

TOWN OF MUNSTER
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
AUGUST 18, 2025

A meeting of the Munster Town Council convened at 6:30 p.m. on Monday, August 18, 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, 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. Councilors Joseph G. Hofferth was not present. The news media were not 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, 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.

Mr. Frank Darrington, 8748 Madison Avenue, encouraged the Council to allow Precision Controls to occupy the old Harley Davidson property. He also asked if the traffic signals at Harrison and Meadow Lane could be better timed.

Mr. Muhammad Saleem, 10256 Paddington Circle, as a local banker and his wife who is involved in senior car, have seen an increase in seniors being targeted by scammers. They are willing to assist in educating our residents to help reduce this risk.

No one else rose to claim the floor.

CONSENT AGENDA

APPROVAL OF MINUTES

Minutes of a regular meeting held on August 4, 2025

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #25-6L dated 06/30/2025 totaling \$2,841,333.08
Approval of Voucher Register #25-6M dated 06/30/2025 totaling \$3,914,378.50
Confirmation of Voucher Register #25-8B dated 08/07/2025 totaling \$228,123.29
Confirmation of Voucher Register #25-8C dated 08/08/2025 totaling \$610,722.83
Confirmation of Voucher Register #25-8D dated 08/08/2025 totaling \$59,572.01
Confirmation of Voucher Register #25-8E dated 08/08/2025 totaling \$50,190.47
Confirmation of Voucher Register #25-8F dated 08/14/2025 totaling \$333,068.52

Approval of Voucher Register #25-8G dated 08/18/2025 totaling \$469,510.55

WATER LEAK ADJUSTMENTS 2025-33

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>Requested Adjustment Amount</u>	<u>Adjusted Bill</u>
2025-33	2,000	20,000	1 month	\$ 151.78	\$ 127.93	\$ 23.85

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

NEW BUSINESS

DISPOSAL OF EQUIPMENT

The Office of the Clerk-Treasurer provided a list of computer equipment and office furniture that is no longer serviceable as follows.

One beige laminate and steel desk with drawers from Building Department
Four natural tweed cloth side chairs from Building Department
One maroon print desk chair from Building Department
One outdated received stamper from Building Department

<u>Description</u>	<u>Serial Number</u>	<u>Removed From/Location</u>
Acer Tablet	2500173816	PD
Fujitsu Tablet	R6X01413	SQUAD CAR
Fujitsu Tablet	R9802117	SQUAD CAR
Fujitsu Tablet	R9802114	SQUAD CAR
Fujitsu Tablet	R0901220	SQUAD CAR
Fujitsu Tablet	R8300036	SQUAD CAR
Fujitsu Tablet	R6X01414	SQUAD CAR
Fujitsu Tablet	R8300038	SQUAD CAR
Fujitsu Tablet	R9802113	SQUAD CAR
Fujitsu Tablet	R0901214	SQUAD CAR
Fujitsu Tablet	R0901197	SQUAD CAR
Fujitsu Tablet	R0901198	SQUAD CAR
Fujitsu Tablet	R9802116	SQUAD CAR
Fujitsu Tablet	R9802115	SQUAD CAR
Fujitsu Tablet	R6X01415	SQUAD CAR
Fujitsu Tablet	R0901208	SQUAD CAR
Fujitsu Tablet	R8300042	SQUAD CAR
Fujitsu Tablet	R0901204	SQUAD CAR

Fujitsu Tablet	R8300039	SQUAD CAR
DELL LATITUDE 5580 LAPTOP	36058378106	PD
DELL LATITUDE 5580 LAPTOP	7561966394	PD
DELL LATITUDE 5580 LAPTOP	32756159733	PD
HP PRO DESK 400 G3 MINI	8CG8024GZK	PD STATION COMPUTER
HP PRO DESK 400 G3 MINI	8CG7514HJB	PD STATION COMPUTER
HP PRO DESK 400 G3 MINI	8CG7390691	PD STATION COMPUTER
HP PRO DESK 400 G3 MINI	8CG8024GXL	PD STATION COMPUTER
HP PRO DESK 400 G3 MINI	8CG739069G	PD STATION COMPUTER
HP PRO DESK 400 G3 MINI	8CG8024GYB	PD STATION COMPUTER
HP PRO DESK 400 G3 MINI	8CG73906SK	PD STATION COMPUTER
HP PRO DESK 400 G3 MINI	8CG8024HL8	PD STATION COMPUTER
HP PRO DESK 400 G3 MINI	8CG7514HJ2	PD STATION COMPUTER
HP PRO DESK 400 G3 MINI	8CG7470574	PD STATION COMPUTER
HP PRO DESK 400 G3 MINI	8CG73905P8	PD STATION COMPUTER
HP PRO DESK 400 G3 MINI	8CG739069F	PD STATION COMPUTER
HP PRO DESK 400 G3 MINI	8CG8024GYC	PD STATION COMPUTER
HP PRO DESK 400 G3 MINI	8CG747038K	PD STATION COMPUTER
HP PRO DESK 400 G3 MINI	8CG73906RY	PD STATION COMPUTER
HP PRO DESK 400 G3 MINI	8CG7514FVK	PD STATION COMPUTER
HP PRO DESK 400 G3 MINI	8CG8024GYW	PD STATION COMPUTER
HP PRO DESK 400 G3 MINI	8CG7390TPD	SPARE / INOP
HP PRO DESK 400 G3 MINI	8CG7514G9Z	SPARE / INOP
HP PRO DESK 400 G3 MINI	8CG73906RB	SPARE / INOP
HP PRO DESK 400 G3 MINI	8CG74963R4	Town Hall
HP PRO DESK 400 G3 MINI	8CG8024GY0	Town Hall
HP PRO DESK 400 G3 MINI	8CG739069N	Town Hall
HP PRO DESK 400 G3 MINI	8CG7384QV8	Town Hall
HP PRO DESK 400 G3 MINI	8CG7471YNB	Town Hall
HP PRO DESK 400 G3 MINI	8CG739067G	Town Hall
HP PRO DESK 400 G3 MINI	8CG73906SN	Town Hall
HP PRO DESK 400 G3 MINI	8CG7390TQS	Town Hall
HP PRO DESK 400 G3 MINI	8CG73903TJ	Town Hall
HP PRO DESK 400 G3 MINI	8CG747038L	Town Hall
HP PRO DESK 400 G3 MINI	8CG8024GZ0	Town Hall
HP PRO DESK 400 G3 MINI	8CG73906RL	Town Hall
HP PRO DESK 400 G3 MINI	8CG747038N	Public Works
HP PRO DESK 400 G3 MINI	8CG7514FP9	Public Works
HP PRO DESK 400 G3 MINI	8CG7514H7W	Fire Station 1
HP PRO DESK 400 G3 MINI	8CG747038D	Fire Station 1
HP Pro Desk 600 G6 Mini	MXL2083HLX	Fire Station 2
HP Pro Desk 600 G6 Mini	MXL2084QVD	Fire Station 2
HP Pro Desk 600 G6 Mini	MXL2083HFT	Fire Station 3
HP Pro Desk 600 G6 Mini	MXL3012558	Fire Station 2

HP Pro Desk 800 G6 Mini	MXL2262VJ7	Town Hall
Lenovo ThinkCentre M73 Mini	MJ016JG1	Town Hall

The computer equipment will be disposed of in such a way as to ensure data security.

Councilor Gardiner moved, with a second by Councilor Nellans, to declare the Request to Dispose of Property dated August 18, 2025, surplus and authorize its disposal. Councilors Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

CHANGE ORDER: CCMG 2024-2

Council awarded the CCMG 2024-2 contract to Milestone Contractors on February 17, 2025. The project includes watermain installation, storm sewer improvements, sanitary sewer improvements, sidewalk and curb ramp removal and pavement milling along Broadmoor Avenue and Woodlawn Avenue. Once work began, it was determined that thickened HMA would be needed along a section of Broadmoor Avenue as well as cast iron ADA plates and two speed humps on Woodlawn Avenue. The total cost of the additional work is \$92,996.10 bringing the contract total to \$3,369,736.10.

Councilor Nellans moved, with a second by Councilor Gardiner, to approve change order #1 for the CCMG 2024-2 project for thickened HMA section on Broadmoor, cast iron Ada plates and two speed humps on Woodlawn Avenue for an additional cost of \$92,996.10. Councilors Shinkan, Gardiner, and Petersen voted in favor; Nellans voted against. Motion carried.

ENGAGEMENT LETTER: 2025 PARK BOND

There are several projects, vehicles, and equipment that are needed to maintain and improve the parks totaling over \$4 million. The project list is still under review and a final list will be available once final bonding capacity is determined.

The Town has worked with Baker Tilly to provide financial advisory services for structuring past bond issuances. Baker Tilly has presented an engagement letter to provide financial advisory services for issuance of the 2025 Park Bond at a cost not to exceed \$20,000.00. The fee will be paid from the bond proceeds.

Councilor Nellans moved, with a second by Councilor Gardiner, to approve the letter of engagement with Baker Tilly for issuance of the 2025 Park Bond. Councilors Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

ENGAGEMENT LETTER: 2025 GENERAL OBLIGATION AND PARK BOND COUNSEL

Barnes and Thornburg has presented an engagement letter to provide the necessary legal services to issue the GO and Park Bonds. The principal lawyer for the projects will be Brad Bingham. The cost is a fixed \$10,000.00 for each bond issue and will be paid from the proceeds of the respective bond issues.

Councilor Nellans moved, with a second by Councilor Gardiner, to approve the letter of engagement with Barnes and Thornburg for the GO and Park Bonds bond counsel services. Councilors, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

ENGAGEMENT LETTER: KENMARA ECONOMIC ANALYSIS

Baker Tilly was previously engaged to conduct an economic impact study for the proposed Kenmara development. Since that time, the Developer, Gary Warfel of Saxon Partners, applied for a change in zoning to a PUD for a certified technology park. Due to this change in use, the analysis previously performed needs to be updated. Baker Tilly has provided an engagement letter to perform this analysis at a cost not to exceed \$25,000.00. Saxon Partners will reimburse the Town for this cost as they did for the first analysis.

Councilor Nellans moved, with a second by Councilor Gardiner, to approve a letter of engagement with Baker Tilly Advisory Group to perform a project evaluation and feasibility analysis in an amount not to exceed \$25,000.00. Councilors Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

APPROVAL OF SETTLEMENT AGREEMENT

Staff participated in a mediation session to resolve a lawsuit filed against the Town. The proposed agreement, including a payment of \$30,000.00 by the Town, is contingent upon Council approval.

Councilor Gardiner moved, with a second by Councilor Nellans, to approve execution of the release and settlement agreement with Nancy Klawitter. Councilors Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

ORDINANCE 1989: AMENDMENT #2 TO THE 2025 SALARY ORDINANCE

Proposed Ordinance 1989 is AMENDMENT #2 TO THE 2025 SALARY ORDINANCE. 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 office is charged with the daily operations of the Town. It has been recognized that there are areas in need of improvement. The Office of the Town Manager has two employees – the Town Manager and one Administrative Secretary. The following positions are being requested to meet the current and future needs of Munster.

1. An Assistant Town Manager is needed to manage operations, implement policies, initiative and programs as established by the Town Council. This role would also serve as the human resource manager.
2. The Director of Communications and Community Relations would be responsible for all aspects of the Town's communications and community relations coordination including internal and external communications, community outreach, media and public relations, marketing, creation and dissemination of educational materials for the public and collaboration across every level of the organization to achieve consistency in content and messaging. This role would be responsible for carrying out the communications plan created by American Structurepoint.
3. The Economic Development Director is in the current salary ordinance and is currently vacant.

The expense of the salaries is partially offset by two vacant positions including the Data Processing Specialist and Administrative Assistant positions in the Town Manager's Office. These are currently vacant and will not be filled. This reduces the financial impact on the budget from \$242,300 to \$113,988.

Councilor Gardiner moved, with a second by Councilor Nellans, to hear Ordinance 1989 on first reading as presented and schedule second reading for September 4, 2025. Councilors Gardiner, Nellans, and Shinkan voted in favor; Councilor Petersen voted against. Motion passed.

PORTFOLIO REPORTS

Clerk-Treasurer Mis shared some of the topics discussed at the recent ILMCT conference. She announced Controller Abbott was presented with the Clerk of the Year award, a statewide acknowledgement of her leadership, mentorship and professional excellence.

Councilor Gardiner shared the Park Board would be meeting on August 19, 2025. The Car Cruise will happen on Saturday. August 23, 2025 along the Ridge Road corridor.

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 Thursday, September 4, 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 Gardiner, the meeting adjourned at 7:02 p.m. by voice vote.

George Shinkan, President

ATTEST:

Wendy Mis, Clerk-Treasurer