

TOWN OF MUNSTER
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
MAY 9, 2024

A meeting of the Munster Town Council convened at 7:00 p.m. on Thursday, May 9, 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, Police Lieutenant Daymon Johnston, Fire Chief Mark Hajduk, Town Attorney Dave Westland, and Interim Director of Operations Chris Spolnik and Munster Representative to the Hammond Sanitary District Mike Hawkins. Representatives from the media were present.

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

PROCLAMATION: SALVATION ARMY WEEK

The Salvation Army has been serving the people of Munster for over 100 years. Salvation Army Week is May 13-19, 2024, and is an opportunity for citizens of Munster to serve others.

EMPLOYEE RECOGNITION

Police Chief Steve Scheckel recognized Public Works employee Luke Kern for his assistance during a recent police call. Mr. Kern went above and beyond his role and the Munster Police Department expressed its appreciation.

PUBLIC HEARING: ADDITIONAL APPROPRIATIONS

The procedure for securing additional appropriations requires a public hearing and the adoption of an ordinance by the Town Council. First reading was held at the April 15, 2024 meeting. Additional appropriations are being sought in the Cumulative Capital Development Fund in the amount of \$10,000.00 and the Solid Waste Management Fund in the amount of \$100,000.00.

The Cumulative Capital Development Fund is a controlled fund, and the Department of Local Government Finance (DLGF) has fifteen days from submittal to issue a determination. The Solid Waste Management Fund is considered "reporting only," and the Department of Local Government Finance (DLGF) does not approve or deny it. 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.

President Nellans opened the public hearing. There being no one coming forward to speak, the public hearing was closed.

RIDGE ROAD

Councilor Gardiner questioned when this was added to the agenda. President Nellans stated it was to have been removed.

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 wmis@munster.org.

President Nellans made comments regarding the strong financial position of the Town.

Mr. Greg Starcevich, 9501 Cottonwood Drive, reported the speeding in his area is a problem. He is asking for speed humps and the addition of stop signs.

Mr. Kevin Cappo, 633 River Drive, referenced Ordinance 1940 and questioned the financial impact on the Town. He questioned the pay rate for officers two years out of the academy. Mr. Cappo noted there is no great exodus of officers. He felt the average pay rate was skewed and the Town should have used a median rate. He asked for transparency.

Mr. Chris Ylo, 46 Timrick, is the current president of the Munster Lions Club. thanked the Council for considering the street name change to Lions Club Drive. The Lions Club appreciates the support of the Town Council.

Mr. Mitch Barloga, 1900 Bluebird Lane, shared the east west bike trail from the location of the future Bridges over Ditches at the Town of Highland boundary or the Fisher Street Trail is in sub-standard condition. The Bridges should be completed by the end of 2025, and NIPSCO will not pave the trail. Funding could be available from NIRPC with the 2024 NOFA however, if awarded, funding would not be available until 2029.

Mr. Ryan Dean, 8222 White Oak Avenue, requested Ordinance 1940 be tabled until a salary study could be completed. The pay rates do not align with average home prices or with Dyer. The rate increases are arbitrary.

Mr. Scott Mason, 8639 Hohman Avenue, began to discuss the police rate increase however was stopped by Council President Nellans. Mr. Mason was advised to step away from the microphone, or he would be escorted out of the meeting. He complied and stayed for the remainder of the meeting.

No one else rose to claim the floor.

Clerk-Treasurer Mis shared 42 emails were submitted electronically with 29 (18 from known Munster residents) emails supporting the ongoing operations of the Center for Visual and Performing Arts (CVPA) with six emails stating no to the CVPA. One email supported the decision to time limits to public comment with Town residents as the priority. One email was received supporting the Ridge Road improvements and four emails do not want Ridge Road reductions. One email was concerned that the Reimagine Ridge Road website was taken down. Two emails supported the increase to police pay and two emails expressed concern about the police pay rate increases.

CONSENT AGENDA

APPROVAL OF MINUTES

Minutes of a regular meeting held on April 15, 2024

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #24-3K dated 03/11/24 totaling \$107.65
Confirmation of Voucher Register #24-3L dated 03/31/24 totaling \$193,013.96
Approval of Voucher Register #24-3M dated 02/29/24 totaling \$1,320,196.26
Confirmation of Voucher Register #24-4I dated 04/18/24 totaling \$205,533.08
Confirmation of Voucher Register #24-4J dated 04/19/24 totaling \$447,921.26
Confirmation of Voucher Register #24-4K dated 04/25/24 totaling \$499,315.74
Confirmation of Voucher Register #24-5A dated 05/02/24 totaling \$1,028,292.35
Approval of Voucher Register #24-5B dated 05/09/24 totaling \$242,984.23
Confirmation of Voucher Register #24-5C dated 05/03/24 totaling \$452,552.85

TREASURER'S REPORT

The March 2024 Treasurer's Report was presented.

WATER LEAK ADJUSTMENTS 2024-29 THROUGH 2024-33

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
2024-29	2,000	25,000	1 month	\$ 164.94	\$ 109.61	\$ 55.33
2024-30	2,000	9,000	2 months	\$ 63.65	\$ 21.67	\$ 41.98
2024-31	2,000	22,000	1 month	\$ 146.13	\$ 125.14	\$ 20.99
2024-32	22,000	34,000	1 month	\$ 257.71	\$ 92.22	\$ 165.49
2024-33	60,000	150,000	2 months	\$ 862.15	\$ 164.35	\$ 697.80

NEPOTISM CERTIFICATES

IC 36-1-20.2-16 mandates: "Each elected officer of the unit shall annually certify in writing, subject to the penalties for perjury, that the officer has not violated this chapter [on nepotism]. An officer shall submit the certification to the executive of the unit not later than December 31 of each year." The certificate of Councilor Schoon was presented.

IC 36-1-21-6 mandates: "Each elected officer of the unit shall annually certify in writing, subject to the penalties for perjury, that the officer has not violated this chapter [on conflict of interest]. An officer shall submit the certification to the executive of the unit not later than December 31 of each year." The certificate of Councilor Schoon was presented. The Clerk-Treasurer is not required to execute this certification.

IC 36-1-20.2-9 and IC 36-1-21-4 specifically allow a unit to adopt requirements that are "more stringent or detailed." Accordingly, Ordinance 1561, "An Ordinance for compliance with HEA 1005

entitled Conflict of Interest and nepotism Effective July 1, 2012,” adopted June 18, 2012, requires the Town Manager to execute the nepotism and conflict of interest certificates. Copies of certificate executed by Interim Town Manager Abbott were presented.

ACCEPTANCE OF SURETY BONDS

There are statutory needs for certain officers and employees of a town to file individual surety bonds for the faithful performance of their duties.

IC 36-5-5-5 stipulates that a town manager “must, in the manner prescribed by IC 5-4-1, execute a bond for the faithful performance of his duties.” IC 5-4-1-18(c)(2) requires the “amount of the bond of any other person required to file an individual bond shall be fixed by the fiscal body of the unit” at not less than \$5,000.00. Patricia Abbott is the Interim Munster Town Manager. As such, a Public Official Bond has been executed by the Interim Town Manager and is now ready for the Town Council’s acceptance.

LETTER OF CREDIT

Beginning in December 2017, the U.S. Army Corps of Engineers required a Letter of Credit from the Town of Munster to ensure that wetlands mitigation will be performed and performed properly in association with construction of the 45th Street Grade Separation Project.

On December 4, 2017, the Town council approved the Clerk-Treasurer to execute documents for issuance of the Letter of Credit for \$150,000.00 and to obligate the Town of Munster for fees payable to First Merchants Bank in connection with the Letter of Credit in the amount of \$3,000.00 annually.

The amount of the Letter of Credit was reduced to \$75,000.00 in 2022 as the Town is substantially compliant. In October 2023, it was shared that the Town is required to monitor the Grand Prairie Wetlands for an additional year. First Merchants Bank will charge a quarterly fee of \$375.00 for the Letter of Credit as it is believed it will be short term in nature.

Council is asked to authorize the Clerk-Treasurer to execute documents for the issuance of the Letter of Credit renewal and to obligate the Town of Munster for fees payable to First Merchants Bank in connection with this matter.

Councilor Shinkan moved, with a second by Councilor Hofferth, 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.

OLD BUSINESS

ORDINANCE 1938: ADDITIONAL APPROPRIATIONS (2)

Introduced ORDINANCE 1938 is AN ORDINANCE FOR THE ADDITIONAL APPROPRIATION OF FUNDS FOR THE YEAR 2024 (2). This matter was heard on first reading at the April 15, 2024, meeting and was subject of a public hearing earlier this evening.

Councilor Gardiner moved, with a second by Councilor Hofferth, to approve introduced Ordinance 1938 as presented. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

ORDINANCE 1939: AUTHORIZATION OF CREDIT CARDS

Introduced ORDINANCE 1939 is AN ORDINANCE AUTHORIZING THE ISSUANCE OF CORPORATE CREDIT CARDS FOR USE BY CERTAIN EMPLOYEES OF THE TOWN OF MUNSTER. Council considered this ordinance on first reading at the April 15, 2024, meeting. The purpose of the ordinance is to authorize use of a credit card by certain Staff members. During first reading, it was suggested that the Fire Chief also be included. Staff are still researching the AIM-sponsored purchasing card program.

Ordinance 1939 has been drafted to identify Clerk-Treasurer Wendy Mis, Police Chief Stephen Scheckel, Fire Chief Mark Hajduk, Director of Parks and Recreation Mark Heintz, and Interim Town Manager Patricia Abbott as permitted users of Town-authorized MasterCard credit cards.

Councilor Gardiner moved, with a second by Councilor Shinkan, adopt Ordinance 1939 on second reading as amended. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

ORDINANCE 1940: AMENDMENT #1 TO THE 2024 SALARY ORDINANCE

Introduced ORDINANCE 1940 is AMENDMENT #1 TO THE 2024 SALARY ORDINANCE. Council held first reading on this matter at the April 15, 2024, meeting. Since first reading, changes have been made to the ordinance.

1. Fire Department has requested increasing the currently authorized Administrative Assistant from part-time to full-time as the volume of work exceeds what can be accomplished on a part-time basis. This authorization is included in Exhibit A.
2. The Probationary Police Officer hourly wage has been increased from \$25.93 to \$31.44. As a clarifying matter, the Second Class Officer position is being eliminated. Currently there is one officer in this job grade. When the ordinance goes into effect, this officer will be moved to the First Class Officer grade. This authorization is included in Exhibit B.
3. Council is in the process of amending and clarifying the Town Code to allow, in part, stronger enforcement efforts to take place. As a result, an additional Code Enforcement Officer has been added to the Police Department. This authorization is included in Exhibit A.
4. Minor language corrections have also been made to include the proposed Take-Home Vehicle Policy. The policy is scheduled for Board of Safety approval at their May 21, 2024, meeting.

Councilor Shinkan moved, with a second by Councilor Hofferth, to adopt Ordinance 1940 on second reading as amended.

Councilor Gardiner asked about the process of paying from the TIF and General Funds. Council President Nellans shared the TIF fund is continuing to grow with funds including investment interest. Councilor Petersen shared additional funding is available through LIT-Public Safety.

Councilors Shinkan, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

NEW BUSINESS

RESOLUTION 2131: RHS PLAN AMENDMENT

Proposed RESOLUTION 2131 is A RESOLUTION AMENDING THE MISSIONSQUARE RETIREMENT HEALTH SAVINGS (RHS) PROGRAM. In 2005, the Town Council adopted a Retiree Health Savings Plan (RHS) through what is now known as MissionSquare. This is the organization the Town uses to offer deferred compensation and similar retirement savings programs to Town employees. Under an RHS, tax-deferred earnings or contributions can be put into an investment account of the employee's choosing to be used, tax-free, for medical expenses upon retirement.

Shortly after adopting the plan, the IRS put a hold on all such plans pending their review. Basically, they discovered that at no point in time were any of the contributions, wages, investment earnings or withdrawals taxable. New plans could not be created; new people could not join existing plans. Eventually, the IRS allowed the plans to move forward provided the funding of the plan was either through employer contributions or mandatory employee contributions.

Over the past year, Staff has attended training sessions about these types of plans. They can be an excellent tool for recruitment and retention of employees, particularly for those who are eligible for their pension but not yet Medicare eligible. The Town defines and can be highly specific about groups of employees that can be included either with an employer or mandatory employee contribution, and the plan can be amended from time to time.

Part of the compensation for the Interim Town Manager includes contributions to a Retirement Health Savings Plan. Staff have worked with MissionSquare to determine the steps to re-establish the Town of Munster plan. The proposed plan is written to include an employer contribution to the Interim Town Manager and a mandatory employee contribution by the Controller.

Resolution 2131 has been drafted in the form required by MissionSquare to adopt the RHS Plan.

Councilor Gardiner moved, with a second by Councilor Shinkan, to approve Resolution 2131 as presented.

Councilor Gardiner noted some of our benefits are outdated and adoption of the plan is working toward updated benefits to Town employees.

Councilors Shinkan, Hofferth, Gardiner, and Nellans voted in favor; Petersen voted against. Motion carried.

ORDINANCE 1941: LIONS CLUB DRIVE

Proposed ORDINANCE 1941 is AN ORDINANCE CHANGING THE NAME OF COMMUNITY PARK DRIVE TO LIONS CLUB DRIVE. Community Park Drive is an east/west road connecting Calumet Avenue to Lions Club Drive and leads into Community Park off Calumet Avenue. The road was originally known and platted as Lions Club Drive.

The name was changed to Community Park Drive by the Town of Munster without adoption of an ordinance or resolution. The Council now deems it to be in the best interest of the Town to change the name back to Lions Club Drive. There are no residences, businesses, or structures on Community Park Drive using that name for their address.

Councilor Shinkan moved, with a second by Councilor Hofferth, to suspend the rules and waive the readings to allow for the adoption of Ordinance 1941 on first reading as presented. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

Councilor Shinkan moved, with a second by Councilor Hofferth, to adopt Ordinance 1941 on first reading as presented. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

**ORDINANCES 1942, 1943, 1944, 1945, 1946, 1947, 1948, 1949, AND 1950: CODE
ENFORCEMENT AMENDMENTS**

Eight ordinances have been drafted and introduced to clarify various sections of the Town Code to improve enforcement by Staff and assist residents in understanding the Code. One ordinance has been drafted to update Schedule A: Fees, Fines, and Penalties which will change as a result of the other eight ordinances. T

1. ORDINANCE 1942 is AN ORDINANCE AMENDING CHAPTER 1, GENERAL PROVISIONS, OF THE MUNSTER CODE OF ORDINANCES PERTAINING TO THE TOWN'S ORDINANCE VIOLATIONS BUREAU. It repeals and replaces the current Chapter 1: Ordinance Violations Bureau 1-8.
2. ORDINANCE 1943 is AN ORDINANCE CREATING CHAPTER 12 – NUISANCES, OF THE MUNSTER CODE OF ORDINANCES. It amends the current Chapter 12: Nuisance.
3. ORDINANCE 1944 is AN ORDINANCE REPEALING CHAPTER 18 – ENVIRONMENT OF THE MUNSTER CODE OF ORDINANCES. It repeals Chapter 18: Environment.
4. ORDINANCE 1945 is AN ORDINANCE REPEALING CHAPTER 22 – FIRE PREVENTION AND PROTECTION, OF THE MUNSTER CODE OF ORDINANCES. It repeals and replaces Chapter 22: Fire Prevention.
5. ORDINANCE 1946 is AN ORDINANCE REPEALING CHAPTER 30 - OFFENSES AND MISCELLANEOUS PROVISIONS, OF THE MUNSTER CODE OF ORDINANCES. It repeals and replaces Chapter 30: Offenses and Misc. Provisions.
6. ORDINANCE 1947 is AN ORDINANCE CREATING CHAPTER 48 – TREES AND SHRUBS, OF THE MUNSTER CODE OF ORDINANCE. It enacts Chapter 48: Trees and Shrubs.
7. ORDINANCE 1948 is AN ORDINANCE REPEALING CHAPTER 54 – TRAFFIC AND VEHICLES, ARTICLE IV – STOPPING, STANDING, AND PARKING, DIVISION 1 – GENERALLY, SEC. 54-181 – PARKING ON RESIDENTIAL LOTS OF THE MUNSTER CODE OF ORDINANCES PERTAINING TO PARKING ON RESIDENTIAL LOTS. It repeals and replaces Chapter 54: Traffic and Vehicles.
8. ORDINANCE 1949 is AN ORDINANCE REPEALING CHAPTER 62 – VEGETATION, OF THE MUNSTER CODE OF ORDINANCES. It repeals Chapter 62: Vegetation.
9. ORDINANCE 1950 is AN ORDINANCE AMENDING SCHEDULE A, AN ADDENDUM TO THE MUNSTER CODE OF ORDINANCES PERTAINING TO FINES, FEES, AND PENALTIES. It repeals and replaces Schedule A: Fees, Fines, and Penalties.

Councilor Petersen moved, with a second by Councilor Hofferth, to suspend the rules and waive the readings to allow for the adoption of Ordinance 1942, and Ordinance 1943, and Ordinance 1944, and Ordinance 1945, and Ordinance 1946, and Ordinance 1947, and Ordinance 1948, and Ordinance 1949, and Ordinance 1950 on first reading as presented.

Councilor Gardiner stated his preference for two readings of new ordinances however understands the importance of getting the Code updated.

Councilor Petersen acknowledged getting these updates was a heavy lift and shared his appreciation for legal counselor, Nicole Bennett, for her efforts to accomplish the update.

Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

Councilor Petersen moved, with a second by Councilor Shinkan, to adopt Ordinance 1942, and Ordinance 1943, and Ordinance 1944, and Ordinance 1945, and Ordinance 1946, and Ordinance 1947, and Ordinance 1948, and Ordinance 1949, and Ordinance 1950 on first reading as presented. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

APPROVAL OF WARRANTY DEED

The Town Council and the Redevelopment Commission approved the Phase 1A Kenmara Development Agreement at the July 17, 2023, meetings. The agreement includes Kenmara building an access road to the development site. Under the Development Agreement and separate Memorandum of Understanding between Kenmara and NIPSCO, Kenmara will be allowed to construct the road on what is now land owned by NIPSCO. Once all the benchmarks are met, NIPSCO will deed the land to Munster, and the Town will take responsibility for the road. Separate easements will be granted to Kenmara by NIPSCO for this work to be completed.

Currently, Kenmara and NIPSCO are requesting the Town approve the form of the proposed deed. This is not the actual conveyance of the property.

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

PUBLIC WORKS UNIT #320 TRADE-IN

On December 19, 2022, the Town Council approved the purchase of one new 2023 Ford F-250 truck 4 x 4 regular cab to replace an existing 2014 Chevy 1500 Truck (Unit#320 in the Street Division fleet) which was 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 #320 has decreased in value by \$3,500. Below is the original pricing and the revised pricing of the Ford F250.

Original Pricing

Paul Heuring Ford, Hobart

Chassis: Ford F-250 4x4 Reg Cab

Minus Trade in Unit #320

Total

\$73,742

(\$18,000)

\$55,742

Revised Pricing

Paul Heuring Ford, Hobart

Chassis: Ford F-350 4x4 Reg Cab	\$73,742
Minus Trade in Unit #320	<u>(14,500)</u>
Total	\$59,242

The funding source is unchanged and will be from 2022 G.O. Bond 4413-9152121-64440.

Councilor Gardiner moved, with a second by Councilor Shinkan, approve (1) 2023 Ford F250 Truck purchase for a price of \$73,742.00 minus trade in of \$14,500.00 for a total price of \$59,242.00 from Paul Heuring Ford to replace Unit #320. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion passed.

PURCHASE OF MESSAGE BOARDS

Munster Public Works to purchase two new 2024 VerMac PCMS-320 Message Boards to replace two existing 2012 Solar tech MB11 (units 378 & 379) which are scheduled for replacement in the 2023 Capital Improvement Plan with an estimated cost for 2 units to be \$50,000. The quotes were as follows.

Delwa Enterprises, Knox, IN

VerMac PCMS-320 (2-units)	\$40,170.00
Freight Charge	\$1,100.00
Less Trade Equipment (2-units)	<u>\$3,000.00</u>
Total	\$38,270.00

Delwa Enterprises, Knox IN

Solar Tech Silent Messenger 2LR (2-units)	\$42,517.80
Freight Charge	\$1,100.00
NO TRADE	<u>-0-</u>
Total	\$43,617.80

Pyramid Equipment, Inc Rolling Prairie, IN

VerMac Mid-size Message Board (2-units)	\$45,700.00
Freight Charge	\$575.00
NO TRADE	<u>-0-</u>
Total	\$46,275.00

The funding source is unchanged and will be from 2023 G.O. Bond 4413-9152123-64440.

Councilor Hofferth moved, with a second by Councilor Shinkan, to approve the purchase of (2) VerMac Message Boards for a price of \$40,170.00 minus trade in of \$3,000.00 for a total price of \$38,270.00 from Delwa Enterprises, Knox, IN to replace Unit #378 and #379. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion passed.

RIVER BEND GATE AND FENCE

The gate opener at the River Bend water storage tank facility is old and not functioning. In addition, last year a windstorm damaged the gate and fence. It is important that this water storage tank area remain secure. Three quotes were received to make the needed repairs to the gate opener, gate, and south fence.

Oak Ridge Fence and Gate	\$15,532.00
Hammond Fence Co. of Indiana	\$16,500.00
Assess Systems Integrators, LLC	\$19,990.00

Funding will be from Water funds.

Councilor Shinkan moved, with a second by Councilor Hofferth, to approve Oak Ridge Fence and Gate to make repairs to the River Bend water storage tank facility by replacing the gate opener, gate, and fence repair for a cost of \$15,532.00. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion passed.

WATER TANK INSPECTION

On March 6, 2024, Indiana Department of Environmental Management conducted an inspection of the Munster Water Department. During the inspection two deficiencies were found in the River Bend Water Tank. It was found to have several large rust spots and peeling paint. The concrete around the base of the tank was broken and missing in several areas. The base of the storage tank also had areas that were dug out, possibly by animals, leaving gaps.

In order to come into compliance with IDEM, SEH was asked to make a tank inspection. SEH will inspect and evaluate the water tank for the cited deficiencies and create a bid specification for the repair work to be done for a fee of \$12,500.00. The work will be paid for by the Water Cash Operating Fund.

Councilor Hofferth moved, with a second by Councilor Gardiner, to approve SEH for a total cost of \$12,500.00 for the River Bend Water Tank inspection and bid specification package to make needed repairs. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion passed.

IOT AGREEMENT: WATER BILLING WEBSITE

During Covid, there was a need to allow residents to sign up for water service online. This has been done primarily with email which is cumbersome and time consuming. At regular training, Clerk-Treasurer Staff learned that the Indiana Office of Technology (IOT) creates and manages websites for municipalities.

Staff will work with IOT to create a mini website specifically for water billing matters generally and to specifically facilitate water sign ups and requests for final readings. From the Town's main website, customers will be directed to the new site. Based on the size of the site, support, and ongoing maintenance of the site, the cost will be \$100.00/month and will be paid from the Water Cash Operating Fund.

Councilor Hofferth moved, with a second by Councilor Gardiner, to approve the Variable Services Project Task Order to create and maintain the Town of Munster Water Billing Website. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion passed.

LETTER OF ENGAGEMENT: HWC ENGINEERING ON CALL SERVICES

This item will be addressed at a future Town Council meeting.

PORTFOLIO REPORTS

Clerk-Treasurer Mis shared information from the April 18, 2024, NIRPC meeting. She informed the Town Councilors of a future NIRPC resolution they will be asked to consider regarding the SBOA. The resolution addresses the state mandated audits, and the way units are invoiced and requesting relief from the high cost of state audits. INDOT was present at the NIRPC meeting and encouraged attendance at the Safety Summit scheduled for May 29, 2024 in LaPorte.

Clerk-Treasurer Mis provided the date of the upcoming Shared Ethics Advisory Commission training to be held on May 31, 2024, at the Avalon. The training is designed for Municipal Management. SEAC training for Boards and Commissions is held every other year and we should expect to see the training in 2025.

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, May 20, 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 Hofferth, the meeting adjourned at 7:58 p.m. by voice vote.

ATTEST:

David B. Nellans, President

Wendy Mis, Clerk-Treasurer