

**TOWN OF MUNSTER
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
SEPTEMBER 19, 2022**

A meeting of the Munster Town Council convened at 7:00 p.m. on Monday, September 19, 2022. Ordinance 1830 is the basis for holding electronic meetings. The announced meeting location was Munster Town Hall. Councilors, Staff, and the public had the option to participate via Zoom meeting technology.

Councilors Chuck Gardiner, Andy Koultourides, Lee Ann Mellon, Ken Schoon, and Steven Tulowitzki were physically present at Town Hall. President Gardiner presided. Also present in Town Hall were Clerk-Treasurer Wendy Mis, Controller Patricia Abbott, Town Manager Dustin Anderson, Deputy Town Manager Jill DiTommaso, Town Attorney Dave Westland, Police Chief Stephen Scheckel, Fire Chief Mark Hajduk, Director of Operations Chris Spolnik, and Planning Director Thomas Vander Woude. The news media were not represented.

President Gardiner opened the meeting with a moment of silence followed by the pledge of allegiance.

PUBLIC HEARING: 2023 BUDGET

The public hearing and first reading on the ordinance for the 2023 budget will be held this evening. Because the final, certified budget can never be higher than what was advertised, the budget estimates advertised for 2023 are purposely overstated. The amounts in the ordinance are within the advertised amounts.

Municipalities are required to include the estimated impact of circuit breakers in the budget which can cause the advertised levy amounts to be quite large and give the false appearance of drastic increases. As the Department of Local Government Finance (DLGF) processes the budget, the adopted amounts will be reduced.

The annual growth quotient has been calculated at 5.00%. This will be used when the final tax levy is calculated in each fund. There will not be levy increases beyond statutory limits. Various State agencies are required to provide certain revenue estimates as well as circuit breaker estimates. These estimates have been applied to the proper funds.

Councilor Gardiner opened the public hearing.

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

PUBLIC COMMENT

The Town of Munster accepted public comment submitted both in-person and electronically. The public was informed, via the agenda posted at munster.org, that questions or comments about an item on the agenda were to be emailed to danderson@munster.org.

No one rose to claim the floor.

CONSENT AGENDA

APPROVAL OF MINUTES

Approval of the minutes of the special meeting held on September 6, 2022

Approval of the minutes of a special meeting held on September 9, 2022

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #22-9D dated 09/08/22 totaling \$497,129.45

Confirmation of Voucher Register #22-9E dated 09/09/22 totaling \$443,248.25

Confirmation of Voucher Register #22-9F dated 09/15/22 totaling \$24,284.65

Approval of Voucher Register #22-9G dated 09/19/22 totaling \$125,661.95

WATER LEAK ADJUSTMENT 2022-35

Staff received requests for adjustment under the leak adjustment policy adopted by the Town Council on April 8, 2013. The customer has completed the required form and the request meets all the criteria for adjustments as follows:

Adjustment Number	Average Usage	Actual Usage	Length of Time	Original Bill	Requested Adjustment Amount	Adjusted Bill
2022-35	22,000	106,000	1 month	\$ 454.07	\$ 349.55	\$ 104.52

Councilor Schoon moved, with a second by Councilor Mellon to suspend the rules, waive the readings, and adopt the Consent Agenda as presented. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none vote against.

OLD BUSINESS

ORDINANCE 1876: AMENDMENT #4 TO 2022 SALARY ORDINANCE

Introduced ORDINANCE 1876 is AMENDMENT #4 TO THE 2022 SALARY ORDINANCE. First reading was held at the September 6, 2022, meeting.

Councilor Gardiner sought clarification on the new EMT and Paramedic rates.

Clerk-Treasurer Mis explained that the ordinance will be effective October 1, 2022, in order to align with the firefighter pay period.

Councilor Tulowitzki moved, with a second by Councilor Koultourides, to adopt introduced Ordinance 1876 on second reading with an effective date of October 1, 2022. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

NEW BUSINESS

ORDINANCE 1877: 2023 BUDGET

Proposed ORDINANCE 1877 is an ORDINANCE FOR APPROPRIATIONS AND TAX RATES. Earlier this evening the public hearing was held. A work study will be held later this evening where department heads will provide overviews of their budget requests and needs. Adoption on the budget is scheduled for Monday, October 3, 2022.

Councilor Tulowitzki sought clarification on the maximum levy growth quotient.

Councilor Tulowitzki moved, with a second by Councilor Mellon, to hear proposed Ordinance 1877 on first reading and set October 3, 2022, for second reading and adoption. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

AGREEMENT FOR ANIMAL CONTROL SERVICES

The Police Department has worked with Humane Indiana to assist with stray animals brought to the police station. A two-year agreement has been drafted where the Town will pay a set amount for each dog, cat or litter of kittens that the Town brings to the Humane Indiana facility. Staff believes this partnership will reduce the time spent handling stray animals by the Community Service Officer and Patrol Officers.

The agreement has been reviewed by the Town Attorney and Staff would like to move forward with the partnership.

Councilor Tulowitzki confirmed that the Community Service Officer will be the person to complete the National Animal Care & Control Association certification program as stated in the agreement.

Councilor Schoon moved, with a second by Councilor Koultourides, to authorize the Police Department and the Town of Munster to enter into a contract with Humane Indiana. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

ENGAGEMENT LETTER FOR FINANCIAL PLANNING

The Town has several large projects in the works including betterments at the train stations, development of the former Lansing Country Club site, water utility and stormwater utility infrastructure improvements, the Streetscape project, and an update of the Comprehensive Plan. Having a financial plan in place will assist the Town in supporting these projects by ensuring adequate funding is available and in place not only for these projects but also the ongoing costs of operating the Town.

Staff has met with the representatives of Baker Tilly Municipal Advisory Services to discuss the benefits of formulating a Comprehensive Financial Plan. The proposed plan will include the following.

1. A review of the current financial state of the Town and projections through and including the year 2025 along with recommendations to improve the financial health of the Town
2. An analysis of the existing Tax Increment Allocation Areas to include the current developments, proposed developments, expiration of existing tax abatements and impact of outstanding appeals
3. Identification of potential federal and state grant opportunities to include both the Infrastructure Investment and Jobs Act and the American Rescue Plan Act
4. Grant application assistance and action plans for projects the Town plans to pursue
5. If requested, an economic development project evaluation and preliminary feasibility analysis

Item 1 has a fee of \$30,000.00. Ongoing periodic maintenance of the plan would be billed at the current hourly rates. Item 2 would be billed at the current hourly rates and will not exceed \$30,000.00. Item 3 would be billed at the current hourly rates and will not exceed \$20,000.00. Item 4 would be billed at the current hourly rates at a not to exceed amount determined before work begins on any individual grant applications. Item 5 would be billed at the current hourly rates with a not to exceed amount determined on a per-project basis.

The project costs will be divided among the General, Motor Vehicle Highway, Park & Recreation, Technology, Sewer Maintenance, Water Cash Operating, and Solid Waste Management Funds. Staff has worked with Baker Tilly and its predecessor Umbaugh for many years and has found their work to be thorough, reliable and timely.

Councilor Mellon moved, with a second by Councilor Tulowitzki, to approve the letter of engagement with Baker Tilly Municipal Advisors in the amounts outlined in the letter dated August 23, 2022. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

RESOLUTION 2099: REQUEST FOR FINANCIAL ASSISTANCE FOR WATER INFRASTRUCTURE

Proposed RESOLUTION 2099 is A RESOLUTION REQUESTING FINANCIAL ASSISTANCE FROM THE LAKE COUNTY COUNCIL FOR WATER INFRASTRUCTURE MAINTENANCE. Lake County received \$94 million in American Rescue Plan Act funding. The Lake County Council has discretionary power to allocate a portion of this funding to local municipalities to help fund eligible projects. The Town was encouraged to apply for this funding by adopting a resolution. The eligible project the Town is proposing is water tank rehabilitation and maintenance for the Calumet Avenue ground storage tanks. Resolution 2099 has been drafted for this purpose and requests \$250,000.00.

Councilor Koultourides moved, with a second by Councilor Tulowitzki, to hear adopt Resolution 2099 as presented. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

PRICE INCREASE REQUEST

The Town entered a unit price contract with J&J Newell Concrete Contractors at the April 18, 2022, meeting for the annual Sidewalk Replacement Program. Normally, material suppliers hold their prices throughout a construction season. This year there is a cement storage and the supplier to J&J Newell has raised its price. J&J Newell has sought other suppliers but has not been successful in obtaining a lower cost.

J&J Newell has requested the Town absorb the additional cost as follows.

Sidewalk Thickness	Original Bid	Requested Increase	New Price
5-inch	\$8.95	\$0.24	\$9.19
7-inch	\$10.25	\$0.35	\$10.60

The overall increased cost is estimated to be 3.00%. Volatility in the market is a risk for both parties. At the same time, the increased cost is still significantly below the next highest bidder and agreeing to the increased cost shows goodwill towards a local contractor who has worked with the Town for over twenty years. The Town Attorney has reviewed the matter.

Councilor Koultourides moved, with a second by Councilor Tulowitzki, to approve the unit price increase of \$0.24/square foot for 5" sidewalk and \$0.35/square foot for 7" sidewalk to J&J Newell for the 2022 Sidewalk Replacement Program. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

ORDINANCE 1878: MAPLE LEAF CROSSING PUD

Proposed ORDINANCE 1878 is AN ORDINANCE AMENDING THE MAPLE LEAF CROSSING PLANNED UNIT DEVELOPMENT. Ordinance 1803 was adopted at the July 20, 2020, meeting and established the Maple Leaf Crossing Planned Unit Development district. The ordinance included plans for Lot 7 to be developed as a pub.

Representatives of Maple Leaf Crossing appeared before the Plan Commission on August 9, 2022 to amend the PUD to replace the 2,710 square foot pub with a 6,400 square foot restaurant and cigar lounge. A public hearing was held at that time with no remonstrances. The Plan Commission voted unanimously to forward a favorable recommendation to approve the amendment to the Town Council.

The Certification of Decision, minutes of Plan Commission meetings and the Findings of Fact were presented. Council must take the final action to either adopt, reject, or amend the proposal. Rejection or amendment to the proposal requires further consideration by the Plan Commission.

Councilor Koultourides moved, with a second by Councilor Mellon, to approve Ordinance 1878 amending the Maple Leaf Crossing Planned Unit Development to permit a restaurant and cigar lounge on Lot 7 in the Maple Leaf Crossing PUD at 9410-9417 Calumet Avenue. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

DISPOSAL OF PROPERTY

The Police Department requested permission to declare the following property as surplus and for permission to dispose of it.

Description	Model	Serial
• Life Pak Defibrillator		11790879
• Ikey keyboard	SB87TPMUSB	90816039958
• Streamlight flashlight	C4-274640A 1011	None
• Brother squad printer		U62863-A1G543891
• HP Printer		CNACG321B
• HP Printer		CNBH114118
• HP Printer		CNCC92J00X
• HP Printer		VNB3G30125
• HP Printer		M452DN
• Boxes and cages no longer usable in squads due to body style		

Councilor Mellon moved, with a second by Councilor Schoon, to declare surplus and authorize the Police Department to destroy the listed property and remove it from the current inventory. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

PORTFOLIO REPORTS

This portion of the meeting has been added to give elected officials an opportunity to share news about the various boards and commission on which they serve as liaison.

President Gardiner congratulated James B. Eads Elementary School which was recently named a Blue Ribbon School by the United States Department of Education.

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 3, and 17, 2022. The Redevelopment Commission will hold regular meetings immediately following.

ADJOURNMENT

There being no further business to come before the Council, and upon a motion by Councilor Schoon and seconded by Councilor Mellon, the meeting adjourned at 7:29 p.m. by voice vote.

ATTEST:

Chuck Gardiner, President

Wendy Mis, Clerk-Treasurer