

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** December 2, 2024

**Re:** Disposal of Equipment

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Council approved the purchase of a new generator for the landfill to convert the methane gas to electricity. The generator is scheduled for shipment early in December. In anticipation of its arrival, Staff is preparing for the disposal of the existing generator.

**Recommendation:**

By motion and roll call vote, declare the Jenbacher JMC320 generator surplus and authorize its disposal.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** December 2, 2024

**Re:** Resolutions 2141 and 2142: Authorization to Sign INDOT Documents

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The Town has been awarded \$660,442.49 in 2024-2 Community Crossing Matching Grant funds for Cardinal Drive, Heather Drive, Oakwood Court, Broadmoor Avenue, and Woodlawn Avenue.

INDOT administers the CCMG projects and requires a resolution to authorize someone to sign the contract and related documents for the project. The CCMG program runs on a tight timeline and having authority to sign is critical to the process. Throughout the year, the Council President has been named the signer. These documents will not be available for signature until next year.

The Pedestrian Bridge Project connecting Munster and Highland needs a similar authorization to be put into place. Again, the documents will not be available until next year.

Resolution 2141 has been drafted to authorize Patricia Abbott to sign the CCMG 2024-2 documents. Resolution 2142 has been drafted to authorize Patricia Abbott to sign the Pedestrian Bridge over Hart and Cady Marsh Ditches (DES #1173597).

**Recommendation:**

By motion and roll call vote, approve Resolution 2141 as presented.

**THEN**

By motion and roll call vote, approve Resolution 2142 as presented.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** December 2, 2024

**Re:** Ordinance 1969: Water Rates

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Council had first read on this ordinance at the November 7, 2024, meeting, and the public hearing is scheduled for this evening. Questions and concerns were raised at that time. Since then, Council has had the opportunity to meet with Baker Tilly who performed the rate study to get many of their questions answered.

In addition, it is important to note that at the time the 2021 NewGen study was done, and the current rates set, the Council made the decision to obligate \$2.5 million in ARPA funds to water infrastructure. This was done specifically to reduce the rates that otherwise would have been necessary. The America Rescue Plan (ARPA) funding was a one-time distribution from the federal government with specific eligible uses. There are no remaining ARPA funds to obligate.

Furthermore, the existing rates assumed a certain amount of capital projects. The current staff would like to do more work. This cannot happen without the proper rates in place. The proposed rates represent a 9.24% increase in rates over three years, meaning an approximate 3% rate increase is needed in each of the years 2026, 2027, and 2028.

Ordinance 1969 has been drafted for this purpose.

**Recommendation:**

Conduct a public hearing on Ordinance 1969.

**Under *Old Business*:**

By motion and roll call vote, adopt Ordinance 1969 on second reading as presented.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** November 18, 2024

**Re:** Compensation and Salary Structure Policy for non-Sworn Personnel

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At the May 20, 2024 meeting, Council approved ODS to conduct a compensation study for non-sworn personnel and a benefits study for all personnel. ODS gave all non-sworn personnel the opportunity to review and update their job descriptions and interviewed all these employees. The job descriptions were then updated by ODS to properly reflect the work being performed by each role. The revised job descriptions were then compared through a database of comparable positions to determine the market rate.

ODS provided two options. One was a Step and Grade system like what is currently in place. The other was a Grade system with minimum, midpoint, and maximum rates (Min/Mid/Max). One of the main issues that comes up with our current system is the lack of flexibility; every employee must be on a Step within their Grade. This has proven to be a disincentive for some employees and frustrating to Department Heads particularly when seeking new hires. This concern has been voiced to Staff as well as ODS.

After discussions with ODS, the recommendation is to implement the Min/Mid/Max system. This allows Department Heads to reward the employee that goes above and beyond while also allowing for annual cost of living increases for all employees. It can also motivate employees.

ODS compared employees' current rates to the market-based Min/Mid/Max rates. Most employees are where they should be within their respective Grade. A few are below it and will be brought to the appropriate rate. Some remain at a higher rate than the study showed the market rate to be. These employees will receive a lump sum bonus as the maximum rate increases.

Part of the ODS engagement included the creation of a compensation policy which provides structure, guidance, and an explanation to how Munster will approach compensating its non-sworn personnel. This document is not the annual Salary Ordinance. That will be adopted separately.

### **Recommendation:**

By motion and voice vote, approve Compensation and Salary Structure Policy for non-Sworn Personnel dated November 18, 2024, as presented.

**To:** President and Members of the Munster Redevelopment Commission

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** November 18, 2024

**Re:** 2025 TIF Spending Plan

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IC 36-7-14-12.7 requires a redevelopment commission submit a spending plan for the ensuing year by December 1 to the Department of Local Government Finance (DLGF). The form of the spending plan is not specified in statute or by the DLGF. The proposed Spending Plan is based on a template from Barnes & Thornburg and includes all of the debt payments and operating expenditures included in the 2025 budget previously adopted by the Town Council.

If other opportunities arise, the Redevelopment Commission can amend this plan and submit it to DLGF.

**Recommendation:**

By motion and voice vote, approve the 2025 Annual Spending Plan of the Munster Redevelopment Commission, as presented.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** November 18, 2024

**Re:** Engagement Letter: Community Outreach

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A consistent message the Town has received from its residents, Council, and Staff is the less-than-optimal communication about projects, difficulty with using the website, and inconsistent social media presence. Presently, there is no one on staff with the time or skills to adequately handle these needs. As a result, Staff has spoken with firms that can fill this gap.

One-Eyed Jacks is a public relations firm that can manage the Town's social media presence including maintaining its website, YouTube channel, Instagram and Twitter accounts. They will provide press releases, content creation including photography and video services. They would work with an internal Munster Staff Committee to determine what is needed and for ongoing media presence. This can include videos of Town events such as Lite the Nite, the K-9 Golf Outing, the Snowplow Rodeo and the like. It will also handle outreach about construction projects including road resurfacing and water tower restoration.

The material created will serve both our residents and potential developers as positive media coverage will highlight what is good about Munster. There is a lot happening in Town; this will help us communicate those things to our residents in a proactive, positive way.

The agreement calls for twelve months, but Council can choose to have it be for six months and evaluate if it wants to continue. In addition, once the program is established, Staff can be identified and trained to take on some of the tasks such as regular postings. There would be a monthly fee of \$7,500.00 for ongoing maintenance. Additional services (e.g. voice-over work) are available and would be pre-approved by Staff. The program will be paid from the LIT – Economic Development Fund.

**Recommendation:**

By motion and voice vote, approve the agreement with One-Eyed Jacks dated October 24, 2024, as presented.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** November 18, 2024

**Re:** NIPSCO Easements

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As part of NIPSCO's ongoing infrastructure improvements, they are installing new poles and guy wires in three Munster locations. All are near the Pennsy Greenway along Timrick Drive. Two of the properties are owned by the Town and the third by the Park Department.

Each location already has an easement. The nature of the NIPSCO improvement necessitates a new easement to properly reflect the larger poles and new angles/tension needed in the guy wire anchors. NIPSCO will pay Munster \$1,000.00/easement.

The Park Board will be asked at their November 19, 2024, meeting to approve the easement for the location that is in their name.

**Recommendation:**

By motion and voice vote, approve the Easement for Electric Facilities #200138-002PE in exchange for \$1,000.00 and the Easement for Electric Facilities #200138-003-PE in exchange for \$1,000.00.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** November 7, 2024

**Re:** Ratification of Lawsuit Filing

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On November 1, 2024, a lawsuit was filed by the Town of Munster against the Hammond Sanitary District.

**Recommendation:**

As part of the Consent Agenda, ratify the filing of the lawsuit assigned Cause No. 45D11-2411-PL-000687.



**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** November 7, 2024

**Re:** Resolution 2140: Extension of Interim Town Manager

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Council has engaged an executive search firm to identify a permanent Town Manager. The current agreement for the Interim Town Manager is set to expire at the end of this week.

To maintain continuity, Resolution 2140 has been drafted to extend the current arrangement that was outlined in Resolutions 2126, 2127, and 2135. The arrangement is like the current one with modifications that include an acknowledgement that Ms. Abbott will be increasingly focused on her Controller duties as year-end approaches.

**Recommendation:**

By motion and roll call vote, adopt Resolution 2140, as presented.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** November 7, 2024

**Re:** Contract Revision: Impact

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The Town of Munster works with Impact Networking to manage our IT needs. Impact has made a review of the number of items being serviced and under the terms of the existing contract, the monthly payment will increase by \$128.72 from \$15,955.56 to \$16,084.28.

**Recommendation:**

By motion and voice vote, approve the revised monthly invoice cost for Impact Networking at a cost not to exceed \$16,084.28.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** November 7, 2024

**Re:** Ordinance 1970: Sewer Rates

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In 2021, the Town engaged NewGen Strategies and Solutions to examine both the water and stormwater/sewer rates. New stormwater rates were set through 2025 in Ordinance 1970.

At the April 1, 2024, meeting, Council approved an engagement letter with Baker Tilly to perform a study of the current stormwater rates. Baker Tilly looked at current and projected expenses through the year 2028. This was the basis for determining the revenue requirements to meet these needs and maintain adequate reserves. The result is an approximate 3.50% rate increase in each of the years 2026, 2027, and 2028.

The rate increase requires adoption of an ordinance, but no public hearing is required. Ordinance 1970 has been drafted for this purpose.

**Recommendation:**

By motion and roll call vote, hear Ordinance 1970 on first reading as presented and set second reading for November 18, 2024.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** November 7, 2024

**Re:** Ordinance 1969: Water Rates

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It is important to regularly examine the rates to prevent the need for significant changes. This helps our residents and allows Staff to get on a schedule of capital improvements while keeping up with maintenance.

In response to an action taken by the City of Hammond, water rates increased in 2021. That increase addressed the increase from Hammond and prompted a rate study by NewGen Strategies and Solutions. Prior to the 2021 increase, the rates had not been updated in several years. The 2022 ordinance established rates from 2022 through 2025. The 2022 ordinance provided for fluctuating percentage increases going as high as 29%. Residents and Staff want to avoid this type of increase moving forward.

At the April 1, 2024, meeting, Council approved an engagement letter with Baker Tilly to perform a study of the current water rates. Baker Tilly looked at current and projected expenses through the year 2028 including the Bond Anticipation Note issued earlier this year and the expected bond to be issued in 2025. This was the basis for determining the revenue requirements to meet these needs and maintain adequate reserves. The result is a 9.24% increase in rates over three years, meaning an approximate 3% rate increase is needed in each of the years 2026, 2027, and 2028. This increase would be on residential, business, and sprinkler rates. Deposits on new accounts will increase in each of the stated years to reflect the new rates.

The procedure for instituting a new rate includes adopting an ordinance and holding a public hearing scheduled for November 18, 2024. Ordinance 1969 has been drafted for this purpose.

**Recommendation:**

By motion and roll call vote, hear Ordinance 1969 on first reading as presented and set second reading and public hearing for November 18, 2024.

**To:** President and Members of the Munster Town Council and

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** November 7, 2024

**Re:** Lease Agreement for Tennis Courts

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The School Town of Munster approached the Town requesting the use of property to construct new tennis courts to be located in Community Park in the area surrounding the pool.

The property will be used for an outside tennis facility including out housing, bathrooms, and all activities related to or supportive of the tennis facility. In lieu of rent payments, the School Town will be responsible for all maintenance, utilities, and improvements made to the property. The property is subject to a covenant of the Indiana Land & Water Conservation Fund which requires the property have open public use hours. Staff has requested language about hours of operation and that if the Department of Natural Resources requires a conversion be made, that the lessee fund it.

We are awaiting the exact legal description and there is a question of the appropriate liability insurance amount. It is suggested that the form of the agreement be approved pending these two items.

**Recommendation:**

By motion and voice vote, approve the general form of the lease agreement by and between the Town of Munster, Indiana, and the Board of Parks and Recreation of the Town of Munster, Indiana, and the School Town of Munster pending the legal description and insurance amount.

**To:** President and Members of the Munster Town Council and  
President and Members of the Munster Redevelopment Commission

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** October 21, 2024

**Re:** Approval NIPSCO Easement

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Council approved the Phase 1A Kenmara Development Agreement at the July 17, 2023, meeting. 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.

Council and Redevelopment Commission both approved the form of the warranty deed at the May 9, 2024, meetings. Since that time, NIPSCO has taken care to ensure they have properly identified the area that they need for their substation. Under the terms of the Phase 1A Agreement, the Town has a duty to approve the easement.

NIPSCO has requested that the Town approve the easement first. NIPSCO will approve it second and record it with Lake County.

**Recommendation:**

By motion and voice vote, approve the NIPSCO warranty deed as presented.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** October 21, 2024

**Re:** Ordinance #1967: Additional Stop Signs

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Council held first reading on the ordinance at the October 7, 2024, meeting. The proposed changes follow.

1. Stop sign on 30<sup>th</sup> Street at Jefferson Avenue
2. Stop sign on 30<sup>th</sup> Street at Monroe Avenue
3. Stop sign on Camellia Drive at Oriole Drive
4. Stop sign on Timberwood Lane at Wildflower Lane
5. Stop sign on Margo Lane at Salisbury Drive
6. Four-way stop sign at Beverly Place and Forest Avenue
7. Reduction of the speed limit from 35 mph to 25 mph on Fran Lin Parkway

If adopted, Ordinance 1967 would be published and go into effect upon the date of publication.

**RECOMMENDED ACTION:**

By motion and voice vote, adopt Ordinance 1967 on second reading as presented.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** October 21, 2024

**Re:** Lease Amendment: T-Mobile/Sprint

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The Town entered a lease with Sprint Corporation to locate antennae and related equipment on the White Oak Water Tower in 2004. The lease was for an initial term of five years with options to extend the term four times, each for a five-year term. The initial monthly amount was \$1,739.00 with a 5.00% annual escalator. The current monthly payment is \$4,614.00.

T-Mobile and Sprint Corporation officially merged in 2020. As part of the merger, T-Mobile took over the lease and located their equipment on the Sprint location of the water tower. There was no formal change in the lease documents at the time.

The White Oak Water Tower was scheduled for reconditioning and that work is almost complete. As part of that work, all telecom equipment was removed from the tower. T-Mobile was informed that the lease needs to be amended to accurately reflect their ownership and the location of their equipment prior to reinstalling their equipment after the reconditioning work.

The amendment does not change the term or lease payment amounts.

**RECOMMENDED ACTION:**

By motion and voice vote, approve the First Amendment to Lease Agreement with T-Mobile as presented.



**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** October 21, 2024

**Re:** Signal Timing on Calumet Avenue

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As part of ongoing efforts to improve traffic flow in Town, SEH has strongly recommended reviewing and updating the signal timing along Calumet Avenue. This process would involve the fourteen signalized intersections on Calumet Avenue from River Drive to Main Street and will include the following work.

- Data Collection: Turning movement counts, travel time runs along the length of Calumet Avenue, collection of existing signal timing data
- Existing Conditions Analysis: Use of specialized software and field observations to evaluate traffic conditions to evaluate the current level of service and effectiveness measures (e.g. average speed, delay per movement, number of stops)
- Develop Optimized Signal Timing Plans: Through the use of specialized software, create timing plans for the lowest overall delay for at least five time periods to include morning peak, morning off-peak, mid-day, evening peak and evening off-peak periods
- Timing Plan Implementation: Working with traffic signal contractor to implement new, optimized timing plans and verify new plans are working correctly
- Project Benefits Report: Report will be prepared to document the process and work done.

The Project Benefits Report is the final set and will be presented within three months of SEH receiving the Notice to Proceed. The project cost is \$75,200.00 and will be paid from the Motor Vehicle Highway or Local Road & Street Funds.

**RECOMMENDED ACTION:**

By motion and voice vote, approve the Supplement Letter Agreement from SEH to perform Calumet Avenue Intersection Signal Retiming at a cost of \$75,200.00.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** October 7, 2024

**Re:** Ridge Road

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At the June 17, 2024, meeting, Council approved drawings to be used as the basis for submittal to the Federal Highway Administration and to allow design engineers IEI to use their professional judgment to include additional safety elements to the drawings. The motion also stated that the updated drawings were to be submitted to the Town prior to submittal to the Federal Highway Administration.

IEI has submitted a Preliminary Engineering Assessment which includes three alternatives for the project. Alternative 1 is the original grant proposal reducing the number of lanes. Alternative 2 is keeping two lanes in each direction with Complete Street elements for increased safety, and Alternative 3 is to do nothing. The preferred preliminary alternative is Alternative 2. This document must be submitted to Federal Highway for their review and approval to proceed with design work.

On a parallel track, the grant agreement between the Town and Federal Highway must be amended to reflect the proposed changes. The original agreement was written with highly specific language which does not match the preferred preliminary alternative. In addition, Federal Highway has informed the Town that it is unusual to have such specific, restrictive language in the project scope. It is preferable to have less restrictive language to allow for modifications to the project without having to amend the agreement each time. As design work proceeds, it will be submitted for Federal Highway at set intervals to receive feedback and approval.

IEI representative Dustin Quincy was present at the October 2, 2024, Agenda Review meeting providing information about the process and the language put in the proposed amended agreement between the Town and Federal Highway. The project is now six months behind the original schedule, and it is unknown how long Federal Highway will take to approve the amendment and the proposed preferred preliminary alternative. Council approval is not a part of the Federal Highway Administration's process, and there is concern about more delays. Time is of the essence.

Staff recommends approving the proposed amendment language and submittal of the Preliminary Engineering Assessment to Federal Highway.

**RECOMMENDED ACTION:**

By motion and voice vote, approve submittal of the proposed Amendment to the Grant Agreement and submittal of the Preliminary Engineering Assessment dated October 2024 to the Federal Highway Administration.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** October 7, 2024

**Re:** Supplemental Agreement: Main Street Engineering

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At the March 7, 2022, meeting, Council approved a contract with DLZ Indiana, LLC for Phase I design of the Main Street Complete Street Redesign and Reconstruction Project at an amount not to exceed \$751,840.00. When the current Council started their term this year, the project design was 50% complete, the hydraulic calculations were 90% complete, and the utility coordination was 50% complete.

Council has determined that some previously agreed upon items are to be modified or removed (e.g. turf median removal, median curb and gutter removal, sidewalk removal, additional thermoplastic). These modifications require additional design engineering work. DLZ is seeking an amendment to the original agreement to perform this work. The Supplemental Agreement enumerates the design elements to be changed and the individual lines in the original agreement to be changed.

Under the terms of the agreement, the cost will increase by \$126,600.00 for a total contract amount of \$898,440.00, the letting date extended from September 2024 to July 2027, and the estimated term completion extended from October 30, 2026, to October 31, 2029.

**RECOMMENDED ACTION:**

By motion and voice vote, approve the Supplemental Letter Agreement No. 1 from DLZ for a new contract total of \$898,440.00.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** October 7, 2024

**Re:** Engagement Letter: Focus Forensics

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As part of an on-going litigation case, the Town anticipates the need to engage an expert witness. Eichhorn & Eichhorn represents the Town in this matter and has recommended Focus Forensics for this matter. A retainer of \$2,000.00 will be provided by the Town which will be applied to the first invoice(s) until exhausted. Once exhausted, a subsequent retainer might be required.

The work will be performed on a time-and-expense basis based on the work performed as outlined in the 2024 Fee Schedule. This work will be paid from the Self-Funded Liability Insurance Fund.

**Recommendation:**

By motion and roll call vote, approve the engagement letter with Focus Forensics for expert witness services on a time-and-expense basis and the payment of a \$2,000.00 retainer.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** October 7, 2024

**Re:** Ordinance #1967: Additional Stop Signs

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Council has determined that additional stop signs are needed to help reduce speeding on certain streets and that the speed limit should be reduced on Fran Lin Parkway. Ordinance 1967 has been drafted to amend Chapter 54 of the Town Code for these purposes. The proposed changes are as follows.

8. Stop sign on 30<sup>th</sup> Street at Jefferson Avenue
9. Stop sign on 30<sup>th</sup> Street at Monroe Avenue
10. Stop sign on Camellia Drive at Oriole Drive
11. Stop sign on Timberwood Lane at Wildflower Lane
12. Stop sign on Margo Lane at Salisbury Drive
13. Four-way stop sign at Beverly Place and Forest Avenue
14. Reduction of the speed limit from 35 mph to 25 mph on Fran Lin Parkway

If adopted, Ordinance 1967 would be published and go into effect upon the date of publication.

**RECOMMENDED ACTION:**

By motion and voice vote, hear Ordinance 1967 on first reading as presented and schedule second reading for October 21, 2024.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** October 7, 2024

**Re:** Acceptance of Health Insurance Rates

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The Town provides medical, dental, and vision insurance to all full-time employees. Each of these insurances is provided through the AIM Medical Trust. The Town has been very pleased with the Trust in the coverage and plans provided, the stable rates, their customer service, and responsiveness to employees' needs.

The Town increased the amount of premium it covered from 82.5% to 90.00 % with the 2023 Plan year. In 2024, Munster's overall premium decreased by over 13%. While the industry standard for premium increases is 10% for the coming year, Munster will experience a 2.00% increase in medical premiums with dental and vision rates remaining unchanged. Our employees have benefited significantly by the Town's membership in the Trust.

Monthly rates for the 2025 Plan Year are as follows.

Tier	Medical: PPO		Medical: HDHP		Dental		Vision	
	Town	Employee	Town	Employee	Town	Employee	Town	Employee
Employee Only	\$805.18	\$89.46	\$ 754.85	\$ 83.87	\$ 26.32	\$ -	\$ 4.59	\$ -
Employee Spouse	\$1,650.35	\$183.37	\$ 1,547.19	\$ 171.91	\$ 26.32	\$ 26.34	\$ 9.20	\$ -
Employee Child(ren)	\$1,489.02	\$165.45	\$ 1,395.97	\$ 155.11	\$ 26.32	\$ 44.80	\$ 9.82	\$ -
Employee Family	\$2,334.19	\$259.35	\$ 2,188.30	\$ 243.11	\$ 26.32	\$ 80.56	\$ 15.70	\$ -

The annual open enrollment period begins October 21, 2024, and Council is asked to accept the rates for the coming plan year which begins January 1, 2025.

**RECOMMENDED ACTION:**

By motion and voice vote, accept the medical, dental and vision rates for the 2025 plan year.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** October 7, 2024

**Re:** Resolution # 2139: Rejection of Merit Board

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Currently, the Town of Munster Safety Board has authority over the administration, policies, and procedures of the Munster Police Department. This five-member board is appointed by the Town Council to a three-year term, and the body is politically balanced.

Under I.C. 36-8-3.5-5.5, any town with at least twelve active full-time paid police officers and a population of at least 20,000 can establish a merit system and merit commission for appointments, promotions, demotions, and dismissal of officers. If the Town takes no action before year-end, the Munster Safety Board will be replaced by a merit system effective January 1, 2025, under the terms of the statute.

A merit commission would have five members who would serve four-year terms except for the initial appointments of which two members would have two-year terms. To serve on the Commission, appointees must have resided in Munster for at least three years immediately prior to appointment, must not be an active member of a police or fire department, must be at least twenty-one years of age, be of good moral character, and no more than two commissioners may be former members of a police or fire department. Commissioners are appointed as follows.

- 2 commissioners from different political parties appointed by the Council President
- 1 commissioner appointed by the Town Council
- 2 commissioners from different political parties elected by the active members of the police department

Under the merit system, all the existing rules would be void. All would need to be approved or reapproved to be effective. Rules governing the following would require a public hearing: selection and appointment of members of the police department, selection of a chief, promotions, competitive exam to fill vacancies, determination of performance rating at least every six months, vacancies in rank and promotions, disciplinary actions, suspension or reprimand by the Chief, mandatory retirement, reduction in staff due to temporary leave, and mandatory printing and disseminating of amendments.

Under the statute, there are four options for how to proceed.

- Option One would have the Council pass an ordinance or resolution establishing a merit system. This would require the Board of Safety to have a meeting with the police officers to approve or reject the merit system.
- Option Two would have the active police officers approve a referendum requesting the Council establish a merit system. This would require the Council to take action to grant or deny the request.
- Option Three would be to have both the Council and the active police officers take action to specifically reject the establishment of a merit system.
- Option Four would be to do nothing and let the statute take effect, creating a merit system and commission effective January 1, 2025.

Police Staff and the Town Attorney have reviewed the governing statutes and believe Option Three is the best option. As a result, Resolution 2139 has been drafted to specifically reject the establishment of a police merit system and merit commission. If adopted, Resolution 2139 will be forwarded to the active members of the Munster Police Department for further action as required by law.

#### **RECOMMENDED ACTION:**

By motion and voice vote, adopt Resolution 2139 as presented.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** October 7, 2024

**Re:** Town Hall Front Door Replacement

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The main entry doors to Town Hall are original to the building and need to be replaced. Staff solicited quotes from three vendors on August 23, 2024, to replace the doors with an ADA compliant entry system. J & B West Roofing and Hasse Construction declined to submit quotes. Century Roofing provided a quote of \$101,910.00.

Staff has worked with Century Roofing on numerous projects and are confident in their ability to complete the work. General Obligation bond proceeds will be used to pay for the project.

**RECOMMENDED ACTION:**

By motion and voice vote, authorize Century Roofing to install the new doors and entry system at the main doors of Town Hall at a cost not to exceed \$101,910.00.



**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** October 7, 2024

**Re:** Calumet Avenue Pump Station Roof Replacement

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The Calumet Avenue Pump Station roof need to be replaced. Staff issued a request for quotes on September 10, 2024. Quotes were received as follows.

Century Roofing, Merrillville, Indiana	\$29,028.00
Gluth Brothers, Hammond, Indiana	\$31,738.00
Korellis Roofing, Hammond, Indiana	\$36,760.00

Century Roofing has the lowest quote. Staff has worked with them in the past and been satisfied with their work.

**RECOMMENDED ACTION:**

By motion and voice vote, authorize Century Roofing to replace the roof on the Calumet Avenue Pump Station at a cost not to exceed \$29,029.00.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** October 7, 2024

**Re:** Builder's Risk Insurance Extension

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At the February 19, 2024, meeting Council approved a Builder's Risk Insurance policy for the construction of the Pro Shop and Cart Storage Buildings at Centennial Park. At a cost of \$20,998.00. The premium was based on the total project cost.

The project end date will go beyond what was contemplated at that time. An extension of coverage is needed through November 1, 2024. The additional cost is \$1,445.00.

**RECOMMENDED ACTION:**

By motion and voice vote, authorize the extension of coverage for the builder's risk policy through November 1, 2024, at a cost of \$1,445.00.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, Clerk-Treasurer

**Date:** October 7, 2024

**Re:** Disposal of Equipment

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The Clerk-Treasurer's Office and the Police Department have furniture and equipment that is no longer in use or no longer serviceable. The attached list includes toner cartridges which may have value. Police staff will offer these on PropertyRoom.com. Council is asked to declare all the items surplus and authorize their disposal.

**Recommendation:**

By motion and roll call vote, declare the listed equipment surplus and authorize its disposal.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** October 7, 2024

**Re:** Agreement Renewal: 120 Water

---

The EPA has set a goal of removing all lead service lines currently in use. As such, public water systems are required to complete a lead service line inventory and submit them to IDEM by October 16, 2024. The Town of Munster received a grant in 2023 to issue resident verification surveys to help determine water service line materials. At that time, the Town partnered with 120Water for this work.

Staff wants to continue the partnership with 120Water by using their PWS Pro software. This is the program that houses all of the data regarding the project and is compliant with the lead service line requirements. The cost for the software and managed service is \$16,270.00 for twelve months. As part of this service, 120Water is assisting with the submittal of the inventory to IDEM.

Once the inventory is submitted, there is a requirement to notify all addresses that have unknown service line material within thirty days and annually thereafter. 120Water can issue these notices for a cost of \$18,347.32. The cost is based on the need to send 6,938 letters. Both will be paid from the Water Cash Operating Fund.

### **Recommendation**

By motion and voice vote, approve the agreement with 120Water for software and data management of the Lead Service Line Program at a cost of \$16,270.00 and issue the required notices for unknown service line material at a cost not to exceed \$19,015.00.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** October 7, 2024

**Re:** CCMG 2023-2: Release of Retainage

---

The Town of Munster received a Community Crossing Matching Grant for street paving under the 2023-2 call. Streets to be paved included Terrace, Forest, River, and Kraay. On February 19, 2024, the Town Council awarded the contract for the CCMG 2023-2 paving project to Milestone Contractors North, Inc. for a total of \$1,307,700.00.

Change Order #1 is the balancing change order completed at the end of a project and is for an increase of \$108,671.35. Once approved, the final contract cost will be \$1,416,371.35. SEH, the Town's engineering consultant has reviewed and recommends approval of the change order.

### **Recommendation**

By motion and voice vote, approve Change Order #1 in the amount of \$108,671.35 bringing the final contract total to \$1,416,371.35 to Milestone Contractors North for CCMG 2023-1.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** October 7, 2024

**Re:** CCMG 2023-1: Release of Retainage

---

The Town of Munster received a Community Crossing Matching Grant for street paving under the 2023-1 call. Streets to be paved included Azalea, Thicket, Pasturegate, Tamarack, Treadway, Tudor and Fran Lin. On July 17, 2023, the Town Council awarded the contract for the CCMG 2023-1 paving project to Milestone Contractors North, Inc. for a total of \$2,966,562.50.

Change Order #1 for \$13,500.00 was approved at the December 4, 2023, meeting, and Change Order #2 for \$59,169.50 was approved at the April 1, 2024, meeting. Change Order #3 is the balancing change order completed at the end of a project and is for a reduction of \$46,726.54. Once approved, the final contract cost will be \$2,992,505.46.

SEH, the Town's engineering consultant has reviewed and recommends approval of the change order and the release of final retainage in the amount of \$299,250.55.

### **Recommendation**

By motion and voice vote, approve Change Order #3 bringing the final contract total to \$2,992,505.46 and release the retainage to Milestone Contractors North for CCMG 2023-1 in the amount of \$299,250.55.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** September 16, 2024

**Re:** Calumet Avenue Pump Station Improvement

---

The Calumet Avenue Pump Station has a single-unit system to provide heating and colling. The existing unit is 14 years old, cannot be rebuilt, and needs replacing. Budd Mechanical Systems, who services the mechanical systems at Town Hall, has quoted Public Works Staff for a new roof top unit and installation at a cost of \$17,921.00.

The cost will be paid from Water funds.

**Recommendation:**

By motion and voice vote, approve the purchase and installation of a new roof-top unit heating and cooling system by Budd Mechanical Systems for the Calumet Avenue Pump Station at a cost not to exceed \$17,921.00.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** September 16, 2024

**Re:** Change Order #1: CCMG 2024-1

---

At the July 15, 2024, meeting, Council awarded the construction contract for the CCMG 2024-1 project at a cost not to exceed \$1,099,982.10 to Milestone Contractors. The project includes Meadow Lane, Highland Place, Linden Avenue and Independence Drive.

It has been discovered that under the 2" layer of HMA on Meadow Lane and Highland Place, there is a concrete base. Instead of doing the planned mill and overlay, SEH and Milestone recommend removing the existing 2" of HMA, scarifying the concrete and fill in any cracks to allow for strong adherence, and placing a new 2" layer of HMA. With the concrete base, the road can be expected to last another twenty years.

The change order results in a reduction of \$87,643.30 bringing the total contract to \$1,012,338.80.

**Recommendation:**

By motion and voice vote, approve and authorize the Interim Town Manager to sign Change Order #1 to CCMG 2024-1 reducing the contract with Milestone Contractors North by \$87,643.30 for a new contract total of \$1,012,338.80.



**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** September 5, 2024

**Re:** Contract Revision: Impact

---

The Town of Munster works with Impact Networking to manage our IT needs. Impact has made a review of the number of items being serviced and under the terms of the existing contract, the monthly payment will increase by \$324.95 from \$15,630.61 to \$15,955.56.

**Recommendation:**

By motion and voice vote, approve the revised monthly invoice cost for Impact Networking at a cost not to exceed \$15,955.56.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** September 5, 2024

**Re:** Resolution 2138: Closure of Terrace Drive

---

Traffic at State Line and Terrace Drive was restricted during the recent road resurfacing project. The road was then temporarily closed, and observations made about how traffic responded. Residents of the area, both in Munster and Lansing, have observed a quieter neighborhood.

Councilors have spoken with residents, Staff and officials of the neighboring community Lansing, Illinois about closing Terrace Drive at the State Line and have determined it is in the best interest of the community to permanently close Terrace Drive at the State Line.

Resolution 2138 has been drafted for this purpose.

**Recommendation:**

By motion and voice vote, adopt Resolution 2138 as presented.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** August 19, 2024

**Re:** Contract Amendment #1: On-call Planning Services

---

Council approved an engagement letter with HWC at the May 20, 2024 meeting for on-call planning services. The purpose of the engagement was to allow Staff time to focus on the review and update of the Town Code. The original engagement was for three months at the rate of \$8,500.00/month, not to exceed \$25,500.00. The term of this engagement has ended and the need for their services remains.

HWC has presented Contract Amendment #1 for an additional three months at a not-to-exceed amount of \$25,500.00.

**Recommendation:**

By motion and voice vote, approve Contract Amendment #1 to the letter of engagement with HWC for on-call services.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** August 19, 2024

**Re:** Letter of Engagement

---

Mr. Brad Bingham of the law firm of Barnes & Thornburg submitted a proposed letter of engagement for his services as bond counsel for the 2024 General Obligation Bond Issue. Mr. Bingham proposes (1) a fee of \$10,000.00 (plus out-of-pocket charges and expenses) for his services as bond counsel for the proposed general obligation bond issue. The base fee is consistent with last year's base fee. The Clerk-Treasurer's Office has estimated that out-of-pocket charges and expenses will not exceed \$500.00.

Historically, Munster has sold the bonds by soliciting bids from local banks and other eligible financial institutions that requested notification of bond sales. Based on conversations with bond counsel and its own research, Staff is recommending using the Indiana Bond Bank (IBB). The IBB offers a pooled financing program for essential public projects for terms up to twenty-five years. The IBB handles the bidding process and because they are issuing in large amounts, the rates are better than what the Town could achieve through its own bidding process. Bonds can be structured to the Town's needs in terms of repayment and closing date.

The process starts with a rate inquiry and completion of an application. There will be several other communities going through the same process at the same time. The IBB will then issue its own bond in order to provide the funds to each of the communities that applied to participate in that month's issuance. Munster would enter into a purchase agreement with IBB to issue the Munster bond and receive the proceeds. Applications are accepted on a rolling basis, and the Town is aiming for a September application with bond closing at the end of October.

If the Town works with IBB, there is a conflict which must be addressed. Barnes & Thornburg, and at times Brad Bingham specifically, serve as bond counsel for the pooled bond issued by the IBB each month. Bose McKinney and Evans LLP serve the IBB as the issuer's counsel for the purchase agreement that individual units enter. If there were a dispute between the Town and the Indiana Bond Bank, it would be related to the purchase agreement. In that situation, Barnes & Thornburg would withdraw and not represent either side in the dispute. Town Attorney Westland would represent Munster and Bose McKinney and Evans would represent the Bond Bank.

The Town can choose to waive the conflict, and Staff believes the Town is appropriately protected should Council decide to move forward with the engagement. By approving the engagement letter, Council will be waiving the conflict. The other options are to find a different firm to serve as bond counsel or to issue the bonds in the manner traditionally used by Munster.

**Recommendation:**

By motion and voice vote, confirm the letter of engagement with Barnes & Thornburg to serve as Bond Counsel for the 2024 GO Bond Issue with the Indiana Bond Bank.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** August 5, 2024

**Re:** River Bend Tank Maintenance

---

The River Bend Water Tank was inspected by IDEM on March 6, 2024, and two significant deficiencies were found including rust spots, peeling paint and damaged concrete at the base of the tank. To come into compliance with IDEM, SEH inspected the tank, performed the work necessary to identify the solutions, and created bid specifications for the repair work.

With the solution identified, SEH has provided a proposal to design the work to be completed. They have crews that travel performing this type of work and there is a crew that will be in the area with availability in September. SEH recommends taking steps to secure this crew because there is a coating that must be applied to the tank which needs warm temperatures for proper adherence. In addition, there is a time frame that must be met for IDEM compliance.

The design scope includes power washing the tank exterior, removal of unsound concrete, repair of spalled concrete and spot painting. The proposal also includes construction document preparation, quote and contract administration, and construction observation/inspection services.

The total cost for this work is \$22,275.00 and will be paid from the Water Cash Operating Fund.

**Recommendation:**

By motion and voice vote, approve the SEH proposal dated June 28, 2024, for engineering services on the River Bend Tank Maintenance Project at a cost not to exceed \$22,275.00.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** August 5, 2024

**Re:** Gas Pump Pedestal Upgrade

---

The existing gas pedestal unit has reached the end of its life and cannot be repaired. Staff reviewed different systems that work with the existing pumps and lead system. The Dover AX7 system tracks the vehicle, department, and person fueling up at the Garage. This is a beta version and is being offered at a 50% discount. Staff feels this is the best option as it offers what is needed without extra features that would not be used. B & K Equipment is local and very responsive to calls for assistance.

The total cost for this work is \$10,980.00 and will be divided among the operating funds that use the fuel pumps.

**Recommendation:**

By motion and voice vote, approve the purchase of a new Dover AX7 gas pump pedestal system at a cost not to exceed \$10,980.00.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** August 5, 2024

**Re:** River Bend Pump Station Upgrades and Repairs

---

The River Bend and Calumet Avenue Pump Stations had new pumps installed in 1994. While proper maintenance has occurred, the time has come to make some repairs and upgrades to include the following.

1. Pump #1 and Pump #3 at River Bend need complete rotating unit replacements. Lead time for the units is six to eight weeks. The cost for this work is \$59,610.00.
2. Pump #3 at Calumet Avenue is currently not working and must be repaired. The total cost for this is \$11,820.00.
3. The existing reservoir fill valve control panel at River Bend is obsolete and needs replacement. This work will include a new SCADA panel, testing, and training. The cost for this work is \$31,872.00.

The total cost for this work is \$103,302.00 and will be paid from the 2024 Water Bond Anticipation Notes.

**Recommendation:**

By motion and voice vote, approve quotations from Metropolitan Pump Company totaling \$103,302.00 for new rotating unit replacements at Pump #1 and Pump #3 at the River Bend Pump Station, repairs to Pump #3 at the Calumet Avenue Pump Station, and a new reservoir fill valve control panel at the River Bend Pump Station.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** August 5, 2024

**Re:** Manor Avenue Roadwork

---

Work on the West Lake Corridor train line started last year. During the construction there was extensive use of heavy equipment along Manor Avenue. This work led to serious road damage. Staff worked with the NICTD contractor FH Paschen on a punch list of things that need to be addressed in the area, and the restoration of Manor Avenue was high on the priority list.

FH Paschen has arranged for Rieth-Riley to mill and overlay Manor Avenue from Broadmoor Avenue north to Gregory. Staff wants to complete the roadwork to the northern terminus of the road. Rieth-Riley will invoice the Town for this section at the same pricing FH Paschen negotiated. The quoted price is \$31,231.20 and will be paid from the Motor Vehicle Highway-Restricted Fund.

**Recommendation:**

By motion and voice vote, approve the Rieth-Riley Proposal dated August 1, 2024, at an amount not to exceed \$31,231.20.



**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** August 5, 2024

**Re:** Advanced Metering Infrastructure

---

Water meters are read once a month as part of the water billing process. A staff member drives the entire Town to collect the readings which are then downloaded into the billing software. At that point, accounts with unusually high usage are identified and Staff contacts customers to help them identify potential leaks and other problems. These high usage situations often result in the water leak adjustments Council sees on the Consent Agenda.

Technology known as Advanced Metering Infrastructure (AMI) allows for meters to be read remotely from various collector points at regular intervals. This eliminates the staff time needed to read meters. Because AMI meters collect usage data in real time, Water Billing personnel can identify unusual usage more quickly. This in turn can reduce lost water saving both the customer and the Town money.

The meters currently in Munster homes are AMI-ready. All that is needed to use them is the installation of data collectors. Staff have discussed this with Utility Supply Company, our vendor for water meters, on several occasions. Utility Supply Company (USC) has done a propagation study to identify the optimal number of locators and best location for their installation. A total of four collectors are recommended to provide sufficient coverage and redundancy. One would be mounted on each of the White Oak Avenue, Superior Avenue, Ridge Road water towers. The fourth location would require either a pole be erected in the Burlwood Park area. Staff is working with the Town of Highland to mount a collector on their water tower located near Indianapolis Boulevard by Meijer. The propagation study shows this would provide Munster the needed coverage. If this option does not come to fruition, either cellular meters would be installed in homes that were not being captured or Staff would read the meters in the traditional way.

USC would handle the equipment order which is \$66,000.00 and NECO would provide the installation at a cost of \$57,052.56. The equipment is specific to the current meters in place and would be covered by the Special Purchasing Methods statute IC 5-22-10-8. The project will be funded by the Water BAN.

**Recommendation:**

By motion and voice vote, approve the purchase and installation of AMI data collectors as described in the Utility Supply Company quote dated February 23, 2024.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** August 5, 2024

**Re:** Change Order: CCMG 2024-2 Design Engineering

---

At the July 15, 2024, meeting, Council approved the engagement letter from SEH to perform the design and construction engineering work needed for the CCMG 2024-2 project at a cost not to exceed \$115,000.00. At the time of award, the project included Cardinal Drive, Oakwood Court, Heather Drive, and Woodlawn Avenue.

During the application process, it was discovered that the total request for CCMG funds was under the maximum allowed. Staff and SEH were directed to identify other roadwork to be performed in order to maximize the possible grant funding. As a result, Broadmoor Avenue from Calumet Avenue to Columbia Avenue was added to the scope of work. This change requires additional work not included in the agreement with SEH.

SEH has presented the cost breakdown for Broadmoor and is requesting an increase in fees of \$19,300.00.

**Recommendation:**

By motion and voice vote, approve the additional fees as outlined in the July 26, 2024, proposal from SEH bringing the total authorized for CCMG 2024-2 engineering services to \$134,300.00.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** August 5, 2024

**Re:** Change Order 2: 2024 Paving and Water Main Improvements

---

The project called for an 8" insertion valve on the watermain on Camellia Drive at Southwood Drive. At the time the work was being performed, the contractor discovered the pressure in the main was too great to stop the water flow enough to allow this to be done. Instead, a hot tap to reduce the water pressure was needed.

Rieth-Riley immediately requested a change order for the change in work and the increased cost of \$11,721.00. Because the situation required immediate action, I signed Change Order 2 to authorize the work. This evening is the first opportunity for Council to confirm that action.

The original contract for this work was \$5,197,079.33; Change Order 1 brought the contract total to \$5,224,379.33. Change Order 2 will bring the total to \$5,236,100.33.

**Recommendation:**

By motion and voice vote, confirm Change Order 2 to Rieth-Riley for the 2024 Paving and Water Main Improvements in the amount of \$11,721.00 bringing the contract total to \$5,236,100.33.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** August 5, 2024

**Re:** Engagement Letter: Solid Waste Management Fee

---

The Town of Munster charges a monthly fee on the water utility bill to support the costs associated with the collection of residential garbage, recycling, leaves and branches. This fee is the primary source of revenue for the Solid Waste Management Fund.

Over the past four years, Staff has taken a pro-active approach with the landfill and the methane generator located there. This has focused on regular tuning and balancing of the well field and performing repairs as they are identified. These ongoing costs were not contemplated in the monthly rate.

At the April 15, 2024, meeting Council approved repairs to the leachate collection system. At the May 20, 2024, meeting Council approved a more extensive repair to the well field system; additional repairs are expected when the regular groundwater testing is performed at the end of this summer. This work will likely need to be completed this winter to avoid issues with the golf course. These costs were not known during the calculation of the current rate. The new methane generator is scheduled for installation in the first half of 2025 and there will be trailing expenses associated with it.

Financial Advisor Baker Tilly has provided an engagement letter to perform a rate analysis to determine the appropriate rates to ensure the costs of collection and the ongoing needs of the landfill are met. Staff anticipates a multi-year rate being adopted to keep up the ever-increasing costs of providing these services and meeting our obligations with the landfill.

The cost is not to exceed \$10,000.00 and will be paid from either the Solid Waste Management Fund or the General Fund.

**Recommendation:**

By motion and roll call vote, approve the engagement letter dated July 9, 2024 from Baker Tilly for a solid waste management fee analysis at a cost not to exceed \$10,000.00.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** August 5, 2024

**Re:** Sidewalk Program Assistance Request for Waiver

---

At the October 16, 2023, meeting, the Council adopted Ordinance 1920 to provide financial relief from the costs of the 50/50 Sidewalk Replacement Program. Under the ordinance, homeowners with a household median income equal to or less than 40% of the most recent United States Census Bureau Household Median Income can have the sidewalk replacement fees waived. As of June 2024, the median income was listed as \$101,851.00 with 40% equaling \$40,740.40.

Staff received one request for a waiver under this policy. The homeowner completed the Request for Waiver of Costs form, presented the required income tax returns, and was found to have met the income threshold. The full cost of sidewalk replacement was \$325.00 with the homeowner portion being \$162.50.

**Recommendation:**

As part of the Consent Agenda, approve the adjustment of \$162.50 to the account in question.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** June 15, 2024

**Re:** Traffic Calming on Azalea Drive

---

As part of the roadwork being done on Azalea Drive speed humps, raised crosswalks, and chicanes were installed. Each of these devices are designed to control speeding. Once installed, Councilors and Staff have received numerous phone calls and emails from those living in this area strongly opposed to the chicanes. Residents have also spoken during the Public Comment portion of recent Council meetings.

The issue and traffic calming in general has been discussed at numerous Agenda Review meetings and among Staff. There is general consensus from residents, Staff, the Speed Team, and Council that the use of chicanes is problematic. Chicanes cause parking issues for the homes closest to the structures. Public Works will have problems plowing and performing other maintenance on the road.

Milestone is the contractor performing the roadwork for this project and has provided a cost of \$27,214.00 to remove them and patch the area. They estimate it will take about two weeks to get on the schedule to perform the work.

After numerous discussions, Staff and the Speed Team recommend the removal of the chicanes on Azalea Drive.

**RECOMMENDED ACTION:**

By motion and voice vote, authorize Milestone Contractors North to remove the chicanes on Azalea Drive at a cost not to exceed \$27,217.00.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** June 15, 2024

**Re:** Engagement Letter: Department Head Search

---

An Interim Director of Operations has been in place for about six months, and the time has come to find a permanent Director. At the May 20, 2024, meeting, Council approved Organizational Development Solutions, Inc. (ODS) to perform a salary and benefit study. ODS also performs recruitment services, and Staff requested a proposal for this work.

The proposed scope of work includes working with Council/Search Committee to do the following.

1. Develop a timeline
2. Identify salary range and benefits
3. Update the job description
4. Write the job posting and place in local and national organization listings, Indeed, and social media
5. Screen applicants for education, qualifications and overall fit within the organization
6. Conduct phone and in-person interviews to narrow the field.
7. Conduct second interviews with candidates and Interim Town Manager to determine candidates to be interviewed by Council
8. Facilitate interviews between final candidates and Council

The project will be billed at \$125.00/hour plus posting expenses. The anticipated cost is between \$5,500.00 and \$7,500.00. Because they concentrate on Northwest Indiana for all its work, ODS has an in-depth knowledge of the area. Staff believes ODS is the best option for identifying Munster's next Director of Operations. If the proposal is approved, work would begin immediately and it is anticipated that the successful candidate would be in place by the end of October.

**RECOMMENDED ACTION:**

By motion and voice vote, move to approve proposal from ODS dated July 9, 2024, to perform the search for the next Director of Operations at a cost not to exceed \$7,500.00.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** June 15, 2024

**Re:** Engagement Letter: Executive Search

---

An Interim Town Manager was named for a six-month period in February 2024. The appointment is set to expire next month. At the time of the appointment, Staff vetted three different organizations that perform executive searches for the position of permanent Town Manager. Of the three proposals, Baker Tilly stood out as the best option.

Baker Tilly has a thoughtful process that includes working with Council to identify what is wanted in the role, advertising nationally to find quality, professional candidates, vetting those candidates, developing interview questions, assisting Council throughout the interview process, and facilitating negotiations for the desired candidate once selected.

The role of Town Manager is critical to the Town of Munster. This person is the conduit from Council to Staff and must be knowledgeable on a wide variety of topics and will be looked at to move the Town forward. It is vital that a solid, professional candidate be identified. Staff is confident that Baker Tilly can perform the search to find the professional candidate the Town of Munster needs.

**RECOMMENDED ACTION:**

By motion and voice vote, move to approve the letter of engagement from Baker Tilly dated February 2, 2024 to perform an executive search for the next Town Manager at a cost not to exceed \$28,600.00.



**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** July 15, 2024

**Re:** Resolution 2136: Fiscal Year 2025-2027 CDBG

---

The Community Development Block Grant funding formula is dependent on the Federal budget process and timeline. These funds are administered through the Lake County Community Economic Development Department (LCCEDD). The LCCEDD allots \$715,000.00 to CDBG Community and County Projects and this level of funding has remained at this level for over six years. Allotments are determined by population size and a minimum base rate for all participants.

Communities receive funding every other year, and the allotment for Munster has been around \$100,000.00. Projects are based on Census tract data and Munster has used its allotment for alley repaving in the Northwest section of Town. At this time, all communities are asked to make a statement of intent to either participate in the FY2025-2027 CDBG Program or to opt-out.

Staff recommends adopting Resolution 2136 as drafted by LCCEDD which will make the statement that the Town intends to continue its partnership with Lake County through August 2028 and to authorize the Council President to execute the required agreement.

**Recommendation:**

By motion and roll call vote, adopt Resolution 2136 to extend the partnership and authorize the Council President to execute the agreement with Lake County for the Fiscal Year 2026-2028 Community Development Block Grant Program.



**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** July 15, 2024

**Re:** Engagement Letter: Debt Analysis

---

There is a need to create a multi-year plan for Public Works infrastructure projects for roads, sewers, and water. With any capital plan, it is necessary to identify funding sources and opportunities. Traditionally, the Town has issued debt for these projects. With a multi-year plan, it is prudent to review the current debt position and plan for the anticipated future infrastructure projects.

Financial Advisor Baker Tilly has provided an engagement letter to perform the following work.

1. Develop preliminary estimates of potential project cost budgets
2. Estimate and identify various debt service structures
3. Estimate total debt service, potential repayment sources and potential impact on the debt service tax rate
4. Summarize existing and estimate future assessed values
5. Provide debt service structure options, estimate interest rates, estimate debt service tax rates and estimate impacts on taxpayers

This work is in addition to and complementary to the Comprehensive Financial Plan update currently being performed by Baker Tilly. The cost is not to exceed \$15,000.00.

**Recommendation:**

By motion and roll call vote, approve the engagement letter with Baker Tilly for debt analysis at a cost not to exceed \$15,000.00, as presented.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** July 15, 2024

**Re:** License Agreement: Cameras on Traffic Signals

---

The School Town of Munster has asked to mount cameras on traffic signals at the following intersections: Columbia Avenue and Ridge Road, Columbia Avenue and 35<sup>th</sup> Street, Columbia Avenue and Fisher Street, Columbia Avenue and Fran-Lin Parkway, Southwood Drive and Fran-Lin Parkway, Southwood Drive and 45<sup>th</sup> Street, Calumet Avenue and Superior Avenue, and Calumet Avenue and Fran-Lin Parkway.

The Munster Police Department would like to see this project move forward and has worked with School Town Staff on this. Town Staff anticipates coming to Council at a future meeting to request cost-sharing on this project for both cameras and fiber in locations that are beneficial to the Town and to both the Town and School Town.

At this time, Staff is requesting Council approve a license agreement drafted by the Town Attorney to allow the School Town to mount equipment on Town property. The agreement would be effective for **XX** years.

**Recommendation:**

By motion and roll call vote, approve the License and Agreement allowing for the installation of cameras by the School Town of Munster on traffic signals owned by the Town of Munster, as presented.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** July 15, 2024

**Re:** Resolution 2135: Extension of Interim Town Manager

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Earlier in the meeting, Council was asked to approve a letter of engagement with Baker Tilly to perform an executive search for a new Town Manager. This process will not be completed prior to the expiration of the current arrangement for an Interim Town Manager.

To maintain continuity, Resolution 2135 has been drafted to extend the current arrangement that was outlined in Resolutions 2126 and 2127. The arrangement is similar to the current one with an acknowledgement that Ms. Abbott will be increasingly focused on her Controller duties in the coming months in order to prepare and submit the 2025 budget.

**Recommendation:**

By motion and roll call vote, adopt Resolution 2135, as presented.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** July 1, 2024

**Re:** Ordinances 1956, 1957, 1958, 1959: Amendments to Code and Schedule A

---

Council held first reading on Ordinances 1956, 1957, 1958, 1959 at the June 17, 2024, meeting. These are to correct issues discovered while implementing the certain parts of the Town Code.

**Recommendation:**

By motion and roll call vote, move to adopt Ordinance 1956, and Ordinance 1957, and Ordinance 1958, and Ordinance 1959, as presented.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** July 1, 2024

**Re:** Resolution 2134: Meeting Conduct

---

The Indiana General Assembly has recently adopted IC 5-14-1.5-3.3 which is effective July 1, 2024. This new legislation addresses public participation in meetings of a governing body and allows for the adoption of rules and policies regarding conduct.

Council deems it in the best interest of the Town to create uniform rules and policies regarding the conduct of public meetings. The resolution formally adopts the long-held practices of limiting the amount of time an individual may speak and the total time allowed for public comments at a meeting. The resolution mirrors the statute in regards to issuing warnings for disruptive behavior of an attendee including possible removal from the meeting.

**Recommendation:**

By motion and voice vote, adopt Resolution 2134 as presented.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** July 1, 2024

**Re:** Sidewalk Program Assistance Request for Waiver

---

At the October 16, 2023, meeting, the Council adopted Ordinance 1920 to provide financial relief from the costs of the 50/50 Sidewalk Replacement Program. Under the ordinance, homeowners with a household median income equal to or less than 40% of the most recent United States Census Bureau Household Median Income can have the sidewalk replacement fees waived. As of June 2024, the median income was listed as \$101,851.00 with 40% equaling \$40,740.40.

Staff received one request for a waiver under this policy. The homeowner completed the Request for Waiver of Costs form, presented the required income tax returns, and was found to have met the income threshold. The full cost of sidewalk replacement was \$1,220.00 with the homeowner portion being \$610.00.

**Recommendation:**

As part of the Consent Agenda, approve the adjustment of \$610.00 to the account in question.



**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** June 17, 2024

**Re:** Ridge Road

---

Council named Infrastructure Engineering, Inc. (IEI) as their preferred consultant for the design of Ridge Road on May 15, 2023. IEI has prepared drawings that they believe are the bare minimum that the Federal Highway Administration (FHWA) might accept. The drawings include the following features:

1. Two lanes in each direction of travel that are 10' wide
2. Striped medians only
3. 10' multi-use path on the south side that is offset from the road

IEI advises that adding additional safety elements will be necessary to increase the possibility that the design will be accepted. As discussed in Agenda Review, these elements include the following:

1. Improved and updated traffic signals (i.e. LED)
2. Backplates and retroreflective borders on traffic signals
3. Better defined crossing areas (i.e. hi-viz crosswalks)
4. Better defined turning movements

Council is asked to approve using the most recent set of drawings as the basis for the submittal to FHWA and to allow the additional safety elements to be included in the design.

**Recommendation:**

By motion and roll call vote, move to approve the drawings described in the memo to the Council dated June 17, 2024, as the basis for submittal to the Federal Highway Administration, and to allow IEI to use their professional judgment to include additional safety elements to the drawings, and to submit the updated drawings to the Town prior to submittal to the Federal Highway Administration, and to direct the Interim Town Manager to relay this action to IEI.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** June 17, 2024

**Re:** Ordinances 1956, 1957, 1958, 1959: Amendments to Code and Schedule A

---

At the May 9, 2024, meeting, Council approved Ordinances 1942 through 1950 which clarified various sections of the Town Code, improved enforcement by Staff, and assisted residents in understanding the code. As Staff began implementation of these changes, there were issues with Odyssey, the filing system used by the Court system, and with Spillman, the centralized system for police calls in Lake County.

While working through this, it was discovered that many fines assessed for ordinance violations were not listed in the current Schedule A, and additional language is needed pertaining to eligible offenses for the Ordinance Violations Bureau. The Town Attorney has presented the following ordinances to address the situation.

1. Ordinance 1956 amends Chapter 54: Traffic and Vehicles
2. Ordinance 1957 amends Chapter 12: Weeds and Rank Vegetation
3. Ordinance 1958 amends Chapter 1: Ordinance Violations Bureau
4. Ordinance 1959 amends Schedule A

**Recommendation:**

By motion and roll call vote, move to hear Ordinance 1956, and Ordinance 1957, and Ordinance 1958, and Ordinance 1959, on first reading as presented and schedule second reading for July 1, 2024.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** June 17, 2024

**Re:** Agreement: FirstNet

---

The First Responder Network Authority, or the FirstNet Authority, is an independent agency within the U.S. Department of Commerce's National Telecommunications and Information Administration (NTIA) that oversees FirstNet, the nation's communications network dedicated to emergency responders and the public safety community. It was established in the wake of September 11, 2011, to create a single, nationwide broadband network specifically for first responders. The network is built for public safety with a dedicated network core that separates public safety traffic from non-public safety traffic.

Working with FirstNet offers the Town access to free and reduced cost equipment. Staff is requesting to create an account with AT&T in order to access the FirstNet portal. This will allow the Town to request free cell boosters. The Town may expand its use of FirstNet and its offerings in the future.

**Recommendation:**

By motion and voice vote, authorize the Council President to sign the Participation Agreement with AT&T Enterprises, LLC to access FirstNet.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** June 17, 2024

**Re:** Agreement for Cybersecurity Software

---

The State of Indiana, through the Department of Homeland Security, is offering state-of-the-art cybersecurity software to schools and units of local government for free. This will protect the Town's computers from viruses, malware, and similar threats. The program also offers 24/7 remote monitoring and response should a device be compromised.

Staff expressed interest in the program, and the Indiana Office of Technology created the electronic documents with the Interim Town Manager as the signatory.

**Recommendation:**

By motion and voice vote, authorize the Interim Town Manager to sign the documents necessary to participate in the CrowdStrike Falcon Complete cybersecurity program through the State and Local Cybersecurity Grant Program Grant Committee.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** June 17, 2024

**Re:** Engagement Letter: MS4 Assistance

---

MS4 is a designation that stands for the entity that oversees the “municipal separate storm sewer system.” It is the drainage system owned by the Town intended to carry only surface runoff (rainwater) to a receiving stream. For Munster, the ultimate receiving stream is the Little Calumet River.

For the past year, the Town engaged Butler, Fairman & Seufert as represented by Reggie Korthals to provide consulting and assistance with MS4 compliance. This service was critical for the audit performed by the Indiana Department of Environmental Management on March 14, 2024. There is still work to be done to meet the requirements and Staff wants to retain the services of Ms. Korthals.

Ms. Korthals is now with the firm OHM Advisors. The goal is to have Town Staff trained and able to manage the MS4 program on its own in about one year. An engagement letter has been presented which lists the various services that could be provided. Staff will request the assistance of Ms. Korthals throughout the year and will be billed at an hourly rate. The anticipated completion of the project is June 1, 2025, and the cost is not to exceed \$40,000.00. The work will be paid from the Sewer Maintenance Fund.

**Recommendation:**

By motion and voice vote, approve the engagement letter from OHM Advisors for MS4 consulting services at a cost not to exceed \$40,000.00.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** June 17, 2024

**Re:** Engagement Letter: Water Loss Audit and Validation

---

A Water Loss Audit looks at operational and financial data of the entire Water Utility. The goal is to identify areas of water loss to conserve this resource and to determine areas to improve. In odd numbered years, the audit must be performed, validated, and submitted to the Indiana Finance Authority. If this is not done, the Town is not eligible to participate in the State Revolving Fund. This is the program the Town plans to use to issue the Water Revenue Bonds next year.

In prior years, the audit has been performed in-house and the validation has been performed in-house as well. The individual who was certified to perform the audit recently resigned. That portion of the audit work was not completed prior to the resignation.

To complete the work timely, Staff has secured an engagement letter from ME Simpson to complete the audit. ME Simpson is not only familiar with the Town of Munster Water Utility, but they also have certified water loss auditors and validators. The cost to perform the audit is \$15,000.00. The Controller/Interim Town Manager is certified to validate the audit but does not have the time to do this work. ME Simpson can do the validation for a cost of \$2,000.00. The work will be paid from the Water Cash Operating Fund.

**Recommendation:**

By motion and voice vote, approve the engagement letter from M.E. Simpson Co., Inc. dated May 30, 2024, to perform and validate the 2023 Water Loss Audit for an amount not to exceed \$17,000.00.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** June 3, 2024

**Re:** Ordinance 1954: Sidewalk Replacement Program

---

The Town of Munster has 116 centerline miles of roadway with 232 miles of public sidewalk. Council engaged SEH in 2017 to complete a Townwide Sidewalk Inventory and Assessment using an objective, systematic, and comprehensive condition assessment on all Town sidewalks. The list is updated annually for budgeting decisions and the prioritization of scarce resources to improve the sidewalk infrastructure moving forward.

At this time, the Town finds it best to adopt a new Sidewalk Replacement Program. The existing 50/50 Sidewalk Program currently in place under Ordinance 1920 will be repealed. In its place, the Town will replace sidewalks based on the Town's physical inspection and rating by utilizing the Town's official judgment and discretion in ranking the substandard sidewalk.

Ordinance 1954 has been drafted for this purpose.

**Recommendation:**

By motion and voice vote, hear Ordinance 1954 as presented and schedule second reading for June 17, 2024.

***To:*** President and Members of the Munster Town Council

***From:*** Patricia Abbott, Controller/Interim Town Manager

***Date:*** June 3, 2024

***Re:*** Resolution 2132: Boards and Commissions Policy

---

Council wants to allow for greater participation by numerous residents on the various boards and commission. In order to accomplish this, Resolution 2132 has been drafted to limit residents from serving on more than one commissions, boards, or committee of the Town at one time.

**Recommendation:**

By motion and voice vote, adopt Resolution 2132 as presented.



**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** June 3, 2024

**Re:** First Amendment to Lease Agreement with Verizon

---

### **Summary Statement**

The Town has an agreement with Verizon Wireless to lease space on the White Oak Avenue Water Tower that is coming to an end. Both parties want to extend the lease.

### **Background Knowledge**

The original lease began in 1999 and is scheduled to end July 31, 2024. Under the terms of the amendment, the lease would continue for four (4) additional five (5) year terms with an annual rent of \$40,800.00 beginning August 1, 2024. Beginning August 1, 2025, the annual rent for each year of the lease will increase by 2.00% over the previous year's amount. The current annual rent is \$41,194.80.

The previous escalator was 3.00% which was common when the original lease was written. This exceeds the CPI of the last decade which has been around 2.6%. As time passed, this was observed by the stockholders and there has been a push to reduce the escalators in these types of leases to stay more in line with the overall economy. The Town works with VMC Engineering for all aspects of the cell tower leases, and they observe that this is a common change among leases across all carriers.

This water tower is scheduled for reconditioning in August. Under the terms of the lease, all equipment will be removed and placed on a temporary site, a new railing meeting the Town's specifications will be installed, and all equipment replaced once the reconditioning and painting are complete. There are details regarding the railing included in the amended lease.

The White Oak tower also has equipment from T-Mobile. Staff and VMC are still working with T-Mobile to remove and replace their equipment as well as secure an amended lease. Staff expects this to come for Council approval before August.

The Town Attorney and VMC have reviewed the lease amendment and approve the language.

### **Recommendation:**

By motion and voice vote, approve the proposed First Amendment to Lease Agreement between the Town of Munster and Chicago SMSA Limited Partnership d/b/a Verizon Wireless.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** May 20, 2024

**Re:** Comprehensive Plan Update

---

### **Summary Statement**

The Town entered an agreement to update its comprehensive plan in 2022 to be ready for adoption in 2023. The plan was paused to allow the new Council to review it. An update was given to Council. The question of how to proceed has been raised.

### **Background Knowledge**

The purpose of a comprehensive plan is to provide a detailed, long-term strategy for the Town. It provides guidelines for how development opportunities will be approached. The current comprehensive plan was adopted in 2010, and the best practice is to update the plan every ten years. At the May 2, 2022, meeting, Council approved a contract with Houseal Lavigne to prepare a Comprehensive Plan at a cost not to exceed \$171,045.00. Houseal Lavigne was chosen by a committee consisting of the Council President, Town Manager, and Department Heads.

To date, the Town has made \$75,919.18 in progress payments, which represents 44% of the project. If Council determines it wants to remain with the 2010 Plan and not continue with Houseal Lavigne, there is a termination clause in the contract that states the documents and work papers will become the property of the client.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** May 20, 2024

**Re:** Engagement Letter: Eichhorn & Eichhorn, LLP

---

The Town is facing a lawsuit that was filed in Illinois. The Town Attorney has explained that it is best to have an attorney who is both licensed and experienced in practicing in Illinois. Mr. Westland has suggested Mr. David Jensen with the firm of Eichhorn & Eichhorn, LLP to handle this matter. A letter of engagement was presented for these services.

**Recommendation:**

By motion and voice vote, approve the engagement letter with Eichhorn & Eichhorn, LLP.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** May 20, 2024

**Re:** Engagement Letter: On-call Planning Services

---

The Town is conducting a deep review and update of the Town Code. This work is being performed by Town Attorney Nicole Bennett and Planning Director Sergio Mendoza. The timeline calls for having this work completed and adopted by Council this summer. To meet this aggressive schedule, Staff has requested assistance from Hannum, Wagle & Cline Engineering (HWC).

HWC provided on-call planning services in 2023 while filling the Planning Director position. Their staff is familiar with Munster, its code and how we do business. They have provided an engagement letter at the rate of \$8,500.00/month for three months, not to exceed \$25,500.00.

**Recommendation:**

By motion and voice vote, approve the letter of engagement with HWC for on-call services as described in the letter of engagement.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** May 20, 2024

**Re:** Landfill Well Field Repairs

---

The Town works with various professional consultants to maintain the landfill including Cabeno Environmental Field Services for tuning and maintenance of the well field, Clarke Energy who focus on the generator, and Andrews Engineering who coordinates with the consultants and IDEM. Each organization has deep knowledge of the landfill.

It has been known for some time that there are problems in the well field where sections of pipe hold water which stops the flow of methane to the generator. There is regular groundwater testing as required by IDEM; the last few tests have indicated that there are repairs needed in the northeast area of the landfill. Cabeno has provided a Scope of Work to install a jumper and drain valves for the wells designated as GW-E15 through GW-E11, installation of a water level transducer in the nearby condensate trap, and a bypass to the drip trap at GW-E12

The work should be completed in June. The next scheduled groundwater monitoring is in the Fall. It is unknown if the results of the repairs will be seen in this testing. The consultants agree that these repairs will provide more information about what other work is needed in the well field. Their goal is to have an action plan in place and ready to implement over the winter. They want to perform any needed work outside of the golf season.

Council approved repairs to the leachate disposal system at the April 15, 2024, meeting. Once that work is complete, Staff expects to have a better understanding of what needs to be done to the lift stations related to that system. It is also known that the balance of the generator and the costs associated with its installation and removal of the old unit are coming over the next six to twelve months. All these costs are expected to exceed \$1.5 million. Staff is actively looking at funding options which will probably require a rate increase.

The total cost of the well field repairs is estimated at \$27,203.60 and will be paid from the Solid Waste Management Fund.

**Recommendation:**

By motion and voice vote, approve the well field repair work as outlined in the Scope of Work dated May 7, 2024, from Cabeno Environmental Field Services, LLC.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** May 20, 2024

**Re:** Ordinance 1951: Amending Lake Business Center PUD (PC 24-001)

---

Representatives for the Lake Business Center have requested an amendment to the PUD to increase the number of recorded lots at approximately 9200 Calumet Avenue. The Plan Commission held a public hearing on April 9, 2024, with no public comment received. The Plan Commission voted seven to zero to forward a favorable recommendation to the Town Council. On May 14, 2024, the Plan Commission approved the Findings of Fact. The Town Council may take final action to adopt, reject, defer, or amend the proposal. Any amendment to the proposed PUD will require further consideration by the Plan Commission.

Ordinance 1951 has been drafted to increase the number of recorded lots at the Lake Business Center Planned Unit Development.

**Recommendation:**

By motion and roll call vote, move to suspend the rules and waive the readings to allow for the adoption of Ordinance 1951 on first reading as presented. (Must have unanimous consent.)

**Then:**

By motion and roll call vote, move to adopt Ordinance 1951 on first reading as presented.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** May 20, 2024

**Re:** Tax Abatement: Centennial Village

---

As part of the Development Agreement for Centennial Village, the Town is granting tax abatement for the residential units located there. Last year, the Town went through the process to formally grant the abatement. Each year, the Developer must file a form with Lake County to document that the property remains eligible for abatement. The form needs a signature from the Town stating that the property owner is in substantial compliance.

The abatement is only on the residential portion of the development and is provided on a ten-year declining basis. Year 1 of abatement is 100%, Year 2, 90% and so on.

**Recommendation:**

By motion and voice vote, find Centennial Village-CV Development LLC and Others to be in substantial compliance with the tax abatement requirements and authorize the Council President to sign the Compliance with Statement of Benefits.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** May 20, 2024

**Re:** Letter of Engagement: The Planning Workshop, Inc.

---

The Board of Zoning Appeals and Plan Commission members have requested new members and refresher training. Staff researched options and has arranged for Citizen Planner Training with Ms. K.K. Fritz, FAICP of The Planning Workshop, Inc. Planning Director Sergio Mendoza has worked with Ms. Fritz for previous trainings and found her sessions to be informative and engaging.

The BZA and Plan Commission was given the opportunity to select the topics at their last meeting and a date that best fit the majority of the members. As a result, Ms. Fritz has been scheduled for Saturday, June 1, 2024, to provide a four-hour training with a light lunch. Council and Staff are invited to attend as well.

Ms. Fritz has provided an engagement letter to provide the training at a cost of \$6,600.00 to be paid from the General Fund.

**Recommendation:**

By motion and voice vote, approve the engagement letter dated May 6, 2024, with K.K. Fritz of The Planning Workshop, Inc. for Planning Official Training at a cost of \$6,600.00.



**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, Clerk-Treasurer

**Date:** May 20, 2024

**Re:** Letter of Engagement: Comprehensive Financial Planning

---

At the September 19, 2022, meeting, Council approved engaging Baker Tilly to prepare a Comprehensive Financial Plan for the Town. At the time, the Town recognized there were several large projects in the works including betterments at the train stations, development of the former Lansing Country Club site, water utility and stormwater utility infrastructure improvements, and an update of the Comprehensive Plan. Having a financial plan in place has helped the Town support these projects by ensuring adequate funding is available not only for those projects but also the ongoing costs of operating the Town. The plan was completed at the beginning of 2023 and has been used to guide decisions and to update processes. With a new Council and changing priorities, now is a good time to update the plan.

Baker Tilly has presented a Scope Appendix to complete this work. The scope will look at nineteen funds including the major operating, debt service, and capital funds, including TIF. Work will be performed based on the standard hourly rates at a cost not-to-exceed \$25,000.00. The project costs will be divided among the applicable funds being studied.

**Recommendation:**

By motion and voice vote, approve the Scope Appendix with Baker Tilly Municipal Advisors in the amounts outlined in the letter dated May 6, 2024.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, IAMC, CMC  
Clerk-Treasurer

**Date:** May 20, 2024

**Re:** Engagement Letter: Tax Revenue Analysis

---

The Town of Munster has been working with the law firm Dentons on sewer matters. Denton's has requested the Town engage with Baker Tilly for a tax revenue analysis as part of the work. Charges would be on an hourly basis at the current Baker Tilly rates plus any expenses. The invoices would come through Denton's and be paid by Munster from the Sewer Maintenance Fund.

**Recommendation:**

By motion and voice vote, approve the engagement letter with Dentons to work with Baker Tilly.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, IAMC, CMC  
Clerk-Treasurer

**Date:** May 20, 2024

**Re:** Annual Operational Report for Local Roads and Streets

---

Indiana Code 8-17-4.1-1 requires an operational report to be prepared by all cities and towns having a population of 15,000 or more with road and street responsibilities. The report must be prepared on forms prescribed by the State Board of Accounts and must disclose all information considered necessary to reflect the financial condition and operations of the department.

Accordingly, the Clerk-Treasurer's Office and Public Works Department prepared the attached report, which was filed electronically on May 10, 2024, with the State Board of Accounts, the Indiana Department of Transportation, and the Purdue University Local Technical Assistance Program. The report is also to be filed with the governing body of the municipality and is available to the public and to the press in the Clerk-Treasurer's Office during regular business hours.

**Recommendation:**

As an item on the Consent Agenda, receive the Annual Operational Report for Local Roads and Streets for the year ended December 31, 2023, and order it placed on file.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** May 9, 2024

**Re:** Ordinances 1942, 1943, 1944, 1945, 1946, 1947, 1948, 1949, and 1950:  
Amendments to Code and Schedule A

---

Eight ordinances have been drafted 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.

5. Ordinance 1942 repeals and replaces Chapter 1: Ordinance Violations Bureau 1-8
6. Ordinance 1943 amends Chapter 12: Nuisance
7. Ordinance 1944 repeals Chapter 18: Environment
8. Ordinance 1945 repeals and replaces Chapter 22: Fire Prevention
9. Ordinance 1946 repeals and replaces Chapter 30: Offenses and Misc. Provisions
10. Ordinance 1947 enacts Chapter 48: Trees and Shrubs
11. Ordinance 1948 repeals and replaces Chapter 54: Traffic and Vehicles
12. Ordinance 1949 repeals Chapter 62: Vegetation
13. Ordinance 1950 repeals and replaces Schedule A: Fees, Fines, and Penalties

**Recommendation:**

By motion and roll call vote, move 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. (Must have unanimous consent.)

**Then:**

By motion and roll call vote, move 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.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** May 20, 2024

**Re:** Letter of Engagement: Salary and Benefit Study

---

There is a need to review the wages and salaries of non-sworn employees and the benefits package offered to all Town employees. At the end of 2023, Staff issued an RFP for a salary and benefit study. These proposals have been reviewed and additional firms have supplied proposals since then.

Staff met with and recommends Organizational Development Solutions, Inc. (ODS) to perform this work. ODS is a local firm focused on Northwest Indiana. The work will be divided into four phases as follows.

- Phases I and II will consist of data gathering for a comprehensive analysis of the current positions and creation of job descriptions. \$25,000.00
- Phase III will use the job descriptions to perform the compensation study which includes market analysis and the development of pay structure based on market benchmarking. \$23,500.00
- Phase IV is the evaluation of the benefit package. \$ 8,000.00

The work is expected to take five to six months. The cost will be divided equally among the General, MVH, Park, Sewer, and Water Funds.

**Recommendation:**

By motion and voice vote, approve the letter of engagement with ODS to conduct a salary and benefit study at a cost not to exceed \$56,500.00.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** May 9, 2024

**Re:** Agreement with IOT for 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.

**Recommendation:**

By motion and voice vote, approve the Variable Services Project Task Order to create and maintain the Town of Munster Water Billing Website.

**To:** President and Members of the Munster Town Council and  
President and Members of the Munster Redevelopment Commission

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** May 9, 2024

**Re:** Approval of Warranty Deed

---

Council approved the Phase 1A Kenmara Development Agreement at the July 17, 2023, meeting. 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.

**Recommendation:**

By motion and voice vote, approve the form of the Warranty Deed as presented.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** May 9, 2024

**Re:** Renewal of Agreement with GreatNews.Life

---

GreatNews.Life is a Region-based, strictly positive, hyper-local news organization contracting with municipalities and other clients to take a positive approach to online publishing. They focus on good news about things happening in their partner communities. They have a team of professional photographers, copywriters, and editors to create press releases and posts that can be shared on their network of community sites throughout the Region and on Town-managed sites.

The Town first partnered with GreatNews.Life in 2023 and featured stories on the Munster Garden Club, the Inaugural Monarch Festival, the National Night Out Against Crime, the Pennsy Bike Night Ride, and the Light the Night event. Other Park events were featured on their various platforms which include Facebook, X, YouTube, and Instagram.

The fee for partnering in 2024 remains unchanged from last year at \$6,600.00 which would be paid from the General Fund.

**Recommendation:**

By motion and voice vote, approve the partnership contract with GreatNews.Life for \$6,600.00.



**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Copy:** Wendy Mis, Clerk-Treasurer

**Date:** April 24, 2024

**Re:** Payroll Funding Sources

---

With raises going into effect for sworn personnel in the second half of this year, and Council considering all the possibilities for the total compensation package offered to all employees, funding sources are being identified.

There are two main sources that have been used for police officer payroll expenses: General Fund and Local Income Tax-Public Safety Fund (LIT-PS). The Town now has authority to also use the Tax Increment Financing Fund (TIF). While each of these funds can be used for each of the purposes listed below, each presents its own challenges. The table below lists the funds with a ranking of the current plan for how it will be used for the listed need. It is anticipated that these may shift based on unforeseen expenses and the overall needs of the Town.

	General Fund	LIT-PS Fund	TIF Fund
Wages & Taxes	3	1	2
Longevity	1	3	2
Pension	1	3	2
Vehicles	NA	NA	1

These payments will likely not be made directly out of the LIT-PS or TIF Fund but as a transfer to the General Fund. That transfer would be the basis of an additional appropriation.

Council is planning to engage a consultant for non-sworn personnel throughout the organization to review wages and to review the benefit package for all employees. Findings of the consultant are not anticipated until the second half of 2024. This coincides with the start of budgeting for 2025 which includes a review of the current state of all funds. At that time, a determination can be made regarding the amount available for potential increases to wages and/or benefits for both this year and next. The global increase in 2024 was 4.00%, and the anticipated 2025 increase will depend on the results of the salary and benefit review and any changes made as a result.

Most non-sworn employees are paid from a variety of funds as shown in Salary Ordinance Exhibit D: Distribution of Payroll by Fund (attached). This distribution is reviewed annually as part of the budget process and updated to better match the duties being performed by the position.

If changes are made as a result of the proposed salary and benefit review, it is likely that an additional appropriation will be necessary later this year for those purposes.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** April 15, 2024

**Re:** Resolution 2129: Authorization to Sign CCMG Documents

---

Yesterday we were notified that the Town has been awarded \$843,479.50 in Community Crossing Matching Grant funds for Highland Place, Meadow Lane, Linden Avenue, and Independence Parkway.

INDOT administers the CCMG projects and requires a resolution to authorize someone to sign the contract and related documents for the project. The CCMG program runs on a tight timeline and having authority to sign is critical to the process. Because of the length of time between the April and May meetings, and in consultation with President Nellans, the resolution will be added to the April 15, 2024, agenda.

Resolution 2129 has been drafted to authorize the Council President to sign the documents.

**Recommendation:**

By motion and voice vote, approve Resolution 2129 as presented.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** April 15, 2024

**Re:** Atlassian Updated Agreement

---

Trello is the software Staff use to prepare the Council and Redevelopment Commission agendas. Atlassian is the software company that owns and manages Trello. Staff was notified on April 1, 2024, that Atlassian is updating their agreements.

Based on the number of users, the Town will pay about \$600.00/year. The cost will be paid by the Technology Fund.

**Recommendation:**

By motion and voice vote, approve the updated Atlassian Customer Agreement and Data Processing Addendum and authorize payment.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** April 15, 2024

**Re:** Ordinance 1936: Water Revenue BAN and Bond Ordinance

---

Council had first reading on Ordinance 1936 at the April 1, 2024, meeting with adoption scheduled for this evening. Since that time, there was a change to the schedule. Baker Tilly felt additional time should be offered to potential Bond Anticipation Note bidders after the term sheet was issued. Staff felt additional time would be needed to review the bids on the 2024 Pavement and Watermain Improvements scheduled to be opened April 10, 2024. Following is the updated schedule made in consultation with Barnes & Thornburg, Baker Tilly, and Staff.

April 15, 2024	Second reading and adoption of bond ordinance
April 23, 2024	BAN term sheet distributed to potential purchasers
May 7, 2024	BAN term sheet responses due
May 24, 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 2025 SRF application.

**Recommendation:**

By motion and voice vote, adopt Ordinance 1936 as presented.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** April 15, 2024

**Re:** Ordinance 1937: Sewer Revenue BAN and Bond Ordinance

---

Council had first reading on Ordinance 1937 at the April 1, 2024, meeting with adoption scheduled for this evening. Since that time, there was a change to the schedule. Baker Tilly felt additional time should be offered to potential Bond Anticipation Note bidders after the term sheet was issued. Following is the updated schedule made in consultation with Barnes & Thornburg, Baker Tilly, and Staff.

April 15, 2024	Second reading and adoption of bond ordinance
April 23, 2024	BAN term sheet distributed to potential purchasers
April 26, 2024	Publication of adoption and start of 20-day objecting period
May 7, 2024	BAN term sheet responses due
May 24, 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 2025 SRF application.

**Recommendation:**

By motion and voice vote, hear Ordinance 1937 on first reading and set second reading and adoption for April 15, 2024.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** April 15, 2024

**Re:** Environmental Liability Insurance Renewal

---

The Town has an environmental pollution insurance policy to provide excess coverage for environmental issues that might arise and not be covered by the general property and package insurance already in place. This is a five-year policy currently held by Beazly. That policy was bound in 2019 at a cost of \$112,495.00.

Beazly is willing to renew the policy for another five years at a base premium of \$120,932.00 plus Surplus Lines Tax of \$3,023.00 for a total five-year cost of \$123,955.00. Optional terrorism coverage is available at an additional \$1,209.32. Premiums are paid from the Self-Funded Liability Insurance Fund.

**Recommendation:**

By motion and voice vote, authorize the Council President to bind coverage for environmental liability coverage with Beazley.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** April 1, 2024

**Re:** Ordinance 1936: Water Revenue BAN and Bond Ordinance

---

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.

**Recommendation:**

By motion and voice vote, hear Ordinance 1936 on first reading and set second reading and adoption for April 15, 2024.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** April 1, 2024

**Re:** Ordinance 1937: Sewer Revenue BAN and Bond Ordinance

---

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.

**Recommendation:**

By motion and voice vote, hear Ordinance 1937 on first reading and set second reading and adoption for April 15, 2024.



**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** April 1, 2024

**Re:** License Agreement: 8649 Greenwood Avenue

---

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.

**Recommendation:**

By motion and voice vote, approve the Revocable License Agreement as presented.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** April 1, 2024

**Re:** Letter of Engagement: Waterworks BAN and Bond

---

Earlier this evening 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.

**Recommendation:**

By motion and voice vote, approve the letter of engagement with Baker Tilly for the Waterworks Bond Anticipation Notes.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** April 1, 2024

**Re:** Letter of Engagement: Sewer Works BAN and Bond

---

Earlier this evening 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.

**Recommendation:**

By motion and voice vote, approve the letter of engagement with Baker Tilly for the Sewer Bond Anticipation Notes.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** April 1, 2024

**Re:** Annual TIF 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.

**RECOMMENDED ACTION:**

No motion is required. The President of the Council should “order the report accepted and placed on file.”

**To:** President and Members of the Munster Redevelopment Commission

**Copy:** Wendy Mis, Clerk-Treasurer/Executive Secretary

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** April 1, 2024

**Re:** Resolution 059: Approving Plan Supplement

---

In 2023, the Indiana General Assembly amended the allowable uses of Tax Increment Financing (TIF) revenues. Under the revised statute, TIF can be used for both capital and operating expenditures for police and fire services.

The process for amending the plan required action by the Redevelopment Commission, the Plan Commission, and the Town Council. The final steps are for the Redevelopment Commission to hold a public hearing, scheduled for tonight, and the adoption of a Confirmatory Resolution.

Once the resolution is adopted, it must be filed with the Lake County Auditor and the Indiana Department of Local Government Finance by April 30, 2024. Once filed, the authority to use TIF revenues for public safety will be in place.

**RECOMMENDED ACTION:**

Conduct a public hearing on Resolution 059.

Under New Business, and by motion and voice vote, approve Resolution 059 as presented.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** March 18, 2024

**Re:** Engineering Services Proposal: CCMG 2024-1

---

Staff submitted an application for Community Crossing Matching Grant Funds in the first round of 2024. The following streets were included in the application were as follows.

Highland Place from Ridge Road to Broadmoor Avenue  
Meadow Lane from Ridge Road to Broadmoor Avenue  
Linden Avenue from Fisher Street to Park Drive  
Independence Drive from White Oak Avenue to Washington Circle

There is a short timeline from when the CCMG awards are announced and when the project must be designed, constructed, paid for, and closed. The practice has been to begin the engineering work prior to the CCMG award announcement. SEH has submitted a proposal to do this work.

The proposal includes Topographical Surveys, Project Plan Sheets, Project Contract Documents, and Bid Phase Services for a lump sum of \$62,400.00. Resident Project Representative Services will be completed on an hourly basis at a not-to-exceed amount of \$26,800.00. All work will be completed pursuant to the Master Agreement for Professional Services dated September 10, 2014. The work will be paid from General Obligation Bond Proceeds.

**RECOMMENDED ACTION:**

By motion and voice vote, approve the Supplemental Letter Agreement from SEH dated March 13, 2024 for an amount not to exceed \$89,200.00.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis  
Clerk-Treasurer

**Date:** March 18, 2024

**Re:** Annual Landfill Assurance Test

---

The Indiana Department of Environmental Management (“IDEM”) requires documentation from the Town regarding financial assurance of the landfill. This requirement has traditionally been in place to assure IDEM that a private business owner operating a landfill site has placed financial assurance on record in case the owner closes the business without any warning, leaving behind a brownfield. The provisions in 329 IAC 10-39-2(a)(6) apply to municipalities as well, even though the same risks are not involved.

Baker Tilly has completed numerous reports on the financial status of the landfill for the Town. A letter of engagement to perform the work that must be completed to provide IDEM with the proper financial assurance has been presented.

Baker Tilly has the appropriate financial information to provide IDEM with information about the Town's general financial well-being. IDEM does not stipulate that the Town pass any further bonds or pay any sums of money at this time to comply with the financial assurance provisions.

The expense of these financial analyses is set at \$7,700.00 and is to be funded from the Solid Waste Management Fund.

**RECOMMENDED ACTION:**

By motion and voice vote, approve the letter of engagement with Baker Tilly for the Annual Landfill Assurance Test in the amount of \$7,700.00.

***To:*** President and Members of the Munster Town Council

***From:*** Patricia Abbott, Controller/Interim Town Manager

***Date:*** March 18, 2024

***Re:*** ADA Transition Plan Update

---

In 2012, Council adopted an ADA Transition Plan outlining steps the Town would take to ensure Town facilities, services, programs, and events will be accessible to persons with disabilities. As a recipient of federal funding, the Town is required to maintain this transition plan and update it annually.

With the recent staff changes, a new person must be named as the ADA Compliance Coordinator.

**RECOMMENDED ACTION:**

By motion and voice vote, approve the amended 2024 ADA Transition Plan naming the Interim Town Manager as the ADA Compliance Coordinator.



**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** March 18, 2024

**Re:** Title VI Implementation Plan Update

---

In 2017, Council adopted a Title VI Implementation Plan as mandated by INDOT. Among other things, the plan affirms the Town's commitment to nondiscrimination in its programs, policies, and activities, establishes a complaint procedure for residents and employees, and affirms the Town's commitment to environmental justice.

Each year the plan is reviewed and updated as needed. With the recent staff changes, a new person must be named as the Title VI Coordinator. This person will be responsible for initiating and monitoring Title VI activities, preparing reports and performing other responsibilities, as required by 23 C.F.R. § 200 and 49 C.F.R. § 21.

**RECOMMENDED ACTION:**

By motion and voice vote, approve the amended Title VI Implementation Plan naming the Interim Town Manager as the Coordinator.

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** March 18, 2024

**Re:** Contract Extension: CivicPlus

---

The Town Code is available online for Staff and the public to access. In addition, there are hard copies of the Town Code Book available in Town Hall. The Town has worked with MuniCode, now CivicPlus to provide ongoing updates to the website and the physical books.

Under the current structure the Town pays per page when changes are made. The total cost in 2023 was \$5,375.00. The per page cost is set to increase from \$22.25/page to \$28.93/page. Under this method, the Town must estimate how many changes will be made in each billing period. This is difficult to predict and can lead to holding back sending changes for the updates since the costs could exceed what was budgeted.

CivicPlus has presented the Town with a Full-Service Supplementation Subscription option which removes the need to make estimates. The first-year cost would be \$2,786.56. There is an additional charge of \$1,140.00 to host the online version of the Code. There will be a 5.00% increase the next year.

Staff believe the full-service option will be more cost-effective in the long run. This is paid for by the Technology Fund.

**RECOMMENDED ACTION:**

By motion and voice vote, approve the proposed Full-Service Supplementation Subscription for a cost of \$3,751.56 for the first year and authorize the Council President to sign Quote Q-62965-1.

**To:** President and Members of the Munster Redevelopment Commission

**Copy:** Wendy Mis, Clerk-Treasurer/Executive Secretary

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** March 4, 2024

**Re:** Letter of Engagement: Attorney Representation

---

The Town has been working with the developer of the former Lansing Country Club site to redevelop the property. There is a need for legal representation in this matter. Attorney John Reed with the firm of Abrahamson, Reed, and Bilse has presented a representation agreement to perform this work. The attorney rate is \$225.00/hour which is in keeping with the rates currently paid for other legal services. The paralegal rate is \$100.00/hour.

**RECOMMENDED ACTION:**

By motion and voice vote, approve the representation agreement with Abrahamson, Reed, and Bilse.

**To:** President and Members of the Munster Town Council

**Copy:** Wendy Mis, Clerk-Treasurer

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** March 18, 2024

**Re:** Resolution 2122: Approving Plan Supplement

---

In 2023, the Indiana General Assembly amended the allowable uses of Tax Increment Financing (TIF) revenues. Under the revised statute, TIF can be used for both capital and operating expenditures for police and fire services. In order to allow for those uses, the Declaratory Resolution and Development Plan for the Ridge Road/Calumet Avenue Economic Development Area must be amended.

The Redevelopment Commission took the first step of adopting a Declaratory Resolution at the March 4, 2024, meeting. The Plan Commission adopted an Approving Resolution at the March 12, 2024, meeting. This evening, Council is asked to adopt the Approving Resolution. Once this step is complete, a public hearing will be conducted by the Redevelopment Commission. This is scheduled for the April 1, 2024, meeting, along with adoption of the Confirmatory Resolution.

**RECOMMENDED ACTION:**

By motion and voice vote, approve Resolution 2122 as presented.

**To:** President and Members of the Munster Redevelopment Commission

**Copy:** Wendy Mis, Clerk-Treasurer/Executive Secretary

**From:** Patricia Abbott, Controller/Interim Town Manager

**Date:** March 4, 2024

**Re:** Resolution 058: Approving Plan Supplement

---

In 2023, the Indiana General Assembly amended the allowable uses of Tax Increment Financing (TIF) revenues. Under the revised statute, TIF can be used for both capital and operating expenditures for police and fire services. In order to allow for those uses, the Declaratory Resolution and Development Plan for the Ridge Road/Calumet Avenue Economic Development Area must be amended.

The process for amending the plan requires the following steps.

Task	Authorizing Body	Scheduled Date
Adopt Declaratory Resolution	Redevelopment Commission	03/04/24
Adopt Approving Resolution	Plan Commission	03/12/24
Adopt Approving Resolution	Town Council	03/18/24
Notice of Public Hearing	Publish in The Times	03/22/24
Public Hearing	Redevelopment Commission	04/01/24
Adopt Confirmatory Resolution	Redevelopment Commission	4/1/2024
Deadline to file Declaratory and Confirmatory Resolutions	Town Council	04/30/24

This evening begins the process with the scheduled adoption of Resolution 058.

**RECOMMENDED ACTION:**

By motion and voice vote, approve Resolution 058 as presented.

***To:*** President and Members of the Munster Town Council

***Copy:*** Wendy Mis, Clerk-Treasurer

***From:*** Patricia Abbott, Controller/Interim Town Manager

***Date:*** March 4, 2024

***Re:*** Ordinance 1934: Updating Centennial Park Hours

---

The Park Board approved changing the hours at Centennial Park to 6:00 a.m. -10:00 p.m. at their November 2023 meeting. This would provide a set closing time instead of dusk. A set time also allows for better enforcement. At the February 19, 2024, meeting, Council had first reading on the ordinance.

**RECOMMENDED ACTION:**

By motion and voice vote, to approve Ordinance 1934 on second reading as presented.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis  
Clerk-Treasurer

**Date:** February 19, 2024

**Re:** Ordinance 1934: Updating Centennial Park Hours

---

The Park Board approved changing the hours at Centennial Park to 6:00 a.m. -10:00 p.m. at their November 2023 meeting. This would provide a set closing time instead of the vaguer closing time of dusk. A set time also allows for better enforcement.

At the February 5, 2024, meeting, Council authorized the drafting of an ordinance to formally make this change. Ordinance 1934 has been drafted for this purpose.

**RECOMMENDED ACTION:**

By motion and voice vote, to hear Ordinance 1934 on first reading and set second reading for the March 4, 2024, meeting.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis  
Clerk-Treasurer

**Date:** February 19, 2024

**Re:** Letter of Engagement for Lobbying Services

---

The Town has engaged the law firm of Barnes & Thornburg for many years as its state legislative relations counsel. A letter of engagement has been drafted for Barnes & Thornburg to provide certain lobbying services for the 2024 General Assembly Session. Fees for this service would be \$5,000.00/month for the General Assembly Session from November 1, 2023, through March 31, 2024, and \$3,000.00/month during the non-session months of April 1, 2024, through October 31, 2024. Executive branch services will be performed at \$7,000.00/month. These rates are unchanged from the prior year.

Under the terms of the agreement, the Town will continue to retain the firm for the 2025 Session of the General Assembly beginning November 1, 2024, and beyond unless the Town notifies Barnes & Thornburg.

At the request of the Town, Barnes & Thornburg may draft or file lobby registration or activity reports for submission to the Indiana Lobby Registration Commission on behalf of the Town for an annual fixed fee of \$1,500.00. Additional expenses, including but not limited to lobbying compliance fees, would also be allowed.

**RECOMMENDED ACTION:**

By motion and voice vote, to authorize the Council President to sign the letter of engagement with Barnes & Thornburg for legislative lobbying services.



**To:** President and Members of the Munster Town Council

**From:** Wendy Mis  
Clerk-Treasurer

**Date:** February 19, 2024

**Re:** Builder's Risk Insurance

---

The Town's insurance broker, Gallagher, stated that the Town needs to have a Builder's Risk Insurance policy for the construction of the Pro Shop and Cart Storage Buildings at Centennial Park. The premium cost is \$20,384.00. The premium is based on the total project cost.

There is an optional TRIA coverage for \$614.00. This would cover a certified act of terrorism that causes damage to Town property. TRIA is offered on all property coverage. Historically, the Town has rejected TRIA coverage.

The Town is being asked to authorize the binding of coverage and to sign a letter stating there are no known losses at the building site.

**RECOMMENDED ACTION:**

By motion and voice vote, authorize the binding of coverage for the builder's risk policy, the signing of the no known loss letter, and the payment of the premium in the amount of \$20,998.00.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis  
Clerk-Treasurer

**Date:** February 19, 2024

**Re:** Approval of Third-Party Liability Claims Processing

---

At the December 18, 2023, meeting, Council approved and authorized binding of coverage for the 2024 Liability Insurance Program. Part of that program is an agreement with a third-party claims administrator, Gallagher Bassett. The Town is beginning the third year of a five-year contract. Gallagher Bassett is looking for a signature confirming the pricing for 2024.

**RECOMMENDED ACTION:**

By motion and voice vote, approve the pricing and signature by the Council President for the 2024 Liability Program third-party claims administrator Gallagher Bassett.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis  
Clerk-Treasurer

**Date:** February 5, 2024

**Re:** Confirmation of Proposal Acceptance

---

In November 2022, there was a sewer backup in the Munster Police Department causing substantial damage and loss of property. At the time of the incident, flooring, cabinets, and the like were removed by Town employees. ServPro was called in to clean and sanitize the effected area. A claim was filed with the Town's liability insurance.

Staff sought a proposal from Century Roofing for the necessary restoration work. Their proposal dated December 7, 2023, was for \$171,170.80 and was signed by a representative of the Town on December 13, 2023. Indiana Code 5-22 and Munster Ordinance 1629 outline the purchasing policy to be followed. According to both, all projects in excess of \$150,000.00 will go through a competitive bidding process. Staff in place at the time believed that because it was coming from insurance proceeds that these requirements did not apply and told the contractor to proceed. The restoration work has started and is ongoing.

The Town has a \$50,000.00 deductible to meet, which will come from the Self-Funded Liability Insurance Fund. Insurance has preliminarily authorized \$223,886.99 which includes the proposal and other items previously paid. The Town has received an initial check to cover the restoration work in the amount of \$120,835.79. Additional reimbursements are expected as the work progresses.

In addition, the contractor has asked for a payment in advance to cover the material costs. This is permitted under Ordinance 1913 provided the amount requested does not exceed 50% of the entire cost of the contract, the request is made in writing, an invoice is presented, and a purchase order created.

Century Roofing has presented an invoice for \$100,000.00 for the purposes outlined above. While this exceeds 50% of the total contract, there is an invoice in the amount of \$80,574.14 for the flooring materials and installation by a subcontractor. Staff can confirm that this portion of the work is substantially complete, and the remaining flooring materials are currently in the Police Station waiting for installation.

The balance of the invoice from Century Roofing is \$19,425.86 which represents less than 50% of the proposed total work, will be used for other materials needed for the project, and is in compliance with the rules regarding payments in advance.

**RECOMMENDED ACTION:**

By motion and voice vote, confirm approval of the proposal from Century Roofing in an amount not to exceed \$171,170.80 and to pay the current Century Roofing invoice in the amount \$100,000.00.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis  
Clerk-Treasurer

**Date:** February 5, 2024

**Re:** Water Utility Write-Offs

---

Resolution 1745 outlines the collection policy to be followed for Water Utility accounts. In 2020 we began using TRECS as an additional collection remedy.

There are forty-four accounts from 2021-2022 totaling \$8,114.00 that had appropriate collection efforts made but were not successful. It is unlikely that these would be or could be collected.

Under Ordinance 1248, Town of Munster Water Utility records are excluded from disclosure. Therefore, a detailed listing is not provided with this memorandum, but is available to the Council at the Clerk-Treasurer's Office.

**RECOMMENDED ACTION:**

Although no action is required of the Town Council, the Clerk-Treasurer and Town Manager are required to notify the Town Council when collection efforts have ceased. The amount of \$8,114.00 will be written off pursuant to Ordinance 1745.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis  
Clerk-Treasurer

**Date:** May 1, 2023

**Re:** Annual Landfill Assurance Test

---

The Indiana Department of Environmental Management (“IDEM”) requires documentation from the Town regarding financial assurance of the landfill. This requirement has traditionally been in place to assure IDEM that a private business owner operating a landfill site has placed financial assurance on record in case the owner closes the business without any warning, leaving behind a brownfield. The provisions in 329 IAC 10-39-2(a)(6) apply to municipalities as well, even though the same risks are not involved.

Baker Tilly has completed numerous reports on the financial status of the landfill for the Town. A letter of engagement to perform the work that must be completed to provide IDEM with the proper financial assurance has been presented.

Baker Tilly has the appropriate financial information to provide IDEM with information about the Town's general financial well-being. IDEM does not stipulate that the Town pass any further bonds or pay any sums of money at this time to comply with the financial assurance provisions.

The expense of these financial analyses is set at \$7,400.00 and is to be funded from the Solid Waste Management Fund.

**RECOMMENDED ACTION:**

By motion and voice vote, approve the letter of engagement with Baker Tilly for the Annual Landfill Assurance Test in the amount of \$7,400.00.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, IAMC, CMC  
Clerk-Treasurer

**Date:** April 17, 2023

**Re:** Annual Operational Report for Local Roads and Streets

---

Indiana Code 8-17-4.1-1 requires an operational report to be prepared by all cities and towns having a population of 15,000 or more with road and street responsibilities. The report must be prepared on forms prescribed by the State Board of Accounts and must disclose all information considered necessary to reflect the financial condition and operations of the department.

Accordingly, the Clerk-Treasurer's Office and Public Works Department prepared the attached report, which was filed electronically on April 12, 2023 with the State Board of Accounts, the Indiana Department of Transportation, and the Purdue University Local Technical Assistance Program. The report is also to be filed with the governing body of the municipality and is available to the public and to the press in the Clerk-Treasurer's Office during regular business hours.

**Recommendation:**

As an item on the Consent Agenda, receive the Annual Operational Report for Local Roads and Streets for the year ended December 31, 2022, and order it placed on file.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis  
Clerk-Treasurer

**Date:** January 16, 2023

**Re:** Water Utility Write-Offs

---

Resolution 1745 outlines the collection policy to be followed for Water Utility accounts. In 2017 we began using Jonathan Peterson's office to increase our collection efforts. In 2020 we began using TRECS as an additional collection remedy.

There are twenty accounts from 2019 totaling \$7,224.58 that had appropriate collection efforts made but were not successful. It is unlikely that these would be or could be collected.

Under Ordinance 1248, Town of Munster Water Utility records are excluded from disclosure. Therefore, a detailed listing is not provided with this memorandum, but is available to the Council at the Clerk-Treasurer's Office.

**RECOMMENDED ACTION:**

Although no action is required of the Town Council, the Clerk-Treasurer and Town Manager are required to notify the Town Council when collection efforts have ceased. The amount of \$7,224.58 will be written off pursuant to Ordinance 1745.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, Clerk-Treasurer

**Date:** December 5, 2022

**Re:** Letter of Engagement: Inflation Reduction Act Tax Credit

---

At the September 19, 2022 meeting, Council approved a letter of engagement with Baker Tilly to develop a comprehensive financial plan. Included in the potential work was assistance with identifying and assisting with the application for potential federal grant and related opportunities.

When the landfill closed, a methane generator was installed to capture the gas and sell it back to NIPSCO. Staff has been monitoring the generator and working with Cabeno Environmental Field Services and Clarke Energy to maintain both the generator and the well field. The Town now faces the need to perform a major overhaul of the existing generator, installation of a new generator, or closing the generator completely and use a flare to control the methane. Staff and the experts believe the best course of action is to install a new generator at the cost of approximately \$600,000.

The Inflation Reduction Act (IRA) has a variety of grant and tax credit opportunities. Staff believes, as does Baker Tilly, that the new methane generator will qualify for a tax credit of up to 30%. Normally municipalities do not qualify for tax credits. The IRA allows a municipality to receive the credit in the form of a reimbursement. The potential reimbursement is \$180,000.00.

Staff has met with its representatives with Baker Tilly who has provided an amendment to the current scope of services. The proposed plan will include the following.

1. Provide preliminary assistance with interpreting and applying the IRA guidance to the proposed generator project
2. Determine project eligibility for and application for an IRA tax credit
3. Estimate credit amount and assist with meeting Begun Construction requirements
4. Perform pre and post construction analysis to enhance tax credit opportunities
5. Prepare files for claiming the tax credit

The project has a not-to-exceed amount of \$50,000.00 and will be paid from the Solid Waste Management Fund.

**Recommendation:**

By motion and voice vote, approve the Scope Appendix to the engagement letter with Baker Tilly Municipal Advisors in an amount not to exceed \$50,000.00.



**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, Clerk-Treasurer

**Date:** September 19, 2022

**Re:** Letter of Engagement: Comprehensive Financial Planning

---

The Town has several large projects in the works including betterments at the train stations, development of the former Lansing Country Club site, water utility and stormwater utility infrastructure improvements, the Streetscape project, and an update of the Comprehensive Plan. Having a financial plan in place will assist the Town in supporting these projects by ensuring adequate funding is available and in place not only for these projects but also the ongoing costs of operating the Town.

Staff has met with its representatives with Baker Tilly Municipal Advisory Services to discuss the benefits of formulating a Comprehensive Financial Plan. The proposed plan will include the following.

6. A review of the current financial state of the Town and projections through and including the year 2025 along with recommendations to improve the financial health of the Town
7. An analysis of the existing Tax Increment Allocation Areas to include the current developments, proposed developments, expiration of existing tax abatements and impact of outstanding appeals
8. Identification of potential federal and state grant opportunities to include both the Infrastructure Investment and Jobs Act and the American Rescue Plan Act
9. Grant application assistance and action plans for projects the Town plans to pursue
10. If requested, an economic development project evaluation and preliminary feasibility analysis

Item 1 has a fee of \$30,000.00. Ongoing periodic maintenance of the plan would be billed at the current hourly rates. Item 2 would be billed at the current hourly rates and will not exceed \$30,000.00. Item 3 would be billed at the current hourly rates and will not exceed \$20,000.00. Item 4 would be billed at the current hourly rates at a not to exceed amount determined before work begins on any individual grant application. Item 5 would be billed at the current hourly rates with a not to exceed amount determined on a per-project basis.

The project costs will be divided among the General, Motor Vehicle Highway, Park & Recreation, Technology, Sewer Maintenance, Water Cash Operating and Solid Waste Management Funds.

Staff has worked with Baker Tilly and its predecessor Umbaugh for many years and has found their work to be thorough, reliable and timely.

**Recommendation:**

By motion and voice vote, approve the letter of engagement with Baker Tilly Municipal Advisors in the amounts outlined in the letter dated August 23, 2022.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, Clerk-Treasurer

**Date:** September 6, 2022

**Re:** Letter of Engagement: Peterson Consulting Services

---

Every year, the Town is responsible for updating its capital asset information for financial reporting purposes. During the past several years, Peterson Consulting Services, Inc. of La Grange, Illinois, has assisted the Town in implementing the Governmental Standards Accounting Board (GASB) Statement No. 34 which prescribes financial reporting requirements for state and local governments to make annual reports more thorough and easier to use.

Staff recommends continuing the engagement of Peterson Consulting Services who would reexamine the provisions of the GASB Statement No. 34 regarding capital assets, offer suggestions pertaining to the reporting of asset additions and retirements, provide input on the reporting of construction-in-progress (CIP), aid in capitalizing CIP, formulate year-end capital asset worksheets and summary schedules, create a Consolidated Summary Schedule, and provide guidance for strengthening Munster's capital asset policies and procedures for the year ending December 31, 2022.

The price has increased 4% from last year to \$4,050.00. The project cost will be divided among the General, Motor Vehicle Highway, Park & Recreation, Technology, Sewer Maintenance, Water Cash Operating and Solid Waste Management Funds.

**Recommendation:**

By motion and voice vote, confirm the letter of engagement with Peterson Consulting Services, Inc. at an amount not to exceed \$4,050.00.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, Clerk-Treasurer

**Date:** August 1, 2022

**Re:** Mailbox Replacement Policy

---

There are times when resident mailboxes are damaged as a direct result of snow removal operations by the Town. The Town's practice has been for Public Works Staff to fix the damage or install a new mailbox selected by the Town. Many residents are happy with this solution but some prefer to select a different style of mailbox. In these cases, the Town will reimburse the resident the cost to purchase and install.

Some residents elect to install a significantly more expensive mailbox than what the Town provides as a standard replacement. Staff has recommended \$200.00 maximum reimbursement in these cases. This amount is in line with the Town's cost for the standard replacement.

If the mailbox damage was due to deferred maintenance, such as wood rot, the Town does not replace the mailbox nor will reimbursement be made.

**Recommendation:**

By motion and roll call vote, adopt the proposed Mailbox Replacement Policy.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, Clerk-Treasurer

**Date:** June 6, 2022

**Re:** Disposal of Equipment

---

The following list of equipment is no longer serviceable. The items have no resale value. Council is asked to declare the items surplus and authorize their disposal.

Description	Model	Serial
Sharp adding machine	EL-2630PIII	2D002510
Canon adding machine	CP1260D	NA
Epson receipt printer	M118D	P3QF319081
Epson receipt printer	M118D	P3QF324574
Keys	NA	NA
Pet tags (2009-2021)	NA	NA
Martin Yale letter folder	Premier	005969
ADI letter folder	Execufold	40600593
Metal lockbox	NA	NA
APG/UMI cash register tray	NA	NA
Indiana Cash Drawer register tray	NA	307305
Ingenico credit card machine & cords	iCT250	2012196CT040869
VeriFone credit card machine & cords	VX510	213-384-427
VeriFone credit card machine & cords	VX510	213-384-424
VeriFone credit card machine & cords	VX680	314-741-511
VeriFone credit card machine & cords	VX680	314-741-496
VeriFone credit card machine charger	VX670-BFS	900-634-414
VeriFone credit card machine charger	VX670-BFS	900-634-416
VeriFone credit card machine modem	VX.V.34	313-201-492
VeriFone credit card machine modem	VX.V.34	313-222-459

**Recommendation:**

By motion and roll call vote, declare the listed equipment surplus and authorize its disposal.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, IAMC, CMC  
Clerk-Treasurer

**Date:** May 16, 2022

**Re:** Annual Operational Report for Local Roads and Streets

---

Indiana Code 8-17-4.1-1 requires an operational report to be prepared by all cities and towns having a population of 15,000 or more with road and street responsibilities. The report must be prepared on forms prescribed by the State Board of Accounts and must disclose all information considered necessary to reflect the financial condition and operations of the department.

Accordingly, the Clerk-Treasurer's Office and Public Works Department prepared the attached report, which was filed electronically on May 10, 2022 with the State Board of Accounts, the Indiana Department of Transportation, and the Purdue University Local Technical Assistance Program. The report is also to be filed with the governing body of the municipality and is available to the public and to the press in the Clerk-Treasurer's Office during regular business hours.

**Recommendation:**

As an item on the Consent Agenda, receive the Annual Operational Report for Local Roads and Streets for the year ended December 31, 2021, and order it placed on file.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis  
Clerk-Treasurer

**Date:** May 2, 2022

**Re:** Annual Landfill Assurance Test

---

The Indiana Department of Environmental Management (“IDEM”) requires documentation from the Town regarding financial assurance of the landfill. This requirement has traditionally been in place to assure IDEM that a private business owner operating a landfill site has placed financial assurance on record in case the owner closes the business without any warning, leaving behind a brownfield. The provisions in 329 IAC 10-39-2(a)(6) apply to municipalities as well, even though the same risks are not involved.

Baker Tilly, and their predecessor Umbaugh & Associates, has completed numerous reports on the financial status of the landfill for the Town. A letter of engagement to perform the work that must be completed to provide IDEM with the proper financial assurance has been presented.

Baker Tilly has the appropriate financial information to provide IDEM with information about the Town's general financial well-being. IDEM does not stipulate that the Town pass any further bonds or pay any sums of money at this time to comply with the financial assurance provisions.

The expense of these financial analyses is set at \$6,700.00 and is to be funded from the Solid Waste Management Fund.

**RECOMMENDED ACTION:**

By motion and voice vote, approve the letter of engagement with Baker Tilly for the Annual Landfill Assurance Test in the amount of \$6,700.00.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis  
Clerk-Treasurer

**Date:** February 7, 2022

**Re:** Water Utility Write-Offs

---

Resolution 1745 outlines the collection policy to be followed for Water Utility accounts. In 2017 we began using Jonathan Peterson's office to increase our collection efforts. In 2020 we began using TRECS as an additional collection remedy.

There are twelve accounts from 2019 totaling \$2,056.90 that had appropriate collection efforts made but were not successful. It is unlikely that these would be or could be collected.

Under Ordinance 1248, Town of Munster Water Utility records are excluded from disclosure. Therefore, a detailed listing is not provided with this memorandum, but is available to the Council at the Clerk-Treasurer's Office.

**RECOMMENDED ACTION:**

Although no action is required of the Town Council, the Clerk-Treasurer and Town Manager are required to notify the Town Council when collection efforts have ceased. The amount of \$2,056.90 will be written off pursuant to Ordinance 1745.

**To:** President and Members of the Munster Redevelopment Commission

**From:** Wendy Mis, Clerk-Treasurer

**Date:** December 20, 2021

**Re:** Letter of Engagement: Peterson Consulting Services

---

Every year, the Town is responsible for updating its capital asset information for financial reporting purposes. During the past several years, Peterson Consulting Services, Inc. of La Grange, Illinois, has assisted the Town in implementing the Governmental Standards Accounting Board (GASB) Statement No. 34 which prescribes financial reporting requirements for state and local governments to make annual reports more thorough and easier to use.

Staff recommends continuing the engagement of Peterson Consulting Services who would reexamine the provisions of the GASB Statement No. 34 regarding capital assets, offer suggestions pertaining to the reporting of asset additions and retirements, provide input on the reporting of construction-in-progress (CIP), aid in capitalizing CIP, formulate year-end capital asset worksheets and summary schedules, create a Consolidated Summary Schedule, and provide guidance for strengthening Munster's capital asset policies and procedures for the year ending December 31, 2021.

The price has increased 2% from last year to \$3,900.00. The project cost will be divided among the General, Motor Vehicle Highway, Park & Recreation, Technology, Sewer Maintenance, Water Cash Operating and Solid Waste Management Funds.

**Recommendation:**

By motion and voice vote, confirm the letter of engagement with Peterson Consulting Services, Inc. at an amount not to exceed \$3,900.00.



**To:** President and Members of the Munster Board of Safety  
**From:** Patricia L. Abbott, Controller for the Town of Munster  
**Copy To:** Nancy Nadratowski, Secretary to the Munster Police Chief  
**Date:** November 18, 2021  
**Re:** Request for Notices

---

Please consider this memorandum as the filing of an annual written request for notices of all of your meetings and those of any sub-committees which are currently in existence or may be created, including executive sessions, for the calendar year 2022.

Notices can be delivered to me at the Office of the Clerk-Treasurer, 1005 Ridge Road, Munster, Indiana 46321 or [pabbott@munster.in.gov](mailto:pabbott@munster.in.gov).

If an emergency meeting is called, or any change of the meeting is made, please provide the same notice as you give members of the Munster Board of Safety.

This request is filed pursuant to IC 5-14-1.5-5(b)(3).

**To:** President and Members of the Munster Redevelopment Commission

**From:** Wendy Mis, Clerk-Treasurer

**Date:** November 1, 2021

**Re:** Letter of Engagement

---

At the August 2, 2021 Council meeting, a termination of easement was granted at the Lake Business Center property. The developer has sold a portion of the property. Under the terms of the 2011 development agreement, the Town will receive a portion of the proceeds of any sale of the property.

At the October 4, 2021 meeting, the Commission approved engaging with Barnes & Thornburg to act a special tax counsel for the review of payments to be received by the Town as it relates to the 2011 agreement with the Lake Business Center. Counsel has determined that the calculations are more complex than anticipated and advised seeking the services of our financial advisor to handle this portion of the work.

Mr. Matt Eckerle of the financial advising firm of Baker Tilly submitted a proposed letter of engagement for services to make this calculation. The letter of engagement puts the fee at a not-to-exceed amount of \$5,000.00. The fee will be paid from the TIF Allocation Fund.

**Recommendation:**

By motion and voice vote, confirm the letter of engagement with Baker Tilly at an amount not to exceed \$5,000.00.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, Clerk-Treasurer

**Date:** September 20, 2021

**Re:** Letter of Engagement

---

Mr. Brad Bingham of the law firm of Barnes & Thornburg submitted a proposed letter of engagement for his services as bond counsel for the 2020 General Obligation Bond Issue. The letter of engagement is in the same form as the Town is accustomed to seeing for these bond issues.

Mr. Bingham proposes (1) a fee of \$10,000.00 (plus out-of-pocket charges and expenses) for his services as bond counsel for the proposed \$4,000,000 general obligation bond issue. The base fee is consistent with last year's base fee. The Clerk-Treasurer's Office has estimated that out-of-pocket charges and expenses will not exceed \$500.00.

**Recommendation:**

By motion and voice vote, confirm the letter of engagement with Barnes & Thornburg.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, Clerk-Treasurer

**Date:** September 20, 2021

**Re:** Updated Water Policies, Rules & Regulations

---

In 2007 the Town Council formally adopted the *Utility Billing Policies, Rules & Regulations*. The regulations were formally revised in 2010 and 2013. The most recent update was June 2020.

Earlier this year Council adopted new water and garbage collection rates. The rules and regulations document has been updated to show these new amounts and some language has been updated and clarified.

**Recommended action:**

By motion and roll call vote, adopt the September 20, 2021 revision of the *Utility Billing Policies, Rules & Regulations*.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, IAMC, CMC  
Clerk-Treasurer

**Date:** June 21, 2021

**Re:** 2022 Budget Calendar

---

The proposed 2022 Budget Schedule was presented for consideration and possible adoption. The local schedule was developed based on statutory deadlines.

It calls for Town Council adoption on next year's budget on October 18, 2021 with the required public hearing on October 4, 2021. These are both critical pieces in the budget process and both are regular meeting dates.

Council is asked to confirm their availability for the proposed dates for the public hearing and budget adoption. The dates may be changed but must fall within the statutory requirements and cannot go beyond any of the statutory deadline dates.

**Recommendation:**

WENDY: There's no required action for this. However, here's a possible thing to have them say.

By motion and voice vote, approve the 2022 Budget Calendar as presented (or amended if changed during the meeting).

**To:** President and Members of the Munster Town Council

**From:** Dustin Anderson, Town Manager

**Date:** XXXX XX, XXXX

**Re:** Lease Purchase of XXXXXXXXXXXXXXXXXXXX

---

At the April 19, 2021 meeting, Council approved the purchase of a Sewer Vactor from Standard Equipment Company. Council also authorized the lease purchase through Public Finance.com. Following is the payment schedule.

Payment No.	Due Date	Lease Payment	Principal Portion	Interest Portion	Termination Amount (after making payment for said due date)
1	5/15/2021	\$ 73,000.00	\$ 73,000.00	\$ -	N/A
2	5/15/2022	\$ 73,000.00	\$ 62,257.40	\$ 10,742.60	N/A
3	5/15/2023	\$ 73,000.00	\$ 63,931.22	\$ 9,068.78	\$ 281,582.82
4	5/15/2024	\$ 73,000.00	\$ 65,650.03	\$ 7,349.97	\$ 213,963.29
5	5/15/2025	\$ 73,000.00	\$ 67,415.06	\$ 5,584.94	\$ 144,525.78
6	5/15/2026	\$ 73,000.00	\$ 69,227.54	\$ 3,772.46	\$ 73,221.41
7	5/15/2027	\$ 73,000.00	\$ 71,088.75	\$ 1,911.25	\$ -
Total		\$ 511,000.00	\$ 472,570.00	\$ 38,430.00	

The financing documents have been prepared by Public Finance.com

**Recommendation:**

By motion and roll call vote, authorize the Council President, Clerk-Treasurer, and Town Manager to execute the lease purchase documents.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, IAMC, CMC  
Clerk-Treasurer

**Date:** May 17, 2021

**Re:** Annual Operational Report for Local Roads and Streets

---

Indiana Code 8-17-4.1-1 requires an operational report to be prepared by all cities and towns having a population of 15,000 or more with road and street responsibilities. The report must be prepared on forms prescribed by the State Board of Accounts and must disclose all information considered necessary to reflect the financial condition and operations of the department.

Accordingly, the Clerk-Treasurer's Office and Public Works Department prepared the attached report, which was filed electronically on April 30, 2021 with the State Board of Accounts, the Indiana Department of Transportation, and the Purdue University Local Technical Assistance Program. The report is also to be filed with the governing body of the municipality and is available to the public and to the press in the Clerk-Treasurer's Office during regular business hours.

**Recommendation:**

As an item on the Consent Agenda, receive the Annual Operational Report for Local Roads and Streets for the year ended December 31, 2020, and order it placed on file.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, Clerk-Treasurer

**Date:** May 17, 2021

**Re:** Procedural Change

---

The Clerk-Treasurer's Office is implementing a new financial software called BS&A. This software will handle all general ledger entries, payroll, accounts payable, purchasing, building and community development, miscellaneous receivables, and cash receipts. The anticipated "go live" date for the general ledger, accounts payable, purchasing, and cash receipts is May 17, 2021. One of the main motivators for implementing a new software is to modernize

**Recommendation:**

By motion and voice vote, the agreement with Invoice Cloud for online payment of water utility bills and paperless billing.



**To:** President and Members of the Munster Town Council  
**From:** Wendy Mis, Clerk-Treasurer  
**Date:** March 15, 2021  
**Re:** Paperless Billing and Online Payments for Water Utility Bills

---

With the onset of Covid, Staff wanted to provide as many touchless payment options to customers as possible. At the July 6, 2020 meeting, Council approved an agreement to allow recurring payment of water bills by credit card through the Town's website. The agreement also allowed customers to have paperless billing. Both of these features were requested by numerous residents for several years. The program went live in November 2020 and the payment portion has been mildly successful. There have been several issues with the paperless billing and occasional problems with the payment processing.

The Town is currently working on the transition to BS&A, the new financial software. BS&A has two preferred providers for online bill payments and paperless billing; neither is our current provider. Staff spoke with both of the preferred providers and believes that Invoice Cloud is the better option.

Invoice Cloud has a proven, easy to use platform to allow our customers to create an account, set up recurring payments with emailed receipts, electronic bills, text or email reminders, and two years of billing and payment history. In addition, we will be able to include a link to the News You Can Use for those choosing paperless billing.

There is no set up fee for the Town and no new hardware needs. Invoice Cloud and BS&A have worked together on numerous implementations like Munster. The company is PCCI Level 1 compliant, and no credit card information is stored on any Town device.

There is a \$50.00 monthly fee to maintain the customer and biller portals plus a .30¢/paperless bill/billing cycle fee. Staff estimates the cost to send a paper bill is .69¢ broken down as follows.

Postage	\$0.3972
Paper, mailing and return envelopes	\$0.0700
Printing costs	\$0.1330
News You Can Use	<u>\$0.0860</u>
Total	\$0.6862/paper bill

If 20% of our customers enroll in paperless billing, the annual cost would be \$5,976 as compared to \$13,669 to send via U.S. mail. All Town costs will be paid from the Water Cash Operating Fund 601.

Staff recommends adopting a convenience fee model which would be \$2.75/transaction for transactions \$200.00 or less paid by the customer. The credit card fees paid by the Town currently exceed \$35,000/year. Customers have stated they are willing to pay a convenience fee for the service. Other methods of payment that are free to the customer are offered and will remain in place.

**Recommendation:**

By motion and voice vote, the agreement with Invoice Cloud for online payment of water utility bills and paperless billing.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, IAMC  
Clerk-Treasurer

**Copy to:** Patricia Abbott, IAMC, MMC Controller  
Dustin Anderson, Town Manager

**Date:** February 1, 2021

**Re:** Write-Offs for Accounts Receivable

---

Resolution 1666 outlines the collection policy to be followed for accounts receivable other than those related to the Water Utility. Appropriate collection efforts were made but were not successful. In 2017 we began using Jonathan Peterson's office to increase our collection efforts. In 2020 we began using TRECS as an additional collection remedy. It is unlikely that these receivables would be or could be collected.

Customer	Date	Invoice	Amount	Description
Latasha Williams	01/22/14	F204-609	\$ 184.42	Accident damage
CC's Specialty Food	08/24/14	F204-629	\$ 16.05	Park event
Ciao Bella Catering	04/02/15	F204-668	\$ 2,508.00	Catering events at Clubhouse
Eve Gibson	04/22/15	F201-146	\$ 6,237.00	Accident damage (balance from settlement)
Maxwell Kohn	04/23/16	F201-161	\$ 145.17	Accident damage
			<u>\$ 9,090.64</u>	

**RECOMMENDED ACTION:**

Although no action is required of the Town Council, the Clerk-Treasurer and Town Manager are required to notify the Town Council when collection efforts have ceased. The amount of \$9,090.64 will be written off pursuant to Resolution 1666.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, IAMC  
Clerk-Treasurer

**Copy to:** Patricia Abbott, IAMC, MMC Controller  
Dustin Anderson, Town Manager

**Date:** February 1, 2021

**Re:** Water Utility Write-Offs

---

Resolution 1745 outlines the collection policy to be followed for Water Utility accounts. In 2017 we began using Jonathan Peterson's office to increase our collection efforts. In 2020 we began using TRECS as an additional collection remedy. Appropriate collection efforts were made for all accounts but were not successful. It is unlikely that these receivables would be or could be collected. The following lists, by year, the amounts recommended for write-off.

2006	\$ 980.33	2012	\$ 66.03
2007	\$ 138.29	2013	\$ 128.52
2008	\$ 61.03	2015	\$ 604.18
2009	\$ 134.37	2016	\$ 1,216.17
2010	\$ 381.98	2017	\$ 1,507.86
2011	\$ 66.03	2018	\$ 963.09

Under Ordinance 1248, Town of Munster Water Utility records are excluded from disclosure. Therefore, a detailed listing is not provided with this memorandum, but is available to the Council at the Clerk-Treasurer's Office.

#### **RECOMMENDED ACTION:**

Although no action is required of the Town Council, the Clerk-Treasurer and Town Manager are required to notify the Town Council when collection efforts have ceased. The amount of \$6,247.88 will be written off pursuant to Ordinance 1745.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, Clerk-Treasurer

**Date:** October 19, 2020

**Re:** Software Agreement: Water Meter Readings

---

The Town uses water meters which emit a radio signal to capture the water usage. The meters are from the manufacturer Neptune and are purchased from Utility Supply Company. There is a specific software to collect the readings and upload them into the billing software. A new version of the software was announced at the end of 2019.

Currently, Water Maintenance Staff use a laptop computer to collect the readings. The new software requires different hardware to collect the data. The new method will eliminate the need for Maintenance Staff to come to Town Hall before and after meter readings. The new system is cloud-based and will allow meters to be read more quickly. The software has additional capabilities that the Town can grow into when the current meters are eventually replaced.

Neptune had planned to make upgrading mandatory but changed course in light of the pandemic. They now plan to make the change mandatory in 2021-2022.

Staff has confirmed that this software is compatible with the new financial software (BS&A) and both companies have worked together in other municipalities. Additionally, BS&A recommends having the Neptune software in place prior to going live in the utility billing software. With the new financial and utility billing software upgrade implementation, Staff would like to go through this upgrade as soon as possible. If approved, implementation would happen in December 2020 or January 2021.

The cost will be paid from the Water Cash Operating Fund 601.

**Recommendation:**

By motion and roll call vote, approve the software upgrade and annual licensing with Utility Supply Company covering the Neptune meter reading software, in the total amount of \$16,884.00.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, Clerk-Treasurer

**Date:** October 5, 2020

**Re:** Postage Meter Lease

---

Staff met with representatives from Pulse Technology to discuss the lease of the Town's Quadient postage machine and scale. Our current postage equipment is under lease at a cost of \$766.50/quarter. The lease will expire in October 2020.

A new postage machine and scale are available at a cost of \$766.35/quarter or \$15,327.00 over the proposed five-year contract. The new equipment is an updated version of the equipment currently in use. Related charges for ink, supplies and maintenance remain unchanged.

Quarterly lease payments will be made to Quadient Leasing with service calls being handled through Pulse Technology. Lease payments are made from the General Fund with postage costs charged to the associated fund.

**Recommendation:**

By motion and roll call vote, authorize the leasing of a Quadient postage meter system for a period of five years at a lease cost of \$766.35/quarter.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, Clerk-Treasurer

**Date:** October 5, 2020

**Re:** Ordinances 1808 and 1809: 2020 General Obligation Bond Issue

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In years past, the Town and Park Department each issued separate bonds. In an effort to save money on issuance costs, these have been combined into one bond. The Town strategically reduced the amount of bonds issued over the past few years in anticipation of the 2020 circuit breaker impact. We are now strategically increasing the amount of the bonds being issued. Department heads met and discussed their capital needs. While not all items are included in the 2020 GO Bond, all items requested will be funded. A separate document showing the capital funding plan is attached for your review. The scope of work for the proposed 2020 General Obligation Bond has been developed as follows.

<b>Fire Department</b>		<b>Park Department</b>	
Ambulance	\$ 90,000	Centennial Park	\$ 495,000
Nozzle Replacement	19,000	Methane Generator-Minor Rebuild	300,000
		Stewart Park	116,000
<b>Police Department</b>		Pool Improvements	96,000
Intersection Cameras	\$ 65,000	One-ton Dump Truck	85,000
Pole Camera System	15,000	Cobblestone Park	50,000
Replacement Vests	8,000	Twin Creek Park	50,000
Replacement Defibrillators	3,500	Systemwide Improvements	45,000
		Frank H. Hammond Park	40,000
<b>Public Works</b>		Front Mower/Snow/Broom	40,000
Street Resurfacing/replacement	\$ 1,000,000	Vehicle Replacement	35,000
Street Sweeper	300,000	Z-Trak mowers (2)	28,000
Single Dump Truck	151,000	Utility Vehicle (Community Park)	25,000
Loader	145,000	Rough Mowing Deck	22,000
Pick up Trucks (3)	140,000	<b>Community Development</b>	
Mustang Skidloader	85,000	East Side Calumet Ave. Streetscape	\$ 52,680
Sidewalk Replacement	75,000	N. Calumet Avenue Gateway Pilot Project	52,000
Mosquito Sprayer	18,600	Ridge and Meadow Plaza Demonstration	44,000
A/C fluid Recycling Machine	10,000	<b>Municipal Facilities</b>	
Z-trak mower	8,000	Facilities Renovations	\$ 147,920
Wing mower	5,000	Upgrades PW, TH, PD	113,300
Wire-feed welder	5,000		
<b>Issuance Costs</b>	<b>\$ 20,000</b>	<b>Grand Total 2021 G.O. Bond</b>	<b>\$ 4,000,000</b>

Ordinance 1808 authorizes the issuance of the 2020 General Obligation Bonds and Ordinance 1809 authorizes the appropriations for the bond proceeds. The public hearing and each ordinance should be handled separately as follows.

First, convene a public hearing for the purpose of receiving public comment on the necessity of appropriating funds through the issuance of bonds. The Notice of Public Hearing was published one time, on September 25, 2020, in *The Times*, as required.

Second, under *New Business*, and by motion and roll call vote, suspend the rules, waive the readings, and adopt Ordinance 1808 on first reading as presented.

Third, under *New Business*, and by motion and roll call vote, suspend the rules, waive the readings, and adopt Ordinance 1809 on first reading as presented.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, Clerk-Treasurer

**Date:** September 21, 2020

**Re:** Disposal of Equipment

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The following list of equipment is no longer serviceable. The items have no resale value. Council is asked to declare the items surplus and authorize their disposal.

Description	Model	Serial
Sharp adding machine	EL-2630PIII	4D008417
Panasonic electric letter opener	BH-751	78691
Epson receipt printer	TM-U375P	2VG0018004
Epson receipt printer	TM-Y375P	2VG0018165
Epson receipt printer	M115A	JAX0003854
Various drawer inserts/organizers	NA	NA

**Recommendation:**

By motion and roll call vote, declare the listed equipment surplus and authorize its disposal.



**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, Clerk-Treasurer

**Date:** September 21, 2020

**Re:** Agreement for Financial Software

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In the year 2000, the Clerk-Treasurer's Office entered into an agreement with Pentamation to provide accounting, utility billing and building permit software. Over the past twenty years, Pentamation expanded, merged with and bought out other software products. Today it is known as Central Square and is used by all Town departments. Over the past five years, Staff has become increasingly dissatisfied with the functionality of the software and support received from Central Square. Repeated conversations with Central Square to resolve the issues leads staff to believe that the time has come to change providers.

The Clerk-Treasurer's Office has researched several software solutions, seen demonstrations, and talked with colleagues about their experiences with various vendors. One provider stands out. BS&A Software is a Michigan-based company providing local government software for financial management, utility billing, community development, online services, and tax assessment.

The software would be used for general ledger, accounts payable, accounts receivable, utility billing, payroll, building permits, planning and zoning, and cash receipts. Staff from Community Development have seen the demonstration of building product, has asked questions, and is satisfied with the product and what it will allow them to do. BS&A Software will allow critical processes to be streamlined, provide greater online capabilities to residents, vendors and employees, and meet the needs of the Town in a better way than the current provider does.

There are several other Indiana municipalities already using BS&A. Staff has spoken with some of these users and the feedback has been all positive. Other software vendors that would need to integrate with any new software have provided very positive feedback as well. All complimented their customer service. While the quote includes the initial training, BS&A offers regular trainings throughout the year. Because neighboring communities already use the software, there is the opportunity to share costs for any on-going training.

Staff has spoken with Impact about the costs of new servers and other maintenance items required by this change. A copy of the cost estimate from BS&A and Impact are attached as well as a summary sheet. The BS&A costs include travel for installation and training. How COVID-19 will play into the amount of actual travel is unknown at this point. The summary sheet assumes all the travel costs will be incurred. The project will be funded through multiple sources including the 2020 General Obligation Bond, the Technology Fund, the Sewer Depreciation Fund, the Water Depreciation Fund, and the Solid Waste Management Fund. A portion of the purchase will be eligible for reimbursement under the CARES Act.

The total to be paid to BS&A in the first two years is \$394,915. The initial outlay and training cost is \$358,475. This includes the first year of support. Support for year two will be \$32,355 and year three will be the same. For comparison, the Town will pay Central Square \$39,010 for maintenance this contract year. Their prices are set to increase October 1, 2020. The price could potentially double.

The agreement with Central Square is set to expire in November 2020. BS&A estimates it will take nine months from contract approval to complete the conversion and be live in the new software. Staff will seek a short-term agreement with the current provider to maintain their software until we are up and running with BS&A.

We recognize the significant cost for the Town. Staff has contemplated and researched for about a year and believe this is a wise investment with long-term benefits for the organization.

**Recommendation:**

By motion and roll call vote, approve the agreement with BS&A Software in an amount not to exceed \$394,915 and approve the purchase of server hardware, licensing, and installation by Impact in an amount not to exceed \$23,202.00 for a total project cost of \$418,117.

**To:** President and Members of the Munster Town Council  
**From:** Wendy Mis, Clerk-Treasurer  
**Date:** July 6, 2020  
**Re:** Paperless Billing and Online Payments for Water Utility Bills

---

For a number of years, customers have been asking for the option to receive their monthly utility bills electronically and to pay their bills by automatic charge to their credit cards. While the Office of the Clerk-Treasurer has accepted credit card payments through the Town's website for utility bill payments since 2015, these two options have not been available.

Staff has contacted eGov Strategies, the current host of the Town's website that also handles the current portal allowing customers to pay their water bills by credit card. eGov Strategies now has the ability to provide the following services to our customers.

- Online payment by credit card
- One-time and recurring payments with emailed receipts
- Optional paperless utility bill
- Billing and payment history

There are no additional hardware needs for the Town. eGov Strategies will continue to provide merchant services and accepts all major credit and debit cards. The company is PCCI Level 1 compliant, and no credit card information is stored on any Town device.

Customers with automatic payment will receive three emails/month to inform them that their payment is due; their card has been charged/declined, and their payment has been processed. The final email each month includes a link to an electronic receipt. Customers enrolling in paperless billing will receive one email/month informing them their bill is ready to view. Each year there will be a review of the numbers of emails sent and the pricing will be adjusted accordingly for the ensuing year. Customers choosing to receive their bills electronically will access the monthly News You Can Use through the Town's website.

Year 1 costs will total \$8,500.00 and will be paid from the Water Cash Operating Fund 601. The pricing includes \$7,000.00 in one-time setup costs and an annual fee of \$1,500.00. The annual fee works out to about \$0.34/email. The annual fee is based on the assumption that 10% of our customers will use the automatic payment option and 20% will enroll in paperless billing.

Staff estimates the cost to send a paper bill is \$0.68 broken down as follows.

Postage	\$0.389
Paper, mailing and return envelopes	\$0.070
Printing costs	\$0.133
News You Can Use	<u>\$0.086</u>
Total	\$0.678/paper bill

**Recommendation:**

By motion and voice vote, approve the amendment to the agreement with eGov Strategies for online payment of water utility bills and paperless billing.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, Clerk-Treasurer

**Date:** June 1, 2020

**Re:** 2021 Budget Calendar

---

Attached is the proposed 2021 Budget Schedule for consideration and possible adoption. The local schedule was developed based on statutory deadlines. It calls for Town Council adoption on next year's budget on October 5, 2020 with the required public hearing on September 21, 2020. These are both critical pieces in the budget process and both are regular meeting dates.

The dates may be changed but must fall within the statutory requirements and cannot go beyond any of the statutory deadline dates.

**Recommended action:**

By motion and roll-call vote, approve the 2021 Budget Schedule as presented.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, Clerk-Treasurer

**Date:** May 18, 2020

**Re:** Ordinance XXXX: Waiver of Late Fees

---

At the April 20, 2020 meeting, Council adopted the COVID-19 Policy. The policy states that, when necessary, the Council would be asked to take appropriate legislative action.

Executive Order 20-05 prohibits a water utility from shutting off service for non-payment. The Order does not address late fees or penalties. The current *Utility Billing Policies, Rules & Regulations* (updated August 8, 2018), allows the waiver of late fees if the customer has no late fees for the previous twelve months or if the customer signs up for automatic payments from their bank account.

With the economic impact of the pandemic, the Clerk-Treasurer has adopted the practice of waiving late fees for water customers who make a request in writing. It is believed the economic impact will continue past the prohibition against shutting off service. In an effort to support our residents who are most hurt by the economic downturn, we recommend allowing a waiver of late fees for bills due through and including January 20, 2021 for those customers who make a request in writing. In practice, customers who call requesting a waiver are sent an email. The customer then needs to reply to the email confirming the request.

Ordinance XXXX has been prepared to allow this.

**Recommended action:**

By motion and roll call vote, hear Ordinance XXXX on first reading as presented and schedule second reading for June 1, 2020.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, Clerk-Treasurer

**Date:** May 4, 2020

**Re:** Request for HSD Fee Waiver

---

The Town has a policy to adjust the water bill in the event of a leak. The policy requires repairing the problem, signing an affidavit, and requesting an adjustment to the bill. The only charges waived are the water used in excess of a year's average usage and the associated sales tax. All other charges remain.

At the March 2, 2020 meeting, Council approved a leak adjustment for a resident in the amount of \$336.29. The resident has asked to have the flow charge from the Hammond Sanitary District waived as well. The resident has spoken with Munster Representative to the Hammond Sanitary District Mike Hawkins about this matter and he has brought it to the attention of that board.

On April 22, 2020, HSD District Manager Marty Wielgos phoned the Clerk-Treasurer's Office about the matter. Mr. Wielgos stated that he appreciated our informing him, but that it was not his or the District's decision to make. He referred the matter back to the Town.

The position of the Town (for at least thirty years) has been the we serve as a billing agent to the Hammond Sanitary District and have no authority to waive fees. This position has long been reinforced by the District; refunds are not made. The water went through the meter, through the sanitary sewer system and was treated.

The decision made by the Council this evening will set the precedent. Based on this decision, an official policy document will be presented at a future meeting for adoption.

### **Recommended action:**

#### **Option 1:**

By motion and roll-call vote, decline the request to waive fees of the Hammond Sanitary District.

#### **Option 2:**

By motion and roll call vote, waive flow charge fees assessed on behalf of the Hammond Sanitary District.

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis, Clerk-Treasurer

**Date:** January 13, 2020

**Re:** Disposal of Surplus Equipment

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The Clerk-Treasurer's Office has items we that are no longer in use. There is no other use for the equipment, and it has no value. Staff recommends disposing the below listed equipment:

TV/VCR – Sansui Manufactured 10/1995, Model # COM1912  
Serial # (21) 501326014919551015566

Oscillating 12” Desk Fan – Sunstar Model # LQ-12, 91224846

Portable air heater – Patton Model 0210 Serial # 90-H43-001257

Laptop computer – Sony VAIO - Model – PCG – 792L 2 Serial # 8193434 3501346  
To be disposed of per Impact instructions

**Recommendation:**

Under the Agenda, declare the above listed surplus items and authorize their disposal.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Date:** December 23, 2019

**Re:** Maintenance Agreement: Water Meter Software

---

The Town uses water meters which emit a radio signal to capture the water usage. The meters are from the manufacturer Neptune and are purchased from Utility Supply Company.

The meter readings are captured by either a laptop computer or a handheld device which picks up the signal from the meters. The software has an annual maintenance fee of \$2,500.00. There is also a one-time maintenance fee for the handheld devices and accessories of \$988.07. The cost will be paid from the Water Cash Operating Fund 601.

**Recommendation:**

By motion and voice vote, approve the annual maintenance agreement with Utility Supply Company covering the Neptune meter reading software, handheld devices and related accessories in the total amount of \$3,488.07.

**To:** President and Members of the Munster Board of Safety

**From:** Patricia L. Abbott, Controller for the Town of Munster

**Copy To:** Nancy Nadratowski, Secretary to the Munster Police Chief

**Date:** December 2, 2019

**Re:** Request for Notices

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Please consider this memorandum as the filing of an annual written request for notices of all of your meetings and those of any sub-committees which are currently in existence or may be created, including executive sessions, for the calendar year 2020.

Notices can be delivered to me at the Office of the Clerk-Treasurer, 1005 Ridge Road, Munster, Indiana 46321 or [pabbott@munster.in.gov](mailto:pabbott@munster.in.gov).

If an emergency meeting is called, or any change of the meeting is made, please provide the same notice as you give members of the Munster Board of Safety.

This request is filed pursuant to IC 5-14-1.5-5(b)(3).



**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Date:** October 21, 2019

**Re:** Letter of Engagement

---

Mr. Brad Bingham of the law firm of Barnes & Thornburg submitted a proposed letter of engagement for his services as bond counsel for the 2019 General Obligation Bond Issue and the 2019 Park District Bond Issue. The letter of engagement is in the same form as the Town is accustomed to seeing for these bond issues.

Mr. Bingham proposes (1) a fee of \$7,500.00 (plus out-of-pocket charges and expenses) for his services as bond counsel for the general obligation bond issue, and (2) a fee of \$7,500.00 (plus out-of-pocket charges and expenses) for his services as bond counsel for the park district bond issue. The base fees are consistent with last year's base fees. The Clerk-Treasurer's Office has estimated that out-of-pocket charges and expenses will not exceed \$500.00 for each issue.

**Recommendation:**

By motion and voice vote, confirm the letter of engagement with Barnes & Thornburg.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Date:** October 7, 2019

**Re:** TRECS Program for Debt Collection

---

The Association of Indiana Counties (AIC) hosts the Tax Refund Exchange and Compliance System (TRECS) Program. Under the program, government agencies can submit debts owed to it for offset against pending Indiana State personal income tax refunds. The program was codified in IC 6-8.1-9.5 and 2018 was the first year local municipalities were allowed to participate.

The Town will prepare a file with debts of at least \$25.00 to transmit to the Clearinghouse (AIC). The file will contain only those items that have met the criteria for collections. The Town's file will be compared to all State of Indiana personal income tax refunds due. If there is a match between the file and a refund, the individual will be notified and given the opportunity to appeal. Assuming there is no appeal or an unsuccessful appeal, the amount due the Town will be withheld from the tax refund by the Indiana Department of Revenue and forwarded to the Town via the Clearinghouse. TrustIndiana is the entity to receive the funds from the State and transfer them to AIC. The individual is charged a fee for collection but there are no fees to the Town for this service.

**Recommendation:**

By motion and voice vote, approve the Memorandum of Understanding and Agreement Association of Indiana Counties Tax Refund Exchange and Compliance System.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Date:** September 3, 2019

**Re:** Shredding Service

---

The Town has been restricted from disposing of records for several years. When this restriction was lifted in May of this year, a training session was held for all departments to go through the required process dispose of records. The Office of the Clerk-Treasurer has completed this process for the records under its jurisdiction.

Staff sought quotes from the following services to come on-site and destroy the permissible records. The “Estimated Cost” is based on the approximately 200 boxes of records from the Clerk-Treasurer’s Office.

Vendor	Certifications	Estimated Cost	Cost/additional boxes
Beaver Shredding, Inc., Spring Willow, Illinois	None	\$ 800.00	\$4.00-\$6.00 based on size of box
Proshred Security, Tinley Park, Illinois	NAID AAA and ISO 9001	\$ 1,045.00	\$5.00/box
R4 Services, Chicago, Illinois	NAID AAA	\$ 1,365.00	\$5.00/box

All vendors will come to Town Hall and shred the documents in the presence of Staff. Two of the vendors have certifications showing they meet national standards for the destruction of records. NAID is the National Association for Information Destruction and the certification indicates the company has been audited for compliance with laws and regulations requiring protection of confidential customer information including HIPAA (medical records), PCI (credit card records) and FACTA (address information). ISO is the International Organization for Standardization. ISO 9001 is a quality management system certification for a company.

Once Council approves a vendor, Staff intends to schedule the shredding. All departments will be notified. Those with the proper documentation from the State of Indiana showing that the records have been approved for destruction will be allowed to make use of the shredding service. It is anticipated that there will be more than 200 boxes of records destroyed and the final cost higher than what is estimated.

**Recommendation:**

By motion and voice vote, approve Proshred Security, Tinley Park, Illinois for shredding services.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Date:** May 20, 2019

**Re:** Annual Operational Report for Local Roads and Streets

---

Indiana Code 8-17-4.1 requires an operational report to be prepared by all cities and towns having a population of at least 15,000 with road and street responsibilities. The report must be prepared on forms prescribed by the State Board of Accounts and must disclose all information considered necessary to reflect the financial condition and operations of the department.

Accordingly, the Clerk-Treasurer's Office and Public Works Department prepared the attached report, which will be filed electronically by June 1 with the Purdue University Local Technical Assistance Program (LTAP). The report will then be disseminated by LTAP to the State Board of Accounts and the Indiana Department of Transportation. The report is available to the public and to the press in the Clerk-Treasurer's Office during regular business hours.

**Recommendation:**

By motion and voice vote, receive the **Annual Operational Report for Local Roads and Streets** for the year ended December 31, 2018, and order it placed on file.



**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Date:** May 6, 2019

**Re:** Engagement Letter: Landfill Financial Assurance Test

---

The Indiana Department of Environmental Management (“IDEM”) requires documentation from the Town regarding financial assurance of the landfill. This requirement has traditionally been in place to assure IDEM that a private business owner operating a landfill site has placed financial assurance on record in case the owner closes the business without any warning, leaving behind a brownfield. The provisions in 329 IAC 10-39-2(a)(6) apply to municipalities as well, despite the fact that the same risks are not involved.

To comply with the standards of the Indiana Administrative Code, the Town has previously engaged the accounting firm of H.J. Umbaugh & Associates (“Umgaugh”). On March 1, 2019, Umbaugh combined with Baker Tilly Virchow Krause, LLP of Chicago, Illinois. The firm is now known as Baker Tilly.

The same team that has completed numerous reports on the financial status of the landfill for the Town is in place at Baker Tilly. A letter of engagement to perform the work that must be completed to provide IDEM with the proper financial assurance has been presented.

Baker Tilly has the appropriate financial information to provide IDEM with information about the Town's general financial well-being. IDEM does not stipulate that the Town pass any further bonds or pay any sums of money at this time to comply with the financial assurance provisions.

The expense of these financial analyses is set at \$6,300.00 and is to be funded from the Solid Waste Management Fund.

**To:** President and Members of the Munster Board of Safety  
**From:** Patricia L. Abbott, Controller for the Town of Munster  
**Copy To:** Nancy Nadratowski, Secretary to the Munster Police Chief  
**Date:** December 27, 2018  
**Re:** Request for Notices

---

Please consider this memorandum as the filing of an annual written request for notices of all of your meetings and those of any sub-committees which are currently in existence or may be created, including executive sessions, for the calendar year 2019.

Notices can be delivered to the Office of the Clerk-Treasurer, 1005 Ridge Road, Munster, Indiana 46321 or [pabbott@munster.in.gov](mailto:pabbott@munster.in.gov).

If an emergency meeting is called, or any change of the meeting is made, please provide the same notice as you give members of the Munster Board of Safety.

This request is filed pursuant to IC 5-14-1.5-5(b)(3).

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Date:** October 1, 2018

**Re:** Disposal of Surplus Equipment

---

The Clerk-Treasurer's Office has an HP ColorLaser Jet 5550dtn printer which is no longer in service. Previous IT personnel was unable to find a vendor which would provide the needed service. Impact has been consulted and can remove the printer but is unsure if service is available for the machine. Staff recommends disposing of the following.

**Recommendation:**

By motion and voice vote, declare the HP ColorLaser Jet 5550dtn printer surplus and authorize its disposal.



**To:** President and Members of the Munster Redevelopment Commission

**From:** David F. Shafer, Clerk-Treasurer

**Date:** July 16, 2018

**Re:** Letter of Engagement

---

Earlier this year the Town received notice from Simborg Commercial Real Estate LLC that an outlot on their property at the Lake Business Center had been sold. This sale triggered a Repayment Event under the terms of the Financing Agreement with 10% of the sale proceeds to be repaid to the Redevelopment Commission. The total amount due is \$72,986.82.

The Financing Agreement also calls for an opinion from bond counsel as to the impact on the taxability of the bonds as a result of the Repayment Event. Ice Miller was bond counsel for this matter and has the most familiarity with its terms. Attorney Lisa Lee was contacted and provided the necessary work.

The opinion letter was forwarded to Simborg and repayment is expected shortly. Upon receipt, the funds will be deposited into the TIF Allocation Fund 471 and encumbered for use on the Grade Separation Project.

**Recommendation:**

By motion and voice vote, confirm the letter of engagement with Ice Miller.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Copy to:** Patricia L. Abbott, Controller  
Dustin C. Anderson, Town Manager  
Steve Gunty, Director – Public Works  
Debi Macut, Director – Human Resources  
Dave Pelc, Fire Chief  
Steve Scheckel, Chief of Police  
Tom Vander Woude, Director – Planning  
Greg Vitale, Director – Parks & Recreation

**Date:** June 29, 2018

**Re:** Financial Planning for 2020

---

The Town is aware that it faces severe financial deficits in 2020. Financial advisor Umbaugh performed a detailed analysis of the situation and made a presentation to Council and departments in December 2017. A memo was distributed May 31, 2018 (copy attached) suggesting that department heads "...formulate spending plans on how we will achieve \$2 million in reductions..." I feel strongly that steps need to be taken this year to put the Town in the best position to face the financial strains we know are coming. In that light, I suggest the following.

1. Implement and enforce an immediate freeze on hiring. The anticipated shortfalls are severe enough that the Town could face layoffs or other involuntary reductions-in-force. None of us wants to face that scenario. A hiring freeze will allow the Town to save money in the time leading up to 2020 and reduce the chance of a compulsory reduction-in-force later.
2. Prepare a cost/benefit analysis of an early retirement incentive program to determine if such a program should be offered in 2018. If offered, it would be in conjunction with the hiring freeze.
3. Move forward with the water and sewer rate increases. These funds need the proper rates to support the basic and necessary services which the Town must offer and the residents demand. With the coming shortfalls, it becomes critical that both the Water Cash Operating and Sewer Maintenance Funds be healthy and able to support themselves.
4. Create depreciation funds for both the water and sewer operations. John Julien of Umbaugh confirmed that having separate funds for the capital portions of the respective rates is an excellent management tool. It will allow the Town to preserve capital dollars for their intended purposes and is also the first indicator that the rates are inadequate to support operations. These funds can be created and put into use in conjunction with the anticipated rate increases.
5. Review the legal uses of every fund. It is possible that some expenditures can be paid from a different fund than has been used in the past. Knowing the permitted uses will allow the Town to optimize the use of each fund. This review will begin immediately.

None of the listed suggestions alone will solve the anticipated shortfalls but Staff does not anticipate a single answer to the challenge we face. Instead, Staff expects a variety of small and medium changes to carry the Town through the coming, difficult period.

**To:** President and Members of the Munster Town Council  
**From:** David F. Shafer, Clerk-Treasurer  
**Date:** May 21, 2018  
**Re:** Electronic Timekeeping System

---

There are currently ten different ways that time records are being submitted for payroll. Methods include, time sheets, time cards, and spreadsheets. Some time cards are recorded with a standard time clock and some are handwritten. There are four different spreadsheets, each created manually. Regardless of the document submitted for payroll, one person hand keys all the information into the system. This is both time-consuming and prone to errors. Eliminating the report preparation and manual data entry will save approximately \$14,291.00 annually across all departments.

Staff has researched electronic solutions with the goal of standardizing the method of recording time across the departments and reducing data entry time, and overall errors. Staff looked at three vendors based on surrounding community use and integration capability with our payroll software. One vendor has no background working with our software, one used to be a partner with our software but has since been acquired by a competing company, and one is a current partner with our software. All three offer the same basic service and Staff is recommending TimeClock Plus which has the functionality to meet the goals and is currently partnered with Superion, our payroll software. Additionally, its partnership with Superion results in a seamless interface without additional, on-going fees. There is a one-time fee from Superion for the initial setup.

The TimeClock Plus user interface is easy to navigate and understand. Time punches can be captured by work PCs or tablets, biometric time clocks, and through an app. Staff intends to use a mix of these methods depending on the department. Time clocks would be installed in Public Works and the Police Department. Employees with a PC will be able to log in at their desk each morning. All employees will have the option to log in via the app which is user-specific and has geo-fencing meaning the user must be within a certain distance of a geographic location to clock in. This prevents someone from clocking in or out when not actually at work. Both the app and the biometric clock offer protection against “buddy-punching.”

Department managers and crew leaders can verify employee time from their PC making corrections as needed (e.g. missed punches). This will eliminate the current practice of signing each time card/sheet and each correction saving Staff time across all departments. In addition, employees can review their leave balances and request leave time through the system. The scheduling component will allow a variety of schedules to be created based on departments. It will support both current shifts and the planned 12-hour shifts of the Police Department. Employees will be able to request and accept shift swaps through the software reducing manager time spent on this function. The scheduler can provide the same benefits to the Park Department for the Community Pool and other departments where scheduling is a factor.

The software will be housed in the cloud hosted by Amazon so there are no server or on-site maintenance costs. Annual fees are based on the number of full- and part-time employees. Mr. Westland has reviewed the proposed contract.

All fees are outlined as follows.

TimeClock Plus Cloud for full-time employees (annual)	\$ 8,304.00
TimeClock Plus Cloud for part-time employees (annual)	\$ 3,750.00
TimeClock Plus Cloud advanced scheduling (annual)	\$ 5,190.00
TimeClock Plus Professional service, setup (one-time)	\$ 640.00
TimeClock Plus training and implementation (one-time)	\$ 6,750.00
Superion Professional Services (one-time)	\$ 1,280.00
Biometric time clocks (3)	\$ 7,347.00
Optional maintenance on time clocks	<u>\$ 1,175.52</u>
Year One Cost	\$34,436.52
Year Two Cost (estimated)	\$18,419.52

**Recommendation:**

By motion and voice vote, authorize the Clerk-Treasurer/Town Manager to enter into an agreement with Superion and TimeClock Plus for electronic timekeeping.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Date:** March 19, 2018

**Re:** Disposal of Surplus Equipment

---

The Clerk-Treasurer's Office has office chairs and equipment that are no longer serviceable. Staff recommends disposing of the following.

Brand	Number	Item description	Model Number	Serial Number
All Steel	1	Swivel, wheeled high stool - gray	3XE2F6	None
All Steel	1	Swivel, wheeled high stool - gray	35E2F6	None
Steel Case	1	Swivel, wheeled chair - blue	TB117	None
Steel Case	3	Swivel, wheeled chair - blue	TB116/117	None
Steel Case	1	Swivel, wheeled chair - green	TB116/117	None
Unknown	1	Filing cabinet - tan	None listed	None
Sharp	1	12-digit adding machine	EL-1197P II	4D856405
Sharp	1	12-digit adding machine	EL-263OP III	6D20654X
Canon	1	12-digit adding machine	MP21DV	2012864
Martin Yale	1	Electric letter opener	P1632	T24382
Hewlett Packard	1	Laserjet printer envelope feeder	None listed	3123522100
Hewlett Packard	1	Laserjet printer envelope feeder	None listed	3123530234
Pitney Bowes	1	Postage-by-Phone telephone	125 SIMPLE-PB	SA1010013
Pitney Bowes	1	Postage machine case	None listed	None
Omni	1	Credit card swipe machines	Omni 3200	203-276-241
Omni	1	Credit card swipe machines	Omni 3200	203-981-787
Omni	1	Credit card swipe machines	Omni 3200	203-985-295
Omni	1	Credit card swipe machines	Omni 3200	203-985-294
Motorola	1	Radio/transmitter phone	L14754A	740cwu3327
Hi-Tone	1	Ultra Sonic humidifier	HC12	14998425
Smith Corona	1	Typewriter	NA3HH	None
Shachihata	1	Check endorser	None listed	None
Various	10	Plastic bins/file trays	None listed	None
Spartus	1	Clock	None listed	None
Rolodex	2	Business card holders	None listed	None
Various	6	Pen and paperclip holders	None listed	None
Various	3	Calendar holders	None listed	None
Bates	1	Stapler	640	None
Unknown	1	Tape dispenser	None listed	None
Logitech	1	Wireless mouse	None listed	None
None	2	Mouse pads	None listed	None

**Recommendation:**

Under the Consent Agenda, declare the listed items surplus and authorize their disposal.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Date:** March 5, 2018

**Re:** Disposal of Surplus Equipment

---

The Clerk-Treasurer's Office has two receipt printers no longer in use. These were used at the counter and no longer work. There is no other use for the equipment and have no value. Staff recommends disposing of two Epson receipt printers, Model M115A, serial numbers 2VG0018165 and 2VG0018004.

**Recommendation:**

Under the Consent Agenda, declare the listed Epson receipt printers surplus and authorize their disposal.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Date:** February 19, 2018

**Re:** Online Payments for Water Utility Bills

---

At the February 5, 2018 meeting, the Council was asked to consider an agreement with Paymentus to provide online payment services for Water Utility customers. At that time three options for handling the fees were presented. The Absorbed fee would be paid entirely by the Town at a rate of \$2.00/transaction for credit or debit cards and \$1.00/transaction for e-checks. The User fee option would be paid entirely by the user at \$2.95/transaction. The Hybrid fee would have the fees shared between the Town and the User.

The Hybrid fee was originally presented at a rate of \$2.00/transaction for credit or debit cards and \$1.00/transaction for e-checks. Staff discussed the matter with Paymentus and learned that if the Hybrid fee is chosen, the rate will be \$2.95/transaction regardless of payment method. There is no option to have the lower fee of the Absorbed option and have pass the fee along to the customer. If the customer is paying any part of the fees, the fee is \$2.95/transaction.

**Recommendation:**

By motion and voice vote, approve the agreement with Paymentus for online payment of water utility bills under the User fee model.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Date:** February 5, 2018

**Re:** Online Payments for Water Utility Bills

---

The Office of the Clerk-Treasurer has accepted credit card payments through the Town's website for utility bill payments since 2015. The features of our current provider are limited, both the customer and Staff interfaces are cumbersome, and there have been unacceptable errors on the vendor's part. Staff has researched and found a new potential provider.

Paymentus has a simple and intuitive process for customers to make payments. The reporting and maintenance for Staff is more robust and easier to use than the current provider. Paymentus can provide the following features to our residents.

- Online payment by credit card or bank transfer
- One-time and recurring payments with emailed receipts
- Optional paperless utility bill
- Minimum 13 months of billing and payment history

There are no additional hardware needs for the Town. Paymentus will provide merchant services and accepts all major credit and debit cards. The company is PCCI Level 1 compliant and no credit card information is stored on any Town device. In addition, Paymentus provides marketing materials to inform our customers of the new service as well as videos to walk customers through the main processes.

Mr. Westland has made changes to the agreement which Paymentus has accepted. The initial term will expire December 31, 2019 with optional extensions. There are three choices for how to handle the fees.

1. Under the Absorbed option, the Town would pay \$2.00 for each credit or debit card transaction and \$1.00 for each e-check. Staff estimates this at \$1,360.00/month. The current average for these fees is \$944.30/month.
2. Under the User fee option, the user would pay \$2.95 per transaction regardless of payment method.
3. Under the Hybrid option, the Town would pay the fees as listed under the Absorbed option and the user would pay a flat amount as determined by the Town to help defray the costs.

**Recommendation:**

By motion and voice vote, approve the contract with Paymentus for online payment of water utility bills under the Absorbed fee, User fee, or Hybrid fee model.

**To:** President and Members of the Munster Redevelopment Commission

**From:** David F. Shafer, Clerk-Treasurer

**Date:** February 5, 2018

**Re:** Lease Approvals

---

SMC Delta Technologies has been under lease for the property at 9362 Calumet Avenue. Effective January 1, 2018, the tenant will also occupy 9360 Calumet Avenue with the first month rent-free. The lease will continue on a month-to-month basis with rent set at \$703.50/month. This is in addition to the rent at 9362 Calumet Avenue. All other terms of the lease remain unchanged.

**Recommendation:**

By motion and voice vote, approve the lease with SGM Delta Technologies LLC.



**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Copy to:** Dustin Anderson, Town Manager

**Date:** January 8, 2018

**Re:** 2017 Encumbered Appropriations

---

During the course of the year, purchase orders are created for the various good and services required by the Town. This process has the effect of encumbering appropriations or setting them aside for the specified use.

At the end of the year, there are goods purchased and services performed for which the Town has not yet received an invoice. The State Board of Accounts allows these purchases to be paid in the new year from the prior year's appropriations. The advantage is the Town will not have to use 2018 appropriations to pay for 2017 activities. In order to do this, a purchase order must be recorded in the accounting software.

The State Board of Accounts suggests that a listing of the encumbered appropriations be provided and included in minutes. Accordingly, the encumbered appropriations from 2017 are as follows.

<u>Fund</u>	<u>Encumbered</u> <u>Appropriations</u>	<u>Fund</u>	<u>Encumbered</u> <u>Appropriations</u>
General	\$ 77,206	Park B & I	\$ 750
Motor Vehicle Highway	\$ 128,353	Municipal Corporation Lease	\$ 606
Local Road & Street	\$ 11,243	CCI - Cigarette Tax	\$ 7,150
Park	\$ 97,619	CCD	\$ 152,576
LIT - Economic Development	\$ 268,838	Redevelopment Operating	\$ 5,330
Economic Development	\$ 64	Riverboat	\$ 15,967
Local Law Enforcement	\$ 800	TIF Allocation	\$ 4,779
Continuing Education		Self Funded Medical/Dental/Life Insurance	\$ 4,363
Technology	\$ 62,396	Self Funded Liability	\$ 24,802
LIT - Public Safety	\$ 44,407	Water Cash Operating	\$ 296,511
Rental Property Inspection	\$ 365	Solid Waste Management	\$ 244,696
Electric Fund	\$ 15,533	Park Donation	\$ 1,434
Sewer Maintenance	\$ 55,204	Intergovernmental Escrow	\$ 1,540
Municipal B & I	\$ 1,500		

Encumbered appropriations from 2017 will be honored through the end of February 2018. At that time, any remaining purchase orders will be closed.

**Recommendation:**

Under the Consent Agenda, accept the list of 2017 encumbered appropriations.

**To:** President and Members of the Munster Redevelopment Commission  
**From:** David F. Shafer, Clerk-Treasurer  
**Date:** December 4, 2017  
**Re:** Lease Approvals

---

Munster Glass LLC has been under lease for the properties at 9384, 9386, and 9388 Calumet Avenue. Effective January 1, 2018, the tenant will be placed on a month-to-month lease at a rate of \$1,694.25/month. All other terms of the lease remain unchanged.

219 Fitness has been under lease for the property at 9470 Calumet Avenue. Effective January 1, 2018, the tenant will be placed on a month-to-month lease at a rate of \$641.76/month. All other terms of the lease remain unchanged.

A new month-to-month lease was negotiated with Superior Ambulance for the property at 9430 Calumet Avenue. The lease went into effect October 1, 2017 with rent of \$750.00/month. All other terms are consistent with the other leases currently in place.

**Recommendation:**

By motion and voice vote, approve the amended leases Munster Glass LLC and 219 Fitness and the new lease with Superior Ambulance.

**To:** President and Members of the Munster Redevelopment Commission

**From:** David F. Shafer, Clerk-Treasurer

**Date:** July 24, 2017

**Re:** Letter of Engagement: Centennial Village Completion Bonds

---

Financial advisor Umbaugh has presented a letter of engagement for their services in connection with the completion bonds for the Centennial Village project. Umbaugh has been the advisor for the entire project and has a deep knowledge of the project.

**Recommendation:**

By motion and voice vote, approve the engagement letter of July 20, 2017, naming Umbaugh as the financial advisor for the 2017 completion bonds for Centennial Village.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Copy to:** Dustin Anderson, Town Manager

**Date:** July 24, 2017

**Re:** Selection of Financial Advisor

---

It has been more than ten years since the last water rate study and rate increase. Similarly, the monthly storm water sewer fee was first adopted in 2004 and has remained unchanged. There have been numerous discussions among and between Council and Staff regarding both of these rates. Additionally, it is known that there are statutory changes set to take place in 2019-2020 which will impact property taxes. Knowing that these changes are on the horizon, Staff believes it prudent to study the potential impact and take proactive measures.

Staff considered asking Umbaugh to perform the work but wanted to take the time to see what other firms could offer the Town. As a result, Staff issued three requests for proposals ("RFP"). The RFPs were to conduct a water rate study, to conduct a storm water rate study, and to conduct an analysis of the potential impact of the property tax changes expected in 2019-2020. The results were as follows.

Four vendors were invited to provide proposals. Cender & Company of Merrillville, Indiana has done work for Lake County and declined to propose on the financial analysis of the property tax situation. Their proposal indicates that they intend for the Town of Munster to use the Lake County classification system for the storm water fee and place the fee on the property tax bills. Staff is not inclined to make this type of change.

Crowe Horwath of Chicago, Illinois has a presence throughout Indiana and proposed a \$12,000 fee for the water rate study, \$12,000 for the sewer rate study, and \$25,000 for the financial analysis of the property tax situation. There would be additional costs to present their findings on the water and sewer rates ranging from \$4,000 to \$8,000 and unspecified charges to present the property tax analysis. This means their minimum cost would be \$53,000 and would certainly be higher.

Umbaugh of Indianapolis, Indiana has a strong presence throughout Indiana and has served Munster for many years. Their proposal for all three studies is \$28,000.

London Witte Group of Indianapolis, Indiana was invited but declined to provide a proposal. Therber, Brock & Associates, LLC of Carmel, Indiana provided an unsolicited proposal of \$16,500 for the water rate study only. Staff is not familiar with Therber, Brock & Associates.

During discussions of the proposals, Staff observed the proposal from Crowe Horwath was about double the price of Umbaugh. As a matter of due diligence, Staff contacted Crowe Horwath to ensure there was a clear understanding of the work to be performed. The conversation indicated that Crowe Horwath was clear what was expected and their proposal stands.

Staff is recommending engaging Umbaugh to perform all three studies. They have a deep knowledge of the financial history of the Town and how it operates along with a proven track record. A letter of engagement has been provided and the timeline calls for the work to be completed in November 2017. The water rate study will be paid from the Water Cash Operating Fund 601, the storm water sewer rate study will be paid from the Sewer Maintenance Fund 280, and the property tax study will be paid equally from the General Fund 101, the Motor Vehicle Highway Fund 201, the Park Fund 204, and the Cumulative Capital Development Fund 402.

**Recommendation:**

By motion and voice vote, authorize execution of the letter of engagement with Umbaugh to perform a water rate study, a storm water sewer rate study and a property tax financial study.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Copy to:** Dustin Anderson, Town Manager

**Date:** May 15, 2017

**Re:** PublicFinance.com Lease

---

The Council approved entering into a lease with PublicFinance.com and SunTrust Equipment Finance & Leasing Corporation for the purchase of police vehicles in January 2015.

The lease process put the proceeds of the lease into an escrow account which was used to make vendor payments. The purposes of the lease have been fulfilled and \$19,375.84 plus interest remains in the escrow account. This account can now be closed and the principal and accrued interest applied to the outstanding principal of the lease which is \$65,044.82.

At the time the lease was issued, Councilor Andy Koultourides was President of the Town Council. As a result, the lease company requires his signature on the documents.

**Recommendation:**

Under the Consent Agenda, authorize closing the escrow account and applying the balance to the outstanding lease payments.

**To:** President and Members of the Munster Redevelopment Commission

**From:** David F. Shafer, Clerk-Treasurer

**Date:** April xx, 2017

**Re:** Online Payments for Water Utility Bills

---

The Office of the Clerk-Treasurer has accepted credit card payments through the Town's website for utility bill payments since 2015. The features of our current provider are limited, both the customer and Staff interfaces are cumbersome, and there have been unacceptable errors on the vendor's part. Staff has researched and found a new potential provider.

Invoice Cloud has a simple and intuitive process for customers to make payments. The reporting and maintenance for Staff is more robust and easier to use than the current provider. Invoice Cloud can provide the following features to our residents.

- Online payment by credit card or bank transfer
- One-time and recurring payments with emailed receipts
- Real-time integration with billing software
- Email and text reminders of due dates with links to immediately make payment
- Ability to view and pay multiple water accounts from one screen (helpful for landlords and caretakers)
- Optional paperless utility bill
- Two-years of billing and payment history

The service is cloud-based so there are no additional hardware needs for the Town. Invoice Cloud will provide merchant services and accepts all major credit and debit cards. The company is PCCI Level 1 compliant and no credit card information is stored on any Town device. In addition, Invoice Cloud provides marketing materials to inform our customers of the new service as well as videos to walk customers through the main processes.

**Recommendation:**

By motion and voice vote, approve contract with Invoice Cloud for online payment of water utility bills.



**To:** President and Members of the Munster Redevelopment Commission  
**From:** David F. Shafer, Clerk-Treasurer  
**Date:** March 20, 2017  
**Re:** Lease Approval

---

A lease has been modified and presented to the Commission for approval.

The property at 9358 Calumet Avenue has been under lease to Oz Engineering. Effective April 1, 2017, the tenant will expand premises to include 9364 Calumet Avenue. This remains a month-to-month lease with an increase of \$580.00/month for the additional unit. The monthly payment will be \$1,326.66/month. All other terms of the lease remain unchanged.

**Recommendation:**

By motion and voice vote, approve the amended lease for 9358 and 9364 Calumet Avenue.



**To:** President and Members of the Munster Redevelopment Commission  
**From:** David F. Shafer, Clerk-Treasurer  
**Date:** February 20, 2017  
**Re:** Lease Approval

---

A lease has been modified and presented to the Commission for approval.

The property at 9362 Calumet Avenue has been leased under the name of SGM Delta Technologies. There has been a change in ownership and the lease was modified to show Goran Malisic as owner with the business name of SGM Delta LLC. All other terms of the lease remain. It is a month-to-month lease at \$703.50/month.

**Recommendation:**

By motion and voice vote, approve the amended lease for 9362 Calumet Avenue.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Date:** January 19, 2017

**Re:** 2017 Monthly Transfers

---

Each month transfers are made between and among various operating and internal service funds. These are done to account for things such as liability insurance, rent of garage space and maintenance provided by the Street Department to the Sewer and Water Departments.

Due to the cash poor position of the Sewer Maintenance Fund 280 in 2016, the decision was made to suspend the payment from the Sewer Maintenance Fund 280 to the General Fund 101 as an in lieu of tax payment and the payment from the Sewer Fund 280 to the Motor Vehicle Highway Fund 201 for maintenance and rent of space at the Public Works Garage on Fisher Street. It was hoped the revenue streams would improve and the payments could be caught up.

The payments for 2016 were scheduled to increase 5% over the previous year. When budgeting for 2017, the 2015 amounts were used. As we begin 2017, the Sewer Maintenance Fund is in a similar position as last year. The scheduled payments for 2016 and 2017 were as follows.

<u>Year</u>	<u>From</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
2016	Sewer Maintenance	General	In lieu of taxes	\$238,293
2016	Sewer Maintenance	MVH	Rent	\$ 92,290
2016	Sewer Maintenance	MVH	Maintenance	\$228,622
2017	Sewer Maintenance	General	In lieu of taxes	\$226,946
2017	Sewer Maintenance	MVH	Rent	\$ 92,657
2017	Sewer Maintenance	MVH	Maintenance	\$217,735

In order to preserve cash in the fund, the transfers can again be suspended for this year. It must be noted that both the General and Motor Vehicle Highway Funds will have direct revenue reductions as a result of this action.

**Recommendation:**

By motion and voice vote, suspend the rent, maintenance and in lieu of transfers from the Sewer Maintenance Fund to the General Fund and the Motor Vehicle Highway Fund.

***To:*** President and Members of the Munster Redevelopment Commission  
***From:*** David F. Shafer, Clerk-Treasurer  
***Date:*** January 16, 2017  
***Re:*** Lease Approval

---

A lease has been modified and presented to the Commission for approval.

Clinton Mann has a lease for 9478, 9480, and 9482 Calumet Avenue. Staff has entered into a modified month-to-month lease agreement adding the space at 9476 Calumet Avenue with additional rent at \$125.00/month bringing the total monthly rent to \$1,746.50.

***To:*** President and Members of the Munster Redevelopment Commission  
***From:*** David F. Shafer, Clerk-Treasurer  
***Date:*** November 21, 2016  
***Re:*** Lease Approval

---

A lease has been modified and presented to the Commission for approval.

Prompt Medical Transportation had a lease for 9430 Calumet Avenue which expired. Staff has entered into a month-to-month lease agreement with rent at \$750.00/month.

**Recommendation:**

By motion and voice vote, approve the lease modification under New Business.

**To:** President and Members of the Munster Redevelopment Commission

**From:** David F. Shafer, Clerk-Treasurer

**Date:** September 6, 2016

**Re:** Lease Approval

---

A lease has been modified and presented to the Commission for approval.

Oz Engineering had a lease for 9358 Calumet Avenue which expired. Staff has entered into a month-to-month lease agreement with rent at \$746.66/month.

**Recommendation:**

By motion and voice vote, approve the lease modification under New Business.

**To:** President and Members of the Munster Redevelopment Commission  
**From:** David F. Shafer, Clerk-Treasurer  
**Date:** August 15, 2016  
**Re:** Lease Approval

---

Two leases have been modified and are presented to the Commission for approval.

Eagle Optical lease for 9376 Calumet Avenue expires August 31, 2016. Staff has entered into a month-to-month lease agreement. Rent will be \$664.42/month. Engineered Wall Systems Midwest has also become a month-to-month lease for 9364 Calumet Avenue. Rent will be \$703.50/month.

**Recommendation:**

By motion and voice vote, approve the lease modifications under New Business.

**To:** President and Members of the Munster Redevelopment Commission

**From:** David F. Shafer, Clerk-Treasurer

**Date:** July 18, 2016

**Re:** Lease Approval

---

Two leases have been modified and are presented to the Commission for approval.

SGM Delta Technologies lease for 9362 Calumet Avenue is expiring and has tenancy is continuing on a month-to-month basis. Rent will be \$703.50/month. Wags to Whiskers has also become a month-to-month lease for 9466 Calumet Avenue. Rent will be \$641.76/month.

**Recommendation:**

By motion and voice vote, approve the lease modifications under New Business.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Date:** June 20, 2016

**Re:** 2017 Budget Calendar

---

Each year the Department of Local Government Finance (DLGF) has provided municipalities with a listing of deadlines to complete the annual budget process within the statutory requirements. There have been significant changes to the budget process requiring the DLGF and Lake County to perform new tasks prior to local adoption. At a recent seminar with DLGF representatives, we were informed that more details are forthcoming.

In order to move forward with the budget process, a timeline has been created based on the regular meeting schedule of the Town Council to meet the statutory requirements as we now understand them. Changes may be needed once more details are provided.

The local schedule calls for the Council to meet on October 3, 2016 to hold the required public hearing and to meet on October 17, 2016 to adopt the 2017 budget. These can be changed to earlier dates, but they cannot be held later than the dates shown on the schedule.

**Recommendation:**

Under the Consent Agenda, approve the 2017 Budget Preparation Schedule.



**To:** President and Members of the Munster Redevelopment Commission  
**From:** David F. Shafer, Clerk-Treasurer  
**Date:** May 16, 2016  
**Re:** Lease Approval

---

Two leases have been modified and are presented to the Commission for approval.

Crossfit Munster, LLC will vacate 9430 and move into 9374 Calumet Avenue. Rental will be \$655.34/month. Mann Made Plumbing, Inc. will vacate 9476 and move into 9478, 9480, and 9482 Calumet Avenue. Rent will be 1,621.50/month. Both leases are on a month-to-month basis.

**Recommendation:**

By motion and voice vote, approve the lease modifications under New Business.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Date:** April 4, 2016

**Re:** Approval of Pump Station Generator Repairs

---

As the result of a recent wind storm, a tree fell and damaged the generator at the Fisher Street Pump Station. A new switch gear needs to be installed. Novatek of Fort Wayne, Indiana was the supplier of the generator and performs the regular repairs and maintenance. They can provide the switch gear with a warranty for \$26,474.84. Midwestern Electric did the original electric work to install the generators at all the pump stations and will provide the necessary electrical work for the repairs at a cost of \$39,423.17.

**Recommendation:**

By motion and voice vote, approve the purchase of a new switch gear from Novatek in the amount of \$26,474.84 and approve the proposal from Midwestern Electric in the amount of \$39,437.17 to perform the necessary electrical work all to be paid from the Sewer Maintenance Fund 280.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Date:** April 4, 2016

**Re:** 2015 Annual Redevelopment Commission Report

---

Indiana Code 36-7-14-13 Version b requires a redevelopment commission to provide an annual report to the fiscal body of the unit that created the commission. The report is to include revenues, expenses, and fund balances for the previous calendar year as well as debt service information and parcel information for the TIF district allocation area. This report must be presented to the Council and submitted to the Department of Local Government Finance through Gateway by April 15. Attached for your review is the report as required.

Previously, there were reports due in March, August, and October. A change in the law combined these reports making them all due in April.

**Recommendation:**

As part of the Consent Agenda, accept the report of the Munster Redevelopment Commission and place it on file.

**Recommendation:**

By motion and voice vote, approve the lease extensions under New Business.

***To:*** President and Members of the Munster Redevelopment Commission

***From:*** David F. Shafer, Clerk-Treasurer

***Date:*** March 2016

***Re:*** Lease Approval

---

A number of leases were approved by the Munster Redevelopment Commission last month. There were modifications to two of those leases and are presented to the Commission for approval.

UrgentDent will be renting space at 9352 Calumet Avenue at a cost of \$4,116.44/month.

**Recommendation:**

By motion and voice vote, approve the lease extensions under New Business.

**To:** President and Members of the Munster Redevelopment Commission

**From:** David F. Shafer, Clerk-Treasurer

**Date:** February 22, 2016

**Re:** Refinancing 2007

---

At the January 18, 2016 meeting, the Commission took action to secure an underwriter for the refinancing of the 2007 Redevelopment Commission Bonds. City Securities has presented their letter of engagement for approval.

**Recommendation:**

By motion and voice vote, approve the engagement letter of January 26, 2016, naming City Securities as the underwriter and/or placement agent for the refinancing of the 2007 Redevelopment Commission Bonds.

**To:** President and Members of the Munster Redevelopment Commission  
**From:** David F. Shafer, Clerk-Treasurer  
**Date:** February 8, 2016  
**Re:** Lease Approval

---

A number of leases were approved by the Munster Redevelopment Commission last month. There were modifications to two of those leases and are presented to the Commission for approval.

Viewpoint Window Works will be renting space at 9366 and 9368 Calumet Avenue at a cost of \$664.42 for the month of January 2016 and continuing on a month-to-month basis at \$1,214.42/month. Pinder Industries will be renting space at 9370 and 9372 Calumet Avenue at a revised rent of \$1,163.38/month on a month-to-month basis.

**Recommendation:**

By motion and voice vote, approve the lease extensions under New Business.

**To:** President and Members of the Munster Redevelopment Commission

**From:** David F. Shafer, Clerk-Treasurer

**Date:** January 18, 2016

**Re:** 2013 Economic Development Bonds – Centennial Village

---

Earlier this evening the Commission approved Voucher Register R16-1D in the amount of \$162,660.38. This payment represents the final payment from the 2013 Economic Development Bond Proceeds for Centennial Village.

**Recommendation:**

This report is for informational purposes only and no action is required.

**To:** President and Members of the Munster Redevelopment Commission

**From:** David F. Shafer, Clerk-Treasurer

**Date:** December 28, 2015

**Re:** Lease Approval

---

Earlier this year it was determined that all leases at the Munster Business Complex will be put on a month-to-month basis once the lease term expires. Tenants were informed of the situation. The following leases will expire on or before December 31, 2015, will be on a month-by-month basis and are presented to the Commission for approval.

Lessee	Unit Address	Monthly Rent
Closet Organizers	9462-9464 Calumet Avenue	\$ 1,648.00
Klarer Automotive	9430-B Calumet Avenue	\$ 1,735.43
Ledewski LLC	9360 Calumet Avenue	\$ 703.50
O'Hara's Sports, Inc.	9450-56 Calumet Avenue	\$ 4,983.14
Pinder Industries, Inc.	9368-9372 Calumet Avenue	\$ 1,745.08
Solan's, Inc.	9480 Calumet Avenue	\$ 1,258.43
Viewpoint Window Works, Inc.	9366 Calumet Avenue	\$ 664.42

**Recommendation:**

As part of the Consent Agenda, approve the lease extensions.



**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Date:** October 26, 2015

**Re:** CEDIT Plan

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In 2013 the Town established the County Economic Development Income Tax “CEDIT” Fund 209 to account for the local option income tax. One of the requirements in I.C. 6-3.5-7-15 is the formulation of a spending plan for the CEDIT Fund. Staff at Lake County has stated that a new plan must be adopted and submitted every two years. The statute allows distributions to be held by the county if a plan is not in place.

The original plan was adopted and submitted to Lake County December 2013. At that time, the Council chose to pledge 34% of the distributions to mass transit funding with the balance devoted to design engineering for the Calumet Avenue Grade Separation project. Under Resolution 1991, an Interlocal Agreement for Mass Transit Funding, the Town committed to setting aside 34% of the CEDIT dollars. Council may revise how the remaining 66% is expended.

The draft plan assumes the spending plan will remain unchanged. If the Council wants to make a change, the document will be updated.

**Recommendation:**

By motion and voice vote, approve the proposed CEDIT Plan.

OR

By motion and voice vote, propose a new CEDIT Plan.

**To:** President and Members of the Munster Town Council

**From:** Patricia L. Abbott, Accounting Supervisor

**Cc:** David F. Shafer, Clerk-Treasurer

**Date:** September 14, 2015

**Re:** Agreement with SunGard for Software Upgrade

---

The Town has used SunGard Public Sector as its software provider for the financial accounting, payroll, accounts payable, cash register receipts, utility billing, permitting, contractor licensing, business registrations, and miscellaneous billing since 2000. Staff has gone through major upgrades of the software twice with the most recent occurring in 2011. Since that time, SunGard has offered a major change to the functionality of the software.

Staff has seen a demonstration of the software and believes upgrading will be beneficial. Features of the new software include the following.

- Web-based, hosted software, including disaster recovery, instead of locally maintained servers
- Import and export of data in Excel format which simplifies data entry and reporting
- Workflow processes which push approvals to next in the chain within and across applications with audit trails
- Batch time card and attendance uploads which can be used for the multiple time recording methods currently used by departments
- Employee Access Center to allow individual employees to view their deduction, tax, pay stub and W2 information
- Optimization workshops to determine the best way to use the software and clean up the database

Currently Staff maintains the software on locally housed servers and performs all backups and system maintenance. With the upgrade, we will move to a web-based system where these burdens will be shifted to Sungard. One-time charges for implementation and training total \$42,670.00 and will be paid from the various operating funds based on the given application.

Under the current structure, an annual maintenance fee is paid to the vendor which has seen a 5.00% annual increase over the past year. Staff negotiated a 1.50% annual increase with a five-year agreement broken down as follows.

Year one	\$58,032.00 paid monthly
Year two	\$58,902.78 paid monthly
Year three	\$59,786.02 paid monthly
Year four	\$60,682.81 paid monthly
Year five	\$61,593.05 paid monthly

The annual maintenance cost for the 2014/2015 year was \$48,926.80. If we keep the system the same and do not upgrade, the 2015/2016 annual cost is estimated to increase 5.00% or approximately \$51,373.14.

Mr. Feingold has reviewed the proposed agreement and his recommendations have been incorporated into the document presented for your approval.

**Recommendation:**

By motion and voice vote, approve the proposed agreement with SunGard Public Sector for an upgrade to the financial software.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Date:** June 8, 2015

**Re:** 2016 Budget Calendar

---

Each year the Department of Local Government Finance (DLGF) has provided municipalities with a listing of deadlines to complete the annual budget process within the statutory requirements. A schedule has been created to meet these requirements based on the regular meeting schedule of the Town Council.

The local schedule calls for the Council to meet on October 12, 2015 to hold the required public hearing and to meet on October 26, 2015 to adopt the 2016 budget. These can be changed to earlier dates, but they cannot be held later than the dates shown on the schedule.

**Recommendation:**

Under New Business, approve the 2015 Budget Preparation Schedule.

**To:** FINANS Credit Union Customers

**From:** Tricia Abbott

**Date:** April 17, 2015

**Re:** First Quarter Deposits

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While reviewing the first quarter statement from FINANS Credit Union, a fellow employee observed that deposits for February 6, 2015 and March 6, 2015 were not credited to her account. The deductions were made from her pay, but the amounts were not deposited into her account at the credit union.

We spoke with Dawn at FINANS and learned that the funds were received by FINANS from the Town of Munster, but FINANS failed to apply the amounts to the individual accounts for both pay periods. The reason given for this was that the credit union was going through a merger and things were “rough.”

According to Dawn, a memo entry is being made to your account effective April 14, 2015 for the appropriate amounts. A new statement cannot be generated but account history reports are available.

If you have questions about this, feel free to contact either Dawn at FINANS 844-3125 or me at 836-6946.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Copy to:** Dustin Anderson, Town Manager

**Date:** March 23, 2015

**Re:** PublicFinance.com Lease

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Resolution 1933 was adopted by the Council at their March 12, 2012 meeting to authorize amend the master lease agreement with PublicFinance.com and SunTrust Equipment Finance & Leasing Corporation for the purchase of pump station emergency generators. The lease process put the proceeds of the lease into an escrow account which was used to make vendor payments. The purposes of the lease have been fulfilled and \$70,455.54 remains in the escrow account. There are two options for handling the proceeds.

The account can be closed. If so, the balance and any accrued interest earned will be applied to the outstanding principal of the lease which is \$235,222.99. There will be a 2.00% charge for closing the escrow account totaling \$1,437.87.

Alternatively, the account can remain open and the funds used for a new capital purchase. While there are no fees associated with this option, there is no suitable purchase needed.

**Recommendation:**

By motion and voice vote, authorize the Clerk-Treasurer and Town Manager to close the escrow account, apply the balance to the outstanding lease payments, and pay the related fees.

**To:** President and Members of the Munster Redevelopment Commission

**From:** David F. Shafer, Clerk-Treasurer, IAMC, MMC, CMO

**Copy to:** Dustin Anderson, Town Manager

**Date:** December 30, 2014

**Re:** Grade Separation Reserve

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At the December 16, 2013 meeting, the Redevelopment Commission authorized a transfer of \$500,000.00 to be set aside for the Grade Separation Project at Calumet Avenue. The transfer was scheduled to be made based on the December tax collection.

The Town received \$1,734,769.87 in TIF allocation. The required debt service transfer of \$1,459,190.00 was made leaving a cash balance of \$408,925.00 in the TIF Allocation Fund 471. Since there were not adequate funds available, a transfer of \$250,000.00 was made.

The TIF Allocation Fund will be monitored and when adequate funds are available, the balance will be transferred.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Copy to:** Dustin Anderson, Town Manager

**Date:** January 12, 2015

**Re:** American Capital Lease

---

Resolution 1954 was adopted by the Council at their January 14, 2013 meeting to authorize entering into a master lease agreement with American Capital Financial Services, Inc. for the purchase of squad cars and the Calumet Avenue Pump Station generator. The lease process put the proceeds of the lease into an escrow account which was used to make vendor payments. The purposes of the lease have been fulfilled and \$6,754.12 remains in the escrow account. There are two options for handling the proceeds.

The account can be closed. If so, the balance will be applied to the outstanding principal of the lease which is \$393,252.89. There will be a 2.00% charge for closing the escrow account totaling \$135.08.

Alternatively, the account can remain open and the funds used for a new capital purchase. While there are no fees associated with this option, there is no suitable purchase needed.

**Recommendation:**

By motion and voice vote, authorize the Clerk-Treasurer and Town Manager to close the escrow account and pay the related fees.



**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Copy to:** Dustin Anderson, Town Manager

**Date:** December 22, 2014

**Re:** Water Bill Adjustment 2014-25

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At the April 8, 2013 meeting, the Council adopted a policy to allow water bill adjustments due to water leaks. Under the policy, the customer must sign an affidavit stating there was a leak, the leak has been repaired, and request an adjustment from the Water Board. Adjustments are allowed one time per twelve-month period. The adjustment is based on an average of the usage over the previous twelve-months.

Staff has received a request for an adjustment under this policy. The customer has completed the required form and the request meets all the criteria for an adjustment. The average usage for this customer is 9,000 gallons/month and the period in question (two months) had 158,000 gallons. The original bill amount was \$422.54. The requested adjustment amount is \$367.56 which represents water usage and sales tax. With the adjustment, the amount due for water and tax will be \$54.98.

**Recommendation:**

Under Consent Agenda, approve the adjustment of \$367.56 to the account in question as a result of a water leak.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Copy to:** Dustin Anderson, Town Manager

**Date:** December 8, 2014

**Re:** Water Bill Adjustment 2014-24

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At the April 8, 2013 meeting, the Council adopted a policy to allow water bill adjustments due to water leaks. Under the policy, the customer must sign an affidavit stating there was a leak, the leak has been repaired, and request an adjustment from the Water Board. Adjustments are allowed one time per twelve-month period. The adjustment is based on an average of the usage over the previous twelve-months.

Staff has received a request for an adjustment under this policy. The customer has completed the required form and the request meets all the criteria for an adjustment. The average usage for this customer is 7,000 gallons/month and the period in question (one month) had 17,000 gallons. The original bill amount was \$50.69. The requested adjustment amount is \$26.22 which represents water usage and sales tax. With the adjustment, the amount due for water and tax will be \$24.47.

**Recommendation:**

Under Consent Agenda, approve the adjustment of \$26.22 to the account in question as a result of a water leak.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Copy to:** Dustin Anderson, Town Manager

**Date:** November 24, 2014

**Re:** Resolution 1995: Municipalities Continuing Disclosure Cooperation Initiative

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Certain municipal bond issues are required to have a continuing disclosure undertaking agreement (CDUA) which requires annual reporting of certain financial and other material data which may influence potential investors during the life of the bond. Securities and Exchange Commission (SEC) Rule 15c2-12 addresses how these disclosures are made and how they need to be documented in official statements of subsequent bond issues.

Earlier this year, the SEC created the Municipalities Continuing Disclosure Cooperation initiative (MCDC) to bring bond issuers and underwriters into compliance with this rule. The initiative was created to encourage governmental issuers to self-report any time the unit did not make accurate disclosures.

The issue was brought to the Town's attention by Indiana Association of Cities and Towns in June and Staff has been working with the Town Attorney, financial advisor Umbaugh, bond counsel Barnes and Thornburg, and the Council President to determine the Town's exposure.

This is a complex matter with a number of legal issues at play. There are potential legal and financial ramifications for self-reporting or remaining silent. At the September 22, 2014 regular meeting, the Council discussed the issue and engaged Barnes and Thornburg, LLC to review and make a recommendation to the Town regarding how to proceed.

A self-report requires the issuer to complete a questionnaire listing any inaccurate disclosure over the past ten years and those involved in the bond issue. The consequences of self-reporting, if reviewed by the SEC, include improving the annual disclosure process of the unit and making a disclosure in all official statements over the next five years of the settlement agreement with the SEC. The consequences of not self-reporting, if reviewed by the SEC, include a potentially long and costly proceeding and financial sanctions against the unit.

Barnes and Thornburg completed their research and has recommended the Town self-report. Resolution 1995 has been drafted for this purpose. Mr. Feingold has reviewed the recommendation and the resolution. The deadline to self-report is Monday, December 1, 2014.

**Recommendation:**

By motion and roll-call vote, adopt Resolution 1995 as presented.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Copy to:** Dustin Anderson, Town Manager

**Date:** November 10, 2014

**Re:** Water Bill Adjustment 2014-23

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Last week a customer contacted water billing about high usage at their residence. The customer informed Staff that they had installed a timer for their sprinkler system and then left town for four days. The timing system was not set correctly and the sprinkler ran for the entire time they were gone. The customer requested relief from the high usage. Staff correctly informed the customer that there was no provision under any of the regulations to allow relief.

The customer came to the Clerk-Treasurer's Office on Monday, November 3, 2014, stated the matter had been discussed with Council President Reed, and that President Reed stated the customer could receive relief under the leak adjustment policy. The customer then completed the *Affidavit & Request for Water Billing Adjustment Due to Leak* form attesting that there had been a leak at their home and that it had been repaired.

The average usage for this customer is 5,000 gallons/month and the period in question (one month) had 53,000 gallons. The original bill amount was \$145.83. The requested adjustment amount is \$130.15 which represents water usage and sales tax. With the adjustment, the amount due for water and tax will be \$15.68.

**Recommendation:**

By motion and voice vote, deny relief.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Copy to:** Dustin Anderson, Town Manager

**Date:** November 10, 2014

**Re:** Water Bill Adjustment 2014-21

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At the April 8, 2013 meeting, the Council adopted a policy to allow water bill adjustments due to water leaks. Under the policy, the customer must sign an affidavit stating there was a leak, the leak has been repaired, and request an adjustment from the Water Board. Adjustments are allowed one time per twelve-month period. The adjustment is based on an average of the usage over the previous twelve-months.

Staff has received a request for an adjustment under this policy. The customer has completed the required form and the request meets all the criteria for an adjustment. The average usage for this customer is zero gallons/month and the period in question (one month) had 79,000 gallons. The original bill amount was \$211.36. The requested adjustment amount is \$202.06 which represents water usage and sales tax. With the adjustment, the amount due for water and tax will be \$9.30.

**Recommendation:**

Under New Business, approve the adjustment of \$202.06 to the account in question as a result of a water leak.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Copy to:** Dustin Anderson, Town Manager

**Date:** November 10, 2014

**Re:** Water Bill Adjustment 2014-22

---

At the April 8, 2013 meeting, the Council adopted a policy to allow water bill adjustments due to water leaks. Under the policy, the customer must sign an affidavit stating there was a leak, the leak has been repaired, and request an adjustment from the Water Board. Adjustments are allowed one time per twelve-month period. The adjustment is based on an average of the usage over the previous twelve-months.

Staff has received a request for an adjustment under this policy. The customer has completed the required form and the request meets all the criteria for an adjustment. The average usage for this customer is 2,000 gallons/month and the period in question (one month) had 74,000 gallons. The original bill amount was \$199.31. The requested adjustment amount is \$190.01 which represents water usage and sales tax. With the adjustment, the amount due for water and tax will be \$9.30.

**Recommendation:**

Under New Business, approve the adjustment of \$190.01 to the account in question as a result of a water leak.

**To:** President and Members of the Munster Town Council

**From:** Patricia L. Abbott, Accounting Supervisor

**Copy To:** David F. Shafer, Clerk-Treasurer  
Dustin Anderson, Town Manager

**Date:** October 13, 2014

**Re:** Calumet Avenue Traffic Study

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At the February 17, 2014 work-study, the Council addressed the need to have a traffic study of Calumet Avenue to improve traffic flow. The matter was discussed again at the February 24, 2014 regular meeting. While this meeting took place primarily in the Main Meeting Room, discussion on this matter took place in Conference Room C. The minutes do not reflect any formal action on this matter and there is no recording of the proceedings that took place in Conference Room C.

At the work-study, Staff stated the total cost could not be known until the study and design work are complete. Staff has invoices from Robinson Engineering totaling \$22,698.00 going back to May 2014. At the end of September Joe Nordman provided Staff an estimate of \$34,000.00 for the project. It is surmised that this estimate is for the work of Robinson Engineering only and work performed by Midwestern Electric is separate.

The materials provided at the work-study recommended funding the project from the 2012 Municipal Bond or modifying the 2014 Municipal Bond. Previous Staff members suggested using the Motor Vehicle Highway Fund 201 for the project. There are issues with each of the funding sources mentioned. Regardless of the fund chosen, a budget transfer will be needed and authorization granted to make the payments. Following are four options based on all the funding sources mentioned.

Option 1: Use the 2012 Municipal Bond Proceeds. This will require the creation of a new account and a budget transfer of the authorized amount from 414-9152112-64429 (Bridges) to 414-9152112-63105 (Other Professional Services). This account has an appropriation balance of \$141,953.03.

Option 2: Use the 2012 Municipal Bond Proceeds. This will require the creation of a new account and a budget transfer of the authorized amount from 414-9152112-64440 (Street Machinery & Equipment) to 414-9152112-63105 (Other Professional Services). This account has an appropriation balance of \$85,555.62.

Option 3: Use the 2014 Municipal Bond Proceeds. This will require a budget transfer of the authorized amount. Currently, all line items in this bond issue have either been spent or encumbered. The largest encumbrance is to Walsh & Kelly for street resurfacing for \$689,222.21. A portion of these appropriations could be released and transferred into 414-9152112-63105 (Other Professional Services).

Option 4: Use the Motor Vehicle Highway Fund. This will require a budget transfer from 201-30801-61163 (Wages-Laborer) to 201-30801-63105 (Other Professional Services). The account has \$103,219.06. Assuming payroll remains constant to year-end, there would be \$54,592.00 available in appropriations for the transfer. It is important to note that if there is a harsh winter beginning in 2014, this is the fund that will bear the brunt of the costs and this particular account is the one with the surplus of appropriations that would be relied on if needed.

#### **RECOMMENDED ACTION:**

By motion and voice vote, authorize Robinson Engineering to conduct the Calumet Avenue Traffic Study in an amount not to exceed \$34,000.00 and to fund it by one of the options listed.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Date:** September 22, 2014

**Re:** Water Bill Adjustment

---

Staff has received a request for relief of a water utility bill. In 2009 the customer had a broken pipe resulting in high usage for two billing cycles. At the time there was no mechanism to provide relief for this and the customer fell behind in making payments.

After a year of extra payments that were insufficient to cover the balance, the amount due totaled \$556.34. At that time, the customer entered a "last chance" payment plan. Under the plan, the customer agreed to make six monthly payments to satisfy the bill. If a payment was missed, the water would be shut off and service would not be reinstated until the entire bill was paid. After four payments, the customer failed to pay on time and service was discontinued in June 2010.

No payments have been received since then and the service remains disconnected. Over the past four years, the customer has written letters a number of times and the matter was referred to Town Attorney Eugene Feingold. The customer did not respond to Mr. Feingold.

For a time, the customer continued to live in the house. During that time, the account was billed for hydrant rental, sales tax on the hydrant rental, trash collection, stormwater sewer maintenance, Hammond Sanitary District administration fees, and late fees for failure to pay timely. When the house was vacated in July 2012, all charges ceased. The amount now due is \$1,215.77.

Last week the customer came to the Clerk-Treasurer's Office seeking relief so that service can be reinstated and the house can be occupied. There are several options available and Staff seeks Council direction.

Option 1: Continue to demand full payment for services as billed. This would require a payment of \$1,215.77 before restoration of service.

Option 2: Provide relief under the terms of the current leak adjustment policy. This would reduce the amount due by \$339.73 and require a payment of \$822.04 before restoration of service.

Option 3: Waive the charges imposed after the water service was terminated for trash service. Staff is unclear which fees the customer is disputing but it is clear the garbage collection is an issue. Waiving the garbage fees would reduce the amount due by \$418.00 and require a payment of \$797.77 before restoration of service.

Option 4: Offer a payment plan. A condition of the "last chance" agreement and the standard practice is that once service is terminated, a payment plan cannot be negotiated; full payment must be made to restore service. The Indiana Administrative Code allows for three- and six-month plans to cover delinquent amounts. This amount is due in addition to any current charges.

As a matter of information, there is another account in Town in a similar situation with an outstanding balance in excess of \$4,000.00.

#### **RECOMMENDED ACTION:**

Staff recommends Options 2 and 3 which would reduce the amount due to \$458.04 to be paid in full before water service is restored.



**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Copy to:** Thomas F. DeGiulio, Town Manager

**Date:** July 14, 2014

**Re:** Water Bill Adjustment

---

At the April 8, 2013 meeting, the Council adopted a policy to allow water bill adjustments due to water leaks. Under the policy, the customer must sign an affidavit stating there was a leak, the leak has been repaired, and request an adjustment from the Water Board. Adjustments are allowed one time per twelve-month period. The adjustment is based on an average of the usage over the previous twelve-months.

Staff has received a request for an adjustment under this policy. The customer has completed the required form and the request meets all the criteria for an adjustment. The average usage for this customer is 10,000 gallons/month and the period in question (two months) had 87,000 gallons. The original bill amount was \$243.76. The requested adjustment amount is \$182.86 which represents water usage and sales tax. With the adjustment, the amount due for water and tax will be \$60.90.

**Recommendation:**

As part of the Consent Agenda, approve the adjustment of \$182.86 to the account in question as a result of a water leak.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Date:** June 23, 2014

**Re:** Employee/Job Reclassification

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The Office of the Clerk-Treasurer is authorized to have six Deputy Clerks. Five are classified as Deputy Clerk II, Grade 6 and one is classified as Deputy Clerk III, Grade 8. The Deputy Clerk III position is ranked at Grade 8 because of the level of responsibility and work load expected. The current holder of this position is responsible for payroll.

Since the employee currently responsible for water billing took the position approximately two years ago, the responsibilities and tasks of water billing have changed.

There is a need for the person who is responsible for the water billing functions to be able to coordinate tasks with the other Deputy Clerks. This is difficult to accomplish when all are ranked the same.

**Recommendation:**

As part of the Consent Agenda, approve the adjustments of \$197.47 to the accounts in question.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Date:** June 23, 2014

**Re:** 2015 Budget Calendar

---

Each year the Department of Local Government Finance (DLGF) has provided municipalities with a listing of deadlines to complete the annual budget process within the statutory requirements. A schedule has been created to meet these requirements based on the regular meeting schedule of the Town Council.

The local schedule calls for the Council to meet on October 13, 2014 to hold the required public hearing and to meet on October 27, 2014 to adopt the 2015 budget. These can be changed to earlier dates, but they cannot be held later than the dates shown on the schedule.

**Recommendation:**

Under New Business, approve the 2015 Budget Preparation Schedule.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Copy to:** Thomas F. DeGiulio, Town Manager

**Date:** June 23, 2014

**Re:** Water Bill Adjustment

---

At the April 8, 2013 meeting, the Council adopted a policy to allow water bill adjustments due to water leaks. Under the policy, the customer must sign an affidavit stating there was a leak, the leak has been repaired, and request an adjustment from the Water Board. Adjustments are allowed one time per twelve-month period. The adjustment is based on an average of the usage over the previous twelve-months.

Staff has received two requests for adjustments under this policy. Each customer has completed the required form and the requests meet all the criteria for adjustment.

Customer	Average Usage	Actual Usage	Length of time	Original Bill	Requested Adjustment Amount	Adjusted Bill
1	6,000	65,000	1 month	\$ 162.47	\$ 155.21	\$ 7.26
2	14,000	82,000	1 month	\$ 218.48	\$ 42.26	\$ 176.22

The amounts listed are for water and sales tax only. All other regular charges will remain unchanged.

**Recommendation:**

As part of the Consent Agenda, approve the adjustments of \$197.47 to the accounts in question.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Copy to:** Thomas F. DeGiulio, Town Manager

**Date:** May 12, 2014

**Re:** Water Bill Adjustment

---

At the April 8, 2013 meeting, the Council adopted a policy to allow water bill adjustments due to water leaks. Under the policy, the customer must sign an affidavit stating there was a leak, the leak has been repaired, and request an adjustment from the Water Board. Adjustments are allowed one time per twelve-month period. The adjustment is based on an average of the usage over the previous twelve-months.

Staff has received a request for an adjustment under this policy. The customer has completed the required form and the request meets all the criteria for an adjustment. The average usage for this customer is 3,000 gallons/month and the period in question (two months) had 22,000 gallons. The original bill amount was \$66.79. The requested adjustment amount is \$48.19 which represents water usage and sales tax. With the adjustment, the amount due for water and tax will be \$18.60.

**Recommendation:**

As part of the Consent Agenda, approve the adjustment of \$48.19 to the account in question as a result of a water leak.

*To:* President and Members of the Munster Town Council

*From:* David F. Shafer, Clerk-Treasurer

*Copy to:* Thomas F. DeGiulio, Town Manager

*Date:* April 14, 2014

*Re:* Water Bill Adjustments

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At the April 8, 2013 meeting, the Council adopted a policy to allow water bill adjustments due to water leaks. Under the policy, the customer must sign an affidavit stating there was a leak, the leak has been repaired, and request an adjustment from the Water Board. Adjustments are allowed one time per twelve-month period. The adjustment is based on an average of the usage over the previous twelve-months.

Staff has received five requests for adjustments under this policy. Each customer has completed the required form and the requests meet all the criteria for adjustment.

Customer	Average Usage	Actual Usage	Length of time	Original Bill	Requested Adjustment Amount	Adjusted Bill
1	1,000	90,000	2 months	\$ 250.52	\$ 226.05	\$ 24.47
2	6,000	205,000	2 months	\$ 528.10	\$ 509.48	\$ 18.62
3	3,000	24,000	1 month	\$ 69.86	\$ 60.46	\$ 9.40
4	-	36,000	1 month	\$ 102.54	\$ 93.24	\$ 9.30
5	7,000	51,000	2 months	\$ 147.94	\$ 104.78	\$ 43.16

The amounts listed are for water and sales tax only. All other regular charges will remain unchanged.

**Recommendation:**

As part of the Consent Agenda, approve the adjustments to the accounts in question as a result of water leaks.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Copy to:** Thomas F. DeGiulio, Town Manager

**Date:** March 10, 2014

**Re:** Water Bill Adjustments

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At the April 8, 2013 meeting, the Council adopted a policy to allow water bill adjustments due to water leaks. Under the policy, the customer must sign an affidavit stating there was a leak, the leak has been repaired, and request an adjustment from the Water Board. Adjustments are allowed one time per twelve-month period. The adjustment is based on an average of the usage over the previous twelve-months.

Staff has received two requests for adjustments under this policy. Each customer has completed the required form and the requests meet all the criteria for adjustment.

Customer	Average Usage	Actual Usage	Length of time	Original Bill	Requested Adjustment Amount	Adjusted Bill
1	3,000	117,000	1 month	\$ 301.62	\$ 277.15	\$ 24.47
2	11,000	23,000	1 month	\$ 67.12	\$ 33.39	\$ 33.73

The amounts listed are for water and sales tax only. All other regular charges will remain unchanged.

**Recommendation:**

As part of the Consent Agenda, approve the adjustments to the accounts in question as a result of water leaks.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Copy to:** Thomas F. DeGiulio, Town Manager

**Date:** February 10, 2014

**Re:** Water Bill Adjustments

---

At the April 8, 2013 meeting, the Council adopted a policy to allow water bill adjustments due to water leaks. Under the policy, the customer must sign an affidavit stating there was a leak, the leak has been repaired, and request an adjustment from the Water Board. Adjustments are allowed one time per twelve-month period. The adjustment is based on an average of the usage over the previous twelve-months.

Staff has received two requests for adjustments under this policy. Each customer has completed the required form and the requests meet all the criteria for adjustment.

Customer	Average Usage	Actual Usage	Length of time	Original Bill	Requested Adjustment Amount	Adjusted Bill
1	5,000	33,000	1 month	\$ 94.51	\$ 78.83	\$ 15.68
2	14,000	70,000	1 month	\$ 189.12	\$ 146.87	\$ 42.25
2	14,000	74,000	1 month	\$ 199.31	\$ 157.06	\$ 42.25

Customer 2 had a leak for four months. Staff notified the customer with after the second month of high usage. The customer acknowledged having a leak at that time but allowed it to continue for another two months. The leak continued for a total of four months. Because billing is done in arrears, Staff feels it is reasonable to allow an adjustment for two months which is what is recommended in this case.

The amounts listed are for water and sales tax only. All other regular charges will remain unchanged.

**Recommendation:**

As part of the Consent Agenda, approve the adjustments to the accounts in question as a result of water leaks.



**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Copy to:** Thomas F. DeGiulio, Town Manager

**Date:** February 10, 2014

**Re:** Water Bill Adjustments

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At the April 8, 2013 meeting, the Council adopted a policy to allow water bill adjustments due to water leaks. Under the policy, the customer must sign an affidavit stating there was a leak, the leak has been repaired, and request an adjustment from the Water Board. Adjustments are allowed one time per twelve-month period. The adjustment is based on an average of the usage over the previous twelve-months.

Staff has received five requests for adjustments under this policy. Each customer has completed the required form and the requests meet all the criteria for adjustment.

Customer	Average Usage	Actual Usage	Length of time	Original Bill	Requested Adjustment Amount	Adjusted Bill
1	4,000	36,000	1 month	\$ 61.64	\$ 49.10	\$ 12.54
2	7,000	36,000	1 month	\$ 102.54	\$ 80.96	\$ 21.58
3	7,000	20,000	1 month	\$ 58.90	\$ 37.32	\$ 21.58
4	11,000	54,000	1 month	\$ 148.38	\$ 114.99	\$ 33.39
5	1,000	32,000	1 month	\$ 91.77	\$ 67.30	\$ 24.47

The amounts listed are for water and sales tax only. All other regular charges will remain unchanged.

**Recommendation:**

As part of the Consent Agenda, approve the adjustments to the accounts in question as a result of water leaks.

*To:* President and Members of the Munster Town Council

*From:* David F. Shafer, Clerk-Treasurer

*Copy to:* Thomas F. DeGiulio, Town Manager

*Date:* January 13, 2014

*Re:* Water Bill Adjustment

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At the April 8, 2013 meeting, the Council adopted a policy to allow water bill adjustments due to water leaks. Under the policy, the customer must sign an affidavit stating there was a leak, the leak has been repaired, and request an adjustment from the Water Board. Adjustments are allowed one time per twelve-month period. The adjustment is based on an average of the usage over the previous twelve-months.

Staff has received a request for an adjustment under this policy. The customer has completed the required form and the request meets all the criteria for an adjustment. The average usage for this customer is 5,000 gallons/month and the period in question (one month) had 36,000 gallons. The original bill amount was \$102.54. The requested adjustment amount is \$89.04 which represents water usage and sales tax. With the adjustment, the amount due for water and tax will be \$13.50.

**Recommendation:**

As part of the Consent Agenda, approve the adjustment of \$89.04 to the account in question as a result of a water leak.

**To:** President and Members of the Munster Redevelopment Commission

**From:** David F. Shafer, Clerk-Treasurer, IAMC, MMC, CMO

**Copy to:** Thomas F. DeGiulio, Town Manager

**Date:** December 16, 2013

**Re:** Grade Separation Reserve

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At the January 28, 2013 meeting, the Redevelopment Commission authorized a transfer of \$500,000.00 to be set aside for the Grade Separation Project at Calumet Avenue. During the May 13, 2013 meeting, Staff presented an exhibit diverting this set aside to increase the appropriations for the Community Park project. The transfer was made and the funds are currently invested with TrustIndiana for a total set aside of \$1.2 million. It is appropriate for the Commission to confirm this transfer for the year 2013.

If it is the will of the Commission, an action should be taken to authorize another \$500,000.00 for the year 2014. Based on property tax collections, this transfer could be made in January, 2014.

**RECOMMENDED ACTION:**

By motion and voice vote, confirm the \$500,000.00 transfer from the TIF Allocation Fund 471 to TrustIndiana and authorize a separate \$500,000.00 transfer from the TIF Allocation Fund 471 to TrustIndiana for 2014 for the Grade Separation Project at Calumet Avenue reserve.

*To:* President and Members of the Munster Town Council

*From:* David F. Shafer, Clerk-Treasurer

*Copy to:* Thomas F. DeGiulio, Town Manager

*Date:* October 28, 2013

*Re:* Water Bill Adjustment

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At the April 8, 2013 meeting, the Council adopted a policy to allow water bill adjustments due to water leaks. Under the policy, the customer must sign an affidavit stating there was a leak, the leak has been repaired, and request an adjustment from the Water Board. Adjustments are allowed one time per twelve-month period. The adjustment is based on an average of the usage over the previous twelve-months.

Staff has received a request for an adjustment under this policy. The customer has completed the required form and the request meets all the criteria for an adjustment. The average usage for this customer is 5,000 gallons/month and the period in question (two months) had 139,000 gallons. The original bill amount was \$459.91. The requested adjustment amount is \$340.91 which represents water usage and sales tax. With the adjustment, the total due will be \$119.00.

**Recommendation:**

As part of the Consent Agenda, approve the adjustment of \$340.91 to the account in question as a result of a water leak.

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, Clerk-Treasurer

**Copy to:** Thomas F. DeGiulio, Town Manager

**Date:** October 14, 2013

**Re:** Water Bill Adjustment

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At the April 8, 2013 meeting, the Council adopted a policy to allow water bill adjustments due to water leaks. Under the policy, the customer must sign an affidavit stating there was a leak, the leak has been repaired, and request an adjustment from the Water Board. Adjustments are allowed one time per twelve-month period. The adjustment is based on an average of the usage over the previous twelve-months.

Staff has received a request for an adjustment under this policy. The customer has completed the required form and the request meets all the criteria for an adjustment. The average usage for this customer is 6,000 gallons/month and the period in question had 19,000 gallons. The original bill amount was \$98.90. The requested adjustment amount is \$37.54 which represents water usage and sales tax. With the adjustment, the total due will be \$61.36.

**Recommendation:**

As part of the Consent Agenda, approve the adjustment of \$37.54 to the account in question as a result of a water leak.