

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

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

**Copy to:** James Marino, Town Manager

**Date:** December 15, 2025

**Re:** Nepotism and Conflict of Interest Certificates

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IC 36-1-20.2-16 mandates: “Each elected officer of the unit shall annually certify in writing, subject to the penalties for perjury, that the officer has not violated this chapter [on nepotism]. An officer shall submit the certification to the executive of the unit not later than December 31 of each year.” Attached are copies of certificates executed by Councilors Shinkan, Hofferth, Gardiner, Nellans, and Petersen and Clerk-Treasurer Mis.

IC 36-1-21-6 mandates: “Each elected officer of the unit shall annually certify in writing, subject to the penalties for perjury, that the officer is in compliance with this chapter [on conflict of interest]. An officer shall submit the certification to the executive of the unit not later than December 31 of each year.” Attached are copies of certificates executed by Councilors Shinkan, Hofferth, Gardiner, Nellans, and Petersen. The Clerk-Treasurer is not required to execute this certification but has submitted.

IC 36-1-20.2-9 and IC 36-1-21-4 specifically allow a unit to adopt requirements that are “more stringent or detailed.” Accordingly, Ordinance 1561, “An Ordinance for compliance with HEA 1005 entitled Conflict of Interest and Nepotism Effective July 1, 2012,” adopted June 18, 2012, requires the Town Manager to execute the nepotism and conflict of interest certificates. Attached are copies of certificates executed by Town Manager Marino.

**RECOMMENDED ACTION:**

As part of the Consent Agenda, accept the nepotism certificates executed by the elected officials and the Town Manager.