

RESOLUTION NO. 2155

TOWN OF MUNSTER, INDIANA

A RESOLUTION ADOPTING AN AMENDMENT TO RESOLUTION NO. 2133,
DEFINING THE ROLES AND RESPONSIBILITIES
OF THE TOWN COUNCIL, TOWN MANAGER, AND TOWN STAFF

WHEREAS, the Town Council of the Town of Munster, Indiana, is the duly elected legislative body of the Town of Munster, Lake County, Indiana (hereinafter the "Town"), a unit of local government; and

WHEREAS, the Town Council of the Town of Munster adopted Resolution No. 2133 on June 3, 2024, establishing a chain of command and flow of work regarding third party vendors and department heads; and

WHEREAS, the Town Council of the Town of Munster believes it to be in the best interests of the Town to amend Resolution No. 2133 to establish a clear communication process between the Town Council, Town Manager, and Town Staff;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Munster that Resolution No. 2133 adopted June 3, 2024, is hereby amended to include the following Chain of Command and Communication Policy:

1. The purpose of this policy is to define the roles and responsibilities of the Town Council, Town Manager, and Town Staff; establish a clear communication process between them; and outline how Councilor requests should be handled.
2. The role of the Town Council is to set the vision and goals for the Town and provide staff with the policies, rules and resources necessary to achieve these.
3. The role of staff is to implement the tasks and projects that will achieve the Council's vision and goals.
4. The role of the Town Manager is to serve as the chief operating officer of the Town, implement tasks and projects, oversee the staff, tasks and projects to ensure each are performed in a timely, accurate, financially responsible and professional manner.
5. Communications from Councilors should be directed through the Town Manager. Councilors may request information from staff but may not issue

directives or instructions to them. All operational directions must come from the Town Manager.

6. When approached by residents, business owners, or third parties with concerns, complaints, or requests, Councilors should refer them to the appropriate department or to the Town Manager for follow-up.
7. The Town Manager will relay any requests for information or project pursuits made by individual Councilors to the entire Council, thereby promoting transparency and minimizing the risk of duplication or misunderstandings.
8. A Councilor's initiative for the Town Manager or staff to pursue a project requires approval from a majority of the Council prior to implementation. To have the project discussed at a Council meeting, the Councilor must obtain the endorsement of the Town Council President or the agreement of at least two additional councilors.
9. Councilors commit to fairly and impartially enforcing all ordinances, orders, and resolutions adopted by the Town of Munster.
10. Councilors agree to abide by the Town's Code of Ethics as it applies to this policy.

PASSED AND ADOPTED by the Town Council of the Town of Munster, Indiana, this 21st day of July, 2025, by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL OF THE TOWN OF
MUNSTER, LAKE COUNTY, INDIANA**



George Shinkan, President

ATTEST:



Wendy Mis, Clerk-Treasurer