

**TOWN OF MUNSTER  
MINUTES OF A SPECIAL MEETING OF THE TOWN COUNCIL  
SEPTEMBER 6, 2022**

A special meeting of the Munster Town Council convened at 7:00 p.m. on Tuesday, September 6, 2022. Ordinance 1830 is the basis for holding electronic meetings. The announced meeting location was Munster Town Hall. Councilors, Staff, and the public had the option to participate via Zoom meeting technology.

Councilors Chuck Gardiner, Andy Koulourides, Lee Ann Mellon, Ken Schoon, and Steven Tulowitzki were physically present at Town Hall. President Gardiner presided. Also present in Town Hall were Clerk-Treasurer Wendy Mis, Controller Patricia Abbott, Town Manager Dustin Anderson, Deputy Town Manager Jill DiTommaso, Town Attorney Dave Westland, Fire Chief Mark Hajduk, Police Lieutenant Dan Broelmann, Director of Operations Chris Spolnik, and Munster Representative to the Hammond Sanitary District Mike Hawkins. The news media were not represented.

President Gardiner opened the meeting with a moment of silence followed by the pledge of allegiance.

**PROCLAMATION: OVARIAN CANCER AWARENESS MONTH**

President Gardiner read a proclamation declaring September as Ovarian Cancer Awareness month. This disease has over 21,000 detections and approximately 14,000 deaths each year. If detected early, the survival rate is about 90%.

Councilor Koulourides moved, with a second by Councilor Tulowitzki, to adopt the proclamation as presented. Motion carried *viva voce*.

**PUBLIC COMMENT**

The Town of Munster accepted public comment submitted both in-person and electronically. The public was informed, via the agenda posted at [munster.org](http://munster.org), that questions or comments about an item on the agenda were to be emailed to [danderson@munster.org](mailto:danderson@munster.org).

Mr. Jack DeLeeuw, President of the Munster Fraternal Order of Police, read a statement to the Council requesting premium pay from the American Rescue Plan funds for “essential” employees of the Town of Munster, specifically the Munster Police Department.

Mr. Jim Kaspar, 8021 Kooy Drive, asked if the total lifetime cost to operate the vehicle was taken into account for the Public Works vehicles being considered this evening.

Mr. Michael Goepfert, 10380 Oxford Place, was present virtually and suggested the public comment portion of the meeting be conducted so that the public could comment on each agenda item as it occurred. Town Attorney Westland explained the statutory requirements and differences between a public hearing and public comments during a public meeting.

No one else rose to claim the floor.

**CONSENT AGENDA**

**APPROVAL OF MINUTES**

Approval of the minutes of the regular meeting held on August 15, 2022

### **ACCOUNTS PAYABLE VOUCHER REGISTERS**

Confirmation of Voucher Register #22-7L dated 07/31/22 totaling \$148,836.03  
Approval of Voucher Register #22-7M dated 07/06/22 totaling \$0.00  
Confirmation of Voucher Register #22-7N dated 07/31/22 totaling \$33,191.72  
Confirmation of Voucher Register #22-8H dated 08/18/22 totaling \$31,813.91  
Confirmation of Voucher Register #22-8I dated 08/25/22 totaling \$344,722.73  
Confirmation of Voucher Register #22-8J dated 08/26/22 totaling \$427,040.25  
Approval of Voucher Register #22-9A dated 09/01/22 totaling \$481,542.77  
Confirmation of Voucher Register #22-9B dated 09/06/22 totaling \$325,907.50  
Confirmation of Voucher Register #22-9C dated 09/09/22 totaling \$50,876.80

### **TREASURER'S REPORT**

The July 2022 Treasurer's Report was presented for acceptance.

### **WATER LEAK ADJUSTMENT 2022-34**

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

Adjustment Number	Average Usage	Actual Usage	Length of Time	Original Bill	Requested Adjustment Amount	Adjusted Bill
2022-34	159,000	946,000	1 month	\$ 3,757.84	\$ 3,139.10	\$ 618.74

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

### **NEW BUSINESS**

#### **ORDINANCE 1876: AMENDMENT #4 TO 2022 SALARY ORDINANCE**

Proposed ORDINANCE 1876 is AMENDMENT #4 TO THE 2022 SALARY ORDINANCE. Earlier this year a new pay system was implemented for most non-police employees. At that time, it was planned to address the firefighter pay in the third quarter of this year. Staff has reviewed other volunteer paid-on-call firefighting communities in the surrounding area and proposed the following.

- Increase the call out rate from \$16.86/hour to \$18.00/hour
- Create a probationary firefighter rate of \$15.00/hour
- Modify the daytime firefighter stipends to Probationary Status, Firefighter I Certification and Firefighter I plus two or more years' experience
- Change the command staff annual stipend to an hourly rate. This will reward the command staff for responding to calls.
- Create EMT Basic and EMT Paramedic positions at rates of \$18.60/hour and \$19.35/hour, respectively
- Make non-probationary members of the Fire Department eligible for golf privileges

Councilor Tulowitzki moved, with a second by Councilor Koultourides, to hear proposed Ordinance 1876 on first reading as presented and schedule second reading for September 19, 2022. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

### **ENGAGEMENT LETTER: 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 3.8% 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.

Councilor Koultourides moved, with a second by Councilor Mellon, to confirm the letter of engagement with Peterson Consulting Services, Inc., at an amount not to exceed \$4,050.00. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

### **ALLEY REPAVING: CHANGE ORDER NO. 1**

On February 21, 2022, Council awarded Milestone Contractors the contract for the 2022 Community Development Block Grant Alley Paving Program at a base bid of \$358,993.10. The Town would be responsible for \$255,281.10. This is a unit price contract. At the end of this type of contract, there is a reconciliation of the estimated contract quantities and the actual quantities used. Change Order No. 1 is the reconciliation. This change order results in a net decrease of \$14,202.18 leaving a final total contract cost of \$344,790.92.

Councilor Tulowitzki moved, with a second by Councilor Koultourides, to approve Change Order No. 1 to decrease the final contract amount for the 2022 Alley Repaving project by \$14,202.18 to \$344,790.92. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

### **ALLEY REPAVING: RELEASE OF RETAINAGE**

Council approved Change Order No. 1 earlier this evening for the 2022 Alley Paving Program. The work has been completed. Town Engineer SEH and Staff has deemed the work satisfactorily complete and recommends release of final retainage.

Councilor Mellon moved, with a second by Councilor Schoon, to approve Application for Payment No. 3 (Release of Retainage) to Milestone North Contractors, Inc. in the amount of \$34,479.09. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

### **PURCHASE AWARD: PUBLIC WORKS FORD F250**

Public Works has scheduled in its capital improvement plan the replacement of a 2014 Chevrolet 1500 Truck Unit #318. The current state of the automotive industry has made ordering and delivery of vehicles difficult. There are short windows to order and long wait times for delivery. Staff opted to look for vehicles currently in stock and sought quotes from three dealerships as follows.

Bosak Ford, Burns Harbor, Indiana	
Chassis: Ford F250, Reg Cab 4WD	\$45,340.00
Utility bed (already installed)	\$11,862.00
Lights & snowplow: W.A. Jones	<u>\$16,987.00</u>
Gross Cost	\$74,189.00
Less Trade in Unit #318	<u>\$15,000.00</u>

<b>Net cost</b>	<b>\$59,189.00</b>
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Bosak Chevy, Burns Harbor, Indiana	
Chassis: Chevy Silverado 2500 Crew Cab 4WD	\$62,786.00
Utility bed (included)	
Lights & snowplow: W.A. Jones	<u>\$16,987.00</u>
<i>Gross Cost</i>	<u>\$79,773.00</u>
Less Trade in Unit #318	<u>\$15,000.00</u>
<b>Net cost</b>	<b>\$64,773.00</b>

Bosak Motor Sales, Merrillville, Indiana	
Chassis: Dodge Ram 2500 Reg Cab 4WD	\$53,015.00
Utility bed (already installed)	\$11,495.00
Lights & snowplow: W.A. Jones	<u>\$16,987.00</u>
<i>Gross Cost</i>	<u>\$81,497.00</u>
Less Discount	\$ 4,500.00
Less Trade in Unit #318	<u>\$15,000.00</u>
<b>Net cost</b>	<b>\$61,997.00</b>

Although each vehicle is of a different make, they are of the same class, and each meets the needs of Public Works. Regardless of vehicle chosen, vendor W.A. Jones will be paid separately for the lights and snowplow. The purchase will be made from the 2021 General Obligation Bond proceeds.

Councilor Koultourides moved, with a second by Councilor Schoon, to approve one 2022 Ford Truck with utility bed purchase for a net price after trade-in of \$59,189.00 from Bosak Ford to replace Unit #318 payable as \$42,202.00 to Bosak Ford and \$16,987.00 to W.A. Jones. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

#### **PURCHASE AWARD: PUBLIC WORKS DUMP TRUCK**

Public Works has scheduled in its capital improvement plan the replacement of a 2012 International Workstar dump truck with plow and salt spreader Unit #335. Quotes were received through Sourcewell for a new 2024 HV 607 International dump truck with plow and salt spreader as follows.

Rush Truck Center, Gary, Indiana	
Chassis	\$ 97,991.23
Body: W.A. Jones	\$138,683.00
Fees and extras	<u>\$ 11,195.66</u>
<i>Gross Cost</i>	<u>\$247,869.89</u>
Less Trade in Unit #335	<u>\$ 25,000.00</u>
<b>Net cost</b>	<b>\$222,869.89</b>

The purchase will be made from the 2021 General Obligation Bond proceeds and vendor W.A. Jones will be paid separately for the lights and snowplow.

Councilor Tulowitzki moved, with a second by Councilor Koultourides, to approve the purchase of one 2024 HV 607 International Dump truck with plow and salt spreader to replace Unit #335 for a net price after trade-in of \$222,869.89 from Rush Truck Center. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

#### **NICTD WESTLAKE CORRIDOR PROJECT: INVOICE #3821**

At the May 16, 2022, meeting, Council approved the First Written Commitment and Agreement between the Town of Munster and the Northern Indiana Commuter Transportation District for a price not to exceed \$6,007,657.87. At that same meeting, Council approved the Second Written Commitment and Agreement between the Town of

Munster and the Northern Indiana Commuter Transportation District for utility relocation at a price not to exceed \$397,175.59.

The Town has received the first invoice for this work which includes engineering and design work from June 1, June 30, 2022, and calls for 10% retainage. The total work was \$714,178.01 which will be paid as \$633,760.21 to NICTD on Invoice #3821 and \$71,417.80 to retainage held by the Town of Munster.

Councilor Tulowitzki asked the status of the design work and to have a status update with each payment request that comes to Council.

Councilor Tulowitzki moved, with a second by Councilor Mellon, to authorize payment of Invoice No. 3821 to NICTD in the amount of \$633,760.21 from the TIF Allocation Fund. Councilors Schoon, Mellon, Tulowitzki, Koulourides, and Gardiner voted in favor; none voted against. Motion carried.

### **PRINTER MAINTENANCE RENEWAL AGREEMENT**

The Town entered into a lease and got seven new copiers in 2016. At the November 15, 2021, meeting, Council approved an annual maintenance agreement with Pulse Technology for these machines at a quarterly rate not to exceed \$4,275.00. Pulse has offered to continue the quarterly maintenance agreement at the same price for another year.

Councilor Koulourides confirmed the rate is unchanged.

Councilor Koulourides moved, with a second by Councilor Tulowitzki, to authorize the Town Manager to enter into an annual maintenance agreement with Pulse Technologies at a quarterly rate not to exceed \$4,275.00. Councilors Schoon, Mellon, Tulowitzki, Koulourides, and Gardiner voted in favor; none voted against. Motion carried.

### **POLICE SQUAD CAR PURCHASE**

The Police Department requested authorization the purchase of four Ford Interceptor AWD vehicles to be used for the patrol division and code enforcement of the Munster Police Department. Staff will use the statewide Quantity Purchase Agreement program and purchase the vehicles from Bloomington Ford. This is the same process used last year. Staff will come to Council once pricing and trade-in values have been established.

Councilor Schoon confirmed the proposed vehicles are replacements and not additions to the fleet.

Councilor Koulourides moved, with a second by Councilor Tulowitzki, to authorize the Police Department to open the purchasing process for new police vehicles. Councilors Schoon, Mellon, Tulowitzki, Koulourides, and Gardiner voted in favor; none voted against. Motion carried.

### **SALE OF SEIZED VEHICLE**

Police Staff have requested authorization to sell a 2003 Chevrolet Silverado. Police received the vehicle through a federal seizure event about thirteen years ago. The vehicle is breaking down and maintenance costs are rising.

Councilor Mellon moved, with a second by Councilor Koulourides, to authorize the Police Department to sell the 2003 Chevrolet Silverado. Councilors Schoon, Mellon, Tulowitzki, Koulourides, and Gardiner voted in favor; none voted against. Motion carried.

### **REPORTS**

No reports were given.

### **PORTFOLIO REPORTS**

This portion of the meeting has been added to give elected officials an opportunity to share news about the various boards and commission on which they serve as liaison.

No reports were given.

### **ANNOUNCEMENTS**

(Unless stated otherwise, all meetings of the Town Council begin at 7:00 p.m. at the Munster Town Hall.)

The Town Council will hold a regular meeting on Monday, September 19, 2022. Public hearing on the 2023 budget will take place at this meeting. The Redevelopment Commission will hold a regular meeting immediately following.

### **ADJOURNMENT**

There being no further business to come before the Council, and upon a motion by Councilor Tulowitzki and seconded by Councilor Koulourides, the meeting adjourned at 7:33 p.m. by voice vote.

**ATTEST:**

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**Chuck Gardiner, President**

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**Wendy Mis, Clerk-Treasurer**