



Town of Munster, 1005 Ridge Road

# NEWS YOU CAN USE

March 2024



## From the Clerk-Treasurer's Office

### **Understanding the Consent Agenda: A Closer Look**



At every Town Council meeting, you'll notice a section called the consent agenda, comprising various items crucial for the smooth operation of our municipality. To shed light on these often-overlooked essentials, let's look into the routine items

that make up this part of the agenda, typically provided by the Clerk-Treasurer's office.

#### Meeting Minutes:

Each meeting is documented through meeting minutes, capturing the essence of discussions and actions taken, rather than word-for-word transcripts.

#### Vouchers:

Approval of all municipal payments fall under the purview of the Town Council. While routine payments cover essentials like utilities and payroll and are confirmed by the Council, authorized payments encompass expenditures necessary for town operations are approved by the Council.

#### Water Leak Adjustments:

Granted to utility customers who certify to having resolved water leaks. Each customer is eligible for one adjustment annually.

#### Financial Report:

Monthly treasurer reports offer an overview of all town funds, reflect balances, receipts, disbursements, and investments. You will see a thirteenth report for an annual overview.

#### 100R:

Indiana Code requires certain annual reports including disclosures of employee compensation (100R). Once submitted to Gateway, we present to the Council verifying timely reporting and filing.

#### Surety Bonds:

Certain town officials are mandated by the Indiana Code to hold surety bonds. The bonds are executed and recorded in Lake County and presented to the Council to verify timely reporting and filing.

#### Nepotism:

Town Councilors, the Clerk-Treasurer, and the Town Manager must certify that they do not have any direct supervision of a family member or contracted with a business of a related party.

#### Red Flag Report:

Compliance with Federal Trade Commission regulations regarding utility service sign-ups is reported to the Council annually.

#### Local Road and Street Report:

A collaboration between the Clerk-Treasurer's office and Public Works, this report sheds light on the financial health of our road infrastructure, mandated by the State Board of Accounts.

#### Check Cashing and Water Account Collections:

Efforts to encourage check cashing and water account settlements are highlighted, with annual write-offs necessitating Council approval following Indiana Code.

Understanding these components of the consent agenda highlight the workings of the Clerk-Treasurer's office and underscore our commitment to transparency, compliance with legal mandates, and fiscal responsibility.

If you have any questions about any of the above, you may find more information by viewing prior Town Council meeting agendas and minutes on the Town of Munster website [www.munster.org](http://www.munster.org), or by contacting me at [wmis@munster.in.gov](mailto:wmis@munster.in.gov) or 219-836-6945.

**Wendy Mis, Clerk-Treasurer**

**Town of Munster**

## **2024 Primary Election Information**



- **April 9, 2024** – First day a voter may vote early in the office of the circuit court clerk or at satellite locations, including the Munster Town Hall.
- For early voting hours, locations and voting information visit [www.indianavoters.in.gov](http://www.indianavoters.in.gov) or [www.lakecounty.in.gov](http://www.lakecounty.in.gov). The deadline to register to vote is April 8, 2024. The phone number for the Lake County Board of Elections is (219)755-3795.

## 2024 Centennial Park Parking Registration



Registration will begin on March 1, 2024 at  
[www.centennialparkvehiclereg.com](http://www.centennialparkvehiclereg.com)

Town of Munster residents can register up to 2 vehicles per household to park for free at Centennial Park for the 2024 parking season.

- Registration will begin on March 1, 2024 at [www.centennialparkvehiclereg.com](http://www.centennialparkvehiclereg.com).
- **Previous registration will not carry over to 2024.**

Registration can also be done at the Parks and Recreation office at Munster Town Hall. Once a vehicle is registered and proof of residency is confirmed, a confirmation email is sent to the resident. At that point, the registered vehicle is safe to park at Centennial Park without receiving a violation notice.

**Parking fees are effective and will be enforced from April 1 - October 31, 2024.** If a vehicle is not registered for a free pass and fees are not paid, license plate reading technology will be used to issue notice violations via the mail. Park visitors using the golf course or golf driving range can validate parking inside the Pro Shop but must be done immediately after parking.

Unregistered vehicles have a 15-minute grace period from when they enter the parking lot to either leave the parking lot or to pay at one of the meters or via the ParkByApp app on a smartphone. Credit/debit cards are the only forms of payment accepted.

For more information, please visit the Town's website at [www.munster.org](http://www.munster.org).



## Munster Monarch Project

### Earth Day Weed Wrangle

Saturday, April 20, 2024

9:00 am -12:00 pm

Heritage Park



**Please register for the event at our Munster Monarch Facebook page: <https://fb.me/e/3k5kk514W>**

Also follow group on Facebook "Munster Monarch City"

- Munster has up to 15 Monarch way stations (yards with milkweed, nectar flowers, and trees designed to help guide the monarchs in their migration).
- Munster Monarch Project supported educational programs on Healing Spaces and Healing Gardens, Native Gardening, and worked with the Munster Branch Library that offered many Monarch themed programs.
- Please follow the Facebook page for more valuable information.



**Munster Public Works Office  
Hours**  
**Monday-Friday**  
**7:00 am – 3:00 pm**  
**(219) 836-6971 or 6970**

**You Can Help!** Residents can help during snow events by shoveling their sidewalks, and by removing snow around fire hydrants and storm grates.



**Homewood Disposal Service (HDS)** - If your garbage or recycling container is in need of repair, contact (HDS) at (219) 931-9000 to make a repair request.



**Electronics Recycling Shed** - located at 508 Fisher Street, inside the gate at the Munster Public Works facility. Hours are Monday-Friday 7:00am-3:00pm and there is not an attendant. This service is available for Lake County, IN residents only.



**Street Sweepers** - The street sweepers do not operate in the winter months due to freezing risks that can damage the machines. Street sweeping resumes in the spring. The town is swept typically four times a year depending on the weather, crew availability and competing priorities. The route moves from north to south and there is not a set schedule. Once the Town has been completely swept, Public Works cease operation for about one month until the cycle begins again. Public Works has two street sweepers in its fleet.



**LAKE COUNTY**  
SOLID WASTE MANAGEMENT DISTRICT  
*Join the Journey*

## Household Hazardous Waste Collection Schedule

The LCSWMD HHW program is for residential, household hazardous waste for Lake County, IN residents and is NOT for businesses, schools, organizations or those who live outside Lake County. Businesses, schools, and organizations of Lake County can call (219) 853-2420 for resource information. Loads are limited to 100 lbs. Latex paint is not accepted. Visit [www.lcswmd.com](http://www.lcswmd.com) for more information.

**\*Collection Sites: 9:00am - 2:00pm**

**March - Saturday, March 23**

**\*Lake County Fairgrounds**  
**889 Court Street**  
**Crown Point, IN 46307**

**April - Saturday, April 20**

**\*Munster Public Works**  
**508 Fisher St.**  
**Munster, IN 46321**

# March

- 3/1 Famous Fixings Cooking
- 3/4 Skateboarding: Leveling Up
- 3/4 Sporties for Shorties
- 3/5 Benefits of Funeral Pre-Planning
- 3/5 Super Strikers
- 3/7 Cardio Drumming
- 3/8 Premier Travel Show
- 3/8 FINAL DEADLINE for Spring Soccer**
- 3/8 CPR Certification DEADLINE
- 3/9 Home Alone Training
- 3/9 Home Improvement Fair**
- 3/10 Youth, Preschool, Parent/Tot Swim Lessons
- 3/10 Private and Semi-Private Swim Lessons
- 3/12 Koolaid and Kanvas
- 3/13 CeraMIX w/ South Shore Arts
- 3/13 Leprechaun Flashlight Hunt
- 3/13 Cookies, Cocktails & Cannolis
- 3/14 Dessert Battles – Cookies
- 3/15 Servsafe Food Manager
- 3/18 CPR Certification
- 3/19 Address your Stress
- 3/22 Flashlight Egg Hunt
- 3/23 Community & CSRI Egg Hunts
- 3/24 Underwater Egg Hunt
- 3/25 Spring Break Camp
- 3/28 Wado-Ki Karate



Summer Camp information will be available mid-late March. To be the first to get the details, email [jhiggins@munster.org](mailto:jhiggins@munster.org) or like [www.facebook.com/MPRCamp](https://www.facebook.com/MPRCamp).

Details will be posted from those 2 sources prior to making it public on our MPR Facebook page. Stay tuned – Last year Summer Camp filled 95% in 3 days.



**Spring Soccer** will be here before you know it. **The final deadline is almost here, so don't forget!**

Register by March 8 to participate. Only a waitlist will be taken after the deadline. Always looking for volunteer coaches! If you have questions, contact Abby at [akresal@munster.org](mailto:akresal@munster.org).

**SUMMER IS ALMOST HERE!**



**Summer will be here before you know it, so let's start planning for it!**

- We're looking to hire for spring/summer positions. Please see page 15 of your current Recreation Guide for positions, hourly wages and how to apply. Contact us at (219) 836-7275 to verify what ages can apply for what positions.
- We have facilities to rent for your graduation party, family reunion, birthday party and more. Call us for availability!
- Looking for an outdoor venue to get married – how about Heritage Park Gazebo or Centennial Park Stage or Gardens?
- Looking to have a pool party? Now accepting birthday parties and private pool parties.
- Interested in becoming a lifeguard, but don't know where to start? Start with our lifeguard course on April 21! Contact Abby w/ questions at (219) 836-6923.
- Looking to advertise your business? We have plenty of advertising and sponsorship opportunities available in the Summer Recreation Guide. Contact Donna at [dchant@munster.org](mailto:dchant@munster.org) to inquire.

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 We're already planning the Summer Recreation Guide. If you have a special skill or hobby and you would be interested in running a class with us, contact us at [parkoffice@munster.org](mailto:parkoffice@munster.org).  
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Interested in basking in the sun this summer? Munster Pool is now hiring lifeguards, attendants and swim instructors. To apply – email [akresal@munster.org](mailto:akresal@munster.org).



**Munster Pool season passes** are currently on sale! The season will begin May 25. All members of the family must come in person when purchasing passes, so updated photos can be taken. Early-bird deadline is May 10.

Call us for pricing.



Still seeking Home Improvement businesses to participate in our **Home Improvement Fair** on Saturday, 3/9 from 10AM-2PM at

Wilbur Wright Middle School. Interested in being a vendor? Contact Mara at (219) 836-6922 or [mdicarlo@munster.org](mailto:mdicarlo@munster.org).

## 2024-25 Kindergarten Enrollment

Beginning Monday, March 18th, you may access kindergarten enrollment information on the School Town of Munster website: [www.munster.us](http://www.munster.us) | Parent & Student Resources | Enrollment and Registration | Welcome Class of 2037

### Families will need to complete the following:

1. Kindergarten Enrollment Form
2. Registration Gateway
3. After completing Registration Gateway, please contact Mrs. Melissa Cuadra at [enroll@munster.us](mailto:enroll@munster.us) for instructions on how to complete the enrollment process.

In order to be eligible to register for kindergarten, a child must be five years old on or before August 1, 2024. At the time of the scheduled enrollment, parents must provide **ALL** of the following:

### Enrollment Documents

- Certified/original birth certificate of the child (baptismal and hospital records are not acceptable as proof of birth)
- Updated immunization records
- Valid driver's license with current Munster address

### Residency Documents

- **IF HOMEOWNER:** a mortgage statement, settlement statement or property tax receipt containing the names of the homeowners, **OR IF RENTER:** a lease (**MUST be current**) indicating the term of the lease, address of the property, name and phone number of the lessor, name of the lessee and a listing of tenants
- Two additional items from the following list: Town of Munster - water bill, NIPSCO bill, auto insurance bill, bank statements, telephone bill and paystub with current address.

⇒ **PLEASE NOTE:** Only a parent or legal guardian may enroll a student. You must have legal residence in Munster to apply for enrollment. In certain situations, additional forms may be required.

## **TOWN COUNCIL, BOARD, AND COMMISSION REGULAR MEETINGS MARCH 2024**

Notes: The schedule below is subject to change. Please contact Munster Town Hall at (219)836-6900 to confirm meetings. Public meetings are also available utilizing Zoom technology. Visit the Town of Munster website: <https://www.munster.org> (Select Agendas and Meetings) or contact the appropriate department to access the meeting ID and passcode. Also a schedule of these meetings and others are maintained on the Community Calendar at the Town of Munster website. **Tune into WJOB 1230 AM Radio and listen to Community Programming Initiative, in which members of the Munster Town Council and guests discuss issues in town. The program runs the first and third Tuesday of each month at 8:30 am.**

Town Council/Redevelopment Mtg.	March 4, 2024	7:00 pm	Main Meeting Room (MTH)
Site Plan Review Mtg.	March 7, 2024	1:30 pm	Main Meeting Room (MTH)
Board of Zoning Appeals Mtg.	March 12, 2024	6:45 pm	Main Meeting Room (MTH)
Plan Commission Mtg.	March 12, 2024	7:30 pm	Main Meeting Room (MTH)
Board of Safety Mtg.	March 21, 2024	7:00 am	Main Meeting Room (MTH)
Site Plan Review Mtg.	March 21, 2024	1:30 pm	Main Meeting Room (MTH)
Town Council/Redevelopment Mtg.	March 18, 2024	7:00 pm	Main Meeting Room (MTH)
Park Board Mtg.	March 19, 2024	5:00 pm	Main Meeting Room (MTH)



George Shinkan  
Joseph Hofferth  
Chuck Gardiner  
David Nellans  
Jonathan Petersen  
Wendy Mis



Ward #1  
Ward #2  
Ward #3  
Ward #4  
Ward #5  
Clerk-Treasurer



(219)718-4481  
(219)689-2225  
(708)606-7223  
(219)680-6364  
(219)803-4550  
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