

**TOWN OF MUNSTER
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
JANUARY 12, 2015**

A regular meeting of the Munster Town Council convened at 7:00 p.m. on Monday, January 12, 2015, at the Munster Town Hall. Town Councilors John W. Edington, Andy Koultourides, David B. Nellans, John P. Reed (arrived late) and Joseph A. Simonetto were present. President Koultourides presided. Also present were Clerk-Treasurer David F. Shafer, Accounting Supervisor Patricia L. Abbott, Town Manager Dustin Anderson, Town Attorney Eugene M. Feingold, Chief of Police Stephen F. Scheckel, Police Sergeant Thomas Kuhlenschmidt, and Street Department Crew Leader Chris Spolnik. The news media were represented by Jim Masters of *The Times* and Ron Johnson of *Northwest Indiana News Bureau*, an online news service.

President Koultourides opened the meeting with a moment of silence followed by the Pledge of Allegiance.

GRADE SEPARATION REPORT

Robinson Engineering representative Joe Nordman reported that a coordination meeting with INDOT and the railroad is scheduled for next week to prepare a letter of understanding. Regarding the Calumet Avenue traffic study, traffic control equipment for north of River Drive will be delivered this week and Midwestern Electric should have all work complete by the end of next week. In response to a question from Councilor Nellans, Mr. Anderson gave an update on the efforts of Barnes & Thornburg for funding of the grade separation project.

OPEN TO THE PUBLIC

Mr. Ron Johnson, address not stated, bureau chief of the Northwest Indiana News Bureau, asked about the emergency meeting of the Munster Civic Foundation of the previous week. President Koultourides stated the Foundation met with the same notice as the press. Mr. Feingold spoke to the legality of the proceedings.

Mr. Mike Dujmovic, 1833 Tulip Lane, asked about the Grade Separation Reserve payment that is part of the Redevelopment Commission meeting. It was explained that all Munster taxing units experienced a shortfall in property tax collections in 2014 due to appeals by taxpayers.

There being no one else rising to claim the floor, the floor was closed.

CONSENT AGENDA

APPROVAL OF MINUTES

Approval of the minutes of the regular meeting held on December 22, 2014

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #14-12Q dated 12/23/14 totaling \$3,068,339.59
Confirmation of Voucher Register #14-12R dated 12/26/14 totaling \$360,703.35
Confirmation of Voucher Register #14-12S dated 12/26/14 totaling \$287,964.80
Confirmation of Voucher Register #14-12T dated 12/30/14 totaling \$1,889,398.61
Confirmation of Voucher Register #14-12U dated 12/30/14 totaling \$65,167.51
Confirmation of Voucher Register #14-12V dated 12/31/14 totaling \$437,035.10
Confirmation of Voucher Register #14-12W dated 12/29/14 totaling \$14.17
Confirmation of Voucher Register #15-1A dated 01/06/14 totaling \$45.31
Approval of Voucher Register #15-1B dated 01/12/14 totaling \$82,229.48
Confirmation of Voucher Register #15-1C dated 01/08/15 totaling \$1,936,577.21

TREASURER'S REPORT

The December 2014 Treasurer's Report was presented for acceptance.

WATER BILL ADJUSTMENT 2015-01

Staff has received a request for an adjustment under the leak adjustment policy adopted by the Council on April 8, 2013. The customer has completed the required form and the request meets all the criteria for an adjustment. The average usage for this customer is 6,000 gallons/month and the period in question (two months) had 55,000 gallons. The original bill amount was \$158.89 and the requested adjustment amount is \$121.63 which represents water usage and sales tax. With the adjustment, the amount due for water and tax will be \$37.26.

WATER BILL ADJUSTMENT 2015-02

Staff has received a request for an adjustment under the leak adjustment policy adopted by the Council on April 8, 2013. The customer has completed the required form and the request meets all the criteria for an adjustment. The average usage for this customer is 8,000 gallons/month and the period in question (one month) had 20,000 gallons. The original bill amount was \$59.00 and the requested adjustment amount is \$24.64 which represents water usage and sales tax. With the adjustment, the amount due for water and tax will be \$34.36.

2015 REGULAR MEETING SCHEDULE

At the request of Councilor Nellans, and by general consent, this item was moved to General Orders *infra*.

REPORT ON TEMPORARY LOANS

On December 8, 2014, the Town Council approved Resolution 1996, "A Resolution for the Temporary Loan and Transfer of Funds Among Various Fund Accounts," to authorize temporary loans to remedy any cash deficient situations at year's end. The amounts from the originating funds and to the recipient funds were identified as "to be determined."

Four funds needed loans: Local Road & Street Fund for \$5,000.00, Park Bond & Interest Fund for \$5,000.00, Redevelopment Bond & Interest Fund for \$58,000.00, and Municipal Corporate Lease Fund for \$36,000.00.

On January 8, 2014, the loans were repaid in full. Exhibit A to Resolution 1976 should be amended to show the loan activity as:

<u>Fund Name</u>	<u>Amount</u>
LOANS MADE FROM:	
Water Cash Operating Fund	\$ 5,000.00
Park Bond Proceeds Fund	\$ 5,000.00
Redevelopment Operating Fund	\$ 58,000.00
Municipal Bond Proceeds Fund	<u>\$ 36,000.00</u>
	\$ 104,000.00
LOANS MADE TO:	
Local Road & Street Fund	\$ 5,000.00
Park Bond & Interest Fund	\$ 5,000.00
Redevelopment B & I Fund	\$ 58,000.00
Municipal Corporate Lease Fund	<u>\$ 36,000.00</u>
	\$ 104,000.00

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

GENERAL ORDERS

2015 REGULAR MEETING SCHEDULE

By general consent, this item was removed from the Consent Agenda, *supra*.

The 2015 Regular Meeting Schedule was presented for consideration. Councilor Nellans sought clarification on the meeting schedule for the Board of Zoning Appeals and the Plan Commission.

Councilor Nellans moved, with a second by Councilor Simonetto, to accept the 2015 Regular Meeting Schedule as presented. Councilors Edington, Nellans, Reed, Simonetto, and Koultourides voted in favor; none voted against.

ORDINANCE 1651: APPROPRIATION ADJUSTMENTS

Introduced ORDINANCE 1651 is AN ORDINANCE FOR TRANSFERS WITHIN CERTAIN APPROPRIATED FUNDS FOR THE YEAR 2014. 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.

Ordinance 1651 has been prepared for this purpose. The first reading of the ordinance took place at the December 22, 2014 meeting and was scheduled for second reading this evening. The adjustments are based on the final expenditures made on December 30, 2014, which were effective December 30, 2014. There is no net change in any fund.

Councilor Simonetto moved, with a second by Councilor Edington, to adopt Ordinance 1651 on second reading as presented. Councilors Edington, Nellans, Reed, Simonetto, and Koultourides voted in favor; none voted against. The motion carried and Ordinance 1651 was adopted.

NEW BUSINESS

NOVAK CONTRACT APPROVAL

Ms. Julia Novak of the Novak Consulting Group ("NCG") made a presentation to the Council at their last regular meeting. Staff is proposing retaining NCG to perform a comprehensive review of the Town organization, its services, how its resources are deployed, and ways the Town can improve. After further discussion and negotiation, the contract price has been reduced by \$5,000.00 from what was presented originally. At the same time, additional hours were added for a Police subject matter expert. The revised contract price is \$69,500.00.

Councilor Simonetto moved, with a second by Councilor Edington, to authorize the Town Manager to enter into a service agreement with the Novak Consulting Group for the purpose of conducting an organizational review at a cost not to exceed \$69,500.00. Councilors Edington, Nellans, Reed, Simonetto, and Koultourides voted in favor; none voted against.

APPOINTMENT OF NEW COMMITTEE MEMBERS

Councilor Simonetto moved, with a second by Councilor Reed, to appoint Linda Dunn, a Democrat, to the Board of Safety for a three-year term expiring December 31, 2017. Councilors Edington, Nellans, Reed, Simonetto, and Koultourides voted in favor; none voted against.

Councilor Nellans moved, with a second by Councilor Simonetto, to re-appoint Michael Clark, a Republican, to the Board of Safety for a three-year term expiring December 31, 2017. Councilors Edington, Nellans, Reed, Simonetto, and Koultourides voted in favor; none voted against.

APPROVAL OF NON-HEALTH INSURANCE COVERAGE

Staff has worked with insurance advisor AJ Gallagher on the renewal of the non-health insurance coverages for 2015. The Town is in the second year of a three-year contract. The Town has received a very fair renewal with a moderate increase of 5.18% or \$25,804.00. Of this amount, \$21,206.00 can be attributed to additional coverage for pollution associated with the underground storage tanks at the Public Works Garage. Insurance carriers for 2015 will be as follows.

- Munich American – Package
- St. Paul's Travelers – Crime and Employee Dishonesty
- Midwest Employers – Workers' Compensation
- Chubb – Property, Boiler and Machinery
- Munich American – Excess Liability
- Chubb – TRIA Terrorism Coverage
- Great American – Pollution Protection Expansion

Councilor Simonetto moved, with a second by Councilor Nellans, to approve the 2015 non-health liability insurance program as presented in the 2015 renewal package in the amount of \$523,616.00 to be paid from the Self-Insured Liability Insurance Fund 580. Councilors Edington, Nellans, Reed, Simonetto, and Koultourides voted in favor; none voted against.

AMERICAN CAPITAL LEASE

Resolution 1954 was adopted by the Council at their January 14, 2013 meeting to authorize entering into a master lease agreement with American Capital Financial Services, Inc. for the purchase of squad cars and the Calumet Avenue Pump Station generator. The lease process put the proceeds of the lease into an escrow account which was used to make vendor payments. The purposes of the lease have been fulfilled and \$6,754.12 remains in the escrow account. There are two options for handling the proceeds.

The account can be closed. If so, the balance will be applied to the outstanding principal of the lease which is \$393,252.89. There will be a 2.00% charge for closing the escrow account totaling \$135.08. Alternatively, the account can remain open and the funds used for a new capital purchase. While there are no fees associated with this option, there is no suitable purchase needed.

Councilor Reed moved, with a second by Councilor Simonetto, to authorize the Clerk-Treasurer and Town Manager to close the escrow account and pay the related fees. Motion carried *viva voce*.

2015 PORTFOLIO ASSIGNMENTS

The 2015 Portfolio Assignments for the coming year were presented and the following changes were made to the assignments.

1. Councilor Simonetto will serve as the NIRPC representative as well as a liaison to the Hammond Sanitary District and the Little Calumet River Basin Commission.
2. Councilor Reed will serve as an alternate on the Lake County Solid Waste Management Board.

Councilor Reed moved, with a second by Councilor Edington, to approve the Portfolio Assignments as amended. Motion carried *viva voce*.

REPORTS

Councilor Simonetto asked about the Compensation Study that began in 2013 and stated he wants the project back on the radar. Mr. Anderson provided an update on his conversations with the consultant. He explained that the consultant will conduct a meeting explaining the results to all employees and to be available to answer any employee questions.

Councilor Nellans complimented the Street Department efforts during the recent snow events. Mr. Anderson praised the Water Department efforts during the multitude of water main breaks that occurred during the same time frame.

In response to a question from President Koultourides, Chief Scheckel explained that while consolidated dispatch went into effect January 1, 2015, personnel are still housed at the Munster Police Department. This will continue until April 2015 when the new facility is set to open. Dispatchers are now employees of and are paid by Lake County as the Town surrendered a portion of the tax levy to the County for this purpose.

Councilor Nellans informed the Council of changes coming that will require the waste stream to landfills be reduced by 50%.

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, January 26, February 9, and 23, 2015. The Redevelopment Commission will hold regular meetings immediately following the Town Council meetings.

ADJOURNMENT

There being no further business to come before the Council, and upon a motion by Councilor Simonetto, seconded by Councilor Nellans, the meeting adjourned at 7:44 p.m.

ATTEST:

Andy Koultourides, President

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