

Agenda
Twenty-fifth Regular or Special Meeting
of the Twenty-Ninth Town Council of Highland
Regular Meeting of Monday, December 14, 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/92120466916?pwd=Z2UvOHhyMDRENXc4M1pITzlvTXFxUT09>.

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 921 2046 6916, password (code): : 248267.

Prayer:	Bernie Zemen
Pledge of Allegiance:	Bernie Zemen
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 23 November 2020.

Special Orders:

1. **Advisory Board of Zoning Appeals Docket:** Petition for a **Use Variance** for property located 2929 45th Avenue, **Highland**, to allow the petitioner to operate a **child daycare center**. This is not a listed, permitted use in this zoned district. The property is currently zoned as B-1 Neighborhood Business District. Petitioner: **Lindsey Rockymore, 2933 45th Avenue, Highland.** *(Existing business. The petition supports expansion)*

 The Advisory Board of Zoning Appeals by a vote of four (4) in favor and zero (0) opposed acted to **favorably recommend the request for the use variance** for the property. The ABZA acted at its meeting of 28 October 2020. The findings of fact were memorialized and the board approved the facts in written form at its meeting of 9 December 2020. *(90 days ends 26 January 2021).*

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

Pursuant to IC 36-7-4-918.6, the Town Council may either **accept the favorable recommendation** and GRANT the requested use variance or it may **reject (over rule) the favorable recommendation** and DENY the use variance. If **not** acted upon by the Town Council within 90 days after the ABZA makes its recommendation, the action of the Advisory Board of Zoning Appeals stands.

(A) Opportunity for Comment.

(B) Action on the Recommendation.

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.

Staff Reports:

- Building & Inspection Report for November 2020.
- Fire Department Report for November 2020.

Appointments:

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. Proposed Enactment No. 2020-57:** A Special Enactment to Lawfully Suspend the Provisions of the Current Compensation and Benefits Ordinance Commonly Known as the Employee Handbook, to Grant a Group Health Insurance Premium "Holiday" to the Eligible Employees of the Town of Highland and its Executive Departments.
- 2. Works Board Order No. 2020-45:** An Order of the Works Board Accepting the Proposal of Mad Bomber Fire Works Productions for Professional Pyrotechnics and Fireworks Displays Services for the Town of Highland, Associated with Independence Day and New Year's Eve Festivities, and to Comply with the Provisions of IC 22-5-1.7 et seq.
- 3. Works Board Order No. 2020-46:** An Order of the Works Board Accepting and Ratifying the Proposal of Alpine Amusement Company, Incorporated to Furnish, Present, and Operate Rides, Concessions, and Attractions Services for the Town of Highland, Associated with Independence Day and New Year's Eve Festivities.
- 4. Works Board Order No. 2020-47:** An Order Authorizing and Approving An Agreement between CBL Consulting, Incorporated and the Town of Highland to perform Professional Information Technology services for the Municipality.

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

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.

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 November 24, 2020 to December 14 2020 in the amount of \$506,121.05 . Payroll Docket for the payday of November 6, 2020 in the amount of \$216,537.31 .
ADJOURNMENT	The Town Council may meet in study session immediately following the Regular Meeting. <i>Posted pursuant to IC 5-14-1.5-4(a)</i>

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 Twenty-fourth Regular or Special Meeting
For the Twenty-Ninth Highland Town Council
Regular Plenary Business Meeting (Electronic/Hybrid)
Monday, November 23, 2020**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, November 23, 2020 at 6:31 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. 20-47. Some persons were participating remotely on a Zoom platform that allowed for real time interaction, and supported the public's ability to observe and record the proceedings. People were able to participate in person and remotely. When the agenda item provided for public comment, this was supported as well. Councilor Mark Herak and the Town Council President Mark Schocke participated in person in the plenary meeting room. Councilor Bernie Zemen, Councilor Thomas Black and Councilor Roger Sheeman participated electronically.

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 (in the plenary meeting room) to memorialize the proceedings. The meeting was opened with Councilor Roger Sheeman offering a prayer and reciting 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 (electronically), and Roger Sheeman (electronically). The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

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

Also present: Larry Kondrat and Ed Dabrowski IT (Contract) Director also of the Board of Waterworks Directors; and Richard Underkofler of the Tree Board 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 November 09, 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 the Public Safety LIT Fund in the amount of \$14,450.

- (a) Attorney verification of Proofs of Publication: The TIMES 11 November 2020. The Town Attorney indicated that proof of publication was in order.
- (b) **Public Hearing.** The Town Council President called the public hearing to order.
 - 1. Larry Kondrat, Highland, sought clarification regarding the purpose of the proposed additional appropriation. It was noted that it supported the repair of the remote emergency vehicle traffic light control device, styled as Opticom.
- (c) Action on **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.

Councilor Herak introduced and moved for the consideration of Enactment No. 2020-56 at the same meeting of its introduction. Councilor Sheeman seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of its introduction.

Councilor Herak moved for the passage and adoption of Enactment No. 2020-56 at the same meeting of its introduction. Councilor Sheeman seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment was passed and adopted at the same meeting of its introduction.

**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>
	Total 400 Series:	\$ 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 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED 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 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/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

Comments from Visitors or Residents:

1. Larry Kondrat, Highland, inquired about the purchase of additional vehicles, which was the intended subject of Works Board Order No. 2020-44.

The Police Chief explained that the opportunity to purchase two police-equipped Ford Explorers was urged by resident Aaron Straker, an employee of Ford, who entreated the Police Chief to consider purchasing Fords. It was further noted that this price was particularly competitive.

There were no further public comments.

Unfinished Business and 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.

Councilor Herak moved the passage and adoption of Resolution No. 2020-54. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. the resolution was adopted.

TOWN OF HIGHLAND
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	\$ 27,000.00
Total 400 Series Reductions:	\$ 27,000.00
Increase and Create Accounts:	
249-0000-36006 STREETLIGHT MAINTENANCE	\$ 13,000.00
249-0000-36007 TRAFFIC SIGNAL MAINTENANCE	\$ 14,000.00
Total 300 Series Increases:	\$ 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 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/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

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.

Councilor Herak moved the passage and adoption of Resolution No. 2020-55. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. the resolution was adopted.

TOWN OF HIGHLAND
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	\$ 20,000.00

<i>Total 100 Series Reductions:</i>	\$ 20,000.00
Reduce Account:	
001-0009-21001 Gasoline	\$ 20,000.00
<i>Total 200 Series Reductions:</i>	\$ 20,000.00
Reduce Account:	
001-0009-34023 Health/Medical Group	\$ 13,600.00
<i>Total 300 Series Reductions:</i>	\$ 13,600.00
Total of Fund Decreases:	\$ 53,600.00
Increase Account:	
001-0009-11130 Overtime	\$ 20,000.00
<i>Total 100 Series Increases:</i>	\$ 20,000.00
Increase Account:	
001-0009-23004 Other supplies	\$ 7,300.00
<i>Total 200 Series Increases:</i>	\$ 7,300.00
Increase Account:	
001-0009-43005 Other Equipment	\$ 26,300.00
<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 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/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

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.

Councilor Herak moved the passage and adoption of Works Board Order No. 2020-44. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. the resolution was adopted.

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 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:

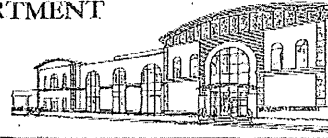
/s/ Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)



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 Hasseloff)
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

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.*

Councilor Black moved to approve the full-time appointment/hire of *Brendan Curran* for the position and pay indicated. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Brandon Curran's hiring was authorized.

Comments from the Town Council:

(Good of the order)

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

Councilor Zemen acknowledged the Fire Chief who offered a survey of Fire Department activity and expressed appreciation for the appropriation that would

support the repair of the Opticom device. He noted that an issue with the synchronization of the walk button and the Opticom units had been addressed.

Councilor Zemen wished all a happy Thanksgiving. He further expressed condolences to the family of retired police officer Darren Suroviak, who recently died.

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

Councilor Herak acknowledged the passing of retired Highland Police Officer Darren Suroviak.

Councilor Herak wished all a happy Thanksgiving.

Councilor Herak acknowledged the Police Chief who reported on extra patrols scheduled for the holidays and thanked the Town Council for its additional appropriation approval.

Councilor Herak acknowledged the Public Works Director who offered a survey report of street resurfacing and repair. He also spoke to the salt reserves and the readiness of the department to address streets in the event of snow.

Councilor Herak acknowledged the Building Commissioner who offered a survey regarding matters before the Advisory Board of Zoning Appeals, noting it had canceled its standing meeting for November. He further noted that the ABZA would meet on December 9.

The Building Commissioner also cautioned residents regarding the parking rules that go into effect when there is one or more inches of snow accumulated on streets.

Councilor Herak asked that the matter of the proposed sanitary and storm sewer rate changes be discussed at the next Study Session

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

Councilor Black wishes everyone a happy Thanksgiving.

Councilor Black acknowledged the IT Consultant, who reported on plans to change out desktop units from the supply recently purchased.

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

Councilor Sheeman reported on the Main Street Bureau second Restaurant Crawl set to take place on Tuesday, November 24, 2020. Councilor Sheeman listed some of the restaurants and some of the specials that were to be offered.

Councilor Sheeman acknowledged the Redevelopment Director who reported on the progress of the Redevelopment project reconstruction of the downtown parking lot on the southwest corner of the intersection of Highway Avenue and Kennedy Avenue.

She reported on the award of a Clean Cities/Indiana Department of Environmental Management (IDEM) grant supported by the Volkswagen US EPA Settlement that

would support the acquisition of electronic charging stations for the downtown parking area.

The Redevelopment Director further reported on the search of replacement lights for the downtown area on Highway Avenue.

Councilor Sheeman reported that Santa's annual parade and march usually scheduled the weekend following Thanksgiving was cancelled owing to the COVID Pandemic and Lake County's attainment to the Red Zone designation. Councilor Sheeman hoped that the Community Events Commission would still host fireworks for New Year's Eve.

Councilor Sheeman wished all a happy Thanksgiving.

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

The Council President acknowledged the Parks and Recreation Superintendent who reported that the annual Thanksgiving Day running event, the Pumpkin Plod, was cancelled owing to the Pandemic. Participants were given an option of competing virtually by running on their own and reporting their times. It was noted that the House Holiday Decorating Contest would still be conducted.

The Town Council President wished all a happy Thanksgiving.

Comments from Visitors or Residents:

1. Richard Underkofler, Highland and Tree Board Secretary reported the status of the Tree City USA designation application.
2. Larry Kondrat, Highland, inquired about the status of the rezoning sought by Russell Group for the Senior Housing Development between Kleinman and Cline Avenue. Mr. Kondrat asked whether there was an issue with the legal notice for the Plan Commission hearing.

Legal opinion regarding the Economic Development Agreement of September 30, 2019 between the Town of Highland and S.J. Indiana, LLC. The Town Attorney, with leave from the Town Council, was invited to report on two matters about which the Town Council President asked him to research and report. Pursuant to that request, the Town Attorney first offered his legal opinion that the economic development agreement between the Town and the senior housing developer, Russell Group d.b.a. S.J. Indiana, LLC, which is contingent upon the senior development proceeding at the site north of Strack and Van Til Grocery Store between Kleinman and Cline Avenues. The agreement provides an incentive to reconstruct the private drive known as "Ernie Strack Drive" as a fully improved public way, does remain in effect. The Town Attorney further opined that the executive actions taken earlier in the year, which suggested that the agreement was void because the municipal executive believed that a party was in breach, was not sufficient to end the agreement.

Legal opinion regarding the Disposition of the Map Amendment (Rezoning) Adopted by Ordinance No. 1720 in Consequence of Publication of an Incomplete Legal Notice. Pursuant to the Town Council President's request, the Town Attorney next opined regarding the effect of the developer's incomplete published notice on the recent rezoning of the property north of Strack and Van Til's grocery store for the proposed senior housing development. (Scrivener's Note: The legal descriptions in the legal notice only encompassed two parcels and not the entire portion of the proposed site.)

The Town Attorney further stated that since the first published notice was incomplete, and that the documents relied on by the Plan Commission were complete in their descriptions, the rezoning actions that were taken in consequence of it are a nullity, further voiding the ordinance adopted by the Town Council, to approve the Plan Commission's favorable recommendation to rezone the property from R-1A to R-3 Planned Unit Development. It was noted that the developer has petitioned and reinitiated the rezoning.

A colloquy ensued between and among The Town Attorney, Mr. Kondrat and Councilor Herak in which Councilor Herak's suggestion that the notice might be effective in supporting the rezoning of the parcels described in the published notice -- if not the entire land under consideration for development was debated.

Mr. Kondrat expressed his opposition to the use of public money for the senior development.

With leave from the Town Council, the Town Council President suggested that the Town Council should consider approving steps for the Town Hall and the boards and commissions in consequence of the higher positivity rate for COVID and Lake County's attainment of the Red Zone designation.

Agenda amendment. Councilor Herak moved to amend the agenda to include instruction and steps for the Town hall as well as boards and commissions owing to the increase in COVID cases. Councilor Zemen seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion to amend the agenda as indicated passed. The agenda was amended to include instructions and measures for the Town Hall and public meetings owing to the increased COVID cases.

Action. Prohibit Public Traffic in Town Hall and Electronic meetings for boards and commissions during the Red Zone designation.

Councilor Herak moved to authorize and instruct that the Town Hall resort to its pre-partial reopening pandemic practices, closing to in-person access, and further to direct that all meetings of boards and commissions be conducted electronically during the Red Zone designation at least through December 7, 2020. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. *The motion passed. The closure of Town Hall to public access and the requirement for board and commission meetings to be conducted electronically was adopted.*

With leave from the Town Council, the Town Council President resumed the public comment period.'

3. Harvey Crouch, Highland, inquired as to the identity of the Town Council election Ward in which he resides. It was noted that he was in Ward Four.

Mr. Crouch also asked about the role of the Advisory Board of Zoning Appeals and whether the Town Council could reverse an action of that Board.

With leave from the Town Council, the Building Commissioner explained how measures called *use variances* do come before the Town Council and those actions can be reversed by it.

4. Janelle Scheeringa, Highland, inquired whether Highland had ordinances that regulated self-storage units. It was noted that such buildings presently don't directly fit into any existing zoning category. However, in some circumstances they could be permitted if approved by the Advisory Board of Zoning Appeals as a *use variance*.

Payment of Accounts Payable Vouchers. There being no further comments from the public, Councilor Zemen moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period November 10, 2020 through November 23, 2020. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, 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, \$209,560.83; Motor Vehicle Highway and Street (MVH) Fund, \$13,838.09; Local Road and Street Fund, \$33,835.75; Law Enforcement Continuing Education, Training, and Supply Fund, \$1,372.31; Information Communications Technology Fund, \$3,758.91; Solid Waste Management District Grant Fund, \$153,208.82; Civil Donation Fund, \$263.50; Police Pension Fund, \$69,426.22; Municipal Cumulative Capital Development Fund, \$1,379.00; Gaming Revenue Sharing Fund, \$6,195.00; Public Safety LIT Fund, \$4,049.50; Total: \$496,887.93.

Adjournment of Plenary Meeting. There being no further business before the Town Council, agenda having been completed, Councilor Zemen moved to adjourn and Councilor Black 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, November 23, 2020 adjourned at 8:11 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



TOWN OF HIGHLAND

Highland Municipal Building • 3333 Ridge Road

Highland, Indiana 46322

219-838-1080 • Fax 219-972-5097



Population 23,696

Incorporated in 1910

December 9, 2020

Mark Schocke, President
Highland Town Council
3333 Ridge Road
Highland, In 46322

RE: ABZA FINDINGS OF FACT CONCERNING A USE VARIANCE REQUEST FOR LINDSEY ROCKYMORE AT THE LOCATION COMMONLY REFERRED TO AS 2929 45TH ST., HIGHLAND, INDIANA, FOR THE PURPOSE OF ALLOWING FOR A CHILD DAYCARE CENTER. THIS IS NOT A LISTED PERMITTED USE IN THIS ZONED DISTRICT. THE PROPERTY IS LOCATED WITHIN A (B1) NEIGHBORHOOD BUSINESS DISTRICT.

The Town of Highland Advisory Board of Zoning Appeals met in regular session on Wednesday, October 28, 2020. As part of their agenda, by a vote of four (4) in favor and zero (0) opposed, the Board voted to send a **Favorable Recommendation** to the Town Council for the petitioners Use Variance request.

Please find attached the prepared Findings of Fact for this petition. The file content can be made available upon request. The attached Findings will be memorialized at the December 9, 2020 BZA Meeting. This matter can now be acted upon by the Town Council. Should you have any questions please do not hesitate to contact me.

Sincerely,

Kenneth J. Mika
Zoning Administrator

Cc: Town Council
Michael Griffin
John Reed

Attached: Findings of Fact

KJM/sr

HIGHLAND BOARD OF ZONING APPEALS

Petitioner:
Lindsey Rockymore

Property Location:
2929 45th Street
Highland, IN 46322

FINDINGS OF FACT APPROVING DEVELOPMENTAL VARIANCE

1. The Petitioner requests a use variance from the Town of Highland Zoning Ordinance, HMC 18.35.040, which does not permit daycare establishments, and seeks said use variance pursuant to HMC 18.35.050.

2. This matter came before the Highland Board of Zoning Appeals for public hearing on October 28, 2020. Petitioner appeared in person via the Zoom platform. Petitioner presented proof of notice and publication as required by law.

3. Attorney John Reed stated that the Proofs of Publication were in order, that the property owner was present at the meeting, and that the correct Zoom information was properly published.

4. Petitioner presented testimony and evidence in support of the use variance. Petitioner presented the Board of Zoning Appeals with testimony concerning a substantial waiting list for the currently operating daycare center in Petitioner's adjacent property, other general information concerning the property configuration, accessibility of the play area from the property, and the surrounding neighborhood. The Petitioner argued hardship, including, but not limited to, the need to separate the 0-2 year-old children from the 3-5 year old children for proper developmental purposes, and the communities need, based upon the substantial waiting list, for additional daycare capacity.

5. The public hearing was opened. There were no remonstrances. The public hearing was closed, and the matter returned to the Board for consideration.

6. The Board Members discussed the need for a vehicular barrier to be properly placed so that the parking lot area would be safely separated from any area where the children may be walking to and from the play area.

7. Based upon the testimony and evidence presented by the Petitioner, the Board of Zoning Appeals voted, with four (4) in favor and none (0) opposed, to grant the use variance.

8. Pursuant to the testimony and facts submitted to the board, which are a part of the record herein, the Board of Zoning Appeals makes the following Findings of Fact:

- A. Under the Town of Highland Zoning Ordinance, HMC 18.35.040 lists the uses permitted in the B-1 zoning district.

- B. Unless a use variance is granted, pursuant to HMC 18.35.050, daycare centers are not permitted in the B-1 zoning district
- C. The Petitioner proposes to expand her existing daycare center, located at 2933 45th Street, in the Town of Highland, to the location at 2929 45th Street, immediately next door.
- D. Due to the apparent success of the existing daycare location at 2933 45th Street, and the general hardship associated with the need to separate the children aged 0-2 years-old from the children aged 3-5 years-old, for developmental reasons, and the substantial waiting list showing the community's apparent need for the additional location, the Petitioner's request is not unreasonable.
- E. That additional location will meet the requirements and the developmental standards of the B-1 zoning district.
- F. That the proposed use variance will not subvert the general purposes served by the Highland Zoning Ordinance, (HMC 18.115.050), and will not, because of traffic generation, placement of outdoor lighting, noise production or hours of operation, materially or permanently injure other property or uses in the same zoning district and vicinity, be injurious to the public health, safety, morals and general welfare of the community.
- G. That the proposed use is compatible with the size and layout of the Petitioner's property and other similarly situated properties in the area, and the proposed use will not adversely affect neighboring properties.

WHEREFORE, based upon the above Findings of Fact, the Highland Board of Zoning Appeals, by a vote of four (4) in favor and none (0) opposed, voted to approve the use variance requested, conditioned upon a barrier being properly placed to prevent vehicular access to the area between 2929 45th Street and 2933 45th Street prior to issuance of any occupancy permit. Action taken October 28, 2020. Findings of Fact approved the 9th day of December, 2020.

**TOWN OF HIGHLAND
BOARD OF ZONING APPEALS**

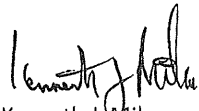
Susan Murovic, Chairperson
Town of Highland Board of Zoning Appeals

Building Report November, 2020

PERMIT TYPE	#	Res.	Comm.	Est. Cost	Fee Collected
Commercial Buildings	0	0	0	\$ -	\$ -
Comm. Additions/Remodel	3	0	3	\$ 44,548.00	\$ 1,302.00
Signs	3	0	3	\$ 14,280.00	\$ 1,327.50
Single Family	2	2	0	\$ 487,000.00	\$ 8,722.50
Duplex/Condo	0	0	0	\$ -	\$ -
Residential Additions			0		
Residential Remodeling	48	48	0	\$ 353,182.00	\$ 9,504.00
Garages	0	0	0	\$ -	\$ -
Sheds	2	2	0	\$ 10,045.00	\$ 454.50
Decks & Porches	1	1	0	\$ 850.00	\$ 252.00
Fences	5	5	0	\$ 12,745.00	\$ 688.50
Above/In ground pools	0		0	\$ -	
Drain Tile/Waterproofing	7	7	0	\$ 53,563.00	\$ 1,581.00
Misc road cuts, concrete, re-paving, hot tub	9	9	0	\$ 143,275.00	\$ 1,518.00
Total Building Permits	80	74	6	\$ 1,119,488.00	\$ 25,350.00
Electrical Permits	8	8	0	\$ -	\$ 1,637.00
					\$ -
Mechanical Permits	9	9	0	\$ -	\$ 1,145.00
Plumbing Permits	7	6	1	\$ -	\$ 1,030.55
Water Meters	1	1	0	\$ -	\$ 270.00
Water taps	1	1	0	\$ -	\$ 200.00
Sewer/Storm Taps	2	2	0	\$ -	\$ 600.00
Total Plumbing Permits	11	10	1	\$ -	\$ 2,100.55

November 2020 Code Enforcement: 54 Investigations, 0 Citations were issued & 54 Warnings were given. Inspections done for the month of November 2020 were as follows: 44 Building Inspections, 4 Plumbing Inspections, 5 HVAC and 8 Electrical Inspections. There were 2 Electrical Exams given.

Submitted By:



Kenneth J. Wika

FIRE DEPARTMENT REPORT

Month of **NOVEMBER** 2020

<u>Type of Calls</u>	<u>November 2020</u>	<u>YTD</u>
General Alarms	7	101
Paid Still Alarms	17	308
Still Alarms	7	60
Total for the Month	31	
Total Calls in 2020		469

Report of
WORK FORCE SAFETY

To be supplied

**TOWN OF HIGHLAND
ENACTMENT NO. 2020-57**

A SPECIAL ENACTMENT TO LAWFULLY SUSPEND THE PROVISIONS OF THE CURRENT COMPENSATION AND BENEFITS ORDINANCE COMMONLY KNOWN AS THE EMPLOYEE HANDBOOK, TO GRANT A GROUP HEALTH INSURANCE PREMIUM "HOLIDAY" TO THE ELIGIBLE EMPLOYEES OF THE TOWN OF HIGHLAND AND ITS EXECUTIVE DEPARTMENTS

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

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

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

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

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

WHEREAS, IC 5-10-8, Sections 2.2 and 2.6 provide additional authority for the municipality as a local public employer to provide programs of group insurance for its employees and retirees;

WHEREAS, The Town Council as the Legislative Body, did pass and adopt Ordinance No. 1641 an Ordinance to Establish the Wage and Salary Rates of the Elected Officers, the Non-elected Officers and the Employees of the Town of Highland, having amended it five times since its adoption;

WHEREAS, The Town Council, as the legislative body, did pass and adopt Ordinance No. 1378 an Ordinance Establishing the Compensation and Benefits for the Employees of the Town of Highland amended multiple times since its adoption, commonly called the Municipal Employee Handbook, remains in full force and effect;

WHEREAS, The Compensation and Benefits Ordinance states in pertinent part all eligible employees for the group health insurance benefit shall *"share the cost of the group health premium, which are to be paid through a salary reduction (payroll deduction) taken as a pre-tax payment according to the terms of a duly authorized IRC Section 125 Plan for the Town of Highland"*, pursuant to Section 6.03.04(A);

WHEREAS, The Town Council has been reliably advised that the group health insurer, *The Aim Medical Trust*, by its board of trustees, has authorized a "premium holiday" for the month of January 2021, meaning that no premium from the Town will be due for the month of January 2021;

WHEREAS, The Clerk-Treasurer has advised the Town Council that in order to share the premium holiday with the eligible employees who participate in the group health plan, authorization from the Town Council is required, suspending certain provisions in Section 6.03.04 temporarily; and,

Whereas, The Town Council now desires to take the proper steps to authorize and approve an appropriate premium holiday for the municipalities eligible employees,

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

Section 1. That the Town Council makes the following findings and determinations, pursuant to its authority under IC 36-1-4-15 to fix the level of compensation of its officers and employees, its authority under IC 5-10-8, Sections 2.2 and 2.6 to provide programs of group insurance for its employees and retirees as well as the additional authority described in the preamble to this enactment:

(A) That the Highland Town Council now finds and determines that the Town of Highland will be granted a group health premium holiday effective January 2021 from its group health insurer, The Aim Medical Trust;

(B) That the Highland Town Council further finds and determines that eligible employees share of the group health premium is not based upon a share of the actual premium paid by the municipality as employer but rather is based upon a percentage of the eligible employee's base pay subject to the coverage desired;

(C) That the Highland Town Council still further finds and determines that in order to share the benefits of the premium holiday with the eligible employees, a particular method needs to be identified and authorized by the Town Council, striving to achieve an equitable equivalent;

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

(A) That pursuant to its authority under IC 36-1-4-15 to fix the level of compensation of its officers and employees, its authority under IC 5-10-8, Sections 2.2 and 2.6 to provide programs of group insurance for its employees and retirees as well as the additional authority described in the preamble to this enactment, following the relevant provisions set forth in the Ordinance No. 1379 establishing the *Compensation and Benefits for the Employees of the Town of Highland* as amended, particularly outlined in Section 6.03.04 of that ordinance, shall be temporarily suspended only to the extent necessary to support the actions in this enactment, to allow the Office of the Clerk-Treasurer to suspend the group health premium paid by eligible workers in the month of January 2021;

(B) That further, notwithstanding provisions of set forth Compensation and Benefits Ordinance, Section 6.03.04, as amended, the Clerk-Treasurer is further hereby authorized and approved to calculate the premiums under the usual methodology outlined in the compensation and benefits ordinance and suspend application and not withhold any applicable group premium for eligible workers for the paydays scheduled for the following pay dates:

- (1) Friday, January 15, 2021;
- (2) Friday, January 29, 2021;

Section 3. That the adoption of this enactment shall in no way be construed to suspend the annual premium for group health insurance as provide in Section 6.04 of the Compensation and Benefits Ordinance;

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

Introduced and Filed on the 14th day of December. Consideration on same day or at same meeting of introduction sustained a vote of _____ in favor and a vote of _____ 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
Board of Works
Order of the Works Board 2020-45**

AN ORDER OF THE WORKS BOARD ACCEPTING THE PROPOSAL OF MAD BOMBER FIRE WORKS PRODUCTIONS FOR PROFESSIONAL PYROTECHNICS AND FIREWORKS DISPLAYS SERVICES FOR THE TOWN OF HIGHLAND, ASSOCIATED WITH INDEPENDENCE DAY AND NEW YEAR'S EVE FESTIVITIES, AND TO COMPLY WITH THE PROVISIONS OF IC 22-5-1.7 ET SEQ.

Whereas, The Town of Highland, as part of its exercise of public powers related to culture and recreation, generally conferred in IC 36-10-2, annually marks the anniversary of the Nation's declaration of Independence, and the special period of New Year's eve, with appropriate festivals and fireworks and pyrotechnics displays;

Whereas, The Clerk-Treasurer, pursuant to Section 3.05.050(D)(9) of the HMC, serves as the Purchasing Agent for any department or office for which an agent is not otherwise expressly provided, and for all executive departments of the municipality;

Whereas, The *Mad Bomber Fireworks Productions* of Kingsbury Indiana has presented to the Community Events Commission a proposed agreement for professional pyrotechnic and Fire works Display services for the Town of Highland to be conducted on Independence Day and New Year's Eve;

Whereas, The Community Events Commission favorably recommends to the purchasing agency, the approval of the proposed agreement for professional pyrotechnic and Fire works Display services for the Town of Highland to be conducted on Independence Day and New Year's Eve *Mad Bomber Fireworks Productions* of Kingsbury Indiana;

Whereas, These professional services owing to their unique requirements and character, as a service, may be purchased in a manner that is determined to be reasonable, pursuant to Section 3.05.090 of the HMC and IC 5-22-6;

Whereas, The Town Council as the Works Board of the municipality, pursuant to HMC Section 3.05.030 (A), serves as purchasing agency for the municipality and its executive departments except those executive departments which are expressly subject to the purchasing authority of a relevant governing board of jurisdiction;

Whereas, The purchase price exceeds \$15,000.00 and *involves a commitment for more than one year*, pursuant to Section 3.05.040 (C) and Section 3.05.050(B)(3) of the HMC requires the express approval of the purchasing agency;

Whereas, The purchase of services will be supported by an appropriation in the Special Event Non Reverting Fund and there is sufficient appropriation or resources in order to support the purchase of services; and

Whereas, The Town Council now desires to approve, authorize and allow the purchase of services pursuant to the terms stated herein,

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

Section 1. That the proposal for pyrotechnic and fireworks display services of **Mad Bomber Fireworks Productions**, 3999 E. Hupp Road, Building R-3-1, LaPorte, Indiana, 46350, prepared and presented by its Executive Secretary, Kelley Hatfield, which includes presentation of a Fireworks Display in the Evenings of July 4th, and December 31, for 2021, 2022 and 2023, according to the written terms set forth in the proposal, is hereby accepted, approved and adopted in every respect, provided that **Mad Bomber Fireworks Productions** complies with the provisions of IC 22-5-1.7 et seq., and completes the relevant portions of the attached exhibit styled as Addendum for e-verify;

Section 2. That the fees for performance of the service identified in the proposal of **\$25,000** for the fireworks display to be conducted on July 4th, and **\$5,000** for the fireworks display to be conducted on December 31 in each year, for a total of **\$30,000** are found to be reasonable and fair for the services and *frequencies* described;

Section 3. That the Town Council finds and determines that the manner of purchase for these professional services owing to their unique requirements and character as a service, are both reasonable and appropriate, pursuant to Section 3.05.090 of the HMC and IC 5-22-6;

Section 4. That the Clerk-Treasurer is hereby authorized to issue a purchase order, if applicable, to **Mad Bomber Fireworks Productions** and to execute all documents necessary to implement the purchase of services thereof;

Section 5. That the proper officers of the municipality are hereby authorized to identify the proper funds of the municipality that may be lawfully expended in order to support and implement the purchase of these services.

Be it so Ordered.

DULY, PASSED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 14th day of December 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)

**MAD BOMBER
FIREWORKS PRODUCTIONS
AGREEMENT**

This contract entered into this 18th day of November, 2020 by and between Mad Bomber Fireworks Productions of Kingsbury, Indiana hereinafter referred to as Seller, and

Highland Council and Community Events
Herein after referred to as Buyer, of Highland State Indiana

Witness: Seller agrees to provide and Buyer agrees to purchase two Fireworks Displays in accordance with the program agreed upon. Buyer will pay Seller a sum of \$30,000.00 for both Displays. Upon acceptance of this agreement Buyer will pay Seller a sum of Waived as an Earnest Money Deposit with the Balance due and payable within 30 days after the display date agreed upon. A late charge of 1 1/2% per month will be assessed on accounts not paid within thirty days of display date Buyer agrees to pay any and all collection costs, including reasonable attorney's fees and court cost incurred by Seller in the collection or attempted collection of any amount due under this agreement and invoice.

Both Seller and Buyer mutually agree to the following terms, conditions, and stipulations:

1. Seller will present said Fireworks Display on the evenings of the July 4, and December 31, 2021, it being understood that should there be inclement weather the day of the display the Seller has sole discretion to cancel display. An alternate display date will be given within six months of the original display date agreeable to both the Seller and Buyer.
2. The Fee for cancellation for any reason of the Fireworks Display is 40% of the agreement price if Buyer chooses to not select another display date within six months of the original display date.
3. Buyer will provide a sufficient area for the Display, including a minimum spectator set back of 350' feet at all points from the discharge area. Buyer will provide protection of the display by roping-off or other suitable means. Buyer will provide adequate police protection to prevent spectators from entering display area. Buyer agrees to search the fallout area at first light following a night display.
4. Seller reserves the right to terminate the Display in the event that persons enter the secured Danger Zone and Security is unable to secure the Danger Zone.
5. Seller agrees to provide Qualified Technicians to take charge of and present said Display.
6. Seller agrees to provide Liability Insurance in the amount of \$10,000,000.00 for the benefit of both the Buyer and Seller.
7. Mad Bomber Fireworks Productions retains the right to substitute product of equal or greater value in the event of shortages or unavailability of any particular item on the proposal.
8. Seller and Buyer agree to included Attachments, if any. See Attachments: July 4, 2021 display \$25,000.00 and December 31, 2021 Display \$5,000.00 Buyer agrees to extend agreement for same price displays for years 2022 and 2023.

Both Seller and Buyer hereto do mutually and severally guarantee terms, conditions, and payments of this contract, these articles to be binding upon the parties, themselves, their heirs, executors, administrators, successors and assigns.

Mad Bomber Fireworks Productions

BUYER

By _____
Randy McCasland, Director of Operations

By _____
(Its duly authorized agent, who represents that he/she has full authority to Bind the Buyer.)

Date _____

Date _____

Print Name _____

Address 3333 RIDGIE ROAD

HIGHLAND, INDIANA 46322

Phone (219) 838-1080

**CLAUSE (ADDENDUM) and AFFIDAVIT ADDENDUM TO BE ADDED TO
CONTRACT FOR SERVICES TO BE PROVIDED TO TOWN OF HIGHLAND
(as required by I.C. 22-5-1.7 -11, effective July 1, 2011)**

Verification of Work Eligibility Status

1. Randy McCasland, Director of Operations of **MAD BOMBER FIREWORKS PRODUCTIONS**, (hereinafter called "Contractor") understands and agrees that:

(A) it is required to enroll in and verify the work eligibility status of all employees hired after the date of this contract through the E-Verify program.

(B) This requirement shall be waived if the E-Verify program ceases to exist. For the purposes of this paragraph, the "E-Verify program" means the electronic verification of work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, s. 403(a), as amended, operated by the United States Department of Homeland Security or a successor work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees under the Immigration Reform and Control Act of 1986 (P.L. 99-603); and

2. An authorized representative of the Contractor has signed the attached affidavit concerning the employment of unauthorized aliens.

This contract clause is developed pursuant to SEA 590 codified as IC 22-5-1.7-11 (a)(1).

**AFFIDAVIT OF SERVICE PROVIDER or CONTRACTOR
WITH THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA
REGARDING HIRE OF UNAUTHORIZED ALIENS**

State of Indiana)
) SS:
County of Lake)

A F F I D A V I T

I, the undersigned, authorized representative, authorized officer or agent of **MAD BOMBER FIREWORKS PRODUCTIONS**, hereinafter called "contractor", which has a contract for services or goods with the Town of Highland, Lake County, Indiana, having given solemn affirmation, hereby depose(s) and say(s), that the contractor does not knowingly employ an unauthorized alien.

FURTHERETH AFFIANT SAYETH NOT.

Signed: _____, Affiant.
 RANDY McCASLAND, DIRECTOR OF OPERATIONS

Certificate of Notary

On this ____ day of _____, 20__, before me personally came and appeared **the affiant herein named**, known and known to me to be the individual described in and who executed the foregoing instrument, and who duly acknowledged to me that she executed same for the purpose therein contained.

In Witness Whereof, I hereunto set my hand and official seal.

My commission expires: _____.

County of Residence: _____.

(seal)

NOTARY

Affidavit pursuant to IC 22-5-1.7-11

**Town of Highland
Board of Works
Order of the Works Board 2020-46**

AN ORDER OF THE WORKS BOARD ACCEPTING AND RATIFYING THE PROPOSAL OF ALPINE AMUSEMENT COMPANY, INCORPORATED TO FURNISH, PRESENT, AND OPERATE RIDES, CONCESSIONS, AND ATTRACTIONS SERVICES FOR THE TOWN OF HIGHLAND, ASSOCIATED WITH INDEPENDENCE DAY AND NEW YEARS' EVE FESTIVITIES.

Whereas, The Town of Highland, as part of its exercise of public powers related to culture and recreation, generally conferred in IC 36-10-2, now desires to celebrate the autumn season, with appropriate festivals;

Whereas, The Clerk-Treasurer, pursuant to Section 3.05.050 (D)(9) of the HMC, serves as the Purchasing Agent for any department or office for which an agent is not otherwise expressly provided, and for all executive departments of the municipality; and

Whereas, The Town Council as the Works Board, pursuant to Section 3.05.030 (A) of the HMC, serves as the Purchasing Agent for any department or office for which an agent is not otherwise expressly provided, and for all executive departments of the municipality;

Whereas, The *Alpine Amusement Company, Incorporated* of Naperville, Illinois has presented to the Community Events Commission a proposed agreement to *Furnish, Present, and Operate Rides, Concessions, and Attractions* services for the Town of Highland to be conducted during the annual Independence Day Festivals;

Whereas, The Community Events Commission favorably recommends to the purchasing agency, the approval of the proposed agreement for to *Furnish, Present, and Operate Rides, Concessions, and Attractions* services to the Town of Highland to be conducted on and around Independence Day, with for five days starting June 30 and ending July 4th, 2021;

Whereas, The Community Events Commission further favorably recommends to the purchasing agency, the approval of the proposed agreement for to *Furnish, Present, and Operate Rides, Concessions, and Attractions* services to the Town of Highland to be conducted on and around Independence Day, with dates to be determined for the years 2022, 2023 and 2024;

Whereas, These professional services owing to their unique requirements and character, as a service, may be purchased in a manner

that is determined to be reasonable, pursuant to Section 3.05.090 of the HMC and IC 5-22-6;

Whereas, The contact *involves a value that could exceed fifteen thousand dollars*, and is for a term of more than one year in duration, so pursuant to HMC Section 3.05.040(C), it requires the express approval of the purchasing agency;

Whereas, The purchase of services will be supported by the Special Events Non-reverting Fund of the Town and there is and will be sufficient appropriation or resources in order to support the purchase of services;and,

Whereas, The Town Council now desires to approve, authorize and allow the purchase of services pursuant to the terms stated herein,

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

Section 1. That the proposal *Furnish, Present, and Operate Rides, Concessions, and Attractions services* of **Alpine Amusement Company, Incorporated**, 2648 Wild Timothy Road, Naperville, Illinois, 60564, prepared and presented by its proper representative, which includes furnishing of services for particular dates in 2021 and for dates to be determined, for 2022, 2023 and 2024 according to the written terms set forth in the proposal, is hereby accepted, approved and adopted in every respect, provided that **Alpine Amusement Company, Incorporated** complies with the provisions of IC 22-5-1.7 et seq., and completes the relevant portions of the attached exhibit styled as Addendum for e-verify, subject to the following:

(A) That the proposal changes its provisions to reflect the increase in public liability to \$5,000,000 and with the Town of Highland being named a co-insured and being indemnified;

(B) That the proposal specifically names the Town of Highland as an additional insured on a primary, non-contributory basis and include a waiver of subrogation in favor of the Town of Highland to the general liability policy;

(C) That there be also an auto liability limit of \$1,000,000 and that the vendor will carry workers compensation coverage equal to the state statutory limits.

Section 2. That the payments to the Town of Highland by Alpine of \$200 for each concession booth to be operated on the grounds and the payment of thirty percent (30%) of the gross receipts of monies derived

from the sale of admission tickets for various attractions and rides is found to be reasonable and fair for the services and frequencies described;

Section 3. That the Town Council finds and determines that the manner of purchase for these professional services owing to their unique requirements and character as a service, is both reasonable and appropriate, pursuant to Section 3.05.090 of the HMC and IC 5-22-6;

Section 4. That the Clerk-Treasurer is hereby authorized to issue a purchase order, if applicable, to **Alpine Amusement Company, Incorporated** and to execute all documents necessary to implement the purchase of services thereof;

Section 5. That the proper officers of the municipality are hereby authorized to identify the several funds of the municipality that may be lawfully expended in order to support and implement the purchase of these services.

Be it so Ordered.

DULY, PASSED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 14th day of December 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)

ALPINE AMUSEMENT CO. INC.

2648 Wild Timothy Rd. Naperville, IL 60564

Phone: 630-922-3188

Fax: 630-922-0589

This agreement made this 10th day of October, 2020, by and between Alpine Amusement Co., Inc., Party of the First Part and TOWN of HIGHLAND COMMUNITY EVENTS COMMISSION, Party of the Second Part. Second Part agrees to furnish a location for the erection and operation of a combination of rides, shows and concessions known as Alpine Amusement Co., Inc. Party of the Second Part also agrees to furnish and pay for any tax, permits or licenses that may be required for operation, and for all water, lot and street privileges necessary for operating, conducting, and placing of all attractions and concessions (the location must be agreeable and acceptable to the Party of the First Part).

Party of the First Part further agrees to furnish all electrical connections and electric current necessary for the power and illumination of all rides, shows and concessions. Said current to be for operating hours and to be supplied until all attractions are dismantled at the close of the engagement. Party of the First Part also agrees to furnish Uniformed Ride Attendants, Foreman on Festival grounds at all times. All ticket boxes and coupons for ride admittance and \$5,000,000 aggregate public liability and property damage certificate of insurance. (Alpine Amusement Co. is not liable for your employees and volunteers).

Party of the Second Part also agrees to have location, electrical service and water available Tuesday before event. If streets are used for location of said attractions, Party of the Second Part agrees to have them closed to traffic and parking no later than 12:01 A.M. Tuesday before event.

IN CONSIDERATION OF THE ABOVE, Party of the First Part agrees to furnish, present and operate rides, concessions, and attractions at Main Square Park for a period of 5 days, starting June 30, 2021 and ending July 4th, 2021 for an event to be known as 4th OF JULY FESTIVAL. To pay the Second Part the sum of \$200 for each concession or booth operated on the grounds during the engagement. Any concession closed or unable to operate shall pay pro rata for actual days operated. To pay the Party of the Second Part 30% of the gross receipts from monies derived from the sale of admission tickets at the various attractions and rides.

The settlement of the concessions and booths, and the percentage on the attractions and rides shall be made on the closing of the engagement.

Highland COMMUNITY EVENTS COMMISSION is responsible for the following services:

- *Competent people to care for ride coupons and ticket boxes
- *The handling for all festival advertising and promotion
- *Sufficient police protection and security
- *A 24 hour access to sanitary toilet facilities, starting Monday morning
- *Trash receptacles for midway clean-up operation
- *Parking area for semi-trailers, trucks and travel trailers
- *A 24 hour access to water and electric for sanitary conditions, starting Monday morning

REMARKS: This is a 4 year contract for years 2021, 2022, 2023, and 2024. The dates of the festival to be determined for years 2022 through 2024.

UNLIMITED RIDE SPECIAL \$25.00/PERSON PER DAY ; Last Blast \$20 per person last day 5-8PM (Days and hours of special to be determined at later date)
Hours of event will be: TBD

IT IS FURTHER UNDERSTOOD AND AGREED:

Party of the First Part assumes no liability for any accident that might be caused by streets or other locations being left open to local traffic or parking during erection, dismantling, or operation of equipment or to trespassers while equipment is not in operation. Party of the Second Part agrees to indemnify and hold harmless the Party of the First Part for any defects relating to the condition of the grounds.

It is understood and agreed that there shall be no other riding devices, shows, attractions, or concessions (including confections to be known as popcorn, cotton candy, funnel cakes, corn dogs, sno cones, nachos, coke and other soft drinks other than those furnished by Alpine Amusement Co., Inc. except those furnished by the Party of the Second Part (and those agreed upon, prior to the event).

That there is no other contract or promise expressed or implied, written or verbal. That should any other or additional agreement become necessary, the same shall be void unless reduced to writing and signed by the parties hereto.

That this agreement in part or entirety is subject to strikes, suspension of electric service, failure of transportation facilities, Government decrees, fire, floods, wrecks, tornadoes, war, riots, public demonstrations, or other good and sufficient reasons beyond the control of either party hereto. Both parties agree to work together to make this event a success.

IN WITNESS WHEREOF, we set our hands and seals in good faith this 10th day of October, 2020.

TOWN of HIGHLAND
COMMUNITY EVENTS COMMISSION

ALPINE AMUSEMENT CO., INC.

By: _____
Party of the Second Part

By: _____
Party of the First Part

**CLAUSE (ADDENDUM) and AFFIDAVIT ADDENDUM TO BE ADDED
TO CONTRACT FOR SERVICES TO BE PROVIDED TO TOWN OF
HIGHLAND**

(as required by I.C. 22-5-1.7 -11, effective July 1, 2011)

Verification of Work Eligibility Status

1. _____ of ALPINE AMUSEMENT COMPANY, INC., , 2648 Wild Timothy Road, Naperville, Illinois 60564, (hereinafter called "Contractor") understands and agrees that:

(A) It is required to enroll in and verify the work eligibility status of all employees hired after the date of this contract though the E-Verify program.

(B) This requirement shall be waived if the E-Verify program ceases to exist. For the purposes of this paragraph, the "E-Verify program" means the electronic verification of work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, s. 403(a), as amended, operated by the United States Department of Homeland Security or a successor work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees under the Immigration Reform and control Act of 1986 (P.L. 99-603); and

2. An authorized representative of the Contractor has signed the attached affidavit concerning the employment of unauthorized aliens.

*This contract clause is developed pursuant to SEA 590 codified as IC 22-5-1.7-11
(a)(1).*

Proper Officer

Title:

Date: _____

**AFFIDAVIT OF SERVICE PROVIDER or CONTRACTOR
WITH THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA
REGARDING HIRE OF UNAUTHORIZED ALIENS**

State of Indiana)
)
County of Lake) SS:

A F F I D A V I T

I, the undersigned, authorized representative, authorized officer or agent of **ALPINE AMUSEMENT COMPANY, INCORPORATED**, hereinafter called "contractor", which has a contract for services or goods with the Town of Highland, Lake County, Indiana, having given solemn affirmation, hereby depose(s) and say(s), that the contractor does not knowingly employ an unauthorized alien.

FURTHERETH AFFIANT SAYETH NOT.

Signed: _____, Affiant.
 Proper Officer

Certificate of Notary

On this ___ day of _____, 20___, before me personally came and appeared **the affiant herein named**, known and known to me to be the individual described in and who executed the foregoing instrument, and who duly acknowledged to me that she executed same for the purpose therein contained.

In Witness Whereof, I hereunto set my hand and official seal.

My commission expires: _____.
County of Residence: _____.

(seal)

NOTARY

**The Town of Highland
Board of Works
Order of the Works Board No. 2020-47**

AN ORDER AUTHORIZING AND APPROVING AN AGREEMENT BETWEEN CBL CONSULTING, INCORPORATED AND THE TOWN OF HIGHLAND TO PERFORM PROFESSIONAL INFORMATION TECHNOLOGY SERVICES FOR THE MUNICIPALITY

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

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

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

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

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

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

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

Section 1. That the letter proposal serving as an agreement (incorporated by reference and made a part of this Order) between CBL Consulting Incorporated, and the Town of Highland, to provide professional information technology support services for the period beginning *1 January 2021 through to 31 December 2022* (see below) as described in the letter proposal from December 10, 2020 is hereby approved, adopted and ratified in each respect, with the following exceptions:

- (A) That regardless the billing frequency, payments will be made once each month in the amount described in the letter proposal;
- (B) That only those provisions that are consistent with Federal or State law will be binding upon the parties;
- (C) That there shall be no reselling of materials or supplies by CBL to the Town of Highland, unless the single purchase is not greater than \$500 and the total purchase is \$1,000 or less;

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

Section 3. That the charges under the terms of the agreement for all the services, will be paid as a monthly fee to CBL Consulting, Inc., in the monthly amount of **four thousand one hundred fifty dollars (\$4,150.00)**, a 3.75% increase over the 2020 monthly amount;

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

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

Section 6. That the Town Council President be authorized to execute any agreement under the terms of this order with his signature as attested thereto by the Clerk-Treasurer.

Be it so Ordered.

DULY, PASSED, ADOPTED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 14th day of December 2020 having passed by a vote of ____ in favor and ____ opposed.

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

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

Attest:

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

Exhibit: (Letter agreement)



December 10, 2020

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

Dear Mr. Schocke,

CBL Consulting is pleased to present the following proposal for Information Technology (IT) and personal computer (PC) maintenance support services for the Town of Highland, IN for the calendar year 2021 and 2022.

Support Services Objective:

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

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

Support Services Scope of Work & Proposed Cost:

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

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

3636 38th Street – Suite 23, Highland, IN 46322
Phone: (219) 712-1890 ed@cbl1.com

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

Assumptions/Clarifications:

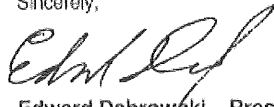
- CBL Consulting will provide Edward Dabrowski as the primary source of contact to perform the support services listed in this document.
- CBL Consulting will not provide any new hardware equipment or software licensing unless asked to do so under separate order. It is assumed that the Town of Highland will provide these items on an as needed basis.
- Routine and necessary maintenance for the town desktop, portable computers and Windows 2012R2/2016 servers includes, but is not limited to, tasks such as: ensuring the successful updating of the Windows operating system as made available by Microsoft, ensuring the successful updating of the current virus protection program as made available from time to time and ensuring the successful updating of the various spyware and adware programs.
- Routine and necessary maintenance for the town networking equipment includes, but isn't limited to, validating proper operation of network equipment and managing changes, as deemed necessary, to facilitate the town's business activities.
- Data Protection and Auditing Services involves ensuring that all employee work product is being properly stored on the server to ensure routine electronic backup.
- All support service work will be performed at the Town Hall, Police Department Headquarters, Fire Department facilities, Parks & Recreation facilities, and Public Works facilities.
- The Police Department has a person handling the majority of IT needs in that department. CBL Consulting will continue to assist managing the strategic planning needs for this department. CBL Consulting personnel have IDACS certification and could be utilized in other areas of the Police Department. These services will be billed separately and aren't included in this agreement.
- In order to perform unforeseen specialty tasks, it may become necessary, to require the services of a 3rd party vendor. This contract excludes any of these potential costs due to the uncertainty associated with these activities. These specialty service costs will be independently approved by the Town and billed to the Town directly by the 3rd party vendor.
- CBL Consulting, Inc. will be paid \$4,150 for support per month from January 1, 2021 through December 31, 2022.
- The support will be available between 7:00am and 5:00pm, Monday through Friday. Maintenance work covered by this agreement will occur before 7:00am and after 5:00pm without additional charges. But any emergency work or emergency callout

work isn't included in this agreement. This type of work will have to separately billed time and material (T&M) at a rate of \$100 per hour.

- CBL Consulting historically has provided "same day" service for all emergency calls from the Town, however, CBL Consulting reserves the right to use the industry standard of responding within one business day of initial client contact for the purpose of this proposal.
- Software licensing auditing services will be provided but some town personnel do have the ability to install software not formally approved by the town. These services are limited to Microsoft and other third-party server/client software and don't cover freeware or shareware products.
- Software licensing auditing services will be provided by CBL Consulting but some PC users have brought in software from home that they believe makes them more efficient. CBL Consulting does not encourage this behavior. CBL Consulting will record these installations and formally inform the Town Council President on a case by case basis.
- The town's SIP Trunking Phone Services are not included under this contract. Charges for these services would be billed separately.
- Live Streaming – CBL Consulting will live stream all Town Council Public Meetings to Facebook. These videos will be manually uploaded to You Tube.
- Town Council Meeting Video/Audio Production is included in this contract.
- Duration of this Agreement. This Agreement shall become effective as of the 1st day of January, 2021 and shall continue in full force and effect until the 31st day of December, 2022.
- Termination. If CBL Consulting is unable to perform the tasks outlined in this proposal due to the incapacitation of Edward Dabrowski, then the Town of Highland has the right to seek a prorated settlement of the monthly service fee based on the remaining full calendar days left of the current month.

CBL Consulting appreciates the opportunity to provide this proposal. If you have any questions or comments regarding this proposal, or on any other service that CBL Consulting offers, please call me at your convenience at (219) 712-1890 or email me.

Sincerely,



Edward Dabrowski – President
CBL Consulting, Inc.

**CLAUSE (ADDENDUM) and AFFIDAVIT ADDENDUM TO BE ADDED
TO CONTRACT FOR SERVICES TO BE PROVIDED TO TOWN OF
HIGHLAND**

(as required by I.C. 22-5-1.7 -11, effective July 1, 2011)

Verification of Work Eligibility Status

1. **CBL CONSULTING, INC.**, (hereinafter called "Contractor") understands and agrees that:

(A) It is required to enroll in and verify the work eligibility status of all employees hired after the date of this contract through the E-Verify program.

(B) This requirement shall be waived if the E-Verify program ceases to exist. For the purposes of this paragraph, the "E-Verify program" means the electronic verification of work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, s. 403(a), as amended, operated by the United States Department of Homeland Security or a successor work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees under the Immigration Reform and Control Act of 1986 (P.L. 99-603); and

2. An authorized representative of the Contractor has signed the attached affidavit concerning the employment of unauthorized aliens.

This contract clause is developed pursuant to SEA 590 codified as IC 22-5-1.7-11 (a)(1).

Edward Dabrowski, President

Title:

Date: _____

**AFFIDAVIT OF SERVICE PROVIDER or CONTRACTOR
WITH THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA
REGARDING HIRE OF UNAUTHORIZED ALIENS**

State of Indiana)
)
County of Lake) SS:

A F F I D A V I T

I, THE UNDERSIGNED, AUTHORIZED REPRESENTATIVE, AUTHORIZED OFFICER OR AGENT OF CBL CONSULTING, INCORPORATED, HEREINAFTER CALLED "CONTRACTOR", WHICH HAS A CONTRACT FOR SERVICES OR GOODS WITH THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA, HAVING GIVEN SOLEMN AFFIRMATION, HEREBY DEPOSE(S) AND SAY(S), THAT THE CONTRACTOR DOES NOT KNOWINGLY EMPLOY AN UNAUTHORIZED ALIEN.

FURTHERETH AFFIANT SAYETH NOT.

Signed: _____, Affiant.
 EDWARD DABROWSKI, PRESIDENT

Certificate of Notary

On this ____ day of _____, 20____, before me personally came and appeared **the affiant herein named**, known and known to me to be the individual described in and who executed the foregoing instrument, and who duly acknowledged to me that she executed same for the purpose therein contained.

In Witness Whereof, I hereunto set my hand and official seal.

My commission expires: _____.

County of Residence: _____.

(seal)

NOTARY

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 11th DAY OF December 2020 _____
FISCAL OFFICER

ALLOWANCE OF VOUCHERS

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 7 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 506,121.05.

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	89674	PAYROLL ACCOUNT	12/4 PRL D/S TRANSFER GENERAL	168,448.14	44888
	Total For Dept 0000				168,448.14	
Dept 0001 TOWN COUNCIL						
001-0001-20001	OPEN ENROLLMENT PACKET	89686	BAXTER PRINTING INC	OPEN ENROLLMENT PACKET	157.25	
001-0001-31001	LEGAL FEES FOR NOV 2020	89737	ABRAHAMSON, REED & BILSE	TOWN COUNCIL LEGAL FEES FOR NOV 2	2,109.00	
001-0001-31001	SOLICITOR LEGAL FEES FOR NOV	89738	ABRAHAMSON, REED & BILSE	SOLICITOR LEGAL FEES FOR NOV 2020	864.00	
001-0001-33001	ADDITIONAL APPROPRIATIONS #56	89571	THE TIMES	ADDITIONAL APPROPRIATIONS-11/11/2	26.01	
001-0001-38004	WEB HOSTING DEC 2020 TO DEC 2	89732	CODE PUBLISHING COMPANY INC	STANDARD WEB HOSTING/CODE TRAK AC	650.00	
001-0001-39001	DUES FOR 2021 ZEMEN	89870	CHAMBER OF COMMERCE	DUES FOR 2021 GRIFFIN/ZEMEN	65.00	
001-0001-39004	INSERTING GAZEBO INTO BILLS	89569	LITHOGRAPHIC COMMUNICATIONS	NOV 2020 GAZEBO EXPRESS INSERT-87	685.03	
	Total For Dept 0001 TOWN COUNCIL				4,556.29	
Dept 0002 BOARD OF ZONING APPEALS						
001-0002-31001	BZA LEGAL INV 37780	89827	ABRAHAMSON, REED & BILSE	BZA LEGAL INV 37780	551.00	
	Total For Dept 0002 BOARD OF ZONING APPEALS				551.00	
Dept 0003 VIPS						
001-0003-22004	INV358911 V4	89824	AUTO-WARES	D/S VIPS CAR PARTS NOV STMT	494.00	
001-0003-39007	VIPS CAR WAHES FOR NOV	89831	EASY CLEAN CAR WASH, INC	D/S VIPS CAR WASHES FOR NOV	12.00	
	Total For Dept 0003 VIPS				506.00	
Dept 0004 CLERK-TREASURER						
001-0004-34023	HEALTH INS	89688	TOWN OF HIGHLAND INS FUND (NOVEMBER 2020 HEALTH/LIFE INS PRE	5,540.05	44896
001-0004-34043	LIFE INS	89688	TOWN OF HIGHLAND INS FUND (NOVEMBER 2020 HEALTH/LIFE INS PRE	37.66	44896
001-0004-39001	DUES FOR 2021-GRIFFIN	89870	CHAMBER OF COMMERCE	DUES FOR 2021 GRIFFIN/ZEMEN	65.00	
	Total For Dept 0004 CLERK-TREASURER				5,642.71	
Dept 0006 BUILDING & INSPECTION						
001-0006-34023	HEALTH INS	89687	TOWN OF HIGHLAND INS FUND (NOVEMBER 2020 HEALTH/LIFE INS PRE	5,549.14	44896
001-0006-34043	LIFE INS	89687	TOWN OF HIGHLAND INS FUND (NOVEMBER 2020 HEALTH/LIFE INS PRE	29.94	44896
	Total For Dept 0006 BUILDING & INSPECTION				5,579.08	
Dept 0007 FIRE DEPARTMENT						
001-0007-11128	J332 NAVY JKT W/EMB HFD LARGE	89774	FIRE SERVICE, INC.	J332 NAVY JKTS	6,676.00	
001-0007-11128	SAFETY TEES	89787	PC-PLUS! LLC	SAFETY TEES	324.00	
001-0007-11304	HELMET SHIELDS	89707	CONWAY SHIELD	HELMET SHIELDS	258.06	
001-0007-11304	EBU-N6-01 #2361 NECK GAITORS	89778	FIRE SERVICE, INC.	NECK GAITORS	528.00	
001-0007-20003	DRY0196 9V WORKAHOLIC 12CT BO	89770	BEECHY BATTERY INC	BATTERIES	519.63	
001-0007-20003	PEDI-PADS II AED ELECTRODES	89717	MMSGS	PEDI-PADS II AED ELECTRODES	516.39	
001-0007-20003	INVOICE# 137866982001	89784	OFFICE DEPOT, INC	OFFICE SUPPLIES	297.36	
001-0007-20003	INVOICE # 138266189001	89785	OFFICE DEPOT, INC	OFFICE SUPPLIES	208.92	
001-0007-20003	HP INKJET MFC-J9995DW	89786	PC-PLUS! LLC	PRINTERS & SOFTWARE	574.00	
001-0007-20003	COMPOUTER MONITOR 27" HD	89788	PC-PLUS! LLC	OFFICE SUPPLIES	400.00	
001-0007-21002	L#265/70R17 GOODYEAR TIRES	89783	HELLMANS AUTO SPPLY CO.	5154 TIRES	776.76	
001-0007-21004	INSTITUTIONAL SUPPLIES - 2559	89706	AJAX SANITARY SUPPLY CO, IN	FD INSTITUTIONAL SUPPLIES	245.00	
001-0007-22001	BATT IMP FM R LI ION 2300M 23	89771	COMMUNICATIONS DIRECT, INC.	WALKIE BATTERIES	786.68	
001-0007-22004	INV# 337-362161	89791	VAN SENSUS AUTO VALUUE	VEHICLE MAINTENANCE	595.54	
001-0007-23004	VHF/700-800 DUAL BAND PAGERS	89769	10-8 TECHNOLOGY INC	VHF PAGERS	2,357.00	
001-0007-23004	FIRE VULCAN LED LIGHT STL-444	89709	FIRE SERVICE, INC.	FIRE VULCAN LED LIGHT	174.68	
001-0007-23004	5"X100' PRO-FLOW LDH W/STORZ	89710	FIRE SERVICE, INC.	5" X 100' LDH HOSE	3,090.00	
001-0007-23004	INNO-855-M	89776	FIRE SERVICE, INC.	GLOVE SUPPLIES	718.00	
001-0007-23004	MISC TOOLS	89777	FIRE SERVICE, INC.	TOOL SUPPLIES	1,182.00	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0007 FIRE DEPARTMENT						
001-0007-23004	MSC4754-13 PIN CONNECTOR	89713	LOT O'FUN	SNOW PLOW PART - 5252	55.00	
001-0007-23004	INV# 59846 ACT 30800279	89714	MENARDS CORP - SCHERERVILLE	LIGHTING SUPPLIES	174.75	
001-0007-23004	INV# 59854 ACT 30800279	89715	MENARDS CORP - SCHERERVILLE	LIGHTING SUPPLIES	22.06	
001-0007-23004	INV# 52734 ACT 32980263	89716	MENARDS CORP - SCHERERVILLE	LIGHTING SUPPLIES	259.80	
001-0007-23006	HAZ MAT SUPPLIES	89779	FIRE SERVICE, INC.	HAZ MAT SUPPLIES	800.00	
001-0007-23006	INV # 9736496002	89782	GRAINGER	HAZ MAT SUPPLIES	5.62	
001-0007-23006	INV# 337-361683	89721	VAN SENSUS AUTO VALUE	HAZ MAT SUPPLIES	95.90	
001-0007-32005	STATIONS SECURITY SYSTEM	89719	PHIL & SON, INC	STATIONS SECURITY	145.60	
001-0007-32006	BROADBAND AIR CARDS FOR RIGS	89793	VERIZON WIRELESS	AIR CARDS FOR RIGS	300.26	
001-0007-34023	HEALTH INS	89689	TOWN OF HIGHLAND INS FUND (NOVEMBER 2020 HEALTH/LIFE INS PR	1,960.82	44896
001-0007-34043	LIFE INS	89689	TOWN OF HIGHLAND INS FUND (NOVEMBER 2020 HEALTH/LIFE INS PR	7.12	44896
001-0007-35001	ELECTRIC - SOUTH STATION 723-	89729	NORTHERN IN PUBLIC SERVICE	GAS & ELECTRIC SOUTH STATION	226.36	44900
001-0007-35001	ELECTRIC - FD TRAINING SITE	89730	NORTHERN IN PUBLIC SERVICE	ELECTRIC - FD TRAINING SITE	182.52	44900
001-0007-35001	ELECTRIC - CENTRAL FIRE STATI	89728	NORTHERN IN PUBLIC SERVICE	ELECTRIC - CENTRAL FIRE STATION	605.92	44901
001-0007-35003	GAS - SOUTH STATION 723-740-	89729	NORTHERN IN PUBLIC SERVICE	GAS & ELECTRIC SOUTH STATION	113.67	44900
001-0007-35003	GAS - CENTRAL STATION	89731	NORTHERN IN PUBLIC SERVICE	GAS - CENTRAL FIRE STATION	264.25	44900
001-0007-35005	HYDRANT - CENTRAL STATION	89789	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	102.55	
001-0007-35005	HYDRANT - SOUTH STATION	89790	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	100.94	
001-0007-35007	STORM - CENTRAL STATION	89789	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	60.80	
001-0007-35007	STORM - SOUTH STATION	89790	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	57.54	
001-0007-36001	ANNUAL OIL/INSPECT ALL RIGS	89708	FAUTH SERVICE, INC	FD VEHICLE OIL/INSPECTION SERVICE	5,075.00	
001-0007-36001	PUMP TEST 5117	89711	FIRE SERVICE, INC.	PUMP TEST 5117-5124-5221-5215	1,000.00	
001-0007-36001	5221 REPLACE L3 ROLL-UP DOOR	89775	FIRE SERVICE, INC.	5221 REPLACE L3 ROLL-UP DOOR	3,540.00	
001-0007-36001	PUMP REPAIRS 5119	89780	FIRE SERVICE, INC.	PUMP REPAIRS 5119	4,800.00	
001-0007-36001	5221 REPAIR TANK TO PUMP VALV	89781	FIRE SERVICE, INC.	5221 REPAIR TANK TO PUMP VALVE	2,190.00	
001-0007-36001	STATION SECURITY DOOR FIX	89718	PHIL & SON, INC	CENTRAL STATION SECURITY DOOR FIX	260.00	
001-0007-36001	LETTERING & STRIPES - 5151	89720	STRYPES PLUS MORE, INC	LETTERING & STRIPES - 5151	250.00	
001-0007-36003	INSTALL ADDITIONAL CIRCUITS I	89772	DUANE'S ELECTRIC, INC	CENTRAL STATION EOC CIRCUITS	1,500.00	
001-0007-36003	REPLACE LIGHTING PANELS WITH	89773	DUANE'S ELECTRIC, INC	CENTRAL STATION LIGHTING REPAIRS	3,042.20	
001-0007-36003	GENERATOR BATTERY REPLACEMENT	89792	VAN SENSUS AUTO VALUE	GENERATOR BATTERY REPLACEMENT	145.99	
Total For Dept 0007 FIRE DEPARTMENT					47,572.69	
Dept 0008 PLAN COMMISSION						
001-0008-31001	PLAN COMMISSION LEGAL #37772	89826	ABRAHAMSON, REED & BILSE	PLAN COMMISSION LEGAL #37772	551.00	
Total For Dept 0008 PLAN COMMISSION					551.00	
Dept 0009 POLICE DEPARTMENT						
001-0009-11121	SUSPENSION DAY FOR POLICE OFF	89848	POLICE PENSION FUND (V)	ONE SUSPENSION DAY FOR POLICE OF	215.10	
001-0009-11204	POLYGRAPH TEST FOR 2 NEW APPL	89821	ALERT PROFESSIONAL INVEST,I	2 POLYGRAPH TESTS FOR NEW APPLICA	350.00	
001-0009-11204	PSYCH TEST FOR NEW APPLICANT	89828	CLINICAL PSYCHOLOGY CENTER,	PSYCHOLOGICAL TESTING FOR NEW APP	200.00	
001-0009-11204	PYSCH TEST FOR NEW APPL	89829	CLINICAL PSYCHOLOGY CENTER,	PSYCHOLOGICAL TESTING FOR NEW APPLI	200.00	
001-0009-11204	MEDICAL EXAM FOR NORSWEATHER	89832	FRANCISCAN ST MARGARET HEAL	PHYSICALS FOR 2 PD APPLICANTS/ HA	532.50	
001-0009-11302	NEW UNIFORMS AND EQUIP FOR NE	89849	STAR UNIFORM	NEW UNIFORMS AND EQUIPMENT FOR NE	2,273.57	
001-0009-11302	ACADEMY UNIFORMS FOR NEW APPL	89850	STAR UNIFORM	ACADEMY UNIFORMS FOR NEW APPLICAN	543.11	
001-0009-21001	1210 GAL OF GAS	89854	WARREN OIL COMPANY	1210 GAL OF GAS DELV ON 11/17	1,986.70	
001-0009-21001	1200.1 GAL OF GAS	89855	WARREN OIL COMPANY	1200.1 GAL OF GAS DELV ON 11/30	2,068.61	
001-0009-21004	INV 1254435 CLEANING SUPPLIES	89819	ABLE PAPER & JANITORIAL	CLEANING SUPPLIES	245.42	
001-0009-22004	INV 358945	89823	AUTO-WARES	PD VEH PARTS FOR NOV	1,060.41	
001-0009-22004	PARTS FOR CAR 211	89835	GRIMLER AUTOMOTIVE, INC	LABOR AND PARTS FOR CAR 211	192.58	
001-0009-22004	PARTS FOR CAR 93	89866	HIGHLAND BODY SHOP, INC	PARTS AND LABOR FOR REPAIRS TO CA	943.95	
001-0009-22004	PARTS FOR CAR 78	89867	HIGHLAND BODY SHOP, INC	PARTS AND LABOR TO REPAIR CAR 78	1,938.30	
001-0009-23004	PRINTER RIBBON AND ID CARDS	89822	ALPHA CARD SYSTEMS,LLC	NEW RIBBON FOR CARD PRINTER AND I	114.00	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0009 POLICE DEPARTMENT						
001-0009-23004	300K 5PK LED LIGHTBULBS	89839	MENARDS	300W 5K LED LIGHTBULBS	29.98	
001-0009-31001	LEGAL MATTERS FOR NOV	89820	ABRAHAMSON, REED & BILSE	LEGAL MATTERS FOR NOV	532.00	
001-0009-32003	IDACS NETWORK ACCESS FOR NOV	89836	INDIANA OFFICE OF TECHNOLOG	IDACS NETWORK ACCESS FOR NOV	118.41	
001-0009-32003	SPILLMAN AIRCARDS FOR NOV	89838	LAKE COUNTY DATA PROCESSING	SPILLMAN AIRCARDS FOR NOV	307.84	
001-0009-32004	IDACS INTERNET 11/27-12/28	89830	COMCAST CABLE	IDACS INTERNET 11/27-12/28	126.85	
001-0009-32004	CID INTERNET SEARCHES FOR NOV	89852	TLO, LLC	CID INTERNET SEARCHES FOR NOV	102.30	
001-0009-34023	HEALTH INS	89690	TOWN OF HIGHLAND INS FUND (NOVEMBER 2020 HEALTH/LIFE INS PRE	85,225.78	44896
001-0009-34042	SURVIVORS ADJ	89690	TOWN OF HIGHLAND INS FUND (NOVEMBER 2020 HEALTH/LIFE INS PRE	1,892.08	44896
001-0009-34043	LIFE RETIREE	89690	TOWN OF HIGHLAND INS FUND (NOVEMBER 2020 HEALTH/LIFE INS PRE	19.69	44896
001-0009-35001	LPR CAMERA 8200 INDPLS READ O	89841	NORTHERN IN PUBLIC SERVICE	LPR CAMERA 8200 INDPLS READ ON 11	42.37	
001-0009-35001	GAS AND EIC SERVICE PD READ O	89842	NORTHERN IN PUBLIC SERVICE	GAS AND ELEC SERVICE TO PD 3315 R	3,938.73	
001-0009-35001	LPR CAMERA 2000 RIDGE READ ON	89843	NORTHERN IN PUBLIC SERVICE	LPR CAMERA 2000 RIDGE READ ON 11/	31.80	
001-0009-35001	LPR CAMERA FOR 3949HWAY RED O	89844	NORTHERN IN PUBLIC SERVICE	LPR CAMERA FOR 3949 HIGHWAY AVE R	36.70	
001-0009-35005	WATER SERVICE PD 10/19-11/18	89851	TOWN OF HIGHLAND UTILITIES	WATER SERVICE FOR PD 10/19-11/18	464.99	
001-0009-36001	LABOR TO REPAIR CAR 211	89835	GRIMLER AUTOMOTIVE, INC	LABOR AND PARTS FOR CAR 211	650.00	
001-0009-36001	LABOR TO REPAIR CAR 93	89866	HIGHLAND BODY SHOP, INC	PARTS AND LABOR FOR REPAIRS TO CA	685.80	
001-0009-36001	LABOR TO REPAIR CAR 78	89867	HIGHLAND BODY SHOP, INC	PARTS AND LABOR TO REPAIR CAR 78	832.80	
001-0009-36004	GEN OFC CLEANING FOR NOV	89833	GAYLE THARP	D/S GEN OFC CLEANING FOR NOV	2,666.66	
001-0009-36004	COVID CLEANING OF PD IN NOVEM	89834	GAYLE THARP	D/S XTRA COVID CLEANING OF PD IN	720.00	
001-0009-38006	MAT CHANGE AT PD ON 12/1	89825	CINTAS CORPORATION #319	MAT CHANGE AT PD ON 12/1	36.66	
001-0009-38006	BREATH TEST MNTNC AGMT RENEWA	89837	INDIANA STATE BUDGET AGENCY	BREATH TEST INST MAINTNCE AGRMT RE	650.00	
001-0009-38006	ANNUAL RENEWAL MAINTNC CONTRA	89840	MINER ELECTRONICS, INC.	ANNUAL BILLING MAINTNANCE CONTRA	2,160.00	
001-0009-38006	2 YR GENERATOR CONTRACT RENEW	89846	NOVATEK CORPORATION	2 YR GENERATOR CONTRACT RENEWAL	4,591.85	
001-0009-38006	FORENSIC DETECTIVE PKG RENEWA	89847	OXYGEN FORENSICS INC	FORENSIC DETECTIVE RENEWAL	2,899.00	
001-0009-39001	SUBSCR RENEWAL/TECH FEE	89845	NORTHWEST INDIANA LAW	RENEWAL SUBSCRIP/TECH FEE	4,200.00	
001-0009-43005	NEW OUTSIDE CORNER CAMERA/EQU	89853	TRI-ELECTRONICS, INC	NEW OUTSIDE CORNER CAMERA FOR BLD	3,285.00	
Total For Dept 0009 POLICE DEPARTMENT					129,111.54	
Dept 0011 SERVICES & WORKS						
001-0011-32008	ACCT. SERVICE FEES	89580	FIRST FINANCIAL BANK CORP S	OCTOBER 2020 ACCT SERV FEES	1,570.35	999385
001-0011-35001	D/S MISC TH GARAGE 750-201-00	89703	NORTHERN IN PUBLIC SERVICE	D/S MISC TH GARAGE 750-201-002-4	271.35	44899
001-0011-35001	307-486-009-2	89701	NORTHERN IN PUBLIC SERVICE	MISC MULTI	46.14	999386
001-0011-35001	000-901-0005-4	89702	NORTHERN IN PUBLIC SERVICE	TH VIPS MULTI	960.04	999387
001-0011-35002	051-400-005-5	89577	NORTHERN IN PUBLIC SERVICE	STREET MULTI	14,997.03	999384
001-0011-35003	D/S MISC TH GARAGE 750-201-00	89703	NORTHERN IN PUBLIC SERVICE	D/S MISC TH GARAGE 750-201-002-4	227.02	44899
001-0011-35003	130-850-000-1 GAS	89702	NORTHERN IN PUBLIC SERVICE	TH VIPS MULTI	409.14	999387
001-0011-35005	TOWN GARAGE WATER/HYDRANT	89765	TOWN OF HIGHLAND UTILITIES	#0382013660 TOWN GARAGE WATER/SE	195.79	
001-0011-35005	WATER/HYDRANT	89767	TOWN OF HIGHLAND UTILITIES	#0542303600 TOWN HALL WATER/SEWER	110.60	
001-0011-35007	TOWN GARAGE SEWER/STORM	89764	TOWN OF HIGHLAND UTILITIES	0643112591 VIPS WATER/SEWER	29.89	
001-0011-35007	STORM	89766	TOWN OF HIGHLAND UTILITIES	#0382013660 TOWN GARAGE WATER/SE	245.53	
001-0011-35007	VIPS WATER/HYDRANT	89765	TOWN OF HIGHLAND UTILITIES	0901207112- 2819 LINCOLN -STORM-	10.14	
001-0011-35007	TOWN GARAGE SEWER/STORM	89767	TOWN OF HIGHLAND UTILITIES	#0542303600 TOWN HALL WATER/SEWER	107.63	
001-0011-35007	STORM/SEWER	89576	ME EMERGENT CARE	TOWN HALL RAPID COVID TEST	900.00	44883
001-0011-38005	TOWN OF HIGHLAND RAPID COVID	89576	ME EMERGENT CARE	TOWN HALL RAPID COVID TEST	900.00	
001-0011-39001	DUES-STOJIC	89570	GOV'T FINANCE OFFICERS ASSO	ANNUAL DUES FOR GRIFFITH/STRBJAK/	525.00	
001-0011-39016	SR TAXI SUBSID 10/16/2020	89572	TRIPLE A EXPRESS	SR TAXI SUBSID 10/16/2020	5.00	
Total For Dept 0011 SERVICES & WORKS					20,610.65	
Dept 0012 TOWN HALL						
001-0012-20003	6217401 DIGITAL CERAMIC TOWER	89795	MENARDS CORP - SCHERERVILLE	TOWER HEATERS FOR TOWN HALL	299.12	
001-0012-22008	FLAGS FOR MEMORIAL	89796	W G N FLAG & DECORATING	FLAGS FOR FLAG MEMORIAL US/ POW	154.00	
001-0012-35002	558-300-006-4	89701	NORTHERN IN PUBLIC SERVICE	MISC MULTI	136.65	999386
001-0012-36003	11/20/2020 INVOICE 406806880	89573	CINTAS CORPORATION #319	TOWN HALL MATS ACT 16459440	57.91	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL Dept 0012 TOWN HALL 001-0012-36004	NOV GENERAL CLEANING	89794	GLOBAL MAINTENANCE & CO.	D/SGENERAL CLEANING SERVICE FOR N	1,330.00	
	Total For Dept 0012 TOWN HALL				1,977.68	
Fund 002 MVH Dept 0000 002-0000-45200	MVH TRANSFERS GROSS	89675	PAYROLL ACCOUNT	12/4PRL D/S TRANSFER MVH	14,450.31	44889
	Total For Dept 0000				14,450.31	
Dept 0016 MVH ADMIN 002-0016-11304 002-0016-21004 002-0016-36009	MVH 2020 UNIFORM ORDER ASTORIA SELECT TAD ROLL TOWEL 2021 MEMBERSHIP DUES	89806 89804 89810	FIRE SERVICE, INC. AVAX SANITARY SUPPLY CO, IN HIGHLANDGRIFFITH CHAMBER OF	D/S 2020 PW UNIFORM ORDER D/S - M CLEANING SUPPLIES FOR GARAGE MEMBERSHIP DUES FOR 2021 - MARK K	1,522.30 760.00 65.00	
Dept 0017 MVH RECONSTRUCTION/MAINTENANCE 002-0017-21001 002-0017-22004 002-0017-22004 002-0017-22004 002-0017-23003 002-0017-23003 002-0017-23003	RECONSTRUCTION/MAINTENANCE 0190-011 (12X1 CAN CASE) EXHAUST MUFFLER INVOICE 85658 WESC 51461-0961 CERTIFIED POW 33305 ELECTRICAL TAPE 3/4"X66 PAINT, PRIMER WASHERS, BOLTS, 373-04765 W10-1,18"X18" HIP,	89812 89805 89807 89808 89809 89811 89813	SCHAEFFER MRG. COMPANY AMAZON GARBER CHEVROLET OF HIGHLAN LINDCO EQUIPMENT SALES, INC LINDY'S ACE HARDWARE, INC MENARDS CORP - SCHERERVILLE TAPCO	FUEL FOR STREET DEPT. EXHAUST MUFFLER FOR BRINE SYSTEM INVOICE 85658 SHORT \$5 STREET DEP RVC CABLE FOR STREET UNIT #18 ELECTRICAL TAPE FOR STREET DEPT. SCREWS, BOLTS, AND PAINT FOR SIGN RAILROAD CROSSING FOR STREET DEPT	772.08 27.96 5.00 115.16 13.97 56.48 76.91	
	Total For Dept 0017 MVH RECONSTRUCTION/MAINTENANCE				1,067.56	
Fund 004 LR&S Dept 0000 004-0000-31002	TRAFFIC SIGNAL STUDY	89797	DVG TEAM INC	TRAFFIC SIGNAL STUDY & HAWK INVES	750.00	
	Total For Dept 0000				750.00	
Fund 018 LAW ENFORCE CON'T ED Dept 0000 018-0000-20003 018-0000-20003 018-0000-20003 018-0000-20003 018-0000-23004 018-0000-31004 018-0000-33002 018-0000-39005	REIMBURSE FOR ASP ORDER COUPLER KIT MASONRY ANCHORS 2 FLOOR HP AIR MOVER FANS LIGHTBULBS/4X8 STND PWD RISER DESK EVIDENCE ROOM SUPPLIES INSTRUCTOR RECERT FOR OFFICER 3PT RECEIPT BOOKS AND EMPL SER PD CAR WASHES FOR NOV	89858 89860 89861 89862 89863 89864 89859 89856 89857	JOHN E BANASIAK (R) MENARDS MENARDS MENARDS CORP - SCHERERVILLE PULSE TECHNOLOGY OF INDIANA ULINE LAW ENFORCEMENT TRAINING BO A E BOYCE CO INC EASY CLEAN CAR WASH, INC	REIMBURSE FOR ORDER OF ASPS COUPLER KT MASONRY ANCHORS FOR CA 2 FLOOR HP AIR MOVER FANS LIGHTBULBS/ 4X8 RTD SHT RISER DESK FOR SUPPORT SERVICES EVIDENCE ROOM SUPPLIES INSTRUCTOR RECERT FOR OFFICER 3PRT RECEIPT BOOKS AND EMPLOYEE SE D/S PD CAR WASHES FOR NOV	403.47 41.48 69.32 180.48 189.00 322.59 50.00 942.45 99.00	
	Total For Dept 0000				2,297.79	
Fund 026 FSA AGENCY FUND Dept 0000 026-0000-45202	TASC FLEX SPENDING DEBITS 11/	89579	TASC	NOVEMBER FSA SPENDING	619.20	999208
	Total For Fund 018 LAW ENFORCE CON'T ED				2,297.79	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 026 FSA AGENCY FUND						
Dept 0000					619.20	
Total For Dept 0000					619.20	
Fund 030 ICT FUND						
Dept 0000	MONTHLY IT SUPPORT PER WBO 2	89735	CBL CONSULTING, INC	MONTHLY IT SUPPORT PER WBO 2020-	4,000.00	
030-0000-31006	DEC 2020 POSTAGE METER SERVI	89758	PITNEY BOWES INC.	DEC 2020 POSTAGE METER SERVICE A	129.29	
030-0000-32001	POSTAGE FOR METER	89907	US POSTMASTER	POSTAGE FOR METER	1,000.00	
030-0000-32003	PW/B&I/PARK/FD WIRELESS 78032	89682	VERIZON WIRELESS	PW/B&I/PARK/FD WIRELESS 780324475	1,037.44	44890
030-0000-32003	PW/B&I/PARK/FD WIRELESS 78032	89683	VERIZON WIRELESS	PW/B&I/PARK/FD WIRELESS 780324475	1,074.68	44891
030-0000-32003	PW/B&I/PARK/FD WIRELESS 78032	89684	VERIZON WIRELESS	PW/B&I/PARK/FD WIRELESS 780324475	1,226.97	44892
030-0000-32003	FIRE DEPT ACT 287299094913	89696	AT&T MOBILITY	FIRE DEPT 666-4120	26.06	44894
030-0000-32003	PUMP STATION 877140025029637	89697	COMCAST CABLE	PUMP STATION 8771400250296375 11	203.68	44895
030-0000-32003	MONTHLY CELL PHONE 642004646-	89698	VERIZON WIRELESS	PD CELL PHONE USE PD- 642004646-0	2,618.15	44898
030-0000-32003	3001 RIDGE MAIN SQUARE 877140	89752	COMCAST CABLE	3001 RIDGE MAIN SQUARE 8771400250	134.69	44902
030-0000-32003	SIP TRUNKING CHARGES 11/1-11/	89736	CBL CONSULTING, INC	SIP TRUNKING CHARGES 11/1-11/30/2	308.07	
030-0000-32003	642004646-00002 BROADBAND-J K	89760	VERIZON WIRELESS	642004646-00002 D/S BROADBAND-J K	30.01	
030-0000-32003	MONTHLY TELEPHONE FEE- PD	89761	WINDSTREAM HOLDINGS INC	MONTHLY TELEPHONE FEE- PD DEC	834.35	
030-0000-38006	NOV 2020 COPIER AGREEMENT	89759	RICOH USA, INC	NOV 2020 COPIER AGREEMENT	285.08	
030-0000-39007	EMAIL ARCHIVING SERVICES 107/	89968	CBL CONSULTING, INC	EMAIL ARCHIVING SERVICES 10/2020	640.93	
Total For Dept 0000					13,549.40	
Total For Fund 030 ICT FUND					13,549.40	
Fund 036 SPECIAL EVENTS						
Dept 0000	CHRISTINE J GONZALEZ (R)	89755		TRUNK OF TREAT CANDY	111.89	44903
036-0000-20003	DEANNA KORNAUS (R)	89754		TRUCK OF TREAT SUPPLIES 10/24/202	47.37	44904
036-0000-20003	ELIZABETH BRESLIN (R)	89753		TRUNK OR TREAT CANDIES	420.81	44905
036-0000-33012	KRISTEN SMITH (R)	89756		TRUNK OR TREAT	249.18	44906
Total For Dept 0000					829.25	
Total For Fund 036 SPECIAL EVENTS					829.25	
Fund 055 MCCC						
Dept 0000	STAR UNIFORM			NEW VESTS/CARRIERS FOR 2 OFFICERS	1,260.00	
055-0000-23009					1,260.00	
Total For Dept 0000					1,260.00	
Total For Fund 055 MCCC					1,260.00	
Fund 085 TRAFFIC VIOLATIONS						
Dept 0001 TOWN COUNCIL	LAKE COUNTY CLERK	89673		CASH BOND FEES	5,500.00	44887
085-0001-00400					5,500.00	
Total For Dept 0001 TOWN COUNCIL					5,500.00	
Total For Fund 085 TRAFFIC VIOLATIONS					5,500.00	
Fund 088 MUN CUM STREET FUND						
Dept 0000	H3 CONCRETE, INC	89798		D/SSIDEWALK REPLACEMENT ESCROW	2,345.00	
088-0000-44010	2732 43RD ST SIDEWALK				2,345.00	
Total For Dept 0000					2,345.00	

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

Fund 088 MUN CUM STREET FUND

2,345.00

Fund 091 GAMING REVENUE

Dept 0000 091-0000-31002 2020 COMMUNITY CROSSING CONST 89799 NIES ENGINEERING, INC. PROFESSIONAL ENGINEERING SERVICES 6,870.14

Total For Dept 0000 6,870.14

Fund 104 COMMUNITY CROSSING GRANT FUND

Dept 0000 104-0000-44080 2020 CCMG WALSH & KELLY INC 2020 CCMG PROJECT 58,329.06

Total For Dept 0000 58,329.06

Fund 249 PUBLIC SAFETY INCOME TAX FUND

58,329.06

Fund 249 PUBLIC SAFETY INCOME TAX FUND

Dept 0000 249-0000-29000 PORTABLE ULV SPRAYER (PARK TR 89681 AMAZON FOGGER 115.98

249-0000-29000 COVID-WIPES 89668 AJAX SANITARY SUPPLY CO, IN COVID/WIPES/PLASTIC PAIL/LID 779.15

249-0000-29000 COVID-DISINF. WIPES 89669 AJAX SANITARY SUPPLY CO, IN COVID/DISINFECTANT WIPES-2 311.66

249-0000-29000 COVID-DISINFECTANT WIPES 89734 AJAX SANITARY SUPPLY CO, IN COVID/DISINF WIPES, PLASTIC PAIL/L 376.86

249-0000-29000 DISINF WIPES 89757 PERFORMANCE CHEM & SUPPLY I LC COVID SUPPLIES 1,053.75

249-0000-29000 COVID/N95 PART RESP.VLV ,NOSE 89670 COVID/N95 PARTIC RESP,VALVE,NOSEC 564.04

249-0000-29000 COVID/N95 PARTIC RESP,VLV,NOS 89672 COVID/N95 PARTIC RESP,VLC,NOSECLI 623.88

249-0000-29000 COVID-N95 PARTIC,VALVE,NOSECL 89733 COVID-N95 PARTIC RESP,VLV/NOSECLI 619.76

249-0000-36006 STREET LIGHT REPAIRS 89801 FLEX A LITE FOGGER-4 1,660.00

249-0000-36007 SEPT TRAFFIC SIGNAL MAINT 89802 REPAIR STREET LIGHTS PER WORK ORD 3,156.48

249-0000-36007 OCT TRAFFIC SIGNAL MAINT 89803 MIDWESTERN ELECTRIC INC TRAFFIC SIGNAL MAINT FOR SEPT 202 828.40

249-0000-39004 CHAMBER MEMBERSHIP DUES 89712 HIGHLANDGRIFFITH CHAMBER OF CHAMBER DUES 644.30

Total For Dept 0000 10,799.26

Fund 249 PUBLIC SAFETY INCOME TAX FUND

10,799.26

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

Fund Totals:

Fund 001 GENERAL	385,106.78
Fund 002 MVH	17,865.17
Fund 004 LR&S	750.00
Fund 018 LAW ENFORCE CON'T ED	2,297.79
Fund 026 FSA AGENCY FUND	619.20
Fund 030 ICT FUND	13,549.40
Fund 036 SPECIAL EVENTS	829.25
Fund 055 MCCD	1,260.00
Fund 085 TRAFFIC VIOLATIONS	5,500.00
Fund 088 MUN CUM STREET FUND	2,345.00
Fund 091 GAMING REVENUE	6,870.14
Fund 104 COMMUNITY CROSSING GRANT	58,329.06
Fund 249 PUBLIC SAFETY INCOME TAX	10,799.26

506,121.05

Payroll Docket

			Delta
\$	216,537.31	\$	216,537.31
		\$	-
Council, Boards and Commissions		\$	-
Office of Clerk-Treasurer		\$	15,696.01
Regular Staff	\$ 15,696.01		
Field Service Rep	\$ -		
Building & Inspection		\$	8,773.71
Metropolitan Police		\$	125,632.55
Crossing	\$ 1,237.40		
Full-Time Police	\$ 103,413.37		
Full-Time Non-sworn	\$ 20,981.78		
Public Works Department		\$	63,382.40
Fire Department		\$	3,052.64
Component One	\$ 2,066.11		
Component Two	\$ -		
Police 1925 Pensions		\$	-

Payday: **6-Nov-2020**