

**Enrolled Minutes of the Ninety-First Regular Meeting or Special Meeting
For the Twenty-Ninth Highland Town Council Regular Plenary
Business Meeting (Electronic/In person Hybrid) Monday, April 10, 2023**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, April 10, 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, 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 Toya Smith, Councilor Tom Black, Councilor Schocke, Councilor Roger Sheeman all participated in person with Councilor Zemen being absent.

Pursuant to HMC Section 2.05.130(A)(2), the Town Council considered and reviewed the agenda in an informal proceeding in the plenary meeting room before the president called the meeting to order.

The Town Council President Tom Black presided. The Town Clerk-Treasurer, Mark Herak, was present to memorialize the proceedings. The meeting was opened with Councilor Toya Smith reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

Roll Call: Present on roll call were Councilors Toya Smith, Mark J. Schocke, Thomas Black, Roger Sheeman were present, with Councilor Zemen being absent. Clerk-Treasurer, Mark Herak was also present. A quorum was attained.

Additional Officials Present: Alex Brown, CPRP, Superintendent of Parks and Recreation was remote. John Reed, Attorney with Abrahamson, Reed & Bilse, Tim Gembala, Operations Director, filling in for Mark Knesek, Public Works Director, Metropolitan Police Chief Ralph Potesta; Edward Dabrowski, Director of Information Technology; Maria Becerra, Redevelopment Director; William R. Timmer, Jr., CFOD, Fire Chief and Kenneth J. Mika, Building Commissioner were present. Mark Knesek, Public Works Director was absent.

Guests: Theresa Badovich (remotely) and Robin Carlascio (remotely) of the Idea Factory were also present.

Minutes of the Previous Meetings: The minutes of the March 27, 2023 Plenary meeting were approved by general consent.

Special Orders:

1. Consideration of Proposed Additional Appropriations: (controlled funds)
Proposed Additional Appropriations in Excess of the 2023 Budget in the
Redevelopment Capital Fund in the amount of \$40,000.00.

(a) Attorney verification of Proofs of Publication: The TIMES 27th March 2023.

*** Proof of Publication ***

State of Indiana)
) ss:
Lake County)

Personally appeared before me, a notary public in and for said
county and state, the undersigned Nicole Muscari
who, being duly sworn, says that She/he is Legal Clerk of the
Northwest Indiana Times newspaper of general circulation printed
and published in the English language in the Town of Munster in
state and county afore-said, and that the printed matter attached
hereto is a true copy, which was duly published in said paper for
1 time(s), the date(s) of publication being as follows:
March 27, 2023

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

ORDER NUMBER 113766

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

Nicole Muscari, Legal Clerk

By: [Signature]

Subscribed and sworn to before me this 27 day of
March, 2023

[Signature]
Notary Public

My commission expires:



Section: Legals

Category: 198 Legal - Lake County

PUBLISHED ON: 03/27/2023

TOTAL AD COST: 25.20

FILED ON: 3/27/2023

TOWN OF HIGHLAND
NOTICE TO TAXPAYERS OF
PROPOSED ADDITIONAL
APPROPRIATIONS

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at 6:30 p.m. on the 10th day of April 2023, will consider the following additional appropriations in excess of the budget for the current year in the following funds:
Redevelopment Capital Fund
Accl. 4406-0000-34002 Fagade Improvement (Nephilm) \$ 40,000.00
Total 400 Series: \$ 40,000.00
TOTAL for the FUND: \$ 40,000.00
Funds to support these additional appropriations in the Redevelopment Capital Fund shall be supported by miscellaneous revenue, unreserved unobligated fund balance on deposit to the credit of the fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. Taxpayers are asked to contact the Office of the Clerk-Treasurer at (219) 838-1080 to provide an email address to allow the Zoom platform information to be provided as the meeting is still being conducted as an Electronic/In Person Hybrid. You may also write to the Office of the Clerk Treasurer if you have concerns. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its review. The Department of Local Government Finance shall make a written determination of the sufficiency of funds within fifteen days of receipt of a certified copy of the action taken.

TOWN COUNCIL of HIGHLAND
Tom Black, President
By: Mark Henak Clerk-Treasurer
3/27 - 113766 HSPAXLP

for Public Access is really the Indiana Access to Public Records Act. Mr. Volbrecht said he has requested hundreds of documents using the Indiana Access to Public Records Act. Rick said Attorney Reed had indicated to him, that Attorney Reed would be receiving future documents and he was asking Attorney Reed if he had or will be receiving any additional receipts.

Attorney Reed responded that he had not received any further receipts or invoices and what he had received, he had already turned over to Mr. Volbrecht. He advised Mr. Volbrecht had turned over everything that he had and had received no additional invoices.

Mr. Volbrecht asked Attorney Reed that if he, Attorney Reed, anticipate receiving additional or invoices?

Attorney Reed said he wasn't sure whether he would be receiving additional receipts or invoices but if he does, as a courtesy to Mr. Volbrecht he would forward them to him but based upon the receipts or invoices already turned in, the owner of the studio met the \$120,000 criteria and would be entitled to the \$40,000 per the guidelines.

Larry Kondrat, Highland, began by asking Councilor Black how is it that Mr. Volbrecht put in a request for information to the Redevelopment Director, in particular receipts that pertain to the Nephilim Studios and yet he has not received all of the information and yet you Councilor Black have placed it on the agenda for a vote. Attorney Reed said he has not received all the receipts and yet you put it on the agenda to give away \$40,000. He said he was confused by Councilor Black's action to place it on the agenda to give away \$40,000 when you don't have all of the receipts.

Attorney Reed responded again, that he has reviewed the receipts that have been turned in and it exceeds the amount necessary to qualify for the \$40,000 grant. Based upon his calculations, the owner of Nephilim spent in excess of the required \$120,000 on compensable expenses. He reminded the Council that the maximum allowed was \$40,000 or 1/3 of the qualifying receipts.

Larry reiterated that it is still confusing that you are holding a hearing to give away \$40,000 when not all the documents have been received. It's confuses how you people can have a hearing to give away \$40,000, and you don't have that to complete package.

Councilor Black asked if there were any other comments and hearing none, he closed the public hearing and put it to a motion.

- (c) Action on Proposed Appropriation Enactment No. 2023-06: An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Redevelopment Capital Fund, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Smith introduced and moved for the consideration of Enactment No. 2023-06 at the same meeting of its introduction. Councilor Schocke seconded. Upon a roll call vote, a unanimous vote being necessary, there were four affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of its introduction.

Councilor Schocke moved for the passage adoption of Enactment No. 2023-06 at the same meeting of its introduction. Councilor Sheeman seconded.

Discussion: Councilor Schocke said he wanted to briefly discuss the present guidelines. Obviously, I'm going to support this and I'm going to vote for it. I did look through all of the documents that were provided and I made some notations. There're some things in the receipts that for example, demolition, which would not be allowed under the program. Demolition is not included, however, that being said, as Attorney Reed said, the balance of the receipts is sufficient to meet the \$120,000 threshold. Based upon that, I think we should approve. At the same time, you know, the studio applied for the grant sometime in 2022. So, I'm not here to pull the rug out from under anybody. Certainly, the studio should not bear the burden of any type of issues there. I do think, as a Council and we've talked about this before to the Redevelopment Commission that we would like to see fewer interior remodeling qualify and more external or façade. The guidelines really need to be tweaked. I don't think the Town should be giving grants for HVAC systems. HVAC systems should not be a compensable item. I think we should concentrate on the façade program. I am going to vote for this but the Redevelopment Commission needs to know going forth, I am not going to vote for any interior grant.

Councilor Smith echoed Councilor Schocke's comments. She said she doesn't agree with providing grants for interior but since the petitioner started last year, she didn't want to change the rules mid-stream but she too felt the Redevelopment Commission needed to change the guidelines.

Upon a roll call vote, a two-thirds vote being necessary, there were four affirmatives and no negatives. The motion passed. The enactment was passed and adopted upon the signature of the municipal executive at the same meeting of its introduction.



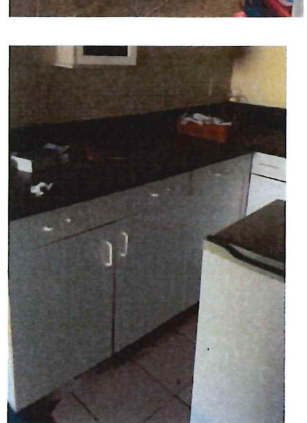
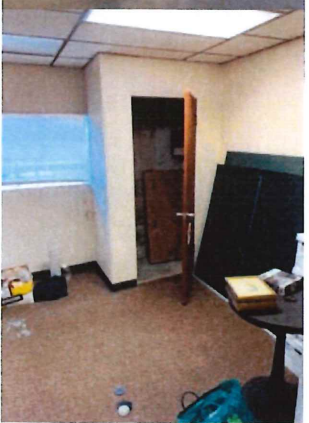
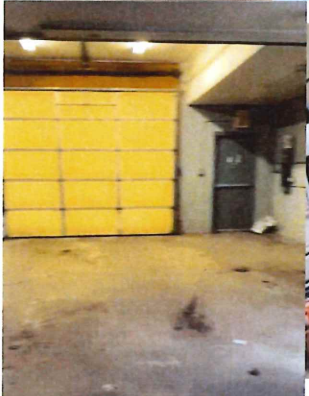
BEFORE & AFTER

2716 CONDIT STREET
HIGHLAND, IN
(219) 200 - 2991
INFO@NEPHILIMSTUDIOS.ORG











**Town of Highland
Appropriation Enactment
Enactment No. 2023-06**

**AN ENACTMENT APPROPRIATING ADDITIONAL MONIES IN EXCESS OF THE ANNUAL BUDGET
for the REDEVELOPMENT CAPITAL 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 **Redevelopment Capital 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 **Redevelopment Capital Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

REDEVELOPMENT CAPITAL FUND

Acct. No. 4406-0000-34002 Façade Improvement (Nephilim)	\$40,000.00
<i>Total 300 Series:</i>	\$40,000.00
Fund Total:	\$40,000.00

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 10th day of April 2023. Consideration on same day or at same meeting of introduction sustained a vote of in 4 favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 10th Day of April 2023, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

Tom Black, President (IC 36-5-2-10)

ATTEST:

Mark Herak
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

Comments from the Public or Visitors: None

Communications: None

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

2023
 TOWN OF HIGHLAND INJURIES FOR THE MONTH
FEBRUARY

CASE	DATE OF INJURY	DEPARTMENT	DESCRIPTION	Record Only	OSHA	Not OSHA	Filed with WC Insurance
				No Med Treatment	Recordable	Recordable	
1	2/7/23	Public Works	While getting out of Vactor		X		X
			truck, stepped onto uneven				
			terrain & rolled Rt ankle he felt and heard crunching				
2	2/17/23	Police	Ofc. Was attempting to make an arrest when the subject struck him with a vehicle		X		X
3	2/17/23	Police	Suspect ran over fellow ofc. with a vehicle and suspect was shot by Ofc.		X		X

RO = Record Only

DEPT	2023		TOTAL	2023		RESTRICTED DAYS 2022	LOST DAYS 2022
	INJURIES	YEAR TO		RESTRICTED	LOST DAYS		
	THIS MONTH	DATE		DAYS THIS YEAR	THIS YEAR		
PARK & REC			3		51		25
FIRE							
POLICE		2	7		22		67
STREET			1				44
WATER		1	1				
SEWER							
MAINTENANCE			5				77
OTHER							
TOTALS	0	3	17	0	73	0	213

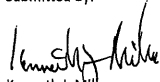
Effective January 1, 2002 OSHA changed the recordkeeping guidelines. We now count the number of days lost from the day after the injury until the employee returns to work. Weekends, holidays, vacation days or other days scheduled off are included in the lost days count to a maximum of 180 days

Building Report March, 2023

PERMIT TYPE	#	Res.	Comm.	Est. Cost	Fee Collected
Commercial Buildings	0	0	0	\$ -	\$ -
Comm. Additions/Remodel	3	0	3	\$ 1,698,970.00	\$ 28,539.00
Signs	3	0	3	\$ 10,998.00	\$ 757.50
Single Family	0	0	0	\$ -	\$ -
Duplex/Condo	0	0	0	\$ -	\$ -
Residential Additions	0	0	0	\$ -	\$ -
Residential Remodeling	61	61	0	\$ 849,455.00	\$ 18,124.50
Garages	1	1	0	\$ 15,500.00	\$ 553.50
Sheds	1	1	0	\$ 2,738.00	\$ 231.00
Decks & Porches	2	2	0	\$ 8,300.00	\$ 619.50
Fences	7	7	0	\$ 23,639.00	\$ 1,086.00
Above/n ground pools	2	2	0	\$ -	\$ 108.00
Drain Tile/Waterproofing	3	3	0	\$ 20,750.00	\$ 637.50
Misc: road cuts concrete	9	9	0	\$ 50,235.00	\$ 1,926.00
Total Building Permits	92	86	6	\$ 2,680,585.00	\$ 52,582.50
Electrical Permits	20	15	5	\$ -	\$ 2,534.00
Mechanical Permits	18	13	5	\$ -	\$ 2,089.00
Plumbing Permits	18	15	3	\$ -	\$ 2,977.80
Water Meters	0	0	0	\$ -	\$ -
Water Taps	0	0	0	\$ -	\$ -
Sewer/Storm Taps	1	1	0	\$ -	\$ 300.00
Total Plumbing Permits	19	16	3	\$ -	\$ 3,277.80

March 2023 Code Enforcement: 58 Investigations; 0 Citations were issued & 0 Warnings were given.
 Inspections done for the month of March 2023 were as follows: 30 Building Inspections,
 23 Plumbing Inspections, 6 HVAC and 31 Electrical Inspections. There were 2 Electrical Exams given.

Submitted By:


 Kenneth J. Mulla

Mark Herak

From: Denise Beck
Sent: Monday, April 3, 2023 4:03 PM
To: Mark Herak; Chad Kinley
Subject: March Fire Department Stats

Good Afternoon Mark and Chad,

Types of Calls	2023	YTD
General Alarms	10	29
Paid Still Alarms	31	75
Totals	41	104

Denise Beck
Highland Fire Department
2901 Highway Ave.
Highland, IN 46322
(219)-923-9876

Appointments:

- **Statutory Boards and Commissions**
Executive Appointments

1. **Economic Development Commission.** (1) Appointment to be made by the municipal executive, but requiring nomination from the Town Council. Term ends just before February 1st. (*Currently the position is vacant*)
 - a. Nomination by the Town Council. (*The council would pass a motion to nominate.*)
 - b. Appointment by executive. (*If nominee is acceptable, the Town Council President may appoint.*)

The Town Council President, as municipal executive, said he would delay this appointment until a later date.

Home Rule Boards and Commissions

2. • **Tree Board:** (1) appointments, to be made by the municipal executive, but requiring nomination from the Town Council. (*Position currently held by Natalie Stromberg.*)
 - a. Nomination by the Town Council. (*The council would pass a motion to nominate.*)
 - b. Appointment by executive. (*If nominee is acceptable, the Town Council President may appoint.*)

Legislative Appointments

Regional Statutory Commissions or Boards

Home Rule Commissions

1. **Main Street Bureau Board:** (17) appointments to be made by the Town Council. Term: Two years ending 1 Jan 2025. *There are currently 8 of the 17 in place and serving. Currently serving are Rhonda Bloch, Teri Yovkovich, Renee Reinhart, Alex Robertson, Diane Barr-Roumbus, James Roumbus, Sandy McKnight, Al Simmons and Ben Reinhart.*
2. **Community Events Commission** *Multi-year positions:* (4) appointments to be made by the Town Council. **Term: 4 years.** (*Note: Currently vacant*)

Single year positions: (8) appointments to be made by the Town Council. **Term: 1 year.** (*Note: There are currently 7 of the 8 in place and serving, Jack Rowe, Carol Parker, Maria Armagast, Michelle Coon, Linda Carter, Rachael Carter, Erica Fizer Katsepas*)

General Orders and Unfinished Business: None

New Business:

1. Per I.C. 36-7-14-13: the Redevelopment Commission's Annual Report must be submitted to and accepted by the Executive Body (the Town Council) no later than April 15th . Once approved by the Executive Body, the Fiscal Body will then upload the Annual Report into Gateway. This must be completed, no later than the 15th of April.

Councilor Schocke moved to accept the submitted Fiscal Report of the Highland Redevelopment Commission for the Fiscal Year Ending December 31, 2022 as presented, seconded by Councilor Smith.

Discussion: Dan Botich of SEH, the Economic Development Financial advisor to the Redevelopment Commission began by passing out the Town of Highland, Indiana Highland Redevelopment Commission's Annual Report of the Redevelopment Commission. A complete copy can be found in the office of the Highland Redevelopment Commission. Dan began by saying I don't want to take up too much of the Council's time as it is a 65 page report, reviewing the activities of the Redevelopment Commission. But in general, the Fiscal Year Annual Report is required by State statute to be submitted to the Executive of the Town Council, which in this case is Councilor Black and the Town's Fiscal body by April 15th. This has to be done annually. It actually doesn't have to be approved only submitted. That is per Indiana Code 36-7-14.5-9. Basically, it is a recap or a summary of the fiscal year, 2022 of the Redevelopment Commissions activities. From our perspective, we treat it as a historical reference and this copy is a book-bound copy for the Redevelopment Commission Office. It can be placed on a shelf for future reference should any questions arise as to the Redevelopment's fiscal 2022 year activities. It outlines the members and the officers during the fiscal year, being January 1, 2022 through December 31, 2022. If there are any standing committees they are listed, as well as when the Commission met. I did go through all the information and the meeting minutes and identified there were 36 meetings and I identified which those were regular meetings and those which were executive session meetings and those which were study sessions. The Commission is a very active commission. The Commission's staff is identified, as well as, the professional services and the amount of the services provided to the Commission which is found on page 5. In fiscal year 2022, 22 resolutions were passed or identified. These can be found in Appendix A. There is a summary of the goals and objectives that were identified by the Commission, both those that were completed and those that are pending and those that are still being worked on and in progress. A summary of the Commission funds, which also serves as a recap of the Finance Fiscal Year Financial Report 2022 that was due by April 1st. It shows all of the financial funds and a breakdown by revenues and expenses which are typical of your balance statements which you would find in any financial report. It does identify the outstanding obligations. There are currently 3 obligations that have been issued by the Town through a pledge of tax increment financing.

One is a bond obligation in the Redevelopment District. I believe it is a series 2014 and I believe that is for the purpose of property acquisition but I cannot recall what the property was, except that they were in the downtown redevelopment area. I assume that it was for the old town theater that was purchased. The next set of bonds are found in Appendix B. This is important information for the Town Council as it includes the amortization schedule. This is uploaded into Gateway for all of the public to view. I'll be more specific as to the Redevelopment District Bond Series 2014 was have a principal amount of \$2 million. You've made 9 payments with leaves 3 payments left. I've also looked at these and identified this both to the Redevelopment Commission Director, as well as Mr. Herak as the Clerk-Treasurer that there are now enough funds in the account to redeem these bonds early. The Redevelopment Commission can pay off the bonds early and save on interest payments. In addition, we've identified the that there are no outstanding bonds in the other allocation areas. The other 2 bonds that are outstanding are the Economic Development Revenue Bond Series, 2018 for the Cardinal Campus Project, phase one and Cardinal Campus Project, phase 2. These bonds are tied to specific projects and the taxes generated, pay off the bond. It is important to note that the Town is not liable or required to make any payment on that obligation in the event of a shortfall or default. The developer or the purchaser of the bond loses out and not the Town. By example, the principal amount on the series 2018 bonds is \$5,810,000 and with interest it would be \$6,426,000. If not enough property taxes are generated to cover the entire bond principal and interest, the purchaser of the bond is out. Again, the key is the developer is out and not the Town. That's the risk the bond purchaser takes. So, if they don't build it to the extent that they have anticipated or if it's not assessed at that value for any reason or they appeal their taxes, they're on the hook for the difference and the Town of Redevelopment Commission. The second bond was a series 2022, that was issued for \$9.2 million, with a total repayment of \$10 million. They were issued for the construction of additional buildings at the site. The first set of bonds because they're funded by tax increment financing or taxing district bonds, they are tied to the AD valorem taxes that are on the tax rate that you would pay. The report itself goes into detail and identifies the tax increment revenue distributions. It identifies what we call allocation or individual components or parcels within each allocation area as is referenced by the maps. So, you have the report before you. It is a historical reference for you and if you have any questions, I'll be happy to answer.

Councilor Sheeman asked Dan Botich to turn to page 9 of the Annual Report of the Redevelopment Commission under Section 13, and asked if the amount shown are the funds available in each allocation zone?

Dan said the amount shown is the amount that was distributed to the Redevelopment Commission last year for the spring distribution. The Chart on page 7, under section 7, shows the ending cash balance in each fund, which ties into exhibit C. It shows that the ending cash balances are sufficient to pay off the bonds early.

Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The Fiscal Report of the Highland Redevelopment Commission for the Fiscal Year Ending December 31, 2022 was accepted pending the uploading into the Gateway system by the Fiscal Body.



TO: Counties, Cities, Towns, Redevelopment Commissions, and Redevelopment Authorities

FROM: Josh Jacoboski, Information Systems and Data Analysis Division Director

SUBJECT: Gateway Submission of 2022 TIF Management Report

DATE: March 14, 2023

The Department of Local Government Finance (“Department”) has launched the 2023 Reporting Year (for information from calendar year 2022) in the Tax Increment Financing (“TIF”) Management application in [Gateway](#). Local officials may begin to use the TIF Management application to submit data pertaining to the calendar year 2022 required by Ind. Code § 36-7-14-13 and Ind. Code § 36-7-14.5-9. This reporting requirement pertains only to county, city, and town taxing units, which will be submitting the information on behalf of their respective redevelopment commissions and redevelopment authorities. Reports through the TIF Management application are due no later than **April 15, 2023**.

The Gateway application contains two components: a year-round section and an annual section. Content reported in both the annual report as well as the year-round section remains unchanged from the prior year. A description of each section and the requirements for the 2023 report are below:

- **Year-round Section (“Manage Redevelopment Items and Settings”):** The year-round section is used to update information on the redevelopment commission and TIF districts. Users are welcome to use the year-round section throughout the year. Users will use the year-round section to add new TIF districts, to describe TIF expansions, and to manage documents associated with the TIF district. Redevelopment commissions must submit copies of each resolution that establishes or changes a TIF district. These documents can be managed using the year-round section of TIF Management.
- **Annual Section (“Redevelopment Commission Report”):** The annual section will be used to update information specific to a reporting year. Information reported by the deadline of April 15, 2023, will pertain to activities that took place during the calendar year 2022. Users will use the annual section to report information pertaining to personnel, revenues, expenditures, fund balances, and debt payments. Users will also use the annual section to report the assessed values for both real and personal property records within TIF districts. The TIF Parcel File upload specifications remain the same as they have been in prior years, and the information contained in the file can be generated from the county’s tax and billing system.

Users may access the TIF Management application and user guide on [Gateway](#).

Questions may be directed to the Department Support team at Support@dlgf.in.gov or (317) 234-4480.



**TOWN OF HIGHLAND, INDIANA
HIGHLAND REDEVELOPMENT COMMISSION**

Annual Report of the Redevelopment Commission:
Activities of the Redevelopment Commission and
Designated Allocation Areas
(Pursuant to Indiana Code 36-7-14-13 and Indiana Code 36-7-14.5-9)

Fiscal Year 2022
January 1, 2022 through December 31, 2022

April 10, 2023

Prepared for:
Maria Becerra, Redevelopment Director and the
Highland Redevelopment Commission

Prepared by:



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**Redevelopment Commission
TOWN OF HIGHLAND**

3333 Ridge Road ♦ Highland, Indiana 46322 ♦ 219-972-7598 ♦ fax 219-972-5097

April 10, 2023

Mr. Tom Black, President
Common Council
Highland Municipal Building
3333 Ridge Road
Highland, Indiana 46322

Dear Council President Black,

In accordance with Indiana Code 36-7-14-13 and Indiana Code 36-7-14.5-9, as amended, the Town of Highland, Indiana Redevelopment Commission (Commission) shall file with the Department of Local Government Finance (DLGF), an annual report (Report) setting out Commission activities during the preceding calendar year, by April 15, 2023. The Commission must also report on the activities of each designated allocation area within the Highland Redevelopment District for the previous year.

In addition, a copy of this Report must be submitted to DLGF in electronic format under Indiana Code 5-14-6 titled Electronic Transmission of Reports to the General Assembly. The DLGF requires that the Commission submit its report through the Indiana Gateway for Government Units ("Gateway").

Therefore, enclosed is Commission's FY 2022 Annual Report describing the activities of the Commission for the previous fiscal year ending December 31, 2022 pursuant to Indiana Code 36-7-14-13 and Indiana Code 36-7-14.5-9.

Should you have any questions or would like additional information, please contact me.

Respectfully,


Maria Becerra
Redevelopment Director
Highland Redevelopment Commission

Enclosure

cc: Mark Herak, Clerk-Treasurer, Town of Highland
Members of the Highland Redevelopment Commission
John P. Reed, Legal Counsel to the Commission and the Town Common Council

CERTIFICATE OF THE CLERK-TREASURER

State of Indiana)
) SS:
County of Lake)

I, the undersigned duly elected official and serving Clerk-Treasurer of the Town of Highland, Lake County, Indiana ("Town"), having offered affirmation upon my oath, do hereby certify as follows:

1. That as the Clerk-Treasurer of the Town, I serve as both fiscal officer and disbursing officer for the Town as a political subdivision.
2. That, as treasurer of the Highland Redevelopment Commission pursuant to Indiana Code 36-7-14-8(b), I have reviewed the FY 2022 Annual Report as prepared in accordance with Indiana Code 36-7-14-13 by the Highland Redevelopment Commission.
3. That I make this certificate for the purposes of affirming to the President of the Common Council of the Town as the municipal executive, the Common Council as the fiscal body of the Town and the Department of Local Government Finance ("DLGF") as to this review and the financial data contained in the attached FY 2022 Annual Report of the Commission and presenting it as the report in satisfaction of Indiana Code 36-7-14, more specifically Sections 8(b), and Section 13(a), 13(b) and 13(c).
4. That financial data represented in this FY 2022 Annual Report of the Commission for the fiscal year ending December 31, 2022 to which this certificate refers, to the best of my knowledge and belief, ties to the financial records of the Town, which are in my custody and care as the financial officer of the Town and its executive departments, which includes the Redevelopment Department of the Town, pursuant to Indiana Code 36-5-6, et seq., Indiana Code 36-7-14-8, and Indiana Code 36-7-14-13.

IN WITNESS WHEREOF, I hereto set my hand and the Corporate Seal of the Town of Highland, Lake County, Indiana this ____ day of April 2023. I certify that I am duly elected, qualified and serving as the Clerk-Treasurer for the Town, and as such empowered pursuant to Indiana Code 33-42-4-1 and Indiana Code 36-5-6-5 to make such acknowledgement.

Authority Expiration: The Director of the Lake County Combined Board certified my election as the Clerk-Treasurer of the Town of Highland, Lake County, Indiana. I was qualified to office upon my oath as administered to serve a four-year term as Clerk-Treasurer for the Town, and until a successor is elected and qualified, pursuant to Indiana Code 36-5-6-2(b).

Mark Herak, Clerk-Treasurer
Town of Highland, Lake County, Indiana

SECTION I

Purpose of the Report

On March 19, 2012, Governor Mitch Daniels signed into law Senate Enrollment Act 19 ("SEA 19"), which amended Indiana Code ("IC") 36-7-14-13 and specified additional reporting requirements for redevelopment commissions and required redevelopment commissions to submit copies of required reports to the Indiana Department of Local Government Finance (the "DLGF").

Pursuant to IC 36-7-14-13(a) as amended under SEA 567-2015 [P.L. 5-2015, Section 67 and P.L. 87-2015, Section 2], the commissioners or their designees of the Town of Highland, Indiana (the "Town") Redevelopment Commission (the "Commission") not later than April 15 of each year shall file with the unit's executive and its fiscal body a report setting out their activities during the preceding calendar year.

The report shall include, in accordance with IC 36-7-14-13(b) the following information:

- The names of the then qualified and acting commissioners.
- The names of the officers of the Commission.
- The number of regular employees and their fixed salaries or compensation.
- The amount of the expenditures made during the preceding year and their general purpose.
- An accounting of tax increment revenues expended by any entity receiving the tax increment revenues as a grant or loan from the Commission.
- The amount of funds on hand at the close of the calendar year.
- Other information necessary to disclose the activities of the Commissioners and the results obtained.

In accordance with IC 36-7-14-13(d), a copy of the report as filed under IC 36-7-14-13(a) must be submitted to the DLGF in an electronic format under IC 5-14-6 titled Electronic Transmission of Reports to the General Assembly. The DLGF requires that the Commission submit its report through the Indiana Gateway for Government Units ("Gateway").¹

The purpose of this Annual Report of the Commissioners: Fiscal Year Ending December 31, 2022 (the "2022 Annual Report") is to meet the statutory disclosure and filing requirements in accordance with IC 36-7-14-13 and the filing requirement pursuant to DLGF Memorandum dated January 21, 2016.

SECTION II

Redevelopment Department and Commission Establishment

Pursuant to the Highland Municipal Code, as amended through December 31, 2022, Chapter 14.10 titled "Department of Redevelopment and Redevelopment Commission", more specifically Section 14.10.020(a):

"There is established a department of redevelopment in the town, to be controlled by and pursuant to the provisions of IC 36-7-14-1 through 36-7-14-52 as may be amended from time to time. The department is composed of the Highland redevelopment commission and such persons it may employ."

The Department and the Commission were established by the Council to overcome and alleviate conditions that created "areas needing redevelopment" in designated areas of the Town through new development, redevelopment and rehabilitation activities designed to improve economic and physical conditions under its jurisdiction (the

¹ Memorandum dated January 9, 2014 from Micah G. Vincent, Commissioner of the Indiana Department of Local Government Finance, to redevelopment commissions discussing new reporting requirements for 2014 for redevelopment commissions. A follow-up Memorandum dated January 21, 2016 from Geoff Kuester, Director of Data Analysis titled 2016 TIF Management Application Launched discussed the revisions in reporting requirements for 2016 pursuant to SEA 567-2016.



2. Authorizing the proper officer to publish legal notice of a public hearing: Public Hearing to consider additional appropriations in the amount of \$3,372.00 in Hazardous Materials Response Fund. If approved, the public hearing will be held on April 24, 2023, at 6:30 P.M. O'clock in the Municipal Building, 3333 Ridge Road, Highland.

Councilor Sheeman moved to authorize the publication of a legal notice of a public hearing to consider proposed additional appropriations in the Hazardous Materials Response Fund in the amount of \$3,372.00 as indicated. Councilor Smith seconded.

Chief Timmer gave a brief explanation of the portable tank that will be purchased with the additional fund. He gave an example of a car fires in electric cars and how

water will not put out the fire. You need to mix a chemical in this tank with water and then put it on the car fire to distinguish the car fire.

Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The publication and hearing were approved. The meeting will take place on the 24th day of April. The meeting is scheduled to begin at 6:30.

Town of Highland • Office of the Town Clerk-Treasurer
Highland Municipal Building • 3333 Ridge Road • Highland, Indiana 46322

Tuesday April 4, 2023

ATTENTION LEGAL NOTICES

Ms. Nicole Muscari
Amanda Koepp
Christina Palama
Customer Service Representative
The Times
601- 45th Avenue
Munster, Indiana 46321

Sent Via Facsimile & Electronic Transmission

Re: Legal Notice for Hearing on Proposed Additional Appropriations in the Haz Mat Response Fund

Dear Nicole Muscari, Amanda Koepp, Christina Palma:

Hello. Attached, please find one (1) notice for a public hearing regarding proposed additional appropriations in the **Hazardous Materials Response Fund** as indicated. Please publish this notice **one (1) time** in satisfaction of I.C. 6-1.1-18-5 *et seq.* and I.C. 5-3-1-2(b). I have also sent this request by electronic mail.

The enclosed notice should be published *on or before* **Monday, April 10, 2023**. As always, please send two (2) proofs of publication for our files. We should have these proofs as soon as possible following their publication in order to permit the Town Attorney to review them prior to the hearing. Our hearing is set for Monday, April 24, 2023.

If you have any questions, please feel free to contact me. Thank you for the processing of these requests. Also, if you will, please confirm your receipt by calling me at (219) 838-1080 Ext. 3334 or letting me know by e-mail.

Again, I thank you very much.

Sincerely,

Mark Herak
Clerk-Treasurer

Enclosures: (1) Notice for Hazard Materials Response Fund

Authorizing the proper officer to publish legal notice of a public hearing: Public Hearing to consider additional appropriations in the amount of \$3,372.00 in the **Hazardous Materials Response Fund.**

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

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at 6:30 p.m. on the 24th day of April 2023, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

Hazard Materials Response Fund

Acct. 4410-0000-24200 Hazard Materials Supplies	\$ 3,372.00
Total 200 Series:	<u>\$ 3,372.00</u>
 TOTAL for the FUND:	 <u>\$ 3,372.00</u>

Funds to support these additional appropriations in the **Hazardous Materials Response Fund** shall be supported by miscellaneous revenue, unreserved unobligated fund balance on deposit to the credit of the fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. Taxpayers are asked to contact the Office of the Clerk-Treasurer at (219) 838-1080 to provide an email address to allow the Zoom platform information to be provided as the meeting is still being conducted as an Electronic/In Person Hybrid. You may also write to the Office of the Clerk Treasurer if you have concerns. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its review. The Department of Local Government Finance shall make a written determination of the sufficiency of funds within fifteen days of receipt of a certified copy of the action taken.

TOWN COUNCIL of HIGHLAND

Tom Black, President

By: Mark Herak
Clerk-Treasurer

Comments from the Town Council:

(Good of the order)

- **Councilor Bernie Zemen:** *Liaison to the Board of Water Works Directors • Liaison and Plan Commission Member • Liaison to the Tree Board • Liaison to the Highland Neighbors for Sustainability.*

Councilor Toya Smith: • *Sanitary Board Liaison • Public Works Liaison • Advisory Board of Zoning Appeals Liaison • Liaison to the Building and Inspections.*

Councilor Smith began by acknowledging Ken Mika, Building Commissioner who advised that the BZA has one item on their upcoming agenda, an item that was tabled from the previous meeting. The one item on the agenda was for a variance for a garage at 8327 Grace Street. Commenting on the Plan Commission, as Councilor Zemen was absent, he said he had no report as last week's Plan Commission was cancelled as there was nothing on the agenda.

Councilor Smith then acknowledged Tim Gembala, Operations Director who was filling in for Mark Knesek, Public Works Director who was at a water board convention in Indianapolis, wanted to advise the residents that public works are back on the regular weekly branch pick-up schedule. He also advised that public works will continue to pick-up leaves for the remainder of this week. After this week, the residents are advised to bag their leaves and public works will come by and pick them up.

Councilor Mark Schocke: • *Park and Recreation Board Liaison • Council of Community Events Commission Liaison • Liaison to Main Street Bureau .*

Councilor Schocke acknowledged Park Superintendent, Alex Brown who began by saying that spring has arrived and the Park Department is hard at work getting the 250 acres of park land ready. They are concentrating on the ball fields (softball and baseball) as league play is about to get underway. He also said they would be working on the soccer fields as that will be getting ready to start shortly. He said they have already hosted a couple of JV High School softball games at Meadows Park. He added that Pop Warner is also getting started with their spring flag football games. Besides concentrating on the ball fields, they are getting the concession stands and drinking fountains operational for summer. He mentioned that Park Pride Day is

April 22nd. This will make it the 20th annual. He asked the community to come out and give a hand in getting the parks ready for summer. There are a bunch of different locations to choose from that could use additional help in getting everything ready. The hours are from 9:00 to 11:30, followed by a cook-out at Main Square afterward. Currently, upwards from 70 to 100 people have signed up to help but they could certainly use more.

Councilor Schocke asked about the drinking fountains as he and his family took a bike ride and the bike path was filled with people but the drinking fountains were not operational and the bathroom at the depot was not open.

Alex responded that we did have some vandalism at the depot bathrooms that affected the timing mechanism which automatically opens and locks the doors at certain hours. He was not sure as to when that would be fixed. As for the drinking fountains, they will not turn them on until they are sure there are no freezing nights or days. The fountains have zero insulation and when the temperature drops to freezing the insides freeze and break.

Councilor Schocke also offered his condolences to the Becerra and Novak families.

- **Councilor Roger Sheeman:** *Town Board of Metropolitan Police Commissioners Liaison • Fire Department, Liaison • Chamber of Commerce Liaison • Information Communications and Technology Department Liaison.*

Councilor Sheeman began by acknowledging Ralph Potesta, Metropolitan Police Chief who began by saying it has been fairly quiet the past couple of weeks. Our call volumes remain pretty steady with no major incidents. We're still focusing on this hiring process. Like I said before, we have four good candidates and our detective bureau have been working non-stop on background checks. So, everything's looking good as we are at the point of doing the psychology and physical testing. We're hoping to get these candidates processed and hired and do some initial training before they go to the academy in August. It will be important to get them on road as soon as we can as we can use the help. I was down in Indianapolis this morning. I wanted to mention this as I was down there with some police chiefs from around the area as we're trying to get funding for a new police academy. The academy in Hobart is outdated and we have really outgrown the facility. While I was down there, I visited with State Senator Dan Dernulc who said he was in favor of the idea.

He then acknowledged Fire Chief, Bill Timmer, who thanked the Council for advertising for the additional appropriation to purchase the portable tank to be used in electric car fires. He said he conducted an inspection of the former Christenson Chevrolet dealership which is now Garber. Garber actually did away with their body shop and they've been doing some moving around over there. They've got a really unique looking stage that they take a videotape of used cars in particular. They spin it around on this little turntable. It's pretty slick little contraption. They are in the process of upgrading their sprinkler system.

Councilor Sheeman asked Chief Timmer about inspections. He asked the Chief if he wouldn't add the monthly inspections to his monthly stats report, similar to what Building Commissioner Ken Mika does. Can you list the number of inspections you did and if there were any violations?

Chief Timmer said he would talk with Councilor Sheeman after the meeting.

Councilor Sheeman then acknowledged Ed Dabrowski, IT Director who said for the week beginning March 26 through April 8th, there were 30 tech calls for service. Seven (7) were from the police department, eight (8) from the Clerk-Treasurer's office, three (3) from Public Works, three (3) from Parks, none (0) from the Fire Department and one (1) from Redevelopment and five (5) town wide. . Luckily, most of them were low in nature but there was 1 high priority. There were four (4) hours spent in that time period on just basic administrative duties, like paying bills and buying stuff as I don't have an administrative assistant. There was one and a half hours of training off-site, three telephone conversation with vendors wanting to sell tech services to the Town. It's amazing what they'll promise and what their costs are. Another thing, of those calls for service, there were 27 low, 2 were medium priority and one was high priority. The high priority was when Comcast lost its DNS server and it's amazing when you can't get email or bring up websites. Most operations come to a stop. It was quickly resolved after 30 minutes. It was actually a nationwide issue with the Dns Server. Dns is basically a phone book that Comcast has strategically placed around the world that when you type in a web address, it does the math behind the scenes and picks the number and goes to the site. Unfortunately, there's people that know that and try to disrupt it. The vendor that we use for the downtown sound system has been on vacation for the last 2 weeks so I won't have an update on the cost to update the system.

He followed up on Tim Gembala's comments about losing power at the north end of Town as it did affect the server at the Public Works Facility. It did fry a mini-server used for file saving. Fortunately, we back up our system and we didn't lose any documents.

Councilor Black then asked Clerk-Treasurer Herak if he had any questions. The Clerk-Treasurer offered his condolences to the Becerra and Novak Families. He then commented on the recent property tax increase. He asked the resident to look at their tax bills, in particular the tax rate for Highland. As said at the budget hearings in October, the tax rate generated by the Town actually decreased. The increase in people's property taxes weren't caused by the tax rate generated by Highland but by the increase in the residents assessed valuation which is solely a component of the County.

- **Town Council President Tom Black:** *Town Executive (I.C. 36-1-2-5-(4); I.C. 36-5-2-2; I.C. 36-5-2-7); • Board of Trustees of the Police Pension Fund, Chair (By Law) • Budget Committee Chairman • Redevelopment Commission Liaison and Member • Member of the Lake County*

Solid Waste Management District Board • Member of the Northwestern Indiana Regional Planning Commission (NIPRC) • Shared Ethics Representative.

Councilor Black began by offering condolences to both the Becerra and Novak on the loss of their love ones. Redevelopment Director Maria Becerra lost her sister after a short illness. The Novak Family lost their Mom, Marsha, who served many years as Highland's Democrat Town Chairman. Councilor Black commented that the Novak Family had a long history of public service to the area and particularly Highland.

He then acknowledged Redevelopment Director, Maria Becerra who had Assistant Redevelopment Director, Susan Hale provide the update on the activities of Highland Neighbors for Sustainability. Susan read from a prepared text.

Highland Neighbors for Sustainability – Town Council Update

Highland Neighbors for Sustainability Grant Team Leader Jean Bernius discovered and researched a grant from the Master Gardeners Association that the group shared with Highland High School and Community Garden. The high school sustainability club applied and was awarded funds for compost material and mulch. HNS Member Cathy Perrin assisted the Community Garden in getting their grant, which they will use to purchase trellis materials.

Highland Neighbors for Sustainability members met with Republic Services to discuss recycle options for the 4th of July Festival. They also visited the ReUz Room at Lake County Solid Waste Management. The ReUz Room is free to teachers and residents and features many useful items like magazines, egg cartons, seasonal décor, office supplies, and more. You can learn more about Highland Neighbors for Sustainability and the ReUz Room in this month's Gazebo Express.

Highland Neighbors for Sustainability assisted the Tree Board with Planting on Sunday, April 2nd. Highland Neighbors for Sustainability will be at the Parks Department's Park Clean Up Event for Park Pride Day on Saturday, April 22nd from 9am-11:30am. Lastly, the next Highland Neighbors for Sustainability meeting will be Tuesday, April 18th at 6:30 at the Green Witch Café.

Councilor Black asked Susan if she had anything to report on behalf of Redevelopment. She advised that the Redevelopment Commission will be meeting tomorrow night, April 11th at 6:30 o'clock p.m.

That concluded comments from the Council and President Black then turned it over to comments from visitor's or residents, reminding them to limit it to 2 minutes.

Comments from Visitors or Residents:

Rick Volbrecht, Highland, began by discussing the School referendum. He said it's an issue that affects our taxpayers. It's a very expensive proposition. It's the referendum. It's going to last for 8 years. I'm not here to advocate for or against it but I find it very interesting that I've encountered this over and over again that my opportunities to raise this issue and explain about what's going on I'm not allowed to speak. At the last meeting on the referendum, the school corporation were able to spend an hour and fifteen minutes to present their side but I wasn't able to speak. There's a person, I'm not going to say Republican or Democrat, who is putting out some information regarding the referendum to the residents of his particular precinct and directs to the School Town of Highland's website saying I am in opposition to the referendum. I am not here to advocate for or against the referendum. I just want the correct facts known but when I get the opportunity to offer information, I get cut off every time. It is very, very troubling as we live in a society which I thought was the United State and not Russia. I'm here to say, I am the person you can turn to for a ton of accurate information regarding the referendum. I'm not here to say you should be against it. I'm here to say that you need to be informed and if you're informed, it's going to make your decision and if all the information is coming the school side, you are not informed.

Larry Kondrat, Highland, asked Councilor Black to explain a \$5,000 discrepancy in the report prepared by SEH. He asked the Council to turn to page 8 of the SEH report. I show 2 installments equaling \$340,125 but the SEH report shows \$345,125 which is overstated by \$5,000. This appears to be related to the bond payments on Cardinal Campus. If you look on page 10, per the report, the tax increment revenue distributed for Cardinal Campus for 2022 was \$205,208.63, yet the bond payment for Cardinal Campus, per the SEH report found on page 8, the payment should have been \$345,125 but only \$205,208 was generated. So, am I to assume that this project is losing money? He said he also noticed from the report that he didn't see the farm field tax increment financing that the Council by a 3 to 2 vote, implemented. This is schedule to expire in 2045 and as of right now, it is not generating any revenue whatsoever.

Councilor Schocke said by his math the numbers balance so Larry explained the \$5,000 discrepancy.

Councilor Black asked Dan Botich of SEH to answer Larry Kondrat's questions.

Dan Botich explained the \$5,000 discrepancy was a function of the payments made to the Trustee of the Bond. The Trustee received 2 payments of \$2,500 each. It is payment for fees that go to the Trustee.

Councilor Black asked if there were any other comments. Hearing none, he closed comments from the public and brought it back to the Council. He then asked for a motion to pay claims.

Payment of Accounts Payable Vouchers. There being no further comments from visitors or residents, Councilor Schocke moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period **March 1, 2023 through March 14, 2023**. Councilor Smith seconded. Upon a roll call vote, there were four

(4) affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified, the payroll dockets listed were ratified and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

Accounts payable vouchers March 29, 2023 to April 11, 2023 in the amount of **\$451,109.36**.

General Fund, \$166,469.28; MVH Fund, \$8,423.79; LAW Enforcement Continuing Education, Training and Supply Fund, \$9,332.95; Information and Communications Technology Fund, \$8,699.89; Donation, \$149.61; Insurance Premium, \$226,674.19; Gasoline Fund, \$26,170.20; Traffic Violations, \$500; MCCD, \$2,857.94; CEDIT Econ. Dev. Income, \$1,831.51.

Payroll Docket for payday of April 7, 2023 by fund:

PAYROLL DOCKET FOR PAYDAY OF MARCH 10, 2023 BY FUND:

GENERAL, \$315,883.20

Payroll Docket for payday of March 10, 2023:

Office of Clerk-Treasurer, \$14,366.41; Building and Inspection Department, \$10,616.83; Metropolitan Police Department, \$156,385.40; Public Works Department (Agency), \$78,381.67; Fire Department, \$5,025.85 and Information and Technology Department, \$4,009.55; Total Payroll: \$268,785.71.

Adjournment of Plenary Meeting. THERE BEING NO FURTHER BUSINESS ON THE AGENDA, THE TOWN COUNCIL PRESIDENT DECLARED THE REGULAR PLENARY MEETING OF THE TOWN COUNCIL OF MONDAY, APRIL 10, 2023, ADJOURNED AT 7:59 O'CLOCK P.M.

Mark Herak
Clerk-Treasurer

Approved by the Town Council at its meeting of April 24, 2023.