

**TOWN OF MUNSTER**  
**MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL**  
**APRIL 1, 2024**

A meeting of the Munster Town Council convened at 7:00 p.m. on Monday, April 1, 2024. 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 George Shinkan, Joseph G. Hofferth, Chuck Gardiner, Jonathan Petersen, and David B. Nellans were physically present at Town Hall. Also present in Town Hall were Clerk-Treasurer Wendy Mis, Controller/Interim Town Manager Patricia Abbott, Police Chief Steve Scheckel, Police Lieutenant Dan Broelmann, Fire Chief Mark Hajduk, Town Attorney Dave Westland, and Interim Director of Operations Chris Spolnik. Munster Representative to the Hammond Sanitary District Mike Hawkins was present virtually. A representative from the NWI Times was present.

President Nellans presided and opened the meeting with a moment of silence followed by the Pledge of Allegiance.

**SPECIAL PRESENTATION**

Indiana Representative Mike Andrade was in attendance to present Police Chief Steve Scheckel with a proclamation from the Indiana House of Representatives and the Lieutenant Governor in recognition of this thirty-five years of service to the Town of Munster.

**PROCLAMATION: ARBOR DAY**

Councilor Hofferth read a proclamation in support of April 26, 2024, as Arbor Day and encouraged Munster citizens to support efforts to protect our trees and woodlands.

**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 [wmis@munster.org](mailto:wmis@munster.org).

Mr. Michael Goepfert, 10380 Oxford Place, asked the commission to reconsider using the TIF funds for police vehicles as the money is development dollars.

Mr. Rich Starcevich, 9501 Cottonwood Drive, followed up from his earlier visit to the TC meeting sharing his appreciation for the work on Azelea. He would like to continue to encourage the Town of Munster to do something to reduce the speeding problem on Camillia including adding speed bumps and stop signs. Safety for the citizens is important.

The following members of the public spoke to the Town Council expressing support of the Town of Munster's engagement with the preservation of the Center for Visual and Performing Arts, Theater at the Center, South Shore Arts and Trama Catering located at 1040 Ridge Road in Munster.

Ms. Carolyn Jacobs, 2543 Hickory Drive, Dyer, IN  
Ms. Kathy Tobin, 1123 Elliott Drive, Munster, IN

Ms. Maria Arteaga, 3349 S Manor, Lansing, IL  
Mr. Fernando Montejano, 3349 S Manor, Lansing, IL  
Ms. Tracie Martin, 935 River Drive, Munster, IN  
Mr. Mike Buchanan, 1124 Elliot Drive, Munster, IN  
Ms. Monica Rodriquez, 3920 Hemlock, East Chicago, IN  
Mr. Ryan Dean, 8222 White Oak Avenue, Munster, IN  
Ms. Ann Davis 322 Tremont, Michigan City, IN  
Ms. Corrine Kelleher, 2836 192<sup>nd</sup> Street, Lansing, IL

No one else rose to claim the floor.

Clerk-Treasurer Mis shared 86 emails were submitted electronically with 85 emails supporting the ongoing operations of the CVPA with one email asking the Town to not get involved. Emails were received from residents of Munster and the Region as well as former employees, performers, and artists.

No one else rose to claim the floor.

### **CONSENT AGENDA**

### **APPROVAL OF MINUTES**

Minutes of a regular meeting held on March 18, 2024

### **ACCOUNTS PAYABLE VOUCHER REGISTERS**

Confirmation of Voucher Register #23-2L dated 02/29/24 totaling \$94,316.33  
Approval of Voucher Register #23-2M dated 02/29/24 totaling \$164,378.08  
Confirmation of Voucher Register #24-3H dated 03/21/24 totaling \$353,371.89  
Confirmation of Voucher Register #24-3I dated 03/22/24 totaling \$448,269.28  
Confirmation of Voucher Register #24-3J dated 03/28/24 totaling \$1,247,537.33  
Approval of Voucher Register #24-4A dated 04/01/24 totaling \$171,300.85

### **TREASURER'S REPORT**

The February 2024 Treasurer's Report was presented and placed on file.

### **WATER BILL ADJUSTMENTS 2024-22 THROUGH 2024-27**

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

Adjustment Number	Average Usage	Actual Usage	Length of Time	Original Bill	Requested Adjustment Amount	Adjusted Bill
2024-22	4,000	8,000	1 month	\$ 47.80	\$ 23.40	\$ 24.40
2024-23	4,000	7,000	1 month	\$ 42.03	\$ 17.63	\$ 24.40
2024-24	4,000	13,000	2 months	\$ 85.00	\$ 32.31	\$ 52.69
2024-25	2,000	58,000	1 month	\$ 363.00	\$ 342.01	\$ 20.99
2024-26	5,000	20,000	2 months	\$ 137.60	\$ 26.94	\$ 110.66
2024-27	2,000	71,000	2 months	\$ 440.22	\$ 401.12	\$ 39.10

Councilor Shinkan moved, with a second by Councilor Petersen, to suspend the rules, waive the readings, and adopt the Consent Agenda as presented. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion passed.

### **NEW BUSINESS**

#### **RESOLUTION 2128: APPROVING RESOLUTION**

Proposed RESOLUTION 2128 is A RESOLUTION AUTHORIZING THE TOWN TO PARTICIPATE IN THE JOINT PURCHASING PROGRAM FOR ROAD SALT. The Town of Munster has participated in the joint purchasing of road salt with the State of Indiana Department of Administration since 2009. For the forthcoming 2024-2025 snow season, Towns had to commit to a volume of salt online at the State's web-based tool [www.OneIndiana.net](http://www.OneIndiana.net).

Each year's salt demand is estimated based on current usage, salt inventory and future weather trends. A commitment was made on March 7, 2024, for 2,500 tons of treated salt. Any unanticipated salt demand over our maximum allowed contract purchase would be bought at market price at that time. Our starting inventory for next year's season will be full salt dome capacity of 3,445-tons. This allows ample supply for a severe snow season in 2024 – 2025. Salt is purchased from the Local Road & Street Fund.

Councilor Gardiner moved, with a second by Councilor Shinkan, to approve Resolution 2128 as presented authorizing the Council President and Interim Director of Public Works to purchase 2,500 tons of treated salt from the awarded State contractor through the 2024-2025 State Joint Purchasing Program Bid on Road Salt for INDOT LaPorte District #40. Councilors Shinkan, Hofferth, Gardiner, and Nellans voted in favor; Petersen voted against. Motion carried.

#### **ORDINANCE 1936: WATER BOND AND BAN ORDINANCE**

Proposed ORDINANCE 1936 is AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF MUNSTER, INDIANA, AUTHORIZING THE ISSUANCE OF WATERWORKS REVENUE BONDS FOR THE PURPOSE OF PROVIDING FUNDS TO PAY THE COST OF CERTAIN ADDITIONS, EXTENSIONS, AND IMPROVEMENTS TO THE MUNICIPAL WATERWORKS OF SAID TOWN, PROVIDING FOR THE SAFEGUARDING OF THE INTERESTS OF THE OWNERS OF SAID BONDS, AND OTHER MATTERS CONNECTED THEREWITH, INCLUDING THE ISSUANCE OF NOTES IN ANTICIPATION OF BONDS. In 2022, the Town adopted Ordinance 1867 which set water rates through fiscal year 2025. The rates represented a significant increase after years of no increases and were intended to support capital purchases and large-scale investment in the Water Utility's infrastructure. It was known at the time that a revenue bond would need to be issued to complete the proposed work. The time has come to start the bond issuance process.

There are a variety of ways to fund numerous projects including making use of the State Revolving Fund (SRF). The SRF is a lengthy process and the deadline for 2024 funding has passed. Subsequent projects will be eligible for potential SRF funding, and that process will begin later this year.

With projects currently out for bid, a Bond Anticipation Note (BAN) will be issued. The Town will then go through the SRF process to issue bonds in 2025. The bonds would be used to pay off the BAN. The Town will also have the option to pay the BAN directly from water revenues and not issue a bond if the financial conditions favor that option.

Barnes & Thornburg has drafted Ordinance 1936 to start the process of issuing a \$8,250,000.00 bond anticipation note. The schedule to proceed follows.

April 1, 2024	First reading on bond ordinance
April 15, 2024	Second reading and adoption of bond ordinance
April 19, 2024	Publication of adoption notice and begin 20-day objecting period
May 10, 2024	Anticipated closing on BAN
January 17, 2025	Application for State Revolving Fund Bond issuance

Between May 2024 and January 2025, projects will be identified, and engineering will commence for the SRF application.

Councilor Petersen moved, with a second by Councilor Hofferth, to hear Ordinance 1936 on first reading and set second reading and adoption for April 15, 2024. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

### **ORDINANCE 1937: SEWER BOND AND BAN ORDINANCE**

Proposed ORDINANCE 1937 is AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF MUNSTER, INDIANA, AUTHORIZING THE ISSUANCE OF SEWAGE WORKS REVENUE BONDS FOR THE PURPOSE OF PROVIDING FUNDS TO PAY THE COST OF CERTAIN ADDITIONS, EXTENSIONS AND IMPROVEMENTS TO THE MUNICIPAL SEWAGE WORKS OF SAID TOWN, PROFICING FOR THE SAFEGUARDING OF THE INTERESTS OF THE OWNERS OF SAID BONDS, AND OTHER MATTERS CONNECTED THEREWITH, INCLUDING THE ISSUANCE OF NOTES IN ANTICIPATION OF BONDS. In 2022, the Town adopted Ordinance 1864 which set stormwater rates through fiscal year 2025. The rates represented a significant increase after years of no increases. The goal was to raise the rate to support capital purchase and large-scale investment in the infrastructure of the stormwater system. It was known at the time that the adopted rate was not enough to cover all the needs and that a revenue bond would need to be issued to complete a scaled-back list of projects. The time has come to start the bond issuance process.

Like the Waterworks BAN considered earlier this evening, there are a variety of ways to fund numerous projects including making use of the State Revolving Fund (SRF). The SRF is a lengthy process and the deadline for 2024 funding has passed. With projects currently out for bid, a Bond Anticipation Note (BAN) will be issued. The Town will then go through the SRF process to issue bonds in 2025. Subsequent projects will be eligible for potential SRF funding, and that process will begin later this year.

The bonds would be used to pay off the BAN. The Town will also have the option to pay the BAN directly from stormwater revenues and not issue a bond if the financial conditions favor that option.

Barnes & Thornburg has drafted Ordinance 1937 to start the process of issuing a \$1,500,000.00 bond anticipation note. The schedule to proceed follows.

April 1, 2024	First reading on bond ordinance
April 15, 2024	Second reading and adoption of bond ordinance
April 19, 2024	Publication of adoption notice and begin 20-day objecting period
May 8, 2024	Expiration of objecting period
May 10, 2024	Anticipated closing on BAN
January 17, 2025	Application for State Revolving Fund Bond issuance

Between May 2024 and January 2025, projects will be identified, and engineering will commence for the SRF application.

Councilor Petersen moved, with a second by Councilor Shinkan, to hear Ordinance 1937 on first reading and set second reading and adoption for April 15, 2024. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

#### **LETTER OF ENGAGEMENT: BAKER TILLY WATER REVENUE BOND**

Earlier this evening the Council considered an ordinance to issue the Waterworks Bond Anticipation Note of 2024 and Waterworks Revenue Bonds of 2025. To properly size the BAN and to prepare it for issuance, a study of the rates will be carried out.

Baker Tilly has submitted a proposed letter of engagement to assist the Town with the water rate study and issuance of the Waterworks Bond Anticipation Notes (BANs) and Bonds. The cost for this work is \$40,000.00 with an additional \$20,000.00 if an Official Statement is needed. Determination of the need for an Official Statement will be made as we approach actual issuance of the BAN. Proceeds from the BAN will be used to pay for the work.

Councilor Petersen moved, with a second by Councilor Hofferth, to approve the letter of engagement with Baker Tilly for the Waterworks Bond and Bond Anticipation Notes. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

#### **LETTER OF ENGAGEMENT: BAKER TILLY SEWER REVENUE BOND**

Earlier this evening the Council considered an ordinance to issue the Sewage Works Bond Anticipation Note of 2024 and Sewage Works Revenue Bond of 2025. To properly size the BAN and to prepare it for issuance, a study of the rates will be carried out.

Baker Tilly has submitted a proposed letter of engagement to assist the Town with the stormwater rate study and issuance of the Sewer Works Bond Anticipation Notes. The cost for this work is \$40,000.00 with an additional \$20,000.00 if an Official Statement is needed. Determination of the need for an Official Statement will be made as we approach actual issuance of the BAN. Proceeds from the BAN will be used to pay for the work.

Councilor Petersen moved, with a second by Councilor Hofferth, to approve the letter of engagement with Baker Tilly for the Sewer Bond and Bond Anticipation Notes. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

### **LICENSE AGREEMENT: GREENWOOD AND 35<sup>TH</sup> STREET**

The owner of 8649 Greenwood Avenue wishes to replace an existing fence that currently encroaches eleven inches into the public right of way on 35<sup>th</sup> Street. The Town is inclined to allow the replacement of the fence to its current location and is willing to enter into a revocable license agreement.

Under the terms of the proposed agreement, the homeowner would replace the existing fence at his sole cost and expense, maintain the fence in good condition and repair, assume all responsibility for any injury to persons or damage to property caused by his use of the public right of way, maintain adequate insurance, and repair any damage to the right of way resulting from the reinstallation and maintenance of the fence.

The license can be revoked at will by the Town with thirty days' notice to the homeowner.

Councilor Shinkan moved, with a second by Councilor Gardiner, to approve the Revocable License Agreement as presented. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

### **CHANGE ORDER NO. 2: CCMG 2023-1**

On July 17, 2023, The Town Council awarded the construction contract for the CCMG 2023-1 paving and water main project to Milestone Contractors North, Inc. The work includes paving and water main installation on Thicket Lane, Tamarack Place, and Pasturegate Lane which was completed last fall. Additional paving is to begin this spring on Treadway Road and Tudor Court. The original project includes extending the sidewalk on the south side of Treadway Road to the intersection and Calumet Avenue.

On January 8, 2024, a design change order was approved for SEH to prepare the design for the bike path extension that was the construction of Treadway Road west of Calumet Avenue by the Community Foundation of Northwest Indiana including sidewalk on the south side and a multi-use trail on the north side of the Treadway Road extension.

Traffic calming on Treadway Road was modified from the existing plan. The curb bump outs near the intersections of Treadway and Sutton, Windsor and Oxford will not be installed, instead raised crosswalks will be installed at these intersections. Additionally, the raised crosswalk at the intersection of Treadway and Tudor will not be installed and instead a speed hump at the west limit of the park will be installed.

Councilor Hofferth moved, with a second by Councilor Shinkan, to approve the change order for Milestone Contractors North, Inc for an increase in costs of \$59,169.50 for a total contract price with change orders to \$3,039,232.00.

### **TRADE-IN VALUE CHANGE FOR UNIT #314**

On December 19, 2022, the Town Council approved the purchase of one new 2023 Ford F-350 truck 4 x 4 regular cab with stake bed to replace an existing 2015 Chevy 2500 Truck (Unit#314 in the Street Division fleet) which is scheduled for replacement in 2022 in line with the Street Division 5-Year Capital Improvement Plan.

The truck is now ready but due to the extended period of time from when the vehicle was ordered to completion, the value of the trade-in of the existing Unit #314 has decreased in value by \$10,000. Below is the original pricing and the revised pricing of the Ford F350.

Councilor Shinkan moved, with a second by Councilor Gardiner, to approve one 2023 Ford F350 truck with stake bed purchase for a price of \$87,853.00 less trade-in of \$14,000.00 for a total price of \$73,853.00 from Paul Heuring Ford to replace Unit #314. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion passed.

### **ANNUAL REDEVELOPMENT COMMISSION REPORT**

Under IC 36-7-14-13, a redevelopment commission must file an electronic report of its activities for the previous year. The report is submitted through Gateway and is due by April 15 each year. The statute dictates what must be reported and includes members of the Munster Redevelopment Commission, financial data, and debt information.

Beginning this year, the report must also be filed with the executive and fiscal body of the unit, in this case, the Town Council.

No action is required. President Nellans ordered the report accepted and placed on file.

### **PORTFOLIO REPORTS**

Clerk-Treasurer Mis reported from the March 21<sup>st</sup> NIRPC meeting that INDOT will begin laying fiber optic lines this summer to prepare for 80/94 becoming a Flex/Road in 2026. NIRPC is planning a resolution to formally request itemized invoices from SBOA and financial relief for the cost of audits.

### **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, April 15, 2024. 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 Shinkan and seconded by Councilor Gardiner, the meeting adjourned at 8:14p.m. by voice vote.

**ATTEST:**

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**David B. Nellans, President**

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**Wendy Mis, Clerk-Treasurer**