

TOWN OF MUNSTER
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
NOVEMBER 17, 2025

A meeting of the Munster Town Council convened at 6:30 p.m. on Monday, November 17, 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: ADDITIONAL APPROPRIATIONS (6)

The first reading on the ordinance was held at the November 3, 2025, meeting. Additional appropriations were sought in two funds: Water Bond and Interest for \$734,686.00 and Cumulative Capital Development for \$81,000.00.

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 Development 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.

No one 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.

Mr. Mike Dujmovic, 1833 Tulip Lane, asked if the possible disruption of traffic on Calumet Avenue has been considered.

Mr. Tom Jurich, 1839 Magnolia, strongly supported the Town Council forgo the proposed rate increase for the Council. It would have an insignificant but symbolic impact.

No one else rose to claim the floor.

CONSENT AGENDA

APPROVAL OF MINUTES

Minutes of a regular meeting held on November 3, 2025

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #25-11B dated 11/06/2025 totaling \$871,248.74

Confirmation of Voucher Register #25-11C dated 11/10/2025 totaling \$59,572.01

Approval of Voucher Register #25-11D dated 11/10/2025 totaling \$51,704.33

Confirmation of Voucher Register #25-11E dated 11/13/2025 totaling \$94,797.35

Confirmation of Voucher Register #25-11F dated 11/14/2025 totaling \$465,870.65

Approval of Voucher Register #25-11G dated 11/17/2025 totaling \$348,348.45

WATER LEAK ADJUSTMENTS 2025-46 THROUGH 2025-50

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	Adjustment Amount	Adjusted Bill
2025-46	4,000	14,000	1 month	\$ 108.55	\$ 76.41	\$ 32.14
2025-47	10,000	28,000	2 months	\$ 217.10	\$ 60.78	\$ 156.32
2025-48	3,000	58,000	2 months	\$ 431.83	\$ 306.11	\$ 125.72
2025-49	1,000	40,000	1 month	\$ 292.11	\$ 268.26	\$ 23.85
2025-50	7,000	56,000	2 months	\$ 415.38	\$ 304.64	\$ 110.74

Councilor Petersen asked that the November 3, 2025 meeting minutes be voted on separately. Councilor Gardiner moved, with a second by Councilor Hofferth, to suspend the rules, waive the readings, and adopt the Consent Agenda without the minutes. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

Councilor Petersen shared a a motion for the Town Council to forego the proposed 2026 salary increase. The motion. Councilor Nellans moved, with a second by Councilor Gardiner Hofferth motioned to approve the minutes as amended. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

OLD BUSINESS

ORDINANCE 1998: ADDITIONAL APPROPRIATIONS (6)

Introduced ORDINANCE 1998 is AN ORDINANCE FOR THE ADDITIONAL APPROPRIATION OF FUNDS FOR THE YEAR 2025 (6). This ordinance was subject of a public hearing earlier this evening.

Councilor Hofferth moved, with a second by Councilor Nellans, to approve introduced Ordinance 1998 as presented. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

ORDINANCE 2000: 2026 SALARY AND PAY PLAN

Introduced ORDINANCE 2000 is AN ORDINANCE ESTABLISHING THE 2026 PAY PLAN FOR THE TOWN OF MUNSTER, INDIANA (2026 SALARY ORDINANCE). Council held first reading on this matter at the November 3, 2025, meeting. Compensation of elected officials must be fixed, and the Police Pension Base must be certified before January 1 of the ensuing year. Introduced Ordinance 2000 has been prepared for that purpose, and it includes other annual authorizations related to payroll.

No changes have been made since first reading. All regular employees, firefighters, and elected officials will receive a 2.00% increase to base pay. As originally planned, non-sworn employees in line to make a Step increase under the previous system will have that taken into account when their 2026 rate is established.

Councilor Gardiner moved, with a second by Councilor Nellans, to adopt Ordinance 2000 on second, as presented.

Discussion ensued regarding the Town Council waiving the Town Council salaries in 2026. Councilor Petersen motioned to amend to ordinance 2000 to waive all the salaries for the Town Council. The motion died for a lack of a second.

Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor of Ordinance 2000 as originally presented; none voted against. Motion passed.

NEW BUSINESS

ORDINANCE 2002: STOP SIGNS

Proposed ORDINANCE 2002 is AN ORDINANCE AMENDING THE GENERAL PROVISIONS OF CHAPTER 54, TRAFFIC AND VEHICLES, OF THE MUNSTER CODE OF ORDINANCES PERTAINING TO ADDITIONAL STOP SIGNS. Public Works is proposing the permanent placement of stop signs at the following locations.

Somerset Drive at Windfield Drive

Somerset Drive at Cherrywood Lane
Burlwood Drive at Cherrywood Lane

Portable stop signs were placed at these intersections, and data was collected. Staff reviewed the data with engineering firm SEH and it was determined that the installation of these stop signs is needed for the safety for the residents and to assist with traffic calming.

Councilor Nellans moved, with a second by Councilor Petersen, to hear Ordinance 2002 as presented and schedule second reading for the next regular meeting for placement and the enforcement of three new permanent stop signs in White Oak Estates at the intersections of Somerset Drive at Windfield Drive, Somerset Drive at Cherrywood Lane, and Burlwood Drive at Cherrywood Lane. A discussion regarding stop signs ensued. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

POSTAGE LEASE RENEWAL

Staff met with representatives from Postal Source to discuss the lease of the Town's Quadient postage machine and scale. Postal Source bought out the postage machine portion of Pulse Technology. Our current postage equipment is under lease at a cost of \$766.35/quarter. The lease will expire in this month.

A new postage machine and scale are available at a cost of \$1,233.08/quarter or \$19,421.01 over the proposed five-year (sixty-three month) contract. The new equipment is an updated version of the equipment currently in use. Related charges for ink, supplies and maintenance remain unchanged.

Quarterly lease payments will be made to Quadient Leasing with service calls being handled through Postal Source. Lease payments are made from the General Fund with postage costs charged to the associated funds.

Staff is also working with Postal Source to reduce the costs of certified mail while still meeting compliance requirements.

Councilor Hofferth moved, with a second by Councilor Nellans, to authorize the leasing of a Quadient postage meter system for a period of sixty-three months at a lease cost of \$1,233.08/quarter. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

2026 LIT-ECONOMIC DEVELOPMENT PLAN

The Town must file an expenditure plan for the Local Income Tax – Economic Development Fund with the County Auditor for the ensuing year. Uses of the fund are outlined in statute and the Town has been using the fund for the West Lake Extension betterments, design engineering and construction inspection for the bridges over Hart and Cady Marsh Ditches Project, legal fees associated with updating the zoning code, staff support for Community Development, and regular lobbying fees.

At the last meeting, Council terminated the engagement for regular lobbying fees, and that item has been removed from the 2026 Plan. Preliminary work for the eventual demolition of The Clubhouse is underway and funds are needed for the electrical redistribution plan at the site; this item is added to the plan.

The plan is written to allow the fund to be used for anything permitted in statute.

Councilor Nellans moved, with a second by Councilor Hofferth, to approve the 2026 LIT Capital Expenditure Plan as presented. Councilors Hofferth, Gardiner, Nellans, Petersen, and Shinkan voted in favor; none voted against. Motion passed.

PORTFOLIO REPORTS

Clerk-Treasurer Mis shared the agenda review for the December 1, 2025 meeting would be held on Monday, November 24, 2025th. Mis additionally shared that she would be on WJOB on Tuesday, November 18, 2025 with Councilor Gardiner to discuss upcoming Munster Civic Foundation activities as well as Town activities. Light the Night will be held immediately preceding the December 1, 2025 at 6:00 p.m.

Councilor Gardiner invited all to attend Coffee with the Councilors on Wednesday, November 19, 2025 at 6:00 p.m. to discuss boards and commissions.

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, December 1, 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 Hofferth, the meeting adjourned at 6:58 p.m. by voice vote.

George Shinkan, President

ATTEST:

Wendy Mis, Clerk-Treasurer