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March 4, 2025

ALL TOWN FUNDS \$643,268.60

WASTEWATER OPERATING \$215,291.10

WATER UTILITY \$30,592.76

STORM WATER \$15,556.91

PAYROLL 02/27/25 & 02/28/25 \$324,850.13

Town of Cedar Lake
Office of the Town Manager
7408 Constitution Ave – PO Box 707 – Cedar Lake, IN 46303
Tel (219) 374-7400 – Fax (219) 374-8588



TAG DAY REQUEST – APPLICATION FORM

Name of Organization: Hanover Central High School Cheer

Address: 10120 W 133rd Ave. Cedar Lake IN 46303

Phone: [Redacted] Fax: _____

Contact Person: [Redacted]

Name: [Redacted] Email: [Redacted]

Date of Tag Day Request (do not request a rain date):

1st Choice: Sept 6, 2025 2nd Choice: Sept 20, 2025

Explain Nature of Tag Day: Fundraising for program

List Locations of Tag Day: 133rd and Parrish and 133rd and 41

On a separate sheet of paper, list the individuals participating in the activity on behalf of the organization. All solicitation activities permitted are to start no earlier than 8:00 am and finish in four (4) consecutive hours. All solicitation activities will be completed by 1:00 pm on the approved day, regardless of the time of commencement.

**PROOF OF INSURANCE MUST BE SUBMITTED WITH THIS REQUEST.
INCOMPLETE REQUESTS WILL BE RETURNED.**

[Redacted Signature]

2/14/2025
Date

FOR OFFICE USE ONLY

Date Received: _____ Approximate Time: _____

Received by (Name/Title): _____

Date Approved by Town Council: _____

Date Contact Person Notified of Approval: _____ Notified via (circle one): Email – Phone – Letter

TOWN OF CEDAR LAKE, LAKE COUNTY, INDIANA

ORDINANCE NO.: 1509

AN ORDINANCE RECLASSIFYING CERTAIN LANDS IN THE TOWN OF CEDAR LAKE, LAKE COUNTY, INDIANA, FOR ZONING PURPOSES, AND AMENDING TOWN ZONING ORDINANCE NO. 1402, BEING:

"THE ZONING ORDINANCE OF THE TOWN OF CEDAR LAKE, LAKE COUNTY, INDIANA",

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF CEDAR LAKE, LAKE COUNTY, INDIANA, THE 1ST DAY OF MARCH, 2022, AND ALL AMENDMENTS PASSED SUBSEQUENT THERETO.

WHEREAS, the Plan Commission of the Town of Cedar Lake, Lake County, Indiana (hereinafter, the "Plan Commission"), has heretofore, on the 15th day of January, 2025, held a Public Hearing, pursuant to notice, as prescribed by applicable law, pertaining to Site Plan Regulations and Zoning Ordinance No. 1402 text provisions in Chapter 17 of said Zoning Ordinance 1402, and other matters related thereto; and

WHEREAS, the Plan Commission, at the conclusion of the above-described Public Hearing, certified its FAVORABLE RECOMMENDATION for Zoning Ordinance Site Plan text amendment to the Town Council of the Town of Cedar Lake, Lake County, Indiana; and

WHEREAS, the Town Council, having received and reviewed the FAVORABLE RECOMMENDATION Certification of the Town Plan Commission for Site Plan Text Amendment to Chapter 17 of Zoning Ordinance No. 1402, now concurs and agrees that it is correct and proper to amend the Town Zoning Ordinance text accordingly.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CEDAR LAKE, LAKE COUNTY, INDIANA:

SECTION ONE: That the Site Plan Regulations of the Zoning Ordinance of the Town of Cedar Lake, Lake County, Indiana, the same being Chapter 17 of Town Ordinance No. 1402, as amended, are hereby repealed and replaced hereinafter, namely:

(See Exhibit "A" attached hereto, which is incorporated herein as the described replacement Site Plan Regulations for the Town)

SECTION TWO: That all existing Town Code Sections and Ordinance, or parts thereof, in conflict with the provisions of this Town Zoning Ordinance Text Amendment Ordinance pertaining to Site Plan Regulations, are hereby deemed null, void, and of no legal effect, and are specifically repealed.

SECTION THREE: If any section, clause, provision, or portion of this Town Zoning Ordinance Text Amendment Ordinance pertaining to Site Plan Regulations shall be held to be invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision, or portion of this Ordinance.

SECTION FOUR: That this Town Zoning Ordinance Text Amendment Ordinance, pertaining to Site Plan Regulations, and replacement of Chapter 17 of the Town Zoning Ordinance, shall take effect, and be in full force and effect, from and after its passage and adoption by the Town Council of the Town of Cedar Lake, Lake County, Indiana, in conformance with applicable law.

ALL OF WHICH IS PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF CEDAR LAKE, LAKE COUNTY, INDIANA, THIS ____ DAY OF _____, 2025.

**TOWN OF CEDAR LAKE, LAKE COUNTY,
INDIANA, TOWN COUNCIL**

Nick Recupito, President

Greg Parker, Vice-President

Robert H. Carnahan, Council Member

Julie A. Rivera, Council Member

Mary Joan Dickson, Council Member

Richard C. Thiel Jr., Council Member

Chuck Becker, Council Member

ATTEST:

Jennifer N. Sandberg, IAMCA, CMC, CPFIM
Clerk-Treasurer

“Chapter 17 – SITE PLAN

As permitted by the provisions of I.C. §36-7-4-1400 through §1406, inclusive, as provided for hereinafter, site plan review shall be required in all Commercial and Industrial Zoning Districts as outlined hereafter, and under any requirements or conditions established by the Town Planning and Building Department, provided however, that the site plan review requirements may be waived, in whole or in part, in unity, subject to Waiver Approval of the Plan Commission.

Section A **Approval:**

At any time a property owner seeks to apply for Commercial or Industrial Use approval, to begin new construction, or to modify an existing structure, the property owner/petitioner shall prepare a Preliminary Development Plan for submission to the Plan Commission.

Section B **Procedure to Initiate Review and Approval:**

To initiate the procedure for review and approval of a preliminary site plan, the property owner/petitioner must submit the proposed plan to the duly designated Town Official(s). The initial submission shall:

1. Be made on forms available at the Office of the Planning and Building Department, and be submitted with the fee as set forth herein.
2. Be accompanied by one (1) copy of the proposed preliminary site plan on a 24” x 36” sheet accompanied by an electronic copy of the proposed preliminary site plan.
3. Be accompanied by documentation indicating proof of an ownership interest in the subject property, such as, but not limited to, a deed, plat of survey, purchase contract, or a power of attorney, for review by the Town’s Attorney.

Section C **Procedure for Review and Approval:**

The procedure for review and approval of the preliminary site plan shall be as follows:

1. Petitioner shall schedule and attend a Town Staff Meeting. Petitioner shall submit a proposed preliminary site plan to the duly designated Town Official(s) at least one-(1) week prior to the scheduled Staff Meeting. Subsequent to the Staff Meeting, Petitioner may attend a Plan Commission Public Meeting on the Land Use proposed.
2. Subsequent to the Town Staff Meeting, the petitioner may then appear before the Plan Commission at an official public meeting. The Plan Commission may utilize and retain any additional engineers or consultants, as needed, in order to assist the Plan Commission in the performance of their duties.

Section D **Preliminary Site Plan:**

The preliminary site plan shall include both a map and written text and drawings in an electronic form containing the following information. The drawing format must be in either the current or previous version of the AutoDesk AutoCAD, in PDF format, software. The submittal shall be provided to the Town in a standard form of magnetic or optical media that is readable by the Town information systems. Alternate drawing formats or means of submittal may be accepted upon prior approval from the Town. The following are advisable to be provided for Town review and consideration, namely:

1. Elevation and perspective drawing or model of proposed structures.
2. A development schedule indicating:
 - a. The approximate date for beginning construction.
 - b. If staged, the approximate date for beginning construction of each stage.

- c. Agreements, provisions or covenants which govern the use, maintenance and continued protection of the development and common space.
 - d. Plans and diagrams as required to fully explain the development proposal.
 3. Petitioner shall designate each lot's intensity of use on the plan.
 4. A detailed, written review of the following factors relevant to the development, namely:
 - a. Availability and coordination of water, sanitary sewers, storm water drainage, and other utilities;
 - b. Management of vehicular and pedestrian traffic in a manner that creates conditions favorable to health, safety, convenience, and the harmonious development of the community;
 - c. Building setback lines;
 - d. Building coverage;
 - e. Building separation;
 - f. Parking;
 - g. Landscaping;
 - h. Height, scale, materials, and style of improvements;
 - i. Signage;
 - j. Outdoor lighting;
 - k. Noise; and
 - l. Any other information/documentation deemed necessary by the Town Planning and Building Department or Plan Commission.
 5. The development factors specified in number 4a. above, concerning the availability and coordination of water, sanitary sewers, storm water drainage and other utilities shall be in full compliance with the Town Subdivision Control Ordinance and the Cedar Lake Book of Standards, as the same are amended from time to time.
 6. The development factors specified in number 4b. above, concerning the management of vehicular and pedestrian traffic shall ensure the following, namely:
 - a. That the design and location of proposed street and highway access points minimize safety hazards and congestion;
 - b. That the capacity of adjacent streets and highways is sufficient to safely and efficiently accept traffic that will be generated by the new development; and
 - c. That the entrances, streets, and internal traffic circulation facilities in the development plan are compatible with existing and planned streets and adjacent developments.
 7. The development factors specified in number 4c., d., e., f., g., h., and i. concerning building setback lines, building coverage, building separation, parking, landscaping, height and materials, and signage shall be in full compliance with the requirements set forth in the Town Zoning Ordinance, as may be amended from time to time. Additionally, with regard to 4(h), Knox boxes shall be required to be installed on businesses that are not occupied twenty-four (24) hours a day.
 8. The development factors specified in number 4. above concerning outdoor lighting shall ensure that lighting shall be reflected downward and inward and shall be shielded to the extent that no light ascertainable to a standard light meter held one (1') foot above the ground at the property line shall exceed the levels as listed in the Outdoor Lighting regulations in Chapter 14."

IC 36-7-4-1400 Series—Development Plans; application of certain amendments to chapter

Sec. 1400. (a) This section and sections 1401, 1401.5, 1402, 1403, 1404, 1405, and 1406 of this chapter apply only to development plans initially submitted after December 31, 1995.

(b) This series (sections 1400 through 1499 of this chapter) may be cited as follows: 1400 SERIES—DEVELOPMENT PLANS.

As added by P.L.320-1995, SEC.22. Amended by P.L.220-2011, SEC.662.

IC 36-7-4-1401 "Development requirement" defined

Sec. 1401. As used in this series, "development requirement" means a requirement:

- (1) for development of real property in a zoning district for which a development plan is required; and
- (2) that conforms to section 1403 of this chapter.

As added by P.L.320-1995, SEC.23.

IC 36-7-4-1401.5 Power of legislative body to designate zoning districts where plan required

Sec. 1401.5. (a) A legislative body may, in a zoning ordinance, designate zoning districts in which a development plan is required. If a zoning district is designated under this section, the plan commission must approve or disapprove a development plan under this series for real property within the zoning district.

(b) The plan commission has exclusive authority to approve or disapprove a development plan for real property located within the plan commission's jurisdiction.

As added by P.L.320-1995, SEC.24. Amended by P.L.126-2011, SEC.44.

IC 36-7-4-1402 Designation by zoning ordinance

Sec. 1402. (a) This section applies if a zoning district is designated in a zoning ordinance under section 1401.5(a) of this chapter.

(b) In the zoning ordinance, the legislative body adopting the ordinance must specify the following:

- (1) Development requirements that must be satisfied before the plan commission may approve a development plan.

(2) Plan documentation and supporting information that must be supplied to the plan commission before the plan commission may approve a development plan.

(3) Development requirements for approval of a development plan that the plan commission may waive.

(4) Conditions under which the plan commission may waive development requirements for approval of a development plan.

(5) Procedures for submission and review of a development plan, including the nature or type of application, fees, notice, hearing, amendment, and other matters relevant to review.

(c) In the zoning ordinance, the legislative body may authorize the following to review and approve a development plan:

(1) The plan commission staff.

(2) A hearing examiner or committee of the plan commission designated under section 402(d) of this chapter.

As added by P.L.320-1995, SEC.25.

IC 36-7-4-1403 Requisites of zoning ordinance

Sec. 1403. (a) The development requirements that must be specified under section 1402(b)(1) of this chapter may include the following:

(1) Compatibility of the development with surrounding land uses.

(2) Availability and coordination of water, sanitary sewers, storm water drainage, and other utilities.

(3) Management of traffic in a manner that creates conditions favorable to health, safety, convenience, and the harmonious development of the community.

(4) Building setback lines.

(5) Building coverage.

(6) Building separation.

(7) Vehicle and pedestrian circulation.

(8) Parking.

(9) Landscaping.

(10) Height, scale, materials, and style of improvements.

- (11) Signage.
- (12) Recreation space.
- (13) Outdoor lighting.
- (14) Other requirements considered appropriate by the legislative body.

(b) The development requirements specified under subsection (a)(3) concerning the management of traffic may ensure the following:

- (1) That the design and location of proposed street and highway access points minimize safety hazards and congestion.
- (2) That the capacity of adjacent streets and highways is sufficient to safely and efficiently accept traffic that will be generated by the new development.
- (3) That the entrances, streets, and internal traffic circulation facilities in the development plan are compatible with existing and planned streets and adjacent developments.

(c) The plan documentation and supporting information that must be supplied under section 1402(b)(2) of this chapter may include the following:

- (1) The location and character of the following:
 - (A) Existing and proposed primary structures and accessory structures.
 - (B) Utilities.
 - (C) Signage.
 - (D) Landscaping.
- (2) The nature and intensity of uses in the development.
- (3) The condition and size of public thoroughfares and parking, vehicle, and pedestrian facilities.
- (4) The location and capacity of drainage facilities and sewer systems serving the development.
- (5) Other information considered appropriate by the legislative body.

(d) In specifying development requirements or plan documentation and supporting information for development plan approval under section 1402(b)(1) through 1402(b)(2) of this chapter, the zoning ordinance may incorporate by reference provisions in the subdivision control ordinance.

As added by P.L.320-1995, SEC.26.

IC 36-7-4-1404Review and appeal

Sec. 1404. (a) If a zoning ordinance designates a zoning district under section 1401.5(a) of this chapter and authority is delegated under section 1402(c) of this chapter, the zoning ordinance must describe the following:

- (1) The duties of the plan commission staff, hearing examiner, or committee in reviewing a development plan.
- (2) The procedures for review of a development plan by the plan commission staff, hearing examiner, or committee.
- (3) The procedures for an appeal to the plan commission of a decision made by the plan commission staff, hearing examiner, or committee.

(b) A plan commission staff, hearing examiner, or committee to which authority has been delegated under section 1402(c) of this chapter may make a decision concerning a development plan without a public hearing if the zoning ordinance provides for an appeal of the decision directly to the plan commission.

(c) The zoning ordinance may provide for a hearing procedure for review of a development plan that is similar to the hearing procedure for review of subdivision plats under the 700 series of this chapter. If such a procedure is adopted, the zoning ordinance may provide that public notice and hearing are not required for secondary review of a development plan. If notice and hearing are not required for secondary review of a development plan, the primary approval or disapproval of a development plan is a final decision of the plan commission that may be reviewed only as provided in section 1016 of this chapter.

As added by P.L.320-1995, SEC.27.

IC 36-7-4-1405 Powers and duties of plan commission

Sec. 1405. (a) The plan commission shall review a development plan to determine if the development plan:

- (1) is consistent with the comprehensive plan; and
- (2) satisfies the development requirements specified in the zoning ordinance under sections 1402 and 1403 of this chapter.

(b) The plan commission may do the following:

- (1) Impose conditions on the approval of a development plan if the conditions are reasonably necessary to satisfy the development requirements specified in the zoning ordinance for approval of the development plan.

(2) Provide that approval of a development plan is conditioned on the furnishing to the plan commission of a bond or written assurance that:

(A) guarantees the timely completion of a proposed public improvement in the proposed development; and

(B) is satisfactory to the plan commission.

(3) Permit or require the owner of real property to make a written commitment under section 1015 of this chapter.

As added by P.L.320-1995, SEC.28. Amended by P.L.126-2011, SEC.45.

IC 36-7-4-1406 Written findings constitute final decision

Sec. 1406. (a) A plan commission shall make written findings concerning each decision to approve or disapprove a development plan. The zoning ordinance must designate an official who is responsible for signing written findings of the plan commission.

(b) Except as provided in section 1404(c) of this chapter, a decision of the plan commission approving or disapproving a development plan or a decision made under section 1405(b) of this chapter is a final decision of the plan commission that may be reviewed only as provided in section 1016 of this chapter.

As added by P.L.320-1995, SEC.29.

IC 36-7-4-1500 1500 Series—Planned Unit Development

Sec. 1500. This series (sections 1500 through

TOWN OF CEDAR LAKE, LAKE COUNTY, INDIANA

ORDINANCE NO: 1511

AN ORDINANCE AMENDING TOWN ORDINANCE NO. 1150, AS AMENDED FROM TIME TO TIME, BEING: “AN ORDINANCE ESTABLISHING JOB/EMPLOYMENT DESCRIPTIONS FOR THE EMPLOYEES OF THE TOWN OF CEDAR LAKE, LAKE COUNTY, INDIANA, REPEALING ALL ORDINANCES AND TOWN CODE PROVISIONS, INCLUDING TOWN ORDINANCE NO. 1064; AND ALL MATTERS RELATED HERETO”; AMENDING THE JOB DESCRIPTION OF FIRE DEPARTMENT ADMINISTRATIVE ASSISTANT JOB POSITION FOR THE TOWN OF CEDAR LAKE FIRE DEPARTMENT, AND ALL MATTERS RELATED THERETO.

WHEREAS, the Town Council of the Town of Cedar Lake, Lake County, Indiana (hereinafter, the “Town Council”), has previously adopted its Town Ordinance No. 1150 on the 21st day of February, 2012, establishing Job/Employment Descriptions for the Employees of the Town of Cedar Lake; and

WHEREAS, the Town Council has reviewed the growth and staffing needs for the Town, specifically the job responsibilities and duties of the Fire Department Administrative Assistant; and

WHEREAS, the Town Council has determined, after such review, that the need exists to amend the Fire Department Administrative Assistant job description for the expanded duties and responsibilities of the job position; and

WHEREAS, the Town Council, upon its review, has determined it appropriate, advisable, and in the best interests of its citizens and residents of the Town, to amend and replace the job position description for a Fire Department Administrative Assistant; and

WHEREAS, the Town Council has now determined it appropriate and advisable to amend Job/Position Descriptions for a Fire Department Administrative Assistant of the Town for the benefit of the citizens and residents of the Town of Cedar Lake.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CEDAR LAKE, LAKE COUNTY, INDIANA:

SECTION ONE: That Town Ordinance No. 1150, amended to include amended Exhibit “A”, attached to this Amendatory Ordinance and incorporated herein, amending the Job/Employment Description for the Fire Department Administrative Assistant, is hereby approved and adopted.

SECTION TWO: That all Ordinances and Town Code Sections, or parts thereof, in conflict with the provisions of this Job Position Description Amendatory Ordinance are hereby deemed null, void, and of no legal effect, and are specifically repealed.

SECTION THREE: That if any section, clause, provision, or portion of this Ordinance shall be held to be invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision, or portion of this Ordinance.

SECTION FOUR: That this Ordinance shall take effect, and be in full force and effect, from and after its passage and adoption by the Town Council of the Town of Cedar Lake, Lake County, Indiana, in conformance with applicable law.

ALL OF WHICH IS PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF CEDAR LAKE, LAKE COUNTY, INDIANA, ON THIS ____ DAY OF _____, 2025.

**TOWN OF CEDAR LAKE, LAKE COUNTY,
INDIANA, TOWN COUNCIL**

Nick Recupito, Town Council President

Greg Parker, Vice-President

Robert H. Carnahan, Member

Julie A. Rivera, Member

Mary Joan Dickson Member

Richard C. Thiel, Jr., Member

Chuck Becker, Member

ATTEST:

Jennifer N. Sandberg, IAMCA, CMC, CPFIM,
Clerk-Treasurer

TOWN OF CEDAR LAKE
POSITION DESCRIPTION
Fire Department – Administrative Assistant

CLASS TITLE:	Administrative Assistant	LOCATION:	Fire Department
DEPARTMENT:	Fire	EMPLOYMENT LEVEL:	Non-Exempt
DIVISION:	Fire Civilian		

GENERAL PURPOSE

Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the administrative staff, and assisting in the administration of the standard operating policies and procedures of the Department.

SUPERVISION RECEIVED

Works under the direct supervision of the Cedar Lake Fire Chief.

SUPERVISION EXERCISED

As directed by the Cedar Lake Fire Chief

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs routine clerical and administrative work in answering telephones, receiving the public, providing customer assistance, and data processing
- Answers in-coming calls and route callers or provides information as required.
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Assist in the procurement of department materials and supplies.
- Operates listed office machines and equipment as required.
- Receives, stamps and distributes incoming mail, processes outgoing mail.

- Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Inputs data to standard office and department forms; compiles data for various reports.
- Plan conferences and training sessions. Coordinates travel plans for Staff.
 - Prepares records such as notices and meeting minutes.
- Acts as custodian of departmental documents and records. Establishes and maintains filing systems, control records and indexes using moderate independent judgment.
- Maintains inventories and orders office supplies and materials, maintains departmental personnel records.
- Schedules appointments and performs other administrative and clerical duties.
- Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, analysis, and prepares recommendations regarding proposals for programs, grants, services, budget, equipment, etc., as delegated.
- Provides administrative assistance to supervisor in meeting management; assembles background materials, prepares agendas, and records action items for various meetings, as delegated.
- Investigates and follows-up on citizen requests for service, complaints, and requests for information.
- Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.

PERIPHERAL DUTIES

Assists other Town Department Heads in various clerical duties.

Operates a vehicle when necessary to travel for Town business matters.

Attend seminars and workshops related to administrative duties and responsibilities.

DESIRED MINIMUM QUALIFICATIONS

□ Education and Experience:

- A. Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, and
- B. Five (5) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

□ Necessary Knowledge, Skills and Abilities:

- A. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures.
- B. Skill in operation of listed tools and equipment.
- C. Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
- D. Working knowledge of the principles and practices of modern public administration; working knowledge of human resource administration; Working knowledge of modern records management techniques;
- E. Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; Ability to communicate effectively verbally and in writing.

SPECIAL REQUIREMENTS

Must be twenty-one (21) years or older; Must possess, or be able to obtain by time of hire, a valid driver's license without record of suspension or revocation in any State.

Obtain and maintain any additional certifications that may from time to time be required by policy, ordinance or applicable law.

No felony convictions or disqualifying criminal histories; U.S. citizen; Must be able to read and write the English language; Must be of good moral character and of temperate and industrious habits.

TOOLS AND EQUIPMENT USED

Typewriter, personal computer, including word-processing, spreadsheet and database software; telephone, copy machine; facsimile machine, calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, at times must meet the public at problem area.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to form the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interviews and references check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. As workload changes, assistance will be required to assume more responsibilities.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: _____

Revision History

POLICE CHIEF
EMPLOYMENT AGREEMENT

This POLICE CHIEF EMPLOYMENT AGREEMENT (hereinafter "Agreement"), is entered into this ___ day of _____, 2025, by and between the TOWN OF CEDAR LAKE, LAKE COUNTY, INDIANA, a Municipal Corporation, acting by and through its duly elected Legislative Body, the Town Council, (hereinafter, the "Town"), and _____ (hereinafter "Chief").

RECITALS

1. The TOWN is a Municipal Corporation located in Lake County, Indiana, which Municipal Corporation is governed by a duly elected Legislative Body known as the Town Council; and
2. The TOWN has established within its government for the benefit of the residents of the Town the job and employment position of Police Chief of the Metropolitan Police Department of Cedar Lake, as prescribed in Cedar Lake Town Code Section 33.01; and
3. The TOWN now deems it advisable and in the best interests of the residents of the TOWN for providing for the public safety function to the residents of the Town to employ a qualified person as Police Chief; and
4. The Chief is an experienced Police Officer, and has the qualifications and professional experience to be employed by the TOWN as Police Chief as required of I.C. §36-8-4-6.5; and
5. The Chief has agreed to accept the job and employment position of Police Chief of the Metropolitan Police Department of Cedar Lake; and
6. The TOWN seeks to employ the Chief as Police Chief of the Metropolitan Police Department of the Town of Cedar Lake, Lake County, Indiana, to benefit from his professional education, training and experience, and to fix his compensation, benefits, and other terms of employment as set forth hereinafter; and
7. The TOWN and Chief now seek to guard against potential conflicts, problems or disagreements by setting forth hereafter the terms of the employment relationship between them whereby the Chief will be employed as Police Chief for the Metropolitan Police Department of the Town of Cedar Lake, Lake County, Indiana.

COVENANTS

NOW, THEREFORE, for and in consideration of the mutual promises contained herein, the performance thereof, and other good and valuable consideration, the receipt of which is hereby acknowledged by the Parties, the Parties agree as follows:

SECTION ONE: Recitals Incorporated. The Recitals stated hereinabove are incorporated as additional Covenants as if fully restated herein.

SECTION TWO: Employment. The TOWN hereby employs the CHIEF as Police Chief of the Metropolitan Police Department of the Town of Cedar Lake, Lake County, Indiana, and the CHIEF hereby accepts employment by the TOWN as its Police Chief.

SECTION THREE: Compensation. The TOWN employs CHIEF as Police Chief of the Metropolitan Police Department of the Town of Cedar Lake, Lake County, Indiana, at an annualized compensation rate of \$89,249.94, payable as provided by the Town Salary ORDINANCE, as same is amended from time to time, and subject to the Review and Evaluation terms of this Agreement as set forth in SECTION NINETEEN hereof; and payable from the General Fund, of the Town as directed by the Town Council. The annualized compensation rate shall be pro-rated in 2025, based upon CHIEF beginning employment as Police Chief on March 17, 2025. Future adjustments may be established and adjusted from time to time thereafter by additions to be determined by the Council, and payable as provided by the Town Salary ORDINANCE, as same is amended from time to time, and subject to the Review and Evaluation terms of this Agreement as set forth in SECTION NINETEEN hereof. The annual base compensation shall be reviewed in accordance with Town personnel policies and this Agreement. Increases may be made on consideration of costs of living, merit, and performance. The CHIEF agrees that the TOWN has the right and legal obligation to withhold federal, state and other taxes from each payment in accordance with laws generally applicable to management personnel, as well as employee benefit costs, as specifically agreed.

SECTION FOUR: Term. The CHIEF shall serve at the pleasure of the Town Council of the TOWN, subject to the provisions of termination as provided hereinafter, and further subject to the limitations of applicable State law. The Agreement shall exist for a period of one (1) years from the date of execution and renewal is not guaranteed. However, this Agreement may be renewed by the Parties upon their mutual agreement and execution in writing to do so.

SECTION FIVE: Duties. The CHIEF accepts employment as Police Chief, and agrees to be responsible to the Town Council of the TOWN for proper administration of all of the affairs of the Metropolitan Police Department of the Town of Cedar Lake, Lake County, Indiana, as established by I.C. §36-8-3-10. As the Police Chief, the CHIEF acknowledges that he is responsible for the Law Enforcement Officers employed by the Town and his duties are to ensure to proper administration and function of the Town Public Safety Functions, including, but not limited to those duties described in applicable Indiana Law and Policy 104 of the Cedar Lake Police Department Policy Manual. The Chief will manage the Metropolitan Police Department of the Town of Cedar Lake in conformance with his Oath of Office, the Town Code, and pursuant to

the Constitutions of the United States of America, the State of Indiana, and applicable laws in the State of Indiana.

SECTION SIX: No Conflict of Interest. The CHIEF shall not undertake any activity which would be in conflict with this full-time employment as Police Chief or is inimical and contrary to the best interests of the TOWN.

SECTION SEVEN: Outside Activities:

- a) Any outside employment shall not be in conflict with the best interests of the Town of Cedar Lake. All such employment shall be approved by the Town Council.
- b) The CHIEF agrees to notify the Town Council of any outside employment he agrees to undertake. The CHIEF further agrees to secure prior consent of the Town Council for any such outside employment.
- c) The Town Council shall review the scope of outside employment from time to time, and may limit such activity as it believes to be in the best interests of the Town.

SECTION EIGHT: Hours of Work. It is recognized that the CHIEF is a salaried chief operating officer and that he must devote a great deal of time outside the normal office hours of business for the TOWN, and to that end, the CHIEF shall be allowed to establish an appropriate work schedule to satisfy the responsibilities of his position. The CHIEF shall notify the Town Council of any scheduled vacation (See Section Thirteen below.) as far in advance as possible.

SECTION NINE: Transportation. The TOWN will provide the CHIEF an appropriate vehicle for his use while employed as POLICE CHIEF of the TOWN. This is a take-home vehicle, and is anticipated to be utilized by the CHIEF for commonly understood Police Department business use. It is anticipated that the take-home vehicle provided will be used for official business of the Town Police Department.

SECTION TEN: Communications & Computer Technology. The TOWN agrees to provide a computer and/or laptop, software, a cellular phone and any other communications devices as determined necessary for on-call communication related to job duties and responsibilities. The CHIEF will use his own cellular phone for personal use.

SECTION ELEVEN: Insurance. The POLICE CHIEF is hereby delining insurance benefits provided by the TOWN to other TOWN employees and their dependents

SECTION TWELVE: Retirement. It is understood between the Parties that the CHIEF has elected not to participate in the 1977 Police Officers' Retirement Fund.

SECTION THIRTEEN: Vacation Time. The vacation leave benefit granted by the TOWN to employees under personnel rules and TOWN ORDINANCES which are applicable shall apply to the CHIEF, except that he shall begin his employment with twenty-five (25) days of vacation credit, prorated for the first year of employment on the annual vacation benefit. The

CHIEF shall be entitled to twenty-five (25) days of vacation credit for the first year of employment, and thereafter, twenty-five (25) days of annual vacation credit beginning on January 1, 2026, and shall be entitled to twenty-five (25) days of annual vacation thereafter each year of employment, or portion of year. The CHIEF may be compensated for any vacation accrual with agreement of the Town Council. The CHIEF shall be paid for any unused vacation accrual prorated after his last date of employment.

SECTION FOURTEEN: Leave Generally. The CHIEF shall receive the leave benefits granted by the TOWN to its law enforcement employees polices and rules which are then applicable. The leave benefits shall include holidays, disability, injury, emergency, separation and vacation leave. CHIEF is eligible for paid time off beginning March 17, 2025, as set forth herein.

Notwithstanding anything herein to the contrary, the TOWN may terminate this Agreement at any time after the CHIEF shall be absent from his employment, for whatever cause, for a continuous period of more than forty-five (45) calendar days, and all obligations of the TOWN hereunder shall immediately cease upon any such termination.

SECTION FIFTEEN: Benefits Generally. The TOWN agrees to provide the CHIEF and his dependents with all other compensatory benefits not already specifically identified in this Agreement in an amount or at a rate that is equal to that provided other TOWN employees and their dependents.

SECTION SIXTEEN: Termination.

TERMINATION BY THE TOWN

- A. The CHIEF shall serve at the pleasure of the Town Council, and the Town Council may terminate this Agreement and the CHIEF's employment at any time, for any reason or for no reason. During the term of this Agreement, as set forth above, if the Town Council terminates this Agreement and the CHIEF's employment at a time when the CHIEF is willing and able to perform the duties of the CHIEF, then the provisions of Subsections B, C, and D below shall apply.
- B. All salary payable to the CHIEF under this Agreement shall immediately cease, except that the TOWN shall pay to the CHIEF all salary and benefits earned but not paid as of the date of termination. In addition, the TOWN shall pay to the CHIEF all amounts due and owing for vacation and separation leave. The TOWN shall make such payments not later than the next regularly scheduled pay period payday after the date of termination.
- C. In the event that the TOWN terminates this Agreement as provided in Subsection A, then the damages suffered by the CHIEF will be difficult to ascertain and measure with certainty, taking into account any alleged injury to the CHIEF's future employment prospects and/or reputation. Accordingly, the Parties seek to establish an amount of liquidated damages which will resolve and settle any future disputes between them regarding such a termination. Therefore, if the Town Council so

terminates this Agreement, then not later than fourteen (14) days after the date of termination, the TOWN shall pay to the CHIEF liquidated damages in a lump sum equal to six (6) months' salary and agree to continue to provide health insurance benefits for a period of six (6) months following the date of termination, unless health insurance benefits are provided by another employer of the CHIEF. The CHIEF agrees to accept such liquidated damages as full and complete settlement of all claims and causes of action which he may have against the TOWN and any of its Officials, Officers, Agents and Employees arising out of such termination. The CHIEF agrees to execute and deliver to the TOWN, at the time of payment of the liquidated damages, a document releasing the TOWN, its Officials, Officers, Agents, and Employees from all liability for damages, litigation expenses, court costs, and attorney fees arising out of such termination. From time to time during this term of Agreement, the Town Council may, in its discretion, grant such increases in the amount of liquidated damages payable under Subsection A hereinabove, as the Town Council deems appropriate, if any.

- D. In the event that the Town Council terminates this Agreement as provided in Subsection A because the POLICE CHIEF has committed an act which constitutes illegal conduct, malfeasance or dishonesty for personal gain, then the provisions of Subsection C shall not apply.

TERMINATION BY THE POLICE CHIEF

- A. The CHIEF may terminate this Agreement at any time, for any reason, or for no reason, by delivering to the Town Council a written notice of termination not later than thirty (30) days prior to the effective date of termination. In the event that the CHIEF terminates this Agreement, then the provisions of Subsections B, C, and D below shall apply.
- B. On the date of termination, all salary payable to the CHIEF under this Agreement shall cease, except that the TOWN shall pay to the CHIEF all salary and benefits earned but not yet paid as of the date of termination. In addition, the TOWN shall pay to the CHIEF all amounts due and owing for accrued vacation leave. The TOWN shall make such payments not later than the next regularly scheduled pay period payday after the date of termination.
- C. The TOWN shall not pay liquidated damages to the CHIEF and the CHIEF shall not be required to execute and deliver a release in favor of the TOWN.
- D. For a period of three (3) months following the effective date of termination, the CHIEF shall make himself available to the TOWN at reasonably convenient times and places for the purpose of consulting with and assisting the TOWN in making the transition to a successor Metropolitan Police Chief. Such consultation and assistance shall not materially impair the CHIEF's ability to seek or perform other employment.

SECTION SEVENTEEN: Death During Employment. In the event that the CHIEF dies during the term of this Agreement, the TOWN shall pay to his estate all compensation and any

accrued benefits which would otherwise be payable to the CHIEF up to the last day of the month in which his death occurs.

SECTION EIGHTEEN: Professional Development. To the extent that the same are budgeted and approved by the Town Council:

- a) The TOWN agrees to budget for and to pay for professional dues and subscriptions of the CHIEF necessary for continuation and participation in national, regional, state, and local associations and organizations necessary and desirable for the CHIEF's continued professional participation, growth, and advancement, and for the good of the TOWN.
- b) The TOWN agrees to budget for and to pay for the CHIEF to apply for and attend the Indiana State Police Executive Training Program within two (2) months of taking Office as Police Chief, and the CHIEF will meet the requirements of I.C. §5-2-1-9 within six (6) months of assuming office unless an extension is granted by the Indiana Law Enforcement Training Board.
- c) The TOWN further agrees to budget for and to pay for travel and subsistence expenses of the CHIEF for short courses, institutes, and seminars that are necessary for the CHIEF's professional development, and for the good of the TOWN and its Metropolitan Police Department.
- d) The TOWN recognizes that certain expenses of a non-personal but job-related nature are incurred by the CHIEF and agrees to pay said general expenses or to reimburse CHIEF for the expense of same. This excludes the cost and expense of post-secondary education undertaken and pursued by the CHIEF, who will pay all expenses of such personal education, of all manner and requirement. The Clerk-Treasurer is authorized to disburse monies for the Professional Development educational expenses incurred or to be incurred by the CHIEF, but only upon express approval of the Town Council, upon receipt of duly executed expense or petty cash vouchers, receipts, statements or personal affidavits, and payment/claim approval of same in conformance with applicable laws, rules, regulations and procedures, as the same are amended from time to time.

SECTION NINETEEN: Evaluation. A written evaluation of the CHIEF's performance shall be conducted by the Town Council on at least annual an basis during the month of October prior to the determination of the Town Budget for the following year, or at such other times on times as deemed appropriate by the Town Council, on the following criteria:

- a) Annually, the Town Council and the CHIEF shall define such goals and performance objectives which they determine necessary for the proper operation and management of the TOWN, and in attainment of the Town Council's policy objectives, shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing by the CHIEF and presented to the Town Council within a reasonable time after their establishment.

The same shall generally be attainable within the time limitation as specified and the annual operating and capital budgets and appropriations provided;

- b) How well he has affected the delivery of basic municipal services to the residents and taxpaying citizens;
- c) His rapport with subordinates, public, elected officials, departments outside of his direct responsibility and other governmental agencies;
- d) How well he has executed TOWN policies;
- e) Management of a systematic predictable personnel system;
- f) Development of the budget as a management document, and control of expenditures within the budget and/or available cash;
- g) Development and use of long-range plans; and
- h) Other goals and objectives as mutually agreed upon by the Parties.

SECTION TWENTY: Performance Bond. The CHIEF shall be required to execute a Bond for the faithful performance of the duties and responsibilities for the job and employment position of POLICE CHIEF of the Town of Cedar Lake, Lake County, Indiana, in the manner prescribed by the applicable State Statute.

SECTION TWENTY-ONE: Miscellaneous. The CHIEF, in the exercise of his duties and responsibilities, and subject to other terms herein, shall maintain regular daily Office hours in the Cedar Lake Town Hall, 7408 Constitution Avenue in Cedar Lake. The CHIEF shall further be available during any emergency matters affecting and involving the TOWN. There shall be no additional compensation provided to the CHIEF by the TOWN unless specifically agreed to by the Parties.

SECTION TWENTY-TWO: General Provisions.

- a) This instrument contains the entire Agreement of the Parties. It shall continue in force until it is amended or modified by an instrument in writing executed with the same formality, or until such time as the CHIEF is terminated or resigns as provided herein.
- b) As a contract for professional employment, this Agreement may not be assigned by either Party without the written consent of the other Party.
- c) If any provisions, or any portion thereof, contained in this Agreement are held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portions thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

SECTION TWENTY-THREE: Hold Harmless. The TOWN agrees to indemnify, defend, save and hold harmless the CHIEF from any and all liability, demands, claims, causes of action, suits or judgements, including costs, attorney fees and expenses incurred in connection therewith, of whatsoever kind of nature, arising out of, or in connection with, or incident to the performance of his duties as POLICE CHIEF for the TOWN.

SECTION TWENTY-FOUR: Public Meeting Action. It is expressly stated that this POLICE CHIEF EMPLOYMENT AGREEMENT is entered after action at a Public Meeting of the Town Council of the Town of Cedar Lake, Lake County, Indiana, a Municipal Corporation, on the ____ day of _____, 2025, wherein by a vote of ___ in favor and ____ against, the POLICE CHIEF EMPLOYMENT AGREEMENT herein was directed to be made, and the President of the Town Council and the Town Clerk-Treasurer were directed to execute and attest hereto, respectively.

SECTION TWENTY-FIVE: Effective Date. This POLICE CHIEF EMPLOYMENT AGREEMENT shall be effective commencing the ____ day of _____, 2025.

IN WITNESS WHEREOF, the Parties have hereunto set their Hands and Seals this ____ day of _____, 2025.

POLICE CHIEF

By: _____
Fill in name

TOWN

TOWN OF CEDAR LAKE,
LAKE COUNTY, INDIANA,
a Municipal Corporation, by and through
its duly elected Town Council

By: _____
Nick Recupito, Town Council President

Attest By: _____
Jennifer N. Sandberg, IAMCA, CMC, CPFIM,
Clerk-Treasurer

TOWN MANAGER
EMPLOYMENT AGREEMENT

This TOWN MANAGER EMPLOYMENT AGREEMENT (hereinafter “Agreement”) is entered into this ___ day of _____, 2025, by and between the TOWN OF CEDAR LAKE, LAKE COUNTY, INDIANA, a Municipal Corporation, acting by and through its duly elected Legislative Body, the Town Council, (hereinafter “Town”), and [REDACTED]

RECITALS

1. The TOWN is a Municipal Corporation located in Lake County, Indiana, which Municipal Corporation is governed by a duly elected Legislative Body known as the Town Council; and
2. The TOWN has established within its government for the benefit of the residents of the Town the job and employment position of Town Manager, as prescribed in Cedar Lake Town Code Sections 31.20, 31.21, and 31.22, respectively; and
3. The TOWN now deems it advisable and in the best interests of the residents of the TOWN for providing the most efficient service to the residents of the Town to employ a qualified person as Town Manager; and
4. The MANAGER is an experienced Public Administrator, and has the qualifications and professional experience to be employed by the TOWN as Town Manager; and
5. The MANAGER has agreed to accept the job and employment position of Cedar Lake Town Manager; and
6. The TOWN seeks to employ the MANAGER as Town Manager of the Town of Cedar Lake, Lake County, Indiana, to benefit from his professional education, training and experience, and to fix his compensation, benefits, and other terms of employment as set forth hereinafter; and
7. The TOWN and MANAGER now seek to guard against potential conflicts, problems or disagreements by setting forth hereafter the terms of the employment relationship between them whereby the MANAGER will be employed as Town Manager for the Town of Cedar Lake, Lake County, Indiana.

COVENANTS

NOW, THEREFORE, for and in consideration of the mutual promises contained herein, the performance thereof, and other good and valuable consideration, the receipt of which is hereby acknowledged by the Parties, the Parties agree as follows:

SECTION ONE: Recitals Incorporated. The Recitals stated hereinabove are incorporated as additional Covenants as if fully restated herein.

SECTION TWO: Employment. The TOWN hereby employs the MANAGER as Town Manager of the Town of Cedar Lake, Lake County, Indiana, and the MANAGER hereby accepts employment by the TOWN as its Town Manager.

SECTION THREE: Compensation. The TOWN employs MANAGER as Town Manager of the Town of Cedar Lake, Lake County, Indiana, at a bi-weekly compensation rate of \$3641.61, payable as provided by the appropriate Town Salary ORDINANCE, as same is amended from time to time, and subject to the Review and Evaluation terms of this Agreement as set forth in SECTION 19 hereof; and payable from the General, Wastewater, Water, Stormwater, and Redevelopment funds of the Town as directed by the Town Council. The annualized compensation rate shall be pro-rated in 2025, based upon MANAGER beginning employment as Town Manager on _____, 2025. Future adjustments may be established and adjusted from time to time thereafter by additions to be determined by the Council, and payable as provided by the Town Salary ORDINANCE, as same is amended from time to time, and subject to the Review and Evaluation terms of this Agreement as set forth in SECTION 19 hereof. The annual base compensation shall be reviewed in accordance with Town personnel policies and this Agreement. Increases may be made on consideration of costs of living, merit, and performance. The annual base compensation may be increased after 2025, up to an annualized compensation rate of \$_____, upon determination and approval by the Council. The MANAGER agrees that the TOWN has the right and legal obligation to withhold federal, state and other taxes from each payment in accordance with laws generally applicable to management personnel, as well as employee benefit costs, as specifically agreed.

SECTION FOUR: Term. The MANAGER shall serve at the pleasure of the Town Council of the TOWN, subject to the provisions of termination as provided hereinafter, and further subject to the limitations of applicable State law. In no event, however, shall the MANAGER receive any base compensation which is below the amounts set forth in this Agreement after December 31, 2027, without the agreement of both Parties. The MANAGER's term shall run concurrently with the longest remaining terms of the current elected Town Council Members, or through calendar year 2027.

SECTION FIVE: Duties. The MANAGER accepts employment as Town Manager, and agrees to be responsible to the Town Council of the TOWN for proper administration of all of the affairs of the TOWN, which the Town Council has the authority to control.

Unless a written Order or Ordinance of the Town Council directs to the contrary, the MANAGER shall:

- a.) Serve as a Town Manager with all authority granted to the position by applicable Indiana Statutes for the job position of Town Manager. The MANAGER shall focus on managing the vision and overall policy directions of the Town and positioning qualified Town Staff Members for growth and improvement. He shall serve as the lead point of connection for the Town Council, Utility Board, Planning and Building, and Redevelopment Commission on economic growth initiatives and work with approved Town consultants and professionals to achieve desired and intended results. With this leadership, the Town Council will be able to focus on policy objectives to advance the Town of Cedar Lake as a destination place to live, work, play and visit;
- b.) Attend meetings (whether public or otherwise) of the Town Council, as well as other Town Boards and Commissions, and recommend such action(s) as considered necessary or desirable;
- c.) Hire all TOWN employees to fill positions (unless otherwise restricted or controlled by Town Council Policy or applicable law) authorized and approved by the Town Council in accordance with pay schedule standards and qualifications as are fixed by the Town Council or applicable law. When, in his discretion, the welfare of the TOWN requires the same, he shall suspend, discharge, remove or transfer any such TOWN employee, in conformance with applicable law. All such actions shall result in notice of such to the Town Council;
- d.) Administer the execution and enforcement of all Resolutions, Orders and Ordinances of the Town Council, and act to assure that all laws of the State of Indiana required to be enforced through the Town Council or other TOWN officials subject to the control of the Town Council are faithfully executed;
- e.) Prepare and submit to the Town Council budget estimates as required from time to time;
- f.) Subject to applicable state laws concerning appropriations, public notices and competitive bidding, execute on behalf of the TOWN the contracts for goods, materials, services, construction or improvements authorized by the Town Council;
- g.) Formulate and recommend overall policies regarding areas under his administration;
- h.) Appoint and remove heads of Town Department, with the advice and consent of the Town Council;
- i.) Delegate any of his powers to any employees responsible to him.;

- j.) Perform such other legally permissible and appropriate duties and functions as are required by the TOWN, State and Federal law, or shall be lawfully assigned by the Town Council; and
- k.) Prepare, prior to the Council's initiation of his annual merit review, a summary evaluation of each Department's performance, including the strengths and weaknesses of the Department's organization and respective Department heads. The evaluation shall include a summary of any specific goals and objectives that may have been established for each Department.

SECTION SIX: No Conflict of Interest. The MANAGER shall not undertake any activity which would be in conflict with this full-time employment as Town Manager or is inimical and contrary to the best interests of the TOWN.

SECTION SEVEN: Outside Activities:

- a) Any outside employment shall not be in conflict with the best interests of the Town of Cedar Lake. All such employment shall be approved by the Town Council.
- b) The MANAGER agrees to notify the Town Council of any outside employment he agrees to undertake. The MANAGER further agrees to secure prior consent of the Town Council for any such outside employment.
- c) The Town Council shall review the scope of outside employment from time to time, and may limit such activity as it believes to be in the best interests of the Town.

SECTION EIGHT: Hours of Work. It is recognized that the MANAGER is a salaried chief operating officer and Administrative Executive, and that he must devote a great deal of time outside the normal office hours of business for the TOWN; to that end, the MANAGER shall be allowed to establish an appropriate work schedule to satisfy the responsibilities of his position. The MANAGER shall notify the Town Council of any scheduled vacation (See SECTION THIRTEEN below.) as far in advance as possible.

SECTION NINE: Transportation. The TOWN agrees to provide the MANAGER with a vehicle for his use while employed as Town Manager. This is not a take home vehicle, but a business use vehicle during business hours provided for those duty uses only. The vehicle provided shall be used only on official business.

SECTION TEN: Communications & Computer Technology. The TOWN agrees to provide a computer and/or laptop, software, a cellular phone and any other communications devices as determined necessary for on-call communication related to job duties and responsibilities. The MANAGER will use his own cellular phone for personal use.

SECTION ELEVEN: Insurance. The TOWN agrees to provide the MANAGER and his dependents with health, medical, hospitalization and life insurance equal to that provided other

TOWN employees and their dependents. The MANAGER will be eligible for all Town health, vision, and dental benefits the first of the month following his appointment.

SECTION TWELVE: Retirement. It is understood between the Parties that the MANAGER has elected to participate in the Indiana Public Employee's Retirement Fund. The TOWN agrees to provide and participate in same for the benefit of the MANAGER. For purposes of this Agreement, the retirement fund for the MANAGER shall be as set forth in this SECTION TWELVE.

SECTION THIRTEEN: Vacation Time. The vacation leave benefit granted by the TOWN to employees under personnel rules and TOWN ORDINANCES which are applicable shall apply to the MANAGER, except that he shall begin his employment with fifteen (15) days of vacation credit, prorated for the first year of employment on the annual vacation benefit. The MANAGER shall be entitled to fifteen (15) days of vacation credit for the first year of employment, and thereafter, fifteen (15) days of annual vacation credit beginning on January 1, 2026, and shall be entitled to fifteen (15) days of annual vacation thereafter each year of employment, or portion of year. The MANAGER may be compensated for any vacation accrual with agreement of the Town Council. The MANAGER shall be paid for any unused vacation accrual prorate after his last date of employment.

SECTION FOURTEEN: Leave Generally. The MANAGER shall receive the leave benefits granted by the TOWN to its employees under personnel and TOWN rules which are then applicable. The leave benefits shall include holidays, disability, injury, emergency, separation and vacation leave. MANAGER is eligible for paid time off beginning January 1, 2026, as set forth herein.

Notwithstanding anything herein to the contrary, the TOWN may terminate this Agreement at any time after the MANAGER shall be absent from his employment, for whatever cause, for a continuous period of more than forty-five (45) calendar days, and all obligations of the TOWN hereunder shall immediately cease upon any such termination.

SECTION FIFTEEN: Benefits Generally. The TOWN agrees to provide the MANAGER and his dependents with all other compensatory benefits not already specifically identified in this Agreement in an amount or at a rate that is equal to that provided other TOWN employees and their dependents.

SECTION SIXTEEN: Termination.

TERMINATION BY THE TOWN

- A. The MANAGER shall serve at the pleasure of the Town Council, and the Town Council may terminate this Agreement and the MANAGER's employment at any time, for any reason or for no reason. During the term of this Agreement, as set forth above, if the Town Council terminates this Agreement and the MANAGER's employment at a time when the MANAGER is willing and able to perform the

duties of the Town Manager, then the provisions of Subsections B, C, and D below shall apply.

- B. All salary payable to the MANAGER under this Agreement shall immediately cease, except that the TOWN shall pay to the MANAGER all salary and benefits earned but not paid as of the date of termination. In addition, the TOWN shall pay to the MANAGER all amounts due and owing for vacation and separation leave. The TOWN shall make such payments not later than the next regularly scheduled pay period payday after the date of termination.
- C. In the event that the TOWN terminates this Agreement as provided in Subsection A, then the damages suffered by the MANAGER will be difficult to ascertain and measure with certainty, taking into account any alleged injury to the MANAGER's future employment prospects and/or reputation. Accordingly, the Parties seek to establish an amount of liquidated damages which will resolve and settle any future disputes between them regarding such a termination. Therefore, if the Town Council so terminates this Agreement, then not later than fourteen (14) days after the date of termination, the TOWN shall pay to the MANAGER liquidated damages in a lump sum equal to six (6) months' salary and agree to continue to provide health insurance benefits for a period of six (6) months following the date of termination, unless health insurance benefits are provided by another employer of the MANAGER. The MANAGER agrees to accept such liquidated damages as full and complete settlement of all claims and causes of action which he may have against the TOWN and any of its Officials, Officers, Agents and Employees arising out of such termination. The MANAGER agrees to execute and deliver to the TOWN, at the time of payment of the liquidated damages, a document releasing the TOWN, its Officials, Officers, Agents, and Employees from all liability for damages, litigation expenses, court costs, and attorney fees arising out of such termination. From time to time during this term of Agreement, the Town Council may, in its discretion, grant such increases in the amount of liquidated damages payable under Subsection A hereinabove, as the Town Council deems appropriate, if any.
- D. In the event that the Town Council terminates this Agreement as provided in Subsection A because the TOWN MANAGER has committed an act which constitutes illegal conduct, malfeasance or dishonesty for personal gain, then the provisions of Subsection C shall not apply.

TERMINATION BY THE TOWN MANAGER

- A. The MANAGER may terminate this Agreement at any time, for any reason, or for no reason, by delivering to the Town Council a written notice of termination not later than thirty (30) days prior to the effective date of termination. In the event that the MANAGER terminates this Agreement, then the provisions of Subsections B, C, and D below shall apply.

- B. On the date of termination, all salary payable to the MANAGER under this Agreement shall cease, except that the TOWN shall pay to the MANAGER all salary and benefits earned but not yet paid as of the date of termination. In addition, the TOWN shall pay to the MANAGER all amounts due and owing for accrued vacation leave. The TOWN shall make such payments not later than the next regularly scheduled pay period payday after the date of termination.
- C. The TOWN shall not pay liquidated damages to the MANAGER and the MANAGER shall not be required to execute and deliver a release in favor of the TOWN.
- D. For a period of three (3) months following the effective date of termination, the MANAGER shall make himself available to the TOWN at reasonably convenient times and places for the purpose of consulting with and assisting the TOWN in making the transition to a successor Town Manager or Town Administrator. Such consultation and assistance shall not materially impair the MANAGER's ability to seek or perform other employment.

SECTION SEVENTEEN: Death During Employment. In the event that the MANAGER dies during the term of this Agreement, the TOWN shall pay to his estate all compensation and any accrued benefits which would otherwise be payable to the MANAGER up to the last day of the month in which his death occurs.

SECTION EIGHTEEN: Professional Development. To the extent that the same are budgeted and approved by the Town Council:

- a) The TOWN agrees to budget for and to pay for professional dues and subscriptions of the MANAGER necessary for continuation and participation in national, regional, state, and local associations and organizations necessary and desirable for the MANAGER's continued professional participation, growth, and advancement, and for the good of the TOWN.
- b) The TOWN agrees to budget for and to pay for travel and subsistence expenses of the MANAGER for professional and official travel, meetings, and occasions to adequately continue the professional development of the MANAGER and to pursue necessary official functions for the TOWN, including but not limited to the ICMA Annual Conference, the AIM Conference, and such other national, regional, state, and local governmental groups and committees in which the MANAGER serves as a Member.
- c) The TOWN further agrees to budget for and to pay for travel and subsistence expenses of the MANAGER for short courses, institutes, and seminars that are necessary for the MANAGER's professional development, and for the good of the TOWN.
- d) The TOWN recognizes that certain expenses of a non-personal but job-related nature are incurred by the MANAGER and agrees to pay said general expenses or to reimburse MANAGER for the expense of same. This excludes the cost and expense of post-secondary education undertaken and pursued by the MANAGER, who will pay all

expenses of such personal education, of all manner and requirement. The Clerk-Treasurer is authorized to disburse monies for the Professional Development educational expenses incurred or to be incurred by the MANAGER, but only upon express approval of the Town Council, upon receipt of duly executed expense or petty cash vouchers, receipts, statements or personal affidavits, and payment/claim approval of same in conformance with applicable laws, rules, regulations and procedures, as the same are amended from time to time.

SECTION NINETEEN: Evaluation. A written evaluation of the MANAGER's performance shall be conducted by the Town Council on at least annual an basis during the month of October prior to the determination of the Town Budget for the following year, or at such other times or times as deemed appropriate by the Town Council, on the following criteria:

- a) Annually, the Town Council and the MANAGER shall define such goals and performance objectives which they determine necessary for the proper operation and management of the TOWN, and in attainment of the Town Council's policy objectives, shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing by the MANGER and presented to the Town Council within a reasonable time after their establishment. The same shall generally be attainable within the time limitation as specified and the annual operating and capital budgets and appropriations provided;
- b) How well he has affected the delivery of basic municipal services to the residents and taxpaying citizens;
- c) His rapport with subordinates, public, elected officials, departments outside of his direct responsibility and other governmental agencies;
- d) How well he has executed TOWN policies;
- e) Management of a systematic predictable personnel system;
- f) Development of the budget as a management document, and control of expenditures within the budget and/or available cash;
- g) Development and use of long-range plans; and
- h) Other goals and objectives as mutually agreed upon by the Parties.

SECTION TWENTY: Miscellaneous. The MANAGER, in the exercise of his duties and responsibilities, and subject to other terms herein, shall maintain regular daily Office hours in the Cedar Lake Town Hall, 7408 Constitution Avenue in Cedar Lake. The MANAGER shall further be available during any emergency matters affecting and involving the TOWN. There shall be no additional compensation provided to the MANAGER by the TOWN unless specifically agreed to by the Parties.

SECTION TWENTY-ONE: General Provisions.

- a) This instrument contains the entire Agreement of the Parties. It shall continue in force until it is amended or modified by an instrument in writing executed with the same formality, or until such time as the MANAGER is terminated or resigns as provided herein.
- b) As a contract for professional employment, this Agreement may not be assigned by either Party without the written consent of the other Party.
- c) If any provisions, or any portion thereof, contained in this Agreement are held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portions thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

SECTION TWENTY-TWO: Hold Harmless. The TOWN agrees to indemnify, defend, save and hold harmless the MANAGER from any and all liability, demands, claims, causes of action, suits or judgements, including costs, attorney fees and expenses incurred in connection therewith, of whatsoever kind of nature, arising out of, or in connection with, or incident to the performance of his duties as TOWN MANAGER for the TOWN.

SECTION TWENTY-THREE: Public Meeting Action. It is expressly stated that this TOWN MANAGER EMPLOYMENT AGREEMENT is entered after action at a Public Meeting of the Town Council of the Town of Cedar Lake, Lake County, Indiana, a Municipal Corporation, on the ___ day of _____, 2025, wherein by a vote of ___ in favor and ___ against, the TOWN MANAGER EMPLOYMENT AGREEMENT herein was directed to be made, and the President of the Town Council and the Town Clerk-Treasurer were directed to execute and attest hereto, respectively.

SECTION TWENTY-FOUR: Effective Date. This TOWN MANAGER EMPLOYMENT AGREEMENT shall be effective commencing the ___ day of _____, 2025.

THIS SPACE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the Parties have hereunto set their Hands and Seals this ____ day of _____, 2025.

MANAGER

By: _____
[REDACTED]

TOWN

TOWN OF CEDAR LAKE,
LAKE COUNTY, INDIANA,
a Municipal Corporation, by and through
its duly elected Town Council Officers

By: _____
Nick Recupito, Town Council President

Attest By: _____
Jennifer N. Sandberg, IAMCA, CMC, CPFIM,
Clerk-Treasurer

LCCEDD Proposed Allotments of CDBG Cities and Towns Funds FY2025/2026

Community	FY2022 \$'s	FY2024 \$'s	FY2026\$	FY2023 \$'s	FY2025 \$'s	2016 Pop Est.	2023 Pop Est.	% of Total Pop.	% of Pop Group
<i>Base Allotted Funds</i>	715,000	691,000	715,000	691,000	715,000				
Lake County Unincorp.	75,000	75,000	75,000	75,000	75,000	41,925	42,162	12.74	
Group E									Group E
Crown Point	122,408	120,000	130,000	0	0	29,176	34,884	10.54	22.78
Dyer	77,720	77,000	71,245	0	0	15,941	16,333	4.93	10.7
Griffith	78,632	75,000	71,245	0	0	16,252	16,222	4.9	10.7
Hobart	119,672	115,000	112,590	0	0	28,248	29,408	8.9	19.2
Lake Station	64,040	60,000	60,544	0	0	11,952	13,047	3.94	8.5
Lowell	54,920	54,000	54,950	0	0	9,519	11,239	3.4	7.35
St. John	80,456	75,000	94,446	0	0	16,800	23,644	7.14	15.47
Winfield	42,152	40,000	44,980	0	0	5,560	8,045	2.43	5.3
							152,822		100
Group O									Group O
Cedar Lake	0	0	0	66,000	76,245	12,183	16,068	4.85	11.8
Highland	0	0	0	95,000	102,997	22,737	23,525	7.1	17.3
Merrillville	0	0	0	143,000	151,150	34,994	36,347	10.97	27.2
Munster	0	0	0	100,000	102,997	22,825	23,614	7.1	17.3
New Chicago	0	0	0	29,000	26,253	1,956	1,961	0.6	1.45
Schererville	0	0	0	120,000	124,885	28,701	29,657	8.96	21.8
Schneider	0	0	0	24,000	20,173	270	261	0.1	0.2
Whiting	0	0	0	39,000	35,300	4,831	4,506	1.4	3.31
							135,939		100
GRAND TOTALS	715,000	691,000	715,000	691,000	715,000	303,870	330,923	100	
NOTE: FY years for CDBG projects start on Septemebr 1st of that year; FY2024 started 9-1-2024									
ALL COMMUNITIES STARTING FY2025 WILL RECEIVE A MINIMUM OF 19,200.00.00. REMAINDER DOLLARS WILL BE									
DISTRIBUTED PURSUANT TO 2023 ESTIMATED POPULATION AS DETERMIINED BY LCCEDD USING CENSUS DATA,									
AND ROUNDED ACCORDINGLY TO NEAREST DOLLAR.									



Severe Weather Preparedness Week 2025 is March 9-15

Each year, IDHS collaborates with the National Weather Service (NWS) during Severe Weather Preparedness Week to remind and educate Hoosiers about seasonal severe weather threats and how to effectively prepare for them. Throughout the week, IDHS will share severe weather safety tips on social media. Follow IDHS and use the hashtags **#SevereWx** and **#SWPW!**

Quick Tips

- When you hear thunder, you are within striking distance of lightning. Go indoors when you hear thunder.
- Consider how you would be alerted if there were a tornado warning. Sirens are meant to be heard outside and cannot be relied on if you are indoors. Have a NOAA weather radio or weather alert app.
- Have a location designated as your safe spot regardless of what kind of building you are in. A basement or storm shelter is best, but an interior room, stairway or hall without a window or door to the outside is acceptable.
- Find out what [flood insurance](#) coverage would cost to add to your policy for your home. New policies take 30 days to become effective, so you need to add coverage well before any anticipated flooding.
- Know how to be alerted to possible severe weather, make a plan of where to take shelter or evacuate, and keep an emergency disaster kit ready at all times.

Storms, floods and tornadoes are common occurrences to Hoosiers. Practice these tips below to stay prepared for these weather events and not only minimize their effects, but also save lives.

Statewide Tornado Drill	<p>Statewide Tornado Drill</p> <p>Every Hoosier business, school and family should participate in the statewide tornado drill each year. The drill allows you to practice where to go, what to do and what to take so you are prepared in the event of a real tornado warning.</p> <p>At about 10:15 a.m. Eastern on Tuesday, March 11, 2025, NWS will issue a test tornado warning alert, which will be shared through most notification systems, including the statewide Emergency Alert System (EAS).</p> <p>Wherever you are at that time, practice your tornado safety plan. There will be no follow-up alerts issued by the NWS to mark the end of the</p>
Severe Storms	
Tornadoes	
Floods	



statewide tornado drill. It ends when your business, school or family feels that you have adequately practiced your safety procedures.



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Statewide Tornado Drill

Severe Storms

Tornadoes

Floods



*Lightning strikes in Marion County, June 2010***Before Severe Storms Arrive****Take Steps to Reduce Risks**

Check weather forecasts daily and plan outdoor activities to be near a secure shelter if a storm is possible. Put pets indoors ahead of time. Park your vehicle in a covered area to avoid damage from hail or debris.

Do Not Ignore Thunder

Thunder is caused by lightning. When heard from a nearby storm, then lightning is within 10 miles and can strike you. Seek shelter until at least 30 minutes after the last sound of thunder.

Have a Plan and a Kit

Know how to be alerted to possible severe weather, [make a plan](#) of where to take shelter or evacuate, and keep an emergency [disaster kit](#) ready at all times.

Do Not Rely Only on Tornado Sirens

Consider how you would be alerted if there were a tornado warning. Tornado sirens are designed to be heard outdoors and may not be heard inside. Have a weather radio with an alarm tone and battery backup to receive alerts. Also make sure your mobile device is set up to get warnings.



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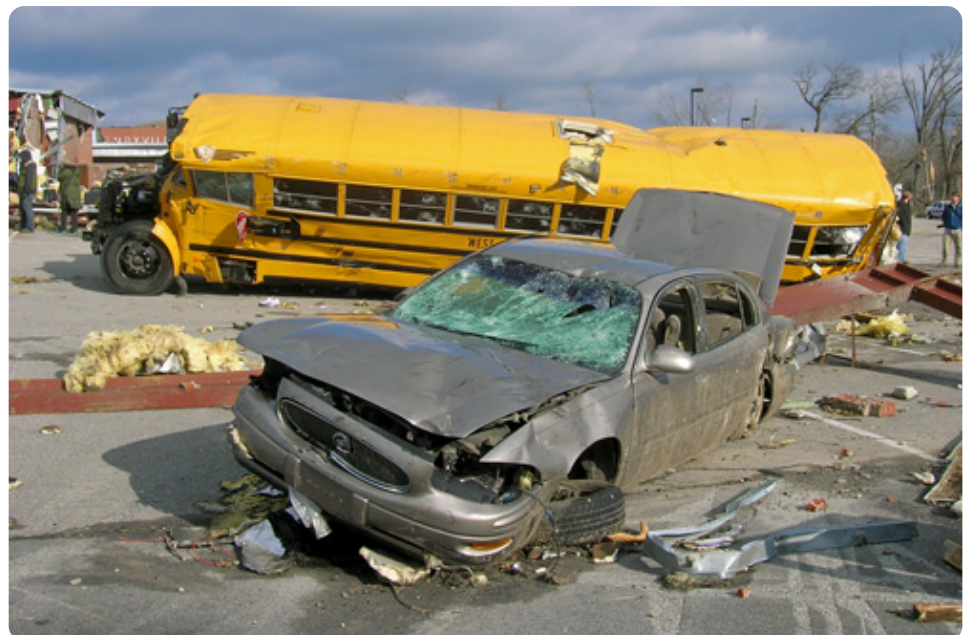
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Statewide Tornado Drill

Severe Storms

Tornadoes

Floods



*Tornado damage in Henryville, March 2012***Tornado Safety Reminders****Do Not Take Shelter Under a Highway Bridge**

Never seek overpasses as shelter from hail or tornadoes. You are still exposed to flying debris, and crowds of vehicles can block roadways and prevent others from reaching real shelter.

Take Shelter in a Strong Building or Underground

Do not try to outrun a tornado in your vehicle. Drive to the nearest shelter and go inside. If there is no time, pull over and park. Keep your seat belt on, put your head below the windows and protect your head.

Go to the Lowest Level of the Building

Find an interior room away from doors, windows and outer walls. Better yet, go to a [safe room](#), basement or storm cellar. If in a mobile home, immediately find a more sturdy, ground-built house or shelter.

Do Not Stand Outside or Near Windows

Flying debris causes the most injuries and fatalities during tornadoes. Debris, including broken glass, moving at high speeds can easily penetrate clothing and skin, so get into an interior room without windows. Use a helmet, blanket or mattress as protection for your head and neck. This protects the most vulnerable parts of your body from flying debris.

Tornado Safety Tips



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Statewide Tornado Drill

Severe Storms

Tornadoes

Floods



*Widespread flooding statewide, June 2008***Be Prepared for Flooding****Consider Flood Insurance**

Standard homeowner's and renter's insurance policies do not include flood insurance protection. Visit [in.gov/floodinsurance](https://www.in.gov/floodinsurance) to learn about flood insurance. New policies take 30 days to become effective, so act quickly to beat spring floods caused by melting snow and spring rains.

Did You Know?

- Just 1 inch of water can cause \$25,000 of damage to an average 2,500 square-foot, one-story home.
- Indiana had 64 flooding or heavy rain events in 2024.

Make a Plan and Have a Kit

Make sure disaster kits are portable for easy transport if evacuation is necessary. [Disaster kits](#) should be tailored to household needs. Create a map of multiple possible evacuation routes.

Stay Out of the Water

Floodwaters can contain hazards such as waste and contaminants, downed power lines, vehicles, signs and trees. Even a few inches of swift-moving water can knock an adult over. Stay out and find another route.

Do Not Drive Into Floodwaters

More than half of all flood-related drownings are caused by driving a vehicle into the flooded area. As little as 2 feet of water can cause most cars to float, so play it safe and [turn around](#).

Flood Safety Tips



SHARED ETHICS ADVISORY COMMISSION

SERVING NWI SINCE 2005

2024 Annual Report





SHARED ETHICS ADVISORY COMMISSION
SERVING NWI SINCE 2005

2024 Annual Report

January 15, 2025

Dear SEAC Member Community Leader,

Thank you for your membership and commitment in the Shared Ethics Advisory Commission (SEAC).

SEAC represents the local government entities of Lake, Porter and LaPorte Counties who have voluntarily committed themselves to the Code of Shared Ethics and Values and who work together to achieve the Commission's primary goals of:

- Heightening awareness of ethical issues within municipal government.
- Assisting municipal employees with the practical tools to make ethical decisions.

We accomplish this mission through regular training sessions, training materials, advocacy articles and an ongoing collaborative effort to enhance ethical behavior within participating governments.

As required by Article 6(c) of our governing Interlocal Agreement, SEAC hereby submits this annual report to our member communities to share more details about our actions during 2024. We have organized the report into the following sections:

1. Structure and organization
2. Membership
3. Funding
4. Brand & Website Refresh Project
5. Ethics Summit
6. Training
7. Candidate Ethics Action Pledge
8. Outreach and Media Coverage
9. 2024 and 2025 SEAC Goals

Thank you again for your membership and support of SEAC. Please feel free to reach out to me or your SEAC Commissioner with any questions.

Sincerely,

Courtney Smith, President SEAC
president@sharedethics.com



2024 Annual Report

1. Structure and Organization

SEAC is working effectively and efficiently with the current structure established in 2019 including the following committees: Executive, Training, Communications and Summit. This structure, along with regular Commission and committee meetings, has proven valuable in ensuring SEAC stays on track toward meeting our goals, while also discussing possible future projects and activities.

SEAC uses our volunteers (Commissioners and Joint Board of Delegate Members) along with periodic outside assistance to help with administrative functions. SEAC also uses the NIRPC location in Portage for in-person meetings and SEAC material storage.



SEAC Committees

Executive Committee (Chair: President, Courtney Smith)

- Members include:
 - Vice President (Julie Wendorf)
 - Training Committee (Cecile LaCombe Petro)
 - Communications Committee (Julie McElmurry)
 - President Emeritus (Cal Bellamy)
- Focus on overall Commission management
- Strategic Planning

Training Committee (Chair: Cecile LaCombe Petro)

- Focus on Train the Trainer, Board and Commissions and Managers training
- Periodically conduct Employee Survey
- Update training as needed

Communications Committee (Chair: Julie McElmurry)

- Manage the Candidate Ethics Action Pledge process
- Draft and manage distribution of Annual Report
- Manage website contractor
- Ensure all key documents are current
- Provide commissioners with communication schedule and materials
- Maintain contact with media

Summit (Co-Chairs: Julie Wendorf, Sheryl Corey)

- Plan and host the Summit
- All Commissioners assist with Summit work



SHARED ETHICS ADVISORY COMMISSION
SERVING NWI SINCE 2005

2024 Annual Report

2. Membership

During 2024 we saw various changes to our appointed Commissioners and Board of Delegates. This is not unusual given the nature of our volunteer organization including the fact that the Joint Board of Delegates is populated with elected officials.

Below is the most up-to-date list of member communities and their appointed Commissioners and Delegates. We currently have five communities in the process of finding new Commissioners and two communities in the process of finding new Board of Delegate members.

SEAC Commissioners and Joint Board of Delegates - Jan 16, 2025			
#	Community	SEAC Commissioner	Joint Board of Delegates Member
1	Burns Harbor	Neil Stout	Jennifer McHargue
2	Cedar Lake	Sheryl Corey	Jennifer Sandberg
3	Chesterton	Abbe Trent	Courtney Udvare
4	Crown Point	Julie Wendorf, Vice President	Andrew Kyles
5	Dyer	Julie McElmurry	Mary Tanis
6	East Chicago		
7	Gary	Dr Vanessa Allen-McCloud	Darren Washington
8	Hebron	Thomas Chihocki	Don Ensign
9	Highland		Thomas Black
10	Hobart	Dale Combs	Deborah Longer
11	Lake County	Cecile LaCombe Petro	Jerry Tippy
12	Lake Station		Bill Carroll
13	LaPorte County	Angie Carr	Randy Novak
14	Lowell	Cyndi Hughes*	John Yelkich
15	Merrillville	Richard Hardaway	Keesha Hardaway
16	Munster	Michael McIntyre	Wendy Mis
17	Ogden Dunes	Todd Larkin	Steve Grandfield
18	Portage		
19	Porter County	Courtney Smith, President	
20	Schererville	Sandra Davis	Janice Malinowski, President
21	St John		Beth Hernandez
22	Valparaiso	John Seibert	Peter Anderson
23	Whiting	Ken Zubeck	Steve Spebar
	President Emeritus, at Large	Cal Bellamy	--
	Advisor, at Large	Michael Suggs	--
	Advisor, at Large	Karen Marben	--
	Advisor, at Large	Tom DeGiulio	--

*Gold highlighted rows are members currently with no Commissioners or Board of Delegate members
"name*" = Advisor, not Commissioner (municipality employee)



SHARED ETHICS ADVISORY COMMISSION

SERVING NWI SINCE 2005

2024 Annual Report

We encourage any member communities with a vacancy to fill them soon. Below we have included information regarding the duties of these roles for reference. SEAC is looking for Commissioners and Board of Delegates members who are eager to support the Code of Shared Ethics and Values and ready to work toward our goals of heightening awareness of ethical issues within municipal government and assisting municipal employees with the practical tools to make ethical decisions.



SHARED ETHICS ADVISORY COMMISSION
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Commissioners

Qualifications:

- Not an employee of the appointing entity.
- "... persons who live, work in or hold property in Lake, Porter or LaPorte Counties, Indiana." *
- "These members should be persons of good character" *
- Past and current members have included private citizens active in their community, such as retired officials or judges, lawyers, business executives, educators, and clergy.

Appointment:

<u>City</u>	<u>Town / County</u>
Nominated by Mayor Approved by City Council	Nominated and approved by Town/County Council

Duties:

- Faithfully attend regular Commission meetings (every other month) and special meetings and events as needed.
- Actively participate in the discussion, planning and execution of the Commission's work.
 - Support the Ethics Summit
 - Participate in Training activities
 - Help administer the Candidates Ethics Pledge process
 - Communication activities
- Regularly update and maintain contact with community leaders and trainers serving your community.
- Advocate and promote ethics in local government.
- Commit to setting a strong example of integrity and high moral conduct.

***Interlocal Agreement**

Bringing Ethics Awareness and Training to NWI Communities
Visit us online at sharedethics.com

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SHARED ETHICS ADVISORY COMMISSION
SERVING NWI SINCE 2005

Board of Delegates Members

Qualifications: Preferably an elected official from the member community, but a senior staff member is acceptable.

Appointment:

<u>City</u>	<u>Town / County</u>
Nominated by Mayor Approved by City Council	Nominated and approved by Town/County Council

Duties:

- Faithfully attend Board of Delegate meetings (two to four meetings a year, called by the chairperson)
- Elect a chairperson and determine which member community's clerk-treasurer will serve as fiscal administrator
- Receive reports from the Commission on SEAC activities and programs
- Review and set member community dues for the coming year
- Review and approve SEAC's budget for the coming year
- Advocate and promote ethics in local government.
- Commit to setting a strong example of integrity and high moral conduct.

Bringing Ethics Awareness and Training to NWI Communities
Visit us online at sharedethics.com

4

3. Funding

Member community dues continue to fund SEAC. Expenditures were higher than normal in 2024 largely because of the Brand & Website Refresh Project. The Joint Board of Delegates reviewed our financials, as is done multiple times per year, and recommended and acted on the rollover of a 180-day \$70,000 plus earned interest CD. This will help ensure that SEAC's financials stay healthy and grow. We expect to have normal spending in 2025 with our largest expected expenditure to be the Ethics Summit in the Fall.

Mark Herak, the Clerk-Treasurer of Highland acted as the fiscal agent for SEAC in 2024, helping to manage fee invoices and issue all SEAC checks. He has stepped down as of December 31st and Courtney Udvard, the Clerk-Treasurer of Chesterton has graciously agreed to take over as SEAC fiscal agent going forward. We thank Mark and his team for all their service and advice over the last few years and thank Courtney and her staff for stepping up to assist SEAC.



SHARED ETHICS ADVISORY COMMISSION















SERVING NWI SINCE 2005

2024 Annual Report

4. Brand & Website Refresh Project

SEAC initiated and completed a Brand & Website Refresh project during 2024 with the help of outside contractor Mary Freda-Flores, who continues to provide support for our website. Mary assisted SEAC by creating multiple logo, and brand color and font options. She then updated the SEAC website sharedethics.com to reflect the new approved branding as well as to incorporate new, updated technology and features. SEAC then updated all its marketing and training materials to reflect the new branding including the creation of a new tri-fold marketing brochure.

Below is the new SEAC Brand Board and the front cover of the new tri-fold brochure. We encourage you to visit our website at sharedethics.com to see the updates there as well!

 SHARED ETHICS ADVISORY COMMISSION SERVING NWI SINCE 2005				
LOGOS				
   				
PRIMARY COLORS				
#164A6F	#7DA1B7	#D99E30	#D98E32	#E6E6E6
				
SECONDARY COLORS				
#377317	#374C17	#721773	#C8A16B	
				
FONTS				
HEADLINE FONT		COPY FONT		
Neuton-Bold		Open Sans-Regular		
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1 2 3 4 5 6 7 8 9		A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1 2 3 4 5 6 7 8 9		
Bringing Ethics Awareness and Training to NWI Communities Visit us online at sharedethics.com				

 SHARED ETHICS ADVISORY COMMISSION SERVING NWI SINCE 2005
WHAT IS SEAC?




SHARED ETHICS ADVISORY COMMISSION

SERVING NWI SINCE 2005

2024 Annual Report

5. Ethics Summit

SEAC held our 13th Ethics Summit on the morning of October 24th at Avalon Manor in Merrillville. Deborah Witzburg, City of Chicago Inspector General was the Keynote Speaker and Dr. Marlon Mitchell, currently the Superintendent of Thea Bowman Leadership Academy in Gary, did a wonderful job facilitating our ethics case discussion. We had over 160 people attend, and feedback from the attendees was very favorable. 86% of Summit attendees provided an evaluation with 100% of evaluators finding the Summit to be Satisfactory (70% more than satisfactory)

We thank all who attended and expect the 2025 Ethics Summit to be held sometime in the Fall of 2025.

SHARED ETHICS ADVISORY COMMISSION
SERVING NWI SINCE 2005

2024 ETHICS SUMMIT
THURSDAY, OCT. 24, 2024

KEYNOTE SPEAKER
Deborah Witzburg,
Inspector General
for the City of Chicago

EVENT OPEN TO THE PUBLIC
Pre-Register Online at
sharedethics.com

Please RSVP: By Friday, Oct 11
Free Event
Registration required!

8:00 - 8:30 am Registration and Breakfast
8:30-11:30 am Program

AVALON MANOR
3555 U.S. 30
Merrillville, Indiana

Supported by:
THE TIMES MEDIA COMPANY nwi.com



2024 Annual Report

6. Training

The Training Committee continued to be very busy in 2024 providing a series of “Train the Trainer” sessions throughout the year. They also continued to distribute the Employee Ethics Guide along with copies/posters of the “Code of Shared Ethics and Values” to current member community employees along with elected officials and other appointed board and commission members.

“Train the Trainer” Sessions	
2023	2024
<ul style="list-style-type: none"> Lake County, Sept 21, Dec 6 Porter County, Nov 28 Schererville, Dec 12 	<ul style="list-style-type: none"> Hobart, Feb 8 Valparaiso, July 30 Gary, Oct 17 Cedar Lake, Oct 21

SEAC also held a successful Management Ethics Training event on May 31st at Avalon Manor in Merrillville with David Limardi of Limardi Consulting, LLC presenting. The focus of the presentation was building an ethical organizational culture and was followed by spirited ethics case study discussion. The training, which was followed by lunch, was free for SEAC member community’s department heads, managers and supervisors. Over 160 people attended, and the response was very favorable!

We’re encouraging all member communities to focus on completing ethics training for all their employees and expect to provide more “Train the Trainer” sessions to help meet that goal. We continue to hear positive feedback for the updated training curriculum and videos!



2024
MANAGEMENT ETHICS TRAINING

<p>WHEN Friday, May 31, 2024 9 am Registration 10 am Presentation Noon Lunch</p>	
<p>WHERE Avalon Manor 3555 U.S. 30, Merrillville, Indiana</p>	<p>FREE EVENT for SEAC Member Community • Department Heads • Supervisors • Managers</p>
<p>KEYNOTE SPEAKER David Limardi, Limardi Consulting, LLC</p> <p><i>Building an ethical organizational culture is imperative to long-term success and requires the constant attention of leaders. This presentation will explore the following concepts and provide ideas for the participants to consider and utilize at their discretion:</i></p> <ul style="list-style-type: none"> • What ethics is and is not. • The important connection between trust and ethics in public sector organizations. • The roots of ethical and unethical behavior in individuals. • Ethical decision-making in practice 	<p>PRE-REGISTER ONLINE AT sharedethics.com</p> <p>RSVP: By Friday, May 24, 2024</p> <p>REGISTRATION REQUIRED!</p>
<p>VISIT US ONLINE AT sharedethics.com</p>	



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7. Candidates Ethics Action Pledge

SEAC once again invited candidates for all county offices in Lake, LaPorte and Porter Counties to sign our Candidate Ethics Action Pledge for both the Primary and the General elections in 2024. The Pledge is very straight-forward: it asks candidates to commit to providing ethics training for all employees for whom they are responsible, to support a comprehensive ethics policy with vigorous enforcement, and to support whistleblower protection for employees filing ethics complaints.

For the Primary election cycle response rates improved with the overall response rate of 71% of candidates (45 out of 63) signing the Ethics Pledge compared to a disappointing 36% in 2023. Response rates continue to vary county to county with 50% of Lake County candidates, 73% of LaPorte County candidates and 84% of Porter County candidates signing the Ethics Pledge.

2024 PRIMARY ELECTION - SEAC CANDIDATE ETHICS PLEDGE STATISTICS			
County	Total # of Candidates	# of Candidates who signed the Pledge	% of Candidates who signed the Pledge
Lake County	14	7	50%
LaPorte County	30	22	73%
Porter County	19	16	84%
TOTAL	63	45	71%

For the General election response rates improved with the overall response rate of 66% of candidates (35 out of 53) signing the Ethics Pledge compared to a disappointing 43% in 2023. Response rates continue to vary county to county with 86% of Lake County candidates, 52% of LaPorte County candidates and 82% of Porter County candidates signing the Ethics Pledge.

2024 GENERAL ELECTION - SEAC CANDIDATE ETHICS PLEDGE STATISTICS			
County	Total # of Candidates	# of Candidates who signed the Pledge	% of Candidates who signed the Pledge
Lake County	7	6	86%
LaPorte County	29	15	52%
Porter County	17	14	82%
TOTAL	53	35	66%




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As in 2023, SEAC purchased ads from the NWI Times to publicize the Pledge signing and signers as voters make their decisions and to encourage candidates to sign the Pledge. Below are examples of the ads for both the Primary and General elections.



The Shared Ethics Advisory Commission (SEAC) is pleased to unveil its new look. While our logo and branding is changing, our mission to bring ethics awareness to Northwest Indiana remains true.

We hope municipalities across Lake, LaPorte and Porter counties will continue to join us in picking up the torch and shed light on ethics awareness.

Each election, SEAC asks candidates running for local office to pledge to provide their employees with training on ethical decision-making. For the May primary election, every Northwest Indiana candidate for county offices has been asked to sign the Ethics Pledge. When you vote, we hope you will consider ethical government as one of your reasons for selecting a candidate.

Courtney Smith
SEAC President

CANDIDATES WHO HAVE SIGNED THE PLEDGE

LAKE COUNTY

LAKE COUNTY COMMISSIONER, DISTRICT 2 • REPUBLICAN • **JERRY TIPPY**
 LAKE COUNTY COMMISSIONER, DISTRICT 3 • REPUBLICAN • **KIMBERLY POLAND**
 LAKE COUNTY COMMISSIONER, DISTRICT 3 • DEMOCRAT • **MICHAEL C. REPAY**
 LAKE COUNTY CORONER • DEMOCRAT • **DANIELLE E. CARTER**
 LAKE COUNTY CORONER • DEMOCRAT • **DAVID J. PASTRICK**
 LAKE COUNTY RECORDER • DEMOCRAT • **REGINA PIMENTEL**
 LAKE COUNTY SURVEYOR • DEMOCRAT • **BILL EMERSON JR.**

LAPORTE COUNTY

LAPORTE COUNTY AUDITOR • REPUBLICAN • **RHONDA GRAVES**
 LAPORTE COUNTY AUDITOR • REPUBLICAN • **MIKE ROSENBAUM**
 LAPORTE COUNTY AUDITOR • **QUANA EDWARDS**
 LAPORTE COUNTY CIRCUIT COURT CLERK • DEMOCRAT • **ANGELA HENZMAN**
 LAPORTE COUNTY COMMISSIONER, DISTRICT 2 • DEMOCRAT • **MIKE KELLEMS**
 LAPORTE COUNTY COMMISSIONER, DISTRICT 2 • REPUBLICAN • **STEVE HOLIFIELD**
 LAPORTE COUNTY COMMISSIONER, DISTRICT 7 • REPUBLICAN • **TIMOTHY J. STABOSZ**
 LAPORTE COUNTY COMMISSIONER, DISTRICT 3 • REPUBLICAN • **JOE HANEY**
 LAPORTE COUNTY COMMISSIONER, DISTRICT 3 • DEMOCRAT • **RANDY NOVAK**
 LAPORTE COUNTY CORONER • REPUBLICAN • **LYNN SWANSON**
 LAPORTE COUNTY CORONER • DEMOCRAT • **MARK P. BAKER**
 LAPORTE COUNTY COUNCIL AT-LARGE • REPUBLICAN • **ADAM KORONKA**
 LAPORTE COUNTY COUNCIL AT-LARGE • REPUBLICAN • **BRETT H. KESSLER**
 LAPORTE COUNTY COUNCIL AT-LARGE • DEMOCRAT • **ANTHONY BRICKS JR.**
 LAPORTE COUNTY COUNCIL AT-LARGE • DEMOCRAT • **SCOTT FORD**
 LAPORTE COUNTY COUNCIL AT-LARGE • DEMOCRAT • **MIKE MOLLENHAUER**
 LAPORTE COUNTY COUNCIL AT-LARGE • DEMOCRAT • **TIMOTHY CAVINDER**
 LAPORTE COUNTY RECORDER • REPUBLICAN • **ELZBIETA BILDERBACK**
 LAPORTE COUNTY RECORDER • **CAMILLE MERRITWEATHER**
 LAPORTE COUNTY TREASURER • REPUBLICAN • **DAN BARENIE**
 LAPORTE COUNTY TREASURER • REPUBLICAN • **JUANITA HANEY**
 LAPORTE COUNTY TREASURER • DEMOCRAT • **JOIE WINSKI**

PORTER COUNTY

PORTER COUNTY COMMISSIONER, DISTRICT 1, SOUTH • REPUBLICAN • **CORRIE SHARP**
 PORTER COUNTY COMMISSIONER, DISTRICT 1, SOUTH • REPUBLICAN • **DEAN MORETTON**
 PORTER COUNTY COMMISSIONER, DISTRICT 1, SOUTH • REPUBLICAN • **EDWARD K. MORALES**
 PORTER COUNTY COMMISSIONER, DISTRICT 1, SOUTH • DEMOCRAT • **DAN L. WHITTEN**
 PORTER COUNTY COMMISSIONER, DISTRICT 3, NORTH • DEMOCRAT • **DANE V. LAFATA**
 PORTER COUNTY COMMISSIONER, DISTRICT 3, NORTH • REPUBLICAN • **JIM BIGGS**
 PORTER COUNTY COUNCIL AT-LARGE • REPUBLICAN • **ANDY BOZAK**
 PORTER COUNTY COUNCIL AT-LARGE • REPUBLICAN • **MIKE BRICKNER**
 PORTER COUNTY COUNCIL AT-LARGE • DEMOCRAT • **BOB DERUNTZ**
 PORTER COUNTY COUNCIL AT-LARGE • DEMOCRAT • **SYLVIA GRAHAM**
 PORTER COUNTY COUNCIL AT-LARGE • REPUBLICAN • **MICHELLE HARRIS**
 PORTER COUNTY COUNCIL AT-LARGE • REPUBLICAN • **MATE WLODKING**
 PORTER COUNTY COUNCIL AT-LARGE • DEMOCRAT • **ERIK WAGNER**
 PORTER COUNTY SURVEYOR • DEMOCRAT • **KEVIN D. BREITZKE**
 PORTER COUNTY TREASURER • DEMOCRAT • **LAURA SHURR BLANEY**
 PORTER COUNTY TREASURER • REPUBLICAN • **JIMMY ALBARRAN**

2024 PRIMARY ELECTION SEAC CANDIDATE ETHICS PLEDGE STATISTICS

COUNTY	NUMBER OF CANDIDATES	NUMBERS OF CANDIDATES WHO SIGNED THE PLEDGE	PERCENTAGE OF CANDIDATES WHO SIGNED THE PLEDGE
Lake County	14	50%	
Laporte County	30	22	73%
Porter County	19	16	84%
TOTAL	63	45	71%

SIGN THE PLEDGE AT [SHAREDETHICS.COM/2024PLEDGE](https://sharedethics.com/2024pledge)



Established in 2005, the Shared Ethics Advisory Commission (SEAC) represents local municipalities in Lake, LaPorte and Porter counties.

SEAC brings ethics awareness and training to the Region. Our member municipalities voluntarily commit themselves to the Shared Code of Ethics & Values.

Each election, SEAC asks candidates running for local office to pledge to provide their employees with training on ethical decision-making. For the November general election, every Northwest Indiana candidate running for a county office has been asked to sign the Ethics Pledge.

When you vote, we hope you will consider ethical government as one of your reasons for selecting a candidate.

Courtney Smith
SEAC President

CANDIDATES WHO HAVE SIGNED THE PLEDGE

LAKE COUNTY

COMMISSIONER, DISTRICT 2 • REPUBLICAN • **JERRY TIPPY**
 COMMISSIONER, DISTRICT 3 • REPUBLICAN • **KIMBERLY POLAND**
 COMMISSIONER, DISTRICT 3 • DEMOCRAT • **MICHAEL C. REPAY**
 CORONER • DEMOCRAT • **DAVID J. PASTRICK**
 RECORDER • DEMOCRAT • **REGINA PIMENTEL**
 SURVEYOR • DEMOCRAT • **BILL EMERSON JR.**

LAPORTE COUNTY

AUDITOR • REPUBLICAN • **MIKE ROSENBAUM**
 CIRCUIT COURT CLERK • DEMOCRAT • **ANGELA HENZMAN**
 COMMISSIONER, DISTRICT 2 • DEMOCRAT • **MIKE KELLEMS**
 COMMISSIONER, DISTRICT 2 • REPUBLICAN • **STEVE HOLIFIELD**
 COMMISSIONER, DISTRICT 3 • REPUBLICAN • **JOE HANEY**
 COMMISSIONER, DISTRICT 3 • DEMOCRAT • **RANDY NOVAK**
 CORONER • REPUBLICAN • **LYNN SWANSON**
 CORONER • DEMOCRAT • **MARK P. BAKER**
 COUNCIL AT-LARGE • REPUBLICAN • **ADAM KORONKA**
 COUNCIL AT-LARGE • REPUBLICAN • **BRETT H. KESSLER**
 COUNCIL AT-LARGE • DEMOCRAT • **SCOTT FORD**
 COUNCIL AT-LARGE • DEMOCRAT • **MIKE MOLLENHAUER**
 RECORDER • REPUBLICAN • **ELZBIETA BILDERBACK**
 TREASURER • REPUBLICAN • **DAN BARENIE**
 TREASURER • DEMOCRAT • **JOIE WINSKI**

PORTER COUNTY

COMMISSIONER, DISTRICT 1, SOUTH • REPUBLICAN • **EDWARD K. MORALES**
 COMMISSIONER, DISTRICT 1, SOUTH • DEMOCRAT • **DAN L. WHITTEN**
 COMMISSIONER, DISTRICT 3, NORTH • DEMOCRAT • **DANE V. LAFATA**
 COMMISSIONER, DISTRICT 3, NORTH • REPUBLICAN • **JIM BIGGS**
 COUNCIL AT-LARGE • REPUBLICAN • **ANDY BOZAK**
 COUNCIL AT-LARGE • REPUBLICAN • **MIKE BRICKNER**
 COUNCIL AT-LARGE • DEMOCRAT • **BOB DERUNTZ**
 COUNCIL AT-LARGE • DEMOCRAT • **SYLVIA GRAHAM**
 COUNCIL AT-LARGE • REPUBLICAN • **MICHELLE HARRIS**
 COUNCIL AT-LARGE • DEMOCRAT • **ERIK WAGNER**
 SURVEYOR • DEMOCRAT • **KEVIN D. BREITZKE**
 TREASURER • DEMOCRAT • **LAURA SHURR BLANEY**
 TREASURER • REPUBLICAN • **JIMMY ALBARRAN**
 OGDEN DUNES COUNCIL, WARD 2 • DEMOCRAT • **SCOTT J. KINGAN**

2024 GENERAL ELECTION CANDIDATE SEAC ETHICS PLEDGE STATISTICS

COUNTY	NUMBER OF CANDIDATES	NUMBERS OF CANDIDATES WHO SIGNED THE PLEDGE	PERCENTAGE OF CANDIDATES WHO SIGNED THE PLEDGE
Lake County	7	6	86%
Laporte County	29	15	52%
Porter County	17	14	82%
TOTAL	53	35	66%

SEAC has been asking candidates to sign the Pledge for the last 10 years and we are committed to challenging all local candidates to support the Pledge, recognizing that it represents a commonsense approach that leads to an obvious community benefit. SEAC ethics training helps prepare public employees to apply ethical decision-making in circumstances encountered in the course of their day-to-day duties. The improved response rate is encouraging, and we hope to reach our goal of 100% signing this simple, straightforward Ethics Pledge very soon!

Bringing Ethics Awareness and Training to NWI Communities

Visit us at sharedethics.com



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8. Outreach & Media Coverage

The work of the Commission has received widespread media coverage in 2024. Thanks are owed to local media for their strong support of our efforts to promote ethics. 2024 Media coverage is listed below.

SEAC Media Coverage in 2024	
Date	Coverage
Nov 21, 2024	The Reginal News article, "Government Ethics: Reaching for Summit" by Cal Bellamy
Nov 17, 2024	NWI Times article, "Reaching for the Ethics Summit" by Cal Bellamy Link to article
Nov 3, 2024	NWI Times ad highlighting 2024 General Election Candidates who signed the SEAC Candidate Ethics Pledge Link to ad
Nov 2, 2024	NWI Times article, "Two-thirds of Northwest Indiana candidates sign ethics pledge" by Dan Carden. Link to article
Nov 1, 2024	LaPorte County Herald-Dispatch article, "SEAC pleased with the response rate for pledge" Link to article
Oct 23, 2024	NWI Times article, "Davich: This is why 'ethics' should join you in the voting booth this election" by Jerry Davich. Link to article
Oct 20, 2024	NWI Times ad highlighting 2024 General Election Candidates who signed the SEAC Candidate Ethics Pledge.
Oct 10, 2024	LaPorte County Herald-Dispatch article, "SEAC to hold Ethics Summit"
Sept 29, 2024 & Oct 2, 6, 10, 2024	NWI Times, "The Times Cares" Ethics Summit Ad.
Sept 30, 2024	NWI Times article, "Northwest Indiana Influential Women Association honors Region's 'most influential women'" by Joseph S. Pete. Link to article
Sept 29, 2024	NWI Times article titled, "2024 SEAC Ethics Summit". Link to article
Sept 26, 2024	The Regional News article titled, "Registration Open for SEAC Ethics Summit, 10-24"
Sept 12, 2024	The Regional News article titled, "What's in a name" by Cal Bellamy
Sept 8, 2024	NWI Times article titled, "Names and symbols carry meaning" by Cal Bellamy. Link to article
Aug 23, 2024	LaPorte County Herald-Dispatch article titled, "Shared Ethics Advisory Commission unveils new branding, website"
Aug 23, 2024	NWI Times article titled, "Ethics commission updates it's branding" by Dan Carden. Link to article
July 28, 2024	NWI Times article titled, "3 NWI Gems" by Cal Bellamy. Link to Article
July 25, 2024	The Regional News article titled, "3 NWI Gems" by Cal Bellamy
July 2, 2024	Post-Tribune article titled, "Impactful Decision" by Alexandra Kukulka and Michelle Quinn
May 6, 2024	NWI Times article titled, "Majority of Northwest Indiana candidates sign ethics pledge" by Dan Carden Link to article
May 2, 2024	The Reginal News article titled, "Primary Election Candidates Sign Ethics Pledge"
April 14 & May 5, 2024	NWI Times ads highlighting 2024 Primary Candidates who signed the SEAC Candidate Ethics Pledge



2024 Annual Report

9. 2024 and 2025 SEAC Goals

SEAC is happy to share that we were able to complete ALL our 2024 goals. It was an aggressive set of goals, more than a “normal” year at SEAC given our Brand & Website Refresh project.



SHARED ETHICS ADVISORY COMMISSION
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SEAC - 2024 Goals

1. Host Ethics Summit **COMPLETED**
2. Host Manager Training **COMPLETED**
3. Solicit signatures of the Candidate Ethics Action Pledge from primary and general election candidates and publicize the results. **COMPLETED**
4. Support our member communities in getting Ethics Training completed for all their employees. **COMPLETED**
5. Complete the SEAC Brand & Website Refresh project, including a rollout via local media. **COMPLETED**
6. Provide regular updates via the media on Commission activities and goals. **ONGOING**
7. Continue the focus on filling Commission vacancies and expanding Commission membership to municipalities who have yet to join, especially in LaPorte County. **ONGOING**

Bringing Ethics Awareness and Training to NWI Communities
Visit us online at sharedethics.com

SEAC approved the 2025 Goals as listed below at our January 2025 meeting. We plan to continue our hosting of the Ethics Summit and Board & Commission Training in 2025, and we will continue our focus on aiding member communities in their employees’ ethics training. 2025 is an off year for elections, so there will be no Candidate Ethics Action Pledge process.



SHARED ETHICS ADVISORY COMMISSION
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SEAC - 2025 Goals

1. Host Ethics Summit
2. Host Board & Commission Training
3. Commemorate SEAC 20 Year Anniversary
4. Explore feasibility of providing a “Train the Trainer” event to enhance the skills of ethics trainers within the SEAC member communities
5. Support our member communities in getting Ethics Training completed for all their employees
6. Provide regular updates via the media on SEAC activities and goals
7. Continue the focus on filling SEAC vacancies and expanding membership to municipalities who have yet to join, especially in LaPorte County

Bringing Ethics Awareness and Training to NWI Communities
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