

**TOWN OF MUNSTER  
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL  
SEPTEMBER 16, 2024**

A meeting of the Munster Town Council convened at 7:00 p.m. on Monday, September 16, 2024. Ordinance 1830 is the basis for holding electronic meetings. The announced meeting location was Munster Town Hall, 1005 Ridge Road, Munster, Indiana. Councilors, Staff, and the public had the option to participate via Zoom meeting technology.

Councilors George Shinkan, Joseph G. Hofferth, Chuck Gardiner, Jonathan Petersen, and David B. Nellans were physically present at Town Hall. Also present in Town Hall were Clerk-Treasurer Wendy Mis, Controller/Interim Town Manager Patricia Abbott, Police Chief Steve Scheckel, Fire Chief Mark Hajduk, Town Attorney Dave Westland, and Interim Director of Operations Chris Spolnik. Representatives from the media were present.

President Nellans presided and opened the meeting with a moment of silence, followed by the Pledge of Allegiance.

**SWEARING IN OF NEW POLICE OFFICERS**

Clerk-Treasurer Mis swore in new Munster Police Officers and Grant Davis and Matt Gufstafson. The Council and police officers present offered congratulations.

**PROCLAMATION: MUNSTER GARDENING WEEK**

Councilor Hofferth read the proclamation recognizing September 22 through 28, 2024, as Munster Gardening Week in the Town of Munster.

Councilor Petersen moved, with a second by Councilor Shinkan, to adopt *A Proclamation Recognizing Munster Gardening Week* as presented. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried, and the proclamation was adopted.

**PUBLIC HEARING: ADDITIONAL APPROPRIATIONS (5)**

The procedure for securing additional appropriations requires a public hearing and the adoption of an ordinance by the Town Council. The first reading was held at the September 6, 2024, meeting. Additional appropriations are being sought in the Park Fund in the amount of \$120,000.00.

After Council approval, the Park Fund request will be submitted to the DLGF for their review and authorization.

President Nellans opened the public hearing.

There being no one coming forward to speak, the public hearing was closed.

**PUBLIC HEARING: 2024 GENERAL OBLIGATION BOND**  
**ADDITIONAL APPROPRIATIONS**

The Town traditionally issues a general obligation bond each year. The bond proceeds are used to fund various capital projects and equipment purchases. Staff submit their requests for items to be placed on the bond, and the 2024 GO Bond includes the following.

<b><i>Fire Department</i></b>		<b><i>Park Department</i></b>	
Firehose	\$ 16,000	Pedestrian Bridge	\$ 450,000
Turnout Gear	41,000	Fisher Street Bike Trail/Lane	300,000
Vehicle	55,000	Monon Trailhead	75,000
Lightning System	90,000	Orchard Park	10,000
		Community Park	20,000
<b><i>Police Department</i></b>		Centennial Park	100,000
Camera Equipment	\$ 30,000	Circle Park	10,000
Intersection Cameras	40,000	Cobblestones Park	60,000
Fiber Optic Expansion	85,000	Grove Park	125,000
License Plate Readers	55,000	Prognator	20,000
Surveillance System for Trains	50,000	Van for Recreation	35,000
		Golf Cart Fleet	300,000
<b><i>Public Works</i></b>		Utility Vehicle	30,000
Road Resurfacing	\$ 2,773,000		
Sidewalk Replacement	150,000	<b><i>Landfill</i></b>	
Yard Canopy	30,000	Methane Generator	\$ 900,000
Concrete Planters	50,000	Landfill Improvements	200,000
Message Boards	75,000		
Skidsteer	30,000	<b><i>Issuance Costs</i></b>	
			\$ 45,000
<b><i>Building Improvements</i></b>			
Office Furniture	\$ 100,000	<b><i>Grand Total 2024 G.O. Bond</i></b>	
			\$ 6,350,000

The process includes a public hearing and adoption of two ordinances: one to approve the issuance and sale of the bonds and the other to provide appropriations for the proceeds. Historically, the Town has adopted these ordinances on one reading.

The ordinances and notices have been prepared by Barnes & Thornburg and the necessary advertisements have been made to proceed with the public hearing and adoption of the ordinances this evening.

President Nellans opened the floor for comment regarding Ordinance #1965. There being no one requesting the floor, President Nellans closed the public hearing.

**PUBLIC HEARING: 2025 BUDGET AND TAX LEVIES**

Tonight, Council will conduct the public hearing and have first reading on the ordinance for the 2025 budget. 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. Department requests were included in the proposed budget. Clerk-Treasurer Staff then reviewed the expenditure requests in comparison to the revenues available and the need to maintain

adequate reserves. Separate budget presentations are being held with Council and Department Heads prior to the adoption of the budget.

Ordinance 1966 has been drafted in the format dictated by the Department of Local Government Finance.

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

### **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](http://munster.org), that questions or comments about an item on the agenda were to be emailed to [wmis@munster.org](mailto:wmis@munster.org). All in-person public comments are limited to two minutes and limited to a total of twenty minutes for the public comment section.

No one rose to the floor.

Clerk-Treasurer Mis shared that no emails were submitted electronically.

### **CONSENT AGENDA**

### **APPROVAL OF MINUTES**

Minutes of a regular meeting held on September 5, 2024

### **ACCOUNTS PAYABLE VOUCHER REGISTERS**

Confirmation of Voucher Register #24-9B dated 09/05/24 totaling \$1,240,287.62  
Confirmation of Voucher Register #24-9C dated 09/06/24 totaling \$484,499.56  
Approval of Voucher Register #24-9D dated 09/10/24 totaling \$57,956.99  
Confirmation of Voucher Register #24-9E dated 09/10/24 totaling \$44,016.12  
Confirmation of Voucher Register #24-9F dated 09/12/24 totaling \$366,683.09  
Approval of Voucher Register #24-9G dated 09/16/24 totaling \$313,181.14

### **WATER LEAK ADJUSTMENTS 2024-45 AND 2024-46**

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

Adjustment Number	Average Usage	Actual Usage	Length of Time	Original Bill	Requested Adjustment Amount	Adjusted Bill
2024-45	3,000	11,000	1 month	\$ 75.49	\$ 54.27	\$ 21.22
2024-46	4,000	50,000	2 months	\$ 329.88	\$ 273.30	\$ 56.58

Councilor Gardiner moved, with a second by Councilor Hofferth, to suspend the rules, waive the readings, and adopt the Consent Agenda as presented. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion passed.

## **OLD BUSINESS**

### **ORDINANCE 1962: ADDITIONAL APPROPRIATIONS (5)**

Introduced ORDINANCE 1962 is AN ORDINANCE FOR THE ADDITIONAL APPROPRIATION OF FUNDS FOR THE YEAR 2024 (5). The procedure for securing additional appropriations requires a public hearing, held earlier this evening, and the adoption of an ordinance by the Town Council. Upon passage of the ordinance, the Park Fund request will be submitted to the DLGF for their review and authorization.

Councilor Hofferth moved, with a second by Councilor Shinkan, to approve introduced Ordinance 1962 as presented. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

### **ORDINANCE 1963: AMENDMENT #4 TO 2024 SALARY ORDINANCE**

Introduced ORDINANCE 1963 is AMENDMENT #4 TO THE 2024 SALARY ORDINANCE. Council held first reading on this matter at the September 5, 2024, meeting. The amendment adds a Superintendent of Operations, a Fleet Admin, adds language for the Retirement Health Savings Plan, and corrects an issue with PTO.

Councilor Gardiner moved, with at a second by Councilor Hofferth, to adopt Ordinance 1963 on first reading as presented. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

## **NEW BUSINESS**

### **ORDINANCE 1964: 2024 GENERAL OBLIGATION BOND ORDINANCE**

Proposed ORDINANCE 1964 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. This matter was discussed earlier in the evening and Council is being asked to adopt the ordinance on first reading.

Councilor Gardiner moved, with a second by Councilor Shinkan, to suspend the rules and waive the readings to allow for the adoption of Ordinance 1964 on first reading as presented. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

Councilor Gardiner moved, with a second by Councilor Shinkan, to adopt Ordinance 1964 on first reading as presented. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

**ORDINANCE 1965: 2024 GENERAL OBLIGATION BONDS:  
ADDITIONAL APPROPRIATIONS**

Proposed ORDINANCE 1965 is AN ORDINANCE OF THE TOWN OF MUNSTER, INDIANA, APPROPRIATING THE PROCEEDS OF THE TOWN OF MUNSTER, INDIANA, GENERAL OBLIGATION BONDS OF 2024, 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 is the next step the Council will take to issue the 2024 General Obligation Bonds. This will grant the appropriations for the bond proceeds. The required public hearing was held earlier this evening. Once the ordinance is adopted, the appropriations will be in place and reported to the Department of Local Government Finance.

Councilor Shinkan moved, with a second by Councilor Hofferth, to suspend the rules and waive the readings to allow for the adoption of Ordinance 1965 on first reading as presented. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

Councilor Shinkan moved, with a second by Councilor Gardiner, to adopt Ordinance 1965 on first reading as presented. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

**ORDINANCE 1966: 2025 BUDGET AND TAX LEVIES**

Proposed ORDINANCE 1966 is an ORDINANCE FOR APPROPRIATIONS AND TAX RATES. A public hearing was held earlier this evening to consider the 2025 budget.

Councilor Gardiner moved, with a second by Councilor Hofferth, to hear proposed Ordinance 1966 on first reading and set October 7, 2024, for second reading and adoption. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

**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.

Councilor Gardiner moved, with a second by Councilor Shinkan, to 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. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

### **PUMP STATION IMPROVEMENTS**

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 by Water funds.

Councilor Shinkan moved, with a second by Councilor Hofferth, to 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. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

### **PURCHASE OF INTERSECTION CAMERAS**

The Munster Police Department has recognized a need and cost-savings advantage to partner with the School Town of Munster to bulk purchase cameras for key intersections in Town and locations near the school properties. These camera purchases and locations are in line with the Police Department's vision of building out our camera infrastructure in Town. The locations for these cameras are as follows3

- Columbia and Ridge
- Columbia and 35<sup>th</sup>
- Columbia and Fisher
- Columbia and Fran-Lin
- Fran-Lin and Southwood
- Fran-Lin and Calumet
- Calumet and Superior

The School Town of Munster has taken care of the bidding requirements for this project already and has purchased these cameras and equipment as part of a larger School Town project. Staff has previously identified the 2022 GO Bond as a funding source for this purchase. The School Town of Munster has sent us their Purchase Order that includes the two invoices for our portion of this project. The total amount for this project that we are responsible for is \$82,756.30.

Councilor Gardiner moved, with a second by Councilor Shinkan, to utilize the 2022 GO Bond to pay the Police Department portion of the invoices for intersection cameras, one for \$20,554.01, and one for \$62,202.29 for a total of \$82,756.30. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

### **PURCHASE OF EQUIPMENT FOR POLICE VEHICLES**

Earlier this year the Town Council approved the purchase of take-home vehicles for the police department. The vehicles have been ordered and equipment for the vehicles is being ordered. Quotes for some of the equipment are as follows.

**Safety Training Services: Total \$1,495.00**

- Fire Extinguishers (20) \$1,495.00

**Galls: Total \$68,397.80**

- Car radars (20) \$57,428.60
- Big Easy lock out kits (20) \$1,189.20
- Stinger Spike strips (tire deflation) (20) \$9,780.00

**Grafix Shoppe: Total \$7,793.00**

- Squad Decals \$7,793.00

The Town was given a good discount on the lockout kits and the radars, due to the quantity we are looking to purchase.

Councilor Shinkan moved, with a second by Councilor Hofferth, to authorize the Police Department to purchase the equipment listed for a total of \$77,685.80 for the take home vehicles. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

**VEHICLE PURCHASE**

The additional Code Enforcement Officer position in the Police Department has been filled and a new vehicle is needed. The purchase will come from existing General Obligation bonds. Staff looked at several different types of vehicles and believes a smaller pickup truck would be beneficial for this new position, specifically the 2024 Ford Maverick XL would suit the need. Three quotes were received as follows.

Currie Motors	\$30,150.00
Bosak Ford	\$31,050.00
Webb Ford	\$31,300.00

The truck will be purchased off the lot from the existing inventory at the dealership. If for some reason the vehicle is no longer available, Staff would like approval to move to the next lowest bid.

Regardless of the vehicle purchased, it will need to be outfitted with minimal lights, computer, and a radio for an approximate cost of:

Lights	\$4,000.00
Computer (Toughbook)	\$5,000.00
Radio	\$15,393.52

Councilor Hofferth moved, with a second by Councilor Shinkan, to authorize the Police Department to purchase a new code enforcement vehicle and equipment from existing bonds at a total cost not to exceed \$55,693.52. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

### **DISPOSAL OF SURPLUS PROPERTY**

The Clerk-Treasurer's Office has an HP Laser Jet P3005 Troy security check printer model Q7812A with Serial #CNJ1F66011 that is no longer serviceable. The printer is over twenty years old and has been replaced.

Councilor Gardiner moved, with a second by Councilor Hofferth, to declare as surplus and authorize the disposal of the listed property and to remove the same from the current inventory. Councilors Shinkan, Hofferth, Gardiner, Petersen, and Nellans voted in favor; none voted against. Motion carried.

### **PORTFOLIO REPORTS**

Councilor Gardiner thanked the Munster Police Department, Munster Public Works, Munster Church, Ridge businesses, and the Munster Chamber of Commerce for their efforts to make the first Cruisin' the Ridge car cruise such a success.

### **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 a regular meeting on Monday, October 7, 2024. 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 Shinkan and seconded by Councilor Hofferth, the meeting adjourned at 7:32 p.m. by voice vote.

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**David B. Nellans, President**

**ATTEST:**

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**Wendy Mis, Clerk-Treasurer**