Department of the Town of Highland Police Department's Animal Control Facility as herein described,

**Now Therefore Be it hereby ordered and resolved** by the Town Council, acting as the Works Board of the Town of Highland, Lake County, Indiana:

**Section 1.** That the memorandum of Understanding (MOU) to support the use by the Town of Munster Police Department of the Town of Highland Police Department's Animal Control Facility presented to the Town Council following its review and recommendation for approval by the Town Board of Metropolitan Police Commissioners is hereby approved, adopted, and ratified in each and every respect;



**Section 2.** That the terms and fees for services set forth under the MOU for lodging animals by the Town of Munster Police Department above three (3) animals of twenty five dollars (\$25) per day per animal lodged and the quarterly stipend of \$500 are found to be *reasonable and not greater than that reasonably related to reasonable and just rates and charges for service;*

**Section 3.** That the Police Chief of the Town of Highland Police Department is hereby authorized to execute the memorandum of understanding, once signed by the Police Chief of the Town of Munster Police Department, one original of the MOU be filed with the Clerk-Treasurer.

**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 10<sup>th</sup> day of February 2020 having passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

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

---

Mark J. Schocke, President (IC 36-5-2-10)

**Attest:**

---

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

**Exhibit:**

**MEMORANDUM OF UNDERSTANDING  
USE OF HIGHLAND ANIMAL CONTROL FACILITY**

This Memorandum of Understanding (MOU) is entered into by the Highland Police Department and the Munster Police Department for the purpose of housing dogs and cats in the Highland Animal Control Facility.

**Purpose:**

The purpose of this Memorandum of Understanding is to outline the use of the Highland Animal Control Facility by the Munster Police Department.

**Operational Guidelines:**

The Highland Animal Control Facility is operated by the Highland Police Department. The housing of dogs and cats by the Munster Police Department will be accommodated when there is sufficient space in the facility. Employees of the Munster Police Department will first call the Support Services office at the Highland Police Department to confirm there is space available to lodge the animals in the facility. Upon receiving confirmation that there is available space, the employee from the Munster Police department will provide the Munster Police Department case number to the Support Services employee. The Munster Police Department employee will then lodge the animal in the facility and will provide said animal with proper water and food and secure the door to the kennel or cage. It will then be the responsibility of an employee of the Munster Police Department to make sure the lodged animal is watered and fed. The animal will not be lodged for more than 24 hours unless there are exigent circumstances. The Munster Police Department employee will be responsible to immediately notify the employee working in the Highland Police Department Support Services office when the animal is released from the facility. Upon releasing the animal from the facility, the Munster Police Department employee will make sure that the kennel or cage that was used is clean. Food for the animals will be provided by the Highland Police Department. Should the animal require any type of medical care or euthanasia, those arrangements and expenses will be the responsibility of the Munster Police Department.

**Fees:**

The Munster Police Department will be allotted the lodging of three (3) animals per month free of charge. After three (3), the assessed fee per lodged animal will be twenty five dollars (\$25) per day. The Highland Police Department will invoice the Munster Police Department quarterly with the monies being deposited in the

General Fund/Quarantine Line. In addition to the \$25 daily fee, any special services provided by our agency, such as transportation to a shelter by our Animal Control Officer, will be billed accordingly at the rate of \$25 per event.

Additionally, a stipend of \$500.00 per quarter (payable bi-annually) will be invoiced to the Munster Police Department. This fee encompasses compensation for time spent by the Highland Animal Warden assisting Munster Police Department with the placement of animals utilizing his network of rescues, time spent for cleaning and maintenance of the facility, costs for repairs and improvements to the facility, and for time spent by our Support Services Staff that make case reports, log the animals in our record keeping system and handle phone calls regarding people inquiring about lost/found pets in Munster.

**TERMS OF MEMORANDUM OF UNDERSTANDING:**

The terms of this agreement shall be in effect from the date of signing, and may be amended at any time.

\_\_\_\_\_  
Peter T. Hojnicky, Chief  
Highland Police Department

Date: \_\_\_\_\_

\_\_\_\_\_  
Steve Scheckel, Chief  
Munster Police Department

Date: \_\_\_\_\_

**TOWN OF HIGHLAND  
NOTICE TO TAXPAYERS  
OF PROPOSED ADDITIONAL APPROPRIATIONS**

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at **6:30 p.m.** on the **24<sup>th</sup> day of February 2020**, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

**INFORMATION COMMUNICATIONS AND TECHNOLOGY FUND**

Acct. No. 030-0000-43009 Copiers/Scanners/Printers:	<u>\$ 50,000.00</u>
<i>Total Series:</i>	\$ 50,000.00
<b>Fund Total:</b>	<b>\$ 50,000.00</b>

Funds to support these additional appropriations in the **Information and Communication Technology Fund** shall be from interest earnings, miscellaneous revenues, payments of departmental charges assessed against certain municipal funds or information and communication technological services, and unobligated fund balance on deposit to the credit of the Fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its information and file.

**TOWN COUNCIL of HIGHLAND  
Mark Schocke, President**

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

**TOWN OF HIGHLAND  
NOTICE TO TAXPAYERS  
OF PROPOSED ADDITIONAL APPROPRIATIONS**

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at 6:30 p.m. on the 24th day of February 2020, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

MUNICIPAL CUMULATIVE CAPITAL DEVELOPMENT FUND

Increase the following:

055-0000-36010 Street Light Repair:	\$ 7,560.00
055-0000-39015 Election Expenses:	<u>\$ 36,804.00</u>
<i>Total 300 Series:</i>	<b>\$ 44,364.00</b>
<b>TOTAL for the FUND:</b>	<b><u>\$ 44,364.00</u></b>

Funds to support these additional appropriations in the **Municipal Cumulative Capital Development Fund** shall be supported by interest earned, miscellaneous revenue and other unassigned balance on deposit to the credit of the fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its review. The Department of Local Government Finance shall make a written determination of the sufficiency of funds within fifteen days of receipt of a certified copy of the action taken.

**TOWN COUNCIL of HIGHLAND  
Mark Schocke, President**

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

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

TOWN OF HIGHLAND, INDIANA

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC-5-11-10-1.6

DATED THIS 7<sup>th</sup> DAY OF February 2020 Michael W. Ajin  
FISCAL OFFICER

ALLOWANCE OF VOUCHERS

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 6 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 743,250.05.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

TOWN COUNCIL

MARK A. HERAK

ROGER SHEEMAN

BERNIE ZEMEN

MARK SCHOCKE

TOM BLACK

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
 EXP CHECK RUN DATES 01/29/2020 - 02/11/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

02/07/2020 02:07 PM  
 User: CRK  
 DB: Highland

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Dept 001 General						
Dept 0000	MILAGE	84944	MICHAEL W GRIFFIN (R)	AIM CT SCHOOL/NEO BOOTCAMP INDIAN	181.70	43551
001-0000-09000	GEN FUND TRANSFERS GROSS	84840	PAYROLL ACCOUNT	1/31PRL D/S TRANSFER GENERAL	199,541.64	
001-0000-45200			Total For Dept 0000		199,723.34	
Dept 0001 TOWN COUNCIL						
001-0001-31004	NEO BOOTCAMP INDY LODGING 1/2	84946	ROGER SHEEMAN	NEO BOOTCAMP INDIANAPOLIS 1/21-1/	554.38	
001-0001-31004	LODGING 1/21-1/23/2020	84945	THOMAS BLACK	NEO BOOTCAMP-INDIANAPOLIS 18/21-1	332.28	
001-0001-33001	ADDITIONAL APPROPRIATIONS	84961	THE TIMES	ADDITIONAL APPROPRIATIONS- 1/16/2	38.32	
001-0001-33001	ADDITIONAL APPROPRIATIONS	84966	THE TIMES	ADDITIONAL APPROPRIATIONS- 1/17/2	61.31	
001-0001-33001	ADDITIONAL APPROPRIATIONS	84967	THE TIMES	ADDITIONAL APPROPRIATIONS- 1/17/2	51.10	
001-0001-33001	NEW PAGES UPDATE ORDINANCE 17	84969	CODE PUBLISHING COMPANY INC	HIGHLAND MUNICIPAL CODE WEB UPDAT	337.50	
001-0001-38004			Total For Dept 0001 TOWN COUNCIL		1,374.89	
Dept 0004 CLERK-TREASURER						
001-0004-32002	PARKING	84944	MICHAEL W GRIFFIN (R)	AIM CT SCHOOL/NEO BOOTCAMP INDIAN	447.28	
001-0004-32002			Total For Dept 0004 CLERK-TREASURER		447.28	
Dept 0006 BUILDING & INSPECTION						
001-0006-20001	D/S INV#27963-J DEPT SHARE	84981	BAXTER PRINTING INC	D/S INV#27963-J DEPT SHARE	62.50	
001-0006-20003	REIMBURSEMENT BATTERY FOR B&I	84988	KEN MIKA	REIMBURSEMENT BATTERY FOR B&I CAM	17.89	
001-0006-20003	INV433172148001-1/23/20	84978	OFFICE DEPOT, INC	INV433172148001-1/23/20	111.44	43562
001-0006-34001	KEN MIKA BOND 601144254	84977	KEYSTONE BONDING&SURETY AGE	KEN MIKA BOND 601144254	100.00	43563
001-0006-34001	PAUL Z BOND 601144260	84980	KEYSTONE BONDING&SURETY AGE	PAUL Z BOND 601144260	100.00	43560
001-0006-34001	DON ROSS BOND 601144432	84987	KEYSTONE BONDING&SURETY AGE	DON ROSS BOND 601144432 2020	100.00	
001-0006-34001	DUES 2020	84982	CHAMBER OF COMMERCE	DUES 2020	65.00	
001-0006-39001			Total For Dept 0006 BUILDING & INSPECTION		556.83	
Dept 0007 FIRE DEPARTMENT						
001-0007-11113	4TH QUARTER UNPAID STILL ALAR	84953	HIGHLAND FIRE DEPARTMENT	4TH QTR STILL ALARMS AND MEETINGS	550.00	
001-0007-11114	4TH QUARTER MEETING ATTENDAN	84953	HIGHLAND FIRE DEPARTMENT	4TH QTR STILL ALARMS AND MEETINGS	20.00	
001-0007-20003	INVOICE P2020-001	84957	WILLIAM M NEEDLES	COMPUTER COMPONENTS, BATTERIES AN	269.00	
001-0007-20003	6V 405AH SLA0905	84952	BEECHY BATTERY INC	BATTERIES	77.94	43561
001-0007-23004	ELECTRIC - SOUTH STATION	84950	NORTHERN IN PUBLIC SERVICE	GAS & ELECTRIC SOUTH STATION	297.62	43561
001-0007-35001	ELECTRIC - FD TRAINING SITE	84954	NORTHERN IN PUBLIC SERVICE	ELECTRIC - FD TRAINING SITE	30.42	43561
001-0007-35001	ELECTRIC - CENTRAL FIRE STATI	84956	NORTHERN IN PUBLIC SERVICE	ELECTRIC - CENTRAL FIRE STATION	819.57	43561
001-0007-35003	GAS - SOUTH STATION	84950	NORTHERN IN PUBLIC SERVICE	GAS & ELECTRIC SOUTH STATION	373.12	43561
001-0007-35003	GAS - CENTRAL STATION	84955	NORTHERN IN PUBLIC SERVICE	GAS - CENTRAL FIRE STATION	836.23	43561
001-0007-36001	ANNUAL OIL/INSPECT ON 5131	84951	FAUTH SERVICE, INC	FD VEHICLE OIL/INSPECTION SERVICE	2,100.00	
001-0007-36001			Total For Dept 0007 FIRE DEPARTMENT		5,373.90	
Dept 0009 POLICE DEPARTMENT						
001-0009-11120	ONE DAY PAY SUSP FOR CORPORAL	84924	POLICE PENSION FUND (V)	ONE DAY PAY SUSPENSION FOR CORPOR	257.81	
001-0009-11120	1 DAY SUSP FOR CORPORAL	84926	POLICE PENSION FUND (V)	SUSPNS DAY FOR CORPORAL	257.91	
001-0009-11121	ONE DAY SUSP FOR 1ST CLASS OF	84925	POLICE PENSION FUND (V)	ONE SUSPENSION DAY FOR 1ST CLASS	243.88	
001-0009-21001	1201 GAL OF GAS	84929	WARREN OIL COMPANY	1201 GAL OF GAS DELV ON 1/22	2,561.13	
001-0009-21004	HPA VAC FILTER	84912	ABLE PAPER & JANITORIAL	HPA MED VAC FILTER FOR CLEANING	25.90	
001-0009-22004	CAR BATTERIES FOR CAR 222 AND	84917	FAN SENUO AUTO VALVE	2 CAR BATTERIES FOR CAR 222 AND 8	201.46	
001-0009-22004	INV331152	84928	AXON ENTERPRISE, INC	JAN SWMT OF VEH PARTS SUPPLIES	685.45	
001-0009-23004	NEW TASERS AND REPLC CARTRIDG	84914	PORTER'S APPARELS INC	TASERS AND CARTRIDGES	6,288.00	
001-0009-23004	COFFE MUGS WITH LOGO	84927	AXON ENTERPRISE, INC	COFFE MUGS FOR CRIMEWATCH AND OTH	467.28	
001-0009-31001	LEGAL MATTERS FOR JAN	84913	AUSGTEN KUIPER JASAITIS P.C	LEGAL MATTERS FOR JAN	72.00	
001-0009-32003	SPILLMAN CIRCUIT USER FEE FOR	84921	LAKE COUNTY DATA PROCESSING	SPILLMAN CIRCUIT USER FEE FOR JAN	307.84	
001-0009-32004	IDACS INTERNET SERVICE 1/28-2	84916	COMCAST CABLE	IDACS INTERNET SERVICE 1/28 TO 2/	126.85	

Fund Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 General						
Dept 0009 POLICE DEPARTMENT						
001-0009-35001	GAS ELEC SERVI READ ON 1/15	84922	NORTHERN IN PUBLIC SERVICE	GAS ELEC SERV TO 3315 RIDGE READ	5,848.34	
001-0009-36001	LABOR FOR CAGE INSTALL CAR 2-	84923	NWI EMERGENCY OUTFITTERS, LL	LABOR FOR REAR CAGE INSTALLS ON 3	375.00	
001-0009-36003	LABOR FOR REPAIRS	84920	JOHNSON CONTROLS, INC	REPAIRS TO SYSTEM TEXT ALERTS NOT	793.08	
001-0009-36004	GEN OFFICE CLEANING FOR JAN	84918	GAYLE THARP	GEN OFFICE CLEANING FOR JAN AT PD	2,666.66	
001-0009-38006	MAT CHANGE 1/28	84915	CINTAS CORPORATION #319	MAT CHANGE AT PD ON 1/28	36.01	
001-0009-39005	TNR SERVICE TO FELINE	84919	HUMANE INDIANA	TNR SERVICE TO FELINE	40.00	
			Total For Dept 0009 POLICE DEPARTMENT		21,254.60	
Dept 0011 SERVICES & WORKS						
001-0011-32008	ACCT. SERVICE FEES	84813	FIRST FINANCIAL BANK CORP S	JANUARY 2020 ACCT SERV FEES	1,123.09	43549
001-0011-34005	\$60,000 BOND TOWN OFFICERS &	84983	KEYSTONE BONDING&SURETY AGE	D/S TOWN OF HIGHLAND OFFICERS AND	2,652.00	43564
001-0011-35001	000-901-005-4 9217 LIABLE	84854	NORTHERN IN PUBLIC SERVICE	MISC TH,VIP 198-801-002-1,000-901	1,180.33	999338
001-0011-35001	7502010024,8001 KENNEDY-ELECT	84867	NORTHERN IN PUBLIC SERVICE	MISC (TH,GARAGE)-CT	376.80	43556
001-0011-35001	001-0011-35001	84871	NORTHERN IN PUBLIC SERVICE	MISC (INDPLS BLVD)	177.84	999339
001-0011-35002	0514000055, 2705HIGHWAY AVE	84873	NORTHERN IN PUBLIC SERVICE	STREET/TRAFFIC LIGHTS	16,375.77	999339
001-0011-35002	130-850-001-0,3333 RIDGE RD A	84854	NORTHERN IN PUBLIC SERVICE	MISC TH,VIP 198-801-002-1,000-901	911.97	999338
001-0011-35003	7502010024,8001 KENNEDY-GAS	84867	NORTHERN IN PUBLIC SERVICE	MISC (TH,GARAGE)-CT	570.60	43556
001-0011-39016	SR TAXI SUBSID	84962	TRIPLE A EXPRESS	SR TAXI SUBSID 12/16-12/31/19	60.00	
			Total For Dept 0011 SERVICES & WORKS		23,428.40	
Dept 0012 TOWN HALL						
001-0012-21004	DUTCH APPLE DRY AIR & FABRIC	84878	AJAX SANITARY SUPPLY CO, IN	INSTITUTIONAL SUPPLIES FOR TOWN H	81.14	
001-0012-21004	BROWN ROL, TOWELS	84880	AJAX SANITARY SUPPLY CO, IN	INSTITUTIONAL SUPPLIES FOR TOWN H	62.97	
001-0012-21004	INSTITUTIONAL SUPPLIES	84881	AJAX SANITARY SUPPLY CO, IN	INSTITUTIONAL SUPPLIES FOR TOWN H	148.12	
001-0012-35002	3074860092,8201 INDY BLVD BLD	84871	NORTHERN IN PUBLIC SERVICE	MISC (INDPLS BLVD)	51.50	999339
001-0012-36003	MAT SERVICE FOR TOWN HALL1/21	84965	CINTAS CORPORATION #319	MAT SERVICE FOR TOWN HALL 1/21-28	78.82	
001-0012-36004	JAN CLEANING SERVICE	84883	GLOBAL MAINTENANCE & CO.	GENERAL CLEANING SERVICES FOR JAN	1,540.00	
			Total For Dept 0012 TOWN HALL		1,962.55	
Fund 002 MVH						
Dept 0000						
002-0000-45200	MVH TRANSFERS GROSS	84841	PAYROLL ACCOUNT	1/31PRL D/S TRANSFER MVH	47,455.05	43552
			Total For Dept 0000		47,455.05	
Dept 0016 MVH ADMIN						
002-0016-11306	CDL PHYSICAL	84886	BRIAN K BELL (R)	REIMBURSE FOR CDL PHYSICAL	65.00	
002-0016-20003	PIZZA	84885	AMTICI GRILL AND PIZZERIA	PIZZA FOR SNOW REMOVAL CREW	97.25	
002-0016-21004	60 GAL BLACK LINERS CASE	84884	AJAX SANITARY SUPPLY CO, IN	LINERS AND HIGH GLOSS FLOOR FINIS	283.79	
002-0016-22002	5511723 PARAMINT INT PAINT EG	84902	MENARDS	PAINT AND PAINT SUPPLIES FOR HALL	68.91	
002-0016-32002	SEPT MILES	84893	JOHN BACH (R)	MILEAGE REIMBURSEMENT SEPT THRU D	754.58	
002-0016-36003	5610555 PURDY 2" BCB AS BRUSH	84897	MENARDS	PAINTING SUPPLIES FOR GARAGE STRE	24.93	
002-0016-36003	PRIMER,SANDING SPONGES,TRIMME	84898	MENARDS	PRIMER AND PAINT SUPPLIES FOR BUI	56.03	
002-0016-36003	5612126 CANVAS DROP CLOTH 4'X	84899	MENARDS	PAINT AND DROP CLOTH FOR HALLWAY	62.96	
002-0016-36003	WET SIGN, MOLD REMOVAL,BUCKET	84901	MENARDS	HALLWAY REPAIR FOR STREET DEPT.	92.27	
002-0016-36009	2020 PEST CONTROL	84889	HAMMOND PEST CONTROL INC/DB	ANNUAL PEST CONTROL AT PW PREPAY	235.60	
002-0016-36009	2020 VEGETATION CONTROL	84911	TRUGREEN 2743	VEGETATION CONTROL FOR 2020 VARIO	579.37	
			Total For Dept 0016 MVH ADMIN		2,320.69	
Dept 0017 MVH RECONSTRUCTION/MAINTENANCE						
002-0017-21003	11518 GLASS SS 16"X20"2.5MM	84895	LINDY'S ACE HARDWARE, INC	FIRE EXTINGUISHER GLASS COVER FOR	6.59	
002-0017-21003	87712194 FILTER AIR CAB	84896	MCCANN INDUSTRIES, INC	FILTER AIR CAB FOR STREET DEPT, U	106.47	



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Fund 002 MVH	RECONSTRUCTION/MAINTENANCE					
Dept 0017 MVH	HOSES ( SEE ATTACHED INVOICE)	84891	HOSE CONNECTIONS INC	HOSES FOR STREET DEPT.	157.14	
002-0017-22004	AIR JACK/ DISASSEMBLE, CLEAN	84892	HYDRAULIC RESOURCES,LLC	DEPT SHARE AIR JACK FOR STREET DE	132.33	
002-0017-22004	BRINE PARTS	84894	LINDY'S ACE HARDWARE,INC	PARTS FOR BRINE VEHICLE	36.63	
002-0017-22004	HON90043-ZEI-020 BOLT, STUD 6	84910	TERPSTRA'S SALES & SERVICE,	NUTS AND BOLTS FOR STREET DEPT.	24.94	
002-0017-23001	COLD PATCH	84908	RIETH-RILEY CONSTR CO., INC	COLD PATCH FOR ST DEPT	1,024.80	
002-0017-23001	COLD PATCH	84909	RIETH-RILEY CONSTR CO., INC	COLD PATCH FOR ST DEPT	766.50	
002-0017-23003	R7-S TWO HOUR PARKING SIGN RE	84888	HALL SIGNS, INC	TWO HOUR PARKING SIGNS AND BRACKE	983.33	
002-0017-23004	ROLLERS, ROLLER COVERS, AND P	84903	SHERWIN WILLIAMS CORP	ROLLERS, ROLLER COVERS, PAINT TRA	54.67	
002-0017-23005	UNTREATED SALT	84905	MORTON SALT,INC	UNTREATED SALT	20,298.91	
002-0017-23005	UNTREATED SALT	84906	MORTON SALT,INC	UNTREATED SALT	7,100.50	
002-0017-23005	UNTREATED SALT	84907	MORTON SALT,INC	UNTREATED SALT	12,244.00	
002-0017-23006	73353856690 MAILBOX BLK POS.	84890	HOME DEPOT CORPORATION	MAILBOX FOR ALTI CT STREET DEPT.	58.67	
002-0017-23006	ITEMS FOR MAILBOX REPAIRS	84900	MENARDS CORP - SCHERERVILLE	REPAIR ITEMS FOR MAILBOXES FOR ST	212.66	
002-0017-23006	TRAFFIC SIGNAL MAINT DEC 2019	84904	MIDWESTERN ELECTRIC INC	TRAFFIC SIGNAL MAINT. FOR DEC 201	228.05	
002-0017-36007	REVISIONS TO TREE PLANTING PL	84887	GRAF TREE CARE, INC	REVISIONS TO TREE PLANTING PLAN P	360.00	
002-0017-39007				Total For Dept 0017 MVH RECONSTRUCTION/MAINTENANCE	43,796.19	
Fund 016 FEDERAL FORFEITED & SEIZED						
Dept 0000	BAL DUE FOR NEW CAMERA SYSTEM	84940	VIGILANT SOLUTIONS	BAL DUE FOR NEW CAMERA SYSTEM	1,310.00	
016-0000-00200				Total For Dept 0000	1,310.00	
Fund 018 Law Enforce Con't Ed						
Dept 0000	CORD PHONE LINE FOR SGT OFFIC	84932	GUS BOCK'S ACE HARDWARE	CORD PHONE LINE FOR SGT OFFICE	7.99	
018-0000-20003	KEYLESS UNIVERSAL KEYPAD- BAGS	84935	MENARDS CORP - SCHERERVILLE	UNIV KEYLESS KEYPARD AND BAGS	42.93	
018-0000-20003	OFFICE SUPPLIES	84938	PULSE TECHNOLOGY OF INDIANA	OFFICE SUPPLIES	109.37	
018-0000-20003	NAME PLATE FOR NEW ATNTY	84930	ALLIN PLASTIC ENGRAVING	NEW NAME PLATE FOR ATNTY	11.75	
018-0000-23004	SAFETY HASP FOR DRUG BIN	84936	MENARDS	SAFETY HASP FOR DRUG BIN	2.97	
018-0000-23004	DUST FACE MASKS	84934	MENARDS CORP - SCHERERVILLE	DUST MASKS FOR PD AND INSUL ROLL	169.77	
018-0000-23006	E TICKET PAPER	84931	ATLANTIS DISTRIBUTION & LOG	E TICKET PAPER FOR CITATIONS FOR	348.70	
018-0000-31004	TRAINING FEE FOR R STEWART	84933	LAW ENFORCEMENT TRAINING BO	TRAINING FEE FOR STEWART	50.00	
018-0000-31004	OCAT RECERTICATION FOR OFFICE	84937	PERSONAL PROTECTION CONSULT	OCAT RECERT FOR OFFICER	55.00	
018-0000-33002	LEGAL AD FOR NOTICE TO BIDDER	84939	THE TIMES	AD FOR NOTICE TO BIDDERS 1/22	31.26	
				Total For Dept 0000	829.74	
Fund 026 FSA Agency Fund						
Dept 0000	TASC FLEX SPENDING DEBITS 1/3	84870	TASC	JANUARY FSA SPENDING DEBITS	1,225.12	999198
026-0000-45202				Total For Dept 0000	1,225.12	
Fund 027 Insurance Premium						
Dept 0000	INSURANCE PREMIUM HEALTH FEB	84975	AIM MEDICAL TRUST	FEBRUARY 2020 MEDICAL AND LIFE IN	195,496.32	43559
027-0000-34002	INSURANCE PREMIUM DENTAL	84976	METLIFE GROUP BENEFITS	FEBRUARY 2020 DENTAL PREMIUMS	8,124.98	43560
027-0000-34002				Total For Fund 026 FSA Agency Fund	1,225.12	

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Fund 027 Insurance Premium					
Dept 0000			Total For Dept 0000	203,621.30	
			Total For Fund 027 Insurance Premium	203,621.30	
Fund 030 ICT Fund					
Dept 0000			MONTHLY IT SUPPORT PER WBO 2020-	4,000.00	43553
030-0000-31006	84949	CBL CONSULTING, INC	8771 40 025 0296375 PUMP STATION	194.77	43553
030-0000-32003	84863	COMCAST CABLE	INTERNET FOR PUBLIC SAFETY BLDG	258.50	43554
030-0000-32003	84866	COMCAST CABLE	PARK INTERNET ACCT 87714002502083	295.35	43555
030-0000-32003	84865	COMCAST CABLE	PD CELL PHONE USE PD- 642004646-0	2,419.00	
030-0000-32003	84864	VERIZON WIRELESS	MONTHLY CELL PHONE USE DEC JA 84864	9,453.45	
030-0000-32003	84947	MONTHLY CELL PHONE USE DEC JA 84864	WEBSITE & EMAIL HOSTING SRVC 1/1-	12,000.00	
030-0000-38006	84948	WEBSTE & EMAIL HOSTING SRVC 1/1-	CISCO NETWORK SUPPORT FOR THE YEA		
030-0000-38006	84948	CISCO NETWORK SUPPORT FOR THE YEA	ZANZO LLC	28,621.07	
			Total For Dept 0000	28,621.07	
			Total For Fund 030 ICT Fund	28,621.07	
Fund 036 Special Events					
Dept 0000			KEYSTONE BONDING&SURETY AGE CEC FAITHFUL PERFORMANCE BOND 68C	1,329.00	43565
036-0000-34001	84984	MAD BOMBER FIREWORKS	NEW YEARS FIRE WORKS	5,000.00	
036-0000-38607	84968	NEW YEARS FIRE WORKS		6,329.00	
			Total For Dept 0000	6,329.00	
			Total For Fund 036 Special Events	6,329.00	
Fund 050 Police Pension					
Dept 0000			PAYROLL ACCOUNT	72,409.68	31865
050-0000-45200	84846	POLICE PENSION TRANSFERS GROS	1/31PRL D/S TRANSFER POLICE PENSI	72,409.68	
			Total For Dept 0000	72,409.68	
			Total For Fund 050 Police Pension	72,409.68	
Fund 055 MCCD					
Dept 0000			FIRST MIDWEST BANK	53,982.92	31886
055-0000-30007	84861	LEASE PAYMENT	520 2 FIRE TRUCKS- LEASE PAYMENT 0021	1,376.00	
055-0000-43010	84941	FOR VEH	4 NEW KEYBOARDS FOR VEHICLES	55,358.92	
			Total For Dept 0000	55,358.92	
			Total For Fund 055 MCCD	55,358.92	
Fund 085 Traffic Violations					
Dept 0001 TOWN COUNCIL			LAKE COUNTY CLERK	3,000.00	43548
085-0001-00400	84812	CASH BOND FEES	CASH BOND FEES	3,000.00	
			Total For Dept 0001 TOWN COUNCIL	3,000.00	
			Total For Fund 085 Traffic Violations	3,000.00	
Fund 088 Mun Cum Street Fund					
Dept 0000			H3 CONCRETE, INC	812.50	
088-0000-44010	84876	SIDEWALK REPLACEMENT	9913 DELAWARE PL SIDEWALK REPLACE	812.50	
			Total For Dept 0000	812.50	
			Total For Fund 088 Mun Cum Street Fund	812.50	
Fund 249 PUBLIC SAFETY INCOME TAX FUND					

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 249 PUBLIC SAFETY INCOME TAX FUND						
Dept 0000						
249-0000-43049	ADDITIONAL CAMERA SYSTEMS FOR 84942		VIGILANT SOLUTIONS	ADDTNL CAMERA SYSTEM	22,039.00	
			Total For Dept 0000		<u>22,039.00</u>	
			Total For Fund 249 PUBLIC SAFETY INCOME TAX FUND		<u>22,039.00</u>	

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Fund Totals:

Fund 001	General				254,121.79	
Fund 002	MVH				93,571.93	
Fund 016	FEDERAL FORFEITED & SEIZ				1,310.00	
Fund 018	Law Enforce Con't Ed				829.74	
Fund 026	FSA Agency Fund				1,225.12	
Fund 027	Insurance Premium				203,621.30	
Fund 030	ICT Fund				28,621.07	
Fund 036	Special Events				6,329.00	
Fund 050	Police Pension				72,409.68	
Fund 055	MCCD				55,358.92	
Fund 085	Traffic Violations				3,000.00	
Fund 088	Mun Cum Street Fund				812.50	
Fund 249	PUBLIC SAFETY INCOME TAX				22,039.00	

743,250.05

**Payroll Docket**

**\$ 226,724.23**

**\$ 226,724.23**

Delta

\$

-

**Council, Boards and Commissions**

\$

-

**Office of Clerk-Treasurer**

\$ 16,747.23

Regular Staff \$ 16,747.23

Field Service Rep \$ -

**Building & Inspection**

\$ 8,780.39

**Metropolitan Police**

\$ 124,670.94

Crossing \$ 704.78

Full-Time Police \$ 108,819.08

Full-Time Non-sworn \$ 15,147.08

**Fire Department**

\$ 3,469.16

**Public Works Department**

\$ 73,056.51

Component One \$ 73,056.51

Component Two \$ -

**Police 1925 Pensions**

\$

-

**Payday: 17-Jan-2020**