

Agenda
Fourteenth Regular or Special Meeting
of the Twenty-Ninth Town Council of Highland
Regular Meeting of Monday, July 13, 2020 at 6:30 p.m.
 Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code
 This meeting will be convened as an electronic meeting, pursuant to Governor
 Holcomb's Executive Orders, 20-04, 20-09, 20-25 and extended by Executive
 Order 20-33, allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the
 duration of the emergency, through to August 3.

People may observe and record the meeting for live streaming by joining the meeting on the Zoom platform <https://zoom.us/j/92774496104?pwd=UGsyb3ZTZlpuTldRRU9vSzhraWVQQT09>

Further, persons wishing to offer comment in the meeting may access the electronic meeting by using the preceding and adding the password for Meeting ID 927 7449 6104, password (code): 175818.

Prayer:	Mark A. Herak
Pledge of Allegiance:	Mark A. Herak
Roll Call:	Bernie Zemen
	Mark A. Herak
	Mark J. Schocke
	Thomas (Tom) Black
	Roger Sheeman



**A GREAT PLACE
TO CALL HOME**

Minutes of Previous Session: Minutes of the Regular Meeting of 22 June 2020.

- Special Orders:**
1. **Consideration of Proposed Additional Appropriations:** (non-controlled funds) Proposed Additional Appropriations in Excess of the 2020 Budget for the **Gaming Revenue Sharing Fund** in the amount of **\$113,297.00** and the **Park Non Reverting Capital Fund** in the amount of **\$6,696**.
 - (a) Attorney verification of Proofs of Publication: The TIMES 29 June 2020.
 - (b) **Public Hearing.**
 - (c) Action on **Appropriation Enactment No. 2020-32:** An Enactment Appropriating Additional Moneys in Excess of the 2020 Budget for the **Gaming Revenue Sharing Fund** and the **Park Non Reverting Capital Fund**, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.
 2. **Consideration of Proposed Additional Appropriations:** (controlled funds): Proposed Additional Appropriations in Excess of the 2020 Budget for the **Rainy Day Fund** in the amount of **\$250,000**.

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.

- (a) Attorney verification of Proofs of Publication: The TIMES 29 June 2020.
- (b) **Public Hearing.**
- (c) **Action on Appropriation Enactment No. 2020-33:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the **Rainy Day Fund**, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

COMMENTS FROM THE PUBLIC or VISITORS

This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council regarding matters on the agenda. Persons addressing the Town Council are requested to limit their presentations to **two (2) minutes** and encouraged to avoid repetitious comments.

Communications:

- 1. Letter and report from the Complete Count Committee of the Town of Highland for the meeting of July 22, 2020.

Staff Reports:

- Building & Inspection Report for June 2020.
- Fire Department Report for June 2020.
- Workplace Safety Report for June 2020.

Appointments:

- **Statutory Boards and Commissions**

Legislative Appointments

Home Rule Commissions

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

Unfinished Business & General Orders:

- 1. **Introduced Ordinance No. 1716:** An Ordinance to Amend The Current Code of Ordinances for The Town of Highland, Creating a New Chapter, 2.01, to be Styled the Non Discrimination Plan of the Town of Highland, All Pursuant To IC 36-1-5 and IC 36-1-27 Et Seq.
Councilor Zemen introduced and filed this ordinance during the Town Council meeting of June 08, 2020. The Town Council conducted mark-up and review at its study session (meeting) of June 15 and July 6, 2020. This comes now reflecting the mark-ups.
- 2. **Proposed Ordinance No. 1718.1691-C:** An Ordinance To Amend Ordinance No. 1691 Fixing The Wage And Salary Rates Of The Elected Officers, The Non-Elected Officers, And The Employees Of The Town Of Highland, Indiana Particularly Amending Pay Associated With A New Position In The Public Works Department (Agency) And Making Related Amendments To The Compensation And Benefits Ordinance.
- 3. **Resolution No. 2020-34:** A Resolution Authorizing, Delegating and Instructing the Town Council President to Vote for A member of the Board of Directors of Trust between the Town of Highland and the Accelerating Indiana Municipalities (AIM) formerly the Indiana Association of Cities and Towns, Operating as a Cooperative Health Benefit Arrangement, pursuant to I.C. 5-10 et seq; and IC 36-1-3.
- 4. **Works Board Order No. 2020-34:** An Order of the Works Board Accepting the Bid of Walsh & Kelly, Incorporated for the 2020 Community Crossing Matching Grant Street Improvement Project Being the Lowest Responsive and Responsible Bid in the amount of One Million Five Hundred Ninety-two Thousand Six Hundred Fifty-four Dollars and Forty-eight Cents (\$1,592,654.48)
- 5. **Resolution No. 2020-35:** A Resolution Authorizing the Entry into an Interlocal Cooperation Agreement for the Purchase and Utilization of

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.

construction Services for Mutual Benefit Between the Town of Highland and the Town of Schererville Regarding the Community Crossings Grant Project Associated with the improvement of Main Street, 1,270' west Kennedy Avenue to 570' east of Kennedy Avenue (Main Street CCMG Paving Project).

6. **Works Board Order No. 2020-35:** An Order Approving and Authorizing An agreement between NIES Engineering, Incorporated and the Town of Highland to perform Professional Engineering Services during Construction for the 2020 Community Crossings Matching Grant (CCMG) Street Improvement Project in the amount not-to-exceed \$66,500
7. **Action to approve appointment or employment of full-time employee, pursuant to Section §3.03 of the Compensation and Benefits Ordinance. Appointment of Fourth Public Works Director.** *On June 30, 2020 John M. Bach retired as the Third Public Works Director of the Town of Highland. The Town Council as the appointing authority for this position, created first in January 1968 must act to appoint a successor:*

(A) *The hiring of Mark Knesek, to the full-time position of Director of Public Works, associated with the Public Works Department (Agency) at a rate of pay fixed in the most recently adopted Wage and Salary Ordinance as amended. This will not increase the full-time workforce greater than the authorized work force strength.*

8. **Commendation Letter for Day Off and Signature Authorization.** Action to approve Letters of Commendation for **Exemplary Public service** leading to the award of a single paid day off for several workers in the **Metropolitan Police Department.** Pursuant to **Section 4.13** of the Compensation and Benefits Ordinance, for the day off to be effective requires the approval of the board of jurisdiction and the Town Council. The Town Board of Metropolitan Police Commissioners has granted preliminary approval to several letters of commendation regarding several employees *who have worked six months without calling off sick and without experiencing an "at fault accident"*.

•Action should include approval for the members of the Town Council to sign the letters of commendation individually.

The Police Chief and the Town Board of Metropolitan Police Commissioners are asking for approval of a letter of commendation for six months of work without calling off and not having an at-fault accident for the following:

Assistant Chief Pat Vassar
Commander Ralph Potesta
Commander John Banasiak
Sergeant Glenn Cox
Corporal Randall Stewart
Sergeant Shawn Anderson
Detective Sergeant L John Siple
Detective Corporal Jason Hildenbrand
Detective Corporal Brian Stanley
Corporal Erich Swisher
Lance Corporal Greg Palmer
Lance Corporal John Hinkel

Officer Brian Orth
Officer Michael Grasch
Officer Richard Hoffman
Officer Daniel Matusik
Officer Nicholas Vanni
Officer Gerardo Garza, Jr.
Officer Luke Paprocki
Officer Joel Sullivan
Officer Tiffany Perez
Officer Tyler Dills
Officer James Mullins
Detective Darren Conley
Detective Lee Natelborg

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.

NEW BUSINESS:

**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

**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.

**ACTION TO PAY
Accounts Payable
Vouchers**

Accounts payable vouchers June 23, 2020 to July 13, 2020 in the amount of **\$512,273.32**.

Payroll Dockets for the paydays of June 19, 2020, in the amount of **\$306,311.74** and July 03 2020 in the amount of **\$219,778.35**.

ADJOURNMENT

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

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.

**Enrolled Minutes of the Thirteenth Regular or Special Meeting
For the Twenty-Ninth Highland Town Council
Regular Plenary Business Meeting (Electronic)
Monday, June 22, 2020**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, June 22, 2020 at 6:30 O'clock P.M. in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

This meeting was convened as an *electronic meeting*, pursuant to Governor Holcomb's Executive Order 20-04 and 20-09 allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 public health emergency, extended by Executive Order No. 20-30. All persons were meeting remotely on a Zoom platform that allowed for real time interaction, and supported the public's ability to observe and record the proceedings. When the agenda item provided for public comment, this was supported as well. Councilor Herak, while not required under the Governor's orders, was present on the premises of the plenary meeting room.

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 full 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 Bernie Zemen offering a prayer reciting the Pledge of Allegiance to the Flag of the United States of America.

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

Additional Officials Present: (all electronically) John P. Reed, Town Attorney; John M. Bach, Public Works Director; Pete Hojnicki, Police Chief; William R. Timmer, Jr., CFOD, Fire Chief; Alex M. Brown, CPRP, Parks and Recreation Superintendent; Kathy DeGuillio-Fox, Redevelopment Director; and Kenneth J. Mika, Building Commissioner were present.

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

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

Minutes of the Previous Meeting: Councilor Zemen moved the approval of the minutes of the regular plenary meeting of June 8, 2020. Councilor Black 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 Downtown Allocation Area Fund.
 - (a) Attorney verification of Proofs of Publication: The TIMES 11 June 2020. The Town Attorney indicated that the proof of publication was in order.

(b) **Public Hearing.** The Town Council President called the public hearing order: The following comment was received:

1. Larry Kondrat, Highland, Indiana, inquired seeking clarification regarding the project that was to be funded by the proposed additional appropriation. He further sought to clarify the source as being solely from the resources on deposit to the credit of the Down Allocation Area. He was advised that it was confined to that source.

The Town Council President closed the public hearing.

(c) Action on **Appropriation Enactment No. 2020-29:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Downtown Allocation Area Fund, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5, in the amount of **\$972,865.**

Councilor Herak introduced Enactment No. 2020-29 and moved for its consideration on 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 on the same meeting of its introduction.

Councilor Herak moved for the passage and adoption of Enactment No. 2020-29 on 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 passed and adopted on the same meeting of its introduction.

Town of Highland
Appropriation Enactment
Enactment No. 2020-29

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the DOWNTOWN ALLOCATION AREA 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 **Downtown Allocation Area Fund;**

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, **will not increase the tax levies** set under I.C. 6-1.1-17, if any, 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 **Downtown Allocation Area Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

DOWNTOWN ALLOCATION AREA FUND

Increase:	
Account No. 098-0000-37700 Construction Eng. & Mngt:	\$ 138,865.00
Total Series:	\$ 138,865.00
Increase:	
Account No. 098-0000-44000 Project Construction:	\$ 694,324.00
Account No. 098-0000-44001 Project Contingency:	\$ 139,676.00
Total Series:	\$ 834,000.00
Total for the Fund:	\$972,865.00

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

Introduced and Filed on the 22nd Day of June 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 22nd Day of June 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. **Proclamation of the Municipal Executive:** A Proclamation in Recognition of John M. Bach on the Occasion of his Two-score and eight years of municipal public service, two-score and six in the Town of Highland.

The Clerk-Treasurer read aloud the proclamation and the Town Council President announced his intention to adopt the proclamation with his signature.

The Town Council President offered encomia regarding the public works director, Mr. Bach, on his imminent retirement.

TOWN of HIGHLAND
PROCLAMATION of the TOWN COUNCIL EXECUTIVE

A PROCLAMATION in RECOGNITION of JOHN M. BACH on the Occasion of His Two Score and Eight Years as an Exemplary Public Servant and Proclaiming June 21st through June 27th, 2020 to be JOHN M. BACH Week in the TOWN of HIGHLAND



Whereas, There is a highly dedicated public servant in the Town of Highland, John M. Bach, who has recently concluded two score and eight years of value-added, highly dedicated public service, with two score and six years in high quality service to the people of the Town of Highland, culminating in his appointment as the third Public Works Director of the Town of Highland;

Whereas, John M. Bach did first join the Highland workforce on June 5, 1972, working continuously and conscientiously through April 1, 1989, and beginning in 1977 being promoted to supervisory roles, in which he had led the maintenance, street and water/sewer divisions;

Whereas, John M. Bach, upon his graduation from Purdue University Calumet, served as the town's first and only assistant town engineer from January 1987 through April 1, 1989;

Whereas, John M. Bach, accepted the invitation to serve as the Public Works Director in the Town of Griffith, April 2, 1989 and having served ably and honorably, was recalled to Highland and appointed the third Public Works Director of the Town of Highland, effective April 8, 1991, where he has served capably, and imaginatively as an exemplary appointed public executive;

Whereas, John M. Bach, has announced his intention to retire as Public Works Director, delaying the actual date owing to the public health pandemic and the added demands of the municipality, now formally noting he will officially conclude his current service on June 30, 2020;

Whereas, We commend and acknowledge John Bach has been a model civil servant and appointed public executive, making a great difference to this community and its residents, while highly respected by his

colleagues and peers;

Whereas, We commend and acknowledge John Bach, the public servant, who served as Highland's Public Works Director through nine separate town councils, from the twenty-first through the twenty-ninth town councils, managing the agency that provides potable water distribution, waste water management, storm water, solid waste management and roadway administration services, a span of authority unlike any other role in the municipality;

Whereas, We commend and acknowledge John Bach, the family man, whose shared life with his beloved wife Sue, and has grown in fatherhood and into grandfather hood with grace and joy;

Whereas, It is most appropriate that we recognize the dedication and commitment to community evidenced by many, many years of unbroken commitment to the practice of one's public craft and profession, to the care of one's family, to the life of his community of Highland and to countless challenges of service which he has cheerfully encountered and to which he has faithfully proffered his best;

Whereas, I and many others now say thank you to John M. Bach for "leaving his town greater than it was when he first started," which is consistent with the ancient Athenian Oath offered by its public servants at Delphi,

Now, Therefore, I, Mark J. Schocke, by virtue of the authority vested in me as President of the Town Council of the Town of Highland, Lake County, Indiana, now hereby proclaim and recognize **June 21 through June 27** as **John M. Bach Week** in the Town of Highland;

Further, I extend appreciation to Mr. Bach, as the Town's Third Public Works Director, for his exemplary dedication to his community and I do wish him on the occasion of his retirement, great joy, health, and prosperity fortified by the warmth of a grateful community.

IN WITNESS WHEREOF, I hereunto have set my signature and caused the corporate seal of the municipality to be affixed, this 22nd day of June 2020.

TOWN of HIGHLAND, INDIANA
BY its TOWN COUNCIL PRESIDENT

/s/Mark J. Schocke, Esq.

Attest:

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

Comments from Visitors or Residents:

1. Abigail Hiatt, Highland, Indiana, noted that she and her family recently moved to Highland located near the Hillside Funeral Home, 8941 Kleiman Road. She reported that there is still constant water standing on the Hillside Property and is not pumping out. She expressed concerns over mosquitos and whether this was the desired remedy.

A colloquy ensued. The Building Commissioner indicated that he would follow-up on the matter.

2. Larry Kondrat, Highland, expressed his concern over the Hillside Funeral Home matter and urged the Town Council to make a remedy.
3. Terry Steagall, Highland, noted that he sent an electronic message to the Town Council regarding Deferred Action on Children of Aliens (DACA) and asked the Town Council to consider passing a resolution supporting the DACA residents.
4. Richard Volbrecht, Highland, expressed concern over the Hillside Funeral Home water matter and urged the Town Council to make a remedy.

There were no further public comments.

Unfinished Business and General Orders:

- 1 Enactment No. 2020-31:** An Enactment Regarding the Disposition of Municipality's Pro-Rata Share on Deposit to the Credit of the Community Crossings Grant Fund, Authorizing its Transfer to the Corporation General Fund and Authorizing its Return to the Community Crossings Grant Fund, pursuant to I.C. 36-1-3 et seq., and IC 36-1-8-12.

Councilor Black introduced Enactment No. 2020-31 and moved for its consideration on 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 on the same meeting of its introduction.

Councilor Black moved for the passage and adoption of Enactment No. 2020-31 on the same meeting of its introduction. Councilor Zemen seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment was passed and adopted on the same meeting of its introduction.

TOWN COUNCIL of the TOWN of HIGHLAND
ENACTMENT NO. 2020-31

An Enactment Regarding the Disposition of Municipality's Pro-Rata Share on Deposit to the Credit of the Community Crossings Grant Fund, Authorizing its Transfer to the Corporation General Fund and Authorizing its Return to the Community Crossings Grant Fund, pursuant to I.C. 36-1-3 et seq., and IC 36-1-8-12.

WHEREAS, The Town of Highland by proper legislative action has established a Community Crossings Grant Fund pursuant to IC 36-1-3, and IC 8-23-30, codified as Section 3.45.129 of the Highland Municipal Code;

WHEREAS, The Community Crossings Grant Fund, as a separate, discrete fund that hosts state based grant resources for which a local match is required, is governed by the provisions of IC 8-23-20 and IC 36-1-8-12 in its management of assets;

WHEREAS, Indiana Code 8-23-30-6 particularly provides that any eligible applicant, with a population of 10,000 or more, seeking the local road and bridge matching grant authorized under that law, must provide a fifty percent match;

WHEREAS, Pursuant to IC 36-1-8-12 (b), provides that when a political subdivision completes a project that was supported by a state grant that required local matching money, a separate fund shall be created to support the resources of the grant and its match and if there are resources remaining at the completion of a project, the remaining share of the state grant shall be remitted to the treasurer of state and the local share shall revert to the political subdivision's general fund;

WHEREAS, The Town of Highland is a political subdivision, pursuant to IC 36-1-2-13 and IC 36-1-2-10;

WHEREAS, The Town of Highland, has completed its 2019 qualifying project supported by a local road and bridge matching grant, coming under the estimated amount of the approved projects by \$27,825.50;

WHEREAS, The Town of Highland, pursuant to the provisions of IC 36-1-8-12, has identified \$13,912.75 as the appropriate share that will be returned to the State of Indiana, leaving \$13,912.75 to revert to the Corporation General Fund;

WHEREAS, The remaining share in the amount of \$13,912.75 was anticipated and was contemplated as a component of the required local share to support the 2020 match for its projects identified to be funded by a local road and bridge matching grant, under IC 8-23-30;

WHEREAS, The Town of Highland highly desires to follow the law's prescription stating that the local remaining share reverts to the corporation general fund, yet at the same time, it also wishes to avoid the administrative inefficiency that would occasion the transfer of the \$13,912.75 from the Community Crossings Matching Fund to the Corporation General Fund only then to authorize its transfer back to the Community Crossings Fund again, to be part of the local share;

WHEREAS, Pursuant to IC 36-1-3-2, it is the policy of the State of Indiana to grant to local governments all the powers they need for the effective operation of government as to local affairs;

WHEREAS, Pursuant to IC 36-1-3-4(b), the Town of Highland has all the powers granted it by statute and all other powers necessary or desirable in the conduct of its affairs even though not granted by statute; and,

WHEREAS, Town Council of the Town of Highland now wishes to exercise such powers deemed necessary and desirable for the effective operation of the Town,

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 did approve and obtain a local road and bridge matching grant for projects in 2019 totaling \$1,788,176.50, with the matching portions being in the amount of \$894,88.25, pursuant to IC 8-23-30 et seq.;
- (B) That after completion of all identified projects, the final costs for all tasks identified in the grant totaled \$1,760,351, leaving \$27,825.50 unexpended under the terms of the grant, rendering a share for the state in the amount of \$13,912.75 and the same amount for the Town of Highland;
- (C) That the Town Council further acknowledges that IC 36-1-8-12 (b), expressly provides that when a political subdivision completes a project that was supported by a state grant that required local matching money, *if there are resources remaining at the completion of a project, the remaining share of the state grant shall be remitted to the treasurer of state and the local share shall revert to the political subdivision's general fund;*
- (D) That the state share in the amount of \$13,912.75 will be returned and remitted to the State upon receipt of an appropriate invoice from the Indiana Department of Transportation;
- (E) That, under the provisions of IC 36-1-8-12 the remaining share in the amount of \$13,912.75 at once reverts to the Town's corporation general fund, while at the same time was contemplated as a component of the required local share to support the 2020 match for its projects identified to be funded by a local road and bridge matching grant, under IC 8-23-30; and,
- (F) That the Town of Highland highly desires to adhere to the law's prescription stating the local remaining share reverts to the corporation general fund, yet at the same time, it also wishes to avoid the *administrative inefficiency that would occasion the reversion of the \$13,912.75 from the Community Crossings Matching Fund to the Corporation General Fund only then to authorize its transfer back to the Community Crossings Fund*, to be part of the local share for FY 2020;

Section 2. That owing to the foregoing findings and determinations, the remaining share on deposit to the credit of the Community Crossings Matching Fund in the amount of \$13,912.75 shall be deemed to have reverted to the corporation general fund, with this enactment providing a constructive, putative reversion;

Section 3. That further owing to the foregoing findings and determinations the reverted amount of \$13,912.75 shall be hereby deemed to be transferred from the corporation general fund to the community crossings matching fund to be part of the local match for the FY 2020 grant program;

Section 4. That, the provisions of this enactment are exercised as necessary and desirable for the effective operation of the town and to achieve administrative efficiency, while honoring the provisions of IC 36-1-8-12;

Section 5. That the money putatively reverted and then transferred may be expended from the Community Crossings Matching 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 22nd day of June 2020. Consideration on same evening of introduction attained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 22nd day of June 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. **Resolution No. 2020-30:** An Exigent Resolution Providing For The Transfer Of Appropriation Balances From And Among Major Budget Classifications In The Municipal Cumulative Capital Development Fund As Requested By The Proper Officer And Forwarded To The Town Council For Its Action Pursuant To IC 6-1.1-18-6.

Councilor Zemen moved the passage and adoption of Resolution No. 2020-30. 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
APPROPRIATION TRANSFER RESOLUTION
RESOLUTION NO. 2020-30

AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS in the MUNICIPAL CUMULATIVE CAPITAL DEVELOPMENT 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 **Municipal Cumulative Capital Development 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 it has been shown that certain existing unobligated appropriations of the **Municipal Cumulative Capital Development 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:

MUNICIPAL CUMULATIVE CAPITAL DEVELOPMENT Fund

Reduce Account:	
055-0000-39001 Principal Payments	\$ 10,765.00
<i>Total 300 Series Reductions:</i>	<u>\$ 10,765.00</u>
Increase Account:	
055-0000-11133 Rehabilitation Labor	\$ 10,000.00
055-0000-11201 FICA & MEDICARE	765.00
<i>Total 100 Series Increases:</i>	<u>\$ 10,765.00</u>
Total of Fund Decreases:	\$ 10,765.00
Total of Fund Increases:	\$ 10,765.00

DULY RESOLVED and ADOPTED this 22nd Day of June 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)

3. **Authorizing the proper officer to publish legal notice of a public hearing:** Public Hearing to consider additional appropriations in the amount of \$250,000 in the Rainy

Day Fund and in the amount of \$6,696 in the **Park Non Reverting Capital Fund** and in the amount of \$113,297 in the **Gaming Revenue Sharing Fund**.

Councilor Black moved to authorize and instruct the proper officer to public legal notice of a public hearing as indicated. Councilor Herak seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The proper officer was authorized to public legal notice of a public hearing to consider the proposed additional appropriations as indicated.

Comments from the Town Council:

(Good of the order)

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

Councilor Zemen offered congratulations and complimentary remarks to John Bach, on the occasion of his retirement.

- **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 congratulated all of the Highland graduates the best of luck.

Councilor Herak acknowledged the birthday of former Town Councilor and Town Council President Dominic Noce, turning 83. Councilor Herak also noted the birthday of Highland resident and clerk-treasurer daughter, Abigail, marking her 11th birthday.

Councilor Herak also reported that on June 24 the local American Legion Post 180 would be dedicating its new cannon.

Councilor Herak acknowledged the Public Works Director, who reported on the status of public works matters.

Councilor Herak acknowledged the Building Commissioner who provide a survey of matters before the Plan Commission and the Advisory Board of Zoning Appeals.

Councilor Herak acknowledged the Police Chief who commented on the recently released public safety newsletter.

Councilor Herak offer extended remarks commending John Bach as public works director and recalling some notable events in his career.

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

Councilor Black thanked Mr. Ed Dabrowski for his hand in making a hybrid zoom streamed and in person meeting possible for the recent Plan Commission meeting.

Councilor Black congratulated Mr. John Bach on his many years of service and professionalism, wishing him well on his retirement.

- **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 description of the redevelopment and improvement project for the south west corner

of Highway and Kennedy Avenue. She noted that bids were being received on Thursday, June 25, 2020.

Councilor Sheeman also expressed his best wishes to Mr. John Bach on his retirement as public works director. Councilor Sheeman offered additional compliments on his service.

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

The Town Council President also expressed appreciation to Mr. Dabrowski and to Mr. Alex Brown as Parks and Recreation Superintendent for their hand in making a hybrid zoom streamed and in person meeting possible for the recent Plan Commission meeting.

The Council President acknowledged the Parks and Recreation Superintendent who offered a survey regarding forthcoming recreation programming.

The Town Council President also offered encomia to Mr. John Bach as public works director, referring to Mr. Bach as "Brett and Becky's Dad."

The Town Council President also noted that it was the Town Council's intention to invite him back for a more appropriate recognition of his service.

With leave from the Town Council, the Public Works Director was recognized to offer some valedictory remarks and remembrances. Mr. Bach recalled the late Robert Engerski, who was the Town Trustee who assisted with his hire as a laborer in 1972. Mr. Bach also recalled with favor Ronald Bradley, the second public works director, former Town Councilor Dennis Tobin, for his hand in hiring him as Highland's third Public Works Director; the late Paul Doherty, former Town Councilor and Clerk-Treasurer; Michael Griffin, the current Clerk-Treasurer; the late Jack Lannon, former General Supervisor in Public Works; Rhett Tauber, former Town Attorney; his entire staff noting Mike Pipta, Tim Gembala and John Mouratides; the residents of Highland and his wife Susan, who he expressed his deepest appreciation for marrying and supporting him in his career.

Comments from Visitors or Residents:

1. Rick Volbrecht, Highland, inquired about the status and progress on the retention pond at the Highland High School site near the football field.
2. Larry Kondrat, Highland, asked about the proposed senior housing development, sponsored by the Russell Group in the location north of the current Strack and Van Til Grocery Store, between Kleinman Road and Cline Avenue, currently seeking rezoning with the Plan Commission. Mr. Kondrat asked whether the proposed project was located in a tax allocation area or a redevelopment district. It was noted that there was an existing allocation area, the Commercial Corridor, that was extended to incorporate the prospective development.

Mr. Kondrat urged the Town Council to vote against the rezoning proposal. He further cautioned that adding more paving creates more issues with the watershed.

Payment of Accounts Payable Vouchers. There being no further comments from the public, Councilor Black moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period June 9, 2020 through June 22, 2020 as well as to ratify the payroll dockets for the pay-day June 05, 2020. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives.

The motion passed. The accounts payable vouchers for the vendor docket were allowed, payroll docket and other payments allowed in advance were ratified, and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

Vendors Accounts Payable Docket:

General Fund, \$482,813.33; Motor Vehicle Highway and Street (MVH) Fund, \$18,780.22; Local Road and Streets Fund, \$10,882.77; Law Enforcement Continuing Education, Training, and Supply Fund, \$2,287.51; Hazardous Materials Response Fund, \$282.60; Gasoline Agency Fund, \$11,776.70; Information and Communications Technology Fund, \$2,943.46; Civil Donation Fund, \$670.00; Police Pension Fund, \$81,169.30; Municipal Cumulative Capital Development Fund, \$17,880.44; Traffic Violations and Law Enforcement Agency Fund, \$5,000.00; Municipal Cumulative Street Fund, \$837.50; Gaming Revenue Sharing Fund, \$49,000.00; Total: \$684,323.83.

Payroll Docket for payday of June 05, 2020:

Council, Boards and Commissions, \$0.00; Office of Clerk-Treasurer, \$16,164.33; Building and Inspection Department, \$8,583.62; Metropolitan Police Department, \$127,963.58; Fire Department, \$3,725.74; Public Works Department (Agency), \$73,039.87 and 1925 Police Pension Plan Pension Fund, \$0.00; Total Payroll: \$229,477.14.

Adjournment of Plenary Meeting. There being no further business before the Town Council, agenda having been completed, Councilor Zemen moved to adjourn and Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The regular plenary meeting, convened electronically, of the Town Council of Monday, June 22, 2020 adjourned at 8:31 O'clock p.m.

All were wished a Happy John M. Bach Week.



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

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

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

*** Proof of Publication ***

State of Indiana)
) ss:
Lake County)

Personally appeared before me, a notary public in and for said county and state, the undersigned Nicole Muscaro who, being duly sworn, says that She/he is Legal Clerk of the Northwest Indiana Times newspaper of general circulation printed and published in the English language in the Town of Munster in state and county afore-said, and that the printed matter attached hereto is a true copy, which was duly published in said paper for 1 time(s), the date(s) of publication being as follows:
June 29, 2020

TOWN OF HIGHLAND, CLERK TREASURER - LEGALS
DENISE BECK, ACCTS PAYABLE
3333 RIDGE ROAD
HIGHLAND IN 46322

ORDER NUMBER 46204

The undersigned further states that the Northwest Indiana Times newspaper maintains an Internet website, which is located at www.nwi.com website and that a copy of the above referenced printed matter was posted on such website on the date(s) of publication set forth above.

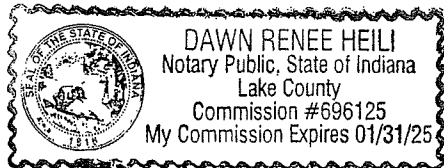
Nicole Muscaro
Nicole Muscaro, Legal Clerk

By: _____

Subscribed and sworn to before me this 1 day of July 2020.

Dawn Renee Heili
Notary Public

My commission expires:



Section: Legals

Category: 198 Legal - Lake County

PUBLISHED ON: 06/29/2020

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, convening electronically at 6:30 p.m. on the 13 July 2020, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

PARK NON REVERTING CAPITAL FUND

Increase:
Account No. 010-0000-43005 Furniture/Fixtures Lincoln:

\$6,696.00

Total Series: \$6,696.00

Total for the Fund: \$6,696.00

GAMING REVENUE SHARING FUND

Increase:
Account No. 091-0000-34307 Robertson Pl & Rosewood CT CE:

\$21,000.00

Total Series: \$21,000.00

Account No. 091-0000-44308 Robertson Pl & Rosewood Project:

\$92,297.00

Total Series: \$92,297.00

Total for the Fund: \$113,297.00

Funds to support these additional appropriations in the Park Non Reverting Capital Fund shall miscellaneous revenues, a rebate from NIPSCO deposited to the credit of the fund, and unobligated fund balance on deposit to the credit of the Fund.

Funds to support these additional appropriations in the Gaming Revenue Sharing Fund shall be from interest earnings, miscellaneous revenues, a distribution pursuant to IC 4-33-12.5 et seq., 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. Taxpayers are encouraged to access the meeting through the Zoom meeting platform. Taxpayers and persons interested in offering comment on the proposed additional appropriations should contact the Office of Clerk-Treasurer at (219) 838-1080 to obtain added details on accessing the meeting via Zoom, or please provide your electronic mail address to receive the link and added access to the public hearing and the meeting. A written comment may also be provided by writing or dropping off at the Office of the Clerk-Treasurer, 3333 Ridge Road, Highland, Indiana 46322. 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

6/29 -46204 -hspaxlp

TOTAL AD COST: 37.62

FILED ON: 6/29/2020

**Town of Highland
Appropriation Enactment
Enactment No. 2020-32**

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the PARK NON REVERTING CAPITAL FUND AND THE GAMING REVENUE SHARING 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 **Park Non Reverting Capital Fund and the Gaming Revenue Sharing 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 **Park Non Reverting Capital Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

PARK NON REVERTING CAPITAL FUND

Increase:

Account No. 010-0000-43005 Furniture/Fixtures Lincoln:	\$ 6,696.00
Total Series:	\$ 6,696.00
Total for the Fund:	\$ 6,696.00

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 **Gaming Revenue Sharing Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

GAMING REVENUE SHARING FUND

Increase:

Account No. 091-0000-34307 Robertson Pl & Rosewood CT CE:	\$ 21,000.00
Total Series:	\$ 21,000.00
Account No. 091-0000-44308 Robertson Pl & Rosewood Project:	\$ 92,297.00
Total Series:	\$ 92,297.00
Total for the Fund:	\$ 113,297.00

Section 3. 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 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 13th Day of July 2020. Consideration on the 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 March 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/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)**

*** Proof of Publication ***

State of Indiana)
) ss:
Lake County)

TOWN OF HIGHLAND
NOTICE TO TAXPAYERS
OF PROPOSED ADDITIONAL
APPROPRIATIONS

Personally appeared before me, a notary public in and for said county and state, the undersigned Nicole Muscar who, being duly sworn, says that She/he is Legal Clerk of the Northwest Indiana Times newspaper of general circulation printed and published in the English language in the Town of Munster in state and county afore-said, and that the printed matter attached hereto is a true copy, which was duly published in said paper for 1 time(s), the date(s) of publication being as follows:
June 29, 2020

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, convened electronically at 6:30 p.m. on the 13th day of July 2020, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

RAINY DAY FUND
Increase the following:
038-0000-39991 Local Share Transfer \$200,000.00
038-0000-39990 Local Share Transfer Park Reserve \$50,000.00

TOWN OF HIGHLAND, CLERK TREASURER - LEGALS
DENISE BECK, ACCTS PAYABLE
3333 RIDGE ROAD
HIGHLAND IN 46322

Total 300 Series: \$250,000.00
TOTAL for the FUND: \$250,000.00
Funds to support these additional appropriations in the Rainy Day Fund shall be supported by contributions made pursuant to IC 36-1-8-5.1 and HMC Section 3.45.175(C), miscellaneous revenues, interest earned and resource ion deposit to the credit of the fund that constitutes unreserve fund balance on deposit to the fund.

ORDER NUMBER 46203

The undersigned further states that the Northwest Indiana Times newspaper maintains an Internet website, which is located at www.nwi.com website and that a copy of the above referenced printed matter was posted on such website on the date(s) of publication set forth above.

Taxpayers appearing at such meeting shall have a right to be heard thereon. Taxpayers are encouraged to access the meeting through the Zoom electronic meeting platform. Taxpayers and persons interested in offering comment on the proposed additional appropriations should contact the Office of Clerk-Treasurer at (219) 838-1080 to obtain added details on accessing the meeting via Zoom, or please provide your electronic mail address to receive the link and added access to the public hearing and the meeting. A written comment may also be provided by writing or dropping off at the Office of the Clerk-Treasurer, 3333 Ridge Road, Highland, Indiana 46322.

Nicole Muscar
Nicole Muscar, Legal Clerk

By: _____

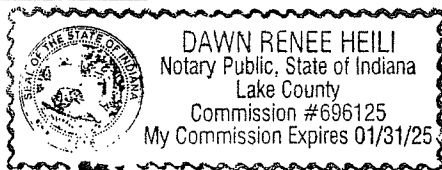
The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its review. The Department of Local Government Finance shall make a written determination of the sufficiency of funds within fifteen days of receipt of a certified copy of the action taken.

Subscribed and sworn to before me this 1 day of July 2020.

TOWN COUNCIL of HIGHLAND
Mark Schocke, President
By: Michael W. Griffin, IAMC /MMC/CPFA/CPFIM/CMO Clerk-Treasurer
6/29 -46203 -hspaxlp

Mark Schocke
Notary Public

My commission expires:



Section: Legals

Category: 198 Legal - Lake County

PUBLISHED ON: 06/29/2020

TOTAL AD COST: 32.52

FILED ON: 6/29/2020

**TOWN OF HIGHLAND
APPROPRIATION ENACTMENT
ENACTMENT NO. 2020-33**

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

RAINY DAY FUND

Increase the following:

038-0000-39991 Local Share Transfer	\$ 200,000.00
038-0000-39990 Local Share Transfer Park Reserve	<u>\$ 50,000.00</u>
<i>Total 300 Series:</i>	\$ 250,000.00
TOTAL for the FUND:	<u>\$ 250,000.00</u>

Section 2. That the Clerk-Treasurer is hereby authorized and instructed to inform the Indiana Department of Local Government Finance of this action and that these moneys be made available for expenditure **subject to an order** of the Commissioner, pursuant to IC 6-1.1-18.

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

Introduced and Filed on the 13th Day of July 2020. Consideration on the 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 13th Day of July 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 2020 CENSUS COMPLETE COUNT COMMITTEE

Town Council Staff Report- July 13th Meeting

Current activities include the following: Social media posts and “Shares” by other Department’s social media outlets; outreach to Highland churches; and, additional Census content in July’s Gazebo Express and School Town of Highland newsletter.

In two weeks, a final reminder for those households that have not self-responded to the 2020 Census, either online, by phone or by mail, will be sent out between July 22nd & 28th. Highland residents who receive this notice are strongly encouraged to respond immediately to the Census. Beginning August 11th, US Census Bureau personnel will begin their in-person visits to households that have not responded. To avoid an in-person visit, Highland residents should self-respond immediately, if they have not already done so.

Residents have three ways to self-respond to the Census: they can go to my2020census.gov to respond online; respond by phone may call 844-330-2020; and, residents who have not already responded can fill out and mail in paper questionnaires.

As of statistics obtained today (July 10th), a 2010/ 2020 comparison of self-response rates to date, shows as follows:

Entire Town- 2010 Final Self-Response Rate- 80.6 %
2020 To Date- 78%

#405.01- 2010 Final Self-Response Rate - 74.4%
2020 To Date- 64.7%

#405.02- 2010 Final Self-Response Rate - 80.5%
2020 To Date- 78%

#406- 2010 Final Self-Response Rate - 77.3%
2020 To Date- 77.2%

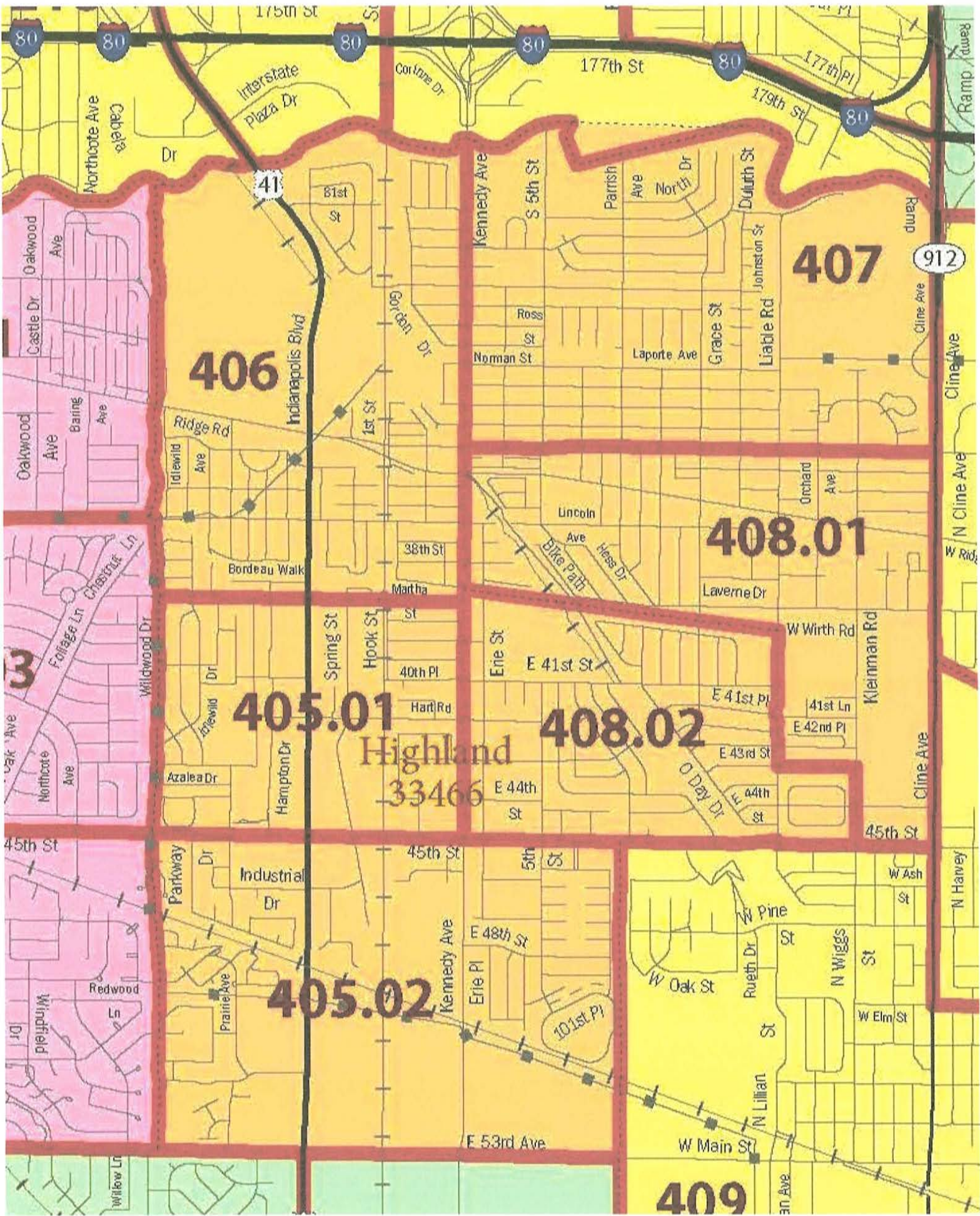
#407- 2010 Final Self-Response Rate - 83.7%
2020 To Date- 84.2%

#408.01- 2010 Final Self-Response Rate - 84.2%
2020 To Date- 83.3%

#408.02- 2010 Final Self-Response Rate - 83.7%
2020 To Date- 82.9%

A point of perspective: COVID-19 has led to below-2010 level self-response rates to date at the national, state, county and local levels. However, as of today, Highland’s self-response rate is the 24th best out of 566 cities and towns in the State of Indiana (Top 4.3% of the State).

Respectfully submitted,
Lance Ryskamp- Co-Chair



175th St

177th St

179th St

Northcoate Ave
Cabela Dr

Interstate Plaza Dr

Corfme Dr

177th Pl

41

81st St

Kennedy Ave

S 5th St

Parrish Ave

North Dr

Duluth St

Johnston St

407

912

Oakwood Ave
Castle Dr

Baring Ave

Ridge Rd

Indianapolis Blvd

Gordon Dr

Ross St

Norman St

Laporte Ave

Grace St

Liabe Rd

Ramp

Cline Ave

406

1st St

Oakwood Ave

Idlewild Ave

38th St

Bordeau Walk

Martha St

Lincoln Ave

Bike Path

Hess Dr

Laverne Dr

Orchard Ave

408.01

N Cline Ave

W Ridge

3

Fallage Ln
Chastnut Ln

Wildwood Dr

Spring St

Hook St

40th Pl

Erie St

E 41st St

W Wirth Rd

Kleinman Rd

405.01

408.02

Highland

33466

E 41st Pl

41st Ln

E 42nd Pl

E 43rd St

44th St

O Day Dr

45th St

Cline Ave

45th St

Partoway Dr

Industrial Dr

45th St

5th St

Kennedy Ave

Erie Pl

E 48th St

W Pine St

Rueh Dr

N Wiggs St

405.02

101st Pl

W Oak St

N Lillian St

W Elm St

N Harvey

Windfield Dr

Redwood Ln

Prairie Ave

E 53rd Ave

W Main St

3rd Ave

409

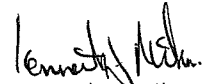
Willow Ln

Building Report June, 2020

PERMIT TYPE	#	Res.	Comm.	Est. Cost	Fee Collected
Commercial Buildings	0	0	0	\$ -	\$ -
Comm. Additions/Remodel	4	0	4	\$ 158,998.00	\$ 3,713.00
Signs	4	0	4	\$ 16,275.00	\$ 1,513.00
Single Family	0	0	0	\$ -	\$ -
Duplex/Condo	0	0	0		
Residential Additions	0	0	0	\$ -	\$ -
Residential Remodeling	95	95	0	\$ 779,296.00	\$ 17,232.50
Garages	2	2	0	\$ 78,450.00	\$ 1,648.50
Sheds	1	1	0	\$ 7,487.00	\$ 273.50
Decks & Porches	11	11	0	\$ 29,628.00	\$ 2,603.00
Fences	22	22	0	\$ 70,632.00	\$ 2,894.50
Above/In ground pools	6	6	0	\$ -	\$ 564.00
Drain Tile/Waterproofing	11	11	0	\$ 122,693.00	\$ 2,823.00
Misc (demo) (road cut) (driveways	68	68	0	\$ 69,815.00	\$ 10,034.50
Total Building Permits	224	216	8	\$ 1,333,274.00	\$ 43,299.50
Electrical Permits	23	18	5	\$ -	\$ 2,557.00
Mechanical Permits	24	21	3	\$ -	\$ 2,448.00
Plumbing Permits	12	4	8	\$ -	\$ 1,697.80
Water Meters	0	0	0	\$ -	\$ -
Water taps	0	0	0	\$ -	\$ -
Sewer/Storm Taps	0	0	0	\$ -	\$ -
Total Plumbing Permits	12	4	8	\$ -	\$ 1,697.80

June 2020 Code Enforcement: 85 Investigations and 4 Citations were issued & 85 Warnings given. Inspections done for the month of June 2020 were as follows: 43 Building Inspections, 5 Plumbing Inspections, 10 HVAC and 14 Electrical Inspections. There was 1 Electrical Exam given.

Submitted By:


Kenneth J. Mika

REPORT of the FIRE DEPARTMENT

June 2020

To be supplied next month

2020
TOWN OF HIGHLAND INJURIES FOR THE MONTH
JUNE

CASE	DATE	DEPARTMENT	DESCRIPTION	Record Only	OSHA Recordable	Not OSHA Recordable	Filed with WC Insurance
	OF INJURY			No Med Treatment			
			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		1				0	0
FIRE			1			0	0
POLICE			4			0	0
STREET			1			0	0
WATER/SEWER		1	5	31	41	0	0
MAINTENANCE			1			14	2
OTHER			1			0	0
TOTALS	0	2	13	31	41	14	2

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

ORDINANCE No. 1716
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE TO AMEND THE CURRENT CODE OF ORDINANCES FOR THE TOWN OF HIGHLAND, CREATING A NEW CHAPTER, 2.01, TO BE STYLED THE NON DISCRIMINATION PLAN OF THE TOWN OF HIGHLAND, 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 creating a new Chapter, 2.01, to be called *Non Discrimination Plan of the Town of Highland* which shall read as follows, **subject to section 2 of this ordinance:**

2.01 Non Discrimination Plan of the Town of Highland

Preamble: That the Town of Highland acknowledges that Title IV of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin, in any program service or activity that receives federal assistance. It is the policy of the Town of Highland and all its executive departments that discrimination based upon the foregoing is further proscribed for activities and enterprises of the municipality, its executive departments, special taxing districts and enterprises, according to the provisions of this chapter.

The exhibit attached is adopted and made of essence of this ordinance.

Section 2. That the provisions of HMC Section 1.01.040 still pertain, ..."the clerk-treasurer is authorized and instructed to communicate with the codifier to assign any ordinances of a general and permanent nature and pertaining to a subject or subjects contained in or covered by the code, that were passed and adopted from and after January 22, 2001, and up to and until the passage and adoption of a replacement or successor code, to the appropriate title and section in the code herein adopted, according to its numbering and citation protocols, within a timetable that the clerk-treasurer determines to be reasonable." The Clerk-Treasurer is instructed and authorized to codify the finally adopted provisions of the Non Discrimination Policy, pursuant to the Section cited herein;

Section 3. 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 8th day of June 2020. Consideration on same day or at same meeting of introduction did not sustain any vote 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/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5; IC 36-5-2-10.2)

FINAL
TOWN OF HIGHLAND
TITLE VI NON-DISCRIMINATION PLAN

Prepared for:
 Town of Highland
 3333 Ridge Road
 Highland, Indiana 46322

Title VI Coordinator:
 (219) 972-5069
 Fax: (219) 972-5085



DLZ Job No. 1664-2140.90
 April 2020 REVISED 07.13.2020

Table of Contents

1.0 INTRODUCTION 1

 I. Discrimination under Title VI 3

2.0 NON-DISCRIMINATION POLICY STATEMENT 4

3.0 STANDARD TITLE VI ASSURANCE 5

4.0 AUTHORITIES 7

5.0 DEFINITIONS 8

6.0 ADMINISTRATION 10

 I. Title VI Coordinator and Responsibilities 10

 II. Title VI Liaisons 11

 III. Complaints 11

 IV. Data Collection 11

 V. Program Reviews 13

 VI. Title VI Reviews on Sub-Recipients 13

 VII. Annual Reporting Form 13

 VIII. Training 13

 IX. Public Dissemination 13

 X. Remedial Action 14

7.0 LIMITED ENGLISH PROFICIENCY (LEP) 15

 Language Assistance 16

 Language Assistance Measures 16

8.0 ENVIRONMENTAL JUSTICE 17

9.0 FILING A TITLE VI COMPLAINT 20

 I. Introduction 20

 II. Purpose 20

 III. Roles and Responsibilities 20

 IV. Procedure for Filing a Complaint 20

 V. Investigation 21

 VI. Appeals, Recordkeeping, and Reporting Requirements 22

10.0 PUBLIC INVOLVEMENT AND OUTREACH 23

11.0 TITLE VI PROGRAM GOALS FOR 2019 24

1.0 INTRODUCTION

The Town of Highland (Town) was incorporated in 1910 and is a part of the Chicago metropolitan area. The Town is located in Lake County, just east of the Illinois border, and only 21 miles from Chicago. The Town is bordered by Hammond on the north, Munster on the west, Schererville to the south, and Griffith to the east. The Town had a population of 23,727 at the 2010 census and has had a steady population for several years. Highland is known for its bustling retail, neighborhood restaurants, quality neighborhoods, and schools. The Town serves all people, including minority populations, low-income populations, the elderly, persons with disabilities, and those who traverse the Town. The Town recognizes its responsibility to provide fairness and equity in all of its programs, services, and activities, and that it must abide by and enforce federal and state civil rights legislation.

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin, in any program, service or activity that receives federal assistance. Specifically, Title VI assures that, "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance (42 U.S.C. Section 2000d)." The use of the word "person" is important, as the protections afforded under Title VI apply to anyone, regardless of whether the individual is lawfully present in the United States or a citizen of a state within the United States. In addition to Title VI, there are other non-discrimination statutes that afford legal protection, including:

- Section 162(a) of the Federal-Aid Highway Act of 1973 prohibits discrimination based on sex (23 USC 324) and is the enabling legislation of the Federal Highway Administration (FHWA)
- Age Discrimination Act of 1975 prohibits discrimination based on age
- Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination based on disability

Taken together, these requirements define an over-arching Title VI/Non-Discrimination Program. It is important to also understand that Title VI and the additional non-discrimination requirements are applicable to federal programs in addition to programs receiving federal financial assistance due to the Civil Rights Restoration Act of 1987. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 prohibits unfair and inequitable treatment of persons displaced or whose property has been acquired as a result of projects which are undertaken with federal financial assistance.

In addition to statutory authorities, there are two Presidential Executive Orders (EO) that place further emphasis upon the Title VI protections of race and national origin. These are EO #12898 ("Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations") and EO #13166 ("Improving Access to Services for Persons with Limited English Proficiency"). EO #12898 (Environmental Justice) directs federal agencies to develop strategies to address disproportionately high and adverse human health or environmental effects of their programs on minority and low-income populations. Environmental Justice initiatives are accomplished by involving the potentially affected public in the development of transportation projects that fit within their communities without sacrificing safety or mobility. In 1997, the U.S. Department of Transportation (USDOT) issued its DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations to summarize and expand upon the requirements of EO 12898. EO #13166 (Limited English Proficiency) directs federal agencies to evaluate services provided and implement a system that ensures that Limited English Proficiency (LEP) persons are able to meaningfully

access the services provided consistent with, and without unduly burdening, the fundamental mission of each federal agency. Additionally, each federal agency shall ensure that recipients of federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

As a recipient of federal financial assistance, the Town must provide access to individuals with limited ability to speak, write, or understand the English language. The Town will not restrict an individual in any way from the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under its programs or projects. Individuals may not be subjected to criteria or methods of administration which cause adverse impact because of their race, color, national origin, age, sex, or disability or have the effect of defeating or substantially impairing accomplishment of the objectives of the program because of race, color, age, sex, disability, or national origin. Therefore, the primary goals and objectives of the Town of Highland's Title VI Program are:

1. To assign roles, responsibilities, and procedures for ensuring compliance with Title VI of the Civil Rights Act of 1964 and related regulations and directives;
2. To ensure that people affected by the Town's programs and projects receive the services, benefits, and opportunities to which they are entitled without regard to race, color, national origin, age, sex, or disability;
3. To prevent discrimination in the Town of Highland's programs and activities, whether those programs and activities are federally funded or not;
4. To establish procedures for identifying impacts in any program, service, or activity that may create illegal adverse discrimination on any person because of race, color, national origin, age, sex, or disability; or on minority populations, low-income populations, the elderly, and all interested persons and affected Title VI populations;
5. To establish procedures to annually review Title VI compliance within specific program areas within the Town;
6. To set forth procedures for filing and processing complaints by persons who believe they have been subjected to illegal discrimination under Title VI in the Town's services, programs, or activities.

As the sub-recipient of federal transportation funds, the Town must comply with federal and state laws, and related statutes, to ensure equal access and opportunity to all persons, with respect to transportation services, facilities, activities, and programs, without regard to race, color, religion, national origin, sex, socioeconomic status, or geographical location. Every effort will be made to prevent discrimination in any program or activity, whether those programs and activities are federally funded or not, as guaranteed by the Civil Rights Restoration Act of 1987.

The Town shall also ensure that their sub-recipients adhere to state and federal law, and include in all written agreements or contracts assurances that the sub-recipient must comply with Title VI and other related statutes. The Town, as a sub-recipient who distributes federal transportation funds, shall monitor their sub-recipients for voluntary compliance with Title VI. In the event that non-compliance is discovered, the Town will make a good faith effort to ensure that the sub-recipient corrects any deficiencies arising out of complaints related to Title VI; and that sub-recipients will proactively gauge the impacts of any program or activity on minority populations and low-income populations, the elderly, persons with disabilities, all interested persons and affected Title VI populations.

I. DISCRIMINATION UNDER TITLE VI

There are two types of discrimination prohibited under Title VI and its related statutes. One type of discrimination, which may or may not be intentional, is "disparate treatment". Disparate treatment is defined as treating similarly situated persons differently because of their race, color, national origin, sex, disability, or age. The second type of discrimination is "disparate impact". Disparate impact discrimination occurs when a "neutral procedure or practice" results in fewer services or benefits, or inferior services or benefits, to members of a protected group. With disparate impact, the focus is on the consequences of a decision, policy, or practice rather than the intent.

The Town's efforts to prevent such discrimination must address, but not be limited to, a program's impacts, access, benefits, participation, treatment, services, contracting opportunities, training, investigation of complaints, allocation of funds, prioritization of projects, and the overarching functions of planning, project development and delivery, right-of-way, construction, and research.

The Town has developed this Title VI Plan to assure that services, programs, and activities of the Town are offered, conducted, and administered fairly, without regard to race, color, national origin, sex, age, or disability of the participants or beneficiaries of federally funded programs, services, or activities (see Title VI Assurances).

2.0 NON-DISCRIMINATION POLICY STATEMENT

The Town reaffirms its policy to allow all individuals the opportunity to participate in federal financially assisted services and adopts the following provision:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

In applying this policy, the Town, and its sub-recipients of federal funds, shall not:

1. Deny any individual with any services, opportunity, or other benefit for which such individual is otherwise qualified;
2. Provide any individual with any service or other benefit which is inferior (in quantity or quality) to, or which is provided in a different manner from, that which is provided to others;
3. Subject any individual to segregated or disparate treatment in any manner related to such individual's receipt of services or benefits;
4. Restrict an individual in any way from the enjoyment of services, facilities, or any other advantage, privilege, or other benefit provided to others;
5. Adopt or use methods of administration which would limit participation by any group of recipients or subject any individual to discrimination;
6. Address any individual in a manner that denotes inferiority because of race, color, or national origin;
7. Permit discriminatory activity in a facility built in whole or in part with federal funds;
8. Deny any segment of the population the opportunity to participate in the operations of a planning or advisory body that is an integral part of a federally funded program;
9. Fail to provide information in a language other than English to potential or actual beneficiaries who are of limited English speaking ability, when requested and as appropriate;
10. Subject an individual to discriminatory employment practices under any federally funded program whose objective is to provide employment;
11. Locate a facility in any way which would limit or impede access to a federally funded service or benefit.

The Town will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance. If irregularities occur in the administration of the program's operation, procedures will be promptly implemented to resolve Title VI issues within a period not to exceed 90 days.

The Town designates the Town of Highland Public Works Director, as the Town's Title VI Coordinator. Mr. Bach will be responsible for initiating and monitoring Title VI activities and other required matters, ensuring that the Town complies with the Title VI regulations, and pursue prevention of Title VI deficiencies or violations. Inquiries concerning the Town of Highland and Title VI may be directed to the Title VI Coordinator at: 3333 Ridge Road, Highland, IN 46322. Phone: (219) 972-5069. Fax: (219) 972-5085. E-mail: jbach@highland.in.gov.

NOTE: A copy of the signed statement can be found in Appendix F.

3.0 STANDARD TITLE VI ASSURANCE

The Town of Highland, Indiana (hereinafter referred to as the "Recipient"), by its Town Council, HEREBY AGREES that as a condition to receiving any federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 20004-42 USC 20004-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally Assisted Programs for the Department of Transportation — Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of gender, race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient received federal financial assistance from the Department of Transportation, including the Indiana Department of Transportation, and HEREBY GIVES ASSURANCES that it will promptly take any measures necessary to effectuate this assurance. This assurance is required by subsection 21.7 of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurance with respect to the Federal Aid Highway Program:

1. That the Recipient agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Aid Highway Programs and, in adapted form in all proposals for negotiated agreements:

"The Town of Highland, Indiana, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 20004-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and
 - b. for the construction or use of, or access to space on, over, or under, real property acquired or improved under the Federal Aid Highway Program.
8. That this assurance obligates the Recipient for the period during which federal financial assistance is extended to the program, except where the federal financial assistance is to provide, or is in the form of, personal property or real property, or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program, as are found by the Secretary of Transportation or the official to whom it delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Recipient under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest and other participants in the Federal Aid Highway Program.

NOTE: A copy of the signed assurance can be found in Appendix F.

4.0 AUTHORITIES

Title VI of the Civil Rights Act of 1964, 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h): provides that no person in the United States shall, on the grounds of race, color, or national origin (including Limited English Proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21). Related statutes have broadened the grounds to include age, sex, low income, and disability.

The Civil Rights Restoration Act of 1987 also broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

Federal Aid Highway Act of 1973, 23 USC 324: No person shall on the grounds of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

Age Discrimination Act of 1975, 42 USC 6101: No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Americans with Disabilities Act of 1990 PL 101-336: No qualified individual with a disability shall, by reason of his/her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a state or local government.

Section 504 of the Rehabilitation Act of 1973: No qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.

USDOT Order 1050.2: Standard Title VI Assurances.

Executive Order 12250: Department of Justice Leadership and coordination of Non-Discrimination Laws.

Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.

28 CFR 50.3: Guidelines for the enforcement of Title VI of the Civil Rights Act of 1964.

Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency.

5.0 DEFINITIONS

Adverse Effects — the totality of significant (see Appendix D for additional discussion of "significant") individual or cumulative human health or environmental effects, including interrelated social and economic effects, which may include, but are not limited to:

- Bodily impairment, infirmity, illness or, death
- Air, noise, and water pollution and soil contamination
- Destruction or disruption of man-made or natural resources
- Destruction or diminution of aesthetic values
- Destruction or disruption of community cohesion or community's economic vitality
- Destruction or disruption of the availability of public and private facilities and services
- Adverse employment effects
- Displacement of person's businesses, farms, or non-profit organizations
- Increased traffic congestion, isolation, exclusion, or separation of minority or low-income individuals within a given community or from the broader community
- Denial of, reduction in, or significant delay in the receipt of benefits of the Town's programs, policies, and activities

Federal Assistance — includes grants and loans of federal funds; the grant or donation of federal property and interests in property; the detail of federal personnel, federal property, or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and any federal agreement, arrangement, or other contract which has, as one of its purposes, the provision of assistance.

Limited English Proficiency — individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service, or benefit provided by the Town. Persons will be considered as being Limited English Proficient if identified in census information as having the ability to speak English "not well" or "not at all".

Low-Income — a person whose median household income is at or below the Department of Health and Human Service Poverty guidelines (see <https://aspe.hhs.gov/poverty-guidelines>).

Low-Income Population — any readily identifiable group of low-income persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed Town program, policy, or activity.

Minority — A person who is:

- Black — person having origins in any of the black racial groups of Africa;
- Hispanic — person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;
- Asian American — person having origins in any of the original people of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands; or

6.0 ADMINISTRATION

I. TITLE VI COORDINATOR AND RESPONSIBILITIES

The Town of Highland designates the Public Works Director, as the Title VI Coordinator (hereinafter referred to as the "Title VI Coordinator"). Mr. Bach shall have lead responsibility for coordinating the administration of Title VI and related statutes, programs, plans, and assurances. The Town's Title VI Coordinator's responsibilities include:

- Program Administration – Administer and implement the Town of Highland's Title VI plan and policy, ensuring compliance with the assurances, policy, and program objectives.
- Internal Coordination – Develop and maintain a Title VI liaison team, comprised of Department Heads or their designees, to ensure departments are implementing, monitoring, and complying with the Town of Highland's Title VI plan and policy.
- Program Monitoring – Conduct Title VI yearly reviews with liaisons in an effort to assist with identifying, addressing, and eliminating discrimination concerns in every department.
- Training and Continuing Education – Conduct or facilitate Title VI training programs with Department Heads for dissemination to employees and maintain a copy of training attendance logs. The Title VI Coordinator is also to receive the necessary training to stay current on Title VI and INDOT requirements.
- Communication of Requirements – Work with liaisons to develop and disseminate Title VI information to contractors, subcontractors, vendors, and consultants.
- Public Outreach – Work with elected officials and department liaisons to ensure community involvement and outreach is in compliance with Title VI and provides equitable opportunities for participation.
- Contract Compliance – Ensure Title VI language is included in Town of Highland contracts as required. Establish procedures for reviewing contracts with sub-recipients, special interest programs, and activities to include Title VI Assurances.
- Data Collection – Collect, review, and preserve statistical data (race, color, national origin, language, gender, etc.) of participants in activities and programs to ensure the Town of Highland's continued compliance with Title VI. This will be done by providing the voluntary Title VI Public Participation Survey found in Appendix F at all public meetings.
- LEP Plan – Develop and implement the Town's Limited English Proficiency (LEP) Plan. Train department heads on the procedures and resources available when a person requests an interpreter. Identify sources for foreign language translators. Provide Language Identification Flashcards to all liaisons.
- Records Maintenance – Collect, review, and preserve data regarding the number of federally funded projects awarded or ongoing for the past three (3) years. Maintain all Title VI records and correspondence, including, but not limited to, signed employee acknowledgements, complaints and all correspondence regarding such, requests for language services, demographic statistics, department compliance reviews, and all Title VI federal agency correspondence and records.
- Administer the Complaint Procedure – Address all Title VI discrimination complaints, including ensuring compliance with complaint procedures and review and investigation of complaints. A complete record of all complaints will be maintained, including the complaint form, all written records resulting from the investigation, and how the complaint was resolved.
- Plan Updates – Review and update the Title VI plan and policy as needed or required.

- American Indian and Alaskan Native — person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.
- Two or More Races — person that is multi-racial and included in one of the above categories.

Minority Population — any readily identifiable groups of minority persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed Town program, policy, or activity.

Non-Compliance — recipient has failed to meet prescribed requirements and has shown an apparent lack of good faith effort in implementing all the requirements of Title VI and related statutes.

Persons — where designation of persons by race, color, or national origin is required, the following designation ordinarily may be used: "White not of Hispanic origin", "Black not of Hispanic origin", "Hispanic", "Asian or Pacific Islander", and "American Indian or Alaskan Native". Additional sub-categories based on national origin of primary language spoken may be used, where appropriate, on either a national or a regional basis.

Program — includes any road or park project including planning or any activity for the provision of services financial aid or other benefits to individuals. This includes education or training, work opportunities, health welfare, rehabilitation, or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient.

Recipient — any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual, in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof, but does not include any ultimate beneficiary under any such program.

Significant Adverse effects on Minority and Low-Income Populations — an adverse effect that:

- is predominantly borne by a minority population and/or a low-income population; or
- will be suffered by the minority population and/or low-income population and is shown to be appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.

Sub-Recipient — any agency, such as a council of governments, regional planning agency, or educational institution, for example, that received Federal Highway Administration (FHWA) funds through the State DOT and not directly from the FHWA. Other agencies, local governments, contractors, and consultants that receive these funds are all considered sub-recipients.

- Reporting – Prepare and submit Title VI program updates to INDOT as necessary.

II. TITLE VI LIAISONS

This interdisciplinary team is comprised of Department Heads, or their designee, from each department in the Town of Highland. The Title VI Coordinator shall maintain a list of department liaisons. They are responsible for the following:

- Ensure compliance with Title VI and related non-discrimination laws.
- Consult with the Title VI Coordinator when complaints are received or issues arise.
- Ensure all business pertaining to the selection, negotiation, and administration of applicable consultant contracts and agreements is accomplished without discrimination.
- Remove programmatic and architectural barriers from programs and activities in accordance with relevant non-discrimination laws.
- Ensure meaningful access to Town services and programs to minorities, persons with limited English proficiencies, and low-income persons.
- Provide information in the appropriate language or interpreters as needed for individuals with disabilities and LEP.
- Provide input in the development and review of the Title VI and ADA implementation plans.

An organizational chart of the Town of Highland government and departments is on the next page.

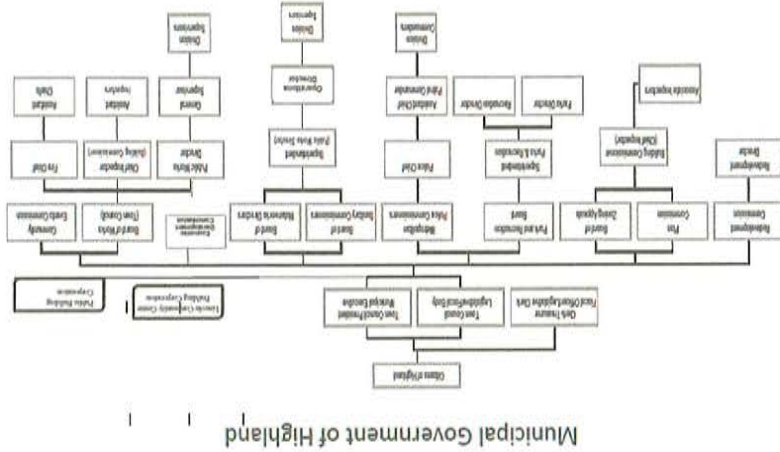
III. COMPLAINTS

If any individual believes that he/she or any other program beneficiaries have been the object of unequal treatment or discrimination as to the receipt of benefits and/or service, or on the grounds of race, color, national origin (including Limited English Proficiency), sex, age, or disability, he/she may exercise his/her right to file a complaint with the Town. The complaint process is included in Section 9.0 and the Complaint Form is included in Appendix F. Complaints shall be filed with the Title VI Coordinator. Every effort will be made to resolve complaints informally at the lowest level.

IV. DATA COLLECTION

Statistical data on race, color, national origin, English language ability, and sex of participants in and beneficiaries of the Town programs (e.g., impacted citizens and affected communities) will be gathered and maintained using the voluntary Title VI Public Participation Survey found in Appendix F at all public meetings. The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program.

Highland Town Government Organizational Chart



V. PROGRAM REVIEWS

Special emphasis program reviews will be conducted based on the annual summary of Title VI activities, accomplishments, and problems. The reviews will be conducted by the Title VI Coordinator to assure effectiveness in their compliance with Title VI provisions and compliance with the requirements of INDOT. The Title VI Coordinator will coordinate efforts to ensure the equal participation in all their programs and activities at all levels. The Town does not have any special emphasis programs at this time.

VI. TITLE VI REVIEWS ON SUB-RECIPIENTS

Title VI compliance reviews of sub-recipients will be conducted annually by the Title VI Coordinator. Priority for conducting reviews will be given to those sub-recipients of federal funds with the greatest potential of impact to those groups covered. The reviews will entail examination of the sub-recipients' adherence to all Title VI requirements. The status of each review will be reported in the annual update and reported to INDOT upon request. Examples of sub-recipients would include applicants awarded funding through the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) administered by the Town and contractors and consultants that receive funding provided to the Town by a Federal agency or through a recipient of monies from a Federal agency (e.g., INDOT through FHWA).

VIII. ANNUAL REPORTING FORM

The Title VI Coordinator will be responsible for coordination, compilation, and submission of the annual reporting form data to INDOT via the LPA Pre-Award Certification & Assurance, accessible online at <http://haap.indot.in.gov>, by 11:59 p.m. on September 1 or as otherwise mandated by INDOT.

Annual updates to the Title VI Implementation Plan shall include goals for the new reporting period and information related to tracking of complaints and training of Town employees.

VIII. TRAINING

The Title VI Coordinator is required to attend an INDOT training session annually, at which time information will be obtained about other training opportunities for the coordinator and other Town staff, if applicable. The Title VI Coordinator will also monitor INDOT's annual directives related to information they require to be provided to prove the Town is meeting their Title VI compliance obligations. Under the direction of the Title VI Coordinator, liaisons will be required to document the Title VI training that is provided to their staff and track attendance. Documentation should include the type of training, number and type of individuals trained, and materials. Identification of training goals and opportunities for the upcoming year should be planned annually. All training needs to be documented on the annual reporting form to INDOT and Annual Goals and Accomplishments form. Frequency of training of staff is to be determined by the Town to meet INDOT requirements and ensure compliance with Title VI.

IX. PUBLIC DISSEMINATION

The Town will disseminate Title VI Program information to Town employees and to the general public. Title VI Program information will be submitted to sub-recipients, contractors, and beneficiaries. Public dissemination

will include inclusions of Title VI language in contracts and publishing the Title VI Plan on the Town of Highland's website, at www.highland.in.gov/.

X. REMEDIAL ACTION

The Town, through the Title VI Coordinator, will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When deficiencies are found, procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s). The period to determine corrective action(s) and put it/them in writing to effect compliance may not exceed 90 days from the date the deficiencies are found.

7.0 LIMITED ENGLISH PROFICIENCY (LEP)

On August 11, 2000, President William J. Clinton signed an executive order (Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency) to clarify Title VI of the Civil Rights Act of 1964. It had as its purpose, to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

This Executive Order stated that individuals who do not speak English well and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter. These individuals are referred to as being limited in their ability to speak, read, write, or understand English, hence the designation, "LEP," or Limited English Proficient. The Executive Order states that:

"Each federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities."

Not only are all federal agencies required to develop LEP plans as a condition of receiving federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided as well.

Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance. Recipients of federal funds range from state and local agencies to non-profits and organizations. Title VI covers a recipient's entire program or activity. This means all parts of a recipient's operations are covered, even if only one part of a recipient's organization receives the federal assistance. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.

A person who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English may be a Limited English Proficient person and may be entitled to language assistance with respect to the Town of Highland's programs and activities. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language, and/or translation, which means the written transfer of a message from one language into another language. The Town of Highland will determine when interpretation and/or translation are needed and are reasonable.

According to 2010-2014 American Community Survey information obtained from the U.S. Census, the number of individuals age 5 and over that identified as having the ability to speak English less than "very well" is less than 3.2% percent overall for the Town. Linguistically isolated households (households where no one 14 years of age or older speaks only English or speaks English "very well") speak Spanish (20.7%), other Indo-European languages (73.4%), and other languages (5.9%). The table below includes information about LEP populations in the Town.

Further detailed review using the U.S. EPA's EJSCREEN is available by Census Tract Block Group. EJSCREEN is a screening tool for pre-decisional use only and can help identify areas that may warrant additional consideration, analysis, or outreach. It does not provide a basis for decision-making, but it may help identify potential areas of EJ concern. Users should keep in mind that screening tools are subject to substantial

uncertainty in their demographic and environmental data, particularly when looking at small geographic areas. This screening tool does not provide data on every environmental impact and demographic factor that may be relevant.

Table 1. Limited English Proficiency population estimates within the Town of Highland, Indiana.

Totals	Total Population Age 5 Years and Over	Speak English "very well"	Speak English less than "very well"	Total % Linguistically Isolated Households
	22,317	21,603 (96.8%)	703 (3.2%)	1.77%

Source: U.S. Census, American Community Survey (ACS) 2010-2014.

LANGUAGE ASSISTANCE

The Town of Highland staff shall consider the following to identify if an interpreter and/or translator are needed or if an LEP person needs language assistance:

- Examine records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events.
- Have Language Identification Flashcards (see Appendix E) available at buildings where the public typically visits, including the Town Municipal Building, Public Works, and Police Department. Flashcards should be available at Human Resources and all Town Departments near customer service areas where they can be easily accessible by staff. Individuals self-identifying as persons not proficient in English may not be able to be accommodated with translation assistance at the time, but it will assist in identifying language assistance needs for future events.

LANGUAGE ASSISTANCE MEASURES

Although there is a low percentage of LEP individuals in the Town of Highland (persons who speak English less than "very well"), the Town will strive to offer language assistance using the following measures:

- If an individual asks for language assistance, the Town of Highland will determine if the individual is an LEP person and language assistance is necessary to provide meaningful access. The Town has the discretion to determine whether language assistance is needed and, if so, the type of language assistance necessary to provide meaningful access.
- When an interpreter is needed, in person or on the telephone, staff will attempt to determine what language is required and access the language interpreting service to be used.
- The Town of Highland will periodically assess the need for language assistance based on requests for interpreters and/or translators.

For more information regarding LEP, visit the Town website at www.highland.in.gov or contact:

PUBLIC WORKS DIRECTOR
Title VI Coordinator
8001 Kennedy Street
Highland, IN 46322
Phone: (219) 972-5069
Fax: (219) 972-5085
jboch@highland.in.gov

8.0 ENVIRONMENTAL JUSTICE

Compliance with Title VI includes ensuring that no minority or low income population suffers "disproportionately high and adverse human health or environmental effect" due to any "programs, policies, and activities" undertaken by any agency receiving federal funds. This obligation will be met by the Town of Highland in the following ways:

- When planning specific programs or projects, identifying those populations that will be affected by a given program or project.
- If a disproportionate effect is anticipated, following mitigation procedures.
- If mitigation options do not sufficiently eliminate the disproportionate effect, discussing and, if necessary, implementing reasonable alternatives.

Disproportionate effects are those effects which are appreciably more severe for one group or predominantly borne by a single group. According to U.S. Census data, the Town of Highland has a total minority percentage of 19.76% and over 6% of the population has income below the poverty level. Data summarized below includes information on low income and minority populations.

Table 2. Town of Highland, Indiana, Population by Race.

	Total by Race	Percent	405.01	405.02	406	407	408.01	408.02
Total Population	23,727	100.00%	3,623	3,519	3,759	5,031	3,888	3,907
White	21,027	88.62%	2,841	3,057	3,379	4,511	3,578	3,661
African American	987	4.20%	430	211	94	161	68	53
Asian	380	1.60%	125	97	49	37	28	44
American Indian/Alaska Native	49	0.21%	1	4	13	7	10	14
Pacific Islander	1	0.00%	0	0	0	0	0	1
Two or More Races	251	1.06%	57	31	34	64	37	28
Other Race	1,022	4.31%	169	119	150	251	167	126
Total Hispanic Population	3,047	12.85%	497	385	534	651	498	502
Total Non-Hispanic Population	20,680	87.15%	3,126	3,134	3,225	4,400	3,390	3,405
Total Minority Population	4,688	19.76%	30.63%	20.69%	19.26%	17.89%	16.45%	15.92%

Source: U.S. Census Bureau, Census 2010.

Table 3. Town of Highland, Indiana, Income and Low Income Population Data.

	Total
Median Household Income	\$62,738
Percentage of Families with Income Below the Poverty Level	4.3%
Percentage of All People with Income Below the Poverty Level	6.1%

NOTE: 2014 Poverty Thresholds - \$12,071 for an individual, \$24,230 for four person household.
Source: U.S. Census, American Community Survey (ACS) 2010-2014.

There are two Census Tracts that have a minority population percentage that exceeds the total for the Town and could be considered a high minority population area. Further detailed review using the U.S. EPA's EISCREEN is available by Census Tract Block Group. EISCREEN is not intended to provide a risk assessment and does not provide data on every environmental impact and demographic indicator that may be relevant

to a particular location, and data may be several years old. Screening results should be supplemented with additional information and local knowledge to get a better understanding of the issues in a selected location. Block Groups with minority and income population data are included on Table 4. High minority population (exceeds total Town percentage of 19.76%) and/or LEP populations (identified in the table as linguistically isolated households) are highlighted. Block Groups with low income populations near or above the state average of 35% are also highlighted.

Table 4. Town of Highland, Indiana, Block Group Data.

Census Tract, Block Group	Approximate Population	% Minority Population	% Low Income Population	Linguistically Isolated Households
Tract 405, Block 011	1,052	19%	14%	0%
Tract 405, Block 012	1,362	18%	26%	0%
Tract 405, Block 013	1,030	57%	32%	2%
Tract 405, Block 021	1,736	21%	19%	11%
Tract 405, Block 022	1,333	14%	12%	1%
Tract 406, Block 001	952	15%	24%	0%
Tract 406, Block 002	752	23%	24%	0%
Tract 406, Block 003	864	22%	21%	5%
Tract 406, Block 004	1,047	22%	13%	0%
Tract 407, Block 001	2,003	21%	16%	2%
Tract 407, Block 002	1,123	22%	20%	0%
Tract 407, Block 003	1,363	40%	26%	0%
Tract 407, Block 004	851	15%	20%	0%
Tract 408, Block 011	1,265	13%	11%	0%
Tract 408, Block 012	1,478	29%	14%	1%
Tract 408, Block 013	1,138	24%	33%	0%
Tract 408, Block 021	1,451	15%	20%	3%
Tract 408, Block 022	890	7%	27%	0%
Tract 408, Block 023	1,038	24%	37%	0%

Source: U.S. EPA EISCREEN Version 2016 (<https://giscreen.epa.gov/>).

Additional investigation and outreach should be completed for projects in the highlighted Block Group areas. Statistics on Census Tract and Block Groups are included in Appendix E. Where a project impacts a small number or area of low income or minority populations, the Town will document that:

- Other reasonable alternatives were evaluated and were eliminated for reasons such as the alternatives impacted a far greater number of people or did greater harm to the environment, etc.;
- The project's impact is unavoidable;
- The benefits of the project far outweigh the overall impacts; and
- Mitigation measures are being taken to reduce the harm to low income or minority populations.

If it is concluded that no minority and/or low income population groups are present in the project area, the Town will document how the conclusion was reached. If it is determined that one or more of these population groups are present in the area, the Town will administer potential disproportionate effects test.

The following steps will be taken to assess the impact of a project on minority and/or low income population groups:

- **STEP ONE:** Determine if a minority or low income population is present within the project area. The means of making this determination may include a detailed review of census tract and/or block group information or other reliable sources. If the conclusion is that no minority and/or low income population is present within the project area, document how the conclusion was reached. If the conclusion is that there are minority population groups and/or low income population groups present, proceed to Step Two.
- **STEP TWO:** Determine whether project impacts associated with the identified low income and minority populations are disproportionately high and adverse. In doing so, refer to the list of potential impacts and questions contained in Appendix E. If it is determined that there are disproportionately high and adverse impacts to minority and low income populations, proceed to Step Three.
- **STEP THREE:** Propose measures that will avoid, minimize, and/or mitigate disproportionately high and disproportionate adverse impacts, and provide offsetting benefits and opportunities to enhance communities, neighborhoods, and individuals affected by the proposed project.
- **STEP FOUR:** If after mitigation, enhancements, and offsetting benefits to the affected populations, there remains a high and disproportionate adverse impact to minority or low income populations, then the following questions must be considered:
 - Question 1: Are there further mitigation measures that could be employed to avoid or reduce the adverse effect to the minority or low income population?
 - Question 2: Are there other additional alternatives to the proposed action that would avoid or reduce the impacts to the low income or minority populations?
 - Question 3: Considering the overall public interest, is there a substantial need for the project?
 - Question 4: Will the alternatives that would satisfy the need for the project and have less impact on protected populations
 - (a) have other social economic or environmental impacts that are more severe than those of the proposed action?
 - (b) have increased costs of extraordinary magnitude?
- **STEP FIVE:** Include all findings, determinations, or demonstrations in the environmental document prepared for the project.

9.0 FILING A TITLE VI COMPLAINT

I. INTRODUCTION

The Title VI complaint procedures are intended to provide aggrieved persons an avenue to raise complaints of discrimination regarding Town programs, activities, and services as required by statute. Any person, who believes they have faced unequal treatment or discrimination as to the receipt of benefits and/or services based on their race, color, national origin, disability, sex, sexual orientation, gender identity, religion, age, low income status, or limited English proficiency, has the right to file a written complaint as described herein. Complaints should be filed with the Town of Highland's Title VI Coordinator.

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Civil Rights Act of 1987, the Americans with Disabilities Act of 1990, and other relevant regulations, statutes, directives, and Executive Orders relating to any federally-funded contract or activity administered by the Town. It also applies to sub-recipients, consultants, and contractors. Intimidation or retaliation of any kind is prohibited by law.

The procedures do not deny the right of the complainant to file formal complaints with other state and federal agencies, or to seek private counsel for complaints alleging discrimination. Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties, the Title VI Coordinator, and the Department Heads may be utilized for resolution. A copy of the complaint form can be found in Appendix F.

II. PURPOSE

The purpose of the discrimination complaint procedures is to describe the process used by the Town for processing complaints of discrimination under Title VI of the Civil Rights Act of 1964 and related statutes.

III. ROLES AND RESPONSIBILITIES

The Title VI Coordinator has overall responsibility for the discrimination complaint process and procedures. The Title VI Coordinator may, at his/her discretion, assign a capable person to investigate the complaint. The designated investigator will conduct an impartial and objective investigation, collect factual information, and prepare a fact-finding report based upon information obtained from the investigation.

IV. PROCEDURE FOR FILING A COMPLAINT

Any person, group of individuals, or entity that believes they have been excluded from participation in or denied benefits or services of any program or activity administered by the Town or its sub-recipients, consultants, and contractors on the basis of race, color, national origin (including Limited English Proficiency), sex, age, or disability may bring forth a complaint of discrimination under Title VI. All complaints are to be filed with the Town's Title VI Coordinator. The complainant(s) shall make themselves reasonably available to the designated investigator to ensure completion of the investigation within the timeframes set forth.

In all situations, employees of the Town must contact the Title VI Coordinator immediately upon receipt of Title VI related complaints. Complaints must be filed within 180 days of the alleged discrimination. If the complainant could not reasonably be expected to know that the act was discriminatory within the 180 day

period, he/she will have 60 additional days after becoming aware of the illegal discrimination to file the complaint.

Complaints must be in writing, and must be signed by the complainant and/or the complainant's representative. See Appendix F for the Title VI Complaint Form. The complaint must set forth, as fully as possible, the facts and circumstances surrounding the claimed discrimination. In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting the verbal complaint into a written complaint. All complaints, however, must be signed by the complainant and/or by the complainant's representative. Upon review of the information included in the complaint, the Title VI Coordinator shall decide the course of action and notify the complainant of the determination. All complaints will be logged into the Complaint Log (see Appendix F).

Items that should not be considered a formal complaint (unless the items contain a signed cover letter specifically alleging a violation of Title VI) include, but are not limited to:

- An anonymous complaint that is too vague to obtain required information
- Inquiries seeking advice or information
- Courtesy copies of court pleadings
- Newspaper articles
- Courtesy copies of internal grievances
- Oral complaints (unless provided by a Limited English Proficient person)

V. INVESTIGATION

The Title VI Coordinator shall designate a Department Head to lead the investigation. In the event the complaint is against a Department Head, the Title VI Coordinator shall lead the investigation. The investigator shall prepare a written plan, which includes, but is not limited to the following:

- Names of the complainant(s) and respondent(s) basis for complaint
- Issues, events, or circumstances that caused the person to believe that he/she has been discriminated against
- Information needed to address the issue
- Criteria, sources necessary to obtain the information
- Identification of key people
- Estimated investigation timeline and remedy sought by the complainant(s)

In conducting the investigation, the following factors will be considered:

- The investigation will address only those issues relevant to the allegations in the complaint.
- In accordance with DOT Order 1000.12, the Town of Highland shall keep all complainants' identities confidential except to the extent necessary for carrying out an investigation. If an investigator determines that it is necessary to disclose the complainant's identity to the responder or a third party, the investigator must first obtain complainant's written permission. The Complainant Consent/Release form is included in Appendix F. Confidentiality will be maintained as much as possible.
- Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint.
- The investigator will ask questions to elicit information about aspects of the case.
- A chronological contact sheet is maintained in the case file throughout the investigation.

- If a Title VI complaint is received on an INDOT-related contract against the Town of Highland, INDOT will be notified and provided the opportunity to participate in the investigation of the complaint. Upon receipt of a Title VI complaint filed against the Town of Highland, the complainant and any pertinent information should immediately be forwarded to INDOT's Title VI Program Manager.
- Complaints made against a Town of Highland's sub-recipient should be investigated by the Town following the complaint process.
- Within 60 days of receiving the complaint, the investigator shall prepare an investigative report and submit the report and supporting documentation to the Title VI Coordinator for review.
- The Title VI Coordinator reviews the file and investigative report. Subsequent to the review, the Mayor makes a determination of "probable cause" or "no probable cause" and prepares the decision letter based on the facts of the investigation in consultation with the Title VI Coordinator. A copy of the decision letter will be provided to the complainant.
- The complainant may receive a copy of the investigative report and shall be notified in the decision letter of their appeal rights.
- The Town may, at its discretion, extend any deadline above for a reasonable amount of time if needed to complete a thorough investigation.

The laws enforced by the Town prohibit retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by these laws. If someone experiences retaliation or intimidation separate from the discrimination alleged in this complaint, they should contact the Title VI Coordinator.

VI. APPEALS, RECORDKEEPING, AND REPORTING REQUIREMENTS

The complainant has the right to appeal the decision of the Town to INDOT. The complainant must submit the appeal in writing to the Town's Title VI Coordinator within 14 days of receipt of the Town's decision letter. The appeal must cite the specific portion(s) of the findings that the complainant disagrees with and the reason(s) for the disagreement. The Town will forward the appeal to INDOT's Title VI Program Manager within seven calendar days of receipt and cooperate fully in the appeal process as requested by INDOT.

All records and investigative working files are to be maintained in a confidential area. Records are to be kept for a minimum of three years or the amount of time dictated by the state's Record Retention Schedule, whichever is longer. All complaints shall be documented on the complaint log. A copy of the complaint, together with a copy of the investigation report and final decision letter, will be forwarded to the INDOT Title VI Program Manager following expiration of the appeal period.

10.0 PUBLIC INVOLVEMENT AND OUTREACH

The Town will provide information on Title VI responsibilities to the public and employees. Information will be available on postings in Town facilities, Town website, and employee handbooks. A review will be done of the Town's website for compliance with applicable accessibility guidelines and suggested improvements considered to provide better access to users. A voluntary public involvement survey will be available at all public meetings to collect information regarding persons affected by proposed projects. The voluntary survey will be anonymous and collect data regarding gender, ethnicity, race, ages, disability status, household income, and other information. The survey will be available at all public hearings and meetings on projects, and completed surveys shall be retained for a minimum of three years from the date of the meeting or completion of the related project, if applicable. A copy of the public involvement survey is included in Appendix F. The Town will strive to modify the public involvement and outreach program based on input from respondents and INDOT as needed.

11.0 TITLE VI PROGRAM GOALS FOR 2019

The Town has identified the following Title VI Program goals for 2019. Updates to the program goals will be provided as part of the annual Title VI Implementation Plan to be prepared annually.

1. The Town shall adopt the Non-Discrimination Policy Statement, Title VI Assurance, and Title VI Non-Discrimination Plan following a public hearing.
2. A copy of the Town of Highland's Title VI Non-Discrimination Plan will be provided to each Town Department Head, who will review the plan with departmental employees.
3. Prepare a list of department liaisons and publish that list. A copy of the list should be provided to each department and made readily available to the public upon request.
4. The Town of Highland's Title VI Plan and all forms will be published on the Town of Highland's website.
5. The name and contact information of the Town's Title VI Coordinator will be provided on all relevant publications and on the Town website.
6. Ensure that the Federal-Aid Contract Language included in Appendix A is included in all Town contracts as outlined in the Title VI Plan.
7. The language in Paragraph Number 2 of the Town of Highland's Title VI Assurance will be included in all solicitations for bids for work or material subject to the Regulations and in all proposals for negotiated agreements.
8. The procedure(s) for responding to individuals with Limited English Proficiency will be developed and implemented.
9. The Title VI Coordinator shall attend the mandatory training required by INDOT on Title VI.
10. The Title VI Coordinator shall provide Department Heads with Title VI training and document and maintain attendance records of all training sessions.
11. All Town of Highland employees will be trained or made aware of the requirements of Title VI, the LEP procedure, and the Title VI complaint procedure.
12. Provide copies of the voluntary Title VI Public Participation Survey found in Appendix F at all public meetings.
13. Provide copies of the Language Identification Flashcards found in Appendix F to all Department Heads and ensure that all employees are aware of their location when needed.
14. Identify local foreign language translators that can be contracted to assist LEP individuals.
15. The following data will be collected and reviewed by the Title VI Coordinator and documented as noted in the Title VI Plan:
 - a. Boards and Commissions: The number of vacancies, how vacancies are advertised and filled, the number of applicants, and the representation of minorities on Town boards and commissions will be evaluated.
 - b. Public Meetings: Document the number of open meetings and how meeting dates and times were communicated to the general public and to individuals directly affected by the project will be documented.
 - c. Construction Projects: The number of construction projects, minority contractors bidding, and the number selected will be documented, along with verification that Title VI language was included in bids and contracts for each project.

- d. LEP Needs: The number of requests for language assistance that were requested or required and the outcome of these requests.
- e. Complaints: The number of Title VI complaints received, nature of the complaints, and resolution of the complaints.
- f. Timeliness of Services: The number of requests for services, amount of time from request to when service was delivered, and number of requests denied.
- g. Right-of-Way/Eminent Domain: The number of such actions and diversity of individuals affected.
- h. Program Participants: Racial data of program participants, where possible, based on information provided by attendees on the non-mandatory, anonymous public involvement survey.

16. Begin preparation of the 2020 Title VI Implementation Plan in November 2019.

APPENDICES

APPENDIX A – FEDERAL-AID CONTRACT LANGUAGE

Appendix A

The following language is to be inserted in all federal-aid contracts:

During the performance of this contract, the contractor, for itself, its assignees and successors, in interest (hereinafter referred to as the "contractor") agrees, as follows:

1. **Compliance with Regulations:** The contractor shall comply with Regulations relative to non-discrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Non-Discrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials in the discrimination prohibited by Section 21.5 of the Regulation, including employment practices when the contractor covers a program set for in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under the contract and the Regulations relative to non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Non-Compliance:** In the event the contractor's non-compliance with the non-discrimination provisions of this contract, the State Highway Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the contractor under the contract until the contractor complies and/or
 - b. Cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such

provisions including sanctions for non-compliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX B – TRANSFER OF PROPERTY

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

(GRANTING CLAUSE)

NOW THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the Town of Highland, Indiana, will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally-assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d-4) does hereby remise, release, quitclaim and convey unto the Town of Highland, Indiana, all the right, title, and interest of the Department of Transportation in and to said lands described Exhibit "A" attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the Town of Highland, Indiana, and its successors forever, subject, however, to the covenants, conditions, restrictions, and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the Town of Highland, Indiana, its successors and assigns.

The Town of Highland, Indiana, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors, and assigns, that (1) no person shall on the grounds of race, color, sex, age, disability, income status, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part, on, over, or under such lands hereby conveyed (1) and (2) that the Town of Highland, Indiana, shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally-assisted programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (1) and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this deed.*

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

APPENDIX C – PERMITS, LEASES, AND LICENSES

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the Town of Highland, Indiana, pursuant to the provisions of Assurance 7(e).

The grantee, licensee, lessee, permittee, etc., (as appropriate) for himself, his heirs, personal representative, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases, add, "as a covenant running with the land") that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall remain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally-assisted programs of the Department of Transportation — Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)*

That in the event of breach of any of the above non-discrimination covenants, the Town of Highland, Indiana, shall have the right to terminate the license, lease, permit, etc., and to re-enter and repossess said land and the facilities thereon, and hold the same as if said license, lease, permit, etc., had never been made or issued.

(Include in deeds)*

That in the event of breach of any of the above non-discrimination covenants, the Town of Highland, Indiana, shall have the right to re-enter lands and facilities hereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the State of Indiana Department of Transportation and its assigns.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of the Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1987.

APPENDIX E – LEP AND ENVIRONMENTAL JUSTICE INFORMATION

APPENDIX D – DETERMINE/DISTINGUISH SIGNIFICANT/NON-SIGNIFICANT EFFECTS

"Significant" requires considerations of both context and intensity:

(a) Context. This means that the significance of an action must be analyzed in several contexts such as society as a whole (human, nation), the affected region, the affected interests, and the locality. Significance varies with the setting of the proposed action. For instance, in the case of a site-specific action, significance would usually depend upon the effects in the local area rather than in the world as a whole. Both short-and long-term effects are relevant.

(b) Intensity. This refers to the severity of impact. Responsible officials must bear in mind that more than one agency may make decisions about partial aspects of a major action. The following should be considered in evaluating intensity:

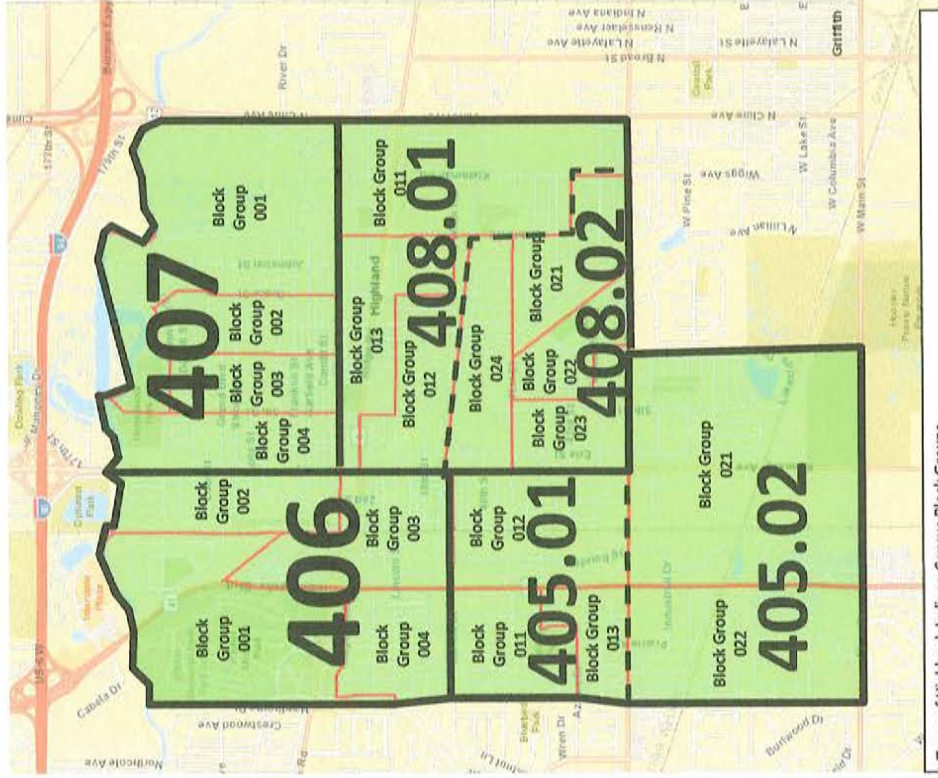
- (1) Impacts that may be both beneficial and adverse. A significant effect may exist even if, on balance, the effect would be beneficial.

"Non-significant effect" means no substantial change to an environmental component and this no material bearing on the decision-making process.

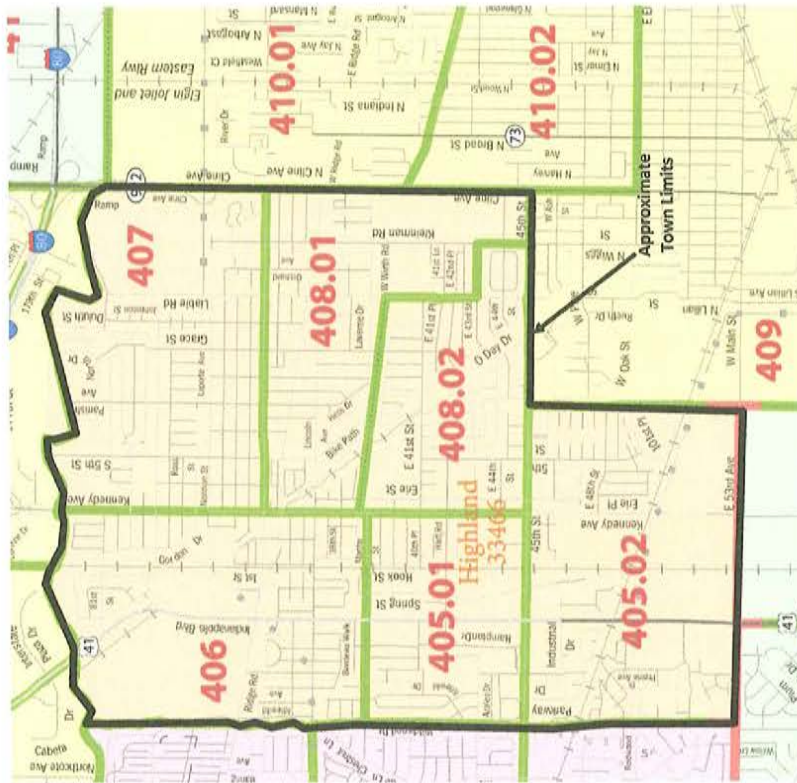
Scientific, technical, institutional, the public's value, and the local economic conditions influence the meaning of significant effect.

If an alternative would provide a beneficial effect, then the alternative would cause no significant adverse effect. If an alternative would provide an adverse effect, the effect might be significant or the effect might be non-significant.

Determinations of "significant" and "non-significant" effects will be made by Department Heads, in consultation with the Title VI Coordinator.



Town of Highland, Indiana Census Block Groups



2010 Census Tract Map with approximate corporation limits



DP03 SELECTED ECONOMIC CHARACTERISTICS

2010-2014 American Community Survey 5 Year Estimates

	2010 - 2014 ACS Estimates	Percent	MOE (±)
Population 25+ by Educational Attainment			
Total	16,619	100%	273
Less than 9th Grade	532	3%	66
9th - 12th Grade, No Diploma	841	5%	74
High School Graduate	5,593	34%	185
Some College, No Degree	5,181	31%	169
Associate Degree	1,388	8%	90
Bachelor's Degree or more	4,482	27%	174
Population Age 5+ Years by Ability to Speak English			
Total	22,317	100%	390
Speak only English	19,754	89%	358
Non-English at Home ^{1,2,3,4}	2,563	11%	170
Speak English "very well"	1,860	8%	163
Speak English "well"	441	2%	78
Speak English "not well"	185	1%	46
Speak English "not at all"	97	0%	113
Speak English "less than well"	292	1%	113
Speak English "less than very well"	703	3%	134
Linguistically Isolated Households⁵			
Total	169	100%	84
Speak Spanish	35	21%	51
Speak Other Indo-European Languages	124	73%	66
Speak Asian-Pacific Island Languages	0	0%	11
Speak Other Languages	10	6%	17

Town of Highland, Table 1 Reference Information

Census 2010 CDBG Beneficiaries Data Extract

This special data extract was prepared by the Indiana Business Research Center at Indiana University's Kelley School of Business, April 2014.

Highland town

Total Population

	Place Total	Tract 405.02	Tract 405.02	Tract 406	Tract 407	Tract 408.02	Tract 408.02
Number of Persons	23,727	3,623	3,519	3,759	5,012	4,077	3,837
White	11,027	2,841	3,057	3,379	4,511	3,579	3,661
Black/African American	987	450	212	84	102	65	33
Asian	395	125	97	49	37	23	44
American Indian/Alaska Native	49	1	4	13	7	10	14
Native Hawaiian/Other Pacific Islander	1	0	0	0	0	0	1
American Indian/Alaska Native & White	75	4	3	17	11	19	21
Asian & White	85	26	14	10	23	8	24
Black/African American & White	81	33	11	7	18	9	8
American Indian/Alaska Native & Black/African American	10	4	3	0	2	1	0
Balance	1,022	269	119	150	251	187	228
Member of Household (2013 ACS)	2,650	96	96	96	96	96	96
Number of Elderly Persons (age 63 and over)	4,898	600	554	685	992	687	825
Number of Female-Headed Households	1,169	205	148	178	237	172	259

Source: 2010 Census, Long-Form Data, Census 2010, Number of Household Income Below Poverty Level, 2009-2010.

Hispanic Population

	Place Total	Tract 405.02	Tract 405.02	Tract 406	Tract 407	Tract 408.02	Tract 408.02
Number of Persons	1,047	497	395	524	612	489	502
White	1,568	134	209	239	271	324	362
Black/African American	52	3	1	0	9	4	7
Asian	9	3	1	1	0	4	0
American Indian/Alaska Native	15	1	1	8	1	6	11
Native Hawaiian/Other Pacific Islander	0	0	0	0	0	0	0
American Indian/Alaska Native & White	10	0	1	0	7	5	3
Asian & White	4	0	2	0	1	1	0
Black/African American & White	9	3	0	0	1	3	2
American Indian/Alaska Native & Black/African American	1	0	0	0	0	1	0
Balance	603	153	111	151	242	180	117

Source: 2010 Census, Long-Form Data, Census 2010, Number of Household Income Below Poverty Level, 2009-2010.

Town of Highland, Table 2 Reference Information



Tract 405, Block 011



May 23, 2017
Digitized Polys

Scale: 1:25,000
North arrow pointing up
Scale bar: 0 to 1.2 miles

Selected Variables	Value	State Avg.	%ile in State	EPA Region Avg.	%ile in Region	USA Avg.	%ile in USA
Demographic Indicators							
Minority Population	16%	27%	32	29%	34	36%	22
Low Income Population	19%	19%	68	24%	61	37%	39
Linguistically Isolated Population	14%	35%	14	33%	18	35%	18
Population With Less Than High School Education	0%	2%	63	2%	58	5%	44
Population Under 5 years of age	2%	12%	8	11%	12	14%	11
Population over 64 years of age	2%	6%	8	6%	9	6%	9
Population over 64 years of age	20%	14%	85	14%	82	14%	83



2010-2014 American Community Survey 5-Year Estimates

Subject	Estimate	Margin of Error	Percent	Percent Margin of Error
INCOME AND BENEFITS (IN 2014 INFLATION-ADJUSTED DOLLARS)				
Total household income	5,871	+/-105	6.2%	+/-1.0
Median household income	34	+/-32	2.7%	+/-1.0
\$10,000 to \$14,999	255	+/-37	9.4%	+/-1.9
\$15,000 to \$24,999	897	+/-105	15.3%	+/-2.1
\$25,000 to \$34,999	1,375	+/-135	23.3%	+/-2.6
\$35,000 to \$49,999	2,318	+/-254	39.8%	+/-4.5
\$50,000 to \$74,999	1,489	+/-205	25.4%	+/-3.6
\$75,000 to \$99,999	1,351	+/-188	23.0%	+/-3.4
\$100,000 to \$149,999	485	+/-72	8.3%	+/-1.5
\$150,000 to \$199,999	345	+/-55	5.9%	+/-1.1
\$200,000 or more	62,738	+/-2,005	1,071.5%	+/-30.0
Median household income (dollar)	34	+/-32	2.7%	+/-1.0
PERCENTAGE OF FULL-TIME AND PART-TIME WORKERS WHOSE INCOME IS BELOW THE POVERTY LEVEL				
All people	(N)	(N)	4.3%	+/-1.3
Under 18 years	(N)	(N)	7.8%	+/-2.3
18 to 64 years	(N)	(N)	2.4%	+/-1.1
65 years and over	(N)	(N)	2.0%	+/-1.0
Married couple families	(N)	(N)	11.9%	+/-3.5
With related children under 18 years	(N)	(N)	14.1%	+/-4.3
With related children under 18 years only	(N)	(N)	22.9%	+/-7.0
Female with female householder, no husband present	(N)	(N)	5.1%	+/-1.6
With related children under 18 years	(N)	(N)	7.4%	+/-2.2
With related children under 18 years only	(N)	(N)	8.2%	+/-2.4
15 years and over	(N)	(N)	6.7%	+/-2.0
15 to 64 years	(N)	(N)	5.6%	+/-1.7
65 years and over	(N)	(N)	7.3%	+/-2.2
People in families	(N)	(N)	4.4%	+/-1.4
Unrelated individuals, 15 years and over	(N)	(N)	12.4%	+/-3.7

Town of Highland, Table 3 Reference Information



EJSCREEN Report (Version 2016)

Blockgroup: 180890405013, INDIANA, EPA Region 5
 Approximate Population: 1,030
 Input Area (sq. miles): 0.13

Tract 405, Block 013



May 23, 2017
 Digitized Polygon

Selected Variables	Value	State Avg.	%ile in State	EPA Region Avg.	%ile in EPA Region	USA Avg.	%ile in USA
Demographic Indicators							
Demographic Index	-45%	27%	83	29%	80	36%	68
Minority Population	57%	19%	90	24%	65	37%	73
Low Income Population	32%	35%	49	33%	54	35%	50
Linguistically Isolated Population	2%	2%	72	2%	68	5%	53
Population With Less Than High School Education	6%	12%	28	11%	35	14%	30
Population Under 5 years of age	1%	6%	5	6%	5	6%	5
Population over 64 years of age	17%	14%	72	14%	69	14%	71



EJSCREEN Report (Version 2016)

Blockgroup: 180890405012, INDIANA, EPA Region 5
 Approximate Population: 1,352
 Input Area (sq. miles): 0.38

Tract 405, Block 012



May 23, 2017
 Digitized Polygon

Selected Variables	Value	State Avg.	%ile in State	EPA Region Avg.	%ile in EPA Region	USA Avg.	%ile in USA
Demographic Indicators							
Demographic Index	22%	27%	49	29%	49	36%	34
Minority Population	18%	19%	65	24%	58	37%	37
Low Income Population	26%	35%	36	33%	43	35%	40
Linguistically Isolated Population	0%	2%	63	2%	58	5%	44
Population With Less Than High School Education	6%	12%	26	11%	33	14%	28
Population Under 5 years of age	3%	6%	21	6%	23	6%	23
Population over 64 years of age	12%	14%	48	14%	46	14%	51



EJSCREEN Report (Version 2016)

Blockgroup: 180890405021, INDIANA, EPA Region 5

Approximate Population: 1,736

Input Area (sq. miles): 1.01

Tract 405, Block 021



May 23, 2017

Designated Polygon

Selected Variables	Value	State Avg.	%ile in State	EPA Region Avg.	%ile in EPA Region	USA Avg.	%ile in USA
Demographic Indicators							
Demographic Index	20%	27%	45	29%	46	36%	31
Minority Population	21%	19%	71	24%	63	37%	42
Low Income Population	19%	35%	25	33%	30	35%	28
Linguistically Isolated Population	11%	2%	95	2%	93	5%	85
Population With Less Than High School Education	11%	12%	52	11%	60	14%	51
Population Under 5 years of age	3%	6%	19	6%	21	6%	21
Population over 64 years of age	25%	14%	93	14%	91	14%	91



EJSCREEN Report (Version 2016)

Blockgroup: 180890405022, INDIANA, EPA Region 5

Approximate Population: 1,333

Input Area (sq. miles): 0.50

Tract 405, Block 022



May 23, 2017

Designated Polygon

Selected Variables	Value	State Avg.	%ile in State	EPA Region Avg.	%ile in EPA Region	USA Avg.	%ile in USA
Demographic Indicators							
Demographic Index	13%	27%	22	29%	23	36%	14
Minority Population	14%	19%	57	24%	52	37%	31
Low Income Population	12%	35%	12	33%	16	35%	15
Linguistically Isolated Population	1%	2%	68	2%	64	5%	49
Population With Less Than High School Education	7%	12%	36	11%	44	14%	38
Population Under 5 years of age	6%	6%	44	6%	47	6%	46
Population over 64 years of age	25%	14%	93	14%	91	14%	91



EJSCREEN Report (Version 2016)

Blockgroup: 180890406004, INDIANA, EPA Region 5

Approximate Population: 1,047
Input Area (sq. miles): 0.22



Tract 406, Block 004



May 23, 2017

Digitized Polygon

Selected Variables	Value	State Avg.	%ile in State	EPA Region Avg.	%ile in Region	USA Avg.	%ile in USA
Demographic Indicators							
Demographic Index	18%	27%	37	29%	39	35%	25
Minority Population	22%	19%	72	24%	65	37%	43
Low Income Population	13%	35%	14	33%	18	35%	17
Linguistically Isolated Population	0%	2%	63	2%	58	5%	44
Population With Less Than High School Education	3%	12%	13	11%	17	14%	15
Population Under 5 years of age	6%	6%	44	6%	47	6%	46
Population over 64 years of age	23%	14%	69	14%	87	14%	87



EJSCREEN Report (Version 2016)

Blockgroup: 180890406003, INDIANA, EPA Region 5

Approximate Population: 864
Input Area (sq. miles): 0.34



Tract 406, Block 003



May 23, 2017

Digitized Polygon

Selected Variables	Value	State Avg.	%ile in State	EPA Region Avg.	%ile in Region	USA Avg.	%ile in USA
Demographic Indicators							
Demographic Index	22%	27%	48	25%	49	36%	34
Minority Population	22%	19%	71	24%	64	37%	42
Low Income Population	21%	35%	29	33%	34	35%	32
Linguistically Isolated Population	6%	2%	89	2%	86	5%	74
Population With Less Than High School Education	15%	12%	67	11%	73	14%	63
Population Under 5 years of age	6%	6%	34	6%	36	6%	35
Population over 64 years of age	23%	14%	90	14%	88	14%	88



EJSCREEN Report (Version 2016)
 Blockgroup: 180890407001, INDIANA, EPA Region 5

Ttract 407, Block 001

Approximate Population: 2,003
 Input Area (sq. miles): 0.77



May 23, 2017
 Digitized Polygon

Selected Variables	Value	State		EPA Region		USA	
		Avg.	%	Avg.	%	Avg.	%
Demographic Indicators							
Demographic Index	15%	27%	39	29%	41	35%	27
Minority Population	21%	19%	70	24%	63	37%	41
Low Income Population	16%	35%	20	33%	24	35%	23
Linguistically Isolated Population	0%	2%	83	2%	58	5%	44
Population With Less Than High School Education	14%	12%	63	11%	71	14%	61
Population Under 5 years of age	4%	5%	22	0%	24	5%	24
Population over 64 years of age	22%	14%	88	14%	86	14%	86



EJSCREEN Report (Version 2016)
 Blockgroup: 180890407002, INDIANA, EPA Region 5

Ttract 407, Block 002

Approximate Population: 1,123
 Input Area (sq. miles): 0.20



May 23, 2017
 Digitized Polygon

Selected Variables	Value	State		EPA Region		USA	
		Avg.	%	Avg.	%	Avg.	%
Demographic Indicators							
Demographic Index	21%	27%	47	29%	47	35%	32
Minority Population	22%	19%	72	24%	64	37%	43
Low Income Population	20%	35%	25	33%	31	35%	29
Linguistically Isolated Population	2%	2%	75	2%	72	5%	57
Population With Less Than High School Education	5%	12%	23	11%	29	14%	25
Population Under 5 years of age	4%	6%	24	6%	25	6%	25
Population over 64 years of age	19%	14%	79	14%	76	14%	77



EJSCREEN Report (Version 2016)

Blockgroup: 180890407003, INDIANA, EPA Region 5

Approximate Population: 1,363
Input Area (sq. miles): 0.18

Tract 407, Block 003



May 23, 2017

Digitized Polygon

Selected Variables	Value	State Avg.	%ile in State	EPA Region Avg.	%ile in EPA Region	USA Avg.	%ile in USA
Demographic Indicators							
Demographic Index	33%	27%	72	29%	70	36%	54
Minority Population	40%	19%	85	24%	79	37%	61
Low Income Population	26%	35%	36	33%	43	35%	40
Linguistically Isolated Population	0%	2%	63	2%	58	5%	44
Population With Less Than High School Education	11%	12%	55	11%	63	14%	53
Population Under 5 years of age	9%	6%	74	6%	78	6%	75
Population over 64 years of age	9%	14%	26	14%	26	14%	30



EJSCREEN Report (Version 2016)

Blockgroup: 180890407004, INDIANA, EPA Region 5

Approximate Population: 851
Input Area (sq. miles): 0.25

Tract 407, Block 004



May 23, 2017

Digitized Polygon

Selected Variables	Value	State Avg.	%ile in State	EPA Region Avg.	%ile in EPA Region	USA Avg.	%ile in USA
Demographic Indicators							
Demographic Index	18%	27%	36	29%	38	36%	24
Minority Population	15%	19%	60	24%	55	37%	33
Low Income Population	20%	35%	25	33%	31	35%	29
Linguistically Isolated Population	0%	2%	63	2%	58	5%	44
Population With Less Than High School Education	4%	12%	19	11%	25	14%	22
Population Under 5 years of age	3%	6%	15	6%	18	6%	16
Population over 64 years of age	13%	14%	48	14%	47	14%	51



EJSCREEN Report (Version 2016)

Blockgroup: 180890408011, INDIANA, EPA Region 5

Approximate Population: 1,265

Input Area (sq. miles): 0.57

Tract 408, Block 011



May 23, 2017

Duplicate Polygon

Scale: 0 0.3 0.6 1.2 2.4 miles

Scale: 0 0.3 0.6 1.2 2.4 miles

Selected Variables	Value	State Avg.	%ile in State	EPA Region Avg.	%ile in EPA Region	USA Avg.	%ile in USA
Demographic Indicators							
Demographic Index	12%	27%	18	29%	19	35%	11
Minority Population	13%	19%	55	24%	50	37%	29
Low Income Population	11%	35%	10	33%	13	35%	13
Linguistically Isolated Population	0%	2%	65	2%	58	5%	44
Population With Less Than High School Education	3%	12%	11	11%	15	14%	14
Population Under 5 years of age	8%	6%	65	6%	68	6%	66
Population over 64 years of age	13%	14%	52	14%	50	14%	54



EJSCREEN Report (Version 2016)

Blockgroup: 180890408012, INDIANA, EPA Region 5

Approximate Population: 1,478

Input Area (sq. miles): 0.24

Tract 408, Block 012



May 23, 2017

Duplicate Polygon

Scale: 0 0.3 0.6 1.2 2.4 miles

Scale: 0 0.3 0.6 1.2 2.4 miles

Selected Variables	Value	State Avg.	%ile in State	EPA Region Avg.	%ile in EPA Region	USA Avg.	%ile in USA
Demographic Indicators							
Demographic Index	21%	27%	48	29%	49	36%	33
Minority Population	29%	19%	79	24%	71	37%	50
Low Income Population	14%	35%	15	33%	20	35%	19
Linguistically Isolated Population	1%	2%	71	2%	66	5%	51
Population With Less Than High School Education	11%	12%	53	11%	61	14%	52
Population Under 5 years of age	5%	6%	33	6%	36	6%	35
Population over 64 years of age	19%	14%	80	14%	77	14%	78



EJSCREEN Report (Version 2016)

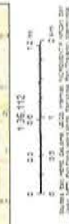
Blockgroup: 180880408013, INDIANA, EPA Region 5

Approximate Population: 1,138
Input Area (sq. miles): 0.27

Tract 408, Block 013



May 23, 2017
Digitized Polygon



Selected Variables	Value	%ile in		%ile in	
		State Avg.	EPA Region Avg.	USA Avg.	USA
Demographic Indicators					
Demographic Index	29%	27%	29%	64	58%
Minority Population	24%	19%	24%	67	37%
Low Income Population	33%	35%	33%	56	35%
Linguistically Isolated Population	0%	2%	2%	58	5%
Population With Less Than High School Education	13%	12%	11%	67	14%
Population Under 5 years of age	5%	6%	6%	46	6%
Population over 64 years of age	11%	14%	14%	39	14%



EJSCREEN Report (Version 2016)

Blockgroup: 180880408021, INDIANA, EPA Region 5

Approximate Population: 1,451
Input Area (sq. miles): 0.23

Tract 408, Block 021



May 23, 2017
Digitized Polygon



Selected Variables	Value	%ile in		%ile in	
		State Avg.	EPA Region Avg.	USA Avg.	USA
Demographic Indicators					
Demographic Index	17%	27%	36	29%	37
Minority Population	15%	19%	60	24%	54
Low Income Population	20%	35%	26	33%	31
Linguistically Isolated Population	3%	2%	82	2%	78
Population With Less Than High School Education	9%	12%	44	11%	52
Population Under 5 years of age	1%	6%	4	6%	4
Population over 64 years of age	21%	14%	86	14%	84



EJSCREEN Report (Version 2016)

Blockgroup: 180890408023, INDIANA, EPA Region 5

Approximate Population: 1,038
Input Area (sq. miles): 0.19

Tract 408, Block 023



May 23, 2017
Digitized Polygon
Scale: 0 to 1.26 1/2 miles

Selected Variables	Value	State Avg.	% in State	EPA Region Avg.	% in Region	USA Avg.	% in USA
Demographic Indicators							
Demographic Index	31%	27%	68	29%	67	58%	51
Minority Population	24%	19%	75	24%	67	37%	45
Low Income Population	37%	35%	58	33%	63	35%	58
Linguistically Isolated Population	0%	2%	63	2%	58	5%	44
Population With Less Than High School Education	4%	12%	19	11%	25	14%	22
Population Under 5 years of age	4%	6%	31	6%	33	6%	32
Population over 64 years of age	25%	14%	93	14%	91	14%	91



EJSCREEN Report (Version 2016)

Blockgroup: 180890408022, INDIANA, EPA Region 5

Approximate Population: 890
Input Area (sq. miles): 0.15

Tract 408, Block 022



May 23, 2017
Digitized Polygon
Scale: 0 to 1.26 1/2 miles

Selected Variables	Value	State Avg.	% in State	EPA Region Avg.	% in Region	USA Avg.	% in USA
Demographic Indicators							
Demographic Index	17%	27%	35	29%	37	35%	24
Minority Population	7%	19%	40	24%	34	37%	18
Low Income Population	27%	35%	39	33%	46	35%	42
Linguistically Isolated Population	0%	2%	63	2%	58	5%	44
Population With Less Than High School Education	8%	12%	40	11%	47	14%	40
Population Under 5 years of age	10%	6%	80	6%	83	6%	81
Population over 64 years of age	13%	14%	53	14%	51	14%	55

APPENDIX F – FORMS

TOWN OF HIGHLAND NON-DISCRIMINATION POLICY STATEMENT

The Town of Highland reaffirms its policy to allow all individuals the opportunity to participate in federal financially assisted services and adopts the following provision:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." In applying this policy, the Town, and its sub-recipients of federal funds, shall not:

1. Deny any individual with any services, opportunity, or other benefit for which such individual is otherwise qualified;
2. Provide any individual with any service or other benefit which is inferior (in quantity or quality) to, or which is provided in a different manner from, that which is provided to others;
3. Subject any individual to segregated or disparate treatment in any manner related to such individual's receipt of services or benefits;
4. Restrict an individual in any way from the enjoyment of services, facilities, or any other advantage, privilege, or other benefit provided to others;
5. Adopt or use methods of administration which would limit participation by any group of recipients or subject any individual to discrimination;
6. Address any individual in a manner that denotes inferiority because of race, color, or national origin;
7. Permit discriminatory activity in a facility built in whole or in part with federal funds;
8. Deny any segment of the population the opportunity to participate in the operations of a planning or advisory body that is an integral part of a federally funded program;
9. Fail to provide information in a language other than English to potential or actual beneficiaries who are of limited English speaking ability, when requested and as appropriate;
10. Subject an individual to discriminatory employment practices under any federally funded program whose objective is to provide employment;
11. Locate a facility in any way which would limit or impede access to a federally funded service or benefit.

The Town of Highland will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance. If irregularities occur in the administration of the program's operation, procedures will be promptly implemented to resolve Title VI issues within a period not to exceed 90 days.

The Town of Highland designates the Town of Highland Public Works Director, as the Town's Title VI Coordinator. The Title VI Coordinator will be responsible for initiating and monitoring Title VI activities and other required matters, ensuring that the Town of Highland complies with the Title VI regulations, and pursues prevention of Title VI deficiencies or violations. Inquiries concerning the Town of Highland and Title VI may be directed to the Title VI Coordinator at:

Town of Highland Title VI Coordinator
8001 Kennedy Street
Highland, IN 46322
Phone: (219) 972-5069 Fax: (219) 972-5085
jbach@highland.in.gov

Town Council President

Town of Highland Title VI Coordinator

TOWN OF HIGHLAND TITLE VI ASSURANCE

The Town of Highland, Indiana (hereinafter referred to as the "Recipient"), by its Town Council, HEREBY AGREES that as a condition to receiving any federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-42, USC 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally Assisted Programs for the Department of Transportation — Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of gender, race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient received federal financial assistance from the Department of Transportation, including the Indiana Department of Transportation, and HEREBY GIVES ASSURANCES that it will promptly take any measures necessary to effectuate this assurance. This assurance is required by subsection 21.7 of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurance with respect to the Federal Aid Highway Program:

1. That the Recipient agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Aid Highway Programs and, in adapted form in all proposals for negotiated agreements:

"The Town of Highland, Indiana, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties:

- a. for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and
 - b. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom it delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Recipient under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

PASSED AND ADOPTED by the Town Council of the Town of Highland by a _____ vote of all members present and voting this _____ day of _____, 2019.

TOWN COUNCIL OF THE TOWN OF HIGHLAND

Bernie Zemen – 1st Ward

Mark Herak – 2nd Ward

Mark Schocke – 3rd Ward

Thomas Black – 4th Ward

Roger Sheeman – 5th Ward

ATTEST:

Michael W. Griffin, Clerk-Treasurer

Appendix A

The following language is to be inserted in all federal-aid contracts:

During the performance of this contract, the contractor, for itself, its assignees and successors, in interest (hereinafter referred to as the "contractor") agrees, as follows:

1. **Compliance with Regulations:** The contractor shall comply with Regulations relative to non-discrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Non-Discrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials in the discrimination prohibited by Section 21.5 of the Regulation, including employment practices when the contractor covers a program set for in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under the contract and the Regulations relative to non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who falls or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Non-Compliance:** In the event the contractor's non-compliance with the non-discrimination provisions of this contract, the State Highway Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the contractor under the contract until the contractor complies and/or
 - b. Cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for non-compliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Appendix B

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

(GRANTING CLAUSE)

NOW THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the Town of Highland, Indiana, will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally-assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d-4) does hereby remise, release, quitclaim and convey unto the Town of Highland, Indiana all the right, title, and interest of the Department of Transportation in and to said lands described Exhibit "A" attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the Town of Highland, Indiana, and its successors forever, subject, however, to the covenants, conditions, restrictions, and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the Town of Highland, Indiana, its successors and assigns.

The Town of Highland, Indiana, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors, and assigns, that (1) no person shall on the grounds of race, color, sex, age, disability, income status, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part, on, over, or under such lands hereby conveyed (.) and (2) that the Town of Highland, Indiana, shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally-assisted programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (.) and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this deed.*

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

Appendix C

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the Town of Highland, Indiana, pursuant to the provisions of Assurance 7(a).

The grantee, licensee, lessee, permittee, etc., (as appropriate) for himself, his heirs, personal representative, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases, add, "as a covenant running with the land") that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall remain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally-assisted programs of the Department of Transportation — Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)*

That in the event of breach of any of the above non-discrimination covenants, the Town of Highland, Indiana shall have the right to terminate the license, lease, permit, etc., and to re-enter and repossess said land and the facilities thereon, and hold the same as if said license, lease, permit, etc., had never been made or issued.

(Include in deeds)*

That in the event of breach of any of the above non-discrimination covenants, the Town of Highland, Indiana, shall have the right to re-enter lands and facilities hereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the State of Indiana Department of Transportation and its assigns.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of the Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1987.

TOWN OF HIGHLAND TITLE VI COMPLAINT FORM

Title VI of the Civil Rights Act of 1964 states that "No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination in any program, service, or activity receiving federal assistance."

This form may be used to file a complaint with the Town of Highland based on violations of Title VI of the Civil Rights Act of 1964. You are not required to use this form; a letter that provides the same information may be submitted to file your complaint. Complaints should be filed within 180 days of the alleged discrimination. If you could not reasonably be expected to know the act was discriminatory within 180 day period, you have 60 days after you became aware to file your complaint.

If you need assistance completing this form, please contact Town of Highland Title VI Coordinator by phone at (219) 972-5069 or via e-mail at _____@highland.in.gov.

Name: _____ Date: _____

Street Address: _____

Town: _____ State: _____ Zip Code: _____

Telephone: _____ (home) _____ (work) _____ (other)

Individual(s) discriminated against, if different than above (use additional pages, if needed).

Name: _____ Date: _____

Street Address: _____

Town: _____ State: _____ Zip Code: _____

Telephone: _____ (home) _____ (work) _____ (other)

Please explain your relationship with the individual(s) indicated above:

Name of agency and department or program that discriminated:

Agency or department name: _____

Name of individual (if known): _____

TOWN OF HIGHLAND TITLE VI COMPLAINT FORM (CONTINUED)

Date(s) of alleged discrimination: _____

Date discrimination began _____ Last or most recent date _____

ALLEGED DISCRIMINATION: If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you by others by the agency or department indicated above, please indicate below the basis on which you believe these discriminatory actions were taken.

Race Color Religion National Origin Age Sex

Disability Income Other (please specify) _____

Please explain as clearly as possible what happened. Provide the name(s) of witness(es) and others involved in the alleged discrimination (attach additional sheets, if necessary, and provide a copy of written material pertaining to your case).

Signature: _____

Please return completed form to:
Town of Highland Title VI Coordinator
8001 Kennedy Street
Highland, IN 46322
Phone: (219) 972-5069
Fax: (219) 972-5085
jbach@highland.in.gov

Note: The Town of Highland prohibits retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by policies of the Town. Please inform the person listed above if you feel you were intimidated or experience perceived retaliation in relation to filing this complaint.

COMPLAINANT CONSENT/RELEASE FORM

Name (first, middle, last)		Telephone number () -
Address (number and street, city, state, ZIP code)		
Case number(s) (if known)		
<p>As a complainant, I understand that during an investigation it may become necessary for the Town of Highland to reveal my identity to individuals outside of Highland Town Government in the course of verifying information or gathering facts and evidence to develop a basis for making a civil rights compliance determination. I understand that it may be necessary for the Town of Highland to share information, including personal details collected as part of its complaint investigation. In addition, I understand that as a complainant, I am protected by Title VI of the Civil Rights Act of 1964, as amended, and its related statutes and regulations prohibiting intimidation or retaliation for taking action or participating in an action to secure rights protected by the nondiscrimination statutes enforced by the Town of Highland.</p>		
<p>Please read both paragraphs below, check your choice of CONSENT or CONSENT DENIED and sign below. (Please mark one)</p> <p><input type="checkbox"/> CONSENT _____</p> <p>I have read and understand the above information and authorize the Town of Highland to disclose my identity to individuals as needed during the course of the investigation for the purpose of verifying information or gathering facts and evidence relevant to the investigation of my complaint. I authorize the Town of Highland to receive, review, and discuss material and information about me relevant to the investigation of my complaint. I understand that the material and information will be used for authorized civil rights compliance and enforcement activities. I further understand that I am not required to authorize this release and volunteer to do so.</p> <p><input type="checkbox"/> CONSENT DENIED _____</p> <p>I have read and understand the above information and do not want the Town of Highland to disclose my identity to any individual during the course of the investigation. I understand this choice could delay the investigation of my complaint and may, in some circumstances, result in an administrative closure of the investigation of my complaint without the Town of Highland making a determination in my case.</p>		
Signature		Date (month, day, year)

VOLUNTARY TITLE VI PUBLIC INVOLVEMENT SURVEY

As a recipient of federal funds, the Indiana Department of Transportation (INDOT) is requiring local agencies to develop a procedure for gathering statistical data regarding participants and beneficiaries of its federal-aid highway programs and activities (23 CFR §200.9(b)(4)). The Town of Highland is distributing this voluntary survey to fulfill that requirement to gather information about the populations affected by proposed projects.

You are not required to complete this survey. Submittal of this information is voluntary and anonymous. This form is a public document that the Town of Highland will use to monitor its programs and activities for compliance with Title VI and the Civil Rights Act of 1964, as amended, and its related statutes and regulations.

You may return the survey by folding it and placing it on the registration table or by mailing or e-mailing it to the address below.

Date: (month, day, year)	
Meeting:	
<input type="checkbox"/> Town Council	<input type="checkbox"/> Plan Commission
<input type="checkbox"/> Police Commission	<input type="checkbox"/> Board of Waterworks Directors
<input type="checkbox"/> Advisory Board of Zoning Appeals	<input type="checkbox"/> Park & Recreation Board
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
Proposed Project Location:	
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male Do You Have a Disability: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Ethnicity: <input type="checkbox"/> Hispanic <input type="checkbox"/> Not Hispanic National Origin: <input type="checkbox"/> USA <input type="checkbox"/> Other _____	
Race: (Check one or more)	
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian
<input type="checkbox"/> Black or African-American	<input type="checkbox"/> White
<input type="checkbox"/> Native Hawaiian or other Pacific Islander	<input type="checkbox"/> Multiracial
English Proficiency: (Check all that apply to members of your household relative to ability to speak English)	
<input type="checkbox"/> Speak English "very well or well"	<input type="checkbox"/> Speak English "not well"
<input type="checkbox"/> Speak English "not at all"	<input type="checkbox"/> Only English is Spoken in our Household
Age:	
<input type="checkbox"/> Under 18 years	<input type="checkbox"/> 18-39
<input type="checkbox"/> 40-65	<input type="checkbox"/> 65 or over
Household Income:	
<input type="checkbox"/> Less than \$15,000	<input type="checkbox"/> \$15,000-24,999
<input type="checkbox"/> \$25,000-34,999	<input type="checkbox"/> \$35,000-49,999
<input type="checkbox"/> \$50,000-74,999	<input type="checkbox"/> > \$75,000

If you have any questions regarding the Town of Highland's responsibilities under Title VI of the Civil Rights Act of 1964 or the Americans with Disabilities Act, please contact the Title VI Coordinator at jack@highland.in.org or Phone: (219) 972-5069.

TOWN OF HIGHLAND TITLE VI COMPLAINT LOG

Town of Highland, Indiana Title VI Complaint Log							YEAR:
Case No.	Investigator(s)	Complainant	Sub-recipient (if applicable)	Basis of Complaint (race, color, or national origin)	Date Filed	Date of Final Report	Action Taken

TOWN OF HIGHLAND TITLE VI TRAINING ATTENDANCE LOG

Training Program: _____ Location: _____
 Instructor(s): _____

Name	Title/Department	Date

Attach any handouts provided by the trainer and maintain in Town records.

2004 Census Test
 United States Census 2010
 LANGUAGE IDENTIFICATION FLASHCARD

- 1. Arabic
 وضع علامة في هذا المربع إذا كنت تتحدث العربية.
- 2. Armenian
 Մտրորում ե՞նք Ձեր հայրենիքը, որտեղ լեզուն արարած էր հայերենը:
- 3. Bengali
 এইটা আছিল কোনাে অসমীয়া আৰু অসমীয়া হৈছে অসমীয়া ভাষা।
- 4. Cambodian
 លុយហ្គោត្តក្សេម្រែន៖ លុយហ្គោត្តក្សេម្រែន ជឿ ។
- 5. Chamorro
 Morka i kahoon ya yangin umingnan' maninaij par umingnan' kumantox Chamorro.
- 6. Simplified Chinese
 如果你能读中文或讲中文, 请选择此框。
- 7. Traditional Chinese
 如果你能讀中文或講中文·請選擇此框。
- 8. Croatian
 Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.
- 9. Czech
 Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.
- 10. Dutch
 Knis dit vakje aan als u Nederlands kunt lezen of spreken.
- 11. English
 Mark this box if you read or speak English.
- 12. Farsi
 اگر سخن این زبان را می‌شناسید یا می‌توانید به فارسی صحبت کنید، این مربع را علامت بزنید.

<input type="checkbox"/>	Assinale este quadrado se voce lê ou fala português.	26. Portuguese
<input type="checkbox"/>	İnenmaji açevadî cîsînjî dîcî cîfîjî san vorbîjî romîneşte.	27. Romanian
<input type="checkbox"/>	Позелте зтог квадратик, есен ви читаете или говорите по-русски.	28. Russian
<input type="checkbox"/>	Обелеските овај квадратних угонико читате или говорите српски језик.	29. Serbian
<input type="checkbox"/>	Označte tento štvorcík, ak viete čítat alebo hovoriť po slovensky.	30. Slovak
<input type="checkbox"/>	Marque esta casilla si lee o habla español.	31. Spanish
<input type="checkbox"/>	Markahan itong kuwadrado kung kayo ay maramong magbasa o magsalita ng Tagalog.	32. Tagalog
<input type="checkbox"/>	Yin tsáuj nau hau thau thau thau thau thau thau thau.	33. Thai
<input type="checkbox"/>	Maaka 'i he paha ni kapau'oku ke lau pe lea fakatonga.	34. Tongan
<input type="checkbox"/>	Визначте ово квадратик, ако ви читате або говорите україніською мовою.	35. Ukrainian
<input type="checkbox"/>	آرپ اردو بولنے پر توجہ دینے کے لیے اس مربع کو نشان لگائیں۔	36. Urdu
<input type="checkbox"/>	Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
<input type="checkbox"/>	באנצייכנט דעם קוואדראט אויב איר לייענט אדער רעדט אידיש.	38. Yiddish

U.S. DEPARTMENT OF COMMERCE
Economic and Business Affairs
U.S. CENSUS BUREAU
08-3309

<input type="checkbox"/>	Cocher ici si vous lisez ou parlez le français.	13. French
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
<input type="checkbox"/>	Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	15. Greek
<input type="checkbox"/>	Make kazyje sa a si ou li osva ou pale kretyòl ayisyen.	16. Haitian Creole
<input type="checkbox"/>	आगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएं।	17. Hindi
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
<input type="checkbox"/>	Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet.	19. Hungarian
<input type="checkbox"/>	Markiaani detyoy tiga kahon no makabasa wemmo makasoaka idi Ilocano.	20. Ilocano
<input type="checkbox"/>	Marchi questa casella se legge o parla italiano.	21. Italian
<input type="checkbox"/>	日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
<input type="checkbox"/>	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
<input type="checkbox"/>	ເຊັ່ນນີ້ເຮົາຈະຖືກຖາມເຖິງການອ່ານ.	24. Laotian
<input type="checkbox"/>	Prosinye o zaznaczenie tego kwadratu, jeżeli posługujecie się Pan/Pani językiem polskim.	25. Polish

U.S. DEPARTMENT OF COMMERCE
Economic and Business Affairs
U.S. CENSUS BUREAU
08-3309

ORDINANCE No. 1718.1691-C
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE to AMEND ORDINANCE No. 1691 FIXING THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA PARTICULARLY AMENDING PAY ASSOCIATED WITH A NEW POSITION in the PUBLIC WORKS DEPARTMENT (AGENCY) and MAKING RELATED AMENDMENTS TO THE COMPENSATION AND BENEFITS ORDINANCE

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

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

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

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

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

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2019 and thereafter as amended;

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, has been advised that it is desirable to establish a new position and fix an hourly rate for the position based upon the needs of the department and the current work of the department secretary; and,

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to establish a new position and fix an hourly rate for the position based upon the needs of the public works department (agency) and the current work of the department secretary for the year ensuing and thereafter,

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

Section 1. That Section 9 subdivision (B) of Ordinance No. 1691 as amended

be further amended by repealing it in its entirety and replacing with a successor subdivision, to be styled as Section 8 subdivision (B) which shall read as follows:

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

(B) Associate Staff and Employees

		Starting Rate	Incumbent Rate
(1) Administrative Assistant	(1)	\$22.87 \$1,829.60	\$22.87 \$1,829.60
(1) (2) Public Works Secretary	(1 2)**	\$18.66	\$19.20
(2) (3) Dispatch Clerk	(1)	\$16.87	\$16.87

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

(3) (4) Senior Utility Technician	(1)	\$22.87	\$22.87
(4) (5) Utility Technician	(2)	\$18.35	\$18.35

This position subject to base modification as outlined in subdivision E

(5) (6) Utility Worker / Equipment Operator A	(3)	\$22.87	\$22.87
(6) (7) Utility Worker / Equipment Operator B	(2)	\$21.89	\$21.89

(7) (8) Pump Station Operator	(2)	\$19.75	\$19.75
--	-------	---------	---------

This position subject to base modification as outlined in subdivision E

		Starting Rate	Incumbent Rate
(8) (9) Street Sweeper Operator	(1)	\$20.24	\$20.24
(9) (10) Utility Worker / Driver A	(4)	\$ 21.89	\$ 21.89
(10) (11) Utility Worker / Driver B	(3)	\$ 18.78	\$ 18.78
(11) (12) Utility Worker / Driver C	(2)	\$ 15.86	\$ 15.86
(12) (13) Senior Mechanic	(1)	\$ 21.61	\$ 21.61
(13) (14) Mechanic	(1)***	\$ 20.56	\$ 20.56
(14) (15) Mechanic	(2)	\$ 20.56	\$ 20.56-\$22.10

The mechanic position subject to base modification as outlined in subdivision E

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

(15) Sign & Traffic Control Technician	(1)	\$ 18.97	\$ 18.97
--	-------	----------	----------

This position subject to base modification as outlined in subdivision E

(16) Utility Worker A	(3)	\$16.58	\$16.58-\$18.04
(17) Utility Worker B	(3)	\$12.80	\$12.80
(18) Custodian	(1)	\$15.36	\$15.36
(19) Attendant Town Garage	(1)	\$14.27	\$14.91

(20) Secretary (part-time)		\$ 9.00-\$18.66 per hr.	
----------------------------	--	-------------------------	--

(21) Laborer (<i>not truck driver</i>)(<i>part-time</i>)	\$ 9.00-\$ 11.64 per hr.
(22) Laborer, Seasonal Leaf Collection	\$ 9.27 per hour.
(23) Master Gardener/ Streetscaping (part-time)	\$12.00 - \$ 14.00 per hr.
(24) Driver C Seasonal (must have a CDL)	15.86

Section 2. That Section 2.01 styled as Exempt Employees in the Compensation and Benefits Ordinance commonly called the municipal employee handbook, be further amended to read as follows:

§ 2.01 Exempt Employees

Exempt employees refers to workers who are exempt from certain provisions of the Fair Labor Standards Act pertaining to overtime. It also means that you are in a supervisory or professional position as further defined in 29 CFR 541.200 et seq., and not eligible for overtime payments for work in excess of 40 hours per week, **except as provided by this handbook.**

Exempt Salaried Positions

Director of Public Works	Ass't. Public Works Director
Water & Sewer Supervisor	Street Supervisor
Maintenance Supervisor	Facilities Supervisor
Building Commissioner/ Chief Inspector	Deputy Clerk-Treasurer
Superintendent of Parks & Recreation	Park Director
Director of Recreation	Recreation Supervisor(s)
Metropolitan Police Division Commander(s)	Chief of Police
Metropolitan Police Ass't. Div. Commander(s)	Assistant Chief of Police
Metropolitan Police Administration Officer(s)	Fire Chief
Redevelopment Director	Public Works Admin. Assistant
Operations Director	

Section 3. That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

Section 4. (A) That an emergency exists for the immediate taking effect of this Ordinance, which, subject to the provisions of this ordinance, shall become effective and shall remain in full force and **from** after its passage and adoption, pursuant to any effective dates herein described and until its repeal or amendment by subsequent enactment;

(B) That for the provisions related to the full-time position of Administrative Assistant, this ordinance shall be effective retroactively from July 12, 2020 and the job description outlining this position is hereby adopted and approved;

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

Introduced and Filed on the 13th day of July 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 / defeated 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/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5; IC 36-5-2-10.2)

EXEMPT POSITION DESCRIPTION

Title: Administrative Assistant

Date: July __, 2020

Reports to: Public Works Director

Approved by: _____

Department: Public Works (Agency)

POSITION SUMMARY: Under the general supervision of the Director of Public Works, assists full-time with the management of operations, budgeting, and personnel in the Public Works Department (Agency).

POSITION FUNCTIONS:

Essential Duties:

- Assist the Public Works Director in planning, development, and implementation of Department (agency) policies and procedures;
- Assist the Public Works Director in the preparation of department (agency) budgets and grant applications;
- Assist the PWD in processing all new hire paperwork and maintaining all personnel records, including payroll records, and CDL records;
- Manage and coordinate department purchasing activities;
- Coordinate the Public Works computer network, communication systems, fuel system, update Public Works Department (Agency) webpages, (including Sanitary Department and Waterworks Department), issue public notices;
- Maintain and organize general departmental (agency) and job files;
- Process insurance claims and accident reports;
- Schedule and track Water Meter Replacements and inventory;
- Compile and process various reports as requested;
- Respond to public inquiries, complaints, and requests;
- Perform other duties as assigned by the Public Works Director.

This description is not intended to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned or prescribed by statute.

Working Conditions

- **Physical Demands:** While performing duties of the job, employee typically handles office equipment, computers, objects, or controls; employee will sit or stand for long periods of time.
- **Work Environment:** Employee will work in a generally comfortable office setting. Great mental effort required daily and frequent exposure to stress caused by the need to meet deadlines.

Machines, Tools, Equipment, Software:

- Personal computer and computer software: MS Word, MS Excel, MS Powerpoint, ESRI GIS software, and other computer programs associated with the duties of the position.

Job Qualification Requirements

- **Education:** High school diploma or equivalency. Preferred: Undergraduate degree in public or business administration, ~~Civil Engineering~~, or related field of education.
- **Knowledge:** Management principles and practices including accounting principles, government budgeting and monitoring, computer skills, organizational skills, supervisory skills, interpersonal skills, and communication skills (oral and written). Ability to work independently without direct supervision. Ability to communicate effectively with the elected and appointed officials, employees, and the public.
- **Experience:** Requires three to five years of administrative experience in the public or private sector
- **Certificates/Licenses:** Valid Driver's license

**TOWN OF HIGHLAND
RESOLUTION NO. 2020-34**

A RESOLUTION AUTHORIZING, DELEGATING AND INSTRUCTING THE TOWN COUNCIL PRESIDENT TO VOTE FOR A MEMBER OF THE BOARD OF DIRECTORS OF TRUST BETWEEN THE TOWN OF HIGHLAND AND THE ACCELERATING INDIANA MUNICIPALITIES (AIM) FORMERLY THE INDIANA ASSOCIATION OF CITIES AND TOWNS, OPERATING AS A COOPERATIVE HEALTH BENEFIT ARRANGEMENT, PURSUANT TO I.C. 5-10 ET SEQ; AND IC 36-1-3.

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

WHEREAS, Title 5, Article 10, Chapters 2.2 and 2.6 enables a public employer to provide programs of group health insurance by purchasing policies of group insurance or establishing self-insurance programs;

WHEREAS, Title 5, Article 10, Chapter 8 further enables two or more public employer to establish a common and unified plan of group insurance for employees, including retired employees;

WHEREAS, The Town Council of the Town of Highland, previously approved the Town of Highland's participation and founding membership in a cooperative health benefit arrangement for the good of all qualified members of the Indiana Association of Cities and Towns, now known as the Accelerating Indiana Municipalities, authorizing entry into an Agreement and Declaration of Trust of the IACT Medical Trust, now known as the Aim Medical Trust;

WHEREAS, The cooperative health benefit arrangement for the good of all qualified members of Aim forming the Aim Medical Trust, is governed by a board of directors;

WHEREAS, All member cities and towns of the cooperative health benefit arrangement for the good of all qualified members of Aim, formerly the Indiana Association of Cities and Towns forming the Aim Medical Trust, is empowered to participate in the election of the board of directors; and

WHEREAS, The Town Council of the Town of Highland now desires to delegate, and confer authority upon the Town Council President to complete and submit the official ballot on behalf of the Town of Highland,

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

Section 1. That the Town of Highland is a founding member in the cooperative health benefit arrangement for the good of all qualified members

of Aim, formerly the Indiana Association of Cities and Towns operated as the Aim Medical Trust;

Section 2. That the Town of Highland as a participating member in the cooperative health benefit arrangement for the good of all qualified members of the Indiana Association of Cities and Towns operated as the Aim Medical Trust, is entitled to submit a ballot in the election of the Board of Directors of the Trust;

Section 3. That the Town Council of the Town of Highland now authorizes, delegates and instructs the Town Council President to complete the authorized ballot for the forthcoming election of members to the **Board of Directors of the Aim Medical Trust**, voting for no more than one nominee for consideration to serve on the Board for a three-year term, which commences August 1, 2020;

Section 4. That the Town Council of the Town of Highland also takes legislative notice that there is one nominee, of which only one may be elected, that nominee being (1) Joseph Thallemer, Warsaw City Mayor, a current member;

Section 5. That the Town Council of the Town of Highland further instructs the Town Council President to select the nominee for a term on the Board of Directors, and submit the completed ballot on or before the deadline of Wednesday, July 15, 2020;

DULY RESOLVED AND ADOPTED this ____ Day of _____ 20__, 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/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)



MEMORANDUM

To: Participating Municipalities
From: Gary Malone, Director of Trust Operations
Date: July 1, 2020
RE: 2020 Trustee Election

I highly encourage member municipalities to participate in the 2020 Trustee election. The Trustees oversee the operations of the Aim Medical Trust and make critical decisions that impact all Trust beneficiaries.

It is important that your municipality participates in this election so that the Aim Medical Trust complies with guidance published by the Internal Revenue Service. To satisfy IRS rules, the Aim Medical Trust must be formed, operated and funded by political subdivisions. Election of Trustees by the governing bodies of Trust members assists the Aim Medical Trust in satisfying this requirement.

- To comply, the Town Council, City Council, or Board of Works President should complete the ballot on behalf of the member city/town.
- Alternatively, the governing board could formally delegate authority to the Mayor, Clerk-Treasurer, Town Manager or Human Resources Director to complete and submit the ballot. If Council or the Board of Works is delegating the authority to another municipal official to complete and submit the ballot, a copy of the minutes or Resolution must be provided with the signed ballot.

The elected Trustee will commence a three year term on August 1, 2020. Each municipal member may submit one ballot. Please vote for one Trustee by marking the blank space before the nominee's name with an X or a \checkmark .

The completed and signed ballot may be electronically submitted to Gary Malone at gmalone@aimindiana.org, faxed to (317) 237-6206 or mailed to:

Aim Medical Trust
Attn: Gary Malone
125 West Market Street, Suite 100
Indianapolis, Indiana 46204

All ballots are due by 5:00 PM (EDT) on Wednesday, July 15, 2020.



2020 TRUSTEE ELECTION

The biographical sketch listed below was written by the nominee or a municipal representative. YOU MAY VOTE FOR ONE (1) NOMINEE. Ballots are due by **5:00 p.m. (EDT), July 15, 2020.**

_____ **Joe Thallemer, Mayor, City of Warsaw**

Mayor Thallemer currently serves as the AIM Medical Trust Board president. He has been a board member since 2012. He is also a health care professional (41 years of private practice of Optometry). He also currently serves as a member of the Underwriting and Appeals committees. He has attended several NLC-RSC meetings that fostered the implementation of a reserve policy for the Medical Trust. Quite simply, he would be honored to continue as the president of the Medical Trust if that is the desire of the board.

The undersigned was directed to complete and submit this ballot on behalf of the Board of Works, City Council or Town Council of the City/Town of:

_____ **Name of Municipality**

_____ **Council or Board of Works President or Delegate***

_____ **Date**

_____ **Printed Name and Title**

If Council or the Board of Works is delegating the authority to another municipal official to complete and submit the ballot, a copy of the minutes or Resolution must be provided with the signed ballot.

TOWN of HIGHLAND
Board of Works
Order of the Works Board No. 2020-34

AN ORDER OF THE WORKS BOARD ACCEPTING THE BID OF WALSH & KELLY, INCORPORATED FOR THE 2020 COMMUNITY CROSSING MATCHING GRANT STREET IMPROVEMENT PROJECT BEING THE LOWEST RESPONSIVE AND RESPONSIBLE BID IN THE AMOUNT OF ONE MILLION FIVE HUNDRED NINETY-TWO THOUSAND SIX HUNDRED FIFTY-FOUR DOLLARS AND FORTY-EIGHT CENTS (\$1,592,654.48)

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has determined a need to improve the certain roadway sections, listed in Appendix A, attached hereto and made a part of this Order, compiled into one (1) project identified as the 2020 Community Crossings Match Grant Street Improvement Project (Project); and

Whereas, the Town had applied and were successfully awarded a Community Crossings Matching Grant for the Project from the State of Indiana in the amount of Seven Hundred Ninety-six Thousand Three Hundred Twenty-seven Dollars and 24/100 Cents (\$796,327.24), which represents fifty percent of the estimated construction cost; and

Whereas, NIES Engineering, Incorporated had prepared plans and specifications for the Project and the project was bid in accordance with I.C. 36-1-12 *et seq.* and notice was published in accordance with I.C. 5-3-1; and

Whereas, the following bids were received at 10:00 a.m. on June 30, 2020:

	<u>Bidder</u>	<u>Base Bid</u>
1.	Walsh & Kelly, Inc.	\$1,592,654.48
2.	Rieth-Riley Construction Co., Inc.	\$1,645,686.57
3.	Gallagher Asphalt Corporation	\$2,264,724.46
	Engineer's Estimate	\$2,003,708.90

Whereas, NIES Engineering, Incorporated and the Director of Public Works have reviewed the bids and determined that the bid of Walsh & Kelly, Incorporated in the amount of One Million Five Hundred Ninety-two Thousand Six Hundred Fifty-four Dollars and 48/100 Cents (\$1,592,654.48) to be the lowest responsive and responsible bid.

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

Whereas, The Town of Highland, through its Town Council, now desires to accept the recommendation of the Public Works Director and award a construction contract to Walsh & Kelly, Incorporated for the 2020 Community Crossings Match Grant Street Improvement Project.

Now, Therefore, Be It Hereby Ordered by the Town Council of the Highland, Indiana acting as the Works Board of the Town:

Section 1. That the bid of Walsh & Kelly, Incorporated for the 2020 Community Crossings Match Grant Street Improvement Project in the amount of One Million, Five Hundred Ninety-two Thousand, Six Hundred Fifty-four Dollars and forty-eight cents (\$1,592,654.48) is hereby accepted as the lowest responsive and responsible bid;

Section 2. That the Public Works Director and Clerk Treasurer are hereby authorized to execute the agreement and all documents necessary to implement the project.

Be it So Ordered.

Duly Adopted, Resolved and Ordered by the Highland Town Council, Lake County, Indiana, acting as the Works Board this 13th day of July 2020. Having been passed by a vote of _____ in favor and _____ opposed.

**Board of Works of the Town of
HIGHLAND, INDIANA**

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

Attest:

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

Appendix A

2019 Community Crossings Matching Grant Project List

<u>Route Name</u>	<u>From</u>	<u>To</u>	<u>Estimate Cost</u>
Highway Avenue	Ridge Road	Delaware Street	\$400,870.00
Jewett Street	Kennedy Avenue	5 th Street	\$74,468.00
4 th Street	Jewett Avenue	Highway Avenue	\$8,792.00
45 th Street	5 th Place	Forrest Drive	\$62,800.00
LaPorte Street	Kennedy Avenue	Grace Street	\$529,200.00
Cline Avenue	45 th Avenue	Ridge Road	\$278,516.00
Highway Avenue	Liable Road	Cline Avenue	\$166,006.00
81 st Street	Indianapolis Blvd	Sycamore Avenue	\$50,464.00
Ramblewood Drive	Indianapolis Blvd	Prairie Avenue	\$105,500.00
Spring Street	45 th Street	Martha Street	\$122,340.00

Estimated Total: \$1,798,956.00

Successful Bid: \$1,592,654.48

TOWN of HIGHLAND, LAKE COUNTY, INDIANA
TOWN COUNCIL
RESOLUTION NO. 2020-35

A RESOLUTION AUTHORIZING THE ENTRY INTO AN INTERLOCAL COOPERATION AGREEMENT FOR THE PURCHASE AND UTILIZATION OF CONSTRUCTION SERVICES FOR MUTUAL BENEFIT BETWEEN THE TOWN OF HIGHLAND AND THE TOWN OF SCHERERVILLE REGARDING THE COMMUNITY CROSSINGS GRANT PROJECT ASSOCIATED WITH THE IMPROVEMENT OF MAIN STREET, 1,270' WEST KENNEDY AVENUE TO 570' EAST OF KENNEDY AVENUE (MAIN STREET CCMG PAVING PROJECT)

Whereas, The Town Council of Highland, Lake County, Indiana, acting as the Works Board of the municipality has reviewed the needs and requirements regarding the providing of maintenance and improvement services to the public ways of the Town;

Whereas, The Town Council of Highland, Lake County, Indiana, acting as the legislative body of the municipality, has been advised that the provisions of Indiana 36-1-7-1 *et seq.*, as amended from time to time, permit political subdivisions and entities to make the most efficient use of their powers by enabling political subdivisions to mutually purchase and utilize equipment, supplies and services for the mutual benefit of the participating governmental entities;

Whereas, The Town of Highland, Lake County, Indiana, is a political subdivision empowered by the terms and provisions of Indiana Code 36-1-7-1, *et seq.*, as amended from time to time, to enter into agreements with participating governmental units for the purchase and utilization of equipment, supplies and services;

Whereas, The Town of Schererville, Lake County, Indiana is also a political subdivision or entity empowered by the aforesaid Interlocal Cooperation act, as amended with authority to contract on behalf of and with each other on a basis of mutual advantage so as to better provide public services and facilities at a lesser cost;

Whereas, Town of Highland, Lake County, Indiana, by and through its Town Council and Town of Schererville, Lake County, Indiana, by and through its Town Council, each seek to enter into an agreement constructed pursuant to IC. 36-1-7-1, *et seq.* with and among each other to provide for the ability and flexibility to purchase and utilize supplies, and re-construction and improvement services for the mutual benefit of the participating entities, at a shared cost particularly related to the **Community Crossings Grant Project involving the improvement of Main Street, 1,270' west Kennedy Avenue to 570' east of Kennedy Avenue (Main Street CCMG Paving Project)**, a public way contiguous to and shared by both jurisdictions and funded by resources associated with the Local Road and Bridge Grant Fund of the State of Indiana; and

Whereas, The Town of Highland, Lake County, Indiana, by and through its Town Council, has determined that entry into a joint agreement with Town of Schererville, Lake County, Indiana, by and through its Town Council for the purchase and utilization of supplies, equipment and professional engineering services for the participating governmental units is in the best interests of the residents of the Town

of Highland, and therefore, has determined that it is advisable to enter into and become a participating unit under such an agreement pursuant to applicable provisions of State Law,

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

Section 1. That the Town Council of the Town of Highland, Lake County, Indiana, shall take all appropriate and legal measures to enter into an Interlocal Cooperation Agreement with the Town of Schererville, by and through its Town Council in order to purchase and utilize supplies, equipment and to engage in construction, reconstruction and improvement activities on behalf of the participating entities for the mutual benefit of the participating entities at a substantial savings for the following services related to the Resurfacing Project involving **the improvement of Main Street, 1,270' west Kennedy Avenue to 570' east of Kennedy Avenue (Main Street CCMG Paving Project);**

Section 2. That the President of the Town Council is hereby authorized and permitted to enter into an Interlocal Cooperation Agreement for the purchase and utilization of equipment, supplies and services for the mutual benefit of the political subdivisions herein named, at shared costs, pursuant to the applicable provisions of Indiana Code 36-1-7-1, *et seq.*, as amended from time to time; further, the Clerk-Treasurer is hereby authorized to attest the execution of said agreement by the President of the Town Council;

Section 3. That a copy of the Interlocal Cooperation agreement between and among the two parties shall be attached to this Resolution and incorporated herein by reference;

Section 4. That this Resolution shall take effect and be in full force and effect from and after its passage by the Town Council of the Town of Highland, Lake County, Indiana.

Duly Adopted by the Town Council of the Town of Highland, Lake County, Indiana, this 13th day July 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/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

EXHIBIT: INTERLOCAL COOPERATION AGREEMENT

INTERLOCAL COOPERATION AGREEMENT for the PURCHASE and UTILIZATION of CONSTRUCTION, SERVICES for MUTUAL BENEFIT CONNECTED with a HIGHWAY IMPROVEMENT PROJECT

Whereas, Indiana Code 36-1-7-1, et seq., allows local government entities to make the most efficient use of their powers by enabling them to mutually purchase and utilize equipment, supplies and services for the mutual benefit of each other; and

Whereas, The Town of Highland, through its Town Council organized pursuant to and the Town of Schererville through its Town Council organized under IC 36-5 et seq., Lake County, Indiana are political subdivisions empowered by the aforesaid Interlocal Cooperation Act, as amended, with authority to contract on behalf of each other on a basis of mutual advantage so as to better provide public services and facilities at a lesser cost; and

Whereas, The Town of Highland, through its Town Council and the Town of Schererville through its Town Council all as participating entities now desire to enter into an agreement constructed pursuant to IC. 36-1-7-1, et seq., with Highland's Town Council, to provide for the ability to provide construction services for the mutual benefit of the participating entities, and at a shared cost;

Now Therefore, In consideration of the mutual terms, covenants, and conditions set forth herein, the Town of Highland, by and through its Town Council and the Town of Schererville by and through its Town Council hereby agree as follows:

Section 1. DURATION. The duration of this agreement shall be from August 1, 2020 through July 31, 2021, provided said agreement is adopted by Resolution by each of the governing boards of the relevant two aforesaid political subdivisions as participating entities, prior to that date, or up to and including July 31, 2021, and may be renewable each calendar year thereafter by agreement of the parties, evidenced by passage of similar resolutions, should the purposes of this agreement or Section 7 herein require it.

Section 2. PURPOSE. The purpose of this agreement is to authorize and allow the Town of Highland through its Town Council to engage in construction, reconstruction and improvement activities on behalf of the two participating entities for the mutual benefit of the participating entities at a substantial savings for the following services related to the Community Crossings Grant Project involving the **improvement of Main Street, 1,270' west Kennedy Avenue to 570' east of Kennedy Avenue (Main Street CCMG Paving Project).**

Section 3. ADMINISTRATION and AUTHORITY DELEGATION. This agreement shall be administered through an *enhanced* entity comprised of the Town of Highland's Works Board, as defined by IC 36-1-2-24 (4). The powers of the enhanced entity shall be as follows:

(a) The powers of the enhanced entity shall be exercised by the Highland Works Board, as defined by IC 36-1-2-24 (4), and shall be construed to include all powers directly granted it under IC 36-5 et seq., those powers permitted under IC 36-1-7-2 and only those powers exercisable by the participating entities individually and deemed necessary to carry-out the Improvement Project described in section 2 of this agreement.

(b) Change orders will be provided for review and concurrence by all participating entities. By adoption and approval of this agreement, the Town of Schererville has consented to make review and concurrence a ministerial task to be undertaken by a person or officer each will respectively authorize and, once chosen, will be empowered to evidence review and concurrence on behalf of the respective participating entity by letter transmitted to the Schererville Works Board acting as an enhanced entity. The Town of Highland by and through its Works Board, as defined by IC 36-1-2-24 (4), will finally approve all change orders and its proper officers will evidence approval by their signatures.

Section 4. ACCOUNTS and FINANCE. This agreement hereby delegates to the duly elected Clerk-Treasurer of the Town of Highland, the duty to receive, disburse, and account for all moneys of this undertaking pursuant to the terms of this agreement. The Clerk-Treasurer shall perform all usual duties associated with the office and as required by law.

Section 5. TERMS. In consideration of the mutual promises contained herein, it is further agreed as follows:

(a) The Town of Schererville by and through its Town Council agrees that the Highland Town Council, which is the municipal works under IC 36-1-2-24, shall serve as an enhanced entity behalf of the two participating entities. The enhanced entity shall provide administration and supervision over general construction services related to the improvement project described herein. As for those portions of the project related to public way resurfacing, and all other improvement installation, the enhanced entity will carry-out administration and supervision over general construction services on behalf of the participating entities, according to specifications outlined in the project specifications as drafted and duly approved for the improvement project described herein;

(b) The Town of Schererville through its Town Council agrees and shall contribute the amount of *Thirty-one Thousand fourteen Dollars and 04/100 Cents (\$31,014.04)* to the Highland Works Board acting as an enhanced entity, payable from its Community Crossings Matching Grant Fund to be payable upon terms as the enhanced entity may direct, not later than September 1, 2020;

(c) The Town of Highland through its Town Council agrees and shall contribute the amount of *Thirty-one Thousand fourteen Dollars and 04/100 Cents (\$31,014.04)* to the Highland Works Board acting as an enhanced entity, payable from proper Fund or Funds of the Town as it may identify, to be deposited in an appropriate fund, to be payable over the course of the project not later than September 1, 2020;

(d) Further, that the participating entities described in subdivision (c) of Section 5 of this agreement consent to pay the amount herein identified and any that may lawfully be incurred in consequence of this project as a *pro-rata* share of the net amounts due, allowing for that portion of the contribution that under the terms of the community crossings grant or otherwise, would be otherwise reimbursable to each participating entity individually but will be instead reimbursable to the enhanced entity;

(e) Still further, following the conclusion of construction herein, in the event that costs are below the initial estimates used to determine the initial contributions of the participating entities producing refunded savings, the enhanced entity will make a "good faith settlement" with the participating entities as an estimated pro-rata share of the net amounts due of the refunded savings, after allowances;

(f) Still further, following the conclusion of construction herein described, in the event that costs are above the initial estimates used to determine the initial contributions of the participating entities producing additional costs, the participating entities will contribute to the enhanced entity as a pro-rata share of the net amounts due of the additional costs, as identified;

Section 7. MEETINGS and GOVERNING LAW. In acting as an enhanced entity, the Schererville Works Board, as defined by IC 36-1-2-24 (4) shall adhere to and comply with all applicable laws governing its action when acting as a Town Council;

Section 8. TITLE. Upon satisfactory completion and acceptance of the project, the enhanced entity is dissolved, and those improvements of public way and other infrastructure improved or installed in consequence of the **Main Street CCMG Paving Project** described herein, become property of the respective individual political subdivisions, to the extent those improvements lie within the particular lawful boundaries of the particular political subdivisions, all according to governing law.

Section 9. COUNTERPARTS. This Interlocal Agreement may be executed in several counterparts, each of which when so executed shall be deemed to be an original, and such counterparts, together, shall constitute but one and the same instrument, which shall be sufficiently evidenced by any such original counterpart.

Section 10. RECORDING. Before this agreement takes effect, it must be recorded with the Office of the Lake County Recorder. No later than sixty (60) days after it takes effect and is recorded, the agreement must be filed with the Office of the State Board of Accounts for audit purposes, all pursuant to I.C. 36-1-7-6.

Participant Counterpart

EFFECTIVE DATE. This agreement shall be effective under Paragraph 1 of this agreement after the same has been ratified by each of the participating entities by Ordinance or Resolution all pursuant to I.C. 36-1-7-2.

IN WITNESS WHEREOF, the parties have caused this Interlocal Agreement to be executed in their names and on their behalf as of the date first written above.

TOWN of HIGHLAND, INDIANA
3333 Ridge Road, Highland, Indiana 46322-2089

By and Through its Town Council

By: _____
Mark Schocke, President

Attest:

Michael W. Griffin, IAMC/ MMC/CPFA/ACPFIM/CMO,
Clerk-Treasurer
Town of Highland, Indiana

Participant Execution Date: _____

Participant Counterpart

EFFECTIVE DATE. This agreement shall be effective under Paragraph 1 of this agreement after the same has been ratified by each of the participating entities by Ordinance or Resolution all pursuant to I.C. 36-1-7-2.

IN WITNESS WHEREOF, the parties have caused this Interlocal Agreement to be executed in their names and on their behalf as of the date first written above.

TOWN of SCHERERVILLE, INDIANA
10 East Joliet Street, Schererville, Indiana 46375

By and Through its Town Council

By: _____
Tom Schmitt, President

Attest:

Mike Troxel, Clerk-Treasurer
Town of Schererville, Indiana

Participant Execution Date: _____

TOWN OF HIGHLAND
BOARD OF WORKS
ORDER OF THE WORKS BOARD NO. 2020-35

AN ORDER APPROVING AND AUTHORIZING AN AGREEMENT BETWEEN
NIES ENGINEERING, INCORPORATED AND THE TOWN OF HIGHLAND
TO PERFORM PROFESSIONAL ENGINEERING SERVICES DURING
CONSTRUCTION FOR THE 2020 COMMUNITY CROSSINGS MATCHING
GRANT (CCMG) STREET IMPROVEMENT PROJECT IN THE AMOUNT
NOT-TO-EXCEED \$66,500

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has determined a need to improve the certain roadway sections, listed in Appendix A, attached hereto and made a part of this Order, compiled into one (1) project identified as the 2020 Community Crossings Match Grant Street Improvement Project (Project);

Whereas, The Town had applied and were successfully awarded a Community Crossings Matching Grant for the Project from the State of Indiana in the amount of Seven Hundred Ninety-six Thousand Three Hundred Twenty-seven Dollars and twenty-four Cents (\$796,327.24), which represents fifty percent of the estimated construction cost;

Whereas, NIES Engineering, Incorporated had prepared plans and specifications for the Project and the project was bid in accordance with I.C. 36-1-12 *et seq.* and notice was published in accordance with I.C. 5-3-1;

Whereas, The Town has heretofore awarded a construction contract to Walsh & Kelly, Inc., in the amount of One Million Five Hundred Ninety-two Thousand Six Hundred Fifty-four Dollars and forty-eight Cents (\$1,592,654.48) to be the lowest responsive and responsible bid and has further determined a need to engage professional engineering services during construction to supervise, inspect, and manage the construction activities on the Project on behalf of the Town;

Whereas, NIES Engineering, Incorporated (Consultant) has offered and presented an agreement to provide and furnish professional engineering services during construction for the Project in consideration for fees to be charged and billed monthly based upon a lump sum of the value of the services in the amount of Sixty-six Thousand Five Hundred Dollars and no Cents (\$66,500.00);

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

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

Now Therefore Be it Resolved by the Town Council of the Town of Highland, Lake County, Indiana;

Section 1. That the Professional Engineering Services during Construction Agreement, (incorporated by reference and made a part of this

Order) between NIES Engineering, Incorporated and the Town of Highland for the 2020 Community Crossings Match Grant Street Improvement Project, is hereby approved, adopted and ratified in each and every respect;

Section 2. That the terms and charges under the agreement for Professional Engineering Services during Construction in the not to exceed fee amount of Sixty-six Thousand Five Hundred Dollars and no Cents (\$66,500.00) is found to be reasonable and fair;

Section 3. That the Town of Highland, through its Town Council, believes that NIES Engineering, Incorporated has demonstrated professional competence and has the qualifications to perform the particular professional engineering services called for in the Agreement and associated project, pursuant to I.C. 5-16-11.1-5;

Section 4. That the President of the Town Council be authorized to execute the Agreement with his signature as attested thereto by the Clerk-Treasurer.

Be it So Ordered.

Duly Adopted, Resolved and Ordered by the Highland Town Council, Lake County, Indiana, acting as the Works Board this 13th day of July 2020. Having been passed by a vote of _____ in favor and _____ opposed.

**Board of Works of the Town of
HIGHLAND, INDIANA**

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

Attest:

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



June 22, 2020

Mr. John M. Bach, Public Works Director
Town of Highland, Indiana
3333 Ridge Road
Highland, IN 46322

RE: Proposal for Professional Engineering Services During Construction
2020 Community Crossings Matching Grant (CCMG) Street Improvement Project

Dear Mr. Bach:

Thank you for the opportunity to present this proposal for professional engineering services during construction for Highland's 2020 CCMG Street Improvement Project. This project includes asphalt milling, reflective crack treatment, HMA overlay, sidewalk repairs, curb ramp replacements for ADA compliance, manhole casting adjustments, traffic loop repairs, signage and pavement markings along the 31 road segments listed in Highland's Community Crossings Matching Grant Agreement with INDOT.

Our proposal is based on providing engineering services during construction, including preparation and review of legal documentation, shop drawing review, periodic field inspection, pay request review, change order preparation, punch list follow-up and coordination of Contractor's record drawings. We propose to provide engineering services during construction for a not-to-exceed fee of \$66,500.00. Billings will not exceed the budget without your prior authorization. We propose to provide engineering services based on labor billing at 2.90 times the actual salary of staff assigned to your project. Hourly billing ranges by staff category are presented in Table 1. Direct expenses such as reproduction and similar items will be billed at actual cost. Mileage will be billed at the current IRS approved rate. The attached "Standard Conditions for Professional Engineering Services" is included by reference.

Again, thank you for the opportunity to present this proposal. Your signature below and return of one copy of this proposal to our office will constitute your acceptance and our notice to proceed.

Yours very truly,
NIES Engineering, Inc.

Derek R. Snyder
Derek R. Snyder, P.E.
Principal

TOWN OF HIGHLAND, INDIANA

Accepted By: _____

Date: _____

cc: Highland Town Council
Mr. Mark Knesek

E
N
I
E
R
I
N
G
I
N
C
O
R
P
O
R
A
T
E
D
I
N
D
I
A
N
A

E
N
I
E
R
I
N
G
I
N
C
O
R
P
O
R
A
T
E
D
I
N
D
I
A
N
A

W
W
W
.
N
I
E
S
E
N
G
I
N
E
E
R
I
N
G
.
C
O
M

Table 1

2020 NIES Engineering Personnel Hourly Rates

Classification	Hourly Rate	
	From	To
Intern	\$34.00	\$40.00
Clerical	\$29.00	\$43.00
Senior Clerical	\$41.00	\$48.00
Administrative Assistant	\$59.00	\$61.00
Senior Administrative Assistant	\$70.00	\$72.00
Technician Level 1	\$50.00	\$60.00
Technician Level 2	\$65.00	\$70.00
Technician Level 3	\$75.00	\$80.00
Technician Level 4	\$90.00	\$95.00
Technician Level 5	\$95.00	\$100.00
Technician Level 6	\$105.00	\$110.00
Engineer Level 1	\$70.00	\$80.00
Engineer Level 2	\$80.00	\$90.00
Engineer Level 3	\$100.00	\$110.00
Engineer Level 4	\$115.00	\$125.00
Engineer Level 5	\$125.00	\$135.00
Project Manager	\$120.00	\$130.00
Senior Project Manager	\$175.00	\$175.00
Principal Level 1	\$130.00	\$135.00
Principal Level 2	\$135.00	\$140.00
Senior Principal	\$185.00	\$190.00

STANDARD CONDITIONS FOR PROFESSIONAL ENGINEERING SERVICES

The term "NIES Engineering" used in these terms and conditions is defined as: NIES Engineering, Incorporated of 2421 170th Street, Hammond, Indiana 46321, its officers, partners, employees, sub-consultants and sub-contractors.

1. REIMBURSABLE EXPENSES:

- 1.1. Reimbursable expenses are defined as follows and shall be invoiced at direct cost:
 - Reproduction of documents.
 - Shipping and mailing expenses.
 - Any other disbursements, application fees, etc., made on behalf of the Owner.

2. INDEMNIFICATION:

- 2.1. The OWNER agrees to hold harmless and indemnify NIES Engineering for and against all claims, damages, awards and costs of defense arising out of delays in NIES Engineering's performance resulting from events beyond the NIES Engineering's control.
- 2.2. Whereas construction job-site safety conditions are the sole responsibility of the Construction Contractor, the OWNER agrees to hold harmless and indemnify NIES Engineering for and against all claims, damages, awards and costs of defense arising out of claims related to Construction job-site safety.
- 2.3. The OWNER agrees to stipulate within the Contract Documents that the Contractor shall purchase and maintain, during the course of construction, "all-risk" builder's risk insurance which names the Contractor, the Owner's agents, and NIES Engineering as additional insureds.
- 2.4. It is understood and agreed that if NIES Engineering's Basic Services under the Agreement do not include project observation or review of the Contractor's performance or any other construction phase services, that such services will be provided for by the Client. If said services are provided for by the Client, then the Client assumes all responsibility for interpretation of the Contract Documents and for construction observation and supervision and waives any claims against NIES Engineering that may be in any way connected thereto. In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold NIES Engineering harmless from any loss, claim or cost, including reasonable attorneys' fees and costs of defense, arising or resulting from the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of NIES Engineering.

3. TERMINATION:

- 3.1. This agreement between OWNER and NIES Engineering may be terminated by either party upon seven days, written notice in the event of substantial failure of performance of the material terms and conditions of this agreement by the other party through no fault of the terminating party.
- 3.2. If this agreement is terminated during the course of performance of the services, NIES Engineering shall be paid for the services performed during the period prior to the effective date of termination of the agreement.
- 3.3. If, prior to termination of this agreement, any services designed or specified by NIES Engineering during any phase of the service is suspended in whole or in part for more than three months or abandoned after written notice from the OWNER, NIES Engineering shall be paid for such services performed prior to receipt of such notice.

4. BILLING/PAYMENTS:

- 4.1. NIES Engineering reserves the right to adjust billing rates periodically as salary rates are adjusted and to use the most up-to-date billing rates in preparing project invoicing.

5. REUSE OF DOCUMENTS:

- 5.1. All reports, schedules, drawings, specifications of services of NIES Engineering for this project are instruments of services for this project only and shall remain the property of NIES Engineering until the OWNER has compensated NIES Engineering in full for services rendered pursuant to the AGREEMENT. Upon final payment for services and for each separately accepted and authorized proposal for additional services, ownership of instruments of service shall be vested in the OWNER. NIES Engineering, however, may retain record copies of all such instruments of service and may use such for NIES Engineering's exclusive purposes.
- 5.2. Any reuse of reports, schedules, drawings, specifications of services of NIES Engineering for this project without written verification or adaptation by NIES Engineering for the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to NIES Engineering, or to NIES Engineering's independent professional associates or consultants, and OWNER shall indemnify and hold harmless NIES Engineering and NIES Engineering's independent professional associates and consultants from all claims, damages, losses and expenses including attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle NIES Engineering to further compensation at rates to be agreed upon by OWNER and NIES Engineering.

6. OPINIONS OF PROJECT COST, CONSTRUCTION AND OPERATION AND MAINTENANCE:

- 6.1. Since NIES Engineering has no control over the cost of labor, materials, equipment or services furnished by others, or over the Contractor methods of determining prices, or over competitive bidding or market conditions, NIES Engineering's opinions of probable Construction Cost are to be made on the basis of NIES Engineering's experience and qualifications and represent NIES Engineering's best judgment as an experienced and qualified professional engineer, familiar with the construction industry; but NIES Engineering cannot and does not guarantee that proposals, bids or actual Construction Cost will not vary from opinions of probable cost prepared by NIES Engineering. Similarly, opinions of Project Cost and Annual Operation and Maintenance Cost cannot be guaranteed because they depend upon numerous factors beyond NIES Engineering's control.

7. MEDIATION:

- 7.1. In addition to and prior to arbitration, the parties shall endeavor to settle disputes by mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect unless the parties mutually agree otherwise. Demand for mediation shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.

8. FIDUCIARY RESPONSIBILITY:

- 8.1. CLIENT confirms that NIES Engineering has not offered any fiduciary service to client and no fiduciary responsibility shall be owed to client by NIES Engineering as a consequence of NIES Engineering's entering into this agreement with client.

9. HAZARDOUS MATERIALS:

- 9.1. As used in this Agreement, the term hazardous materials shall mean any substances, including but not limited to asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as such of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site.
- 9.2. Both parties acknowledge that the NIES Engineering's scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event NIES Engineering or any other party encounters any hazardous or toxic materials, or should it become known to NIES Engineering that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of NIES Engineering's services, NIES Engineering may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the Client retains appropriate engineers or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations.
- 9.3. The Client agrees, notwithstanding any other provision of this Agreement, to the fullest extent by law, to indemnify and hold harmless NIES Engineering from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action, except for the sole negligence or willful misconduct of NIES Engineering.

10. CONSEQUENTIAL DAMAGES

- 10.1. Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Owner or NIES Engineering, their respective officers, directors, partners, employees, contractors or subcontractants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Owner and NIES Engineering shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

11. SEVERABILITY:

- 11.1. If any clause or provision of this Agreement shall be held to be invalid in whole or in part, then the remaining clauses and provisions or portions thereof shall nevertheless be and remain in full force and effect.

ATTACHMENT A

PROJECT DESCRIPTION

Des No: **2001326**
 Program: **Local Roads and Bridges Matching Grants**
 Type of Project: **HMA Overlay Minor Structural**
 Location:

Route Name	From	To	
MAIN ST	1270 FT WEST OF KENNEDY	570 FT EAST OF KENNEDY	
PRAIRIE AV	MAIN ST	RAMBLEWOOD DR	
SOUTHMOOR AV	AZALEA DR	HART RD	
BLUEBIRD LN	TOWN BOUNDARY	WOODWARD AV	
MARTHA ST	TOWN BOUNDARY	IDLEWILD DR	
PRAIRIE AV	KENILWORTH AV	RIDGE RD	
5TH ST	RIDGE RD	DULUTH AV	
DULUTH AV	5TH ST	PARRISH AV	
DULUTH CT	DULUTH AV	DEAD END	
PARRISH AV	LAPORTE ST	STRONG ST	
PARRISH CT	DEAD END	PARRISH AV	
GRAND BLVD	SYCAMORE AV	GORDON DR	
EDER AV	GORDON DR	KENNEDY AV	
STRONG ST	GORDON DR	KENNEDY AV	
ROSS ST	GORDON DR	KENNEDY AV	
5TH ST	100TH ST	45TH ST	
DELAWARE PKWY	97TH PL	45TH ST	
97TH PL	5TH ST	DELAWARE PL	
98TH ST	5TH ST	DEAD END	
98TH PL	5TH ST	DEAD END	
99TH ST	5TH ST	DEAD END	
99TH PL	5TH ST	DEAD END	
LAKESIDE DR	5TH ST	DELAWARE PL	
LAKESIDE DR	DELAWARE PL	5TH ST	
ERIE ST	45TH ST	41ST ST	
43RD ST	KENNEDY AV	5TH ST	
WIRTH RD	GRACE ST	LIABLE RD	

LINCOLN AV	5TH ST	CAROLINA AV	
CLOUGH ST	KLEINMAN RD	CLINE AV	
O'DAY DR	41ST ST	41ST PL	
42ND ST	O'DAY DR	GRACE ST	

Application ID: **8680**

A general scope/description of the Project is as follows:

Location of projects, by priority, is as follows:01: Main St, from 1270' west of Kennedy Av to 570' east of Kennedy Av.02: Prairie Av, from Main St to Ramblewood Dr.03: Southmoor Av, from Azalea Dr to Hart Rd.04: Bluebird Ln, from Town Boundary to Woodward Av.05: Martha St, from Town Boundary to Idlewild Dr.06: Prairie Av, from Kenilworth Av to Ridge Rd.07: 5th St, from

The maximum amount of state funds allocated to the Project is **\$1,000,000.00**

State of Indiana)
) SS:
County of Lake)

Certificate of Appointment

This is to certify that the Town Council of the Town of Highland, acting in accordance with applicable Indiana Statutes and the Highland Municipal Code HMC Chapter 2.20 on the 13th day of July 2020 in the Town of Highland in said County and State, in which it is set forth and declared that **Mark Knesek** was duly appointed the Public Works Director in and for said Town.

By: Town Council of Highland,
Lake County, Indiana

Mark J. Schocke, President

In witness whereof, I have hereunto set my hand and affixed by official seal this _____ day of _____, 2020.

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

Oath of Office

I, Mark Knesek, do solemnly (swear or affirm) that I will support the Constitution of the United States, and the Constitution of the State of Indiana, and that I will faithfully and impartially discharge my duties as *Public Works Director* for the Town of Highland, according to law, and to the best of my ability, so help me God.

Mark Knesek

Subscribed and sworn before me, this _____ day of _____, 2020. In witness hereof, I hereunto set my hand and Corporate seal of the Town of Highland, Indiana. I certify that I am the duly elected, qualified and serving Clerk-Treasurer for the Town of Highland, and as such empowered pursuant to IC. 33-16-4-1; IC 36-5-6-5 to administer oaths and make acknowledgments.

Authority Expiration: The Director of the Lake County Combined Board Certified the Election of November 5, 2019 officially on November 18th 2019. I was qualified to office upon my oath administered December 27, 2019, to serve for a term of four years commencing at Noon January 1, 2020, concluding before Noon January 1, 2024, and until a successor is elected and qualified, pursuant to IC 36-5-6-2(b).

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

Chapter 2.20

DIRECTOR OF PUBLIC WORKS

Sections:

2.20.010 Office created.

2.20.020 Appointment, removal, and the like.

2.20.030 Oath and bond.

2.20.040 Powers and duties.

2.20.010 Office created.

There is created within the town government the office of director of public works. [Code 1983 § 2-61, Code 2000 § 33.40].

2.20.020 Appointment, removal, and the like.

The office of director of public works is to be filled by the appointment of a single person by the town council. The town council shall have the power at any time to remove the director of public works and to fill the vacancy created thereby. [Code 1983 § 2-62, Code 2000 § 33.41].

2.20.030 Oath and bond.

(A) Before any director of public works shall enter upon his duties, he shall be required to take and subscribe an oath of office.

(B) He shall file an individual surety bond in the sum of \$15,000, payable to the state of Indiana, pursuant to IC 3-4-1-10; such bond must be approved by the town clerk-treasurer and conditioned upon the faithful performance of the public works director's duties, including the duty to comply with IC 35-44-1-11 and the duty to account properly for all monies and property received by virtue of the employee's service in the office or position.

(C) The premium upon said bond shall be paid by the town. Said bond may be executed with any recognized and responsible surety company authorized to do business in the state, pursuant to IC 3-4-1 et seq.

(D) The bond and oath shall be filed in the office of the clerk-treasurer and recorded in the office of the county recorder of Lake County.

(E) The individual surety bond described in this section shall be construed to satisfy the requirements of IC 8-1.5-3-5(c) to the extent that the public works director may serve as superintendent or manager of the water utility as described in HMC 12.05.06(A)(2)(c).

2.20.040 Powers and duties.

(A) The director of public works shall be required in the performance of duties to devote his full time to performing the duties of his office during the usual

business hours of each day and to attend the regular meetings of the town council and such special meetings as the board shall determine from time to time. The director of public works shall refrain from doing any work or performing any services in the town on his own free time which would, or might, create or cause a conflict of interest.

(B) The director of public works shall have charge of and be responsible for the operation and functioning of the sanitation department, the street department, the water department, and the sewer department. He shall have such other duties as the town council shall from time to time designate and delegate to him. The director shall be directly responsible to the town council and in the operation of each of the several departments under his jurisdiction shall be specifically responsible to the individual member of the town council responsible for the functioning of that respective department.

(C) Subject only to any specific order of the town council, all employees in the several departments under the jurisdiction of the director of public works shall be subject to the supervision, direction and authority of the director of public works. [Code 1983 § 2-64, Code 2000 § 33.43].

Water Utility

12.05.020 Advisory members.

(A) The board of directors shall further have three advisory directors, which shall consist of the following:

- (1) A representative of the fire department, to be nominated by the fire chief and approved by the town council;
- (2) The clerk-treasurer or his designee; and
- (3) The public works director.

(B) These members shall act in an advisory capacity only and shall have no voting powers.

12.05.060 Board – Powers and duties.

(A) The board has the following powers and duties prescribed by IC 8-1.5-3-4:
(1) The board has general supervisory powers over the waterworks, with responsibility for the detailed supervision of the water utility to be vested in its superintendent, who is responsible to the board for the business and technical operation of the utility.
(2) The board shall:

- (a) Fix the number and compensation of employees;
- (b) Adopt rules governing the appointment of employees, including making proper classifications and rules to:

1. Determine the eligibility of applicants;
 2. Determine by competitive examination the relative fitness of applicants for positions;
 3. Establish eligible lists arranged according to the ratings secured;
 4. Provide for the appointment of those having the highest ratings;
- and
5. Provide for the promotion of employees;

(c) Subject to IC 36-4-9.2, appoint a superintendent or manager of the water utility under its control, who is responsible to the board for the business and technical operation of the utility; the board shall make the appointment on the basis of fitness to manage the particular utility to which he is to be assigned, taking into account his executive ability and his knowledge of the utility industry;

RULES of the WATER UTILITY

Rule 1.2 Superintendent of the waterworks.

(A) The director of public works shall serve as superintendent or manager of the department of waterworks and its water utility on the basis of fitness to manage the water utility, taking into account his or her executive ability and his knowledge of the utility industry;

(B) The superintendent or manager is responsible to the board for the business and technical operation of the utility and, to the extent that the law permits, the superintendent shall:

- (1) Appoint, supervise, and dismiss all employees of the utility;
- (2) Investigate all claims against the utility;
- (3) Oversee the operation of the utility and any construction work, repairs, or alterations to the system;
- (4) Advise the board in all matters that will bring about an efficient and economical operation and maintenance of the utility;
- (5) Enforce the rules and regulations of the department of waterworks; and
- (6) Do all other lawful things that the board may direct, including the preparation of an annual report to the board.

(C) The superintendent is entitled to compensation for his services that is determined by resolution of the board.

DEPARTMENT OF PUBLIC SANITATION (SEWAGE AND STORM UTILITY & SOLID WASTE MANAGEMENT)

12.10.040 Jurisdiction and powers of the board.

(A) The board shall manage and control all sewage works of the district. The board has concurrent power with the works board of the municipality to

construct, reconstruct, maintain, repair, and regulate the use of all connecting and intercepting sewers. The board shall collect and remove garbage, ashes, and other waste materials to prevent the pollution of watercourses within the district and to protect the public health. The board may purchase, acquire, construct, reconstruct, operate, repair, and maintain all sewage works. In so doing, it shall operate according to the provisions of IC 36-9-2.5 as amended from time to time.

(B) In performing its duties the board may do the following:

(14) Enter into contracts in the name of the municipality, with the approval of the executive as provided by law.

(15) Employ and pay for all engineering, architectural, legal, and other professional services needed in carrying out this chapter, including determining the number, prescribing the duties, and fixing the compensation for all its engineers, chemists, attorneys, bacteriologists, surveyors, inspectors, clerks, stenographers, laborers, supervisors, and other employees as provided by law for other executive departments of the municipality.

(16) Adopt resolutions, rules, and bylaws that are necessary to carry out this chapter, including repealing or amending them consistent with this chapter.

2.15.020 Enforcement.

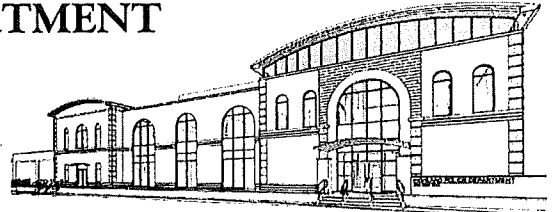
The director of public works as superintendent of the sewage works, or his associate department directors, shall have authority to enforce this chapter. (Ord. 1637 § 1, 2016). (SOLID WASTE MANAGEMENT)



HIGHLAND POLICE DEPARTMENT

3315 RIDGE ROAD
HIGHLAND, IN 46322-2097
(219) 838-3184

PETER T. HOJNICKI, CHIEF OF POLICE



July 2, 2020

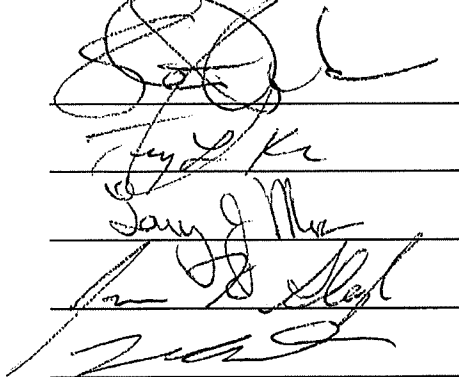
Assistant Chief Pat Vassar
Commander Ralph Potesta
Commander John Banasiak
Sergeant Glenn Cox
Sergeant Randall Stewart
Sergeant Shawn Anderson
Detective Sgt John Siple
Detective Corp Jason Hildenbrand
Detective Corp Brian Stanley
Corporal Erich Swisher
Lance Corp Greg Palmer
Lance Corp John Hinkel

Officer Brian Orth
Officer Michael Grasch
Officer Richard Hoffman
Officer Daniel Matusik
Officer Nicholas Vanni
Officer Gerardo Garza Jr.
Officer Luke Paprocki
Officer Joel Sullivan
Officer Tiffany Perez
Officer Tyler Dills
Officer James Mullins
Detective Darren Conley
Detective Lee Natelborg

Working six months without calling off sick and not having an at-fault accident is a tremendous achievement that exemplifies the conscientious effort you have put forth. This accomplishment reflects your concern for the welfare of your fellow officers and a conscientious attitude toward the department and the community.

On behalf of the Metropolitan Board of Police Commissioners, I commend you for your dedication.

Highland Board of Metropolitan
Police Commissioners



Highland Town Council

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 10th DAY OF July 2020  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 \$ 512,273.32.

Dated this _____ day of _____,

TOWN COUNCIL

MARK A. HERAK

ROGER SHEEMAN

BERNIE ZEMEN

MARK SCHOCKE

TOM BLACK

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0000						
001-0000-45200	GEN FUND TRANSFERS GROSS	87303		7/3PRL D/S TRANSFER GENERAL	179,620.57	44219
	Total For Dept 0000				179,620.57	
Dept 0001 TOWN COUNCIL						
001-0001-39004	INSERTING GAZEBO INTO BILLS	87252		LITHOGRAPHIC COMMUNICATIONS JUNE 2020 GAZEBO EXPRESS INSERT-8	685.66	
	Total For Dept 0001 TOWN COUNCIL				685.66	
Dept 0003 VIPS						
001-0003-39007	D/S VIPS CAR WASHES FOR MAY	87329		D/S VIPS CAR WASHES FOR MAY	9.00	
001-0003-39007	D/S VIPS CAR WASHES FOR JUNE	87330		D/S VIPS CAR WASHES FOR JUNE	12.00	
	Total For Dept 0003 VIPS				21.00	
Dept 0004 CLERK-TREASURER						
001-0004-20003	D/S #10 WINDOWS-3 BOXES	87397		D/S #10 WINDOW ENVELOPES-3 BOXES	48.34	
001-0004-20003	D/S INDIANA FEDERAL LAW POSTE	87255		D/S INDIANA FEDERAL LAW POSTERS	8.00	
001-0004-20003	D/S CRTRDG TONER-2 F/CE278AJ	87277		D/S CRTRDG TONER- 2-F/CE278AJ	33.34	
	Total For Dept 0004 CLERK-TREASURER				89.68	
Dept 0007 FIRE DEPARTMENT						
001-0007-20003	INVOICE # 508621211001	87392		OFFICE SUPPLIES	265.13	
001-0007-20003	D/S INDIANA FEDERAL LAW POSTE	87254		D/S INDIANA FEDERAL LAW POSTERS F	16.00	
001-0007-22001	MINITOR VI PAGER BATTERIES	87386		MINITOR VI PAGER PARTS	198.74	
001-0007-22004	INV# 337-347016	87394		VEHICLE SUPPLIES	16.63	
001-0007-23004	SWIVEL KIT	87387		SWIVEL KIT	156.68	
001-0007-23004	INV# 52587	87388		PIPING SUPPLIES	6.99	
001-0007-23004	ENGINE 5119 DOOR HANDLE	87393		ENGINE 5119 DOOR HANDLE	68.03	
001-0007-32006	BROADBAND AIR CARDS FOR RIGS	87395		AIR CARDS FOR RIGS	300.14	
001-0007-35001	ELECTRIC - SOUTH STATION	87390		GAS & ELECTRIC SOUTH STATION	296.40	
001-0007-35001	ELECTRIC - CENTRAL FIRE STATI	87391		ELECTRIC - CENTRAL FIRE STATION	970.68	
001-0007-35003	GAS - CENTRAL STATION	87389		GAS - CENTRAL FIRE STATION	60.99	
001-0007-35003	GAS - SOUTH STATION	87390		GAS & ELECTRIC SOUTH STATION	66.08	
	Total For Dept 0007 FIRE DEPARTMENT				2,422.49	
Dept 0009 POLICE DEPARTMENT						
001-0009-11120	ONE DAY SUSP FOR CORPORAL	87336		ONE DAY SUSPENSION FOR CORPORAL	257.91	
001-0009-21001	1013.2 GAL OF GAS	87339		1013.2 GAL OF GAS DELV ON 6/26	1,848.38	
001-0009-21001	1000 GAL OF GAS	87340		1000 GAL OF GAS DELV ON 6/18	1,826.60	
001-0009-21004	CLEANING SUPPLIES	87323		CLEANING SUPPLIES FOR PD	260.00	
001-0009-21004	CLEANING SUPPLIES	87324		CLEANING SUPPLIES FOR PD	371.18	
001-0009-22004	GPS ANTENNAS FOR VEHICLES	87326		GPS ANTENNAS FOR VEHS	1,068.00	
001-0009-22004	INV344025	87338		VEH PARTS FOR JUNE	385.73	
001-0009-22004	SWITCH ASSEMBY FOR CAR 15	87341		SWITCH ASSMBLY FOR CAR 15	19.42	
001-0009-32003	IDACS NETWORK ACCESS FOR JUNE	87332		IDACS NETWORK ACCESS FOR JUNE	118.57	
001-0009-32004	IDACS INTERNET 6/28-7/27	87328		IDACS INTERNET 6/28-7/27	126.85	
001-0009-32004	CID INTERNET SEARCHES FOR JUN	87337		CID INTERNET SEARCHES FOR JUNE	50.00	
001-0009-35001	LPR CAMERA 3949 HIGHWAY MAY /	87333		LPR CAMERA 3949 HIGHWAY MAY AND J	73.54	
001-0009-35001	GAS/ELEC FOR 3315 RIDGE READ	87334		GAS ELEC SERVICE FOR 3315 RIDGE R	5,661.14	
001-0009-35001	LPR CAMERA 2000 RIDGE READ ON	87335		LPR CAMERA 2000 RIDGE READ ON 6/9	31.82	
001-0009-35001	LABOR/PARTS FOR AC REPAIR	87325		LABOR AND PARTS FOR AC REPAIRS	1,649.24	
001-0009-36003	GEN OFFICE CLEANING FOR JUNE	87331		GEN OFFICE CLEANING FOR JUNE AND	3,806.66	
001-0009-36004	MAT CHANGE ON 6/29	87327		MAT CHANGE AT PD ON 6/29	36.66	
	Total For Dept 0009 POLICE DEPARTMENT				17,591.70	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0011 SERVICES & WORKS						
001-0011-31004	PAYROLL CERTIFICATE PROGRAM	87456	AMERICAN PAYROLL ASSOCIATIO	PAYROLL CERTIFICATE PROGRAM & TEST	2,269.00	44222
001-0011-32008	ACCT. SERVICE FEES	87269	FIRST FINANCIAL BANK CORP S	APRIL 2020 ACCT SERV FEES	1,236.07	9993556
001-0011-32008	ACCT. SERVICE FEES	87270	FIRST FINANCIAL BANK CORP S	MAY 2020 ACCT SERV FEES	1,563.43	9993557
001-0011-35001	D/S MISC TH GARAGE 750-201-00	87273	NORTHERN IN PUBLIC SERVICE	D/S MISC TH GARAGE 750-201-002-4	294.34	44215
001-0011-35001	SV ELECTRIC	87271	NORTHERN IN PUBLIC SERVICE	TH. VIPS	1,383.23	9993558
001-0011-35001	558-300-006-47	87272	NORTHERN IN PUBLIC SERVICE	MISC MULTI	111.62	9993559
001-0011-35002	STREET MULTI	87266	NORTHERN IN PUBLIC SERVICE	STREET MULTI	14,093.68	9993555
001-0011-35003	D/S MISC TH GARAGE 750-201-00	87273	NORTHERN IN PUBLIC SERVICE	D/S MISC TH GARAGE 750-201-002-4	71.46	44215
001-0011-35003	SV GAS	87271	NORTHERN IN PUBLIC SERVICE	TH. VIPS	261.39	9993558
001-0011-39016	SR TAXI SUBSID 5/27/2020	87251	TRIPLE A EXPRESS	SR TAXI SUBSID 5/27/2020	10.00	
Total For Dept 0011 SERVICES & WORKS					21,294.22	
Dept 0012 TOWN HALL						
001-0012-35002	TH ELECTRIC-MONUMENT 307-486-	87272	NORTHERN IN PUBLIC SERVICE	MISC MULTI	44.95	9993559
001-0012-36004	JUNE GENERAL CLEANING	87350	GLOBAL MAINTENANCE & CO.	D/S GENERAL CLEANING SERVICES FOR	1,540.00	
Total For Dept 0012 TOWN HALL					1,584.95	
Total For Fund 001 GENERAL					223,310.27	
Fund 002 MVH						
Dept 0000						
002-0000-45200	MVH TRANSFERS GROSS	87304	PAYROLL ACCOUNT	7/3PRL D/S TRANSFER MVH	6,429.53	44220
Total For Dept 0000					6,429.53	
Dept 0016 MVH ADMIN						
002-0016-11305	DRUG SCREEN 6/26/20	87372	INDIANA TESTING INC	QTRLY DRUG SCREEN MISSED ON ORIGI	66.50	
002-0016-20003	D/S INDIANA DEDERAL LAW POSTE	87261	PERSONNEL CONCEPTS	D/S INDIANA DEDERAL LAW POSTERS	8.00	
002-0016-22002	PUMP REPAIRS	87361	NORTHERN IND MECHANICAL, INC	EMERGENCY REPAIR TO GAS PUMPS - P	1,388.02	
002-0016-33001	INV TO BID CCMG	87384	THE TIMES	INVITATIO TO BID 2020 CCMG LEGAL	72.96	
Total For Dept 0016 MVH ADMIN					1,535.48	
Dept 0017 MVH RECONSTRUCTION/MAINTENANCE						
002-0017-21002	S-145 LPT TIRES	87354	HELLMANS AUTO SUPPLY CO.	TIRES FOR STREET DEPT	320.60	
002-0017-21003	RO11316 1X1 3/16 BUNA O-RING	87374	J & L FASTENERS, INC.	O-RING AND SOCKET FOR UNIT #37 ST	5.00	
002-0017-21003	24185 UTIL BLD SHEEPFOOT 1PK	87375	LINDY'S ACE HARDWARE, INC	UTIL BLD SHEEPFOOT FOR STREET DEP	7.98	
002-0017-21003	3641279 8" XTREME CABLE TIE 1	87377	MENARDS	CABLE TIES/OIL DRY FOR STREET DEP	60.06	
002-0017-22004	TRUCK REPAIR POST ACCIDENT	87355	HIGHLAND BODY SHOP, INC	REPAIR TO STIPLES TRUCK POST ACCID	1,506.16	
002-0017-22004	HCS8381612P 3/8-16 X 1/2 NC H	87373	J & L FASTENERS, INC.	CAPSCREWS AND WASHERS FOR STREET	41.19	
002-0017-22004	86045576 COVER	87376	MCCANN INDUSTRIES, INC	COVER AND CONNECTOR FOR STREET UN	247.75	
002-0017-22004	R803049:152 ADJUSTER BRK SLAC	87362	RUSH TRUCK CENTERS OF INDIA	ADJUSTER BRK SLACK FOR STREET DEP	171.80	
002-0017-22004	R803048:152 ADJUSTER BRK SLAC	87379	RUSH TRUCK CENTERS OF INDIA	ADJUSTERS AND CHAMBER BRK FOR STR	401.40	
002-0017-22004	A13236Q2123:152 SHIELD DUST B	87380	RUSH TRUCK CENTERS OF INDIA	SHIELD DUST BRK/COMBINATION FOR S	367.70	
002-0017-22004	SCA461663 SPINDLE ASSY	87365	TERPSTRA'S SALES & SERVICE,	SPINDLE ASSY FOR STREET DEPT. MOW	182.27	
002-0017-22004	HON16100-49E-033 CARBURETOR B	87366	TERPSTRA'S SALES & SERVICE,	CARBURETOR AND PUMP ASSY FUEL FOR	223.97	
002-0017-22004	SCA48926 TAPERED HUB	87367	TERPSTRA'S SALES & SERVICE,	TAPERED HUB STREET DEPT.	22.00	
002-0017-22004	ECH316095053 .095 CROS 5LB SP	87382	TERPSTRA'S SALES & SERVICE,	SPOOL FOR STREET DEPT.	48.41	
002-0017-22004	STI4002-710-2168 AUTO CUT 25 2	87383	TERPSTRA'S SALES & SERVICE,	FILTER AND AUTO CUT HEAD FOR STRE	79.82	
002-0017-22004	6/23/2020 INVOICE # 337-34669	87385	VAN SENSUS AUTO VALUE	JUNE 2020 INVOICES FOR STREET DEP	694.38	
002-0017-22005	1 GAL CONCENTRATE WEED AND GR	87357	HOME DEPOT CORPORATION	WEED KILLER AND POWER STRIP FOR S	254.35	
002-0017-22005	2GAL SPRAYER HDX 2 GAL SPRAYE	87358	HALL SIGNS, INC	WEED SPRAYER AND ROPE HOOKS FOR S	56.83	
002-0017-23003	DO NOT ENTER SIGN	87353	J & L FASTENERS, INC.	DO NOT ENTER SIGNS FOR STREET DEP	285.28	
002-0017-23003	CHI88QR #188 QUICK RELEASE HO	87359	MIDWESTERN ELECTRIC INC	QUICK RELEASE HOSE CLAMP FOR STRE	171.25	
002-0017-23003	BANNER ARMS AND BALLS	87378	MIDWESTERN ELECTRIC INC	D/S BANNER ARMS AND END BALLS FOR	960.00	

de 17

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
 EXP CHECK RUN DATES 06/24/2020 - 07/14/2020
 BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 002 MVH						
Dept 0017 MVH RECONSTRUCTION/MAINTENANCE						
002-0017-23004	158-4986 258017 QP TIREXGSKT	87381	SHERWIN WILLIAMS CORP	PAINT GUN PARTS FOR STREET DEPT.	4.79	
002-0017-23006	STREET LIGHT POLES AND GLOVES	87356	HOME DEPOT CORPORATION	STREET LIGHT POLES AND GLOVES FOR	36.16	
002-0017-23006	2157030 STRATFORD PLASTIC COM	87360	MENARDS	MAILBOX 3012 LAKESIDE DRIVE FOR S	74.99	
002-0017-36001	REPAIR TO TIRE REPAIR MACHINE	87371	HENNESSY INDUSTRIES, LLC	REPAIR TO TIRE MACHINE - SERVICE	1,784.42	
002-0017-36001	REPAIR ICE MACHINE	87363	SIEMENS HEATING & COOLING IN	REPAIR ICE MACHINE PW GARAGE	154.00	
002-0017-36001	MISSPKRC12YC SPARK PLUG	87364	TERPSRA'S SALES & SERVICE,	LABOR AND PARTS FOR SCAGG MOWER S	319.66	
002-0017-39005	WEEDING	87351	DEAN'S LAWN & LANDSCAPING I	DOWNTOWN HIGHLAND MAINT. SERVICE	2,530.00	
002-0017-39005	SPRING CLEANUP	87352	DEAN'S LAWN & LANDSCAPING I	DOWNTOWN HIGHLAND MAINT. SERVICE	10,160.00	
			Total For Dept 0017 MVH RECONSTRUCTION/MAINTENANCE		21,172.22	
			Total For Fund 002 MVH		29,137.23	
Fund 004 LR&S						
Dept 0000						
004-0000-45200	LR&S TRANSFERS GROSS	87305	PAYROLL ACCOUNT	7/3PRL D/S TRANSFER LR&S	8,782.32	44221
			Total For Dept 0000		8,782.32	
			Total For Fund 004 LR&S		8,782.32	
Fund 018 LAW ENFORCE CON'T ED						
Dept 0000						
018-0000-20003	OFFICE SUPPLIES	87346	PULSE TECHNOLOGY OF INDIANA	OFFICE SUPPLIES	181.01	
018-0000-20003	REQ DISCS	87347	SAVE A LIFE	10 RES Q DISCS FOR OFFICERS VEH	800.00	
018-0000-23006	EVIDENCE DVDS	87345	MAGNASYNC-MOVIOLA CORP	EVIDENCE DVDS	284.70	
018-0000-31004	OFFICER CERTIF RENEWAL VERBAL	87342	DOLAN CONSULTING GROUP LLC	RENEWAL 2 OFFICERS CERTIFICATION	190.00	
018-0000-31004	REGS FEE FOR TRAINING 8/3	87322	NJ CRIMINAL INTERDUCTION LLC	REGIST FEE FOR OFFICERS TRAINING	175.00	
018-0000-33002	D/S INDIANA FEDERAL LAW POSTE	87253	PERSONNEL CONCEPTS	D/S INDIANA FEDERAL LAW POSTERS	16.00	
018-0000-39005	D/S PD CAR WASHES FOR MAY	87343	EASY CLEAN CAR WASH, INC	PD CAR WASHES FOR MAY	207.00	
018-0000-39005	D/S PD CAR WASHES FOR JUNE	87344	EASY CLEAN CAR WASH, INC	D/S PD CAR WASHES FOR JUNE	228.00	
			Total For Dept 0000		2,081.71	
			Total For Fund 018 LAW ENFORCE CON'T ED		2,081.71	
Fund 024 INNKEEPERS TAX						
Dept 0000						
024-0000-22908	RING COLLAR & END CAP BALL	87368	MIDWESTERN ELECTRIC INC	BANNER ARMS AND BALLS - REPLACEME	795.00	
			Total For Dept 0000		795.00	
			Total For Fund 024 INNKEEPERS TAX		795.00	
Fund 026 FSA AGENCY FUND						
Dept 0000						
026-0000-45202	TASC FLEX SPENDING DEBITS 6/5	87267	TASC	JUNE FSA SPENDING 2020	619.20	999203
			Total For Dept 0000		619.20	
			Total For Fund 026 FSA AGENCY FUND		619.20	
Fund 027 INSURANCE PREMIUM						
Dept 0000						
027-0000-34002	INSURANCE PREMIUM HEALTH FEB	87293	AIM MEDICAL TRUST	JULY 2020 MEDICAL AND LIFE INSURA	195,988.41	44216
027-0000-34002	INSURANCE PREMIUM HEALTH/DENT	87294	METLIFE GROUP BENEFITS	JULY 2020 DENTAL PREMIUMS	3,994.60	44217
			Total For Dept 0000		199,983.01	

35 27

Invoice Description

Vendor

Ref #

Invoice Line Desc

GL Number

Amount

Check #

Fund 027 INSURANCE PREMIUM

Total For Fund 027 INSURANCE PREMIUM

199,983.01

Fund 030 ICT FUND

Dept 0000

030-0000-31006 MONTHLY IT SUPPORT PER WBO 2020-

030-0000-32001 JULY 2020 POSTAGE METER SERVICE

030-0000-32003 MEADOWS PK MO INTERNET 6/12-7/11/

030-0000-32003 PHONE/INTERNET FD CENTRAL

030-0000-32003 INTERNET SVC PS BLDG 6/12-7/ 87212

030-0000-32003 FD SOUTH 2647 45TH ST 6/8-7/7 87213

030-0000-32003 PW INTNET # 8771400250212877 87214

030-0000-32003 PUMP STATION 8771400250296375 6/1

030-0000-32003 PARK INTERNET ACCT 87714002502083

030-0000-32003 MONTHLY CELL PHONE 642004646- 87217

030-0000-32003 PW/B&I/PARK/FD WIRELESS 78032 87218

030-0000-32003 SIP TRUNKING CHARGES 6/1-6/30 87283

030-0000-32003 ACCT #510375025 87285

030-0000-32003 642004646-00002 BROADBAND-J K 87398

030-0000-38006 JUNE 2020 COPIER AGREEMENT 87399

CBL CONSULTING, INC MONTHLY IT SUPPORT PER WBO 2020-

PITNEY BOWES INC. JULY 2020 POSTAGE METER SERVICE

COMCAST CABLE MEADOWS PK MO INTERNET 6/12-7/11/

COMCAST CABLE FD CENTRAL/2901 HIGHWAY-PHONE/INT

COMCAST CABLE INTERNET FOR PUBLIC SAFETY BLDG

COMCAST CABLE FD S STATION PHONE/INTERNET SVC 1

COMCAST CABLE 8771400250212877 PW 8001 KENNEDY

COMCAST CABLE PUMP STATION 8771400250296375 6/1

COMCAST CABLE PARK INTERNET ACCT 87714002502083

VERIZON WIRELESS PD CELL PHONE USE PD- 642004646-0

VERIZON WIRELESS PW/B&I/PARK/FD WIRELESS 780324475

VERIZON WIRELESS SIP TRUNKING CHARGES 6/1-6/30/20

RICOH USA, INC BI/FD MO WIRELESS SVC 510375025 -

VERIZON WIRELESS 642004646-00002 D/S BROADBAND-J K

RICOH USA, INC JUNE 2020 COPIER AGREEMENT

4,000.00

129.29

129.77

263.01

241.88

130.08

325.52

203.79

293.29

1,256.95

1,083.47

304.12

218.38

30.03

226.58

8,836.16

8,836.16

Fund 031 SOLID WASTE

Dept 0000

031-0000-38001 JUNE SHRED EVENT PW 87369

OPPORTUNITY ENTERPRISES INC SHRED DAY 6/6/2020

Total For Dept 0000

600.00

600.00

Fund 055 MCCD

Dept 0000

055-0000-30002 MCCD POLICE VEHICLE LEASES IN 87268

055-0000-43003 SMALL COUNTER SHIELD 87276

055-0000-45200 MCCD TRANSFERS GROSS 87309

CENTIER JUNE 2020 FINAL VEHICLE LEASE PAY

HDW COMMERCIAL INTERIORS COUNTER SHIELD

PAYROLL ACCOUNT 7/3PRL D/S TRANSFER MCCD

7.17

2,775.00

210.57

2,992.74

2,992.74

Fund 085 TRAFFIC VIOLATIONS

Dept 0001 TOWN COUNCIL

085-0001-00400 CASH BOND FEES 87248

085-0001-00400 CASH BOND FEES 87295

LAKE COUNTY CLERK CASH BOND FEES

LAKE COUNTY CLERK CASH BOND FEES

Total For Dept 0001 TOWN COUNCIL

9,000.00

2,750.00

11,750.00

11,750.00

Fund 104 SPECIAL COMMUNITY CROSSINGS GRANT

Dept 0000

104-0000-44065 OVERPAYMENT 2019 CCMG 87370

INDIANA DEPT OF TRANSPORTAT 2019 CCMG RETURN OF OVERPAYMENT

Total For Dept 0000

13,912.75

13,912.75

Fund 249 PUBLIC SAFETY INCOME TAX FUND

Dept 0000

249-0000-44065 OVERPAYMENT 2019 CCMG 87370

INDIANA DEPT OF TRANSPORTAT 2019 CCMG RETURN OF OVERPAYMENT

Total For Dept 0000

13,912.75

13,912.75

104

GL Number Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

Fund 249 PUBLIC SAFETY INCOME TAX FUND

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Dept 0000						
249-0000-29000	6FT APART FLOOR DECALS	87249	BAXTER PRINTING INC	6FT APART FLOOR DECALS	140.00	
249-0000-29000	COVID SUPPL-DISPOSABLE FACE M	87219	PULSE TECHNOLOGY OF INDIANA	COVID SUPPL-DISPOSABLE FACE MASK	189.80	
249-0000-29000	COVID-DISINFCTNT SPRAY&WIPES-C	87250	PULSE TECHNOLOGY OF INDIANA	COVID SUPPL/DISFCTNT SPRAY & WIPE	58.25	
249-0000-29000	COVID SUPPLS-C BATTERIES-DIS	87275	PULSE TECHNOLOGY OF INDIANA	COVID SUPPLS-C BATTERIES/DISPOSAB	36.56	
249-0000-29000	COVID SUPPLS-DISINTECTG WIPES	87300	PULSE TECHNOLOGY OF INDIANA	COVID SUPPLS-DISINFECTING WPS-3 C	20.04	
249-0000-29000	COVID SUPPLS- DISINFECTING WI	87301	PULSE TECHNOLOGY OF INDIANA	COVID SUPPLS-DISINFECTING WIPES-6	38.79	
249-0000-29000	COVID SUPPLS-GOJO ANTBC SOAP-	87278	STAPLES, INC.	COVID SUPPLS-GOJO ANTBC SOAP-4 CA	227.42	
249-0000-29000	COVID SUPPLS-DISPOSABLE FACE	87279	STAPLES, INC.	COVID SUPPLS-DISPOSABLE FACE MASK	102.80	
249-0000-29000	COVID SUPPLS-GOJO SOAP DISPNS	87280	STAPLES, INC.	COVID SUPPLS-GOJO SOAP DISENSRS-7	494.27	
249-0000-43008	IN CAR VIDEO EQUIPMENT	87349	WATCHGUARD VIDEO	IN CAR VIDEO EQUIPMENT	5,170.00	
249-0000-43049	45TH PRAIRIE LPR CAMERA	87348	HERNANDEZ ELECTRIC CONSTRUC	MATERIALS LABOR TOOLS EQUIPMENT F	2,995.00	

Total For Dept 0000

9,472.93

Total For Fund 249 PUBLIC SAFETY INCOME TAX FUND

9,472.93

249

BOTH OPEN AND PAID
 Vendor Invoice Description

GL Number Ref # Vendor Invoice Description Amount Check #

Fund Totals:

Fund 001 GENERAL				223,310.27	
Fund 002 MVH				29,137.23	
Fund 004 LR&S				8,782.32	
Fund 018 LAW ENFORCE CON'T ED				2,081.71	
Fund 024 INNKEEPERS TAX				795.00	
Fund 026 FSA AGENCY FUND				619.20	
Fund 027 INSURANCE PREMIUM				199,983.01	
Fund 030 ICT FUND				8,836.16	
Fund 031 SOLID WASTE				600.00	
Fund 055 MCCD				2,992.74	
Fund 085 TRAFFIC VIOLATIONS				11,750.00	
Fund 104 SPECIAL COMMUNITY CROSSI				13,912.75	
Fund 249 PUBLIC SAFETY INCOME TAX				9,472.93	

512,273.32

Payroll Docket

			Delta		
\$	306,311.74	\$	306,311.74	\$	-
Council, Boards and Commissions		\$	10,640.06		
Office of Clerk-Treasurer		\$	16,966.26		
Regular Staff	\$ 16,966.26				
Field Service Rep	\$ -				
Building & Inspection		\$	8,855.41		
Metropolitan Police		\$	125,625.00		
Crossing	\$ -				
Full-Time Police	\$ 103,575.22				
Full-Time Non-sworn	\$ 22,049.78				
Fire Department		\$	4,066.54		
Public Works Department		\$	71,096.82		
Component One	\$ 71,096.82				
Component Two	\$ -				
Police 1925 Pensions		\$	69,061.65		

Payday: 19-Jun-2020

Payroll Docket

			Delta
\$	219,778.35	\$	219,778.35
		\$	-
Council, Boards and Commissions			
		\$	17,302.37
Office of Clerk-Treasurer			
Regular Staff	\$ 17,302.37		
Field Service Rep	\$ -		
		\$	9,175.36
Building & Inspection			
		\$	115,887.18
Metropolitan Police			
Crossing	\$ -		
Full-Time Police	\$ 94,500.89		
Full-Time Non-sworn	\$ 21,386.29		
		\$	3,415.84
Fire Department			
		\$	73,997.60
Public Works Department			
Component One	\$ 73,997.60		
Component Two	\$ -		
		\$	-
Police 1925 Pensions			

Payday: **3-Jul-2020**