

**TOWN OF MUNSTER
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
SEPTEMBER 4, 2025**

A meeting of the Munster Town Council convened at 6:30 p.m. on Thursday, September 4, 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 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, Police Chief Stephen Scheckel, Fire Chief Mark Hajduk, Director of Operations Bob Valois, Planning Director Sergio Mendoza, and Town Attorney Dave Westland. The news media were not represented.

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

PROCLAMATION: CONSTITUTION WEEK

Councilor Hofferth read the proclamation declaring September 17 through 23, 2025 as Constitution Week.

Councilor Nellans moved, with a second by Councilor Hofferth, to adopt the proclamation. The motion passed *viva voce*.

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.

Ms. Yolanda Herrera, 8343 White Oak Avenue, expressed concern about a sleeping facility on Ridge Road specifically about the safety and impact on property values. The Town shared we are aware of the situation and are monitoring it.

Mr. Greg Starcevich, 9501 Cottonwood Drive, stated stop signs work and he stressed the need for stop signs in the area of Camellia and Azalea.

No one else rose to claim the floor.

CONSENT AGENDA

APPROVAL OF MINUTES

Minutes of a regular meeting held on August 18, 2025

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #25-8H dated 08/21/2025 totaling \$234,770.97
Confirmation of Voucher Register #25-8I dated 08/22/2025 totaling \$579,130.08
Confirmation of Voucher Register #25-8J dated 08/28/2025 totaling \$1,493,597.77
Approval of Voucher Register #25-9A dated 09/04/2025 totaling \$169,658.76

TREASURER'S REPORT

The July 2025 Treasurer's Report was presented.

WATER LEAK ADJUSTMENTS 2025-34 AND 2025-35

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
2025-34	11,000	40,000	2 months	\$ 303.56	\$ 132.04	\$ 171.52
2025-35	10,000	109,000	2 months	\$ 778.16	\$ 621.84	\$ 156.32

SIDEWALK WAIVER OF FEES

At the October 16, 2023, meeting, the Council adopted Ordinance 1920 to provide financial relief from the costs of the 50/50 Sidewalk Replacement Program. Under the ordinance, homeowners with a household median income equal to or less than 40% of the most recent United States Census Bureau Household Median Income can have the sidewalk replacement fees waived. As of June 2024, the median income was listed as \$101,851.00 with 40% equaling \$40,740.40.

Staff received one request for a waiver under this policy. The homeowner completed the Request for Waiver of Costs form, presented the required income tax returns, and was found to have met the income threshold. The full cost of sidewalk replacement was \$2,653.75 with the homeowner portion to be waived being \$1,326.87.

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

OLD BUSINESS

ORDINANCE 1989: AMENDMENT #2 TO THE 2025 SALARY ORDINANCE

Introduced Ordinance 1989 is AMENDMENT #2 TO THE 2025 SALARY ORDINANCE. The ordinance had first reading at the August 18, 2025, meeting and was scheduled for second reading and adoption this evening.

The Town Manager has provided an assessment of the staffing in the Town Manager's Office and has determined that additional staff is needed. The ordinance would authorize one Assistant Town Manager

and One Director of Communications and Community Relations. There has been no change to the amendment since first reading.

Councilor Gardiner moved, with a second by Councilor Hofferth, to adopt Ordinance 1989 on second reading as presented. Discussion regarding whether it the new positions were needed or a want especially in light of the budget issues resulting from SEA 1. Councilors Hofferth, Gardiner, Nellans, and Shinkan voted in favor; Councilor Petersen voted against. Motion passed.

NEW BUSINESS

ORDINANCE 1990: RESPONSIBLE BIDDERS

Proposed ORDINANCE 1990 is AN ORDINANCE TO ESTABLISH RESPONSIBLE BIDDING PRACTICES AND SUBMISSION REQUIREMENTS FOR SUBMITTING BIDS TO PERFORM CONSTRUCTION WORK ON PUBLIC WORKS PROJECTS. Municipalities are required by law to award capital improvement contracts to the “lowest responsive and responsible” bidder. State law also requires that bidders meet certain minimum requirements to be considered a “responsive and responsible” bidder. Instituting more comprehensive submission requirements for bidding on all Town of Munster public works construction projects will improve our ability to comply with Indiana State law.

Ordinance 1990 has been drafted for these purposes.

Councilor Petersen moved, with a second by Councilor Hofferth, hear proposed Ordinance 1990 on first reading as presented and schedule second reading for the September 15, 2025, meeting. Councilors offered words of support for the Ordinance. Councilors Hofferth, Gardiner, Nellans, and Petersen voted in favor; none voted against. Motion carried.

ENGAGEMENT LETTER: WATER REVENUE BOND RATING

Part of the process of issuing the 2025 Water Revenue Bonds is to have the bonds rated. A rating is a standard part of issuing bonds of this size, and it assists when going to market to sell the bonds to secure a more favorable interest rate.

S&P Global Ratings has presented an engagement letter to perform this work. Staff will work with Baker Tilly to provide the necessary information to complete this process. The cost of the work is \$29,750.00.

Councilor Hofferth moved, with a second by Councilor Nellans, to approve the letter of engagement with S&P Global Ratings for a credit rating on the \$20,90,000.00 Town of Munster, Indiana, Waterworks Revenue Bonds, Series 2025 at a cost not to exceed \$29,750.00. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

PORTFOLIO REPORTS

Councilor Gardiner shared the Munster Civic Foundation sponsored Monarch Festival will be held on Sunday, September 7, 2025. The Civic Foundation will be meeting on Monday, September 8, 2025 to discuss July 3rd and 4th and the summer concert series.

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, September 15, 2025. The public hearing and first reading on the 2026 budget ordinance will take place at that time. 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 Gardiner, the meeting adjourned at 6:58 p.m. by voice vote.

George Shinkan, President

ATTEST:

Wendy Mis, Clerk-Treasurer