

**TOWN OF MUNSTER**  
**MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL**  
**JUNE 2, 2025**

A meeting of the Munster Town Council convened at 6:30 p.m. on Monday, June 2, 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 were physically present in Town Hall. Also present in Town Hall were Clerk-Treasurer Wendy Mis, Town Manager Jim Marino, Controller Patricia Abbott, Fire Chief Mark Hajduk, Director of Operations Bob Valois, and Town Attorney Dave Westland. The news media was represented.

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](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.

Ms. Barbara Whitaker, 1921 Alta Vista, expressed a desire for the Town to assist Senior Citizens with snow removal and she encouraged to Council to provide a senior center.

Mr. Cavin McNulty, 8202 Jackson Avenue, encouraged the sustainability committee and recommended the Town host a composting event to benefit the Munster Community Garden.

Mr. Tom Jurich, 1839 Magnolia, liked the idea of Town composting and appreciated the police presence on Fran Lin.

No one else rose to claim the floor.

**CONSENT AGENDA**

**APPROVAL OF MINUTES**

Minutes of a regular meeting held on May 19, 2025

**ACCOUNTS PAYABLE VOUCHER REGISTERS**

Confirmation of Voucher Register #25-4K dated 04/30/2025 totaling \$80,198.74  
Approval of Voucher Register #25-4L dated 04/30/2025 totaling \$132,757.43  
Confirmation of Voucher Register #25-5J dated 05/22/2025 totaling \$71,077.81  
Confirmation of Voucher Register #25-5K dated 05/29/2025 totaling \$778,621.78  
Confirmation of Voucher Register #25-5L dated 05/30/2025 totaling \$561,223.78  
Approval of Voucher Register #25-6A dated 06/02/2025 totaling \$81,722.45

## **TREASURER'S REPORT**

The April 2025 Treasurer's Report was presented.

### **WATER LEAK ADJUSTMENTS 2025-23 THROUGH 2025-25**

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>
2025-23	6,000	26,000	2 months	\$ 200.97	\$ 105.41	\$ 95.56
2025-24	2,000	81,000	2 months	\$ 578.50	\$ 530.80	\$ 47.70
2025-25	11,000	50,000	2 months	\$ 374.82	\$ 203.30	\$ 171.52

## **LOCAL ROADS & STREETS ANNUAL REPORT**

Indiana Code 8-17-4.1-1 requires an operational report to be prepared by all cities and towns having a population of 15,000 or more with road and street responsibilities. The report must be prepared on forms prescribed by the State Board of Accounts and must disclose all information considered necessary to reflect the financial condition and operations of the department.

Accordingly, the Clerk-Treasurer's Office and Public Works Department prepared the attached report, which was filed electronically on May 20, 2025, with the State Board of Accounts, the Indiana Department of Transportation, and the Purdue University Local Technical Assistance Program. The report is also to be filed with the governing body of the municipality and is available to the public and to the press in the Clerk-Treasurer's Office during regular business hours.

Councilor Nellans moved, with a second by Councilor Gardiner, to suspend the rules, waive the readings, and adopt the Consent Agenda as amended. Councilor Gardiner requested we track the LED/NIPSCO savings as presented in the confirmation of voucher register. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

## **OLD BUSINESS**

### **ORDINANCE 1983: P-CARD AUTHORIZATION**

Introduced ORDINANCE 1983 is AN ORDINANCE AUTHORIZING THE ISSUANCE OF CORPORATE PROCUREMENT CARDS FOR USE BY CERTAIN EMPLOYEES OF THE TOWN OF MUNSTER. Council considered this ordinance on first reading at the May 19, 2025, meeting. The purpose of the ordinance is to authorize the issuance of procurement cards to certain employees and to provide guidelines for their use.

Ordinance 1983 has been drafted to identify Clerk-Treasurer Wendy Mis, Town Manager James Marino, Police Chief Stephen Scheckel, Fire Chief Mark Hajduk, Director of Parks & Recreation Mark Heintz, Director of Operations Robert Valois, and Controller Patricia Abbott as permitted users of Town-authorized procurement cards.

Councilor Hofferth moved, with a second by Councilor Nellans, to adopt Ordinance 1983 on second reading as presented. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

### **ORDINANCE 1984: ADDITIONAL APPROPRIATIONS (3)**

Introduced ORDINANCE 1984 is AN ORDINANCE FOR THE ADDITIONAL APPROPRIATION OF FUNDS FOR THE YEAR 2025 (3). The first reading on the ordinance was held at the May 19, 2025, meeting. Additional appropriations were sought in two funds: LIT Economic Development and Riverboat.

The procedure for securing additional appropriations requires a public hearing, scheduled for this evening, and the adoption of an ordinance by the Town Council. Upon passage of the ordinance, the appropriations for the above funds will be in effect and reported to the Department of Local Government Finance (DLGF).

Councilor Gardiner moved, with a second by Councilor Hofferth to adopt Ordinance 1984 as presented. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

### **NEW BUSINESS**

#### **2026 BUDGET CALENDAR**

The annual budget adoption process has a series of statutory deadlines which must be met in order to receive a budget for 2026. The 2026 Budget Preparation Schedule has been prepared for consideration. The local schedule was developed based on statutory deadlines. It calls for Town Council adoption on next year's budget on October 6, 2025, with the required public hearing on September 15, 2025. These are both critical pieces in the budget process and both are regular meeting dates.

Council is asked to review the schedule and to notify the Clerk-Treasurer of any scheduling conflicts by June 30, 2025. The dates may be changed but must fall within the statutory requirements and cannot go beyond any of the statutory deadline dates. Several Councilors may have conflicts and will confirm their September schedules.

No formal action is required.

### **BID AWARD: PEDESTRIAN BRIDGES OVER DITCHES**

The Pedestrian Bridge Project, also referred to as Bridges Over Ditches, will construct pedestrian and bicycle bridges over Cady Ditch and Marsh Ditch connecting Munster and Highland. The project went through the INDOT prescribed bidding process on May 7, 2025. Bids were received as follows.

Rieth-Riley Construction Co., Inc.	\$2,248,402.17
Grimmer Construction, Inc.	\$2,068,776.00
Gariup Construction Co., Inc.	\$1,765,700.00

INDOT has awarded the project to Gariup Construction as the low bidder. The project is funded 80% from NIRPC with the remaining 20% paid by Munster. INDOT requires the local match to be paid prior to authorizing the Notice to Proceed to the contractor. INDOT will handle all payments to Gariup for work completed. The Town portion will be paid from the 2024 GO Bond proceeds.

Once payment is confirmed, the Notice to Proceed will be issued. A pre-construction meeting will be scheduled in June and work will be completed in 2026. Minimal work is expected in 2025. The bridges are prefabricated and there is a 40–44-week lead time for delivery.

Staff is working with the Town of Highland on an interlocal cost-sharing agreement.

Councilor Hofferth moved, with a second by Councilor Gardiner to confirm the bid award to Gariup Construction and authorize payment to INDOT in the amount of \$353,140.00 for the Bike and Pedestrian Bridges over Hart Ditch and Cady Marsh Ditch. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

### **ENGAGEMENT LETTER: WATERWORKS BOND**

Council has expressed its desire to complete water infrastructure projects and adopted water rates to support these efforts. Public Works has identified an estimated \$14M in projects to be completed over the next five years.

Barnes & Thornburg has presented an engagement letter to provide the necessary legal services to issue the Waterworks Revenue Bond. The principal lawyer for the project will be Brad Bingham. The cost will be billed hourly and will be paid from the proceeds from the bond.

Councilor Gardiner moved, with a second by Councilor Nellans to approve the letter of engagement with Barnes & Thornburg for Water Revenue Bond services. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

### **ADDITIONAL SIDEWALK COST**

Council approved L2 as the contractor for the 50/50 Sidewalk Program at the April 7, 2025, meeting for a total cost of \$68,385.25. Additional work was needed and not included in the original estimate. Additional sidewalks totaling \$5,673.85, additional aprons totaling \$1,476.48, and High Early concrete mix totaling \$152.25 was needed. The High Early mix cures faster allowing residents to use the aprons sooner.

The additional cost of \$7,302.58 will be paid from the 2024 General Obligation Bond.

Councilor Gardiner moved, with a second by Councilor Hofferth, to approve the additional sidewalk costs to L2, Inc. in the amount of \$7,302.58. It was confirmed that the Spring 50/50 sidewalk has been completed and work continues for water main break sidewalk replacements. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

### **PURCHASE OF WATER METERS**

The Water Department maintains an inventory of water meters in various sizes. It can take several months to fill a large order of meters. Staff received a quote from Utility Supply Company to purchase meters totaling \$61,216.05. The meters will be paid from the Water Cash Operating Fund.

Councilor Hofferth moved, with a second by Councilor Nellans, to approve the water meter order from Utility Supply Company in the amount of \$61,216.05. A brief discussion ensued regarding sprinkler meters. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

## **AMENDMENT TO LAND CONVEYANCE MEMORANDUM OF UNDERSTANDING**

In November 2024, Council approved an MOU with NIPSCO and SPIN Munster, LLC (Saxon Partners) for the conveyance of land from NIPSCO to the Town of Munster for roadway improvements to extend Fisher Street. This MOU included Exhibit F identifying pre-construction conditions that must be satisfied for NIPSCO to grant a warranty deed to the Town of Munster and work requirements that must be met during construction subsequent to the conveyance.

Saxon Partners has requested an amendment to the MOU that modifies Exhibit F making technical revisions to the pre-construction and ongoing work requirements. The revisions are driven by NIPSCO regarding specialized attention to mitigation systems that run parallel to the gas lines. Execution of the amendment clears the path for NIPSCO to grant the warranty deed for land underlying the proposed extension of Fisher Street to the Town.

Town Attorney John Reed has reviewed the documents. Saxon Partners representative Gary Warfel was in attendance. Staff requested approval of the amendment to the MOU and for direction on preferred land use options and how to proceed with the project.

Councilor Hofferth moved, with a second by Councilor Gardiner, to approve execution of the first amendment to the MOU between the Town of Munster, NIPSCO, and SPIN Munster, LLC. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

## **PORTFOLIO REPORTS**

Councilor Gardiner shared the upcoming Park Board Work-Study to review plans for the Centennial Park Clubhouse replacement. The summer concert season kicks off at Centennial Park. Both events will be held on June 3, 2025.

## **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, June 16, 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 6:56 p.m. by voice vote.

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**George Shinkan, President**

**ATTEST:**

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**Wendy Mis, Clerk-Treasurer**