TOWN OF MUNSTER
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
MARCH 21, 2016

A regular meeting of the Munster Town Council convened at 7:00 p.m. on Monday, March 21, 2016, at the Munster Town Hall. Town Councilors Andy Koultourides, Lee Ann Mellon, David B. Nellans, and Joseph A. Simonetto were present. Town Councilor John P. Reed was absent. Also present were Clerk-Treasurer David F. Shafer, Accounting Supervisor Patricia L. Abbott, Town Manager Dustin Anderson, Town Attorney David W. Westland, and Chief of Police Stephan F. Scheckel. The news media were represented by Jim Masters of the *Post-Tribune*, and Mary Wilds of *The Times*.

Vice President Nellans presided and began the meeting with a moment of silence followed by the Pledge of Allegiance.

GRADE SEPARATION UPDATE

Mr. Anderson reported that a meeting will be held during the week of March 28, 2016, to coordinate utilities at the 45th Street site. The Indiana Department of Transportation has reviewed and approved the portion of the environmental impact statement pertaining to noise. Work continues on the description of easements.

OPEN TO THE PUBLIC

Mr. Mike Dujmovic, 1833 Tulip Lane, asked (a) why the traffic information sign at the intersection of Calumet Avenue and Fran-Lin Parkway was changed to left turn on arrow only from left turn yield on green (Chief Scheckel said the signs were changed for safety reasons. Town Manager Anderson said the change was necessary because of truck traffic at that location.), and (b) since Whole Foods is moving out of Munster, how much time is left on the firm's tax abatement (Town Manager Anderson will research the matter). [Clerk-Treasurer's Note: It was subsequently reported that Whole Foods was granted 10-year tax abatement in 2002 and its 15-year lease of the property will expire in 2017.]

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

CONSENT AGENDA

APPROVAL OF MINUTES

Approval of the minutes of the regular meeting held on March 7, 2016

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #16-3E dated 03/07/16 totaling $232.86
Confirmation of Voucher Register #16-3F dated 03/08/16 totaling $434.42
Confirmation of Voucher Register #16-3G dated 03/10/16 totaling $737,884.97
Confirmation of Voucher Register #16-3H dated 03/10/16 totaling $83,567.62
Confirmation of Voucher Register #16-3I dated 03/10/16 totaling $86,488.61
Confirmation of Voucher Register #16-3J dated 03/14/16 totaling $14,579.43
Confirmation of Voucher Register #16-3K dated 03/15/16 totaling $2,344.95
Approval of Voucher Register #16-3L dated 03/21/16 totaling $95,475.11
Confirmation of Voucher Register #16-3M dated 03/17/16 totaling $298,594.52
Confirmation of Voucher Register #16-3N dated 03/17/16 totaling $504.80

TREASURER'S REPORT

The February Treasurer's Report was presented for acceptance.

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

GENERAL ORDERS

ORDINANCE 1678: 2016 BUDGET

Introduced ORDINANCE 1678 is AN ORDINANCE FOR TRANSFERS WITHIN CERTAIN APPRORIATED FUNDS FOR THE YEAR 2016. The ordinance confirms the 2016 budget as certified by the Department of Local Government Finance. First reading was held at the March 7, 2016 meeting with second reading scheduled for this evening.

Ordinance 1678 authorizes budget transfers between major expenditure groups and confirms the budget amounts certified (controlled funds) or previously adopted (non-controlled). Exhibit A to the ordinance outlines the adopted amounts, the working budget amounts, the certified amounts, and the final amounts by group.

Councilor Koultourides moved, with a second by Councilor Mellon, to adopt Ordinance 1678 on second reading as presented. Councilors Koultourides, Mellon, Simonetto, and Nellans voted in favor; none voted against. Motion carried and Ordinance 1678 was adopted.

NEW BUSINESS

ACCESS EASEMENT: THREE FLOYDS

Three Floyds Brewery is seeking an easement to access the southern-most areas of their property from Superior Avenue. They propose the construction of a private access road for employees and to provide queuing space for customers during special events. Councilor Simonetto questioned whether the easement should be granted in perpetuity and to run with the land. Town Attorney Westland advised that it is customary for easements to be granted in this fashion, but the Council is free to change the terms. Discussion ensued.

Councilor Koultourides moved, with a second by Councilor Simonetto, to grant the access and roadway easement and authorize the Town Manager to execute the agreement, contingent upon satisfactory resolution of the terms of the agreement. Motion carried *viva voce.*

EXTENSION OF PAVING CONTRACT

On March 11, 2013, the Town Council awarded an asphalt paving contract to Walsh & Kelly, Inc. for one year. This contract was extended through December 31, 2015 at the January 26, 2015 meeting by Resolution 1998. Walsh & Kelly recently offered to hold these same prices through December 31, 2016. When it is in the best interest of a municipality and the contractor agrees, a contract may be renewed at the same prices. The prices that remain in effect are: grinding, $1.80/sq. yd.; bituminous surface, $67.00/ton; bituminous binder, $57.00/ton; tack coat, $3.50/gallon; residential curbs, $25.00/lineal foot; and commercial curbs, $20.00/lineal foot.

Councilor Simonetto moved, with a second by Councilor Koultourides, to authorize the Town Manager to extend the existing contract at unchanged prices with Walsh and Kelly, Inc. through December 31, 2016.

Councilor Mellon noted that a national index of asphalt prices was substantially higher in 2013 than the present index, primarily due to higher petroleum prices three years ago. She asked whether the asphalt prices for 2016 should be lower than prices in 2013, and not merely unchanged. Discussion ensued.

Councilors Simonetto and Koultourides withdrew their motion and second. Instead, the Town Manager will solicit competitive bids for this work.

CONTRACT AWARD: TREE PLANTING

Last fall residents who had trees removed due to Emerald Ash Borer were given a choice of replacement trees. Forester Gina Darnell requested quotes to area landscapers for planting 164 trees. The quotes include planting, mulching, watering at time of planting and one additional watering. The quotes are summarized as follows.

Vendor	Cost per tree	Total cost (164 trees)
Allen Landscape Center	$130/tree	$21,320.00
Cumming's Landscaping	$68/tree	$11,152.00
Dean's Lawn & Landscaping	$68/tree	$11,152.00

Cherry Creek Landscaping, Meier's Landscaping & Lawn Service, Meyer Brothers, Inc., and Tim's Landscaping did not provide a quote.

Ms. Darnell also verified the availability of trees. Bluegrass Farms can provide 80 trees for a total of $10,824.50 and Charlotte Creek can provide 84 trees for a total of $11,805.00.

Cumming's Landscape is a known entity having satisfactorily performed work for the Town in the past. In addition, they have met all the required specifications of the quote which Dean's Lawn & Landscaping did not. The purchase and installation of the trees will be paid from the Riverboat Fund 446 with reimbursement of $10,000.00 from the Indiana Urban Waters Initiative Grant from the Department of Natural Resources.

Councilor Mellon moved, with a second by Councilor Simonetto, to authorize the Town Manager to enter into a contract with Cumming's Landscape for a value not to exceed $11,152.00. Motion carried *viva voce.*

Councilor Mellon moved, with a second by Councilor Koultourides, to authorize the Town Manager to enter into contracts with Bluegrass Farms and Charlotte Creek for a combined value not to exceed $22,629.50. Motion carried *viva voce.*

STRATEGIC PLANNING PROPOSAL

At the January 18, 2016 meeting, Staff presented a proposal from the Novak Consulting Group to facilitate a strategic planning retreat. A one-day retreat is proposed at a cost of $5,000.00 which includes all planning, facilitation, and travel/lodging expenses. At that time, the Council requested a cost comparison to previous planning sessions and that other quotes be secured. Staff presented not to exceed quotes, summarized as follows.

HPG Network, Fort Wayne, Indiana	$ 4,500.00
Novak Consulting Group, Cincinnati, Ohio	$ 5,000.00
GovHR, Northbrook, Illinois	$10,650.00

Staff outlined the differences in approach that each firm will take. Staff recommended The Novak Group based on their previous work with the Town for the organizational review and as the most capable and fiscally responsible proposal.

Councilor Mellon noticed that HPG's quote was more specific as to deliverables than was Novak's quote. She expressed interest in interviewing each bidder.

Councilor Mellon moved, with a second by Councilor Simonetto, to defer action on this matter pending outcome of the interviews. 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 regular meetings on Monday, April 4, 18, and May 2, 2016. The Redevelopment Commission will hold regular meetings immediately following Town Council meetings.

ADJOURNMENT

There being no further business to come before the Council, and upon a motion by Councilor Koultourides, seconded by Councilor Mellon, the meeting adjourned at 7:44 p.m.

David B. Nellans, Vice President

ATTEST:

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

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