

**TOWN OF MUNSTER
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
OCTOBER 20, 2025**

A meeting of the Munster Town Council convened at 6:30 p.m. on Monday, October 20, 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, 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: ADDITIONAL APPROPRIATIONS (5)

The first reading on the ordinance was held at the October 6, 2025, meeting. Additional appropriations are sought in four funds: Local Income Tax-Economic Development (\$250,000), Cumulative Capital Improvement (\$60,000), Water Depreciation (\$122,000), and Consumer Water Deposit (\$15,000).

The procedure for securing additional appropriations requires a public hearing scheduled for this evening, 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.

President Shinkan opened the floor for comment.

Mr. Mike Dujmovic, 1833 Tulip Lane, asked where the funds come from for the additional appropriations. It was shared they are funded from cash on hand and we are requesting permission to spend. State Form 55819 provides the follow up information.

No one else rose to claim the floor, and the public hearing was closed.

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. Natalie Drapac, 8101 Schreiber Drive, pointed out the street light outages and broken bricks along the Calumet Avenue business corridor. This is not aesthetically pleasing. Public Works will look into.

No one else rose to claim the floor.

CONSENT AGENDA

APPROVAL OF MINUTES

Minutes of a regular meeting held on October 6, 2025

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #25-10D dated 10/09/2025 totaling \$409,026.73
Confirmation of Voucher Register #25-10E dated 10/10/2025 totaling \$59,572.01
Confirmation of Voucher Register #25-10F dated 10/10/2025 totaling \$46,690.80
Confirmation of Voucher Register #25-10G dated 10/16/2025 totaling \$77,109.05
Approval of Voucher Register #25-10H dated 10/20/2025 totaling \$506,215.72
Confirmation of Voucher Register #25-10I dated 10/17/2025 totaling \$543,934.56

WATER LEAK ADJUSTMENTS 2025-39 THROUGH 2025-42

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 |
|----------------------|------------------|-----------------|-------------------|------------------|-----------------------------------|------------------|
| 2025-39 | 6,000 | 21,000 | 1 month | \$ 158.91 | \$ 96.05 | \$ 62.86 |
| 2025-40 | 8,000 | 90,000 | 2 months | \$ 649.44 | \$ 523.72 | \$ 125.72 |
| 2025-41 | 24,000 | 247,000 | 2 months | \$ 1,658.28 | \$ 1,297.72 | \$ 360.56 |
| 2025-42 | 3,000 | 45,000 | 1 month | \$ 325.55 | \$ 301.44 | \$ 24.11 |

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 1994: ADDITIONAL APPROPRIATIONS (5)

Introduced ORDINANCE 1994 is AN ORDINANCE FOR THE ADDITIONAL APPROPRIATION OF FUNDS FOR THE YEAR 2025 (5). The first reading on the ordinance was held at the October 6, 2025, meeting and was the subject of a public hearing earlier in the meeting. There are four funds in need of additional appropriations.

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 Gardiner moved, with a second by Councilor Hofferth, to approve introduced Ordinance 1994 as presented. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

ORDINANCE 1995: TIF FUND FOR MAPLE LEAF CROSSING

Introduced ORDINANCE 1995 AN ORDINANCE CREATING THE MAPLE LEAF CROSSING (MLC) TIF ALLOCATION FUND (4446) AND AUTHORIZING A TRANSFER INTO THAT FUND. Introduced Ordinance 1995 was discussed at the October 6, 2025, regular meeting. Adopting the ordinance will create the required fund to account for the TIF Allocation Area receipts and disbursement generated from the Maple Leaf Crossing allocation area. The ordinance also authorizes the balance of the funds remaining in the TIF Fund 4445 attributable to Maple Leaf Crossing into the new MLC TIF Fund 4446. That amount is \$90,937.55.

Councilor Hofferth moved, with a second by Councilor Nellans, to adopt introduced Ordinance 1995 on second reading as presented. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

NEW BUSINESS

ORDINANCE 1996: AMENDMENT TO SCHEDULE A: FEES AND FINES

Proposed ORDINANCE 1996 is AN ORDINANCE AMENDING SCHEDULE “A,” A NON-CODIFIED PORTION OF THE MUNICIPAL CODE, AMENDING FEES. 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 consideration of SEA1 and other key factors including the date each fee was last updated, (most have not changed in between five and ten or more years), the cost of labor required to process each fee or fine, adjustments for inflation, rates of neighboring cities and towns, and the financial impact on residents. Following is a list of the fees and fines to be updated and the estimated, annual revenue increase.

| | |
|--|-----------|
| • Annual Business Registration | \$10,475 |
| • Annual Contractor Application | \$ 55,000 |
| • Solicitor’s Permit | \$ 465 |
| • Collection of excess yard waste and general debris | \$ 2,500 |
| • False Alarm | \$ 37,100 |

With the exception of the excess yard waste and general debris, each of these fees and fines are General Fund revenues. The potential General Fund revenue increase is \$103,040.

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 commercial false alarms. 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. While there is an estimated revenue increase, 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 and contractor registrations are available for purchase on December 1, 2025 and at the start of the calendar year for the false alarm fines.

Councilor Nellans moved, with a second by Councilor Gardiner, to hear proposed Ordinance 1996 on first reading, and set second reading for the next regular meeting. The memo attached to the agenda had

been updated and revised version was not originally attached. Discussion ensued regarding the financial impact of the fees. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion carried.

REAL ESTATE PURCHASE AGREEMENT

Municipalities that are dedicated to actively seeking new developments within their community adopt the strategy of acquiring strategically selected properties for future use. By owning chosen properties, a municipality has the ability to determine the kind of business that establishes itself at the location. This guarantees that the community receives the most favorable uses that align with its development objectives. In addition, ownership enables a municipality to ready the site for development, enhancing its appeal to potential developers.

Staff learned that the two businesses located at 437 and 439 Ridge Road were closing. The owner was contacted and he expressed interest in selling the property. Two appraisals were obtained with Vale Appraisal Group appraising the property at \$410,000 and American Valuation Appraisal Services appraised it at \$440,000. An offer of \$410,000 was made and accepted.

Town Attorney Westland prepared a real estate purchase agreement, which the owner has signed. Once the agreement is approved, Staff will order a Phase 1 Environmental Assessment and survey of the property. Mr. Westland will order the title policy.

Councilor Gardiner moved, with a second by Councilor Nellans, to authorize the Town Manager to sign the agreement to purchase the property commonly known as 437-439 Ridge Road, Munster, Indiana, for the amount of \$410,000.00. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

CHANGE ORDER #6: 2024 PAVING AND WATERMAIN

The 2024 Paving and Watermain Project included work on Fran Lin, Chestnut, Holly, Camellia, and White Oak. The project was awarded to Rieth-Riley at the April 15, 2024, Council meeting at a price of \$5,197,079.33 with change orders as follows.

| Change Order | Council Approval | Reason | Amount |
|--------------|------------------|--|----------------|
| 1 | 07/15/24 | hydroexcavation on Fran Lin Parkway | \$ 27,300.00 |
| 2 | 08/05/24 | installation of hot tap | \$ 11,721.00 |
| 3 | 12/16/24 | additional water service lines | \$ 185,564.65 |
| 4 | 12/16/24 | removal of crosswalks from scope of work | \$ (46,038.00) |
| 5 | 02/03/25 | additional concrete work | \$ 29,099.36 |
| 6 | 10/20/25 | final, balancing change order | \$ 31,964.34 |

Change Order #6 is the final, balancing change order and the revised project final completion date of July 31, 2025, to repair the raised crosswalks. This brings the contract cost to \$5,436,690.68.

Councilor Hofferth moved, with a second by Councilor Nellans, to approve the Rieth-Riley Change Order #6 for the 2024 Paving and Watermain Project for revised completion date and repair to the raised crosswalks as in Pay Application #7 for a total change order cost of \$31,964.34 and a total contract cost of \$5,436,690.68. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

PORTFOLIO REPORTS

Councilor Gardiner announced the Munster Civic Foundation grant program and an informational meeting will be held in November.

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, November 3, 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 6:55 p.m. by voice vote.

George Shinkan, President

ATTEST:

Wendy Mis, Clerk-Treasurer