

TOWN OF MUNSTER
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
JANUARY 20, 2025

A meeting of the Munster Town Council convened at 6:30 p.m. on Monday, January 20, 2025. 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, David B. Nellans, and Jonathan Petersen, and were physically present at Town Hall. Also present in Town Hall were Clerk-Treasurer Wendy Mis, Controller/Interim Town Manager Patricia Abbott, Police Chief Stephen Scheckel, Fire Chief Mark Hajduk, Town Attorney Dave Westland, Director of Operations Bob Valois, and Hammond Sanitary District representative Mike Hawkins. Representatives from the media were not present.

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

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 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.

Mike Dujmovic, 1833 Tulip Lane, requested a solar flashing stop sign at Fran-Lin and Chestnut as well as a raised pedestrian crosswalk.

CONSENT AGENDA

APPROVAL OF MINUTES

Minutes of a regular meeting held on January 6, 2025

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #24-11L dated 11/30/24 totaling \$118,580.38
Approval of Voucher Register #24-11M dated 11/30/24 totaling \$145,643.00
Confirmation of Voucher Register #25-1C dated 01/09/25 totaling \$332,716.10
Confirmation of Voucher Register #25-1D dated 01/10/25 totaling \$59,572.01
Confirmation of Voucher Register #25-1E dated 01/10/25 totaling \$671,373.89
Confirmation of Voucher Register #25-1F dated 01/16/25 totaling \$1,049,535.48
Approval of Voucher Register #25-1G dated 01/20/25 totaling \$410,398.78

ACCEPTANCE OF SURETY BONDS

There are statutory needs for certain officers and employees of a town to file individual surety bonds for the faithful performance of their duties. IC 5-4-1-18 stipulates that the bond of a town Clerk-Treasurer shall be fixed by the town council in an amount equal to \$15,000 for each one million dollars of receipts, up to a maximum bond amount of \$300,000. During 2024, the Town of Munster received net revenues of more than \$75,000,000, as of 11/30/2024. 75 times \$15,000 equals \$1,125,000. Therefore, the

bond for the Munster Clerk-Treasurer should be in the amount of \$300,000. The Munster Clerk-Treasurer is Wendy Mis.

IC 36-7-14-7(c) calls for each redevelopment commissioner (each member of the Munster Redevelopment Commission) to execute a bond in the amount of \$15,000 before beginning his (her) duties. Further the cost of the bond shall be paid by the special taxing district. The Munster Redevelopment commissioners are Chuck Gardiner, Joseph G. Hofferth, David B. Nellans, Jonathan Petersen, and George Shinkan.

IC 36-5-5-5 stipulates that a town manager “must, in the manner prescribed by IC 5-4-1, execute a bond for the faithful performance of his duties.” IC 5-4-1-18(c)(2) requires the “amount of the bond of any other person required to file an individual bond shall be fixed by the fiscal body of the unit” at not less than \$5,000. Patricia Abbott is the interim Munster Town Manager.

Public Official Bonds have been executed by the town Clerk-Treasurer, the five redevelopment commissioners, and the town manager and are now ready for the Town Council’s acceptance.

2025 MILEAGE RATE

The 2025 Salary Ordinance 1972 provided, in part, the following:

“**Mileage Reimbursement Rate** – Employee use of a privately owned vehicle driven on official Town business shall be reimbursed at the standard mileage rate established by the latest Internal Revenue Service determination for business miles driven.” (page 5)

On December 19, 2024, the Internal Revenue Service announced that beginning January 1, 2025, the standard mileage rate for the use of a vehicle for business purposes will be 70 cents per mile for business miles driven. This rate is an *increase* of 3¢ from the rate of 67 ¢ per mile that became effective January 1, 2024.

Claims for mileage reimbursement must be made on General Form No. 101 (1955), available through the Clerk-Treasurer’s Office.

WATER LEAK ADJUSTMENTS 2025-1 THROUGH 2025-2

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:

<u>Adjustment Number</u>	<u>Average Usage</u>	<u>Actual Usage</u>	<u>Length of Time</u>	<u>Original Bill</u>	<u>Adjustment Amount</u>	<u>Adjusted Bill</u>
2025-1	1,000	33,000	1 month	\$ 215.10	\$ 159.77	\$ 55.33
2025-2	3,000	44,000	2 months	\$ 290.17	\$ 247.73	\$ 42.44

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

OLD BUSINESS

ORDINANCE 1975: GROUP TRANSFERS

Introduced ORDINANCE 1975 is AN ORDINANCE FOR TRANSFERS WITHIN CERTAIN APPROPRIATED FUNDS FOR THE YEAR 2024. Ordinance 1975 authorizes the budget transfers between major expenditure groups to the 2024 budget. The first reading of this ordinance took place at the December 16, 2024, meeting and was scheduled for second reading in January 2025. The adjustments in Exhibit A are based on the final expenditures made on December 31, 2024. There is no net change in any fund.

Councilor Gardiner moved, with a second by Councilor Nellans, to adopt the introduced Ordinance 1975 on second reading as presented. Councilors Nellans, Hofferth, Gardiner, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

NEW BUSINESS

RESOLUTION 2148: ISSUANCE OF INDIVIDUAL PROCUREMENT CARDS

Proposed RESOLUTION 2148 is a RESOLUTION AUTHORIZING ISSUANCE OF INDIVIDUAL PROCUREMENT CARDS. In April 2024, following a leadership change, the Town lost access to its American Express credit cards. Fortunately, our banking partner, First Merchants Bank, swiftly provided us with replacement credit cards through Elan Financial Services.

While these cards have served us in the interim, we have encountered some challenges with Elan's services. As a result, we are exploring a transition to BMO Bank Procurement Cards (P-Cards). These cards come with significant advantages, including no costs, no fees, and a rebate program for users, making them a more efficient and beneficial option for the Town.

Councilor Gardiner moved, with a second by Councilor Hofferth, to adopt the Resolution 2148: A Resolution Authorizing Issuance of Individual Procurement Cards as presented. Councilors Nellans, Hofferth, Gardiner, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

PURCHASE OF POLICE DEPARTMENT COMPUTERS

In 2024, the Munster Police Department was awarded a \$215,000.00 Community Oriented Policing Services (COPS) Office Technology and Equipment Program (TEP) Grant to replace underperforming computers and purchase additional computer equipment for workstations and squad cars. The procurement will be broken down into two different projects, one for desktops and monitors and one for laptops and mounts. The cost for both projects is estimated at \$214,872.80.

The Police Department would like to procure Dell desktops and monitors utilizing the School Town of Munster's current Dell agreement that will provide us aggressive pricing for sixty monitors, thirty soundbars, ten OptiPlex Towers, and twenty OptiPlex small form factor towers for an estimated total of \$49,472.80.

The Police Department would also like to secure Panasonic Toughbook laptops and mounts to upgrade the outdated technology in our existing fleet of squad cars to match the technology in our newly acquired squad cars. Baycom has a current General Services Administration Contract (47QTCA19DOOM) to provide these devices for agencies. This agreement will provide us with thirty Panasonic Toughbook CF-

33 laptops, thirty keyboards, thirty extended warranties, and eight installation packages for an approximate total for \$165,400.00.

Councilor Hofferth moved, with a second by Councilor Gardiner to authorize the Interim Town Manager to enter into an agreement with Dell Technologies to use grant money to purchase thirty desktops and soundbars, and sixty monitors to total approximately \$49,472.80 to be paid from the COPS TEP Grant Award. Councilors Nellans, Hofferth, Gardiner, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

Councilor Hofferth moved, with a second by Councilor Gardiner to authorize the Police Department to enter into an agreement with Baycom to use grant money to purchase thirty Panasonic Toughbook laptops and keyboards with warranties along with eight installation packages to total approximately \$165,400.00 to be paid from the COPS TEP Grant Award. Councilors Nellans, Hofferth, Gardiner, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

CCMG 2024-1: CHANGE ORDER, RETAINAGE, AND FINAL PAYMENT

The Town of Munster received a Community Crossing Matching Grant for street paving under the 2024-1 call. The streets to be paved included Meadow Lane, Highland Place, Linden Avenue and Independence Drive. On July 15, 2024, The Town Council awarded the contract for the CCMG 2024-1 paving project to Milestone Contractors North, Inc. for a total of \$109,982.10. Change Order #1 for a reduction of \$87,643.30 was approved at the September 16, 2024 meeting. The new contract cost is \$1,012,338.80.

Change Order #2 is a balancing change order. It is the adjustment to all quantities included in the project contracts and adjusts the contract to align with the work performed and quantities installed. The price of the contract was reduced by \$135,461.83. The new contract total is \$876,876.97.

Pay App #3 is a balancing pay application for the project. All quantities are finalized on this pay application, and it is in the amount of \$17,849.65. Pay App #4 is the final retainage release. SEH, the Town's engineering consultant has reviewed and recommends the release of final retainage in the amount of \$87,687.70

Councilor Gardiner moved and amended his motion to reflect the correct dollar amount, with a second by Councilor Nellans to approve Change Order #2 to reduce the contract by \$135,461.83 making the final contract total \$876,876.97, approve Pay Application #3 in the amount of \$17,849.65, and approve final release of retainage for Meadow Lane, Highland Place, Linden Avenue and Independence Drive in the amount of \$87,687.70. for CCMG 2024-1. Councilors Nellans, Hofferth, Gardiner, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

2024 CURB & GUTTER OVERAGE

At the November 7, 2024, meeting, Council approved the curb and gutter removal and replacement at 502 Evergreen Lane to 501 Hickory Lane, 520-532 Evergreen Lane, and 8738 Baring Avenue. Milestone was awarded the project at a total cost of \$83,320.00. The engineer's estimate was \$101,070.00.

While the work was being performed, additional feet of driveway had to be removed to gain proper slope to stop the ponding. The additional work, authorized in the field, totals \$13,705.00. The project was completed in December.

Councilor Petersen moved, with a second by Councilor Nellans to approve Milestone Contractors North, Inc. an additional cost of \$13,705.00 for a new total cost of \$97,025.00 for the 2024 Curb and Gutter Removal and Replacement Project. Councilors Nellans, Hofferth, Gardiner, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

SAFE STREETS FOR ALL GRANT

The Town of Munster would like to apply for a Safe Streets and Roads for All (SS4A) grant. This grant is made available by the United States Department of Transportation Federal Highway Administration. The Town will need to create an action plan which in turn would determine those projects that could be funded through this grant. SEH would complete the grant application for the Town.

Councilor Petersen moved, with a second by Councilor Nellans to approve SEH to prepare and file the Safe Streets for All grant application for a lump sum fee of \$8,000.00. Councilors Nellans, Hofferth, Gardiner, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

LEASE AGREEMENT: CHAMBER OF COMMERCE

Since January of 2016 the Munster Chamber of Commerce has been renting office space in Town Hall. The Chamber replaced the carpeting in the former Fire Department/ Public Works Department office, stores seasonal materials in part of the storage room in the rear of Town Hall, arranged for their own telephone, janitorial and copying services, and has been a good tenant.

Under the original three-year Lease Rental Agreement, the Chamber paid the Town \$500.00/month during 2016, \$550.00/month during 2017, and \$575.00/month during 2018, and the lease renewed in 2019 with rental rates of \$600.00/month during 2019, \$625.00/month during 2020, and \$650.00/month during 2021. The lease was renewed in 2022, and rent was held at \$650/month for the three-year lease.

The Chamber is satisfied with this arrangement and is agreeable to a new three-year Lease Rental Agreement that provides rent of \$675.00/month in 2025, \$700.00/month in 2026 and \$725.00/month in 2027.

Councilor Petersen moved, with a second by Councilor Nellans to authorize the Interim Town Manager to execute a lease agreement with the Munster Chamber of Commerce for a three-year period ending December 31, 2027, as presented. Councilors Nellans, Hofferth, Gardiner, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

DISPOSAL OF EQUIPMENT

The Office of the Town Manager has the following equipment that is no longer in use or no longer serviceable.

- Eight (8)- IBM 210 Correctable Ribbon Cassette by Lexmark Part# 1299508 Color Black
- Four (4)- IBM Easystrike High Yield Correctable Ribbon Cassette by Lexmark Part #1299845 Color Black
- Two (2)- IBM High Yield Correctable Film Ribbon by Lexmark Part #1299095 Color Black
- Two (2)- IBM Lift-Off Tape by Lexmark Part# 1136433
- Five (5)- NuKote IBM Wheelwriter Part #192LT

- Two (2) - Smith Corona Correctable Film Ribbons Part# H 21000
- Two (2)- Correcting Cassette Part #H 210600
- One (1)- Partial box with three (3) Correction Tapes SKX-E Eighteen (18)- Imation 1.44 MB Diskettes

- Twelve (12) - Imation DVD-R 4.7GB One (1)- 50 count pack CD-R 700MB Sixteen (16) -Verbatim CD-R 700MB Thirty (30) - Philips CD-R 700MB
- Thirty-seven (37)- Innovera CD-R 700MB
- One (1) - 100 pack Memorex White CD & DVD sleeves
- Forty-one (41)- Innovera CD/DVD see-through polypropylene pockets Thirteen (13)- Innovera CD/DVD slim case
- One (1)- Sharp EL-2630PIII 12 digit adding machine

Councilor Gardiner moved, with a second by Councilor Nellans to declare the listed equipment surplus and authorize its disposal. Councilors Nellans, Hofferth, Gardiner, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

APPOINTMENT

Councilor Hofferth moved, with a second by Councilor Nellans to appoint Daymon Johnston as Deputy Chief of Police. Councilors Nellans, Hofferth, Gardiner, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

REPORTS

Council President Shinkan shared Clerk-Treasurer Mis was newly elected as the NIRPC Chairman. He thanked her for representing the Town.

PORTFOLIO REPORTS

Councilor Gardiner announced the Park Board would be meeting on Tuesday, January 21, 2025 at 5:00 pm.

ANNOUNCEMENTS

(Unless stated otherwise, all meetings of the Town Council begin at 6:30 p.m. at Munster Town Hall.)

The Town Council will hold a regular meeting on Monday, February 3, 2025. 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 Nellans and seconded by Councilor Hofferth, the meeting adjourned at 6:47 p.m. by voice vote.

George Shinkan, President

ATTEST:

Wendy Mis, Clerk-Treasurer