

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller

**Date:** October 20, 2025

**Re:** Ordinance 1996: Amendment to Schedule A: Fees and Fines

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Over the past eight weeks, the Staff in the Clerk's Office has worked closely with Department Heads to analyze the current Schedule A Fees and Fines. Staff review included considered several key factors as follows.

- The effects of SEA-1,
- The date each fee was last updated, noting that most have not changed in five to ten or more years,
- The cost of labor required to process each fee or fine,
- Adjustments for inflation,
- Rates of neighboring cities and towns
- Financial impact on residents.

Ordinance 1996 has been drafted to update fees for business registrations, solicitor's permits, collection of excess yard and general debris, and background checks.

The fines for false alarms have been restructured. There will be one free false alarm/year instead of the current two, and the fine for the second false alarm will be \$100.00 and each subsequent false alarm will increase by \$25.00 for a maximum fine of \$200.00/incident. Police also requested to made separate fines for false alarms that are commercial. There is significantly more officer time involved with a commercial false alarm than a residential. There is still one free/year with the second false alarm being \$125.00. Each subsequent violation has a \$25.00 increase up to a maximum of \$225.00/alarm. The goal is to encourage correction of the underlying problem that creates the false alarm being triggered.

Fees for building permits are still under review and will be brought to Council in future. Staff recommends moving forward with the fees and fines in proposed Ordinance 1996 at this time in order to have the new charges in place when 2026 business registrations are available for purchase on December 1, 2025 and at the start of the calendar year for the false alarm fines.

**Recommendation:**

By motion and roll call vote, hear proposed Ordinance 1996 on first reading, and set second reading for the next regular meeting.