

Agenda

Twenty-fourth Regular or Special Meeting of the Twenty-Ninth Town Council of Highland

Regular Meeting of Monday, November 23, 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 20-47, allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the

duration of the emergency, through to December 1.

People may observe and record the meeting for live streaming by joining the meeting on the Zoom platform <https://zoom.us/j/96655846191?pwd=UTdKL0VVZ3dra2VpV25VVUJHcGxuUT09>

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 966 5584 6191, password (code): 518551.

Prayer: Roger Sheeman

Pledge of Allegiance: Roger Sheeman

Roll Call:

Bernie Zemen



Mark A. Herak

Mark J. Schocke

**A GREAT PLACE
TO CALL HOME**

Thomas (Tom) Black

Roger Sheeman

Minutes of Previous Session: Minutes of the Regular Meeting of 09 November 2020.

Special Orders: 1. **Consideration of Proposed Additional Appropriations:** (non-controlled funds) Proposed Additional Appropriations in Excess of the 2020 Budget for the Public Safety LIT Fund in the amount of \$14,450.
(a) Attorney verification of Proofs of Publication: The TIMES 11 November 2020.
(b) **Public Hearing.**
(c) **Action on Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Public Safety Local Income Tax 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:

Appointments: (Appointments have been placed on agenda in case there is readiness to act)

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.

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. **Resolution No. 2020-54:** An Exigent Resolution Providing For The Transfer Of Appropriation Balances From And Among Major Budget Classifications In The Public Safety Local Income Tax Fund As Requested By The Proper Officer And Forwarded To The Town Council For Its Action Pursuant To I.C. 6-1.1-18-6.
2. **Resolution No. 2020-55:** An Exigent Resolution Providing For The Transfer Of Appropriation Balances From And Among Major Budget Classifications In The Police Department Of The Corporation General Fund As Requested By The Proper Officer And Forwarded To The Town Council For Its Action Pursuant To I.C. 6-1.1-18-6.
3. **Works Board Order No. 2020-44:** An Order Approving and Authorizing the Metropolitan Police Chief to Purchase from Lakeshore Ford of Chesterton, IN through the State of Indiana (2) two 2021 Ford Utility Police Interceptor Base pursuant to I.C. 5-22-7.
4. **Action to approve appointment or employment of full-time employee, pursuant to Section §3.03 of the Compensation and Benefits Ordinance.** *Assistant Public Works Director recommends the following:*

(A) *The hiring of **Brendan Curran**, to the full-time position of Utility Worker B in Public Works Department (Agency) at a rate of pay of \$12.80 per hour. This will not increase the full-time workforce greater than the authorized work force strength.*

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 November 10, 2020 to November 23, 2020 in the amount of **\$496,887.93.**

ADJOURNMENT

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

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**Enrolled Minutes of the Twenty-Third Regular or Special Meeting
For the Twenty-Ninth Highland Town Council
Regular Plenary Meeting (Electronic and in person)
Monday, November 09, 2020**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, November 09, 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, an extended by Executive Order 20-44, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 public health emergency. All persons met 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. All members of the Town Council participated in person, except Councilor Bernie Zemen, who participated electronically. The remaining town councilors were present on the premises of the plenary meeting room.

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 Thomas Black leading in the Pledge of Allegiance to the Flag of the United States of America.

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

Additional Officials Present: (all electronically) Scott Bipse, Attorney; William R. Timmer, Jr., CFOD, Fire Chief; Mark Knesek, Public Works Director; Kathy DeGuilio-Fox, Redevelopment Director; Kenneth J. Mika, Building Commissioner, and Pete Hojnicky, Police Chief (in person) were present.

Also present: Larry Kondrat, and Ed Dabrowski of the Board of Waterworks Directors; Robyn Radford of the Redevelopment Commission (electronically); and Ed Dabrowski as IT (Contract) Director (electronically) were also present.

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

Minutes of the Previous Meetings: The minutes of the regular meeting of October 26, 2020 were submitted for consideration. Councilor Black moved the approval of the minutes. Councilor Sheeman seconded.

Upon the motion to adopt, there were five affirmatives and no negatives. The minutes of the regular meeting of October 26, 2020 were approved.

Special Order:

1. **Executive Proclamation:** A Proclamation Recognizing Saturday, November 21, 2020 as Child Adoption Day in Highland.

The Clerk-Treasurer read the proclamation aloud. The Town Council President adopted the proclamation and affixed his signature.

TOWN OF HIGHLAND
PROCLAMATION OF THE TOWN EXECUTIVE

A PROCLAMATION RECOGNIZING SATURDAY, NOVEMBER 21, 2020 AS CHILD ADOPTION DAY IN HIGHLAND

- Whereas,** Highland, Indiana recognizes the importance of giving children permanent, safe and loving families through adoption; and,
- Whereas,** More than 123,000 children in the United States foster care system are waiting to be adopted; and,
- Whereas,** More than 30,000 children in the State of Indiana are waiting for permanent families; and,
- Whereas,** To help find forever families for these children, the local courts of Lake County continue to process, and to finalize the adoptions of local children and encourage other organizations to celebrate all adoptions; and,
- Whereas,** This effort, along with similar celebrations in all 50 states will offer children the chance to live with stable and loving families and encourage other dedicated individuals to make a powerful difference in the lives of a child through foster care adoption,

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 designate **Saturday, November 21, 2020**, as **CHILD ADOPTION DAY** in the Town of Highland;

Be it Further Proclaimed, That , I urge all citizens to join in a national effort to raise awareness about the importance of foster care adoption.

In Witness Whereof, I have hereunto set my hand and caused the Corporate Seal to be affixed at the Highland Municipal Building this 9th day of November in the year 2020.

TOWN of HIGHLAND, INDIANA
BY ITS TOWN COUNCIL PRESIDENT

Mark J. Schocke

Attest:

Michael W. Griffin, Clerk-Treasurer

(Print optimized at 80%)

Communications:

1. The final report from the Complete Count Committee of the Town of Highland for the meeting of November 09, 2020 was acknowledged.

HIGHLAND 2020 CENSUS COMPLETE COUNT COMMITTEE FINAL REPORT

With the 2020 Census now completed, I want to provide Town officials with a summary overview of the activities undertaken by Highland's 2020 Census Complete Count Committee (Highland CCC).

As you know, the Census is mandated in the US Constitution in Article 1, Section 2, which reads in part: "...The actual Enumeration shall be made within three Years after the first Meeting of the Congress of the United States, and within every subsequent Term of ten Years, in such Manner as they shall by Law direct..." The Census information is used for several purposes, including Congressional apportionment and distribution billions of dollars in federal, state and local funding. Therefore, a complete, accurate count of Highland residents was critical.

On December 10, 2018, the Highland Town Council passed Resolution 2018-50, establishing a "Complete Count Committee" for the 2020 Census. The past and present Highland CCC members include: Victor Garcia, a member of the Highland School Board; Mary Luptak, Executive Director of the Highland Griffith Chamber of Commerce; Linda Johnsen and Jane Gibson, the past and present Branch Managers of the Highland Branch of the Lake County Public Library; Tim Huizenga, of Faith Church in Highland; Rich Underkofler, Past Recruiting Assistant working in NW Indiana with the US Census Bureau; Erin Stojic and Kelli Strbjak, the former and present Highland Deputy Clerk-Treasurers; and Redevelopment Commission Assistant Lance Ryskamp.

During 2019, the US Census Bureau, locally through the Chicago Regional Office, had the primary focus of assisting in the formation of Complete Count Committees and recruiting local residents who wish to work on the 2020 Census. The Highland CCC promoted those job opportunities through its established social media outlets on Facebook (Highland IN 2020 Census), Twitter (@HighlandCensus) and Instagram (@highlandcensus2020). Additionally, Highland CCC initiated its own outreach, emailing a letter to Highland businesses, churches and nonprofits on April 1, 2019. (Attachment 1)

During the balance of 2019, Highland CCC continued to promote job recruitment, as well as developed an Action Plan, which was presented to the Highland Town Council in December, 2019. (Attachment 2). The Plan encompassed two major objectives: to raise awareness and encourage universal participation by Highland residents; and, secondly, to assist in providing internet access to Highland residents to help encourage filling out the census questionnaire online. The 2020 Census was the first Census where online self-response was not only permitted, but strongly encouraged.

Beginning in January, 2020, the US Census Bureau began a massive, nationwide promotional campaign to raise awareness and encourage participation in the Census. At the same time, the Highland CCC began executing its Action Plan and community outreach at the local level with emails and social media posts. Highland also networked with other Lake County Complete Count Committees through Legacy Foundation, who took a lead role in coordinating at the county level, as well as the NWI representatives of the US Census Bureau.

Through a variety of outreach activities (Attachment 3), our committee coordinated its efforts with the School Town of Highland, the Highland Branch of the LC Public Library, the Highland Griffith Chamber and Highland civic and faith-based groups toward various events to be held around Census Day on April 1, 2020. Those activities included setting up a computer kiosk at Lincoln Center, promotion of the Census at the Chamber's "Breakfast With the Easter Bunny", daily access to computers by the public at the Highland Library and the School Town of Highland's student/family public access to school iPads for online Census response.

All of these outreach events, as well as the planned April outreach to tenants at the Hampton-In-Highland apartment complex, had to be abandoned after the onset of the COVID-19 pandemic. Even though the apartment outreach through the complex management's newsletter was eventually able to be done in June, these cancellations and the ongoing pandemic hindered the Highland CCC's efforts in the beginning months of census response. Ultimately as a result of the pandemic, the US Census Bureau extended response time from mid-summer to October 31st. The end date for Census response was later shortened to October 15th, as a result of a decision by the US Supreme Court.

The committee then pivoted more heavily toward social media postings, in coordination with other town departments (Parks & Recreation and the Police Department were particularly helpful), and other partner organizations, such as the Chamber and the Highland Community Foundation. In addition, email outreach, Gazebo Express articles, postings on electronic signs, and messages on monthly water bills were actively used. The Highland CCC maintained contacts and shared information and content with Legacy, local Census personnel, and state agencies such as the Indiana CCC, Indiana State Library and the Indiana Data Center. As a result, despite the numerous COVID-related cancellations, many of the Action Plan items were able to be achieved.

Once response to the Census began, the critical metric and objective was to get as many Highland residents to self-respond as possible. This self-response initially was an online response, but later included self-response by phone and through mailed in questionnaires. Self-response was important, as these were known responses, providing the most accurate count information available. The higher the self-response rate, the smaller number of households would require in-person visits by Census personnel. This also reduced the chance of an undercount of residents who, for whatever reason, were unable to be contacted and counted by in-person Census visits. The US Census Bureau maintained ongoing self-response rate data down to the Census tract level and updated it daily, which was very helpful in monitoring the town's progress.

In the end, Highland's self-response rate outperformed the 2010 results, not only town-wide but in five of the town's six Census tracts. A map of the six Census tracts is attached. (Attachment 4) Highland's self-response rate was the 20th best among Indiana's 566 cities and towns. The only tract which did not reach the 2010 level was Tract #405,01, which contains apartment complexes such as Hampton-In-Highland and Embassy Place. Unfortunately, outreach to this area was likely the most greatly affected by the COVID shutdown, which prevented an earlier, more hands-on effort onsite to increase awareness. Highland's self-response stats, along with comparison to other communities in Lake County are attached. (Attachment 5).

As I noted in my final staff report, with home visits by Census workers added in, the Census Bureau reported that within the Lake County Area Census Office (ACO), which encompasses more of the State than Lake County, there was 99.9% total enumeration rate. The State of Indiana as a whole was also considered to have a 99.9% enumeration rate. The types of methodology that have been used to reach this level is explained in the attached press release from the US Census Bureau. (Attachment 6) This level of detail regarding total enumeration rates was not available down to the local level.

What all of this translates out to, in terms of total population change, we will have to wait and see later this year and into 2021. For those of you who would like to get updates on the Census Bureau's final results, here is a link to sign up for that: <https://public.govdelivery.com/accounts/USCENSUS/signup/11626>.

Respectfully submitted,
Lance Ryskamp- Co-Chair
Highland 2020 Census Complete Count Committee

Attachments and balance of report on file.

Staff Reports: The following staff reports were received and filed.

• **Building & Inspection Report for October 2020**

| Permit Type | Number | Residential | Commercial | Est. Cost | Fees |
|-------------------------------------|------------|-------------|------------|-----------------------|--------------------|
| Commercial Buildings: | 0 | 0 | 0 | \$0.00 | \$0.00 |
| Commercial Additions or Remodeling: | 5 | 0 | 5 | \$132,801.00 | \$3,313.50 |
| Signs: | 2 | 0 | 2 | \$4,152.00 | \$802.50 |
| Single Family: | 0 | 0 | 0 | \$0.00 | \$0.00 |
| Duplex/Condo: | 0 | 0 | 0 | \$0.00 | \$0.00 |
| Residential Additions: | 0 | 0 | 0 | \$0.00 | \$0.00 |
| Residential Remodeling: | 90 | 90 | 0 | \$744,195.00 | \$18,028.50 |
| Garages: | 0 | 0 | 0 | 0.00 | 0.00 |
| Sheds: | 3 | 3 | 0 | \$7,149.00 | \$550.50 |
| Decks & Porches: | 5 | 5 | 0 | \$20,082.00 | \$1,432.50 |
| Fences: | 11 | 11 | 0 | \$51,515.00 | \$1,930.50 |
| Swimming Pools: | 1 | 1 | 0 | | \$108.00 |
| DrainTile/ Waterproofing: | 7 | 7 | 0 | \$98,213.00 | \$2,307.00 |
| Miscellaneous | 16 | 15 | 1 | \$61,099.00 | \$2,568.00 |
| TOTAL: | 140 | 132 | 8 | \$1,119,206.00 | \$31,041.00 |
| Electrical Permits | 14 | 11 | 3 | | \$1,533.00 |
| Mechanical Permits | 12 | 09 | 3 | | \$1,404.00 |
| Plumbing Permits | 9 | 7 | 2 | | \$1,719.10 |
| Water Meters | 1 | 0 | 1 | | \$940.00 |
| Water Taps | 1 | 0 | 1 | | \$330.00 |
| Sewer/Storm Taps | 0 | 0 | 0 | | \$0.00 |
| TOTAL Plumbing: | 11 | 7 | 4 | | \$2,989.10 |

October Code Enforcement:

Investigations: 075
Citations: 005
Warnings: 075

October Inspections:

Building: 52 Electrical: 16 Plumbing: 12 HVAC: 13
Electrical Exam: 1

FIRE DEPARTMENT REPORT for OCTOBER 2020

| <u>Type of Calls</u> | <u>October 2020</u> | <u>YTD</u> |
|----------------------|---------------------|------------|
| General Alarms | 10 | 94 |
| Paid Still Alarms | 37 | 291 |
| Still Alarms | 4 | 53 |
| Total Calls: | Month: 51 | 438 |

• **Workplace Safety Report for October 2020**

There was one workplace incident to report in October. The following report was filed.

| Department | Injuries this Month | Year to Date 2020 | Total in 2019 | Restricted Days 2020 | Lost Workdays This Year (2020) | Restricted Days Last Year (2019) | Lost Workdays Last Year (2019) |
|---------------|---------------------|-------------------|---------------|----------------------|--------------------------------|----------------------------------|--------------------------------|
| Parks | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| Fire | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| Police | 0 | 1 | 4 | 0 | 0 | 0 | 0 |
| Street | 0 | 1 | 1 | 0 | 0 | 0 | 0 |
| Water & Sewer | 1 | 2 | 5 | 32 | 81 | 0 | 0 |
| Maint. | 0 | 0 | 1 | 0 | 0 | 14 | 2 |
| Other | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| TOTALS | 1 | 5 | 13 | 32 | 81 | 14 | 2 |

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

Remarks from the Town Council:
(For the Good of the Order)

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

Councilor Zemen acknowledged the Highland Fire Chief who offered a cursory survey of activity of the Fire Department particularly involving a call to Gary for brush fires.

With leave from the Town Council, there was a colloquy between Councilor Sheeman, the Fire Chief and the Clerk-Treasurer regarding the status of the CARES Act reimbursement. The Town of Highland was eligible for a grant of \$726,156. It was noted that the Clerk-Treasurer Office working with the Fire Chief filed with Lake County Community Development Department for its allocation of HUD based CARES money.

The discussion noted that there was a meeting with department heads scheduled for Thursday to discuss the application for the CARES Act funds.

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

Councilor Herak expressed condolences to the Oakley Family on the passing of Elaine Oakley, wife of the former Council member John Oakley and to the family of former Highland Police Detective and former Dyer Police Chief Richard Quinn on the passing of his wife Carmen.

Councilor Herak congratulated all the recently successful candidates who were elected in the recent General Election.

Councilor Herak acknowledged the Police Chief, who reported on a joint fundraiser undertaken to support "Toys for Tots" and "Shop with a Cop".

Councilor Herak acknowledged the Building Commissioner, who reported on matters pending before the Advisory Board of Zoning Appeals as well as survey of inspection activity.

Councilor Herak acknowledged the Public Works Director, who reported on the leaf collection and offered survey on activities in the Public Works Department.

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

Councilor Black acknowledged the Redevelopment Director, who reported on the change of ownership for Highland Volkswagen, Indianapolis Boulevard and other the statue of the Downtown Redevelopment Project at the parking lot located at the southwest corner of the intersection of Highway Avenue and Kennedy Avenue.

It was further noted that the Redevelopment Director had obtained a \$40,000 grant to support the replacement of lamps in the downtown.

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

Councilor Sheeman commended the Public Works Director on receiving the Indiana Public Employees (risk) Pool (IPEP) Sponsored safety grant in the amount of \$10,000. It was noted that the Police Department was awarded a safety grant as well for personal protection equipment.

Councilor Sheeman also acknowledged the Redevelopment Director who further reported on the Second Downtown Restaurant Crawl. Councilor Sheeman suggested somehow encouraging a common period of opening for all the participating restaurants.

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

The Town Council President acknowledged the Building Commissioner asking him to clarify whether the Senior Housing Developer will have a matter before the Plan Commission. It was noted that the developer would be present to request a public hearing on its rezoning. In the course of a colloquy between the Town Council President and the Building Commissioner it was noted that there was no public hearing on the senior matter. However, comment could occur during the usual place in the meeting for public comment.

Town Council President Schocke noted that the Park and Recreation Superintendent could not be present for the meeting. He did report that the annual Daughters of the American Revolution organized a Veterans Day ceremony at Main Square, for

Wednesday, November 11, 2020 at 11:00 a.m. Congressman-elect and North Township Trustee Frank Mrvan and Clerk-Treasurer Michael Griffin were the featured speakers.

The Town Council President also commended the candidates who stood for office in the recent General Election.

Comments from Visitors or Residents: (In person and electronically)

1. Larry Kondrat, Highland, asked about an advertised sale of property by the Redevelopment Department. It was noted that it was the former Bult Oil Property.

Mr. Kondrat, noted that the Senior Housing developer had taken steps to seek another vote of the plan commission for rezoning owing to the incomplete legal notice that was used in the initial petition. Mr. Kondrat asked whether the ordinance adopting the rezoning was then nullified or rescinded. Mr. Kondrat stated that he believed it should be rescinded.

With the leave of the Town Council, Councilor Herak and the Town Council President debated whether the original zoning was rescinded by the reapplication to rezone the entire parcel. Mr. Bilse, standing in for the Town Attorney, indicated that he would need to study the matter before he could offer an opinion.

Mr. Kondrat, questioned Councilor Sheeman regarding his attendance at a meeting between the Senior Housing Developer and Ken Scheeringa, a portion of whose property was required to construct a public road according to the required state specifications in the current private access road commonly known as "Ernie Strack Drive." Mr. Kondrat characterized the meeting as a negotiation. Councilor Sheeman characterized his present as being only to observe.

With leave from the Town Council, Councilor Herak indicated that he had reviewed the matter and that Cardinal Campus, a redevelopment project on Main Street, had paid its taxes for 2020 but that it was paid according to the extension granted by the Governor owing to the COVID Pandemic. A colloquy ensued regarding the Cardinal Campus Allocation Area, between Councilor Herak, the Town Council President and Mr. Kondrat.

2. Brandon Dothrager, Highland (electronically), referenced what he called a Purdue Study involving tax shift and allocations areas.

Mr. Dothrager asked Councilor Sheeman about remarks attributed to the Councilor in a November 2019 Post Tribune article and whether those remarks were consistent with the proposed Senior housing development.

Mr. Dothrager impugned Councilor Sheeman's honesty, inquired whether a referendum could be used regarding whether the Senior Housing development should proceed.

With leave from the Town Council, Councilor Herak and Mr. Dothrager had a colloquy regarding the public support for the Senior Housing Development.

3. Janille Scheeringa, Highland, inquired whether the November 18th Plan Commission meeting would be conducted on Zoom. It was noted that any public hearing on the proposed rezoning, if a hearing was granted at the November meeting, would take place on December 16.

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 October 27, 2020 through

November 09, 2020 as well as to ratify the payroll dockets for the paydays of October 9, 2020 and October 23, 2020. Councilor Sheeman seconded. Upon a roll call vote, there were four affirmatives and no negatives. Councilor Zemen did not respond to the roll call. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payroll dockets 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, \$405,388.11; Motor Vehicle Highway and Street (MVH) Fund, \$17,416.35; Local Road and Streets Fund, \$10,049.76; Law Enforcement Continuing Education and Training and Supply Fund, \$3,956.73; Flexible Spending Accounts Agency Fund, \$619.20; Insurance Premium Agency Fund, \$195,990.09; Information Communications Technology Fund, \$6,200.69; Civil Donation Fund, \$128.97; Rainy Day Fund, \$200,000; Municipal Cumulative Capital Development Fund, \$45,082.21; Gaming Revenue Sharing Fund, \$25,363.48; Community Crossings Grant Fund, \$1,042,537.40; Public Safety Local Income Tax Fund, \$270.00; Police Pension Fund, 469,229.50; Total: \$2,022,232.49.

Payroll Docket for payday of October 09, 2020:

Council, Boards and Commissions, \$0.00; Office of Clerk-Treasurer, \$16,635.90; Building and Inspection Department, \$8,806.51; Metropolitan Police Department, \$121,821.17; Fire Department, \$3,836.36; Public Works Department (Agency), \$62,029.76 and 1925 Police Pension Plan Pension Fund, \$0.00; Total Payroll: \$212,129.70.

Payroll Docket for payday of October 23, 2020:

Council, Boards and Commissions, \$8,418.56; Office of Clerk-Treasurer, \$15,627.98; Building and Inspection Department, \$8,904.81; Metropolitan Police Department, \$111,924.86; Fire Department, \$37,554.11; Public Works Department (Agency), \$64,465.39 and 1925 Police Pension Plan Pension Fund, \$69,121.85; Total Payroll: \$316,017.56.

Adjournment of Plenary Meeting. Councilor Black moved that the plenary meeting electronically convened be adjourned. Councilor Herak seconded. Upon a roll call vote, there were four affirmatives, no negatives with Councilor Zemen not responding. The regular plenary meeting, convened electronically, of the Town Council for Monday, November 09, 2020 was adjourned at 7:45 O'clock p.m.

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

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

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

Customer Ad Proof

60008515 TOWN OF HIGHLAND, CLERK TREASURER - LEGALS

Order Nbr 56385

Publication

The Times

Contact TOWN OF HIGHLAND, CLERK TREASURER -
 Address 1 3333 RIDGE ROAD
 Address 2
 City St Zip HIGHLAND IN 46322
 Phone 2198381080
 Fax 2199725097

PO Number
 Rate Legal
 Order Price 26.01
 Amount Paid 0.00
 Amount Due 26.01

Section Legals
 SubSection
 Category 198 Legal - Lake County

Start/End Dates 11/11/2020 - 11/11/2020
 Insertions 1
 Size 57

Ad Key 56385-1
 Keywords Notice Add'l Non-Ctrl 11.23.2020

Salesperson(s) Nicole Muscari
 Taken By Nicole Muscari

Notes

Ad Proof

**TOWN OF HIGHLAND
 NOTICE TO TAXPAYERS
 OF PROPOSED ADDITIONAL AP-
 PROPRIATIONS**

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 23 November 2020, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

PUBLIC SAFETY LOCAL INCOME TAX FUND Increase:
 249-0000-43046 Traffic Control Device \$14,450.00
 Total 400 Series: \$14,450.00
 Total for Fund: \$14,450.00

Funds to support these additional appropriations in the Public Safety LIT Fund shall be from interest earnings, miscellaneous revenues, a distribution pursuant to IC 6-3.6 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 mailing 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/ACPFIM/CMO Clerk-Treasurer
 11/11 -56385 -hspaxlp

**Town of Highland
Appropriation Enactment
Enactment No. 2020-56**

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the PUBLIC SAFETY LOCAL INCOME TAX 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 **Public Safety Local Income Tax 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 **Public Safety Local Income Tax Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

PUBLIC SAFETY LOCAL INCOME TAX FUND

Increase:

| | |
|---------------------------------------|---------------------|
| 249-0000-43046 Traffic Control Device | <u>\$ 14,450.00</u> |
| <i>Total 400 Series:</i> | \$ 14,450.00 |
| Total for Fund: | \$ 14,450.00 |

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. 5-1.5-14 *et seq.*

Introduced and Filed on the 23rd Day of November 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 _____ 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)**

**TOWN OF HIGHLAND
APPROPRIATION TRANSFER RESOLUTION
RESOLUTION NO. 2020-54**

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

WHEREAS, It has been determined that certain exigent conditions have developed since adoption of the original budget and it is now necessary to transfer certain appropriations into different categories than were initially appropriated for the various functions of the **Public Safety Local Income Tax 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 **Public Safety Local Income Tax Fund**, which are not needed at this time for the purposes for which originally appropriated, and may be transferred to a category of appropriation in order to satisfy an existing need, as follows:

PUBLIC SAFETY LOCAL INCOME TAX FUND

Reduce Account:

| | |
|-------------------------------------|---------------------|
| 249-0000-43007 EQUIPMENT SCBA | <u>\$ 27,000.00</u> |
| <i>Total 400 Series Reductions:</i> | \$ 27,000.00 |

Increase and Create Accounts:

| | |
|---|---------------------|
| 249-0000-36006 STREETLIGHT MAINTENANCE | \$ 13,000.00 |
| 249-0000-36007 TRAFFIC SIGNAL MAINTENANCE | <u>\$ 14,000.00</u> |
| <i>Total 300 Series Increases:</i> | \$ 27,000.00 |

| | |
|---------------------------------|---------------------|
| Total of Fund Decreases: | \$ 27,000.00 |
| Total of Fund Increases: | \$ 27,000.00 |

DULY RESOLVED and ADOPTED this 23rd Day of November 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)

**TOWN OF HIGHLAND
APPROPRIATION TRANSFER RESOLUTION
RESOLUTION NO. 2020-55**

AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS in the POLICE DEPARTMENT of the CORPORATION GENERAL FUND as REQUESTED BY THE PROPER OFFICER AND FORWARDED to the TOWN COUNCIL for its ACTION PURSUANT TO I.C. 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 **Police Department in the Corporation General 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 **Police Department in the Corporation General 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:

CORPORATION GENERAL FUND

Police Department

Reduce Account:

| | |
|-------------------------------------|---------------------|
| 001-0009-11121 PATROL SALARY | <u>\$ 20,000.00</u> |
| <i>Total 100 Series Reductions:</i> | \$ 20,000.00 |

Reduce Account:

| | |
|-------------------------------------|---------------------|
| 001-0009-21001 Gasoline | <u>\$ 20,000.00</u> |
| <i>Total 200 Series Reductions:</i> | \$ 20,000.00 |

| | |
|-------------------------------------|---------------------|
| Reduce Account: | |
| 001-0009-34023 Health/Medical Group | <u>\$ 13,600.00</u> |
| <i>Total 300 Series Reductions:</i> | \$ 13,600.00 |
| | |
| Total of Fund Decreases: | \$ 53,600.00 |
| | |
| Increase Account: | |
| 001-0009-11130 Overtime | <u>\$ 20,000.00</u> |
| <i>Total 100 Series Increases:</i> | \$ 20,000.00 |
| | |
| Increase Account: | |
| 001-0009-23004 Other supplies | <u>\$ 7,300.00</u> |
| <i>Total 200 Series Increases:</i> | \$ 7,300.00 |
| | |
| Increase Account: | |
| 001-0009-43005 Other Equipment | <u>\$ 26,300.00</u> |
| <i>Total 400 Series Increases:</i> | \$ 26,300.00 |
| | |
| Total of Fund Increases: | \$ 53,600.00 |

DULY RESOLVED and ADOPTED this 23rd Day of November 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)

**Town of Highland
Board of Works
Order of the Works Board 2020-44**

An Order Approving and Authorizing the Metropolitan Police Chief to Purchase from Lakeshore Ford of Chesterton, IN through the State of Indiana (2) two 2021 Ford Utility Police Interceptor Base pursuant to I.C. 5-22-7.

Whereas, The Town of Highland Metropolitan Police Department, as part of its public duties, has a responsibility for patrol, public safety and protection of life and property throughout the Town of Highland and, from time to time, it is necessary to purchase and or lease materials and supplies in order to carry out the functions of the department;

Whereas, The Metropolitan Police Chief has determined a need to replace certain equipment and supplies and has further determined the purchase price will be below \$150,000.00;

Whereas, The Metropolitan Police Chief has identified Lakeshore Ford of Chesterton, IN through the State of Indiana to be a desirable source vendor for the purchase of two (2) 2021 Ford Utility Police Interceptor Base at price of \$31,623.00 each for a total of \$63,246.00;

Whereas, The price for the purchase exceeds \$15,000.00 and, pursuant to Section 3.05.040 (E) as well as Section 3.05.050 (B) of the Highland Municipal Code, such purchase requires the express approval of the purchasing agency;

Whereas, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (A)(2) of the Highland Municipal Code serves as the purchasing agency for the Metropolitan Police Department;

Whereas, The Metropolitan Police Chief, pursuant to Section 3.05.050 (D)(2) of the Highland Municipal Code, serves as the Purchasing Agent for the Metropolitan Police Department;

Whereas, The Purchasing Agent, pursuant to Section 3.050.060 (F)(1) of the Highland Municipal Code, expected that the purchase would be at least \$50,000 and not more than \$150,000.00 and therefore solicited quotes from at least three (3) vendors known to deal in the lines or classes of supplies to be purchased;

Whereas, The Purchasing Agent, elected to seek formal bids pursuant to Section 3.05.060 (F)(3) of the Highland Municipal Code, with bids opened via email on October 16th , 2020 the results of such bids as follows:

- (A) Lake Shore Ford, 1498 Old Port Rd, Chesterton, Indiana at a unit price
Of \$31,623.00 for each and a total price of \$63,246.00.
- (B) Webb Ford, 9809 Indianapolis Blvd. Highland, IN at a unit price of
\$34,884.00 for each and a total price of \$69,768.00
- (C) Paul Heuring Motors, 720 North Hobart Road, Hobart, Indiana at
a unit Price of \$35,998.00 for each and a total price of
\$71,996.00.

Whereas, The purchase of the vehicle will be supported by a duly approved appropriation in the Metropolitan Police Department of the Corporation General Fund; and,

Whereas, The Town Council now desires to approve and authorize the Police Chief to complete the purchase pursuant to the terms and stated herein,

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

Section 1. That the Works Board hereby authorizes and approves the purchase from Lakeshore Ford of Chesterton for the purchase of two (2) 2021 Ford Utility Police Interceptors at the price of \$31,623.00 each, for a total of \$63,246.00; pursuant to IC 5-22 and Section 3.05.060 (F)(1)(3) of the Highland Municipal Code;

Section 2. That the Works Board hereby finds and determines that the offer from Lake Shore Ford of Chesterton to be the lowest responsive and responsible offered at the unit price of \$31,623.00 and a total price of \$63,246.00, all pursuant to IC 5-22 and Section 3.05.060 (F)(1)(3) of the Highland Municipal Code;

Section 3. That the Metropolitan Police Chief is now authorized and approved to execute the purchase agreement and any additional documents in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-4-14.

Be It So Ordered.

Duly, Passed, Adopted and Ordered by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 23rd day of November 2020 having passed by a vote of ____ in favor and ____ opposed.

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

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

Attest:

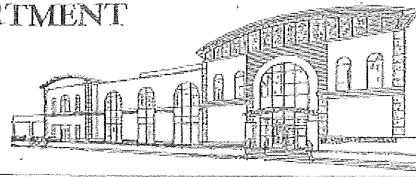
Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)



HIGHLAND POLICE DEPARTMENT

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

PETER T. HOJNICKI, CHIEF OF POLICE



DATE: October 21, 2020

RE: Squad Quotes

To Who It may concern;

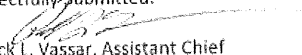
On October 16, 2020 the Highland Police Department solicited three (3) quotes for two (2) 2021 Ford Utility Police Interceptor vehicles. The three (3) Ford dealers contacted, via email, were Lakeshore Ford, Webb Ford, & Paul Heuring Ford. We have done business with all three (3) for these dealers in the past.

Below are the quotes received by each dealer, via email.

- 1: Lakeshore Ford, 1498 Old Port Rd. Chesterton, IN. (Don Hadley)
Received October 16, 2020 at 1:41PM
Price per unit: \$31,623.00
Total: \$63,246.00
- 2: Webb Ford, 9809 Indianapolis Blvd. Highland, IN. (Kevin Hasselhof)
Received October 16, 2020 at 6:33PM
Price per unit: \$34,884.00
Total: \$69,768.00
- 3: Paul Heuring Ford, 720 N. Hobart Rd. Hobart, IN. (Joseph Orosz)
Received October 20, 2020 at 12:01PM
Price per unit: \$35,998.00
Total: \$71,996.00

It is our desire to purchase the two (2) 2021 Ford Utility Vehicles from Lakeshore Ford, which was the lowest quote of the three.

Respectfully Submitted.


Patrick L. Vassar, Assistant Chief
Highland Police Department

**TOWN OF HIGHLAND
PERSONNEL-EMPLOYMENT NOTICE**

Name: Brendan Curran
Address: 3617 41st Lane
Department: PW

Employee Payroll # _____
Phone #: _____
Account #: MUH

Email address: _____

NEW HIRE (Not currently on the payroll in any status)

Date Effective: 11-29-20

Remind new hires they will need to show their original social security card when they complete their employment forms.

***NEW HIRE PERSONNEL NOTICE MUST BE FILED WITH THE CLERK-TREASURER'S OFFICE
*BEFORE EMPLOYEE STARTS WORKING/HIRE DATE!**

For EEOC purposes, please indicate: Caucasian Black Hispanic Native American
Multi-racial Other: _____ Male Female

Job Title: Utility Wkr B Bi-weekly Salary/Hourly Rate 12.80

Characterize the Employment:

Full-Time Part-Time Summer Temporary/Seasonal: _____
Minor (under age 18) Work Permit Received (Date Season Ends)

Full-Time Only:

This position succeeds: Dylan Klocek (If applicable)

The current workforce level is 2 as of the date of this notice.

This position will/will not increase authorized full-time work force levels.

PAY RATE CHANGE OR CHANGE IN STATUS

Date Effective: _____

Current:

Job Title: _____ Account: _____
Base Bi-weekly/Hourly Rate: _____ Longevity: _____

Proposed:

Job Title: _____ Account: _____
Base Bi-weekly/Hourly Rate: _____ Longevity: _____
This position succeeds: _____

Characterize the Increase or Status Change:

Merit Promotion Returning Summer Brevet/Acting Appt. Per Ordinance _____
Administrative Leave (department head requesting must detail rationale on reverse of form)

SEPARATION

Last Day Worked: _____ Effective Last Day: _____

Resignation Discharge Retirement Other _____
(Details for Discharge may be found in personnel file of the department)

To be paid last direct deposit or payroll check (Detail on back of this page if necessary):

Vacation Pay: _____ Comp Pay: _____ Personal Day Pay: _____
Severance Pay: _____ Holiday Pay: _____ Other Pay Allowed: _____

SUPERVISOR SIGNATURE: _____ Date: _____

TOWN COUNCIL/BOARD OF JURISDICTION ACTION: APPROVED DISAPPROVED
(If applicable)

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 20th DAY OF November, 2020, WBF FISCAL OFFICER

ALLOWANCE OF VOUCHERS

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 5 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 496,887.93.

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 | GEN FUND TRANSFERS GROSS | 89556 | PAYROLL ACCOUNT | 11/20 PRL D/S TRANSFER GENERAL | 161,426.28 | 44836 |
| 001-0000-45200 | | | | Total For Dept 0000 | 161,426.28 | |
| Dept 0001 TOWN COUNCIL | SRVCS THRU OCT 31,20 ACT 0145 | 89554 | FROST BROWN TODD LLC | PROFESSIONAL SERVICES THROUGH OC | 177.00 | |
| 001-0001-31001 | | | | Total For Dept 0001 TOWN COUNCIL | 177.00 | |
| Dept 0002 BOARD OF ZONING APPEALS | BZA LEGAL FEES | 89540 | ABRAHAMSON, REED & BILSE | BZA LEGAL FEES | 703.00 | |
| 001-0002-31001 | | | | Total For Dept 0002 BOARD OF ZONING APPEALS | 703.00 | |
| Dept 0003 VIPs | VIPS CAR WASHES FOR OCT | 89518 | EASY CLEAN CAR WASH, INC | D/S VIPS CAR WASHES FOR OCT | 15.00 | |
| 001-0003-39007 | | | | Total For Dept 0003 VIPS | 15.00 | |
| Dept 0004 CLERK-TREASURER | 2020 FALL ROUNDTABLE | 89551 | AIM, ACCELERATE IND MUNICIP | 2020 FALL ROUNDTABLE | 20.00 | |
| 001-0004-31004 | | | | Total For Dept 0004 CLERK-TREASURER | 20.00 | |
| Dept 0007 FIRE DEPARTMENT | INV# 337-359518 | 89509 | VAN SENUS AUTO VALUE | VEHICLE SUPPLIES | 43.37 | |
| 001-0007-22004 | INV # 9677722242 | 89508 | GRAINGER | LIGHTING SUPPLIES | 111.04 | |
| 001-0007-23004 | 5151 ELECTRONIC BACKUP PARTS | 89510 | PC-PLUS! LLC | 5151 ELECTRONIC BACKUP PARTS | 713.00 | |
| 001-0007-23004 | STATIONS SECURITY SYSTEM | 89511 | PHIL & SON, INC | STATIONS SECURITY | 145.60 | |
| 001-0007-32005 | BROADBAND AIR CARDS FOR RIGS | 89298 | VERIZON WIRELESS | AIR CARDS FOR RIGS | 300.26 | 44834 |
| 001-0007-32006 | ELECTRIC - SOUTH STATION 723- | 89294 | NORTHERN IN PUBLIC SERVICE | GAS & ELECTRIC SOUTH STATION 723- | 198.00 | 44829 |
| 001-0007-35001 | ELECTRIC - CENTRAL FIRE STATI | 89296 | NORTHERN IN PUBLIC SERVICE | ELECTRIC - CENTRAL FIRE STATION 0 | 599.05 | 44831 |
| 001-0007-35001 | GAS - SOUTH STATION | 89294 | NORTHERN IN PUBLIC SERVICE | GAS & ELECTRIC SOUTH STATION 723- | 53.46 | 44829 |
| 001-0007-35003 | GAS - CENTRAL STATION 563-050 | 89295 | TOWN OF HIGHLAND UTILITIES | GAS - CENTRAL FIRE STATION 563-05 | 106.39 | 44830 |
| 001-0007-35003 | HYDRANT - CENTRAL STATION | 89512 | TOWN OF HIGHLAND UTILITIES | CENTRAL STATION WATER & SEWER | 104.16 | |
| 001-0007-35005 | HYDRANT - SOUTH STATION | 89513 | TOWN OF HIGHLAND UTILITIES | SOUTH STATION WATER & SEWER | 100.94 | |
| 001-0007-35007 | STORM - CENTRAL STATION | 89512 | TOWN OF HIGHLAND UTILITIES | CENTRAL STATION WATER & SEWER | 64.06 | |
| 001-0007-35007 | STORM - SOUTH STATION | 89513 | TOWN OF HIGHLAND UTILITIES | SOUTH STATION WATER & SEWER | 57.54 | |
| 001-0007-36001 | 5151 REAR BUMPER REPAIRS | 89507 | GARBER CHEVROLET OF HIGHLAN | 5151 VEHICLE REPAIRS | 1,647.70 | |
| 001-0007-39007 | ST#1 FIRE SPRINKLER INSPECTIO | 89506 | HILL/AHERN FIRE PROTECTION | FD STATION FIRE SPRINKLER INSPECT | 700.00 | |
| | | | | Total For Dept 0007 FIRE DEPARTMENT | 4,944.57 | |
| Dept 0008 PLAN COMMISSION | PLAN COMMISSION LEGAL FEES | 89541 | ABRAHAMSON, REED & BILSE | PLAN COMMISSION LEGAL FEES | 627.00 | |
| 001-0008-31001 | | | | Total For Dept 0008 PLAN COMMISSION | 627.00 | |
| Dept 0009 POLICE DEPARTMENT | 1235.5 GAL OF GAS | 89526 | WARREN OIL COMPANY | 1235.5 GAL OF GAS DELV ON 11/4 | 2,092.58 | |
| 001-0009-21001 | 12 225/60R18 EAGLE TIRES | 89519 | HELLMANS AUTO SPLY CO. | STOCK OF TIRES | 3,276.36 | |
| 001-0009-21002 | VEH PARTS FOR CAR 211 | 89522 | THOMAS DODGE CHRYSLER JEEP, | VEH PARTS FOR CAR 211 | 438.76 | |
| 001-0009-22004 | JET KIT | 89527 | WEBB FORD INC | JET KIT FOR CR 61 | 65.40 | |
| 001-0009-22004 | LEGAL MATTERS FOR SEPT | 89514 | ABRAHAMSON, REED & BILSE | LEGAL MATTERS FOR SEPT | 779.00 | |
| 001-0009-31001 | LEGAL MATTERS FOR OCTOBER | 89515 | ABRAHAMSON, REED & BILSE | LEGAL MATTERS FOR OCTOBER | 190.00 | |
| 001-0009-32003 | IDACS NETWORK ACCESS FOR OCT | 89520 | INDIANA OFFICE OF TECHNOLOG | IDACS NETWORK ACCESS FOR OCT | 118.41 | |
| 001-0009-32004 | CID INTERNET SEARCHES FOR OCT | 89523 | TLO, LLC | CID INTERNET SEARCHES FOR OCTOBER | 72.70 | |
| 001-0009-32004 | WATER SERVICE FOR 3315 RIDGE | 89524 | TOWN OF HIGHLAND UTILITIES | WATER SERVICE FOR 3315 RIDGE 9/18 | 509.83 | |
| 001-0009-35005 | MAT CHANGE AT PD ON 11/16 | 89516 | CINTAS CORPORATION #319 | MAT CHANGE AT PD ON 11/16 | 36.66 | |
| 001-0009-38006 | MAT CHANGE AT PD ON 11/3 | 89517 | CINTAS CORPORATION #319 | MAT CHANGE AT PD ON 11/3 | 36.66 | |

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
 EXP CHECK RUN DATES 11/11/2020 - 11/24/2020
 BOTH JOURNALIZED AND UNJOURNALIZED

11/19/2020 02:56 PM
 User: DMJ
 DB: Highland

Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

| | | | | | |
|--|-------|-----------------------------------|--|-----------|--------|
| Fund 001 GENERAL | | | | | |
| Dept 0009 POLICE DEPARTMENT | | | | | |
| 001-0009-38006 | 89525 | TOWN OF GRIFFITH | ANNUAL FEE FOR QUAD TOWN TRAINING | 10,000.00 | |
| 001-0009-39001 | 89521 | LEADSONLINE, LLC | LEADS ON LINE TRK INVEST SYST SER | 2,148.00 | |
| | | | Total For Dept 0009 POLICE DEPARTMENT | 19,764.36 | |
| Dept 0011 SERVICES & WORKS | | | | | |
| 001-0011-31003 | 89265 | REEDY FINANCIAL GROUP, PC | AGREEMENT CIRCUIT BREAKER | 12,703.34 | |
| 001-0011-32008 | 89486 | INVOICE CLOUD, INC | OCTOBER ACCOUNT SERVICE FEES 2020 | 369.50 | 999383 |
| 001-0011-34006 | 89266 | GIE03005ML LISTON, DAN; CONNER, J | GIE03005ML LISTON, DAN; CONNER, J | 3,500.00 | |
| 001-0011-35005 | 89274 | TOWN OF HIGHLAND UTILITIES | #0542303600 TOWN HALL WATER/SEWER | 117.04 | |
| 001-0011-35007 | 89276 | TOWN OF HIGHLAND UTILITIES | #0382013660 TOWN GARAGE WATER/SE | 199.01 | |
| 001-0011-35007 | 89273 | TOWN OF HIGHLAND UTILITIES | 0901207112- 2819 LINCOLN -STORM- | 10.14 | |
| 001-0011-35007 | 89274 | TOWN OF HIGHLAND UTILITIES | #0542303600 TOWN HALL WATER/SEWER | 120.67 | |
| 001-0011-35007 | 89275 | TOWN OF HIGHLAND UTILITIES | 0643112591 VIPS WATER/SEWER | 29.89 | |
| 001-0011-35007 | 89275 | TOWN OF HIGHLAND UTILITIES | #0382013660 TOWN GARAGE WATER/SE | 252.05 | |
| 001-0011-38011 | 89543 | REDBUD LANDSCAPE SERVICES, | WATERING OF 50 TREES WEEKLY 7/30- | 4,000.00 | |
| | | | Total For Dept 0011 SERVICES & WORKS | 21,301.64 | |
| Dept 0012 TOWN HALL | | | | | |
| 001-0012-21004 | 89552 | HINKLEY SPRINGS | WATER DELIVERY 9/29-10/27/2020 | 117.45 | |
| 001-0012-36003 | 89292 | CINTAS CORPORATION #319 | TOWN HALL MATS ACT 16459440 9/1 | 291.62 | 44826 |
| 001-0012-36003 | 89280 | CINTAS CORPORATION #319 | TOWN HALL MATS 10/27/2020 | 57.91 | |
| 001-0012-36008 | 89542 | DANKO IRRIGATION INC | WINTERIZE IRRIGATION SYSTEM AT FL | 115.00 | |
| | | | Total For Dept 0012 TOWN HALL | 581.98 | |
| Fund 002 MVH | | | | | |
| Dept 0000 | | | | | |
| 002-0000-45200 | 89557 | PAYROLL ACCOUNT | 11/20 PRL D/S TRANSFER MVH | 9,108.01 | -44837 |
| | | | Total For Dept 0000 | 9,108.01 | |
| Dept 0017 MVH RECONSTRUCTION/MAINTENANCE | | | | | |
| 002-0017-23007 | 89549 | HELLMANS AUTO SPPLY CO. | TIRES FOR STREET DEPT. UNIT #24 | 300.08 | |
| 002-0017-39005 | 89548 | DEAN'S LAWN & LANDSCAPING I | DOWNTOWN HIGHLAND MAINT. SERVICE | 4,430.00 | |
| | | | Total For Dept 0017 MVH RECONSTRUCTION/MAINTENANCE | 4,730.08 | |
| Fund 004 LR&S | | | | | |
| Dept 0000 | | | | | |
| 004-0000-39009 | 89544 | WALSH & KELLY INC | MILLING AND SURFACE OF ERIE, HOOK | 33,835.75 | |
| | | | Total For Dept 0000 | 33,835.75 | |
| | | | Total For Fund 004 LR&S | 33,835.75 | |
| Fund 018 LAW ENFORCE CON'T ED | | | | | |
| Dept 0000 | | | | | |
| 018-0000-20003 | 89528 | ALPHA CARD SYSTEMS,LLC | TAPE CLEANER FOR ID CARD MACHINE | 35.35 | |
| 018-0000-20003 | 89533 | PULSE TECHNOLOGY OF INDIANA | HEAVY DUTY STAPLES | 3.79 | |
| 018-0000-23004 | 89530 | INDIANA GROCERY GROUP, LLC | EVIDENCE ROOM BAGS | 3.57 | |
| 018-0000-23006 | 89532 | PULSE TECHNOLOGY OF INDIANA | BLK PRINTER CARTRIDGE | 340.54 | |
| 018-0000-23006 | 89534 | PULSE TECHNOLOGY OF INDIANA | 3 PRINTER INK CARTRIDGES | 659.31 | |
| 018-0000-23004 | 89531 | LESTER JOHN SIPLE (R) | REIMBURSE FOR BACKGROUND INVESTIG | 191.75 | |
| 018-0000-31004 | 89529 | EASY CLEAN CAR WASH,INC | D/S PD CAR WASHES FOR OCT | 138.00 | |

1-9

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
EXP CHECK RUN DATES 11/11/2020 - 11/24/2020
BOTH JOURNALIZED AND UNJOURNALIZED

11/19/2020 02:56 PM
User: DMJ
DB: Highland

Invoice Line Desc Ref # Invoice Description Amount Check #

Fund 018 LAW ENFORCE CON'T ED
Dept 0000

Total For Dept 0000 1,372.31
Total For Fund 018 LAW ENFORCE CON'T ED 1,372.31

Fund 030 ICT FUND

| | | | | |
|-------------------------------|----------------|-----------------------------------|--------|-------|
| NOV 2020 POSTAGE METER SERV | 89264 | NOV 2020 POSTAGE METER SERVICE A | 129.29 | 44824 |
| 219 R10 2255 255 7 | 11/1-11/ 89288 | 219 R10 2255 255 7 11/1-11/30/20 | 572.51 | 44825 |
| ELEVATOR PHONE-11/1-11/30/20 | 89289 | 219923-2320 260 1 ELEVATOR PHONE | 183.73 | 44827 |
| MO INTERNET SVC 8771400250188 | 89290 | TOWN HALL ACCT 8771400250188267 | 283.58 | 44828 |
| 3001 RIDGE MAIN SQUARE 877140 | 89291 | 3001 RIDGE MAIN SQUARE 8771400250 | 134.69 | 44832 |
| ACCT #510375025 | 89293 | BI/FD MO WIRELESS SVC 510375025 - | 102.71 | 44833 |
| PHONE/INTRNT FD CNTRL 8771 40 | 89297 | FD CENTRAL/2901 HIGHWAY-PHONE/INT | 263.58 | 44835 |
| 642004646-00002 BROADBAND-J K | 89299 | 642004646-00002 D/S BROADBAND-J K | 30.01 | 44838 |
| FD SOUTH 2647 45TH ST | 89564 | ED S STATION PHONE/INTERNET SVC 1 | 130.88 | 44839 |
| MEADOWS PKINTERNET ACT 877140 | 89565 | MEADOWS PK MO INTERNET 11/12-12/1 | 130.46 | 44840 |
| PARK INTERNET ACCT 8771400250 | 89566 | PARK INTERNET ACCT 87714002502083 | 294.32 | 44841 |
| PW INTNET # 8771400250212877 | 89567 | 8771400250212877 PW 8001 KENNEDY | 325.98 | 44842 |
| INTERNET SVC PS BLDG 11/12-1 | 89568 | INTERNET FOR PUBLIC SAFETY BLDG | 241.83 | |
| MONTHLY TELEPHONE FEE- PD | 89553 | MONTHLY TELEPHONE FEE- PD NOV | 834.39 | |
| BRIVO CLOUD HOSTED MONTHLY SI | 89555 | BRIVO CLOUD HOSTED MONTHLY SITE/A | 100.95 | |

Total For Dept 0000 3,758.91
Total For Fund 030 ICT FUND 3,758.91

Fund 031 SOLID WASTE

| | | | | |
|-----------------------|-------|--|------------|--|
| OCTOBER TRASH SERVICE | 89545 | REPUBLIC SERVS OF IN,LP/DBA TRASH SERVICE FOR OCTOBER 2020 | 153,208.82 | |
|-----------------------|-------|--|------------|--|

Total For Dept 0000 153,208.82
Total For Fund 031 SOLID WASTE 153,208.82

Fund 033 DONATION

| | | | | |
|--------------------------|--|-----------------------------------|--------|--|
| AMICI GRILL AND PIZZERIA | | DINNER FOR POLICE COMMISH INTERVI | 142.80 | |
| LANGEL'S INC | | DINNER FOR POLICE COMMISH MTG/INT | 120.70 | |

Total For Dept 0009 POLICE DEPARTMENT 263.50
Total For Fund 033 DONATION 263.50

Fund 050 POLICE PENSION

| | | | | |
|-----------------------------|--|-----------------------------------|-----------|-------|
| PULSE TECHNOLOGY OF INDIANA | | TONER AND OFFICE SUPPLIES- PENS | 86.20 | |
| PULSE TECHNOLOGY OF INDIANA | | TONER AND OFFICE SUPPLIES- PENS | 110.52 | |
| PAYROLL ACCOUNT | | 11/20PRL D/S TRANSFER POLICE PENS | 69,229.50 | 33122 |

Total For Dept 0000 69,426.22
Total For Fund 050 POLICE PENSION 69,426.22

Fund 055 MCCD

| | | | | |
|-------------------------|-------|-------------------|--------|--|
| EMP TECHNICAL GROUP LLC | 89537 | 2 PD CAR SCANNERS | 616.00 | |
| EMP TECHNICAL GROUP LLC | 89538 | 2 CAR SCANNERS | 763.00 | |

30 . 55

| GL Number | Invoice Line Desc | Ref # | Vendor | Invoice Description | Amount | Check # |
|--|---|----------------|--|--|--------------------|---------|
| Fund 055 MCCD Dept 0000 | | | Total For Dept 0000 | | 1,379.00 | |
| | | | Total For Fund 055 MCCD | | 1,379.00 | |
| Fund 091 GAMING REVENUE Dept 0000 091-0000-31002 091-0000-44308 | NIPSCO POLE REPLACEMENT RIGHT ROBERTSON PL & ROSEWOOD CT | 89546 89547 | | FIRST GROUP ENGINEERING INC PROFESSIONAL RIGHT-OF-WAY AND PRE GRIMMER CONSTRUCTION, INC ROBERTSON PLACE & ROSEWOOD CT STR | 5,800.00 395.00 | |
| | | | Total For Dept 0000 | | 6,195.00 | |
| | | | Total For Fund 091 GAMING REVENUE | | 6,195.00 | |
| Fund 249 PUBLIC SAFETY INCOME TAX FUND Dept 0000 249-0000-29000 | AUDIO SYSTEM MIX FOR LIVE ROM | 89550 | | SOUNDS COOL LIVE AUDIO LLC AUDIO SYSTEM MIX FOR LIVE ROM AUD | 4,049.50 | |
| | | | Total For Dept 0000 | | 4,049.50 | |
| | | | Total For Fund 249 PUBLIC SAFETY INCOME TAX FUND | | 4,049.50 | |

91 249

| GL Number | Invoice Line Desc | Ref # | Vendor | Invoice Description | Amount | Check # |
|-----------|-------------------|-------|--------|-----------------------------------|-------------------|---------|
| | | | | Fund 001 GENERAL | 209,560.83 | |
| | | | | Fund 002 MVH | 13,838.09 | |
| | | | | Fund 004 LR&S | 33,835.75 | |
| | | | | Fund 018 LAW ENFORCE CON'T ED | 1,372.31 | |
| | | | | Fund 030 ICT FUND | 3,758.91 | |
| | | | | Fund 031 SOLID WASTE | 153,208.82 | |
| | | | | Fund 033 DONATION | 263.50 | |
| | | | | Fund 050 POLICE PENSION | 69,426.22 | |
| | | | | Fund 055 MCCD | 1,379.00 | |
| | | | | Fund 091 GAMING REVENUE | 6,195.00 | |
| | | | | Fund 249 PUBLIC SAFETY INCOME TAX | 4,049.50 | |
| | | | | Fund Totals: | 496,887.93 | |