

**TOWN OF MUNSTER**  
**MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL**  
**OCTOBER 16, 2023**

A meeting of the Munster Town Council convened at 7:01 p.m. on Monday, October 16, 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 Andy Koultourides, Ken Schoon, and Steven Tulowitzki were physically present at Town Hall. Councilors Chuck Gardiner and Lee Ann Mellon were absent. Also present in Town Hall were Clerk-Treasurer Wendy Mis, Controller Patricia Abbott, Town Manager Dustin Anderson, Deputy Town Manager Jill DiTommasso, Police Chief Steve Scheckel, Town Attorney Dave Westland, and Superintendent of Operations Chris Spolnik. Munster Representative to the Hammond Sanitary District Mike Hawkins was present virtually. The news media were not represented.

Vice President Koultourides presided and opened the meeting with a moment of silence followed by the pledge of allegiance.

**PRESENTATION BY STATE REPRESENTATIVE MIKE ANDRADE**

Indiana State Representative Mike Andrade was in attendance to present congratulatory certificates to the School Resource Officer Kevin Cooley, Sergeant Jack DeLeeuw, and Records Clerk Kathleen Tillman for their twenty-five years of service to the Munster Police Department and to the Crime Suppression Unit Sergeant Ryan Vassar and its Officers Daniel Balich, Luke Tambrini, and Alex Reillo.

**PUBLIC HEARING: ADDITIONAL APPROPRIATIONS (4)**

Introduced ORDINANCE 1918 is AN ORDINANCE FOR THE ADDITIONAL APPROPRIATION OF FUNDS FOR THE YEAR 2023 (4). Ordinance 1918 was introduced at the October 2, 2023, meeting and had first reading. Seven “reporting only” funds and one controlled fund are seeking additional appropriations.

The procedure for securing the additional appropriations requires a public hearing and the adoption of an ordinance by the Town Council. Only the Major Moves Fund is subject to DLGF approval which must be granted or denied within fifteen days of filing the request. Information on the reporting only funds will be forwarded to the DLGF, but no determination will be made. Upon passage of the ordinance, those additional appropriations will be in effect.

Vice President Koultourides opened the floor for comment. There being no one requesting to speak, the floor was closed.

**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).

Mr. Michael Goepfert, 10380 Oxford Place, was present virtually and asked if a comprehensive traffic study will be done to address in increased traffic on Calumet Avenue.

No one else rose to claim the floor.

**CONSENT AGENDA**

**APPROVAL OF MINUTES**

Minutes of a regular meeting held on October 2, 2023

### **ACCOUNTS PAYABLE VOUCHER REGISTERS**

Confirmation of Voucher Register #23-8L dated 08/31/23 totaling \$113,367.39  
Approval of Voucher Register #23-8M dated 08/31/23 totaling \$1,384,081.85  
Confirmation of Voucher Register #23-10B dated 10/05/23 totaling \$2,093,822.01  
Confirmation of Voucher Register #23-10C dated 10/06/23 totaling \$510,889.63  
Confirmation of Voucher Register #23-10D dated 10/10/23 totaling \$53,323.73  
Confirmation of Voucher Register #23-10E dated 10/10/23 totaling \$36,470.14  
Confirmation of Voucher Register #23-10F dated 10/12/23 totaling \$326,853.68  
Approval of Voucher Register #23-10G dated 10/16/23 totaling \$435,739.49

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

### **OLD BUSINESS**

#### **ORDINANCE 1918: ADDITIONAL APPROPRIATIONS (4)**

Introduced ORDINANCE 1918 is AN ORDINANCE FOR THE ADDITIONAL APPROPRIATION OF FUNDS FOR THE YEAR 2023 (4). There are seven funds that need additional appropriations. This matter was the subject of a public hearing earlier in the meeting.

Only the Major Moves Fund needs approval from the Department of Local Government Finance (DLGF). Approval or denial must be made within fifteen days of request. The remaining funds are considered “reporting only” and the DLGF does not approve or deny these. Upon passage of the ordinance, the additional appropriations will be in effect. The information will be forwarded to the DLGF for reporting purposes, but no determination will be made.

Councilor Tulowitzki moved, with a second by Councilor Schoon, to approve introduced Ordinance 1918. Councilors Schoon, Tulowitzki, and Koultourides voted in favor; none voted against. Motion carried.

#### **ORDINANCE 1919: STORMWATER MANAGEMENT**

Introduced ORDINANCE 1919 is AN ORDINANCE ADOPTING A STORMWATER MANAGEMENT ORDINANCE FOR THE TOWN OF MUNSTER. The ordinance had first reading at the October 2, 2023 meeting.

Councilor Schoon moved, with a second by Councilor Tulowitzki, to adopt Ordinance 1919 for Stormwater Management as presented. Councilors Schoon, Tulowitzki, and Koultourides voted in favor; none voted against. Motion passed.

#### **ORDINANCE 1920: AMENDING THE 50/50 SIDEWALK IMPROVEMENT PROGRAM**

Introduced ORDINANCE 1920 is AN ORDINANCE AMENDING ORDINANCE 1821 50/50 PUBLIC SIDEWALK REPLACEMENT PROGRAM. First reading was held at the October 2, 2023 meeting. After receiving Council and Staff feedback, Staff is suggesting that the financial relief threshold be set to 40% of the median household income as the appropriate benchmark. This would mean that any household that makes less than 40% of the median income would be eligible. The current median household income is \$96,938.00. A household with an income of \$38,775.00 or less would be eligible. In the previous version of the ordinance, the threshold income was proposed as \$26,100.00.

Staff recommends that if a resident homeowner provides the Town with their tax returns from the prior year, and they meet the income threshold, that their portion of the sidewalk improvement cost be waived in a manner similar to water bill leak adjustments that are considered on the Consent Agenda portion of a regular meeting.

Councilor Tulowitzki moved, with a second by Councilor Schoon, to approve Ordinance 1920 with an amendment to clarify that the homeowner in a rental situation is the landlord and therefore the landlord's income must be used to meet the income threshold. Councilors Schoon, Tulowitzki, and Koultourides voted in favor; none voted against. Motion passed.

### **NEW BUSINESS**

#### **CASH DRAWER AUTHORIZATION**

The Office of the Clerk-Treasurer has authority for a \$400.00 cash drawer to be used at the main counter. This amount was authorized on October, 2011. Staff has observed that it is difficult to keep adequate change available for waiting on customers and is requesting an increase of \$100.00 for a total amount of \$500.00.

Councilor Tulowitzki moved, with a second by Councilor Schoon, to authorize a \$100.00 cash drawer increase for the Office of the Clerk-Treasurer for a total cash drawer of \$500.00. Councilors Schoon, Tulowitzki, and Koultourides voted in favor; none voted against.

#### **RELEASE OF RETAINAGE: CCMG 22-1: WHITE OAK, CYPRESS, CRESTWOOD, HAWTHORNE**

Council approved the bid from Rieth-Riley Construction Company at the July 18, 2022 meeting in the amount of \$1,179,535.93 for the 2022-1 CCMG Roadway and Water Main Improvements project. Construction began in the spring and was substantially complete in June, 2023. Rieth-Riley has submitted a pay application for the release of retainage on the project. The application has been reviewed by SEH. Final punch list items were completed and accepted by the Utility Division of Public Works on October 5, 2023.

Councilor Tulowitzki moved, with a second by Councilor Schoon, to approve the Final Release of Retainage for the 2022-1 CCMG Roadway and Water Main Improvements – Hawthorne, Cypress, Crestwood, White Oak in the amount of \$116,351.98. Councilors Schoon, Tulowitzki, and Koultourides voted in favor; none voted against. Motion passed.

#### **CRACK SEALING**

Public Works has identified six locations in Town needing crack sealing as a preventive measure for pavement deterioration. Road selection was limited to major and secondary streets in Town as follows.

- Calumet Avenue from Main Street to the Little Calumet River
- Camellia Drive from Columbia Avenue to Southwood Drive
- Southwood Drive from 45<sup>th</sup> Street to Fran Lin Parkway
- Columbia Avenue from Fran Lin Parkway to Camellia Drive
- Hohman Avenue from Ridge Road to Timrick Drive
- White Oak Avenue from Main Street to the railroad tracks

Staff requested quoted from eleven local companies and two were received by the October 9, 2023 deadline as follows.

Pavement Solutions, Inc.	\$114,050.00
Site Services, Inc.	\$144,000.00

The work will be paid from the 2022 General Obligation Bonds.

Councilor Schoon moved, with a second by Councilor Tulowitzki, to approve the quote from Pavement Solutions, Inc. for crack sealing in the amount of \$114,050.00. Councilors Schoon, Tulowitzki, and Koultourides voted in favor; none voted against. Motion passed.

## **PUBLIC WORKS Z-TRACK MOWER CHANGE OF VENDOR**

At the May 15, 2023, meeting, Council the purchase of a John Deere Z-Track mower to replace the existing Unit #350. On June 19, 2023, Council approved the purchase of a second John Deere Z-Track mower to replace the existing Unit #347.

Both purchases were made through Sourcewell. Historically when working with Sourcewell, the vendor to be paid is retailer. Staff has learned that the actual vendor to be paid in this instance is actually Deere & Company. There is no change in funding source or trade-in value.

Councilor Tulowitzki moved, with a second by Councilor Schoon, to approve the vendor Deere & Company for the purchases of two John Deere Z-Track mowers. Councilors Schoon, Tulowitzki, and Koultourides voted in favor; none voted against. Motion carried.

## **PORTFOLIO REPORTS**

No 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 Thursday, November 9, 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 7:38 p.m. by voice vote.

**ATTEST:**

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**Andy Koultourides, Vice President**

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**Wendy Mis, Clerk-Treasurer**