

TOWN OF MUNSTER
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
JUNE 5, 2023

A meeting of the Munster Town Council convened at 7:00 p.m. on Monday, June 5, 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 Lee Ann Mellon, Ken Schoon, and Steven Tulowitzki were physically present at Town Hall. Councilors Chuck Gardiner and Andy Koulourides were absent. Also present in Town Hall were Clerk-Treasurer Wendy Mis, Controller Patricia Abbott, Town Manager Dustin Anderson, Deputy Town Manager Jill DiTommaso, Police Chief Stephen Scheckel, and Town Attorney Dave Westland. Director of Operations Steve Gunty was present virtually. The news media were not represented.

Clerk-Treasurer Mis opened the meeting and called the roll.

ELECTION OF PRESIDENT PRO TEM

Both the President and the Vice President were absent. In accordance with Robert's Rules of Order, Clerk-Treasurer Mis opened the floor to nominations for the office of President Pro Tem for the duration of this meeting. Councilor Tulowitzki nominated Councilor Schoon. The nomination was seconded by Councilor Mellon. Councilor Schoon accepted the nomination. There being no further nominations, Mrs. Mis declared nominations closed. Councilors Schoon, Mellon, and Tulowitzki voted in favor; none voted against.

Clerk-Treasurer Mis relinquished the gavel and President Pro Tem Schoon presided for the remainder of the meeting beginning with a moment of silence followed by the pledge of allegiance.

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, that questions or comments about an item on the agenda were to be emailed to danderson@munster.org.

Mr. Mike Dujmovic, 1833 Tulip Lane, commented on the traffic calming measures in place on White Oak Avenue and asked if something similar could be done at the intersections of Fran Lin Parkway and Chestnut Avenue and Fran Lin Parkway and White Oak Avenue. Mr. Dujmovic also expressed concern about the traffic signals at Ridge Road and Harrison Avenue. When traveling west, the color of the light cannot be seen until very close to the intersection. Staff explained that those signals are designed that way.

No one else rose to claim the floor.

CONSENT AGENDA

APPROVAL OF MINUTES

Minutes of a regular meeting held on May 15, 2023

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #23-4L dated 04/30/23 totaling \$100,591.32
Approval of Voucher Register #23-4M dated 04/30/23 totaling \$152,370.26
Confirmation of Voucher Register #23-5H dated 05/18/23 totaling \$212,348.85
Confirmation of Voucher Register #23-5I dated 05/19/23 totaling \$455,843.04
Confirmation of Voucher Register #23-5J dated 05/25/23 totaling \$450,918.24
Confirmation of Voucher Register #23-6A dated 06/01/23 totaling \$20,723.37

Confirmation of Voucher Register #23-6B dated 06/02/23 totaling \$475,480.44
Confirmation of Voucher Register #23-6C dated 06/02/23 totaling \$322.95
Approval of Voucher Register #23-6D dated 06/05/23 totaling \$118,223.23

TREASURER'S REPORT

The April 2023 Treasurer's Report was presented.

WATER BILL ADJUSTMENTS 2023-31 AND 2023-35

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
2023-31	3,000	65,000	1 month	\$ 348.39	\$ 330.09	\$ 18.30
2023-32	2,000	25,000	1 month	\$ 142.20	\$ 124.08	\$ 18.12
2023-33	5,000	28,000	2 months	\$ 164.80	\$ 103.80	\$ 61.00
2023-34	91,000	272,000	2 months	\$ 1,375.63	\$ 424.35	\$ 951.28
2023-35	3,000	44,000	2 months	\$ 268.70	\$ 232.10	\$ 36.60

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

OLD BUSINESS

ORDINANCE 1903: PERF-COVERED POSITIONS

Introduced ORDINANCE 1903 is AN ORDINANCE NAMING PERF-COVERED POSITIONS. The ordinance had first reading at the May 15, 2023, meeting. Ordinance 1903 has been drafted to formalize those positions considered to be PERF-covered.

Indiana Code 5-10.3-7-1 outlines who is eligible for coverage under the Public Employees' Retirement Fund and the Town must name those positions that it wants to be covered under the PERF program in an ordinance. This only impacts full-time, civilian employees and the Clerk-Treasurer.

Councilor Mellon moved, with a second by Councilor Tulowitzki, to adopt Ordinance 1903 on second reading as presented. Councilors Mellon, Tulowitzki, and Schoon voted in favor; none voted against. Motion carried.

ORDINANCE 1904: SPEED LIMIT REDUCTION

Introduced ORDINANCE 1904 is AN ORDINANCE AMENDING CHAPTER 54 TRAFFIC AND VEHICLES OF THE TOWN CODE OF THE TOWN OF MUNSTER, INDIANA TO PROVIDE FOR MAXIMUM SPEED LIMITS. This ordinance had first reading at the May 15, 2023, meeting and was scheduled for second reading this evening.

Councilors Tulowitzki and Schoon expressed their support for the ordinance.

Councilor Tulowitzki moved, with a second by Councilor Mellon, to adopt Ordinance 1904 on second reading. Councilors Mellon, Tulowitzki, and Schoon voted in favor; none voted against. Motion carried.

NEW BUSINESS

MONARCH CITY PROJECT: ADDITIONAL HORTICULTURAL SERVICES

Council approved a series of lunch and learn events with horticulturist Dolly Foster at the April 3, 2023 meeting. Staff is now requesting entering into an agreement for on-call services with Ms. Foster to scout sites for new pollinator plantings and to assist in procuring plants. The proposed rate is \$100.00/hour.

Councilor Tulowitzki moved, with a second by Councilor Mellon, to authorize the Town Manager to enter into a service agreement with Dolly Foster as Hort4u for on-call horticultural services. Councilors Mellon, Tulowitzki, and Schoon voted in favor; none voted against. Motion carried.

INSTALLATION OF PEDESTRIAN BEACON

Sunnyside Park is located on Hohman Avenue between Sunnyside Avenue and Fairbanks Avenue. The closest controlled intersection is approximately 1,600 feet south of the park. While there are “No Parking” signs along the frontage of the park, vehicles continue to park in the area. The area will have additional striping added this summer to indicate it as a no-parking zone.

There is a pedestrian crossing currently in place and Staff is recommending the installation of a flashing beacon at the location. Midwestern Electric has presented a proposal to do the work. It will take six to eight weeks for the equipment to arrive.

Councilor Mellon expressed hope that citizens will honor the no parking and the signal. Councilor Tulowitzki thanked the Speed Team for prioritizing children.

Councilor Tulowitzki moved, with a second by Councilor Mellon, to approve the installation of a flashing pedestrian beacon at Sunnyside Park by Midwestern Electric, LLC for the quoted price of \$18,950.00. Councilors Mellon, Tulowitzki, and Schoon voted in favor; none voted against.

2023 SIDEWALK REPLACEMENT

Public Works opened bids for the 2023 Sidewalk Replacement Program on May 17, 2023. The specifications were based on historical quantities to provide bidders with the likely 2023 quantities for bidding purposes. The Engineer’s Estimate is \$200,000.00. The final cost will be based on actual quantities of concrete poured as determined by field conditions. The project will be paid from bond proceeds and the Riverboat Fund. The bids were as follows.

Bidder	5" Reg. Walk	Subtotal	7" Drive Walk	Subtotal	Total
A.C.C.I.	\$8.00/sq ft	\$ 136,000	\$9.00/sq ft	\$ 9,000	\$ 145,000
Big Concrete	\$14.94/sq ft	\$ 253,930	\$15.97/sq ft	\$ 15,970	\$ 269,900
Gariup Construction	\$30.00/sq ft	\$ 510,000	\$50.00/sq ft	\$ 50,000	\$ 560,000
J. J. Newell	\$10.40/sq ft	\$ 176,800	\$11.00/sq ft	\$ 11,000	\$ 187,800

Under the review process, two bids were viewed as unresponsive, A.C.C.I. for failure to provide a bid guaranty and Big Concrete for failing to provide the bid guaranty in the required form.

Councilor Mellon moved, with a second by Councilor Tulowitzki, to approve the 2023 Sidewalk Replacement quote from J.J. Newell for a total estimated cost of \$187,800.00 with any additional approved quantities at their quoted square foot cost of \$10.40 for 5” thick regular sidewalks and \$11.00 for 7” thick driveway sidewalks. Councilors Mellon, Tulowitzki, and Schoon voted in favor; none voted against. Motion carried.

RESOLUTION 2114: EXTENSION OF LEVEL RITE CONTRACT

Proposed RESOLUTION 2114 is A RESOLUTION AUTHORIZING THE EXTENSION OF THE CONTRACT FOR SIDEWALK RAISING PROGRAM THROUGH 2023. Since 2016, the Town has used sidewalk

raising as part of its annual Sidewalk Replacement Program. Since that time, the Town has lifted a total of 271 sidewalks at a cumulative cost of \$29,810.00.

In 2017, Level Rite Concrete provided the winning quote of \$110.00/square for this service. IC 5-22-17-4 allows the extension of a contract. Level-Rite Concrete has agreed to hold its pricing from 2017.

Councilor Mellon moved, with a second by Councilor Tulowitzki, to adopt Resolution 2114 as presented extending the Sidewalk Raising Program Contract with Level Rite Concrete through December 31, 2023. Councilors Mellon, Tulowitzki, and Schoon voted in favor; none voted against. Motion carried.

WEST 45th STREET PAVING PROJECT

Council approved the contract with Milestone for repaving West 45th Street at the April 3, 2023, meeting. Since then, Staff has been working to secure the right-of-entry permit from the CSX Railroad. Staff has received the Temporary Right of Entry Agreement from CSX along with estimated fees for engineering, inspection, and construction flagging services. This cost is estimated at \$11,404.00.

Staff reported results from the soil borings of East 45th Street indicate that section of road can be addressed in the same manner as West 45th. Bid documents should be out soon.

Councilor Tulowitzki moved, with a second by Councilor Mellon, to approve the Temporary Right of Entry Agreement with CSX and authorize the payment of \$11,404.00 to CSX for services associated with the Agreement. Councilors Mellon, Tulowitzki, and Schoon voted in favor; none voted against. Motion carried.

VEHICLE PURCHASE: PUBLIC WORKS

Public Works sought quotes to purchase a new 2023 Chevrolet 2500 truck 4x4 crew cab to replace Unit #315, a 2016 Chevrolet 2500 truck. This vehicle was scheduled for replacement in 2023 as part of the Capital Plan and will be paid from bond proceeds. Quotes were received as follows.

Bosak Chevrolet, Burns Harbor, Indiana		
Chassis: Chevy 2500 4x4 Crew Cab	\$	54,837.35
Body: W.A. Jones	\$	19,578.00
Less trade-in Unit #315	\$	22,000.00
Total	\$	52,415.35
Garber Chevrolet, Highland, Indiana		
Chassis: Chevy 2500 4x4 Crew Cab	\$	54,000.00
Body: W.A. Jones	\$	19,578.00
Less trade-in Unit #315	\$	22,000.00
Total	\$	51,578.00
Phillips Chevrolet, Lansing, Illinois		
Declined to send a quote. Not accepting government bids		

Councilor Tulowitzki moved, with a second by Councilor Mellon, to approve one 2023 Chevrolet 2500 4x4 crew cab purchase for a net price after trade-in of \$51,578.00 from Garber Chevrolet to replace Unit #315. Councilors Mellon, Tulowitzki, and Schoon voted in favor; none voted against. Motion carried.

TRAFFIC ANALYSIS

Council selected Infrastructure Engineering, Inc. (IEI) as the preferred design engineering consultants for the Ridge Road Streetscape Project at the May 15, 2023, meeting. Since then, the Town has been informed by NICTD that Ridge Road will be lane-restricted from mid-June through mid-September. This will make collecting accurate traffic counts nearly impossible.

IEI and Staff are recommending a traffic condition analysis be performed as a stand-alone item prior to the lane restrictions set to be in place June 12, 2023. The cost would be \$8,282.00. Turning movements will be counted at ten locations along the corridor along with average daily traffic counts of Ridge Road between Hohman Avenue and Kooy Drive. If approved, work will begin tomorrow and be completed June 8, 2023.

In response to questions from Councilor Mellon, Staff reported that, although school is not currently in session, those numbers are known and can be modeled. In addition, there will be another traffic count done later to calibrate. Councilor Mellon expressed concern that the traffic counts are accurate and are a complete picture of traffic in the area. She wants the residents to have confidence that the data being used is accurate and complete.

Councilor Tulowitzki moved, with a second by Councilor Mellon, to authorize the Town Manager to execute a contract with IEI for a cost not to exceed \$8,282.00 for traffic and turning movement data collection and analysis of the Ridge Road corridor. Councilors Mellon, Tulowitzki, and Schoon voted in favor; none voted against.

RESOLUTION 2107: DECLARATORY RESOLUTION FOR RESIDENTIAL TAX ABATEMENT

Proposed RESOLUTION 2107 is A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MUNSTER, INDIANA, DECLARING THE DESIGNATION OF AN ECONOMIC REVITALIZATION AREA AND PRELIMINARILY APPROVING THE DEDUCTION FROM ASSESSED VALUE OF THE NEW REAL PROPERTY IMPROVEMENTS. As part of the 2013 Development Agreement for the Centennial Village Project, the Town agreed to a declining, residential tax abatement. The legal framework for this did not occur at the time the development agreement was signed.

On March 6, 2023, a public hearing was held and Resolution 2105 was adopted by Council as part of the process. On March 15, 2023, the Economic Development Commission met to consider and approve Resolution 23-01: A Resolution Recommending the Establishment of an Economic Development Target Area. Tonight, Council is asked to affirm the recommendation of the Economic Development Commission.

Resolution 2107 has been drafted for this purpose.

Councilor Tulowitzki, with a second by Councilor Mellon, to approve Resolution 2107: A Resolution of the Town of Munster, Indiana, Declaring the Designation of an Economic Revitalization Area and Preliminarily Approving the Deduction from Assessed Value of New Real Estate Property Improvements. Councilors Mellon, Tulowitzki, and Schoon 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.

Councilor Tulowitzki reported that at the last Lake County Solid Waste Management District meeting, both he and Councilor Schoon were appointed to a Task Force to review the vacation and sick leave policies for their employees.

No other reports were given.

ANNOUNCEMENTS

(Unless stated otherwise, all meetings of the Town Council begin at 7:00 p.m. at Munster Town Hall.)

The Town Council will hold a regular meeting on Monday, June 19, 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 Mellon and seconded by Councilor Tulowitzki, the meeting adjourned at 7:35 p.m. by voice vote.

ATTEST:

Ken Schoon, President Pro Tempore

Wendy Mis, Clerk-Treasurer

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