

**TOWN OF MUNSTER
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
NOVEMBER 7, 2022**

A meeting of the Munster Town Council convened at 7:00 p.m. on Monday, November 7, 2022. Ordinance 1830 is the basis for holding electronic meetings. The announced meeting location was Munster Town Hall. Councilors, Staff, and the public had been informed of the option to participate via Zoom meeting technology. Just before the meeting was to begin, Staff asked about the Zoom link and Mr. Anderson stated the Zoom application needed to be updated and would not be available for the meeting.

Councilors Lee Ann Mellon, Andy Koultourides, and Ken Schoon were physically present at Town Hall. Councilors Chuck Gardiner and Steven Tulowitzki were absent. Vice President Mellon 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, Planning Director Thomas Vander Woude, Police Lieutenant Dan Broelmann, 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.

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, that questions or comments about an item on the agenda were to be emailed to danderson@munster.org.

No one rose to claim the floor.

CONSENT AGENDA

APPROVAL OF MINUTES

Approval of the minutes of a regular meeting held on October 17, 2022

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #22-9K dated 09/30/22 totaling \$256,029.74
Approval of Voucher Register #22-9L dated 09/30/22 totaling \$5,401,576.95
Confirmation of Voucher Register #22-10I dated 10/21/22 totaling \$415,290.32
Confirmation of Voucher Register #22-10J dated 10/20/22 totaling \$81,860.18
Confirmation of Voucher Register #22-10K dated 10/27/22 totaling \$514,725.26
Confirmation of Voucher Register #22-11A dated 11/04/22 totaling \$424,510.27
Confirmation of Voucher Register #22-11B dated 11/03/22 totaling \$208,884.08
Approval of Voucher Register #22-11C dated 11/07/22 totaling \$221,308.14

TREASURER'S REPORT

The September 2022 Treasurer's Report was presented for acceptance

WATER LEAK ADJUSTMENT 2022-37

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
2022-37	8,000	178,000	2 months	\$ 693.39	\$ 614.09	\$ 79.30

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

OLD BUSINESS

ORDINANCE 1881: REFUSE COLLECTION RATE

Introduced ORDINANCE 1881 is AN ORDINANCE AMENDING SCHEDULE "A," A NON-CODIFIED PORTION OF THE MUNICIPAL CODE, AMENDING FEES FOR REFUSE DISPOSAL. Council approved a garbage and recycling collection contract with Homewood Disposal Service at the regular meeting of March 15, 2021. The new contract was a material increase from the prior rate.

Residential customers currently pay a fee of \$23.80 on their monthly water utility bill for refuse collection. This fee is designed to cover the weekly garbage and recycling collection as well as the seasonal branch, leaf, and general yard waste collection provided by the Public Works Department. The current fee went into effect in 2021.

Staff has reviewed the new contract and actual costs of Public Works Staff for the services provided and calculated the new monthly rate to be \$24.13/month. Pay piles will have a minimum charge of \$130.00.

Clerk-Treasurer Mis confirmed that the proposed rates would go into effect January 2023 which is the bill due January 20, 2023.

Staff provided two new options to consider. Councilor Koultourides stated the need for the full Council to have the opportunity to discuss.

Councilor Koultourides moved, with a second by Councilor Schoon, to table Ordinance 1881 to the next meeting. Councilors Schoon, Mellon, and Koultourides voted in favor; none vote against.

NEW BUSINESS

ORDINANCE 1882: LAKE BUSINESS CENTER PLANNED UNIT DEVELOPMENT AMENDMENT

Proposed ORDINANCE 1882 is AN ORDINANCE AMENDING THE LAKE BUSINESS CENTER PLANNED UNIT DEVELOPMENT SIGN PROGRAM. Image Resource Group, on behalf of CA Health and Science Trust (CAHST) has applied to amend the current Lake Business Center PUD and replace the existing signage guidelines with a comprehensive directional and wayfinding sign program throughout their portion of the Lake Business Center.

The intent of the proposed guidelines is to make it easier for patients and clients to find tenant suites and parking areas within the development and for cohesive branding in the Lake Business Center. Signage in the development is currently governed by the Lake Business Center Development Signage Guidelines which were approved by the Plan Commission in April 2014.

CAHST representatives appeared before the Plan Commission at a public hearing September 13, 2022; there were no remonstrances. The Plan Commission voted seven to zero to forward a favorable recommendation for approval to Council.

Mr. Westland informed the Council that zoning ordinance only needs one reading.

Councilor Koultourides moved, with a second by Councilor Schoon, to approve Ordinance 1882, Amending the Lake Business Center Planned Unit Development to permit signage in accordance with the CA Health and Science Trust Signage Recommendation Book prepared by Image Resource Group dated September 12, 2022. Councilors Schoon, Mellon, and Koultourides voted in favor; none voted against.

ORDINANCE 1883: ADDITIONAL APPROPRIATIONS (2)

Proposed ORDINANCE 1883 is AN ORDINANCE FOR THE ADDITIONAL APPROPRIATION OF FUNDS FOR THE YEAR 2022 (2). Staff has reviewed all the funds to determine which may need an additional appropriation. Four home-ruled funds have been identified as follows.

The Parking Meter Fund is funded through parking fees collected at Centennial Park. The only permitted expenditures are for expenditures related to Centennial Park. The fund was created this year and the appropriations will be used for the costs associated with the kiosks, signage and other costs related to starting the paid parking program. Appropriations requested: \$40,000.00

The Sewer Maintenance Fund generated more revenue than originally budgeted because of the rate increase earlier this year. The appropriations are being used for the ongoing operations of the Sewer Department. Appropriations requested: \$100,000.00

The Liability Insurance Fund is used primarily to pay for liability insurance premiums, claims and administrative costs related to the liability insurance program. This fund is also used to cover legal fees for the Centennial Park Lawsuit.-Appropriations requested: \$100,000.00

The Water Cash Operating Fund generated more revenue than originally budgeted because of the rate increase earlier this year. The appropriations are being used for the ongoing operations of the Water Utility Department. Appropriations requested: \$150,000.00

The procedure for securing the additional appropriations requires a public hearing, scheduled for November 21, 2022, and the adoption of an ordinance by the Town Council. Upon passage of the ordinance, the additional appropriations will go into effect.

Councilor Koulourides moved, with a second by Councilor Schoon, hear proposed Ordinance 1883 for additional appropriations on first reading, and schedule a public hearing and second reading for November 21, 2022. Councilors Schoon, Mellon, and Koulourides voted in favor; none vote against. Motion carried.

ORDINANCE 1884: CREATING THE OPIOID SETTLEMENT UNRESTRICTED FUND 2256 and ORDINANCE 1885: CREATING THE OPIOID SETTLEMENT RESTRICTED FUND 2257

Proposed ORDINANCE 1884 is AN ORDINANCE CREATING THE OPIOID SETTLEMENT UNRESTRICTED FUND (2256). Proposed ORDINANCE 1885 is AN ORDINANCE CREATING THE OPIOID SETTLEMENT RESTRICTED FUND (2257).

The State of Indiana is part of the 26 billion national opioid settlement with Johnson & Johnson, AmerisourceBergen, Cardinal Health, and McKesson. Indiana will receive approximately \$507 million with all cities, towns, and counties receiving a portion.

The settlement funds will be distributed over a period of seventeen years beginning in 2022. A portion of the distribution will be unrestricted and can be used in the same way the General Fund is used. The other portion is restricted and can only be used for listed opioid remediation purposes. Munster is scheduled to receive \$106,751.04 in unrestricted funds and \$249,085.65 in restricted funds. The proposed distribution schedule is as follows.

Year	Unrestricted	Restricted	Year	Unrestricted	Restricted
2022	\$22,457.07	\$52,399.84	2031	5,754.25	13,426.57
2023	4,039.71	9,425.99	2032	4,804.49	11,210.47
2024	5,005.52	11,679.55	2033	4,804.49	11,210.47
2025	4,859.66	11,339.20	2034	4,804.49	11,210.47
2026	5,605.64	13,079.81	2035	4,804.49	11,210.47
2027	5,605.64	13,079.81	2036	4,804.49	11,210.47
2028	6,461.52	15,076.87	2037	4,804.49	11,210.47
2029	6,665.30	15,552.36	2038	4,804.49	11,210.47
2030	6,665.30	15,552.36	Total	\$106,751.04	\$249,085.65

The State Board of Accounts has provided guidance and is requiring separate funds be created for the restricted and unrestricted distributions. Ordinance 1884 creates the Opioid Settlement Unrestricted Fund 2256, and Ordinance 1885 creates the Opioid Settlement Restricted Fund 2257.

Councilor Schoon moved, with a second by Councilor Koulourides, to hear proposed Ordinance 1884 on first reading, and set second reading for the next regular meeting. Councilors Schoon, Mellon, and Koulourides voted in favor; none voted against.

Councilor Schoon moved, with a second by Councilor Koulourides, to hear proposed Ordinance 1885 on first reading, and set second reading for the next regular meeting. Councilors Schoon, Mellon, and Koulourides voted in favor; none voted against.

2023 ANNUAL MEDICAL, DENTAL, AND VISION RATE RENEWAL

The Town became members of the AIM Medical Trust effective January 1, 2016, for medical insurance. Staff has been notified that the blended renewal rate for the 2023 plan year will be a modest increase of 2%. The rates include a 1.25% increase beyond the blended rate to account for rising administrative costs of providing long-term disability insurance, the Section 125 Flexible Spending Arrangement, and the employee assistance program.

The Town has been self-insured for dental coverage through Delta Dental. This year, Staff requested a quote on dental insurance through the AIM Medical Trust. The Trust provides coverage through Delta Dental as well. The plans are nearly identical, and the provider network is the same. The cost to both the Town and the employee is significantly lower than the self-insured rates.

The Town currently covers 82.5% of the premium costs for the employees, regardless of coverage level, with the employee paying the remaining 17.5%. Staff proposed increasing the Town-covered portion to either 85% or 90%. If adopted, the Town would see an increased cost of \$53,000.00 or \$158,000.00 respectively. The employee would see savings of either 13% or 39% respectively.

Discussion ensued. The recommended monthly premiums are as follows for the current medical insurance plans, vision insurance, and dental insurance.

PPO Plan B

Tier	2023 Rates	Town Monthly Share 90%	Employee Monthly Share 10%
Employee Only	\$ 1,015.16	\$ 913.64	\$ 101.52
Employee & Spouse	\$ 2,080.76	\$ 1,872.68	\$ 208.08
Employee & Child(ren)	\$ 1,877.37	\$ 1,689.63	\$ 187.74
Employee & Family	\$ 2,942.96	\$ 2,648.66	\$ 294.30

HDHP Plan F

Tier	2023 Rates	Town Monthly Share 90%	Employee Monthly Share 10%
Employee Only	\$ 951.73	\$ 856.56	\$ 95.17
Employee & Spouse	\$ 1,950.71	\$ 1,755.64	\$ 195.07
Employee & Child(ren)	\$ 1,760.04	\$ 1,584.04	\$ 176.00
Employee & Family	\$ 2,759.02	\$ 2,483.12	\$ 275.90

Vision Insurance

This is the same plan currently in force. The Town pays 100% of the premiums for the employee regardless of the coverage level chosen.

Tier	Enrollment	2023 Rates	Total Cost
Employee Only	36	\$ 4.59	\$ 165.24
Employee & Spouse	10	\$ 9.20	\$ 92.00
Employee & Child(ren)	8	\$ 9.82	\$ 78.56
Employee & Family	33	\$ 15.70	\$ 518.10
Monthly Total			\$ 853.90
Annual Total			\$ 10,246.80

Dental Insurance

Tier	2023 Rates	Town Monthly Share Employee Only	Employee Monthly Share Dependent Coverage Only
Employee Only	\$ 26.32	\$ 26.32	\$ -
Employee & Spouse	\$ 52.66	\$ 26.32	\$ 26.34
Employee & Child(ren)	\$ 71.12	\$ 26.32	\$ 44.80
Employee & Family	\$ 106.88	\$ 26.32	\$ 80.56

Councilor Koulourides moved, with a second by Councilor Schoon, to authorize the Town Manager to adopt the 2023 health, vision, and dental rates for the Town of Munster as presented. Councilors Schoon, Mellon, and Koulourides voted in favor; none voted against.

CCMG 2021-2 ROADWAY AND WATER MAIN IMPROVEMENTS: CHANGE ORDER NO. 1

As part of this project, a water main was replaced on River Drive between Columbia Avenue and Schreiber Drive. The subcontractor for the underground work is Gary Material Supply, LLC (GMS). During the installation, unknown conditions were encountered causing delays and additional work that was not contemplated at the time the contract was granted. These conditions included uncovering questionable soil which required an investigation by IDEM to determine the soil was not contaminated, the discovery of several unmarked storm pipes which required materials and labor to repair, and leaks in the line discovered during connection to the new main.

GSM has asked for a change order in the amount of \$13,915.50. This would bring the contract total to \$1,110,118.72.

Councilor Schoon moved, with a second by Councilor Koultourides, to approve Change Order No. 1 for \$13,915.50 to the contract for the 2022 Roadway and Water Main Improvements – North Delaware, East Delaware, Potomac, and River Drive. Councilors Schoon, Koultourides, and Mellon voted in favor; none voted against. Motion carried.

TOWN HALL GENERATOR: CHANGE ORDER NO. 1

Continental Electric Company is installing the backup generator at Town Hall. The generator has been delivered and placed on the concrete pad outside the police department. In order to connect the generator to the Town Hall electrical system, power must be suspended to the building. Staff and the contractor want to minimize disruption of operations as much as possible. In order to accommodate early voting, the outage has been scheduled for Saturday, November 12, 2022.

The substantial and final completion dates for the project are November 30, 2022, and December 31, 2022, respectively. Due to the postponed outage, Continental is requesting a thirty-day extension to each of these dates. There is no change in the contract pricing.

Councilor Koultourides moved, with a second by Councilor Schoon, to approve Change Order No. 1 changing the substantial completion date of the contract to December 31, 2022, and the final completion date to January 31, 2023. Councilors Schoon, Koultourides, and Mellon voted in favor; none voted against. Motion carried.

NICTD INVOICE #3869: WESTLAKE CORRIDOR PROJECT

On May 16, 2022, the Munster Town Council executed two written commitments and agreements with the Northern Indiana Commuter Transportation District (NICTD). The First Written Commitment and Agreement directed NICTD to authorize its Design-Build Contractor to proceed with a change order for the design and construction of the alternate architecture and aesthetic finishes of the station buildings and passenger platforms at the new Ridge Road and Main Street passenger train stations. The additional design and construction costs are estimated at \$6,007,657.87. The Second Written Commitment and Agreement, for \$397,175.59, directed NICTD to authorize its Design-Build Contractor to proceed with the design and construction of the alternate location of the water main between Fisher Street and the Canadian National/Grand Trunk Western Railroad.

The Town has received the third invoice for this work from NICTD. Invoice No. 3869 includes engineering and design work for the improvements listed for the period of August 1 through August 31, 2022. It also includes construction of the relocated 12" water main. Ten percent retainage has been withheld in accordance with typical contract conditions. This invoice represents about 85% of the construction costs of the water main relocation. Design for the Ridge Road and Main Street stations is 70% and 50% complete, respectively, as of August 31, 2022.

Councilor Koultourides moved, with a second by Councilor Schoon, to authorize payment of Invoice No. 3869 to NICTD in the amount of \$383,206.82 from the TIF Allocation Fund. Councilors Schoon, Koultourides, and Mellon voted in favor; none voted against. Motion carried.

MEMORANDUM OF UNDERSTANDING

Beginning October 2022, the School Town of Munster is adding an additional School Resource Officer (SRO) to their ranks. Officer Kevin Cooley was selected to fill this position. As a result, Staff has reviewed the current Memorandum of Understanding (MOU) with the School Town to include this new position. This second SRO will be paid in full by the School Town including reimbursement for all of Officer Cooley's benefits.

The School Town has already approved the MOU and attorneys for both the School Town and the Civil Town have reviewed the document, finding it satisfactory. At the October 3, 2022, meeting, Council moved to allow the Board of Safety the opportunity to review the matter and have Council consider it at the first November meeting.

The Board of Safety has reviewed it and found it to be satisfactory.

Councilor Schoon moved, with a second by Councilor Koultourides, to accept the Memorandum of Understanding as presented in order to memorialize the document for future reference. Councilors Schoon, Koultourides, and Mellon voted in favor; none voted against. Motion carried.

CHANGE ORDER TO MONTHLY IMPACT CONTRACT

The Police Department has installed intersection cameras in two new locations. This is part of their ongoing camera program. To finalize the installation, two Meraki switches are needed. These come with an additional maintenance fee from Impact of \$150.19/month. Staff is seeking approval to increase the monthly fee from \$13,901.90 to \$14,052.09 to allow for this maintenance.

Councilor Schoon moved, with a second by Councilor Koultourides, to authorize the Town Manager to approve the change order with Impact adjusting the monthly service fee to \$14,052.09. Councilors Schoon, Koultourides, and Mellon voted in favor; none voted against. Motion carried.

LEASE PURCHASE AGREEMENT: PUBLICFINANCE.COM

The Police Department anticipates purchasing four (4) 2023 or Current Ford Police Interceptors from Bloomington Ford, the winner of the statewide QPA. All the vehicles and emergency equipment will be included in a lease purchase agreement with PublicFinance.com through Municipal Capital. The total financed is \$206,146.58 at an annual rate of 4.75%. It is a three-year lease with six semi-annual payments. The total amount financed with interest is \$225,840.00. The payment schedule is as follows.

Payment No.	Due Date	Lease Payment	Principal Portion	Interest Portion
1	7/15/2023	\$ 37,640.00	\$ 30,670.34	\$ 6,969.66
2	1/15/2024	\$ 37,640.00	\$ 33,464.20	\$ 4,175.80
3	7/15/2024	\$ 37,640.00	\$ 34,260.55	\$ 3,379.45
4	1/15/2025	\$ 37,640.00	\$ 35,075.84	\$ 2,564.16
5	7/15/2025	\$ 37,640.00	\$ 35,910.54	\$ 1,729.46
6	1/15/2026	\$ 37,640.00	\$ 36,765.11	\$ 874.89
		\$ 225,840.00	\$ 206,146.58	\$ 19,693.42

The financing documents have been prepared by PublicFinance.com

Councilor Koultourides moved with a second by Councilor Schoon, to authorize the Police Department to purchase four squads through Municipal Capital. Councilors Schoon, Koultourides, and Mellon voted in favor; none voted against.

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 portfolio 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, November 21, 2022. 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 Koultourides and seconded by Councilor Schoon, the meeting adjourned at 7:36 p.m. by voice vote.

ATTEST:

Chuck Gardiner, President

Wendy Mis, Clerk-Treasurer

DRAFT