

TOWN OF MUNSTER
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
SEPTEMBER 18, 2023

A meeting of the Munster Town Council convened at 7:00 p.m. on Monday, September 18, 2023. 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. 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, and Munster Representative to the Hammond Sanitary District Mike Hawkins. Director of Operations Steve Guntz was present virtually. The news media were not represented.

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

PUBLIC HEARING: ADDITIONAL APPROPRIATIONS (3)

Tonight, Council is scheduled to conduct the public hearing and have first reading on the ordinance for the 2024 budget. This is the first budget cycle since completion of the 2022 Comprehensive Financial Plan and the guidance provided by it has been used to improve the budget process.

The most recent session of the General Assembly capped the growth factor for property taxes at 4.00%. Miscellaneous revenues are calculated based on State-provided amounts or historical data depending on the revenue type. The property taxes less circuit breakers plus the miscellaneous revenues dictate how much is available to either spend or hold in reserve for each fund.

Department heads submitted their requests for day-to-day expenses, capital expenses, and changes to personnel. Council then reviewed the expenditure requests in comparison to the revenues available and the need to maintain adequate reserves.

President Gardiner opened the floor for comment. There being no one requesting to speak, the floor was closed.

PUBLIC HEARING: 2024 BUDGET AND TAX LEVIES

Introduced ORDINANCE 1912 is AN ORDINANCE FOR THE ADDITIONAL APPROPRIATION OF FUNDS FOR THE YEAR 2023 (3). Ordinance 1912 was introduced at the September 7, 2023, meeting and had first reading. Four "reporting only" funds are seeking additional appropriations.

The procedure for securing the additional appropriations requires a public hearing and the adoption of an ordinance by the Town Council. The DLGF does not approve or deny these. Upon passage of the ordinance, the additional appropriations will be in effect. The information will be forwarded to the DLGF for reporting purposes, but no determination will be made.

President Gardiner opened the floor for comment. There being no one requesting to speak, the floor was closed.

PUBLIC HEARING: 2023 GENERAL OBLIGATION BOND
ADDITIONAL APPROPRIATIONS

For the past several years, general obligation bonds have been issued in the amount of \$4 million. For many years, Staff has been more ambitious with their capital requests only to have funds left over. While those funds were eventually used for other worthwhile projects, this year, department heads were asked to consider which projects could be completed in 2024. The goal was to issue as little debt as possible with an eye towards interest rates. As a result,

bonds will be issued in the amount of \$3,257,000.00. A separate document showing the capital funding plan was presented.

Ordinance 1915 has been drafted to authorize the issuance of the bonds and Ordinance 1916 has been drafted to authorize the appropriations for the proceeds. The public hearing is scheduled for this evening with adoption of ordinances later in the meeting. The Notice of Public Hearing was published one time, on September 8, 2023, in The Times, as required.

President Gardiner opened the floor for comment regarding Ordinance #1916. There being no one requesting the floor, President Gardiner closed the public hearing.

PUBLIC COMMENT

The Town of Munster accepts public comments submitted both in-person and electronically. The public was informed, via the agenda posted at munster.org, that questions or comments about an item on the agenda were to be emailed to danderson@munster.org.

No one rose to claim the floor.

CONSENT AGENDA

APPROVAL OF MINUTES

Minutes of a regular meeting held on September 7, 2023

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #23-9B dated 09/11/23 totaling \$53,323.73
Confirmation of Voucher Register #23-9C dated 09/11/23 totaling \$43,628.02
Confirmation of Voucher Register #23-9D dated 09/08/23 totaling \$465,441.77
Confirmation of Voucher Register #23-9E dated 09/07/23 totaling \$598,363.24
Confirmation of Voucher Register #23-9F dated 09/14/23 totaling \$525,586.58
Approval of Voucher Register #23-9G dated 09/18/23 totaling \$461,556.63

WATER BILL ADJUSTMENTS 2023-48 AND 2023-49

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
2023-48	34,000	116,000	1 month	\$ 595.21	\$ 404.38	\$ 190.83
2023-49	7,000	105,000	2 months	\$ 569.32	\$ 485.26	\$ 84.06

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, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion passed.

OLD BUSINESS

ORDINANCE #1912: ADDITIONAL APPROPRIATIONS (3)

Introduced ORDINANCE 1912 is AN ORDINANCE FOR THE ADDITIONAL APPROPRIATION OF FUNDS FOR THE YEAR 2023 (3). There are four funds that need additional appropriations. The procedure for

securing additional appropriations requires a public hearing, held earlier this evening, and the adoption of an ordinance by the Town Council. Each of these funds is considered “reporting only” and the DLGF does not approve or deny these. Upon passage of the ordinance, the additional appropriations will be in effect. The information will be forwarded to the DLGF for reporting purposes, but no determination will be made.

Councilor Tulowitzki moved, with a second by Councilor Mellon, to approve introduced Ordinance 1912 as presented. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

NEW BUSINESS

ORDINANCE 1913: PAYMENTS IN ADVANCE

Proposed ORDINANCE 1913 is AN ORDINANCE AUTHORIZING THE ADVANCE PAYMENT OF CERTAIN EXPENSES. Senate Enrolled Act 317 includes provisions for making payments in advance of the receipt of goods or services. The change allows municipalities, in certain instances, to make deposits and to pay a contractor for supplies and materials before a project has started. The law requires passage of an ordinance and setting minimum requirements.

Ordinance 1913 has been drafted based on a template from AIM. Under the proposed ordinance, the Clerk-Treasurer would be authorized to make a payment in advance for the supplies and materials needed by a contractor for a public works project provided the following.

1. A contract approved by Council is in place.
2. The contractor makes a request in writing that includes documentation of the items purchased including any purchase orders, invoices, and receipts.
3. The amount requested does not exceed what was listed in the bid documents.
4. A statement certifying the truth and accuracy of the amount requested which has been signed by the contractor, any subcontractors, any architect, engineer or other consultant hired by the Town for the project, and an employee of the Town responsible for the project.

The ordinance also authorizes the Clerk-Treasurer to make advanced payments for other goods and services with specified documentation, tracking, and surety bond if the prepayment exceeds \$150,000.00. In both situations, there is a limit on the amount of the prepayment of either 50% of the entire cost or \$2 million, whichever is less.

Councilor Koultourides moved, with a second by Councilor Schoon, to hear Ordinance 1913 on first reading and set second reading for the next regular meeting. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion passed.

ORDINANCE 1914: 2024 BUDGET AND TAX LEVIES

Proposed ORDINANCE 1914 is an ORDINANCE FOR APPROPRIATIONS AND TAX RATES. A public hearing was held earlier this evening to consider the 2024 budget.

Councilor Mellon moved, with a second by Councilor Koultourides, to hear the proposed 2024 Budget in Ordinance 1914 on first reading and set October 2, 2023, for second reading and adoption. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion passed.

ORDINANCE 1915: 2024 BOND ORDINANCE

Proposed ORDINANCE 1915 is AN ORDINANCE OF THE TOWN OF MUNSTER, INDIANA, AUTHORIZING THE ISSUANCE AND SALE OF GENERAL OBLIGATION BONDS TO PROVIDE FUNDS TO BE APPLIED TO THE COSTS OF DESIGN, CONSTRUCTION, RENOVATION, IMPROVEMENT AND/OR EQUIPPING OF CERTAIN CAPITAL PROJECTS WITHIN THE TOWN OF MUNSTER, INDIANA, PURCHASING CERTAIN EQUIPMENT, AND PAYING MISCELLANEOUS COSTS IN CONNECTION WITH FOREGOING AND THE ISSUANCE SAID BONDS AND SALE THEREOF.

Councilor Tulowitzki asked how the amount of paving planned for 2024 compares to previous years. Ms. DiTomaso stated a significantly larger amount, about two to two and a half times as much. Mr. Anderson stated the short streets and alleys impacted by NICTD have seen significant damage and will be repaired once construction of the train line is complete. The Town will request that NICTD do the repairs, but the Town will address it with or without NICTD's help.

Councilor asked about the resurfacing on Fran Lin and if traffic calming will be included near the school. Councilor Tulowitzki asked if the amount included in the 2023 Bond is enough to cover the worst-case scenario for Fran Lin. Ms. DiTomaso responded that traffic calming is included and the preliminary estimates for Fran Lin were made for the worst case scenario.

Councilor Schoon moved, with a second by Councilor Tulowitzki, to suspend the rules, waive the readings, and adopt Ordinance 1915 on first reading as presented, thereby authorizing the issuance and sale of general obligation bonds. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion passed.

ORDINANCE 1916: 2024 GENERAL OBLIGATION BOND ADDITIONAL APPROPRIATIONS

Proposed ORDINANCE 1916 is an ORDINANCE OF THE TOWN OF MUNSTER, INDIANA, APPROPRIATING THE PROCEEDS OF THE TOWN OF MUNSTER, INDIANA, GENERAL OBLIGATION BONDS OF 2023, TOGETHER WITH ALL INVESTMENT EARNINGS THEREON, FOR THE PURPOSE OF PROVIDING FUNDS TO BE APPLIED TO THE COSTS OF DESIGN, CONSTRUCTION, RENOVATION, IMPROVEMENT AND/OR EQUIPPING OF CERTAIN CAPITAL PROJECTS WITHIN THE TOWN OF MUNSTER, INDIANA, PURCHASING CERTAIN EQUIPMENT, AND PAYING MISCELLANEOUS COSTS IN CONNECTION WITH FOREGOING AND THE ISSUANCE SAID BONDS AND SALE THEREOF.

This matter was the subject of a public hearing earlier in the meeting.

Councilor Tulowitzki moved, with a second by Councilor Schoon, to suspend the rules, waive the readings, and adopt Ordinance 1916 on first reading as presented, thereby allowing for additional appropriation of the bond proceeds. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion passed.

FOUNTAIN MAINTENANCE AGREEMENT

Aquatic Control has provided fountain maintenance for the Town since 2000. The lake/pond/ditch maintenance and fountain maintenance contracts were consolidated under Aquatic Control in 2018. It is time to renew the contract for the 2023-2024 season. The contract provides winter removal, storage, routine maintenance, and re-installation in the spring of 2024. The following fountains are included in the proposed agreement.

West Lakes Subdivision	7 fountains
White Oak Estates Subdivision	7 fountains
White Oak Woods	1 fountain
Community Estates	<u>2 fountains</u>
	17 fountains = \$7,368.00
Centennial Park (Maynard Lake)	3 fountains = \$2,118.00

Aquatic Control has offered two quotations, one each for the Park and Public Works Departments.

Councilor Mellon moved, with a second by Councilor Koultourides, to approve the two Aquatic Control proposals dated August 28, 2023, Quotation 369377 for 2023 fountain winter removal, maintenance, storage and 2024 Spring installation in the amount of \$7,368.00 and Quotation #369374 for 2023 fountain winter removal, maintenance, and storage and 2024 Spring installation in the amount of \$2,118.00. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

VEHICLE PURCHASE: PUBLIC WORKS REPLACE UNIT #421

Public Works sought quotes to purchase a new 2024 Ford F-550 truck 4x4 regular cab with snowplow and dump body to replace Unit #421, a 2009 Chevrolet 1500 truck. This vehicle was scheduled for replacement in 2022 as part of the Capital Plan and will be paid from the Water and Sewer Funds. Quotes were received as follows.

Bosak Chevrolet, Burns Harbor, Indiana		
Chassis: Ford F550 4x4 Regular Cab	\$ 65,044.00	
Body: Lindco	\$ 69,030.00	
Less trade-in Unit #421	\$ 3,500.00	
Total	\$ 130,574.00	
Paul Heuring Ford, Hobart, Indiana		
Chassis: Ford F550 4x4 Regular Cab	\$ 72,225.00	
Body: Lindco	\$ 69,030.00	
Less trade-in Unit #421	\$ 5,000.00	
Total	\$ 136,255.00	
Sutton Ford, Matteson, Illinois		
No response		
W.A. Jones		
Body: Dump body, light package, snowplow	\$ 74,246.00	
Monroe Truck Equipment		
Body: Dump body, light package, snowplow	\$ 73,391.00	

Councilor Tulowitzki asked what progress has been made in converting the Town fleet to electric vehicles. Mr. Anderson replied the problem remains that a chassis has not yet been developed for an electric vehicle that can handle snowplow operations.

Councilor Schoon moved, with a second by Councilor Mellon, to approve one 2024 Ford F-550 truck with snowplow purchase for a net price after trade-in of \$130,574.00 from Bosak Ford, Burns Harbor, Indiana to replace Unit #421. Councilors Schoon, Mellon, Tulowitzki, Koulourides, and Gardiner voted in favor; none voted against. Motion carried.

VEHICLE PURCHASE: PUBLIC WORKS REPLACE UNIT #422

Public Works sought quotes to purchase a new 2024 Ford F-550 truck 4x4 regular cab with snowplow and dump body to replace Unit #422, a 2009 Chevrolet 1500 truck. This vehicle was scheduled for replacement in 2022 as part of the Capital Plan and will be paid from the Water and Sewer Funds. Quotes were received as follows.

Bosak Chevrolet, Burns Harbor, Indiana		
Chassis: Ford F550 4x4 Regular Cab	\$ 65,044.00	
Body: Lindco	\$ 69,030.00	
Less trade-in Unit #422	\$ 4,500.00	
Total	\$ 129,574.00	
Paul Heuring Ford, Hobart, Indiana		
Chassis: Ford F550 4x4 Regular Cab	\$ 72,225.00	
Body: Lindco	\$ 69,030.00	
Less trade-in Unit #422	\$ 7,500.00	
Total	\$ 133,755.00	
Sutton Ford, Matteson, Illinois		
No response		
W.A. Jones		
Body: Dump body, light package, snowplow	\$ 74,246.00	
Monroe Truck Equipment		
Body: Dump body, light package, snowplow	\$ 73,391.00	

Councilor Koulourides moved, with a second by Councilor Tulowitzki, to approve one 2024 Ford F-550 truck with snowplow purchase for a net price after trade-in of \$129,574.00 from Bosak Ford, Burns Harbor, Indiana to replace Unit #422. Councilors Schoon, Mellon, Tulowitzki, Koulourides, and Gardiner voted in favor; none voted against. Motion carried.

PUBLIC WORKS SALT DOME ROOFING

Public Works sought quotes to replace tear off and replace the roof on the Salt Dome at the Public Works Garage. Two types of roofing were considered. Five companies were asked to quote and three declined. The quotes were received as follows.

	Gluth Brothers	Korellis	
TPO thermoplastic roof	\$122,600.00	\$228,000.00	
Tear-off of existing roof	<u>\$22,100.00</u>	<u>included</u>	
Total	\$144,700.00	\$228,000.00	
EPDM rubber roof	\$127,689.00	\$219,528.00	
Tear-off of existing roof	<u>\$22,100.00</u>	<u>included</u>	
Total	\$149,789.00	\$219,528.00	
Wood decking repair	\$3.12/sq ft	\$18.00/sq ft	
	\$9.37/sq ft		

Warranties are fifteen years on workmanship and twenty years manufacturer warranty on defective materials. TPO/thermoplastic was the first choice of Staff. Gluth Brothers appears to be responsive and responsible. They can begin work October 4 and finish on November 3. The project will be paid from 2020, 2021, and 2022 bond proceeds.

Councilor Koulourides asked the cost if the roof needs all new decking. Mr. Gunty stated there is no quote for that but that he knows it's in good shape and does not expect any real extras.

Councilor Mellon moved, with a second by Councilor Tulowitzki, to approve the quote from Gluth Brothers roofing for tear off of existing roof in the amount of \$22,100.00 and replacement with a TPO thermoplastic roof in the amount of \$122,600.00 and replacement of wood roof decking as needed at \$3.12/square foot. This totals \$144,700.00

plus the a-la-carte cost for replacing any wood decking needed which is anticipated to be negligible. Similarly, no structural wood roof framing is anticipated to need replacement but if encountered would be processed as a time and material change order. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

TREADWAY ROAD/CALUMET AVENUE TRAFFIC SIGNAL

In 2022, the Community Foundation of Northwest Indiana (CFNI) received approval from the Plan Commission and Board of Zoning Appeals for a subdivision on the west side of Calumet Avenue south of Don Powers Drive. The plans include the extension of Treadway Drive to the west and Down Powers Drive to the south. A condition of the subdivision approval was the construction of a traffic signal at the new intersection of Treadway Drive and Calumet Avenue.

Staff worked with Garcia Engineering, the company designing the signal for CFNI, to discuss requirements for the traffic light. In addition to INDOT requirements, Staff requested ornamental poles and mast arms and illuminated street signs be provided. This will make the new signal look like those at the intersection of Calumet Avenue and 45th Street. In addition, Staff requested a controller for the signal that is compatible with the fiber optic cable for future connection of this signal to all others in Town. CFNI has asked the Town to pay for the upgrades as follows.

Controller cabinet, ornamental poles, and mast arms	\$28,200.00
Illuminated street signs	\$27,900.00
Fiber-cable-ready controller	<u>\$ 2,850.00</u>
Total	\$58,950.00

Councilor Koultourides asked if the signal will be up and working before the occupancy certificate is issued for the new building. Staff indicated that it would not.

Councilor Koultourides moved, with a second by Councilor Schoon, to authorize payment to Midwestern Electric for the upgrades to the Treadway traffic signal in the amount of \$58,950.00. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion passed.

PORTFOLIO REPORTS

No reports were given.

ANNOUNCEMENTS

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

The Town Council will hold regular meetings on Monday, October 2, and 16, 2023. The Redevelopment Commission will hold regular meetings immediately following.

ADJOURNMENT

There being no further business to come before the Council, and upon a motion by Councilor Schoon and seconded by Councilor Mellon, the meeting adjourned at 7:29 p.m. by voice vote.

ATTEST:

Chuck Gardiner, President

Wendy Mis, Clerk-Treasurer