

**TOWN OF MUNSTER
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
JUNE 23, 2014**

A regular meeting of the Munster Town Council convened at 7:06 p.m. on Monday, June 23, 2014, at the Munster Town Hall. Town Councilors John W. Edington, Andy Koultourides, David B. Nellans, John P. Reed, and Joseph A. Simonetto were present. Councilor Reed presided. Also present were Clerk-Treasurer David F. Shafer, Town Manager Thomas F. DeGiulio, Town Attorney Eugene M. Feingold, Assistant Town Manager Clay T. Johnson, Street Superintendent Chris A. Spolnik, Interim Fire Chief David E. Pelc, and Town Engineer James M. Mandon. The news media were represented by Jim Masters of *The Times*.

President Reed opened the meeting with a moment of silence followed by the Pledge of Allegiance.

GRADE SEPARATION REPORT

Robinson Engineering representative Joe Nordman reported that the groundwater situation is being addressed and that more testing is needed. Soil borings should be completed next week and a meeting with INDOT Environmental Section is scheduled for July 8, 2014.

In response to a question from Councilor Nellans, Mr. Nordman stated there is a definite need to dewater the area to resolve the groundwater situation. The pump station will be in continuous operation and will have a back-up generator.

Councilor Simonetto asked about the shoo fly design. Mr. Nordman said the design is moving ahead and that a letter from the railroad has been received stating the shoo fly is required.

Councilor Simonetto asked about the Clubhouse at Centennial Park, and was informed that there was a meeting between Staff and the contractor. The committee will receive a revised proposal by the end of the month.

THEATRE AT THE CENTER

Theatre at the Center General Manager Richard Friedman talked about the professional theatre across the street from Town Hall. Approximately 50,000 people visit the theatre each year. With five plays and thirty children's shows each year, the Theatre is an economic engine for the Town. The 25th anniversary of the theatre is next year and there is an effort underway to meet their \$2.5 million annual budget.

OPEN TO THE PUBLIC

President Reed opened the floor to receive public comment. There being no one rising to claim the floor, the floor was closed.

CONSENT AGENDA

APPROVAL OF MINUTES

Approval of the minutes of the regular meeting held on June 9, 2014

ACCOUNTS PAYABLE VOUCHER REGISTERS

- Confirmation of Voucher Register #14-6C dated 06/05/14 totaling \$46.70
- Confirmation of Voucher Register #14-6D dated 06/10/14 totaling \$78,282.89
- Confirmation of Voucher Register #14-6E dated 06/10/14 totaling \$80,939.91
- Confirmation of Voucher Register #14-6F dated 06/12/14 totaling \$306,819.14
- Confirmation of Voucher Register #14-6G dated 06/13/14 totaling \$370,617.34

Confirmation of Voucher Register #14-6H dated 06/13/14 totaling \$291,383.06
 Approval of Voucher Register #14-6I dated 06/23/14 totaling \$629,667.12
 Confirmation of Voucher Register #14-6H dated 06/19/14 totaling \$3,205,382.54
 Confirmation of Voucher Register #14-6K dated 06/19/14 totaling \$30,666.59

RESOLUTION 1989: INTERLOCAL AGREEMENT WITH VILLAGE OF LANSING, ILLINOIS

Proposed RESOLUTION 1989 is A RESOLUTION AUTHORIZING AND RATIFYING THE EXECUTION OF AN INTERLOCAL COOPERATION AGREEMENT BETWEEN THE TOWN OF MUNSTER, INDIANA AND THE VILLAGE OF LANSING, ILLINOIS FOR FLOOD PREVENTION MEASURES AND RESPONSIBILITIES. At the June 9, 2014, meeting, the Council approved a letter of understanding with the Village of Lansing, Illinois to explore the opportunities to prevent flooding on both communities. Adoption of a resolution is required for this type of agreement. Resolution 1989 was drafted for this purpose.

ADJUSTMENT TO WATER BILLS

At the April 8, 2013, meeting the Council adopted a policy to allow water bill adjustments due to water leaks. Under the policy, the customer must sign an affidavit stating there was a leak, the leak has been repaired, and request an adjustment from the Water Board. Adjustments are allowed one time per twelve-month period. The adjustment is based on an average of the usage over the previous twelve months.

Staff received two requests for adjustments under this policy. Each customer has completed the required form and the requests meet all the criteria for an adjustment.

Customer	Average Usage	Actual Usage	Length of Time	Original Bill	Requested Adjustment Amount	Adjusted Bill
1	6,000	65,000	1 month	\$ 162.47	\$ 155.21	\$ 7.26
2	14,000	82,000	1 month	\$ 218.48	\$ 42.26	\$ 176.22

The amounts listed are for water and sales tax only. All other regular charges will remain unchanged.

Councilor Nellans moved, with a second by Councilor Koultourides, to suspend the rules, waive the readings, and adopt the Consent Agenda as presented. Councilors Edington, Koultourides, Nellans, Simonetto and Reed voted in favor; none voted against. The motion carried and the Consent Agenda was adopted as presented including adoption of Resolution 1989.

GENERAL ORDERS

2014 FLOWER PROGRAM

In 2003, Arzumian Nursery was the successful bidder for the annual Flower Program to plant, water, and maintain the Welcome to Munster signs. Since that time, Arzumian has held their prices and the contract has been renewed each year. In the intervening years, the program has been expanded to include a median at the Somerset subdivision and the planters along Ridge Road and Calumet Avenue.

Earlier this year, Arzumian informed the Town that they would not be able to hold the prices into 2014. As a result, Public Works solicited bids twice with a number of bidders collecting the bid documents but none providing a bid. At this point, the signs, median, and planters remain empty.

Indiana Code 5-22-10-10 states that, "A purchasing agent may make a special purchase when the purchasing agency has solicited for a purchase under another purchasing method described in this article and has not received a responsive offer." This allows for direct negotiations with a vendor.

Staff recommended authorizing direct negotiations with appropriate vendors. This would involve either soliciting quotes for materials and labor, or soliciting quotes for materials only and have Public Works employees perform the actual planting. Staff is requesting authority to solicit quotes, negotiate a contract, and receive confirmation of the action at the next Council meeting. Staff estimated the cost to be between \$41,000.00 and \$43,000.00, but will add areas to be planted. The total could be \$50,000.00.

Councilor Nellans moved, with a second by Councilor Koultourides, to adopt authorize Staff to negotiate directly with vendors for the 2014 Flower Program as a special purchase with Council confirmation of the negotiations by at a future meeting. Motion carried *viva voce*.

NEW BUSINESS

AMENDMENT TO SAFETY MANUAL

At the Safety Committee meeting on June 12, 2014, Staff presented a Corrective Action Plan template for employees who are repeatedly at fault in accidents. The current consequences in these situations range from an informal warning to a documented reprimand. The proposed plan has a remedial process including a path for employee improvement.

A Corrective Action Plan will be implemented for any employee who is at fault for two or more accidents within any six-month period, any employee with three accidents within any twelve-month period, or any employee who is deemed to need a Corrective Action Plan by a majority vote of the Safety Committee at its semi-annual meeting.

Remedial actions can include training and safety classes, mentoring by fellow employees, and crew leader or supervisor observations. Failure to comply with the plan may result in a documented reprimand, suspension, or termination.

Councilor Nellans moved, with a second by Councilor Simonetto, to approve the amendment to the Town of Munster Safety Manual to include the Corrective Action Plan for Accident Repeaters. Motion carried *viva voce*.

CASH FLOW: PARK CAPITAL PROJECTS

Staff presented a report on each of the Parks capital projects including estimated costs. Staff anticipates holding a public hearing to reprogram the proceeds from various bond issues to cover the anticipated costs.

Lengthy discussion ensued.

Councilor Simonetto moved, with a second by Councilor Nellans, to direct the Town Manager to present these exhibits to the Park Board, calling their attention to the TIF shortfall to be made up by bond issues. Motion carried *viva voce*.

DRIVEWAY REPAIRS

The owners of 1321 Oriole Drive have requested the Town replace a portion of their driveway. The driveway is in an area which is heavily salted in the winter and the damage appears to be from salt. The owner has made this request in the past. The Town has not replaced driveways in this scenario. The owners are asking the Town to reconsider the policy and Staff is seeking direction.

Discussion ensued with no formal action being taken.

2015 BUDGET CALENDAR

Each year the Department of Local Government Finance (DLGF) provides municipalities with a listing of deadlines to complete the annual budget process within statutory requirements. A schedule has been created to meet these requirements based on the regular meeting schedule of the Town Council.

The local schedule calls for the Council to meet on October 13, 2014 to hold the required public hearing and to meet on October 27, 2014 to adopt the 2015 budget. These can be changed to earlier dates, but they cannot be held later than the dates shown on the schedule.

Councilor Nellans moved, with a second by Councilor Simonetto, to approve the 2015 Budget Preparation Schedule as presented by the Clerk-Treasurer. Motion carried *viva voce*.

REPORTS

GENERAL DUTIES OF DAVE PELC

Staff provided a report listing the duties of Facilities Maintenance Manager, Emergency Management Director, and Interim Fire Chief Dave Pelc. The report shows that the building maintenance at the Munster Business Complex and Public Works Garage will be reassigned to another employee. In addition, the building maintenance duties at Town Hall, Police Station, and all Fire Stations will be reassigned to the new Assistant Director of Public Works.

Councilor Nellans moved, with a second by Councilor Koultourides, to accept the report and discuss further at the work-study session on July 14, 2014. Motion carried *viva voce*.

ANNOUNCEMENTS

(Unless stated otherwise, all meetings of the Town Council begin at 7:00 p.m. at the Munster Town Hall.)

The Town Council will hold a work study on Monday, June 30, 2014 to discuss the employee job classification and compensation study.

The Town Council will hold regular meetings on Monday, July 14 and 28, 2014. The Redevelopment Commission will hold regular meetings immediately following the Town Council meetings on these dates.

A work-study session of the Town Council will be held immediately following the Redevelopment Commission meeting on July 14, 2014.

No meetings of the Town Council are scheduled July 7, 24 or August 4, 2014 at this time.

ADJOURNMENT

There being no further business to come before the Council, and upon a motion by Councilor Simonetto, seconded by Councilor Nellans, the meeting adjourned at 8:53 p.m.

John P. Reed, President

ATTEST:

David F. Shafer, IAMC, MMC, CMO, Clerk-Treasurer