

**TOWN OF MUNSTER  
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL  
JULY 18, 2016**

A regular meeting of the Munster Town Council convened at 7:00 p.m. on Monday, July 18, 2016, at the Munster Town Hall. Town Councilors Andy Koultourides, Lee Ann Mellon, David B. Nellans, John P. Reed, and Joseph A. Simonetto were present. Mr. Reed presided. Also present were Clerk-Treasurer David F. Shafer, Accounting Supervisor Patricia L. Abbott, Town Manager Dustin Anderson, Town Attorney David W. Westland, Chief of Police Stephen F. Scheckel, Sergeant Daymon Johnston, and Management Analyst Kate Lewis-Lakin. The news media were represented by Jim Masters of the *Post-Tribune*, and Mary Wilds of *The Times*.

President Reed began the meeting with a moment of silence. Boy Scout Troop 542, sponsored by St. Thomas More Church, presented the colors and led the Pledge of Allegiance.

**GRADE SEPARATION UPDATE**

Robinson Engineering representative Joe Nordman reported there was a good meeting last week and a number of questions were resolved. We are still waiting to hear from NIPSCO regarding the realignment. Robinson Engineering is compiling a list of upcoming decisions for the Council and discussions with BP are ongoing.

**OPEN TO THE PUBLIC**

Mr. Mark Kurowski, 1221 Azalea Drive, spoke in favor of granting a permit for St. Thomas More Church to have a carnival next year.

Mr. Rudy Higgins, 8232 Oakwood Drive, addressed safety and security issues related to the St. Thomas More Church festival.

Mr. Ned Jovanovich, 1820 Redwood Lane, stated Munster Code says no alcohol or drugs can be used at an amusement center and that violence after carnivals is prevalent across the country. Mr. Jovanovich provided written information for the Council.

Mr. Anderson clarified that Staff is reviewing the special event permit process across the board not just for St. Thomas More Church.

Councilor Simonetto stated he does not know all the facts and he wants to know how other communities responded to similar events.

Councilor Mellon observed some of the emails regarding this matter have been hateful and that the emphasis should be on safety and security.

Councilor Nellans clarified that his use of the term "that element" means "those who don't come to play nice." He wants 100% inspection of people at public events and further noted that the 4<sup>th</sup> of July events were peaceful because of the preparation by the Munster Police Department.

President Reed stated "that element" to him means criminals. He stated that we are trying to keep everything safe and we were lucky after the St. Thomas More Church carnival that no one was more seriously injured.

No one else rose to claim the floor, and the floor was closed.

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## CONSENT AGENDA

### APPROVAL OF MINUTES

Approval of the minutes of the special meeting held on July 5, 2016

### ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #16-7B dated 07/05/16 totaling \$970.92  
Confirmation of Voucher Register #16-7C dated 07/07/16 totaling \$1,750,575.44  
Confirmation of Voucher Register #16-7D dated 07/08/16 totaling \$483,319.70  
Confirmation of Voucher Register #16-7E dated 07/08/16 totaling \$340,267.79  
Confirmation of Voucher Register #16-7F dated 07/08/16 totaling \$40,731.81  
Confirmation of Voucher Register #16-7G dated 07/11/16 totaling \$82,355.45  
Confirmation of Voucher Register #16-7H dated 07/11/16 totaling \$84,602.58  
Approval of Voucher Register #16-7I dated 07/18/16 totaling \$170,723.47  
Confirmation of Voucher Register #16-7J dated 07/13/16 totaling \$601.98  
Confirmation of Voucher Register #16-7K dated 07/14/16 totaling \$ 446,361.15

### DR. LORIN BROWN INDEMNIFICATION AGREEMENT

Dr. Lorin Brown serves as a non-paid volunteer to provide medical services to the District 1 Strike Team and SWAT Team. The Council was asked to confirm an indemnification agreement whereby the Town would agree to accept Dr. Brown's services and to defend him from legal actions arising from this service.

### TREASURER'S REPORT

The June 2016 Treasurer's Report was presented for acceptance.

Councilor Koultourides moved, with a second by Councilor Mellon, to suspend the rules, waive the readings, and adopt the Consent Agenda as presented. Councilors Koultourides, Mellon, Nellans, Simonetto, and Reed voted in favor; none voted against. The motion carried and the Consent Agenda was adopted as presented.

## GENERAL ORDERS

### ORDINANCE 1683: CHANGE OF ZONING FOR MUNSTER BUSINESS COMPLEX

Introduced ORDINANCE 1683 is AN ORDINANCE AMENDING THE ZONING MAP OF THE TOWN OF MUNSTER AND REZONING CERTAIN REAL ESTATE PLANNED UNIT DEVELOPMENT. First reading was held at the July 5, 2016 meeting and scheduled for second reading this evening.

The Munster Redevelopment Commission has applied for rezoning of the property commonly known as the Munster Business Complex located at the intersection of Calumet Avenue and 45<sup>th</sup> Street. On May 10, 2016, the Munster Plan Commission held a public hearing, adopted Findings of Fact documenting that the proposed Planned Unit Development (PUD) meets the requirements for establishing a PUD, and favorably recommended the rezoning.

Councilor Simonetto moved, with a second by Councilor Mellon, to adopt Ordinance 1683 on second reading as presented. Councilors Koultourides, Mellon, Nellans, Simonetto, and Reed voted in favor; none voted against. The motion carried and Ordinance 1683 was adopted as presented.

## NEW BUSINESS

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### **APPOINTMENTS TO UNSAFE BUILDING BOARD**

Under Section 26-1342 of Chapter 26, Article XI of the Town of Munster Municipal Code, Munster has an Unsafe Building Board as part of the Community Development Office. The board serves as the hearing authority for the Town of Munster under the State Unsafe Building Act and the Town Unsafe Building Regulations. At this time, no one has been appointed to the board. According to Town Code, it is a three-member board consisting of two members of the BZA and one non-Council member of the Plan Commission.

President Reed expressed his interest in speaking with the potential candidates to determine their willingness to serve on the Board. By general consent, appointments to the Board will be deferred until candidates are be contacted.

### **ORDINANCE 1685: INTERNAL CONTROLS**

Proposed ORDINANCE 1685 is AN ORDINANCE FOR COMPLIANCE WITH THE UNIFORM INTERNAL CONTROL STANDARDS FOR INDIANA POLITICAL SUBDIVISIONS. IC 5-11-1-27 requires all Indiana political subdivisions to adopt the minimum level of internal control standards developed by the State Board of Accounts (SBOA) as published in the *Uniform Internal Control Standards for Indiana Political Subdivisions*. Each political subdivision must adopt these standards, train appropriate personnel, and implement policies and procedures consistent with the standards.

As the first step, Ordinance 1685 has been drafted to adopt the internal control standards. The proposed ordinance came as a template for customization. The form of the proposed ordinance is consistent with that being adopted by all other municipalities in Indiana. The internal controls ordinance must be adopted anytime after June 30, 2016. The SBOA has defined that as between July 1, 2016, and December 31, 2016; it does not mean that this matter can be deferred indefinitely.

The next step, training, must be accomplished before the end of this year and will be given to elected officials, senior appointed officials, all employees of the Clerk-Treasurer's Office, and all other employees who handle cash.

The third step involves development of written procedures in accordance with the internal controls guidelines. Some procedures already exist and must simply be converted to the mandated form. Other procedures will have to be developed with the assistance of the operating department and Town Council. Procedures include payroll, cash handling, receipts, bank reconciliation, credit card usage and acceptance, billing, reporting, capital assets, and other items including buy-money and new employee training. This will be an extensive exercise that will be of an ongoing nature.

Councilor Simonetto moved, with a second by Councilor Koultourides, to suspend the rules, waive the readings and adopt Ordinance 1685 on first reading as presented. Councilors Koultourides, Mellon, Nellans, Simonetto, and Reed voted in favor; none voted against. Motion carried and Ordinance 1685 was adopted on first reading as presented.

### **ORDINANCE 1686: TRANSFER BETWEEN MAJOR EXPENDITURE GROUPS**

Proposed ORDINANCE 1686 is AN ORDINANCE FOR TRANSFERS WITHIN CERTAIN APPROPRIATED FUNDS FOR THE YEAR 2016. The Department of Local Government Finance certified the 2016 budget and the Council confirmed it through Ordinance 1678. From time to time, departments find the need to transfer appropriations among major expenditure groups within a fund (Personal Services, Supplies, Contractual Services, and Capital Outlays). Municipalities are allowed to transfer budget amounts from one major expenditure group to another within the same fund in order to avoid overspending the budget. These transfers must be authorized by ordinance or resolution.

In the past, these adjustments have been presented for Council approval at different intervals during the year and generally at year-end. In order to provide greater transparency, these adjustments are being brought to the

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Council at the end of June and again at year-end. Ordinance 1686 authorizes adjustments made to the 2016 budget through June 30, 2016. The adjustments are summarized in Exhibit A to the ordinance and there is no net change in any fund.

Councilor Mellon moved, with a second by Councilor Simonetto, to suspend the rules, waive the readings and adopt Ordinance 1686 on first reading as presented. Councilors Koultourides, Mellon, Nellans, Simonetto, and Reed voted in favor; none voted against. Motion carried and Ordinance 1686 was adopted on first reading as presented.

#### **ORDINANCE 1687: MATERIALITY**

Proposed ORDINANCE 1687 is AN ORDINANCE TO ESTABLISH MATERIALITY THRESHOLDS FOR REPORTING IRREGULAR VARIANCES, LOSSES, SHORTAGES, AND THEFTS. IC 5-11-1-27(j) and a subsequent State Examiner Directive require all Indiana political subdivisions to adopt a policy defining the thresholds for material variances, losses, shortages, or thefts of cash and property, and to immediately report to the State Board of Accounts any material events, that is, any variance, loss, shortage, or theft above the defined thresholds.

Ordinance 1687 has been drafted to define any erroneous or irregular variances, losses, shortages or thefts of cash in excess of five hundred dollars (\$500.00), and any erroneous or irregular variances, losses, shortages, or thefts of non-cash items in excess of five thousand dollars (\$5,000.00). Certain exceptions are recited in the proposed ordinance.

The proposed ordinance also recites reporting and investigatory steps to be taken if and when a variance, loss, shortage, or theft is discovered or suspected.

Councilor Simonetto moved, with a second by Councilor Koultourides, to suspend the rules, waive the readings and adopt Ordinance 1687 on first reading as presented. Councilors Koultourides, Mellon, Nellans, Simonetto, and Reed voted in favor; none voted against. Motion carried and Ordinance 1687 was adopted on first reading as presented.

#### **ANNOUNCEMENTS**

(Unless stated otherwise, all meetings of the Town Council begin at 7:00 p.m. at the Munster Town Hall.)

The Town Council will hold regular meetings on Monday August 1, and 15, 2016. The Redevelopment Commission will hold regular meetings immediately following Town Council meetings.

#### **ADJOURNMENT**

There being no further business to come before the Council, and upon a motion by Councilor Simonetto, with a second by Councilor Nellans, the meeting adjourned at 7:45 p.m.

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John P. Reed, President

ATTEST:

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David F. Shafer, IAMC, MMC, CMO, Clerk-Treasurer

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