

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

A regular meeting of the Munster Town Council convened at 7:00 p.m. on Monday, October 12, 2015, at the Munster Town Hall. Town Councilors John W. Edington, David B. Nellans, John P. Reed (arrived late), Joseph A. Simonetto and Andy Koultourides 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, Police Chief Steven Scheckel, and Sergeant Daymon Johnston. The news media were represented by Jim Masters of *The Times*.

Clerk-Treasurer Shafer noted that this is the one-year anniversary of Town Manager Dustin Anderson.

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

PUBLIC HEARING - 2016 BUDGET

This evening, under New Business, *infra*, the Council will hold the required public hearing and have first reading on Ordinance 1666, an ordinance for appropriations and tax rates for 2016. The proposed budget was submitted to Lake County as required in statute. The county is charged with reviewing all budgets within its jurisdiction and issuing a non-binding recommendation to the individual units. Local units cannot adopt their budgets until after this recommendation has been issued. Lake County met September 22, 2015 to conduct this review and issued their findings September 25, 2015.

The General Fund is able to continue covering its expenses but concerns remain with the Motor Vehicle Highway, Park and Recreation and Sewer Maintenance Funds. Staff will continue to review these funds and determine options for proceeding.

Because the final, certified budget can never be higher than what was advertised, the budget estimates advertised for 2016 are purposely overstated. The amounts in the ordinance are within the advertised amounts. It serves our citizens no useful purpose to underestimate a budget and risk curtailment of essential services. However, it is anticipated that the final, certified budget will be less than what will be adopted, and the Town Council is ultimately responsible for finding that balance between providing adequate service and not exceeding statutory spending limits.

State statute requires that town budgets be submitted to the DLGF electronically. This is done through their Gateway website and will allow the public to access the information. Ordinance 1666 has been drafted to match the submittal that will be made through Gateway after budget adoption.

Clerk-Treasurer Shafer briefed the Council on the proposed budget for 2016 and reviewed the budget process and methodology.

President Koultourides opened the floor for the purpose of receiving public comment on the proposed 2016 budget.

There being no one requesting to speak, the floor was closed and the public hearing was adjourned.

GRADE SEPARATION REPORT

Robinson Engineering representative Joe Nordman reported that Stage II plans were submitted for peer review and that it will take about four weeks before able to submit to State. The 700' extension is out for bid. Construction of the necessary storm sewers on the east side of Calumet Avenue will be done but paving will not be done this year. Bids will be opened October 29 and work completed by year-end. This meets the terms of the Developer's Agreement.

Councilor Simonetto asked about any issues with pipelines in the area.

Mr. Anderson explained that when this road is in, Calumet Avenue will not be paved for two reasons. The construction easement from BP restricts what types of materials can be placed over the pipeline. Secondly, this section of the road will serve as the north access to Centennial Village as it develops. As a result, no final curbs or paving will be put in because of the construction traffic.

OPEN TO THE PUBLIC

Mr. Jim Tufford, 633 South Street, expressed concern and questioned the fairness of the proposed changes to the Hammond Sanitary District charges.

Mr. Donald Kaegebein, 455 Jenna Drive, asked when there will be a meeting with NICTD, the consultants, and the people in Community Estates about South Shore extension. Mr. Anderson stated that a public meeting is scheduled at Eads Elementary school and he will forward the information to Mr. Kaegebein. In response to Councilor Simonetto's question, Mr. Anderson explained the process and when public opinion will be sought.

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 September 28, 2015

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #15-9V dated 09/28/15 totaling \$284.29
Confirmation of Voucher Register #15-9W dated 09/30/15 totaling \$377,512.06
Confirmation of Voucher Register #15-10A dated 10/01/15 totaling \$184,322.49
Confirmation of Voucher Register #15-10B dated 10/02/15 totaling \$365,981.31
Confirmation of Voucher Register #15-10C dated 10/02/15 totaling \$276,156.99
Confirmation of Voucher Register #15-10D dated 10/02/15 totaling \$239.84
Confirmation of Voucher Register #15-10E dated 10/06/15 totaling \$120.61
Confirmation of Voucher Register #15-10F dated 10/09/15 totaling \$79,724.29
Confirmation of Voucher Register #15-10G dated 10/09/15 totaling \$81,872.93
Approval of Voucher Register #15-10H dated 10/12/15 totaling \$35,963.19
Confirmation of Voucher Register #15-10I dated 10/08/15 totaling \$290,547.61

WATER BILL ADJUSTMENT 2015-19

Staff received a request for an adjustment under the leak adjustment policy adopted by the Town Council on April 8, 2013. The customers have completed the required form and the requests meet all the criteria for adjustments as follows:

<u>Adjustment Number</u>	<u>Average Usage</u>	<u>Actual Usage</u>	<u>Length of Time</u>	<u>Original Bill</u>	<u>Requested Adjustment Amount</u>	<u>Adjusted Bill</u>
2015-19	130,000	370,000	2 months	\$ 1,109.46	\$ 444.46	\$ 665.00

TREASURER'S REPORT

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

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

GENERAL ORDERS

POSTAGE METER LEASE

Staff met with representatives from Indiana Mailing Systems to discuss the lease of the Town's Hasler postage machine and scale. Our current postage equipment is under lease at a cost of \$788.24/quarter. The lease will expire in April 2016.

A new postage machine and scale are available at a cost of \$766.50/quarter or \$15,330.00 over the proposed five-year contract. The new equipment is an updated version of the equipment currently in use. Related charges for ink, supplies and maintenance remain unchanged.

Quarterly lease payments will be made to Mail Finance with service calls being handled through Indiana Mailing Systems of Crown Point, Indiana. Lease payments are made from the General Fund with postage costs charged to the associated fund.

Councilor Reed moved, with a second by Councilor Simonetto, to authorize the leasing of a Hasler postage meter system for a period of five years at a lease cost of \$766.50/quarter. Motion carried *viva voce*.

NEW BUSINESS

ORDINANCE 1666: 2016 BUDGET

Proposed ORDINANCE 1666 is AN ORDINANCE FOR APPROPRIATIONS AND TAX RATE FOR 2016. This was the subject of a public hearing *supra*.

Councilor Simonetto moved, with a second by Councilor Nellans, to hear Ordinance 1666 on first reading and set second reading and adoption for October 26, 2015. Councilors Edington, Nellans, Reed, Simonetto, and Koultourides voted in favor; none voted against. Motion carried.

ORDINANCE 1668: ADDITIONAL APPROPRIATIONS (2)

Proposed ORDINANCE 1668 is AN ORDINANCE FOR THE ADDITIONAL APPROPRIATION OF THE TECHNOLOGY FUND 247 FOR THE YEAR 2015. There are a number of project and equipment needs in the Information Technology Program which exceed the current spending authority in the Technology Fund 27. As a result, Staff is requesting an additional appropriation. There are more than sufficient funds on hand and a steady revenue stream to support the request.

The procedure for securing the additional appropriations requires a public hearing, scheduled for October 26, 2015, and the adoption of an ordinance by the Town Council. Upon passage of the ordinance, the additional appropriation will go into effect.

Councilor Simonetto moved, with a second by Councilor Reed, to hear proposed Ordinance 1668 for additional appropriations on first reading, and schedule a public hearing and second reading for October 26, 2015. Motion carried *viva voce*.

QUOTES: ASH TREE REMOVAL

Forester Gina Darnell has identified 136 ash trees infected with Emerald Ash Borer in public spaces and has posted them for removal. Of the posted trees, 116 are in parkways and 20 are in various parks. With the exception of two spruce trees, all the infected trees are ash trees. Public Works Staff plans to have the work completed by November 30, 2015. Residents will be notified by letter with the choice of new trees to be planted in spring.

Quotes were solicited from licensed tree contractors and seven responded as follows.

Outdoor Tree Services	Gary, Indiana	\$17,525.00
Piekarski and Sons	Lansing, Illinois	\$20,092.49
R.A. Oros	Munster, Indiana	\$23,003.00
Russell's Tree Service	DeMotte, Indiana	\$23,540.00
Howards Tree Service	Hammond, Indiana	\$23,939.00
Mannings Tree Service	Lake Station, Indiana	\$64,550.00
Economy Tree Service	Gary, Indiana	\$65,820.00

Ms. Darnell and Public Works Director Tony Torres have reviewed the quotes and recommend Outdoor Tree Services from Gary, Indiana to remove the trees at a cost of \$17,525.00 to be paid from the Riverboat Fund 446.

Councilor Reed suggested sending a letter to affected homeowners prior to removal of infected trees.

Councilor Simonetto asked how many trees remain to be removed. Mr. Anderson will forward the information.

Councilor Nellans moved, with a second by Councilor Simonetto, to accept the quote from Outdoor Tree Services from Gary, Indiana to remove 136 trees at a cost of \$17, 525.00 to be paid from the Riverboat Fund 446. Motion carried *viva voce*.

PERSONNEL EVALUATION

Mr. Anderson has completed one year of service and has requested a formal evaluation of his performance. In order to clearly define the roles of the Council and the Town Manager in this process, Mr. Anderson has requested that a third-party facilitate the process.

The recruitment process was conducted by Ms. Heidi Voorhees and GovHR USA to hire Mr. Anderson. Ms. Voorhees can provide the type of facilitation services that is being sought at a cost of \$1,200.00.

Councilor Simonetto moved, with a second by Councilor Reed, to enter into a service contract for a cost not to exceed \$1,200.00 for personnel evaluation facilitation. Motion carried *viva voce*.

RESOLUTION 2002: LIABILITY INSURANCE CLAIM SETTLEMENT

Proposed RESOLUTION 2002 is a RESOLUTION AUTHORIZING TOWN TO DEPOSIT BALANCE OF RESERVED FUND TO PRINCETON EXCESS AND SURPLUS LINES, INC. A liability claim dating back to 2008 is currently pending in Lake County Superior Court. The Town is partially self-insured and has a reserve of \$70,000.00 which can be used for payment of a settlement or judgment as well as fees and costs associated with the case. It is possible the claim will exceed the \$70,000.00 reserve.

The Town has insurance to cover any excess through Princeton Excess and Surplus Lines, Inc. Princeton is requesting the Town deposit with Princeton the balance of the reserve account (\$70,000.00 less fees and expenses). Resolution 2002 has been drafted to authorize this action.

Councilor Simonetto moved, with a second by Councilor Nellans, to adopt Resolution 2002 as presented. Councilors Edington, Nellans, Reed, Simonetto, and Koultourides voted in favor; none voted against. Motion carried and Resolution 2002 was adopted as presented.

REPORTS

UPDATE ON OBELISK

The obelisk in Community Park is in need of refurbishing and there have been discussions about relocating it. Staff reported that in order to relocate it, a new structural steel support system and foundation would need to be designed. The total cost for this work, including designing, relocating and building of the support system is estimated at \$76,000.00. Staff is seeking guidance on how to proceed.

Councilor Simonetto wants to have determination of the new location prior to any repair work being started. He also asked the opinion of the Park Board since Park Bond proceeds will be used.

Councilor Nellans suggested the obelisk be placed on the Town Hall grounds and wants the work to be done. He further explained that the Park Board has deferred the decision to the Council.

Councilor Reed asked about the element of this being public art and the potential to use Munster Civic Foundation dollars for the work. Mr. Anderson explained there are insufficient funds with the Foundation to perform the work.

President Koultourides asked about the needed work and if there was a better solution

Councilor Simonetto moved, with a second by Councilor Nellans, to defer the decision to the next meeting. Motion carried *viva voce*.

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, October 26, November 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 7:45 p.m.

ATTEST:

Andy Koultourides, President

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