

**TOWN OF MUNSTER**  
**MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL**  
**MARCH 6, 2023**

A meeting of the Munster Town Council convened at 7:00 p.m. on Monday, March 6, 2023. 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, Ken Schoon, and Steven Tulowitzki were physically present at Town Hall. Councilor Lee Ann Mellon was absent. 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, and Town Attorney Dave Westland. Munster Representative to the Hammond Sanitary District Mike Hawkins was online. The news media were not represented.

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

**PUBLIC HEARING: WAIVER OF NON-COMPLIANCE RELATING TO TAX ABATEMENT**

The Town of Munster, Munster Redevelopment Commission, Munster Economic Development Commission, and Centennial Village LLC (the Developer) entered into a development agreement on September 5, 2013. One aspect of the agreement was the declining tax abatement on the residential property taxes for the 136 housing units to be constructed. Specifically, there would be 100% abatement in year 1, 90% in year two, 80% in year three, and so on until the abatement reaches zero. The necessary legal framework is not currently in place.

The process requires a public hearing, scheduled for this evening, and the adoption of a resolution. Resolution 2105 has been drafted for this purpose and is scheduled for consideration this evening.

President Gardiner opened the public hearing.

Mr. Mike Dujmovic, 1833 Tulip Lane, asked for clarification of what is being waived. Mr. Westland explained that at the time the development agreement was signed, there were no residential buildings. Now there are buildings with residents occupying them. The Town is waiving the requirement that the resident apply for abatement at the time of the development agreement's execution. Moving forward, residents must apply when purchasing a unit. The waiver only applies to current residents.

There being no one else requesting the floor, President Gardiner closed the public hearing.

**PUBLIC COMMENT**

The Town of Munster accepts public comments submitted both in-person and electronically. The public was informed, via the agenda posted at [munster.org](http://munster.org), that questions or comments about an item on the agenda were to be emailed to [danderson@munster.org](mailto:danderson@munster.org).

No one rose to claim the floor.

**CONSENT AGENDA**

**APPROVAL OF MINUTES**

Minutes of a regular meeting held on February 20, 2023

**ACCOUNTS PAYABLE VOUCHER REGISTERS**

Confirmation of Voucher Register #23-1K dated 01/31/23 totaling \$116,346.53

Approval of Voucher Register #23-1L dated 01/31/23 totaling \$1,498,156.81

Confirmation of Voucher Register #23-2H dated 02/23/23 totaling \$337,725.40  
Confirmation of Voucher Register #23-2I dated 02/24/23 totaling \$449,437.23  
Confirmation of Voucher Register #23-3A dated 03/02/23 totaling \$338,129.12  
Approval of Voucher Register #23-3B dated 03/06/23 totaling \$94,626.98

### **TREASURER'S REPORT**

The January 2023 Treasurer's Report was presented.

### **WATER BILL ADJUSTMENTS 2023-12 THROUGH 2023-14**

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
2023-12	5,000	54,000	2 months	\$ 291.09	\$ 203.73	\$ 87.36
2023-13	1,000.00	10,000	1 month	\$ 59.33	\$ 41.21	\$ 18.12
2023-14	2,000	14,000	1 month	\$ 82.40	\$ 64.28	\$ 18.12

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

### **OLD BUSINESS**

#### **ORDINANCE 1894: PROMOTION OF TOWN BUSINESS**

Introduced ORDINANCE 1894 is A HOME RULE ORDINANCE AUTHORIZING THE PROMOTION OF TOWN BUSINESS THROUGH VARIOUS MEANS. The ordinance had first read on February 6, 2023.

Councilor Tulowitzki brought a scrivener's error to the attention of the Council.

Councilor Koultourides moved, with a second by Councilor Tulowitzki, to adopt Ordinance 1894 on second reading as presented. Councilors Schoon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

#### **ORDINANCE 1895: AMENDMENT #1 TO 2023 SALARY ORDINANCE**

Introduced ORDINANCE 1895 is AMENDMENT #1 TO THE 2023 SALARY ORDINANCE. The council held first reading on this matter at the February 20, 2023, meeting. The amendment increases Police Officer staffing to 43 total officers to accommodate an additional School Resource Officer funded by the School Town of Munster and to correct two minor errors in Exhibit D: Distribution of Payroll by Fund.

Councilor Koultourides confirmed that the ordinance had been reviewed by the Town Attorney.

Councilor Koultourides moved, with a second by Councilor Schoon, to adopt Ordinance 1895 on second reading as presented. Councilors Schoon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

#### **ORDINANCE 1896: AN ORDINANCE AMENDING PORTIONS OF THE VEHICLE TOWING AND IMPOUNDMENT REGULATIONS WITHIN THE TOWN OF MUNSTER**

Introduced ORDINANCE 1896 is an ORDINANCE AMENDING PORTIONS OF THE VEHICLE TOWING AND IMPOUNDMENT REGULATIONS WITHIN THE TOWN OF MUNSTER. The ordinance had first read at the February 20, 2023 meeting and is scheduled for second reading this evening.

Councilor Tulowitzki stated his overall opposition to paid parking at Centennial Park.

Councilor Koultourides moved, with a second by Councilor Schoon, to adopt Ordinance 1896 Amending Vehicle Towing and Impoundment on first reading and set second reading for the next regular meeting. Councilors Schoon, Koultourides, and Gardiner voted in favor; Councilor Tulowitzki voted against. Motion carried and Ordinance 1896 was adopted.

### **NEW BUSINESS**

#### **DISPOSAL OF SURPLUS PROPERTY**

The Clerk-Treasurer's Office has items that are no longer in use and have no value. It is requested the following items be declared surplus and disposed.

One office chair, black, Model #24799  
One office chair, black, Model #DZGKHQ  
Three office chairs, blue, Model #4535530W  
One office chair, blue, Model #HGTMMZ1.H.H.M.CUIO  
One Lenovo corded computer keyboard, black, Model #KB1021  
One small desktop file holder, gray, no model  
One small desktop file holder, black, no model  
One 23" x 23" desk extension table, gray, no model  
One Smith Corona Dictionary Typewriter, Model #NA3HH

Councilor Tulowitzki moved, with a second by Councilor Koultourides, to approve the disposal of surplus equipment from the Clerk-Treasurer's Office. Councilors Schoon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

#### **RESOLUTION 2105: WAIVER OF NON-COMPLIANCE RELATING TO TAX ABATEMENT**

Proposed RESOLUTION 2105 is A RESOLUTION OF THE TOWN OF MUNSTER, INDIANA, WAIVING CERTAIN NON-COMPLIANCE WITH REQUIREMENTS RELATING TO TAX ABATEMENT PROPOSED TO BE GRANTED TO CENTENNIAL VILLAGE LLC, AND/OR ONE OR MORE AFFILIATES OR ASSIGNEES THEREOF, INCLUDING CURRENT OR FUTURE OWNERS OF CONDOMINIUM UNITS AND TOWNHOUSES LOCATED OR TO BE LOCATED WITHIN THE CENTENNIAL VILLAGE DEVELOPMENT. This matter was the subject of a public hearing earlier this evening.

Councilor Tulowitzki brought a scrivener's error to the attention of the Council.

Councilor Koultourides moved, with a second by Councilor Tulowitzki, to approve Resolution 2105: A Resolution of the Town of Munster, Indiana, Waiving Certain Non-Compliance with Requirements Relating to Tax Abatement. Councilors Schoon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

#### **GRADE SEPARATION PROJECT: CHANGE ORDER #36**

The construction of the Grade Separation Project at 45<sup>th</sup> Street included installing storm drainage. The contract included specific pipe types for each drainage run. A different type of pipe was used during construction. As part of the required INDOT review process, a change order is required to reflect this change. There is no dollar amount associated with the change order.

Councilor Tulowitzki moved, with a second by Councilor Koultourides, to approve Change Order No. 036 for INDOT Contract B-36229 in the amount of zero dollars and zero cents. Councilors Schoon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

## **PEDESTRIAN SIGNAL AT WHITE OAK AVENUE AND 45<sup>th</sup> STREET**

ADA compliant curb ramps were installed on the west side of the intersection of White Oak Avenue and 45<sup>th</sup> Street last year. Staff now recommends installation of two pedestal poles and pedestrian signals with buttons to complete the crossing installation.

Councilor Koultourides asked if the pedestrian road striping would be happening at the same time. Staff agreed to have the striping at this intersection done at the same time the signal is installed.

Councilor Tulowitzki commented on the general condition of that section of 45<sup>th</sup> Street and asked about plans to resurface it. Staff stated that West 45<sup>th</sup> Street is the current priority. Councilor Koultourides and Tulowitzki expressed their belief that the entirety of 45<sup>th</sup> Street should be completed and that the eastern section is the only remaining portion.

Councilor Koultourides moved, with a second by Councilor Tulowitzki, to authorize the Town Manager to approve the quote from Midwestern Electric LLC to install the pedestrian signals for \$10,185.00. Councilors Schoon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

## **CONTRACT AWARD: CCMG 22-2 PAVING AND WATER MAIN CONSTRUCTION**

Staff opened bids on February 22, 2023 for the CCMG 22-2 project which includes paving and new water main installation on Camellia Drive, pavement rehabilitation on White Oak Avenue, and complete pavement reconstruction and bioswale construction on Beverly Place. The Engineer's Estimate for the work was \$1,636,990.60. Bids were received as follows.

Milestone	\$1,496,049.60
FH Paschen	\$1,759,375.36
Rieth-Riley	\$1,834,348.10

The project will be partially funded by the 22-2 Community Crossings Matching Grant of \$625,347.52. In addition, a Lake Michigan Coastal Program grant in the amount of \$79,530.00 has been awarded to help the bioswale construction. The balance of funds will be locally matched.

Councilor Schoon moved, with a second by Councilor Koultourides, to award Milestone Contractors North, Inc. the contract for the Paving and Water Main Improvements – White Oak Avenue, Camellia Drive, and Beverly Place (CCMG 22-2) at their bid price of \$1,496,049.60. Councilors Schoon, 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.

Clerk-Treasurer Mis announced that NIRPC has awarded 2028 Highway Safety Funds for upgrades to the Opticom system. Several communities worked together on the application. Munster is planning to upgrade thirty intersections, fifteen Fire Department vehicles, and twenty-eight Police Department vehicles.

Clerk-Treasurer Mis then provided a summary of the Comprehensive Financial Plan prepared by financial advisors Baker Tilly. The report shows Munster to be in a strong cash position and recommendations to improve the budget preparation process.

No other reports were given.

## **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 a regular meeting on Monday, March 20, 2023. The Redevelopment Commission will hold a regular meeting immediately following.

## **ADJOURNMENT**

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

**ATTEST:**

\_\_\_\_\_  
**Chuck Gardiner, President**

\_\_\_\_\_  
**Wendy Mis, Clerk-Treasurer**