

**Enrolled Memorandum of the Meeting
Study Session/Meeting (Convened Electronically/Hybrid)
Twenty-Ninth Town Council of Highland
Monday, January 16, 2023**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in a study session on **Monday, January 16, 2023**, at 6:30 O'clock P.M., in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

*This meeting was convened as both an in person and an electronic meeting. Some persons were participating remotely on a Zoom platform that allowed for real time interaction between and among all of the Town Council and supported the public's ability to observe and record the proceedings. People were able to participate in person and remotely, allowing for all councilors to be simultaneously seen and heard. When the agenda item provided for public comment, this was supported as well. Councilor Toya Smith, Councilor Mark Schocke, Councilor Tom Black, Councilor Roger Sheeman, Councilor Zemen all participated in person.

The meeting was streamed live on the Town of Highland, Indiana Facebook page and participation was supported by the Zoom on-line communication platform.

Silent Roll Call: Councilors Bernie Zemen, Toya Smith, Mark Schocke, Tom Black, Roger Sheeman, were present in person as indicated. The Clerk-Treasurer, Mark Herak was present to memorialize the proceedings. *A quorum was attained.*

Officials Present: Ed Dabrowski, IT Director and Pete Hojnicky, Metropolitan Police Chief were in person.

General Substance of Matters Discussed.

x. **Discussion:** Thomas Brown of the Brown Insurance Agency, to discuss Dental and Worker's Compensation renewals.

Mr. Brown began by setting 2 different sets of documents (dental and worker compensation renewals) before the Council and Clerk-Treasurer. He began by talking about the bonds required per Highland's Municipal Code versus what Indiana Code states is required. Mr. Brown encouraged that the Town discontinue many of the bonds that he felt were unnecessary. The purpose behinds bonds are to make sure that our elected officials are held accountable. There are certain positions that are outlined in Statute that are required to be bonded, specifically elected officials and clerk-treasurers. Other include; pension board secretaries, public works directors, waterworks board members, etc. In addition, namely anybody else whose duties are to handle more than \$5,000 of cash per year. For example, the Highland Council of Community Events, a bond is required as a function of the position and required by Indiana Statute. Sometime in the past, the Town of Highland established Home Rule Ordinances that required all Town employees to be bonded. If the Council will turn to page 3, there is a listing of all

the current accounts, for all the officers and employees and can you see the cost to the Town is \$5,640 annually. Unless required by Statute, the Town already has \$250,000 of prime coverage that covers all of this. It is not only redundant and I feel that these bonds in particular a waste of money and over any extended cycle. If you go to the middle of the page, I identify Ordinance 1681. I think all that is necessary is for the Council to rescind those sections that require all Town employees to be bonded. If the Council only removes the 3 items, the Town will realize a \$5,600 savings. Again, I was simply bringing it to the Council's attention as there really is no need to have every Town employee bonded. I believe you can have one blanket and cover everyone, except those that are specifically specified by State Statute. Again, if the employee is not actually handling cash or if the employee is not in a position that is required by State Statute, those would fall under the umbrella policy the Town has already in effect. The Town's blanket policy is \$250,000 which covers all employee theft or alteration of money not only on premises but also in transit and counterfeit. It sorts of dovetails with cyber insurance or computer fraud.

The Council asked Mr. Brown to look at the ordinance and come back with changes. He agreed to look at the language in the ordinance a little closer. He did add the Clerk-Treasurer and members of the Redevelopment Commission have to be bonded per State Code.

He then directed the Council to the tab labelled dental. The town has been insured under Met Life for dental for several years. Met Life is one of the largest providers in the world, with over 1 million customers over 60 countries. The Town has a very robust plan. At the bottom of his summary, he indicated there would be a 0% increase for 2023, which is fantastic. He described the next 2 pages which where the benefits are discussed. The Town employees have 100% of their preventative covered., 60% coverage for major services if done in network and 50% if outside of network. Maximum out of pocket costs to a person is \$1,500 and for a family plan \$1,750. The Town's plan even offers a roll over provision so if somebody doesn't use all of their dental coverage, \$250 will roll over to the next year. He said MetLife has introduced a nice dental app. They want to use the app instead of issue ID cards but the employee will still have to give their social security number. Originally there were 34 employees who were out of network and he was proud announce that 32 of the 34 have joined the network.

He then started talked about Worker's Compensation which is a little more complicated than dental. He then directed the Council to the audited payroll section for 2020 and 2021. The first number column is \$7.1 million which is actual payroll for 2020. The next tab is estimated payroll for 2022-2023. I wanted to show that there was a year, 2021 that we don't have actually data, so we're going off 2-year old data. Once 2021 is audited, that information is used for the renewal term but currently for renewal purposes it is 2-year old data. Based upon what we have, the Town can anticipate a rise in worker's compensation premium from \$90,299 to around \$96,378. Just so the Council is aware, audits are not cheap. We were audited in November of last year and the bill was \$4,655. The numbers keep getting larger. Your rates are not on the current year but the 3 prior years. As the Council can see, the loss rate for the last 3 years is \$19,000, \$26,000 and

\$19,000. Next year one of the \$19,000 will drop off but replaced with a \$154,000 loss. We still had great experience ratio but we have some larger claims forthcoming. With that experience ratio, the Council can expect an increase anywhere from 20% to 25%. I'm making the Council aware so they can plan accordingly in the next budget cycle. The rate will be a comparison between the Town's 23 budget versus the numbers from the most recent audit. It's a combination of factors or experience modification based upon the frequency and severity of the Town's claim activity. Having good safety controls in effect helps offset any cost increases. We have scheduled chlorine safety training not only for Highland employees but coordinating with other communities. But keep in mind that the Town has some pretty big claims that are counting against the Town now but will hit next year. To summarize, Highland has received some great renewal terms.


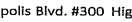
Councilor Sheeman said he felt it was a no brainer on the bonds and a waste of money.

Highland Insurance Group
Workers Compensation & Dental
2023 Insurance Renewals

WORKERS COMPENSATION
Indiana Public Employers Plan (IPEP)
02/01/2023 - 02/01/2024

DENTAL INSURANCE
MetLife
03/01/2023 - 03/01/2024

Presented By:
Tom Brown CIC, CRM, CWCA

9105A Indianapolis Blvd. #300 Highland, IN 46322

Highland Indiana

DENTAL INSURANCE – WHY METLIFE



Extensive provider network

The MetLife dental network includes thousands of providers, so finding the right dentist is easy.



Flexibility to see any dentist

Our plans give you the flexibility to visit providers in or out-of-network.* Most cleanings and exams are covered 100%.



Cost savings

As a MetLife member, take advantage of our negotiated fees, typically 30 - 45% less than the average!*

DENTAL INSURANCE RENEWAL SUMMARY

MetLife is currently one of the largest Insurance, annuity, and employee benefit providers around the world.

Founded in New York in 1868, the company services nearly 100 million customers in over 60 countries. Their offer to the Town of Highland includes:

- The largest number of dental access points with MetLife PDP Plus network as compared to other providers.
 - Increase In-network utilization lowered cost to some members
- No waiting periods for current or new employees
- Rollover Provision
 - Employees received a first-year rollover of \$250 putting their annual max at \$1,750

Coverage	Current 2022 Rates	Renewal 2023 Rates	Lives	Renewal Premium	% Change
DENTAL				\$107,329.92	0.0%
Employee Only	\$37.10	\$37.10	38		
Employee + Spouse	\$76.58	\$76.58	27		
Employee + Child(ren)	\$76.61	\$76.61	4		
Family	\$125.86	\$125.86	41		
Total Lives			110		

BROWN INSURANCE GROUP – RENEWAL SUMMARY
Policy Term: March 1, 2023 / 24

Dental

Metropolitan Life Insurance Company

Plan Design for: Town of Highland
Plan Effective Date: March 1, 2023

Network: PDP Plus

The Preferred Dentist Program was designed to help you get the dental care you need and help lower your costs. You get benefits for a wide range of covered services — both in and out of the network. The goal is to deliver affordable protection for a healthier smile and a healthier you.

Coverage Type:	In-Network ¹ % of Negotiated Fee ²	Out-of-Network ¹ % of R&C Fee ⁴
Type A - Preventive	100%	100%
Type B - Basic Restorative	100%	80%
Type C - Major Restorative	60%	50%
Type D - Orthodontia	50%	50%
Deductible³		
Individual	\$50	\$50
Family	\$150	\$150
Annual Maximum Benefit:		
Per Individual	\$1750	\$1750
Orthodontia Lifetime Maximum - Ortho applies to Child Only		
	Child to age 19	
	\$1500 per Person	\$1500 per Person
Dependent Age:	Eligible for benefits until the day that he or she turns 26.	
<p>¹ "In-Network Benefits" refers to benefits provided under this plan for covered dental services that are provided by a participating dentist. "Out-of-Network Benefits" refers to benefits provided under this plan for covered dental services that are not provided by a participating dentist.</p> <p>² Negotiated fees refer to the fees that participating dentists have agreed to accept as payment in full for covered services, subject to any copayments, deductibles, cost sharing and benefits maximums. Negotiated fees are subject to change.</p> <p>³ Applies to Type B and C services only.</p> <p>⁴ Out-of-network benefits are payable for services rendered by a dentist who is not a participating provider. The Reasonable and Customary charge is based on the lowest of: the dentist's actual charge (the 'Actual Charge'), the dentist's usual charge for the same or similar services (the 'Usual Charge') or the usual charge of most dentists in the same geographic area for the same or similar services as determined by MetLife (the 'Customary Charge'). For your plan, the Customary Charge is based on the 90th percentile. Services must be necessary in terms of generally accepted dental standards.</p>		

Understanding Your Dental Benefits Plan

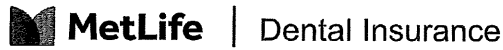
If you receive in-network services, you will be responsible for any applicable deductibles, cost sharing, negotiated charges after benefit maximums are met, and costs for non-covered services. If you receive out-of-network services, you will be responsible for any applicable deductibles, cost sharing, charges in excess of the benefit maximum, charges in excess of the negotiated fee schedule amount or R&C Fee, and charges for non-covered services.

- Plan benefits for in-network covered services are based on a percentage of the Negotiated fee — the Fee that participating dentists have agreed to accept as payment in full for covered services, subject to any deductibles, copayments, cost sharing and benefit maximums. Negotiated fees are subject to change.
- Plan benefits for out-of-network services are based on a percentage of the Reasonable and Customary (R&C) charge. If you choose a dentist who does not participate in the network, your out-of-pocket expenses may be greater.

Once you're enrolled you may take advantage of online self-service capabilities with MyBenefits.
Check the status of your claims
Locate a participating dentist
Access MetLife's Oral Health Library
Elect to view your Explanation of Benefits online

To register, just go to
www.metlife.com/mybenefits
and follow the easy registration instructions.

Town of Highland - Dental Benefit Summary



Dental information available through the MetLife Mobile App

Viewing your dental plan just got easier with the MetLife Mobile App.¹



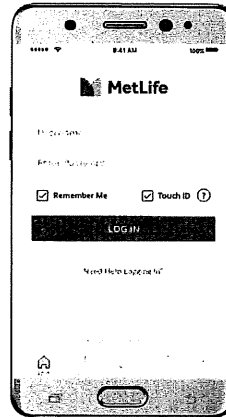
You can:

- Find a dentist
- Get estimates for most procedures
- View your plan summary
- View your claims
- Track your brushing and flossing
- View your ID card

It's easy! Search "MetLife" at iTunes App Store or Google Play to download the MetLife US Mobile App, or scan the QR codes. Search our network of thousands of dentists and specialists to find a provider near you.

Or log-in to MyBenefits to access your plan information.¹

It's available 24 hours a day, seven days a week.



1. Certain features of the MetLife Mobile App are not available for all MetLife Dental plans. Before using the MetLife Mobile App, you must register at www.metlife.com/mybenefits from a computer. Registration cannot be done from your mobile device.

Like most group benefit programs, benefit programs offered by MetLife and its affiliates contain certain exclusions, exceptions, waiting periods, reductions, limitations and terms for keeping them in force. Please contact MetLife or your plan administrator for complete details.

Navigating life together

Metropolitan Life Insurance Company | 200 Park Avenue | New York, NY 10166
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Highland Indiana

Class Code	Description	Audited Payroll		Audited Premium		Audited Payroll		Audited Premium		Estimated Payroll		Estimated Premium	
		2020-2021	2020-2021	2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	From 2020-2021 Audit	From 2021-2022 Audit	2023-2024	2023-2024
5506	Street & Road	523,270	27,838	561,024	29,846	523,270	27,838	561,024	27,838	561,024	27,838	561,024	30,744
7520	Waterworks	371,125	10,800	316,627	9,214	371,125	10,800	316,627	10,800	316,627	10,800	316,627	9,499
7580	Sewage Disposal	369,369	8,680	369,507	7,152	369,369	8,680	369,507	8,680	369,507	8,680	369,507	7,345
7710	Freighters & Drivers- Paid	80,795	2,448	83,078	2,517	80,795	2,448	83,078	2,448	83,078	2,448	83,078	2,592
7711	Firefighters - Volunteers	136,152	4,125	169,514	5,136	136,152	4,125	169,514	4,125	169,514	4,125	169,514	5,289
7720	Police Officers & Drivers	172,267	3,790	209,429	4,607	172,267	3,790	209,429	3,790	209,429	3,790	209,429	4,754
7725	Police-Medical Only	2,698,107	53,962	2,785,974	55,719	2,698,107	53,962	2,785,974	53,962	2,785,974	53,962	2,785,974	57,391
8380	Automobile Services	213,509	4,398	223,501	4,612	213,509	4,398	223,501	4,398	223,501	4,398	223,501	4,747
8810	Clerical Office	1,272,166	2,035	1,300,258	2,080	1,272,166	2,035	1,300,258	2,035	1,300,258	2,035	1,300,258	2,080
8831	Hospital & Veterinary	15,376	195	16,493	209	15,376	195	16,493	195	16,493	195	16,493	215
9015	Buildings-NOC	188,437	5,955	213,291	6,738	188,437	5,955	213,291	5,955	213,291	5,955	213,291	6,930
9102	Parks NOC	788,704	19,758	840,033	21,589	788,704	19,758	840,033	19,758	840,033	19,758	840,033	22,051
9410	Municipal	295,040	5,517	338,750	6,335	295,040	5,517	338,750	5,517	338,750	5,517	338,750	6,538
7698	Rostered Volunteers	Included	500	500	500	500	500	500	500	500	500	500	500
7732	Police Reserves	Included	500	500	500	500	500	500	500	500	500	500	500
	Totals	\$ 7,104,315	\$ 150,499	\$ 7,361,759	\$ 156,734	\$ 7,104,315	\$ 150,499	\$ 7,361,759	\$ 150,499	\$ 7,361,759	\$ 150,499	\$ 7,361,759	\$ 161,385

Category	Audited 2022-2022		Estimate at Inception 2022-2023		Estimate at Inception 2022-2024	
	2020-2021	2021-2022	2022-2023	2023-2024	2022-2023	2023-2024
Manual Contribution	\$	\$	\$	\$	\$	\$
Experience Modifier	0.81	0.76	0.8	0.8	0.72	0.72
Total Adjusted by Experience Rating	\$	\$	\$	\$	\$	\$
Schedule Credit	0.85	0.85	0.75	0.75	0.78	0.78
Total Annual Contribution	\$	\$	\$	\$	\$	\$

Audit Difference: \$4,655 (incl. Above) | TBD - estimate below

Category	2022-2022 Estimate after Audit	2023-2024 Estimate after Audit	2023-2024 current Payroll Projection
Actual Payroll (Est)	\$	\$	\$
Estimated additional Premium	\$	\$	\$
Final Premium After Audit	\$	\$	\$
	7,361,759 x 1.08 =	7,582,613	\$7,810,080

**Indiana Public Employers' Plan
Kokomo, IN**

**WORKERS COMPENSATION AND EMPLOYERS LIABILITY
SUBSCRIBED COVERAGE**

**INFORMATION PAGE
CARRIER CODE:**

Item 1. Name and Address of Insured Highland; Town of 3333 Ridge Road Highland, IN 46322 NUMBER WC123-2IN0225

Form of Business: Town RISK ID# 130119719 FEDERAL ID# 35-6001057

Locations—All usual workplaces of the insured or from which operations covered by this subscription are conducted are located at the above address unless otherwise stated herein: See Attached Schedule for Location(s)

Item 2. Coverage Period: From 02/01/2023 - 02/01/2024 12:01 A.M. standard time at the member's mailing address.

Item 3.

A. Workers Compensation Coverage: Part One of the subscription applies to the Workers Compensation Law of the States listed here: Indiana

B. Employer Liability Coverage: Part two of the subscription applies to work in each state listed in Item 3.A. The limits of our liability under Part Two are: Bodily Injury by Accident \$ 1,000,000 each accident
Bodily Injury by Disease \$ 1,000,000 each employee
Bodily Injury by Disease \$ 1,000,000 coverage limit

C. Other States Coverage: Part Three of the subscription applies to the states, if any, listed here:

D. This coverage includes these endorsements and schedules:

Item 4. The contribution for this coverage will be determined by our Manuals and Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit:

**** See Attached Schedule for Classifications****

Total Estimated Standard Contribution	90,634
Subject to Minimum Contribution of	1,250
Estimated Coverage Total	90,634

Dated issued: 12/28/2022 Attorney-in-fact: Public Risk Underwriters of the Midwest, LLC
PO Box 1247
Kokomo, IN 46901

Countersignature Date 12/28/2022 By Public Risk Underwriters of the Midwest, LLC

Doc # 2528625

Memorandum of Meeting
 Monday, January 16, 2023

Name of Participant:	Highland, Town of
Certificate #:	WC123-2IN0225
Coverage Period:	02/01/2023 – 02/01/2024

SCHEDULE OF OPERATIONS
MANUAL CONTRIBUTION CALCULATION ESTIMATED PAYROLL POLICY PERIOD: 02/01/2023 - 02/01/2024

Payroll Class & Description	Estimated Payroll	Rate	Manual Contribution
8831 - Hospital Vet	16,433	1.31	215
7732 - Police Reserves	20	2,500.00	500
5506 - Streets	561,024	5.48	30,744
7520 - Waterworks	316,627	3.00	9,499
7580 - Sewer	303,507	2.42	7,345
7710 - Firemen	83,078	3.12	2,592
8380 - Auto Service	223,901	2.12	4,747
7720 - Police	209,429	2.27	4,754
7725 - Police Medical	2,785,974	2.06	57,391
8810 - Clerical Office Employ	1,300,258	0.16	2,080
9015 - Buildings NOC	213,231	3.25	6,930
9102 - Parks NOC	840,033	2.65	22,261
9410 - Municipal Employees	338,750	1.93	6,538
7698 - Rostered Volunteers	20	2,500.00	500
7711 - Volunteer Firemen	169,514	3.12	5,289
TOTALS	\$ 7,361,799		\$ 161,385

SEE NEXT PAGE FOR TOTAL CONTRIBUTION SUMMARY

Doc # 2528625

Name of Participant:	Highland; Town of
Certificate #:	WC123-2IN0225
Coverage Period:	02/01/2023 – 02/01/2024

SCHEDULE OF OPERATIONS

CONTRIBUTION SUMMARY
 ESTIMATED PAYROLL

PERIOD: 02/01/2023 – 02/01/2024 BOTH DAYS AT
 12:01 AM STANDARD TIME

Indiana: 02/01/2023 - 02/01/2024

Total Contribution Subject to Experience Rating		161,385
Experience Modification	0.72	-45,188
Total Contribution Adjusted by Experience Modification		116,197

Indiana Contribution

Total Contribution Subject to Schedule Debit/Credit		116,197
Schedule Debit/Credit	0.78	-25,563
Total Contribution Adjusted by Application of Modification(s)		90,634
Total Estimated Annual Contribution		90,634
Subject to Minimum Contribution of		1,250
Estimated Coverage Total		90,634

Doc # 2528625



For additional risk management resources: 765-252-3007 | IPEP.COM

IPEP RISK MANAGEMENT SERVICES

IPEP Risk Management Team conducts a "loss-based" service program. Specialists from the Risk Management team analyze claims and perform Onsite Safety and Loss Control Audits of internal operations. The purpose is to identify exposure areas and provide recommendations to reduce or limit workers compensation exposure. IPEP Risk Management Team also provides access to a variety of virtual training platforms and safety resources.

Departmental Inspections: IPEP Risk Management Specialists regularly perform inspections of various departments to identify OSHA and Workers Compensation concerns and hazards. Written recommendations will be provided to improve the safety protocol within each department.

Written Policies, Programs, and Procedures: IPEP Risk Management Specialists may assist you in creating your site-specific policies, programs, and standard operating procedures. They may also review and provide recommendations on your existing Occupational Health & Safety policies, written programs, and standard operating procedures.

Safety Committees: IPEP strongly recommends forming a safety committee meeting that meets regularly. Risk Management Specialists will attend meetings when possible. Each safety committee should include:

- Departmental representation
- Discussion on claims (root cause analysis and reducing or eliminating hazards)
- Oversight or participation in accident investigations
- Regularly scheduled meetings, such as monthly or bi-monthly
- The authority to uphold safety protocols and policies

Public Safety Programs:

- ProTeam Tactical
- Emergency Vehicle Operation and Response Train-the-Trainer Program
- Commercial Fleet/Municipal/Law Enforcement/Fire & EMS Defensive Driving Program
- Patient Handling Program
- Weight Exercise Training Guideline

What is the Difference Between Fidelity Bonds and Crime Insurance

What is a Public Official Fidelity Bond?

In the most basic terms, Public official bonds are surety bonds that guarantee a public official will perform the duties of office faithfully and honestly and, in most cases, a surety bond is required in order to hold office. While these duties may vary by position and applicable law, a public official is obligated to act in the public's best interest at all times and will be held personally accountable, with few exceptions, for the duties and responsibilities of that position. Public Official Fidelity bonds are essentially insurance policies.

Employee Dishonesty Bonds

Dishonesty bonds cover financial loss your business may experience due to an employee's fraud or dishonesty. These bonds typically cover criminal acts committed by employees such as credit card fraud, theft, embezzlement or forgery.

If an employee steals from your company, the employee dishonesty bond will usually cover loss of property, money and securities your business experiences, leaving your company protected from those losses.

What is Commercial Crime Insurance?

Commercial crime insurance protects a company against criminal acts committed by employees or third-party vendors, such as a contracted accounting firm. Coverage can be obtained based on a business's specific risks. An individualized policy may cover:

- Employee theft and dishonesty
- On-site burglary
- Credit card fraud
- Fund transfer and computer fraud
- Third-party criminal acts (this refers to crimes committed by vendors, consultants, or contractors)

Fidelity Bond vs. Crime Insurance

While it is true that some fidelity bonds and commercial crime insurance cover similar scenarios, there are important distinctions. *Protections offered under employee dishonesty bonds are often matched by protections offered in commercial crime insurance.* Here are some of the key differences between fidelity bonds and commercial crime insurance:

- **Fidelity bond limitations.** While fidelity bonds protect against very specific employee-related crimes, a commercial crime insurance policy can be put together to offer your business more complete and diverse coverage against criminal activities that could cost your organization money
- **Range of covered scenarios.** Crime insurance typically covers a broader range of scenarios and types of fraud compared to fidelity bonds. Specifically, it tends to cover losses incurred by third parties, whereas fidelity bonds do not. Importantly, crime insurance typically does not cover cyber-crimes, which may require separate cyber-insurance coverage.
- **Requirements for coverage.** ERISA fidelity bonds are required by law for companies that offer certain types of benefits and retirement plans. Commercial crime insurance is advisable for most companies but is not required by law.

Memorandum of Meeting
Monday, January 16, 2023

Bond number	Title	Bond Amount	Person bonded	Effective Date	Renewal Date	Premium
601144254	Building Commissioner/Chief Inspector	\$15,000	Ken Milka	1/1/2022	1/1/2023	
999189236	Building Inspector/Plumbing Inspector	\$15,000	Clint Mann	6/30/2022		
	Clerk-Treasurer	\$300,000	Mark Herak		1/1/2023	
68C214829	Community Events Commission	\$10,000	Blanket bond accounts for 150 employees	1/1/2022	1/1/2023	\$1,329
68C214830	Officers and employees Parks and Rec	\$30,000	Blanket bond accounts for 113 Employees	1/1/2022	1/1/2023	\$1,659
68C214831	Officers and Employees: Municipality including the Utility	\$60,000	Blanket bond accounts for 150 employees	1/1/2022	1/1/2023	\$2,652
999150305	Code Enforcement Inspector	\$15,000	Carl Ray Porter	6/30/2022		\$5,640
999151309	Electrical Inspector	\$15,000	Nick Russo	1/1/2022	1/1/2023	
601144563	Member of the Board of Sanitary Commissioners	\$5,000	Rex Burton	1/1/2022	1/1/2023	
601145195	Member of the Board of Sanitary Commissioners	\$5,000	Kathy DeGulio-Fox	1/1/2022	1/1/2023	
601144251	Member of the Board of Sanitary Commissioners	\$5,000	David Jones	1/1/2022	1/1/2023	
601144373	Member of the Board of Sanitary Commissioners	\$5,000	Richard Garcia	1/1/2022	1/1/2023	
601144375	Member of the Board of Sanitary Commissioners	\$5,000	Gregory Ciastak	1/1/2022	1/1/2023	
601144572	Member of the Town Board of Metropolitan Police Officers	\$5,000	Stephen Jurczak	1/1/2022	1/1/2023	
601144575	Member of the Town Board of Metropolitan Police Officers	\$5,000	Terry Krooswyk	1/1/2022	1/1/2023	
601144574	Member of the Town Board of Metropolitan Police Officers	\$5,000	Larry Moses	1/1/2022	1/1/2023	
601144571	Member of the Town Board of Metropolitan Police Officers	\$5,000	Michael Danko	1/1/2022	1/1/2023	
999189237	Member of the Town Board of Metropolitan Police Officers	\$5,000	Daniel Stombaugh	6/30/2022		
601144243	Police Pension Secretary	\$15,000	Ken Balon	1/1/2022	1/1/2023	
999060481	Public Works Director	\$15,000	Mark Knesek	7/13/2022		
999054515	Redevelopment Commissioners	\$15,000	Cyrl Huerrer	1/1/2022	1/1/2023	
999192738	Redevelopment Commissioners	\$15,000	Sean Conley	7/12/2022		
999192743	Redevelopment Commissioners	\$15,000	William Leep	7/12/2022		
999192744	Redevelopment Commissioners	\$15,000	Alex Christopher Robertson	7/12/2022		
999192737	Redevelopment Commissioners	\$15,000	George Georff	7/12/2022		
	Redevelopment Commissioners	\$15,000	Pat Krull (School Board - Non-voting)			
999060533	Water Works Board of Directors	\$15,000	Rick Volbrecht	1/1/2022	1/1/2023	
601144257	Water Works Board of Directors	\$15,000	Curtis Schroder	1/1/2022	1/1/2023	
601144258	Water Works Board of Directors	\$15,000	George A Smith	1/1/2022	1/1/2023	
999190646	Water Works Board of Directors	\$15,000	Lawrence Kondrat	6/30/2022		
999190640	Water Works Board of Directors	\$15,000	Jason Tharp	6/30/2022		

Town of Highland
2023 – 2024 Cyber Marketing Summary

Insurer	Limit	Deductible	Premium
Travelers	\$1,000,000	\$25,000	\$15,000
Cowbell	\$1,000,000	\$25,000	\$26,756
Coalition	\$2,000,000	\$50,000	\$23,348
CFC Underwriting	\$1,000,000	\$25,000	\$17,775 + \$500
Crum & Forster	\$1,000,000	\$25,000	\$19,098 + tax & fee
Crum & Forster	\$2,000,000	\$25,000	\$26,160 + tax & fee

Travelers Casualty and Surety Company of America
QUOTE OPTION #1

CYBER COVERAGE:

Liability	Limit	Retention
Privacy and Security	\$1,000,000	\$25,000
Payment Card Costs	\$1,000,000	Subject to Privacy and Security Retention
Media	\$1,000,000	\$25,000
Regulatory Proceedings	\$1,000,000	\$25,000
Breach Response	Limit	Retention
Privacy Breach Notification	\$1,000,000	\$25,000
Computer and Legal Experts	\$1,000,000	\$25,000
Betterment	\$100,000	
Cyber Extortion	\$1,000,000	\$25,000
Data Restoration	\$1,000,000	\$25,000
Public Relations	\$1,000,000	\$25,000
Cyber Crime	Limit	Retention
Computer Fraud	\$100,000	\$5,000
Funds Transfer Fraud	\$100,000	\$5,000
Social Engineering Fraud	\$100,000	\$5,000
Telecom Fraud	\$100,000	\$5,000
Business Loss	Limit	Retention
Business Interruption	\$1,000,000	
Dependent Business Interruption	\$100,000	
Dependent Business Interruption - System Failure	\$100,000	
Dependent Business Interruption - Outsource Provider	\$100,000	
Dependent Business Interruption - Outsource Provider - System Failure	\$100,000	
Reputation Harm	\$250,000	\$5,000
System Failure	\$1,000,000	

Additional First Party Provisions

Accounting Costs Limit: \$25,000
 Betterment Coparticipation: 50%
 Period Of Restoration: 180 days
 Period Of Indemnity: 30 days
 Wait Period: 12 hours



Cowbell Cyber Insurance Quote - Prime 100

NAMED INSURED	Town of Highland	AGENCY NAME	Brown Insurance Group
REVENUE	\$36,677,000.00	QUOTE NUMBER	QCB-100-4SGIDX66
# OF EMPLOYEES	115		
YEAR ESTABLISHED	1910	EXPIRES ON	2023-01-22 (12:01 AM) Insured Local Time
INSURED STATE	IN		

Thank you for trusting Cowbell for your cyber coverage. Below is the detail of your quoted cyber policy based on the truthfulness and accuracy of the information provided to Cowbell in response to the questions on the insurance application entered into our underwriting system. After quote expiration date, underwriters generally reserve the right to revise the offered quotes. All quotes are subject to signed Cowbell application and confirmation of loss history.

PROPOSED POLICY DETAILS

AGGREGATE LIMIT	\$1,000,000	POLICY PERIOD	01/01/2023 to 01/01/2024
DEDUCTIBLE	\$25,000	ESTIMATED ANNUAL PREMIUM	\$26,656.00
WAITING PERIOD	6 Hrs	BROKER FEES	\$100.00
RETROACTIVE PERIOD	Full Prior Acts	TOTAL AMOUNT	\$26,756.00

COVERAGES	0)	1M)
<input checked="" type="checkbox"/> Security Breach Expense		1M
<input checked="" type="checkbox"/> Security Breach Liability		1M
<input checked="" type="checkbox"/> Restoration of Electronic Data		1M
<input checked="" type="checkbox"/> Extortion Threats	\$50K	
<input checked="" type="checkbox"/> Public Relations Expense	\$50K	
<input checked="" type="checkbox"/> Business Income & Extra Expense Sublimit \$1M		1M
<input checked="" type="checkbox"/> Computer & Funds Transfer Fraud		1M
<input checked="" type="checkbox"/> Ransom Payment Limit \$1M		1M
<input checked="" type="checkbox"/> Social Engineering Limit \$100K Deductible \$50K	\$100K	
<input checked="" type="checkbox"/> Hardware Replacement Costs	\$50K	
<input checked="" type="checkbox"/> Telecommunications Fraud	\$50K	
<input checked="" type="checkbox"/> Post Breach Remediation Coverage	\$50K	
<input checked="" type="checkbox"/> Website Media Liability		1M

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 Policies underwritten by Cowbell Insurance Agency are written by Spinnaker Insurance Company NAIC #24376, AM Best "A-" (Excellent) Rated.



Cowbell Cyber Coverages - Prime 100

- SECURITY BREACH EXPENSE**
Coverage for losses and expenses directly associated with recovery activities in the aftermath of a cyber incident. This can include investigation and forensic services, notification to customers, call center services, overtime salaries, post-event monitoring services such as credit monitoring for impacted customers and more.
- SECURITY BREACH LIABILITY**
Coverage for third party liability directly due to a cyber incident and that the insured becomes legally obligated to pay. This includes defense expenses, compensatory damages, and settlement amounts, and fines or penalties assessed against the insured by a regulatory agency or government entity, or for non-compliance with the Payment Card Industry Data Security Standards.
- RESTORATION OF ELECTRONIC DATA**
Coverage for the costs to replace or restore electronic data or computer programs in the aftermath of an incident. This can also include the cost of data entry, reprogramming and computer consultation services to restore lost assets.
- EXTORTION THREATS**
Coverage for loss resulting from an extortion threat that is discovered during the policy period. This can include approved firms and resources that determine the validity and severity of threat, interest costs associated with borrowing for the ransom demand, reward payment that leads to conviction and arrest of party responsible, the ransom payment and other reasonable expenses.
- PUBLIC RELATIONS EXPENSE**
Coverage for the fees and costs to restore reputation in response to negative publicity following a cyber incident or a security breach. This includes, for example, the fees associated with the hiring of a public relations firm that handles external communications related to the breach.
- COMPUTER AND FUNDS TRANSFER FRAUD**
Coverage for the losses due to a fraudulent computer operation that causes money (or other property) to be transferred from an insured's account. This also covers losses incurred by a fraudulent instruction directing a financial institution to debit money from the insured's transfer account.
- BUSINESS INCOME AND EXTRA EXPENSE**
Coverage for the losses and costs associated with the inability to conduct business due to a cyber incident or an extortion threat. Business income includes net income that would have been earned or incurred. Note that business interruptions due to system failure or voluntary shutdown are not covered.
- SOCIAL ENGINEERING**
Coverage for a loss resulting from a social engineering incident where the insured is intentionally misled to transfer money to a person, place or account directly from good faith reliance upon an instruction transmitted via email by an imposter. A documented verification procedure requirement needs to have been completed in order to be provided coverage.
- RANSOM PAYMENTS**
Coverage for the reimbursement of the monetary value of any ransom payment made by the insured to a third party in response to a ransom demand to resolve an extortion threat.
- HARDWARE REPLACEMENT COSTS**
Coverage for the cost to replace computers or any associated devices or equipment operated by the insured that are unable to function as intended due to corruption or destruction of software or firmware, resulting from a cyber incident.
- TELECOMMUNICATIONS FRAUD**
Coverage for the cost of unauthorized calls or unauthorized use of the insured's telephone system's bandwidth, including but not limited to phone bills.
- POST BREACH REMEDIATION COVERAGE**
Coverage for labor costs incurred to resolve vulnerabilities or weaknesses in the insured's computer system that are identified by an independent security firm after a cyber incident. Identified upgrades or improvements must reduce the probability or potential damage of a future incident to qualify.
- WEBSITE MEDIA LIABILITY**
Coverage for a loss and defense expenses from intellectual property infringement, other than patent infringement, related to media content on the company website or its social media accounts only.

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Policies underwritten by Cowbell Insurance Agency are written by Spinnaker Insurance Company NAIC #24376, AM Best "A-" (Excellent) Rated.

Page 4 of 4

Tom Brown

From: Mark Swayze <mswayze@arlingtonroe.com>
Sent: Tuesday, December 20, 2022 9:43 AM
To: Tom Brown
Subject: Town of Highland IN - Cyber

Tom:

STATUS REPORT

We have forwarded your submission to the following carriers:

- **Coalition** - Quoted \$23,348 Premium (need to add Policy Fee and Indiana Surplus Lines Tax) for a \$2M Limit and \$50K deductible. There one Subjectivities (signed & dated carrier App). I would be happy to forward to you is desired.
- **CFC Underwriting** – Quoted \$17,775 Premium + \$500 Carrier Fee (need to add Policy Fee and Indiana Surplus Lines Tax) for a \$1M Limit and \$25K deductible. There are a couple of Subjectivities. I would be happy to forward to you is desired.
- **Crum & Forster** – We have received an emailed confirmation of receipt of the submission from the underwriter but have not yet received a proposal.

Let me know your thoughts.



Mark Swayze, RPLU
Professional Liability Senior Broker
Arlington/Roe®
w: www.arlingtonroe.com | p: 800.878.9891 ext. 8648
e: mswayze@arlingtonroe.com
[Read my bio](#)

Tom Brown

From: Mark Swayze <mswayze@arlingtonroe.com>
Sent: Tuesday, December 20, 2022 2:12 PM
To: Tom Brown
Subject: RE: Town of Highland IN - Cyber - Crum & Forster

Tom:

FYI – Crum & Forster offered the following

- \$1M Limit / \$25K retention / \$19,098 (plus taxes & fees)
- \$2M Limit / \$25K retention / \$26,160 (plus taxes & fees)

There are a few undesirable sublimit with this quote, so I would nto recommend.



Mark Swayze, RPLU
Professional Liability Senior Broker
Arlington/Roe®
d: 317.554.8648 | p: 800.878.9891 ext. 8648
w: www.arlingtonroe.com | e: mswayze@arlingtonroe.com
[Read my bio](#)

AR Arlington/Roe®
PROFESSIONAL LIABILITY
Meet the team that will help
you with your account.

MARK SWAYZE
mswayze@arlingtonroe.com
317.554.8648

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NOAH RHEUDE
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317.554.8509

X. **DISCUSSION:** UPDATE, FROM THE DECEMBER 5, 2022 HIGHLAND TOWN COUNCIL STUDY SESSION WHERE COUNCILOR SHEEMAN WILL WORK WITH THE IT DIRECTOR TO REVIEW COSTS AND PROPOSED POTENTIAL COST SAVINGS AS THEY PERTAIN TO THE WEB UPDATES AND GAZEBO EXPRESS (I.E., POTENTIALLY ELIMINATING THE HARD COPY AND GOING TO AN ON-LINE VERSION OR E-MAILING). THEY WOULD

REACH OUT TO THE REACH OUT TO THE TOWN OF SCHERERVILLE TO SEE WHO
DESIGNED THEIR WEBSITE AND WHO MAINTAINS IT.

Councilor Sheeman began by distributing packets to the Council which summarized the various costs to produce the gazebo and updating the website by the Idea Factory. He explained that the costs shown were just the basic costs and if any images, stock or custom was an extra. He provided the actual cost for 2022 which was \$34,000 and that is based upon 1 image a month. He said he got the printing cost and the cost to mail from the printer, Lithographic. He attached a couple of receipts as examples of the costs. He said mailing costs averaged around \$1,200 per month and an all-in cost of \$2,000 per month to produce and mail the gazebo or a cost \$48,000 annually. The published budget was \$50,000 and the costs continue to rise. So, I'm proposing several different options which are at the bottom of the handout. Currently, the Gazebo is produced monthly and is 4 pages. If we produce and distribute the Gazebo bi-monthly, we can save approximately \$11,814 or you can produce the Gazebo monthly and limit the number of pages to 2 and save about \$12,396. If you're thinking about emailing it, you can put a notice in the utility bill for about 3 cycles so residents have plenty of time to sign up for delivery of the Gazebo to your email address. Advise the residents that after so many months the Gazebo will no longer be mailed. Included in the utility bill would be instructions on how to sign up by submitting you email address. Another thought, rather than emailing, our IT director said the Gazebo can be digitally produced and provide a link on the Town website. I think sometimes the articles are just automatically done because the department heads have submitted something. Schererville provides their newsletter both digitally with a link on their website and also mail a copy with the utility bill. After talking with their Town Council president and shared some of the costs with him, he said he needs to start looking at what their actual costs are. I think Schererville does their newsletter bi-monthly.

The Council asked Councilor Sheeman if the same person who assembles the newsletter is the same person who updates their website?

Councilor Sheeman said he didn't have an answer but he would find out and get back to the Council. He then started talking about a company called GoGov. It is a company that produces a great deal of software but unfortunately it's all created for a mobile application. On this particular, anything that you want to do with the Town you can do on a phone. You can report an issue, you can have letters automatically generated regarding a resident found of a code violation. You can issue permits and make payments all via your phone with this app. When I contacted them, they said they don't do websites but they can create websites. He said Munster and Griffith had a similar software but it did not perform as they thought. The problem is that people abused the system. Residents sent problems or requests with false addresses. I just wanted to show you this. I don't know if you guys would be interested in seeing a demonstration on this. I didn't get into the cost and I don't know if their software can we integrated into our website.

The Clerk-Treasurer reminded the Council that regardless of whether the gazebo is sent out monthly or bi-monthly or via e-mail or digitally with a link on the website, the utility bills are distributed monthly and that postage cost still exists and that the contract extension for the Idea Factory expires at the end of February.

Councilor Black reminded the Council should change from the Idea Factory, who will manage the website real time. He gave the example of an SSO and the SSO has to be posted on the Town's website within 24 hours after the violation.

Councilor Sheeman said the number of hits on the website continues to grow.

Councilor Schocke asked if there was a way to determine whether those hits are legit or blots.

Teresa Badovich said there is a way and she will get those numbers for Councilor Schocke.

Councilor Sheeman concluded, that the Idea Factory does create good content and their articles are good. They do a good job

Idea Factory / Web Site

2022 Contract	31,624
2022 Budget	34,505
Revised Budget	43,777
Actual Cost	45,616
2023 Contract	34,017
Print & Mail Cost	14,400
2023 Est Cost	48,017
2023 Budget	50,000

Cost History

2012	18,000
2013	18,000
2014	31,110
2015	25,625
2016	32,000
2017	29,180
2018	28,750
2019	34,075
2020	39,125
2021	36,710

10,000 copies are printed monthly.

Printing Cost	1,100	X 12	13,200
Mailing Cost	100	X 12	1,200

Options

Production

Produce Gazebo Express bi monthly 4 pages B X W saves approx. 11,814
 Produce Gazebo Express monthly 2 pages B X W save approx.12,396

Email

Notice in Water Bill for 3 billing cycles to sign up for email delivery of Gazebo Express
 Includes instructions how to sign up by submitting your email address.

Digital Only

Produce Gazebo Express for Town Web Site only with link on front page of web site
 Notice in Water Bill for 3 billing cycles Gazebo Express only available on web site after this month
 4th billing cycle include link to Town Web Site to see Gazebo Express

Articles for insertion pre approved by Council President. Council President has final approval to produce

Memorandum of Meeting
Monday, January 16, 2023

12/05/2022 EXPENDITURE REPORT FOR HIGHLAND
PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022 ORIGINAL BUDGET	BUDGET AMOUNT	DEBITED	PENDING REQUISITIONS	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BUDGET USED	ACTIVITY FOR MONTH 11/30/22
Fund 1101 - GENERAL									
Dept 0001 - TOWN COUNCIL									
100 SERIES									
100-0001-1101	TC-COUNCIL MEMBER SALARIES	70,598.00	103,898.00	74,803.29	0.00	0.00	28,282.71	72.55	6,968.00
100-0001-1127	TC-WORKER BONUSES	3,250.00	3,250.00	2,920.00	0.00	0.00	2,234.92	0.89	0.00
100-0001-1201	GEN RICK & MEDICARE	5,376.00	8,304.50	5,612.50	0.00	0.00	2,727.97	67.50	538.40
100-0001-1205	TC-LODGING	2,000.00	2,000.00	1,710.00	0.00	0.00	1,270.00	37.75	70.00
100-0001-1209	TC-PEER PENSION	0.00	708.64	14.40	0.00	0.00	107.72	1.31	0.00
100-0001-1210	TC-PEER ANNUITY	0.00	38.10	0.38	0.00	0.00	28.72	1.31	0.00
100 SERIES		80,874.00	115,657.90	83,266.05	0.00	0.00	34,659.54	70.09	7,576.40
200 SERIES									
110-0001-2001	TC-STATIONERY & PRINTING	500.00	500.00	135.95	0.00	0.00	374.05	35.19	0.00
110-0001-2003	MISC SUPPLIES	700.00	700.00	55.56	0.00	0.00	214.42	27.79	0.00
200 SERIES		700.00	700.00	181.55	0.00	0.00	518.47	72.93	0.00
300 SERIES									
110-0001-3101	LEGAL FEES	55,000.00	55,000.00	41,495.50	0.00	0.00	13,504.50	75.45	354.00
110-0001-3103	CONSULTANT FEES	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00
110-0001-3104	TC-TUTORING/DEVELOP	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00	0.00
110-0001-3105	TC-ORGANIZATION/RESEARCH	26,000.00	25,599.50	1,462.80	0.00	0.00	24,046.70	5.79	0.00
110-0001-3202	TC-TRAVEL/EXPENSE	1,000.00	1,000.00	1,228.5	0.00	0.00	877.15	12.28	0.00
110-0001-3301	TC-LEGAL NOTICES	2,150.00	2,162.00	475.15	0.00	0.00	1,686.85	21.98	0.00
110-0001-3302	TC-OTHER PRINTING	600.00	600.00	7.45	0.00	0.00	570.60	4.90	0.00
110-0001-3804	TC-COMMUNICATION SERVICES	8,000.00	8,381.25	1,152.50	0.00	0.00	7,218.75	13.87	0.00
110-0001-3901	TC-SUBSCRIPTION & DUES	8,000.00	2,975.00	0.00	0.00	0.00	2,575.00	0.00	0.00
110-0001-3903	TC-PUBLIC RELATIONS	6,710.00	6,710.00	445.00	0.00	0.00	6,265.00	6.63	0.00
110-0001-3904	TC-PUBLIC RELATIONS-GEN/GEN	34,595.00	43,778.65	42,095.59	0.00	50.00	1,180.27	97.30	3,518.83
110-0001-39021	TC-INTERGOVT ASSOC (SRA)	1,700.00	1,700.00	975.00	0.00	0.00	725.00	57.35	0.00
110-0001-39044	TC-WELFARE PROGRAM	8,000.00	8,000.00	5,780.00	0.00	0.00	2,220.00	72.25	25.00
300 SERIES		158,677.00	162,414.61	94,032.84	0.00	511.95	67,669.82	58.21	3,897.93
Total Dept 0001 - TOWN COUNCIL		240,323.00	278,971.61	175,420.43	0.00	511.95	103,039.23	63.06	11,474.33

Memorandum of Meeting
 Monday, January 16, 2023



9701 Indiana Parkway □ Munster, Indiana 46321
 service@litho-com.com □ www.litho-com.com
 218.924.9778 □ 773.221.6692 □ 888.924.9778 □ FAX 219.924.3252

INVOICE

- Sheet-Fed & Web Offset Printing
- Digital B/W & Color Variable Data Printing Bindery
- Data Processing Mail Lists NCOA
- Envelope Inserting Inkjet Addressing
- Laser Personalization Web/Fed Sealing Spot Gluing
- In-Plant USPS Fulfillment

INVOICE TO:

Town of Highland
Attn: Accounts Payable
3333 Ridge Road
Highland, IN 46322

SHIP TO:

USPS

INVOICE DATE	INVOICE NO.	YOUR ORDER NO.	JOB TICKET NO.	SHIPPED VIA	TERMS
06/13/22	158801	Mark Herak	171535	LC	NET 30

QUANTITY	DESCRIPTION	AMOUNT
	JUNE 2022 "GAZEBO EXPRESS" NEWSLETTER INSERT.	
10,500	PRINTING: 70 lb. white gloss text 17"x11"; process 4-color ink-4/4, with bleeds; trim to size; fold to 8-1/2"x3-11/16".	1,300.00
8,365	MAILING: Additional to insert "Gazebo Express" newsletter; @ \$8.00 per M plus \$35.00 set-up.	101.92
	Tax Exempt.	
	SUB-TOTAL	\$1,401.92
	SALES TAX	\$0.00
	TOTAL AMOUNT DUE	\$1,401.92

Please Pay From This Invoice / Finance Charges: 1 1/2% Per Month After 30 Days From Date Of Invoice; 18% Per Annum

THANK YOU - WE APPRECIATE YOUR BUSINESS!



9701 Indiana Parkway ☐ Munster, Indiana 46321
 service@litho-com.com ☐ www.litho-com.com
 219.924.9779 ☐ 773.221.6682 ☐ 888.924.9779 ☐ FAX 219.924.3252

INVOICE TO:

Town of Highland
 Attn: Accounts Payable
 3333 Ridge Road
 Highland, IN 46322

INVOICE

- Sheet-Fed & Web Offset Printing
- Digital B/W & Color Variable Data Printing Bindery
- Data Processing Mail Lists NCOA
- Envelope Inserting Inkjet Addressing
- Laser Personalization Wafer Sealing Spot Gluing
- In-Plant USPS Fulfillment

SHIP TO:

USPS

INVOICE DATE	INVOICE NO.	YOUR ORDER NO.	JOB TICKET NO.	SHIPPED VIA	TERMS
12/13/22	161507	Mark Herak	173803	LC	NET 30

QUANTITY	DESCRIPTION	AMOUNT
	DECEMBER 2022 "GAZEBO EXPRESS" NEWSLETTER INSERT.	
10,000	PRINTING: 60 lb. white smooth offset 17"x11"; black and pms-357 color Ink-2/2, no bleeds; trim to size; fold to 8-1/2"x3-11/16".	1,075.00
200	Overs; @ NO CHARGE.	0.00
8,158	MAILING: Additional to insert "Gazebo Express" newsletter; @ \$8.00 per M plus \$35.00 set-up.	100.26
	Tax Exempt.	
	SUB-TOTAL	\$1,175.26
	SALES TAX	\$0.00
	TOTAL AMOUNT DUE	\$1,175.26

Please Pay From This Invoice / Finance Charges: 1 1/2% Per Month After 30 Days From Date Of Invoice; 18% Per Annum

THANK YOU - WE APPRECIATE YOUR BUSINESS!

THE SCHERERVILLE CROSSROADS Vol. 9 Issue 6 • Dec. '22 / Jan. '23



Town Manager
Bob Volkmann retiring after decades of service to Schererville



Robin Arvanitis, Councilmember Ward 1



Tom Schmitt, Councilmember Ward 4



Kevin Connelly, Councilmember Ward 2



Rob Guetzloff, Councilmember Ward 3



Caleb Johnson, Councilmember Ward 5



Mike Troxell, Clerk-Treasurer



Randy Wyllie
Judge, Schererville Town Court

Bob Volkmann has served the Town of Schererville in a variety of positions and has been part of the town's development since becoming a resident in 1979. Volkmann, who recently turned 70, will retire as Town Manager at the end of December.

Although he and his wife Lynn plan to travel and spend more time with their 2-1/2 year old grandson Benjamin who lives in Virginia, Volkmann said, "I'll be around if they (town officials or staff) have a question that I can answer."

Reflecting on Schererville's growth from a small farm community of less than 10,000 residents to the thriving community with nearly 30,000 residents, Volkmann said the projects that have helped spur that growth provide "a sense of accomplishment." Those projects have included building the Police Department, Town Hall, fire stations and repair and revitalization of neighborhood streets plus Joliet Street in the downtown. Reconstruction of Kennedy Avenue with a connection to U. S. 30 will begin sometime in 2023, after 25 years of planning.

Volkmann joined the Plan Commission in 1986. Five years later, he was appointed building commissioner.

"I had a background in construction and while serving on the Plan Commission, Glen Eberly, who was Town Planning Director, kept asking me to consider working as the Town's building commissioner."

"In 1998 I moved positions to the Public Works Department as Director," Volkmann said, adding that he felt he was now taking care of the whole community in that capacity.

"I've always enjoyed helping people," he said. "It gives me a lot of satisfaction."

Volkmann was appointed Town Manager in 2005 and said that over the past 17 years his top priorities focused on working together with all departments in maintaining Schererville's current infrastructure and planning for the future needs of the community.

"It's a team effort. I've always promoted that from day one," Volkmann said. "This is all about customer service. I am most proud of the team we have – great department heads and great employees who are all here to serve. We all have that common goal."

Volkmann also said, "Schererville's residents and I have been blessed with great legislative leaders (the Schererville Town Council) to work with. For all of us it is all about servicing the community and working to solve problems."

As he prepares for his retirement, Volkmann said the plan for succession has been in the works the past four years. "In 2018, we selected Jim Gorman, who was superintendent of the Wastewater Treatment Plant, to be the Director of Operations and join the administrative department at Town Hall. Gorman will become Schererville Town Manager on January 1, 2023," Volkmann said.

"I have had a very rewarding career," Volkmann said. "I am proud and honored to have been allowed to hold the position of Town Manager and serve the citizens of Schererville."



(John J. Walkins/The Times of Northwest Indiana)

X. Discussion: Council of Community Events Commission . Councilor Black asked that this be placed on the agenda.

Councilor Black began by saying the HCCE is asking for more control, when it comes to the festival and they'd like to have more control over their budget.

Linda Carter, a member of the HCCE, came forth as a spokesman for the group. She said the number one priority is to get members. Jacqui Herrera has indicated that she is going to resign after starting a new business and Jeff Pena has taken a new job which prohibits him from taking an active role. Both said they are willing to help but don't want to be on the Committee. Currently only Linda and Sandy McKnight are members and they don't even have enough members to have a quorum to hold election for officers. However,

even with only 2 or 3 members, they want to take responsibility for the entire festival, including running the beer garden and booking the bands. We did the barbecue festival and we ran the beer garden and booked the bands and whereas it wasn't a huge success financially, we were able to manage all of it and are looking to do that this for the 4th of July Festival. We have bands that are currently calling us to get contracts and get the contracts done now because they're booking out their year. We want to start now and getting them booked.

Councilor Black asked the Clerk-Treasurer if he had heard from any bands, to which the response was yes. He then asked the Clerk-Treasurer if he could work with the HCCE and share ideas.

Linda Carter said they were always willing to share ideas but from her 2 years of serving on the HCCE, there is a lack of communication between the HCCE and those running the beer garden and booking the bands. We were not aware of what was going on and we should have known what was going on. There were so many holes in the communication this year and that made it tough to do our jobs. We want no surprises or debacles like happened last year. The BBQ Fest went smoothly.

Councilor Sheeman said he didn't see any reason why we can't let the Council of Community Events handle it.

Linda said they have already been in contact with Leroy. We already have the contract template for the bands and most likely we'll use the same bands as last year. If any others are interested, we'll definitely consider them. I

Councilor Sheeman said he thought the playing field is there and I think they can handle it. I think Mr. Herak should concentrate on Clerk-Treasurer stuff. What the Council needs to do is provide the HCCE with more volunteers. They definitely need more volunteers.

The Council asked if they reached out for volunteers via Facebook.

Linda said Jacqui Herrera did so in an effort to attract volunteers. It did generate some interest but nobody stayed. We just didn't have that many that came out. Last year, at the Fourth of July, we had to get family members to come out and help as we did not have enough members or volunteers to work the ticket booth or help with the parade. Can the Council ask other commissions to come out and help? We asked members from other commissions to help out and volunteer time but no one came forward. I even have a member of from one of the commissions who lives down the street from me and I asked him to help but he didn't respond. Several of the Councilors came out and helped. I think that is kind of sad that we don't get cooperation as we are all one Town and trying to make it better. I know everyone is busy but they can give even 1 hour. One hour is better than nothing. This year the 4th falls on a Tuesday and many of us have to work on Monday. It's gonna be tough to there in time for the parade when you work full time. Can the Council reach out to various boards and commissions and ask if they can volunteer some time?

Councilor Schocke said he was trying to understand. You are coming before the Council asking for more responsibilities and to manage more things and more of your budget and such but can do it with less manpower or womanpower. I'm just trying to figure out how that tracks because that's like coming and saying, hey, by the way, I think I could handle more with less people and if you think you can, that's great but I don't know that.

Linda responded, that with the bands from last 4th of July and the bands from the BBQ, Sandy has a pretty good control on that as far as who wants to come back. If we can get this done early, we won't have to worry about signing them up last minute, which we ran into a lot last year. We have the platforms already place. It's just a matter of collecting the data which we've already done last year, as Jacqui has many of the records. We don't have to start anything from scratch because we've already done it. Yes, its time consuming but that's okay. Where we need help is implementing because as I said previously, most of the stuff is already set up. Most vendors have been coming here for years. They're in the same spots for years. You get a few new vendors and you know where to move them to, so that's not that hard of a thing to do.

Councilor Sheeman said event has really been a great success the last 2 year but we're kind of physically limited to the park. I wish we had a park and half or we could expand it. I'm having thoughts of closing down Highway and put more vendor booths out there. You know more games and trying to find a little more space here and there because there are sometimes you are shoulder to shoulder. I loved it. There were a lot of people there.

Councilor Zemen said he has been trying to close down part of 5th Street for 10 years.

Councilor Sheeman said its kind of hard to close down 5th Street Town as you need to keep the street open for emergency vehicles to get to Ridge Road.

Linda asked what about closing Delaware.

Councilor Sheeman said you can't close Delaware as the carnival operator wants to park his trucks and amusement trailers on Delaware. It is probably easier to close Highway Avenue.

Councilor Schocke interjected that we again focus on the problem of getting volunteers as we've gone on a tangent of making the festival bigger and not the lack of volunteers that has plagued the HCCE the last couple of years. You talk about putting vendors on the street so you can get more vendors and I understand but what about the volunteers.

Linda said we have most of the same vendors year after year who know the routine. They are assigned times to be at the park and to place their trailer or booth in place. The only volunteers needed is to help get vendors to sign up and participate. Once they sign up, they mail their checks to the Clerk-Treasurer's office and we come by on a daily basis

and pick up the applications so we can set up the schedule and arrange which vendor goes where.

Councilor Smith said maybe I don't understand. So, you're saying that you're having issues with volunteers and Councilor Sheeman is talking about opening things up for everyone. Yet, if I understand correctly what you're saying today is that you have issues with volunteers.

Councilor Schocke said I'm hearing you guys asking for additional responsibility with fewer people which seems pretty hard. It seems like you are having trouble doing what you are doing because you don't have the volunteers. So, then you're coming here and asking for more responsibility. As for me, that's like a hard sell to be honest. I mean, I'm very pro HCCE but what you are asking doesn't make logical sense.

Councilor Sheeman said what they are asking to expand onto Highway Avenue doesn't require additional involvement of volunteers but the application process. The HCCE simply collects the money and assign vendors locations or spots to place their trailer or booth. The HCCE doesn't stand there and manage those booths.

Linda Carter suggest that since several organizations were paid to work the beer garden, why not offer to pay our employees their regular wages if they will work a few hours.

The Clerk-Treasurer said that approach was tried several years ago by the Town Manager and it didn't work out. The employees would rather be home with their families enjoying the holiday.

Councilor Schocke said the reason why you see a police presence during the 4th because it is forced upon them. They are scheduled to work that week with no vacation time allowed.

Linda responded if we can get an additional 3 or 4 people to help out that's more than what we currently have. I'm not saying you're going to get 20 people to apply but maybe you'll get a couple of Town employees who will do it for their regular pay. You might be able to get a few more people.

Councilor Schocke asked the Clerk-Treasurer how many people does it take to operate the beer garden.

The Clerk-Treasurer responded that there were 10 people working all of the time. 6 people taking the money and distributing tickets and 4 people checking ID's.

Councilor Schocke then asked HCCE member Sandy McKnight if she had enough volunteers to operate the beer garden. I'm just thinking for myself. If you ask me, hey, would you mind spending 5 days over your holiday, helping me for 30 hours for free, I would definitely say no.

Linda said to Councilor Schocke you just answered our question. We volunteer all 5 days and run the whole thing from start to finish. We don't get paid. No one else does that. I'm not saying her 10 people are going to be there every day. This is January and if we start now, I'm sure other people will step forward but we need to start the planning process now and not wait to March or April like last year. By then, all the bands are booked and all we have left is the leftovers.

The Clerk-Treasurer responded that I have bands calling me as well and we had the bands lined up by March, with a few spots to fill but you'll note that I was criticized by Councilor Sheeman for working outside me authority. I was waiting to see what the Council decided to do. I want to remind the Council that 2 or 3 years ago, the HCCE had more members and at that time they advised the Council, during a zoom meeting, that they didn't want to run the beer garden and they didn't feel they had enough members to operate it. I just feel the band selection and the operation of the beer garden should be separate from the parade, rides and food booths.

Councilor Black re-emphasized his early thoughts that dividing things up, like last year would make it more efficient for everyone. Everyone would have their part to do and have the people necessary.

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Linda responded, we only need help at the event time. We don't need help in planning. We already have people in place for planning. We already have things set up. We just need people at the event itself to help us with implementing everything. Sandy, Jacqui and I did it all last year and there was only 3 of us. She added that another problem with 2 people, is that we don't have enough members to have a quorum. One of our members took a new job and will not be able to make our meetings but he said he will still volunteer his time to help. Jacqui, who just opened a new business in Highland, said she most likely will be resigning. She said Allincia hasn't been able to make meetings because of her job but she too will still help out. My daughter said she will join but I told her that until the Town decides where we're going to be in the beer garden not to fill out an application.

Councilor Sheeman said he is still looking to see the numbers on how much money the Town made off of the 4th of July event and how much money we lost after the BBQ Fest. I know Michael had prepared a spreadsheet 2 years ago and gave me a copy that showed how much money the HCCE made from the events.

Councilor Black asked Councilor Zemen if he had any questions or wanted to add anything.

Councilor Zemen said he would go along with whatever the Council decided. He added, with this being an election year, the HCCE should look to see who is running for Town Council and ask if they would volunteer. That would be a great place to start.

Linda continued by thanking Councilor Zemen for working the dunk tank. The dunk tank made money but it's not something we're going to try for the 4th of July. It will simply be too much to handle. It was something new and it did attract people. I'm hoping that everyone on the Town Council could volunteer for at least one shift in the ticket booth. Since doing the ticket booth paid minimal dividends compared to having the carnival operate and handle, the HCCE is considering letting the carnival company also operate the ticket booth. That would free up our people to run everything else.

Councilor Schocke said I know it's not about the money but to me, it is more about the checks and balances. How will you know the person taking the money is motivated to count correctly? If you have the carnival company also taking tickets, isn't that kind of having the fox watching the hen house. Bernie and I worked the ticket booth. We didn't count the money afterwards but I definitely took in money for tickets and wrist bands.

Linda said at the end of the evening, a member of the HCCE will be present, along with a member of the carnival company to count the money.

Councilor Schocke threw out a challenge to the HCCE that if they filled their membership he would consider letting them operate the beer garden but in the meantime to let Mr. Herak operate the beer garden.

Sandy McKnight said this stuff needs to happen now. I'm having bands call me and they want to participate now.

Attorney Reed told the HCCE that the booking of the bands and operating the beer garden takes a lot of work and not simply hiring Tom Lounges. I put together a spreadsheet for Mark last year showing everything completed and those things that need to get done. The spreadsheet was like 2 pages long. I will be happy to send you the spreadsheet. It's more than just arranging the bands. It's the contracts, the W-9's. It's just a lot of headaches. I just want to make sure that you know it's an individual thing and it's not just the band thing.

Linda Carter said Councilor Schocke's challenge was unfair. We have volunteers who are willing to help but who do not want to be part of the HCCE. We asked them to join but they said no.

Councilor Schocke asked Linda why that was.

Linda responded, to be honest with you, it's because of the Town Council. That's what we've been hearing quite often. She asked Councilor Schocke if he listened to the Facebook re-broadcast of the Town Council meetings. The Town Council does not come off in a favorable light at times. In the years, a couple of years ago a lot of the yelling and screaming and it just comes across pretty nasty at times, not a very professional behavior. That's just my opinion.

Councilor Schocke summarized so your saying it's hard to get members to join the HCCE because of the Council and its behavior and things that are going on in town.

Linda responded yes but Sandy has talked to enough people to get at least 10 people to run the beer garden

Town Hall: I've talked to a handful I enough to where we can have at least 10 people on it.

Councilor Sheeman asked if the HCCE were complete control over everything, do you think some of the people who dedicated their time to the HCCE would come back.

Linda responded that she couldn't answer that question. I can't answer that for anybody who's already been on it. There are reasons why they left. I don't know. I could approach them but I can probably say they would say no. I don't know how to get new people on here. Like I said, we tried the social media route and it doesn't work.

Councilor Schocke said maybe it is time to hire a professional event planner like Griffith did. She is now working freelance and did send the Town her resume.

Councilor Sheeman said she worked closely with Rick Ryfa and was paid a salary of about \$35,000. You would have a full-time person planning all of this. Your group can be smaller because you have someone doing all of the legwork for all the different events. It is adding another person to the payroll but it is an option.

Councilor Black said going forth it makes sense to hire an event planner but for this year I think we leave it the same as last year and let Mr. Herak run the beer garden and book the bands with the hope that the HCCE will be able to attract more members.

Councilor Zemen said he is amazed we can't get members. In years previously, the HCCE would have 20 to 25 members. St. James is planning a 3-day event and we have 40 people at every meeting.

Linda asked, how do we go forward from here as a Commission when there is only 2 of us interested at this point. I am not concerned about Memorial Day as that is already pretty well set up. As I said earlier, we do not have enough members for a quorum to hold election of officers. We need some direction as to whether we are in charge or we're not in charge. I don't want to put all this extra work and nothing comes from it because it takes a lot of my time and I still work full-time. We do the work after hours or during our 45-minute lunch hour.

Attorney Reed advised the Council that the by-laws could be amended so they could at least have a quorum to hold election of officers.

Councilor Schocke concluded by saying, I don't think if I asked 10 people to give up their holiday weekend and come serve beer for 10 hours in the heat of July, I probably wouldn't get a lot of people saying yes.

Councilor Black said the Council will try to come up with a decision by next Monday's plenary meeting.

X. Discussion: Redevelopment Property Tree clean up funds needed. 8200 Indianapolis 1 OF 7 PARCELS Redevelopment Director Maria Becerra asked that this be placed on the agenda.

Councilor Black said the Redevelopment Commission is asking for an additional to clean up some trees around the new parking lot downtown and on Indianapolis Boulevard across from the Highland sign, on the east side of the street. Since the money in Redevelopment's Capital Fund was zeroed out in 2022 and not re-appropriated, any request for additional appropriations must come before the Council for approval.

Councilor Schocke said he was fine with the Redevelopment Commission cleaning up the tree but asked that they go out for quotes on the 2 projects. He said he did not like doing business with the current vendor personally.

The Council instructed the Clerk-Treasurer to prepare the documentation to advertise for the additional appropriations.

x. Discussion: Revision of take-home presentation.
Please note the residency bonus does not begin until 2024 as the budget was already submitted.

The Chief began that he put a copy of the take-home policy in the Councils mailboxes a couple of weeks ago. This policy is pretty self-explanatory. He said the policy is driven by neighboring communities, all who offer a take-home car program. If Highland is going to retain and recruit officers, it needs to change with the times and offer a take-home car program. This isn't only in Lake County or across the State but across the country. As you read the policy, Highland's parameters are equal to or slightly more stringent than our neighboring communities. This program is very meaningful to the officers. As you know, we have more officers living in Town than do most of our surrounding communities. I think we currently have 22 officers living in Town and we want to keep them. In addition to the take-home car program, we talked about providing a stipend to those officers who live in Town. The stipend wouldn't take effect until 2024 as the 2023 budget has already been passed. The individuals who put this initiative together are: Sergeant Cox, Officers Natelborg and Freyek, Assistant Chief Vassar and Commander Banasiak.

He continued, even with the take-home car program and the 8% raise given to the officers, Highland is still lagging behind most departments. One of the areas is retiree health insurance. Communities like East Chicago and Munster already offer their

officers stipends to live in the city or town. He said that at last Thursday's Police Commission Meeting, the Commission adopted the take-home car program. They did so that as Highland begins the hiring process again, the advertisement can say Highland offers a take-home car program, in an effort to recruit more candidates.

Councilor Black asked the Clerk-Treasurer if he could put something together for the Council's next plenary meeting. The Clerk-Treasurer wouldn't commit to that meeting but said he would have a draft at the Council's next study session.



Highland Police
Take-Home Car
Proposal



Overview

- **Police Department**
 - Purpose statement
 - Current policy
 - Benefits of take-home vehicles
 - Area Police Department policies
 - Purposed Changes
- **Finance**
- **Phased Implementation**
- **Funding Mechanisms**
- **Summary**



Purpose

Provide the Highland Police Commission with a proposed change to the current take-home car program. A committee was formed at the direction of the chief to conduct a feasibility study to determine whether a take-home car program would be beneficial to officer recruitment and retention and impact to the community.



Current Policy

- The current policy allows any officer living within the Town of Highland to receive a take-home vehicle (when available) after they've completed their one-year probationary period.
- Officers are allowed 300 off duty miles a month
- Officers can travel to outside towns/cities which border the Town of Highland (Munster, Griffith, Schererville, Hammond and Gary)
- Officers are permitted to have passengers and family in the vehicle while off duty
- Officers are required to keep track of their mileage and fuel with a monthly log.
- Officers are required to schedule all repairs to their assigned vehicle.
- Officers are required to maintain all department issued equipment inside the vehicle (radio, radar, emergency lights, stop sticks, first aid lockout kit).



Summary of Lake County Department take-home programs

➤ The listed agencies in Lake County all offer an expanded take-home car policy. An expanded take-home car policy boosts department morale and has the ability to decrease annual costs of maintenance and increase the life span of the vehicle. Offering an expanded take-home car policy similar to other Lake County agencies will aid in the retention of officers. An expanded take-home car policy allows the Highland Police Department to be a more attractive work place to certified police officers and non certified applicants.

- Griffith Police Department Merrillville Police Department
- Dyer Police Department Gary Police Department
- Schererville Police Department Lake Station Police Department
- Cedar Lake Police Department Whiting Police Department
- Saint John Police Department Crown Point Police Department

➤ No Current take-home car policy for the below listed departments:

- Hammond Police Department
- East Chicago Police Department
- Munster Police Department (Provides officers with a \$5,000 a year stipend)



Benefits

- Studies done by departments across the country have shown that take-home vehicles are cared for far greater than vehicles that are from a pool car fleet.
- Officers treat their take-home vehicles as their own personal vehicle knowing they will be assigned to the vehicle for an extended time frame which will lower repair costs during the duration of the vehicle life.
- Departments across the country have seen less wear and tear of the vehicle and equipment overall.
- All equipment associated with the vehicle and unreasonable wear and tear becomes the responsibility of the single assigned officer
- If monitored correctly, assigned officers are held accountable for the unreasonable wear, tear and damages to their take-home car. The police department will then see vehicles that are more well taken care of, which will result in higher trade-in values.
- Take home vehicles have a two to three year longer life span than a pool car.
- Take-home vehicles will decrease the time delay officers start their shift to the time that officer is actually on the road creating a stronger police presence
- Officers being assigned take-home vehicles will aid in officer retention to the department. Increasing officer retention will provide for better quality of policing and increase an officer's overall performance.
- Vehicles in the fleet are in the eye of the general public on a daily basis. A well monitored program will increase the general visibility of police officers in the town. An expanded program will give the public the sense of greater police presence in town. During shift change and on training days it allows for increased visibility to the public.



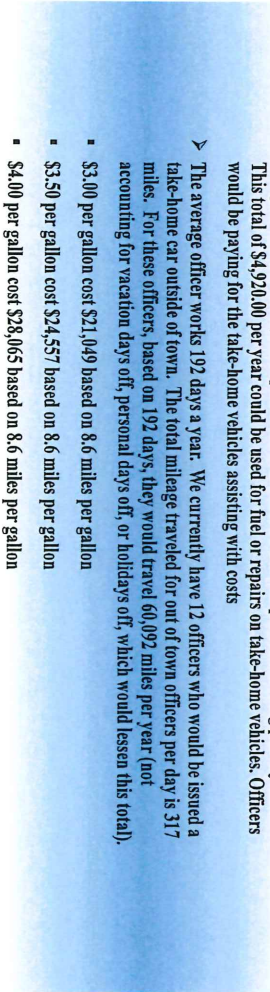
Proposed Changes

- > All sworn officers will be issued an individual assigned take-home vehicle after being released from probationary status and when a vehicle becomes available.
- > If an officer resides in the Town of Highland, that officer can utilize their vehicle anywhere within Lake County with the current 300 miles a month restriction. This includes traveling to and from law enforcement related side jobs. Officers will not pay if they reside within the town limits. Changing the boundary restriction for in town officers will encourage officers to live in the Town of Highland
- > Current officers who reside outside the Town of Highland and within Lake County, or no more than 30 miles from the Town of Highland into Porter County, can utilize their vehicles to and from work. Officers would be allowed to use the vehicle for any department approved side job or law enforcement training. An officer hired prior to January 1st 2023 residing outside of Lake County will be allowed a take-home vehicle. Officers hired after January 1st, 2023 will not be issued a vehicle if they reside outside of Lake County, Indiana.
- > If an officer moves from their current residence to a location outside of Lake County, Indiana, they will have to forfeit their current take-home vehicle.
- > Officers shall be responsible for a scheduled monetary fuel contribution to be deducted from the officer's pay on a bi-weekly basis. The rate of this contribution shall be based on the distance the officer lives from the Town of Highland limits.

1) Resides	Within the town limits	\$0 bi-weekly
2) Resides	0-10 miles from town limits	\$10 bi-weekly
3) Resides	11-20 miles from town limits	\$20 bi-weekly
4) Resides	21-30 miles from town limits	\$30 bi-weekly
- > Implementation of a residency bonus to encourage officers to reside in Town. This residency bonus would be \$2,400 per year/\$200 per month while living in town. The bonus would be paid at the start of the following year in January. Officers who leave the department or retired prior to December 31st would not be eligible to receive any of the bonus.



Financial Impact



- One to ten miles outside of town. 5 current officers (Note: Cpl. Stanley is in HDTA)
- Eleven to twenty miles from town 5 current officers
- Twenty-one to thirty miles from town 2 current officers
- Using all eleven officers, the department would receive \$410,000 per month being paid by officers. This total of \$4,920,000 per year could be used for fuel or repairs on take-home vehicles. Officers would be paying for the take-home vehicles assisting with costs
- The average officer works 192 days a year. We currently have 12 officers who would be issued a take-home car outside of town. The total mileage traveled for out of town officers per day is 317 miles. For these officers, based on 192 days, they would travel 60,092 miles per year (not accounting for vacation days off, personal days off, or holidays off, which would lessen this total).
 - \$3.00 per gallon cost \$21,049 based on 8.6 miles per gallon
 - \$3.50 per gallon cost \$24,557 based on 8.6 miles per gallon
 - \$4.00 per gallon cost \$28,065 based on 8.6 miles per gallon

The average cost for each vehicle to operate for 2021 was \$795,000 for parts and labor repairs.

The department would operate an average of 40 vehicles per year which would cost \$31,800 plus fuel.



New Hire vs Take Home Car Program

> Over the past 12 months, we have lost six veteran Police Officers to similar paying or lower paying police departments that have take-home car programs that include cars being given to both officers who live in the town/city and those who live outside the town/city. The departure of these officers has cost the Town of Highland \$284,742.00 to include the cost of training, new uniforms, salary and benefits. Of those six officers, one was a Sergeant and two were Corporals. In the loss of these six officers, we have lost a total of 61 years of experience. Like anything in life, you cannot put a price tag on the training, experience and knowledge of a veteran police officer. Each officer that left has mentioned that having the benefit of a take-home police car factored into their decision to leave and find a police department that provided this particular employee benefit.

> We want you to understand that when an experienced officer leaves and we have to hire a new officer with no experience to replace them, we are starting over from scratch. Also, while we may have that new replacement officer hired and we count them as one position for our authorized strength, they are of no actual use to us until they can work solo duty. This means that for the 16 weeks of the police academy and the 15 weeks of field training, we are paying a salary and benefits for that officer who simply cannot go out and handle any calls on their own. They need the experienced FTO by their side to do anything.



Phased Implementation

- With the aid of our Clerk Treasurer, we just obtained four (4) new Ford Explorers and three (3) new Dodge Chargers. In addition, we have (7) new Ford Explorers on order, with an anticipated delivery date scheduled for the fall of 2023. With our existing fleet, and the seven (7) new vehicles we recently obtained, we should be able to fully implement the Take-Home Program as soon as these new squads are equipped.
- Note: The Department has a grant pending for four (4) electric vehicles, which may be awarded in February of 2023, with the expected delivery date in 2024. This is an 80/20% match type of grant and if we receive it, we hope to reduce our capital outlay, as well as reduce fuel costs. This will not add any additional vehicles to our fleet, as whatever number of squads are obtained through this grant, we will be required to relinquish the same number of gas-powered squads.

Summary

- Current take-home policy should be reviewed to allow the Highland Police Department to be competitive with surrounding departments.
- Law enforcement is constantly changing and we believe and want the Highland Police Department to always stay competitive and attract a higher standard of officers. We are looking for the best and brightest and we looking for them to stay!
- The department has done a great job of implementing recent officer job opportunities such as K-9, drone program and bicycle patrol. A change in this policy will only continue to add value to the department for those seeking to join the law enforcement profession.
- If established correctly, the department will see an increase in vehicle life span with a single use vehicle assigned to each officer.
- It will create a larger police presence with special events within the town and can have an overall positive impact on crime prevention and community outreach.
- A department wide take-home program will increase morale of the department and aid in the retention of officers.
- An expanded take home program will increase certified officer recruitment as well as help in recruiting non-certified applicants. By having the opportunity to hire more certified officers to fill vacant positions, we will be able to lower the cost of training to the department and fill open positions quicker and also bring in experienced officers.



x. General Discussion:

Councilor Sheeman that the 2 furnaces at South Station quit working and need to be replaced. Councilor Sheeman told the Council that Chief Timmer would find the money within his budget but if he experiences a short fall later in the year, the Council would replace the funds spent on the 2 furnaces. .

Councilor Black said that if the Council didn't object and since he is the Liaison to Redevelopment, he asks the Council to appoint him as the Legislative appointment to Redevelopment, taking the vacancy created by Cy Huerter, who chose not to seek reappointment. He also commented that the Redevelopment Director would be providing him with a list of those who want to be reappointed to the Main Street Bureau.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, January 16, 2023**, was adjourned by the Town Council President, at 7:33 O'clock p.m.

Memorandum of Meeting
Monday, January 16, 2023

Mark Herak,
Clerk-Treasurer