TOWN OF MUNSTER
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
JULY 13, 2015

A regular meeting of the Munster Town Council convened at 7:00 p.m. on Monday, July 13, 2015, at the Munster Town Hall. Town Councilors John W. Edington, David B. Nellans, John P. Reed, and Joseph A. Simonetto were present. Councilor Andy Koultourides was absent. Vice President Edington presided. Also present were Clerk-Treasurer David F. Shafer, Accounting Supervisor Patricia L. Abbott, Town Manager Dustin Anderson, Town Attorney Eugene M. Feingold, Police Chief Stephen F. Scheckel, and Director of Parks & Recreation Greg Vitale. The news media were represented by Jim Masters of *The Times*.

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

GRADE SEPARATION REPORT

Robinson Engineering representative Joe Nordman reported that Staff had met with personnel from the Indiana Department of Transportation (InDOT) and while things look good, there are no commitments on funding. InDOT requires proof that the project is ready to go and then funding will be committed. The transfer of property needs one final question answered before the closing which could happen next week.

Councilor Simonetto asked was there a sixty-day lapse before the property transfer could be finalized. Mr. Feingold provided a timeline of the process and stated the return of park property is contingent upon payment of $9.2 million when the bond proceeds are received. The bond has yet to be initiated.

Mr. Nordman said the BP clearances for locating underground pipelines are moving ahead.

OPEN TO THE PUBLIC

Mr. Mike Dujmovic, 1833 Tulip Lane, asked about the large voucher register amounts. Clerk-Treasurer Shafer explained they were for making debt service payments.

Mr. Bob Cashman, 1632 Wilson Street, asked about the gas well, turbines, and associated revenues. Mr. Anderson tried to clarify.

Mr. Jim Tufford, 633 South Street, is on the board of directors of the Autumn Ridge Condominium Association and has serious concerns about the Hammond Sanitary District commercial user fee which was adopted last year. Mr. Tufford complained that he has not received a response to his letter. Councilor Reed said the matter has been discussed with the HSD representative Mike Hawkins.

Ms. Karen Little represents the Harrison Heights Condominium Association which is also affected by the HSD commercial flow rate. Ms. Little wants to be able to tell the condo owners that President Koultourides is working on the matter.

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

CONSENT AGENDA

APPROVAL OF MINUTES

Approval of the minutes of the regular meeting held on June 22, 2015
Approval of the minutes of the special joint meeting held on July 8, 2015

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #15-6O dated 06/19/15 totaling $8,579.78
Confirmation of Voucher Register #15-6P dated 06/25/15 totaling $3,450,537.40
Confirmation of Voucher Register #15-6Q dated 06/24/15 totaling $434.57
Confirmation of Voucher Register #15-6R dated 06/26/15 totaling $383,679.12
Confirmation of Voucher Register #15-6S dated 06/26/15 totaling $284,121.63
Confirmation of Voucher Register #15-6T dated 06/26/15 totaling $6,845.02
Confirmation of Voucher Register #15-6U dated 06/29/15 totaling $824.02
Confirmation of Voucher Register #15-6V dated 06/26/15 totaling $1,356.49
Confirmation of Voucher Register #15-6W dated 06/26/15 totaling $2,635.88
Confirmation of Voucher Register #15-6X dated 06/26/15 totaling $1,173.85
Confirmation of Voucher Register #15-6Y dated 06/30/15 totaling $210,265.16
Confirmation of Voucher Register #15-7A dated 07/02/15 totaling $3,052,809.27
Approval of Voucher Register #15-7B dated 07/13/15 totaling $109,175.14
Confirmation of Voucher Register #15-7C dated 07/09/15 totaling $365,406.70
Confirmation of Voucher Register #15-7D dated 07/08/15 totaling $100.36
Confirmation of Voucher Register #15-7E dated 07/09/15 totaling $930.78

TREASURER'S REPORT

The June 2015 Treasurer's Report was presented for acceptance.

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

GENERAL ORDERS

CONTRACT AWARD: CROSSING GUARDS

The School Town of Munster has decided to implement "walk zones" for the upcoming school year. Bus service will not be provided to students living within one mile of their assigned school. This is a cost-saving measure for the School Town. However, the walk zones create more crossings that need a crossing guard due to the increased foot traffic. Crossing guards have long been the responsibility of the Munster Police Department; thus, the burden falls on the Civil Town of Munster.

Staff currently covers nine crossings and the walk zones will double this to 18-20 crossings beginning with the 2015-2016 school year. The school year begins August 12, 2015.

Staff has considered their options and proposed outsourcing the service to a private company. The Board of Safety believes this is the best alternative available. Currently, sworn personnel cover for the crossing guards if there is a call-off which takes a minimum of two hours out of the normal workday assignments per crossing that must be covered. Additionally, an officer would need to be assigned to administer the crossing guard program if it were kept in-house. Outsourcing the service allows sworn officers to focus on their regular day-to-day activities.

Staff contacted All City Management Services (ACMS) which is a national company providing crossing guard services. ACMS was recommended by Novak Consulting Group which performed the organizational review earlier this year.

Under the contract, ACMS would provide crossing guard services at twenty crossings for two hours/day for 180 school days at an hourly rate of $15.62. The contract is based on 7,200 hours/year with a not-to-exceed price of $112,464.00/year for contract years one and two. The rate does not include additional safety equipment, crosswalk delineators, or safety devices.

Councilor Simonetto asked the funding source. Mr. Anderson stated the CAGIT Fund 249 will be used.

Councilor Nellans moved, with a second by Councilor Simonetto, to authorize Staff to review and enter into an agreement for no more than two years with a "get out" clause if expectations are not met. Councilors Nellans, Simonetto, Reed, and Edington voted in favor; none voted against. Motion carried.

NEW BUSINESS

ORDINANCE 1661: 2015 PARK BOND

Proposed ORDINANCE 1661 is AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF MUNSTER, INDIANA, APPROVING THE ISSUANCE OF TH TOWN OF MUNSTER, INDIANA, PARK DISTRICT BONDS OF 2015, THE APPROPRIATION OF THE PROCEEDS THEREOF AND CERTAIN MATTERS RELATED THERETO. The Park Board has completed the required proceeding for the issuance of the 2015 Park Bond. The final action needed is the adoption of an ordinance by the Town Council to approve the issuance and appropriations. Ordinance 1661 has been drafted to meet this requirement. Proceeds will be used as follows.

Community Park Phase	$ 295,000.00
Centennial Park Clubhouse Construction	$ 800,000.00
West Lakes Park Phase II Construction	$ 285,000.00
Frank Hammond Park Improvements	$ 85,000.00
Grove Park Improvements	$ 60,000.00
Briar Creek Park Improvements	$ 17,000.00
Beech Park Improvements	$ 40,000.00
Circle Park Improvements	$ 70,000.00
Cobblestones Park Improvements	$ 80,000.00
River's Edge Disc Golf Park	$ 80,000.00
Centennial Park Improvements	$ 71,500.00
Vehicle and Equipment Replacement	$ 66,500.00
Issuance Expenses	$ 20,000.00
Total	$1,970,000.00

Councilor Simonetto moved, with a second by Councilor Nellans, to suspend the rules, waive the readings and adopt Ordinance 1661 on first reading as presented. Councilors Nellans, Reed, Simonetto, and Edington voted in favor; none voted against. The motion passed and Ordinance 1661 was adopted on first reading as presented.

ORDINANCE 1660: ADDITIONAL APPROPRIATIONS AND BUDGET REDUCTION

Proposed ORDINANCE 1660 is AN ORDINANCE FOR THE ADDITIONAL APPROPRIATION OF CEDIT FUND 209 AND BUDET REDUCTION OF ELECTRIC FUND 270 FOR THE YEAR 2015. At the January 13, 2014 meeting, the Council approved making payments of $3,056,443.11 to Robinson Engineering over a three-year period for design work for the grade separation project, with a portion being reimbursed to the Town through the Indiana Department of Transportation (InDOT). The Major Moves Fund 450 and County Economic Development Income Tax (CEDIT) Fund 209 have been used to make these payments.

In order to continue making the payments from the CEDIT Fund 209, an additional appropriation is necessary. Staff has reviewed other funding options for this expense and finds that while the TIF Allocation Fund 471 can make some of the payments, the CEDIT Fund is the best equipped to handle the expense. There are sufficient funds on hand and a steady revenue stream to support an additional appropriation.

An ordinance has been drafted to begin the additional appropriation process if that is the will of the Council. The CEDIT Fund is a controlled fund and requires approval by the Department of Local Government Finance (DLGF).

The procedure for securing the additional appropriations requires a public hearing, scheduled for July 27, 2015, and the adoption of an ordinance by the Town Council. Upon passage of the ordinance the additional appropriation will be forwarded to the DLGF for approval. The DLGF is required to issue a determination within fifteen days of receiving the request.

The Electric Fund 270 was created to account for the revenues and expenses related to the methane-powered generator. Revenue projections are not in line with actual receipts. A budget reduction is necessary and is recommended to prevent overspending of the fund. The process for a budget reduction is the same as an additional appropriation. The Electric Fund is considered a "Reporting Only" fund and does not require DLGF approval.

In order to meet the expenses related to the methane-powered generator, the monthly payments to Energy Systems Group are being and will continue to be made from the Solid Waste Management Fund 623. Staff believes that questions regarding the revenue generating possibilities have been addressed and the new projections are realistic.

Discussion ensued.

Councilor Reed moved, with a second by Councilor Nellans, to hear proposed Ordinance 1660 for additional appropriations and budget reductions on first reading, and schedule a public hearing and second reading for July 27, 2015. Councilors Nellans, Reed, Simonetto, and Edington voted in favor; none voted against. The motion passed.

ORDINANCE 1662: BLOCK PARTIES

Proposed ORDINANCE 1662 is AN ORDINANCE AMENDING MUNSTER TOWN CODE CHAPTER 46 PROVIDING FOR THE REGULATION OF BLOCK PARTIES IN THE TOWN OF MUNSTER. Occasionally, residents of the Town will organize block parties with their neighbors. These have been handled on an ad hoc basis by the Town without clear guidelines. Staff has researched the matter and caused an ordinance to be drafted clarifying what is allowed in regards to block parties. Included in the draft ordinance is a $250.00 security deposit to be used to offset costs associated with any damage to Town property. A $100.00 delivery charge is also included if the residents opt to have Public Works personnel deliver and collect barriers.

Staff noted the need to modify the ordinance to include an amendment to Schedule A and to correct a typographical error.

Discussion ensued regarding the need for a public hearing.

Councilor Nellans moved, with a second by Councilor Simonetto, to consider Ordinance 1662 with amendments on first reading and to set second reading for July 27, 2015. Councilors Nellans, Reed, Simonetto, and Edington voted in favor; none voted against. The motion carried.

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, July 27, August 10, and 24, 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 8:16 p.m.

John W. Edington, Vice President

ATTEST:

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