

TOWN OF MUNSTER
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
OCTOBER 6, 2025

A meeting of the Munster Town Council convened at 6:30 p.m. on Monday, October 6, 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.

PUBLIC HEARING: 2025 GENERAL OBLIGATION BONDS
ADDITIONAL APPROPRIATIONS

The Town traditionally issues a General Obligation (GO) bond each year. The bond proceeds are used to fund various capital projects and equipment purchases. Over the past few years, the GO bond has included Park projects.

At the June 16, 2025, meeting, Council approved an engagement letter with Baker Tilly to assist in determining the appropriate size of the General Obligation (GO) and Park bonds while maintaining a steady tax rate in line with changes enacted by SEA 1. Baker Tilly has looked at the various bonding authorities the Town possesses and has structured debt repayment in keeping with the goals of the Town. As a result of this analysis, a Park Bond will be issued separate from the GO Bond. The Park Board is working through the required process to issue a bond solely for Park-related needs. This bond is scheduled for Council approval at the regular November 3, 2025, meeting.

Staff has submitted their requests for items to be placed on the 2025 GO Bond as follows.

<i>Police Department</i>		<i>Public Works</i>	
Rifles	\$ 70,000	Road Resurfacing	\$ 2,000,000
Rifle Sites	70,000	Sidewalk Replacement	200,000
Intersection Cameras	40,000	Pole Barn	500,000
Licen Plate Readers	55,000	Replace Street Sweepers #364 and #365	600,000
Fiber Update	200,000	New Bucket Truck	180,000
Radars	6,000	Replace Dump Truck F550	160,000
Pepperball Guns	6,000	Road Stripper/equipment	100,000
<i>Total Police</i>	\$ 447,000	Two New Quad Cab 2500	140,000
		<i>Total Public Works</i>	\$ 3,880,000
<i>Landfill Improvements</i>	\$ 548,000	<i>Issuance Costs</i>	\$ 205,000
		<i>Grand Total 2025 G.O. Bond</i>	\$ 5,080,000

The process includes a public hearing and adoption of two ordinances: one to approve the issuance and sale of the bonds and the other to provide appropriations for the proceeds. Historically, the Town has adopted these ordinances on one reading. The ordinances and notices have been prepared by Barnes & Thornburg, and the necessary advertisements have been made to proceed with the public hearing and adoption of the ordinances this evening.

President Shinkan opened the floor for comment.

No one rose to claim the floor.

PROCLAMATION: Munster Fire Department 100th Year

Councilor Hofferth read the proclamation celebrating the centennial anniversary of the Munster Fire Department and naming October 6, 2025, as the Munster Fire Department 100th Anniversary Day.

Councilor Petersen moved, with a second by Councilor Nellans, 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.

No one rose to claim the floor.

CONSENT AGENDA

APPROVAL OF MINUTES

Minutes of a regular meeting held on September 15, 2025

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #25-8K dated 08/31/2025 totaling \$139,449.85

Approval of Voucher Register #25-8L dated 08/31/2025 totaling \$2,203,402.41

Confirmation of Voucher Register #25-9H dated 09/18/2025 totaling \$612,636.35

Confirmation of Voucher Register #25-9I dated 09/19/2025 totaling \$562,170.16

Confirmation of Voucher Register #25-9J dated 09/25/2025 totaling \$970,470.05

Confirmation of Voucher Register #25-10A dated 10/03/2025 totaling \$554,558.21

Confirmation of Voucher Register #25-10B dated 10/02/2025 totaling \$705,748.42

Approval of Voucher Register #25-10C dated 10/06/2025 totaling \$167,981.05

WATER LEAK ADJUSTMENTS 2025-37 AND 2025-38

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
2025-37	61,000	172,000	2 months	\$ 690.31	\$ 257.76	\$ 432.55
2025-38	24,000	205,000	2 months	\$ 1,399.56	\$ 1,039.00	\$ 360.56

TREASURER'S REPORT

The August 2025 Treasurer's Report was presented.

Councilor Nellans moved, with a second by Councilor Gardiner, 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 1991: 2026 BUDGET AND TAX LEVIES

Introduced ORDINANCE 1991 is the 2026 ORDINANCE FOR APPROPRIATIONS AND TAX RATES. Council conducted the public hearing and had first reading on the ordinance for the 2026 budget at the September 15, 2025, meeting. Ordinance 1991 has been drafted to match the submittal that will be made to the Department of Local Government Finance (DLGF). Final budget certification for those funds approved by DLGF is expected by year-end.

Councilor Gardiner moved, with a second by Councilor Nellans, to adopt introduced Ordinance 1991 on second reading as presented. Discussion challenging our experienced staff to find ways to save money, improve efficiencies, increase taxes and review services. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

NEW BUSINESS

ORDINANCE 1992: 2025 GO BOND ISSUANCE

Proposed ORDINANCE 1992 is AN ORDINANCE OF THE TOWN OF MUNSTER, INDIANA, AUTHORIZING THE ISSUANCE AND SALE OF GENERAL OBLIGATION BONDS TO PROVIDE FUNDS TO BE APPLIED TO THE COSTS OF DESIGN, CONSTRUCTION, RENOVATION, IMPROVEMENT AND/OR EQUIPPING OF CERTAIN CAPITAL PROJECTS WITHIN THE TOWN OF MUNSTER, INDIANA, PURCHASING CERTAIN EQUIPMENT, AND PAYING MISCELLANEOUS COSTS IN CONNECTION WITH FOREGOING AND THE ISSUANCE SAID BONDS AND SALE THEREOF. This was the subject of a public hearing earlier in the meeting.

Councilor Gardiner moved, with a second by Councilor Hofferth, to suspend the rules and waive the readings to allow for the adoption of Ordinance 1992 on first reading as presented. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

Councilor Gardiner moved, with a second by Councilor Hofferth, to adopt Ordinance 1992 on first reading as presented. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

ORDINANCE 1993: 2025 GENERAL OBLIGATION BOND
ADDITIONAL APPROPRIATION

Proposed ORDINANCE 1993 is AN ORDINANCE OF THE TOWN OF MUNSTER, INDIANA, APPROPRIATING THE PROCEEDS OF THE TOWN OF MUNSTER, INDIANA, GENERAL OBLIGATION BONDS OF 2025, TOGETHER WITH ALL INVESTMETN EARNINGS THEREON, FOR THE PURPOSE OF PROVIDING FUNDS TO BE APPLIED TO THE COSTS OF DESIGN, CONSTRUCTION, RENOVATION, IMPROVEMENT AND/OR EQUIPPING OF CERTAIN CAPITAL PROJECTS WITHIN THE TOWN OF MUNSTER, INDIANA, PURCHASING CERTAIN EQUIPMENT, AND PAYING MISCELLANEOUS COSTS IN CONNECTION WITH FOREGOING AND THE ISSUANCE SAID BONDS AND SALE THEROF. This is the next step to issue the 2025 General Obligation Bond. This will grant the appropriations for the bond proceeds. A public hearing was held earlier in the meeting. Once the ordinance is adopted, the appropriations will be in place and reported to the Department of Local Government Finance.

Councilor Gardiner moved, with a second by Councilor Hofferth, to suspend the rules and waive the readings to allow for the adoption of Ordinance 1993 on first reading as presented. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

Councilor Gardiner moved, with a second by Councilor Hofferth, to adopt Ordinance 1993 on first reading as presented. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

ORDINANCE 1994: ADDITIONAL APPROPRIATIONS (5)

Proposed ORDINANCE 1994 is AN ORDINANCE FOR THE ADDITIONAL APPROPRIATION OF FUNDS FOR THE YEAR 2025 (5). There are four funds in need of additional appropriations.

The Local Income Tax – Economic Development Fund is requesting an additional appropriation of \$250,000. This is to cover the costs for engineering of the Pedestrian Bridge and Main Street Projects.

The Cumulative Capital Improvement Fund is requesting an additional appropriation of \$60,000.00 for the new DUO multi-factor authenticating licensing being deployed organization-wide.

The Water Depreciation Fund is requesting an additional appropriation of \$122,000 for the purchase of a new camera truck. This purchase will be considered by Council later in the meeting.

The Consumer Water Deposit Fund is requesting an additional appropriation in the amount of \$15,000. This is to cover any Water customer deposits through the end of the year.

The procedure for securing additional appropriations requires a public hearing, scheduled for October 20, 2025, and the adoption of an ordinance by the Town Council. The Cumulative Capital Improvement Fund is considered a controlled fund. Once the ordinance is adopted, the request will be submitted to the Department of Local Government Finance which will issue its determination within ten days. The appropriations for all the other funds will go into effect upon passage of the ordinance.

Councilor Nellans moved, with a second by Councilor Gardiner, to hear proposed Ordinance 1994 for additional appropriations on first reading, and schedule a public hearing and second reading for October 20, 2025. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

ORDINANCE 1995: TIF FUND FOR MAPLE LEAF CROSSING

Proposed ORDINANCE 1995 AN ORDINANCE CREATING THE MAPLE LEAF CROSSING (MLC) TIF ALLOCATION FUND (4446) AND AUTHORIZING A TRANSFER INTO THAT FUND. The Munster Redevelopment Commission Resolutions 050, 051, and 052 created the Maple Leaf Crossing (MLC) allocation area in 2019. TIF proceeds are required to be receipted into and disbursed from a separate fund from other monies of the Town. The Indiana State Board of Accounts recommends each allocation area have its own, separate fund to track the receipts and disbursements related to it.

Following is a record of the receipts and disbursements for the MLC area. Once the fund is adopted, a transfer of \$90,937.55 will be made from the TIF Allocation Fund 4445 into the new Fund 4446.

Year	Receipt	Debt Payment	Balance
2021	\$ 5,539.43	\$ -	\$ 5,539.43
2022	\$ 194.40	\$ -	\$ 5,733.83
2023	\$ 4,765.00	\$ 4,050.25	\$ 6,448.58
2024	\$189,011.06	\$160,659.40	\$ 34,800.24
2025	\$374,248.75	\$318,111.44	\$ 90,937.55

Ordinance 1995 has been drafted to create a separate fund for the MLC allocation area.

Councilor Hofferth moved, with a second by Councilor Nellans, to hear proposed Ordinance 1995 on first reading and set second reading for the next regular meeting. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

APPROVAL OF 2026 HEALTH INSURANCE RATES

The Town provides medical, dental, and vision insurance to all full-time employees through the AIM Medical Trust. The Town has been very pleased with the Trust in the coverage and plans provided, the stable rates, the customer service, and responsiveness to employee needs. The medical insurance premium increase for 2026 is 3.00%. Dental insurance will increase 7.00%, and vision rates will remain unchanged. Monthly rates for the 2026 Plan Year are as follows.

Tier	Medical: PPO		Medical: HDHP		Dental		Vision	
	Town	Employee	Town	Employee	Town	Employee	Town	Employee
Employee Only	\$829.33	\$92.15	\$ 777.50	\$ 86.39	\$28.16	\$ -	\$ 4.59	\$ -
Employee Spouse	\$86.00	\$188.87	\$1,593.60	\$177.07	\$28.16	\$ 28.18	\$ 9.20	\$ -
Employee Child(ren)	\$1,533.69	\$170.41	\$1,437.84	\$159.76	\$28.16	\$ 47.94	\$ 9.82	\$ -
Employee Family	\$2,404.22	\$267.14	\$2,253.95	\$250.44	\$28.16	\$ 86.20	\$15.70	\$ -

Councilor Nellans moved, with a second by Councilor Gardiner, to accept the medical, dental, and vision rates for the 2026 plan year. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion carried.

APPROVAL OF EA SUBSCRIPTION AGREEMENT

Staff uses the Microsoft 365 suite of business software applications to perform daily computer work. These products include Word, Outlook, Excel, PowerPoint, Edge, OneNote, OneDrive, and

Exchange. Use of these products must be licensed from Microsoft. Licensing will also provide more cloud storage and additional cloud security features.

The School Town obtained a price from through our computer equipment vendor, Dell. The proposal is a three-year licensing agreement at an annual cost of \$63,861.59.

Councilor Nellans moved, with a second by Councilor Hofferth, to approve the Enterprise Agreement with Microsoft in the annual amount of \$63,861.59. A question regarding how this cost compares to our current cost and it was shared that it is not less than last year. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

CENTENNIAL VILLAGE TAX ABATEMENT

As part of the Development Agreement for Centennial Village, the Town is granting tax abatement on the owner-occupied residential condominium units located within the Centennial Village development. Each year, the taxpayer must file a form with Lake County to document that the property remains eligible for abatement. The form needs a signature from the Town stating that the property owner is in substantial compliance.

The abatement is only on the owner-occupied residential portion of the development and is provided on a ten-year declining basis. Year 1 of abatement is 100%, Year 2, 90%, and so on. The taxpayer (Centennial Village – CV Development LLC & Others) previously submitted a list of residential condominium units that included those known to be rented. They revised the list to remove the units being rented. The Community Development Department reviewed the revised list and confirmed that none of the units submitted for the tax abatement are included in our list of known rental units. Because verification of owner occupancy for eight units is indeterminable, we are requiring the developer to attest that these units are owner occupied.

Councilor Nellans moved, with a second by Councilor Gardiner, to table the vote until October 20, 2025. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

PRECISION CONTROL SYSTEMS USE VARIANCE

Town Attorney Westland noted that the request withdraw the use variance was received by Town Planner Sergio Mendoza on Friday, October 3, 2025 via email.

Councilor Gardiner moved, with a second by Councilor Hofferth, accept the withdrawal of a use variance application by Andrew Syrios, Vice President, of Precision Control Systems for the property located at 10350 Calumet Avenue. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

CCMG 2026: DESIGN ENGINEERING

SEH has been providing design engineering services to the Town of Munster for the Community Crossing Matching Grant program since 2018. SEH has provided an engineering and construction agreement for the upcoming CCMG 2026 project. The proposal for Engineering and Construction Services includes topographic survey, prepare engineering plans and specifications, provide bid services and provide construction services to rehabilitate the streets listed.

The selected streets are Singleton Drive, Ridgeway Avenue, Baring Avenue, Primrose Lane, Cedar Court, Oakwood Avenue, Southwood Drive, State Line Road, Indiana Parkway, Progress Avenue, Valparaiso Avenue, New Devon Street, River Drive and Exeter Road. SEH proposes to complete work on Topographical Survey, Project Plan Sheets, Project Contract Documents and Bid Phase Services for a lump sum fee of \$128,450. The Resident Project Representative (RPR) Services will be on an hourly basis not to exceed \$89,000.

Councilor Gardiner moved, with a second by Councilor Nellans, to approve SEH for Task 1.1 – 1.4 for a lump sum fee of \$128,450.00 and Task 2 on an hourly basis not to exceed \$89,000.00 for the CCMG 2026 proposal for engineering and construction services. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

NIPSCO EXTENSION AGREEMENT

The Munster Police Department is in the process of upgrading its camera systems and are in need of placing a pole with electricity to power a license plate reader (LPR) in the area of 45th Street and State Line (10-45th Street). The placement of the pole and electrical service is an extension of the Town's fiber projects started last year. The cost of the electrical service installation is \$5,741.77.

Councilor Hofferth moved, with a second by Councilor Nellans, to authorize Town Manager James Marino to enter into an agreement with Northern Indiana Public Service Company for extension of facilities to supply electrical service to complete camera and fiber projects located at 10-45th Street for the amount of \$5,741.77. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

ANNUAL SQUAD CAR PURCHASE

The Police Department requested the purchase of five new vehicles as part of the 2026 budget cycle. These will replace those aging out of the fleet. To keep the current Take Home Vehicle Program with the lowest mileage vehicles, Staff requests trading in older pool and VIPS vehicles with high mileage. The request is to purchase four SUVs and one pick-up truck. The vehicles identified for trade-in are as follows.

Squad #13 (2017)	78,196 miles
Squad #14 (2015)	86,944 miles
Squad #32 (2021)	80,628 miles
Squad #38 (2020)	81,607 miles
Squad #40 (2020)	97,951 miles

Police staff project the total cost to purchase the vehicles to be approximately \$120,000.00/vehicle for a total of \$600,000.00. In 2024, a 2025 Ford Interceptor SUV cost \$50,882.25 for the vehicle and \$59,912.64 in ancillary equipment to outfit it. A 2024 Ford Interceptor pick-up cost \$50,100.25 for the vehicle with similar ancillary equipment costs. This does not take into account trade-in values of the squads and estimates the increased cost of vehicles and equipment.

Councilor Gardiner moved, with a second by Councilor Nellans, to authorize the Police Department to purchase five vehicles in 2026 to be paid from the TIF Allocation Fund. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

PURCHASE OF CAMERA VAN

Public Works received a proposal from Best Equipment Company priced through Sourcewell. Sourcewell takes the complexity out of the solicitation/bidding process by providing procurement services to governmental units through national contracts with vendors procured through a competitive bidding process that secures the lowest competitive pricing complying with Indiana law I.C. 5-22-10-5. The Town of Munster is a Sourcewell member (ID# 28145).

The Water/Sewer Department is in need of a camera truck referenced as a Ford Transit – 350 Cargo, included in the quote is a gas generator buildout with LED strobes on all four corners, 43” monitor with tailgate camera, stacked SAT reel frame, and cable reel slide swivel. The existing camera will be traded in for \$35,000. The total cost of the camera truck, including trade-in, is \$242,365.50.

The funding of the vehicle will be from the Water and Sewer Depreciation Funds as a 50/50 split from each account with a total of \$121,182.75 from Water Depreciation and \$121,182.75 from Sewer Depreciation.

Councilor Hofferth moved, with a second by Councilor Nellans, approve the purchase of a camera truck for use by the Water and Sewer Department for a total cost of \$242,365.50 from Best Equipment Company. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

PURCHASE OF STREET SWEEPER

Public Works received a proposal from Best Equipment Company priced through Sourcewell. The Street Department, as part of their 2026 Capital Improvement Plan, is seeking to purchase a new street sweeper. This is a new Tymco Model 435 street sweeper and was chosen because it is best suited for our needs in Public Works. An existing street sweeper, Unit #364 will be traded in and replaced with the new sweeper. The trade in value is \$40,000.00 making the total cost \$247,725.00 for the new street sweeper. The sweeper will be ordered in 2025 but not delivered until the first quarter of 2026.

The funding of the street sweeper will be from the 2025 G.O. Bond.

Councilor Nellans moved, with a second by Councilor Hofferth, to approve the purchase of a street sweeper for use by the Street Department for a total cost of \$247,725.00. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

PROPOSED HOMETOWN HEROES STREET BANNER PROGRAM

The Munster Chamber of Commerce held a successful program of hanging banners to celebrate its 100th anniversary in 2025. The Chamber has presented a proposal to have street banners again in 2026 to recognize and honor the men and women of the community who have served or are currently serving in the United States Armed Forces and First Responders.

Banners will be displayed from April through October of 2026 along Ridge Road and Calumet Avenue. The commemorative banners will prominently feature the honoree’s name, photograph, branch of service or role, and years of service along with the Town of Munster and Munster Chamber of Commerce logos.

All costs to produce the banners will be handled by the Chamber of Commerce and participating families, friends, and residents. No financial burden will fall upon the Town for the production of the

banners. The installation and removal of the banners would be handled by Town Staff. The Chamber is seeking approval to install the banners on Town of Munster light poles as detailed in their proposal dated August 25, 2024.

Councilor Nellans moved, with a second by Councilor Hofferth, to approve the installation and removal of street banners as outlined in the proposal dated August 28, 2025, from the Munster Chamber of Commerce. Councilors, Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion carried.

PORTFOLIO REPORTS

Councilor Gardiner encouraged participation in the sustainability commission and reminded attendees of the Munster Civic Foundation meeting scheduled for October 13, 2025 at 6:30 p.m.

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, October 20, 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 7:14 p.m. by voice vote.

George Shinkan, President

ATTEST:

Wendy Mis, Clerk-Treasurer