

**TOWN OF MUNSTER
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
JUNE 21, 2021**

A regular meeting of the Munster Town Council convened at 7:03 p.m. on Monday, June 21, 2021. At the time of this meeting, the country was facing a pandemic outbreak of the Coronavirus. In response, Indiana Governor Holcomb issued a series of Executive Orders which, among other things, declared a public health emergency and suspended various statutes. Executive Order 20-04 specifically addressed public meetings and the Open-Door Law. This Executive Order, along with the opinion of the Indiana Public Access Counselor, allows for meetings to be held in a virtual environment. Subsequent Executive Orders have extended this practice.

The announced meeting location was Munster Town Hall. Councilors, Staff, and the public had the option to participate via Zoom meeting technology. Councilors Chuck Gardiner, Andy Koultourides, Lee Ann Mellon, Ken Schoon and Steven Tulowitzki were physically present at Town Hall. President Koultourides presided.

Also present in Town Hall were Clerk-Treasurer Wendy Mis, Town Manager Dustin Anderson, Town Attorney Dave Westland, and Police Chief Stephen F. Scheckel. Munster Representative to the Hammond Sanitary District Mike Hawkins was present in the virtual setting. The news media were not represented. The public was given the information needed to access the meeting virtually via Zoom, and none took advantage of it.

The Town Council has sought legal counsel and has performed its due diligence to the best of its ability in a continually changing situation. The Town Council believes it is acting in accordance with Indiana State law, the Governor's Executive Orders, and the interpretations and directives of other State agencies.

President Koultourides opened the meeting with a moment of silence followed by the pledge of allegiance.

PROCLAMATION – JUNETEENTH 2021

President Koultourides read the proclamation recognizing June 19, 2021, as Juneteenth National Independence Day in the Town of Munster.

Councilor Gardiner moved, with a second by Councilor Schoon, to adopt "A Proclamation Recognizing June 19th, 2021 as Juneteenth National Independence Day In The Town Of Munster Indiana." Councilors Schoon, Mellon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against. Motion carried and the proclamation was adopted.

SWEARING IN – OFFICER TAMBRINI

Clerk-Treasurer Mis gave the oath of office to new Munster Police Officer Tambrini. Officer Tambrini was supported by his family and fellow Munster Police Officers. Officer Tambrini was warmly welcomed by all in attendance.

PUBLIC HEARING – CDBG THREE YEAR AGREEMENT WITH LAKE COUNTY

A public hearing for Resolution 2083 and the 2022 – 2024 Cooperation Agreement was held to encourage public input regarding the Town of Munster's participation in the "Community Development Block Grant "Entitlement" program for years 2022 through 2024. The public was advised of the hearing via The NWI Times legal notices and no one from the public participated.

PUBLIC COMMENT

Because of the unique nature of this meeting, the Town of Munster accepted public comment 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 danderson@munster.org. Mr. Anderson reported that one email was received.

Mr. Mike Dujmovic, 1833 Tulip Lane thanked Council for trimming the previously reported overgrown shrubbery on the NIPSCO easement by Bluebird and the Highland border. Additionally, Mr. Dujmovic expressed concern about the increase of power outages particularly in the Fairmeadows subdivision and requested help to reduce the number of interruptions of service.

Mr. Anderson shared an email from Bob Thomas asking 1. where will the parking be for the train station? He does not want commuters parking in the condo parking lots. 2. high density housing is mentioned. Is there something being planned? Mr. Anderson advised a work study was held with a presentation however no further action has been taken.

CONSENT AGENDA

APPROVAL OF MINUTES

Approval of the minutes of the regular meeting held on June 7, 2021

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #21-5O dated 05/31/21 totaling \$39,178.04
Confirmation of Voucher Register #21-5P dated 05/31/21 totaling \$75,890.07
Confirmation of Voucher Register #21-6D dated 06/04/21 totaling \$416,715.56
Confirmation of Voucher Register #21-6E dated 06/10/21 totaling \$266,629.98
Confirmation of Voucher Register #21-6F dated 06/10/21 totaling \$56,208.51
Confirmation of Voucher Register #21-6G dated 06/10/21 totaling \$27,654.82
Confirmation of Voucher Register #21-6H dated 06/17/21 totaling \$100,609.08
Approval of Voucher Register #21-6I dated 06/21/21 totaling \$109,785.48
Confirmation of Voucher Register #21-6J dated 06/18/21 totaling \$613.33
Confirmation of Voucher Register #21-6K dated 06/18/21 totaling \$428.48
Confirmation of Voucher Register #21-6L dated 06/18/21 totaling \$446,372.70

2020 BUDGET CALENDAR

The proposed 2022 Budget Schedule was presented for consideration and possible adoption. The local schedule was developed based on statutory deadlines. It calls for Town Council adoption on next year's budget on October 18, 2021, with the required public hearing on October 4, 2021. These are both critical pieces in the budget process and both are regular meeting dates. The dates may be changed but must fall within the statutory requirements and cannot go beyond any of the statutory deadline dates.

Councilor Gardiner requested work studies for Town projects and payroll as part of the budget preparation process.

Councilor Schoon moved, with a second by Councilor Tulowitzki, to approve the 2022 Budget Schedule as presented. Councilors Gardiner, Mellon, Schoon, Tulowitzki, and Koultourides voted in favor; none voted against. Motion carried.

NEW BUSINESS

ORDINANCE #1830 – VIRTUAL MEETING

Proposed ORDINANCE 1380 is AN ORDINANCE ESTABLISHING THE POLICY BY WHICH MEMBERS OF BOARDS AND COMMISSIONS OF THE TOWN OF MUNSTER MAY PARTICIPATE BY ELECTRONIC MEANS OF COMMUNICATION. HEA 1437 prescribed new requirements by which members of

the governing body of a public agency of a political subdivision may participate in a meeting by electronic means of communication including a written policy. Ordinance 1830 applies to the Town Council and all boards and commissions under the jurisdiction of the Council.

Ordinance 1830, in compliance with HEA 1437 states that all members must be able to simultaneously communicate with each other and the public can simultaneously attend and observe the meeting, excluding executive session. All members participating electronically must be seen and heard to be considered present for establishing a quorum and for taking final actions. If even one person participates electronically, the vote must be taken by roll call. As least 50% of the members must be physically present, a member may not attend more than 50% of the meetings electronically and may attend two meetings (sets) electronically consecutively unless military service, illness or other medical condition, death of a relative, or an emergency involving actual or threatened injury to persons or property with at least one meeting in person between meeting sets. The meeting minutes must identify each member who was physically present at the meeting, participated in the meeting electronically or was absent. The minutes should identify the electronic means that was available to the public if the meeting is not an executive session. Exclusions from electronic participation would occur if the Council may take final action to adopt a budget, make a reduction in personnel, initiate a referendum, impose or increase a fee, impose, or increase a penalty, exercise the Council's power of eminent domain, or establish, impose, raise, or renew a tax. If an emergency is declared by the governor under I.C. §10-14-3-12; or the Town Council president under I.C. §10-14-3-29 and members are not required to be physically present for a meeting until the emergency is terminated.

A brief discussion was held to clarify and understand application and administration of the ordinance.

Councilor Tulowitzki moved, with a second by Councilor Mellon, suspend the rules, waive the readings, adopt Ordinance 1830 on first reading as presented. Councilors Schoon, Mellon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against.

MUNSTER POLICE DEPARTMENT NEW K9

In May the Police Department received a donation of an AKC yellow Labrador puppy from a resident of Munster. The resident wished for the dog to become a comfort-dog like Vader. After speaking with the K-9 trainer, and reviewing our K-9 Donation Fund, we accepted the very generous offer from the resident. The Police Department plans to pay for the dog's care and training through the K-9 Donation Fund. This fund has been utilized for the care and supplies of all the other canines and does not require the department to utilize tax dollars to support the program. The only other expense is the handler, who receives allotted comp-time for the care of his/her dog per FLSA guidelines. This comp-time is achieved through a simple schedule adjustment to the handler's schedule.

Councilor Tulowitzki moved, with a second by Councilor Mellon, Schoon, to authorize the Police Department to add a second comfort dog to the ranks. Councilors Schoon, Mellon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against.

ENTERPRISE FLEET MANAGEMENT

Enterprise Fleet Management was identified as a potential opportunity for cost savings the Town could pursue. Enterprise Fleet Management (EFM) has partnered with entities across the nation and over 60 local units of government between Norwest Indiana and Illinois. We facilitated multiple conversations with stakeholders throughout the organization about how best to take advantage of this potential opportunity.

By lowering the average age and mileage of our fleet, our operational costs will be lower. This optimal life cycle, or "sweet spot", looks different for different vehicle types and mileage patterns, and it is EFM's job to find the optimal time to reduce total cost of ownership. The Town stands to realize over \$1,000,000 in savings over 10 years by utilizing this model. Other benefits will include a lower cost of maintenance, less fuel spend, safer vehicles, and in general a newer fleet of vehicles. Included with this packet is a detailed analysis produced by EFM.

Enterprise Fleet Management representative, Matt DeLand, was in attendance and was able to provide insight and answer questions.

Councilor Gardiner moved, with a second by Councilor Tulowitzki, to authorize the Town Manager to sign agreements to partner with Enterprise Fleet Management. Councilors Schoon, Mellon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against.

SPYGLASS TELECOM AUDIT

SpyGlass is an auditor and independent contractor that analyzes primary telecommunications service accounts (Voice, Data, Internet, Cloud Services and Mobility/Cellular) to seek cost recovery, service elimination and cost reduction recommendations. SpyGlass has worked with many units of local government in and around Lake County and Indiana. A client list is included in the meeting materials. To do this work, the Town will provide three months of bills to SpyGlass. After reviewing the information, SpyGlass will deliver recommendations to us, and implement those recommendations that we elect to move forward with, as well as deliver a complete telecommunications inventory. At the conclusion of implementation, we will receive an Industry Benchmark Analysis (“IBA”) Meeting to compare our spending and audit results against industry peers as well as all SpyGlass clients, officially bringing closure to the engagement. Spyglass is compensated as follows ONLY for recommendations implemented within twelve (12) months of SpyGlass delivering the recommendation to us, 50% of any “Cost Recovery”, 12 times any “Service Elimination Savings”, and 12 times any “Cost Reduction Savings”. To capitalize on this opportunity requires the Town to enter into an agreement with SpyGlass to conduct this work, as well as sign a letter of agency that allows SpyGlass to have access to all customer service records, account information, etc.

Councilor Tulowitzki moved, with a second by Councilor Gardiner, to table until further costs may be presented. Councilors Schoon, Mellon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against.

RESOLUTION #2083 - COMMUNITY DEVELOPMENT BLOCK GRANTS

Proposed RESOLUTION 2083 is A RESOLUTION AUTHORIZING THE TOWN OF MUNSTER, INDIANA TO ENTER INTO AN AGREEMENT WITH THE COUNTY OF LAKE, INDIANA IN UNDERTAKING COMMUNITY DEVELOPMENT ACTIVITIES. The County must submit an agreement and resolution to the US Department of Housing and Urban Development (HUD) to remain eligible to receive CDBG funding. Resolution 2083 is authorizing the Town of Munster, Indiana to enter into an agreement with the County of Lake, Indiana in undertaking community development activities and will fulfill this requirement. The public hearing has been advertised and Resolution 2083 has been drafted for consideration. The Town of Munster has been approved to receive \$103,712.00 in FY2021 Community Development Block Grant (“CDBG”) funds. The CDBG funding is released to the County and its entitlement communities on or around September 1 and needs to be expended by June 15 of the following year. One of the application requirements is to hold public hearings in the communities where CDBG funding is allocated in order to obtain input from the local citizens on the proposed use(s) of the new funding. A public hearing was held on May 17, 2021 authorizing The Affirmative Action Program, Section 3 Understanding, and a Resolution authorizing the Town Executive to submit a project proposal for CDBG funding. The Resolution authorizing the Town of Munster, Indiana to enter into an agreement with the County of Lake, Indiana in undertaking community development activities could have been included at the same time as the Affirmative Action Program, Section 3 Understanding, and the Resolution authorizing the Town Executive to submit a project proposal for CDBG funding.

Councilor Gardiner moved, with a second by Councilor Tulowitzki, to adopt Resolution 2083 and authorize the Town Manager to execute the FY 2022-2024 Cooperation Agreement as presented. Councilors Schoon, Mellon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against.

RESOLUTION #2084 - STREETSCAPE PLAN

Proposed RESOLUTION 2084 is A RESOLUTION ADOPTING THE CALUMET-RIDGE STREETSCAPE PLAN. The Town of Munster Calumet-Ridge Streetscape Plan is an improvement program for Calumet Avenue from the north municipal boundary (the Little Calumet River) to Briar Lane and Ridge Road from State Line Road to Columbia Avenue. The themes of the plan and the goals for the recommendations include: a safe and comfortable pedestrian environment, a functional streetscape providing stormwater benefits, a consistent and beautiful public realm, a sense of arrival and identity, and a multimodal system that balances access and mobility.

It should be noted that all the recommendations are plan-level and will require final engineering prior to implementation.

Councilor Gardiner moved, with a second by Councilor Tulowitzki, approve Resolution 2084: A Resolution Adopting the Calumet-Ridge Streetscape Plan. Councilors Schoon, Mellon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against.

REPORTS

PORTFOLIO REPORTS

This portion of the meeting has been added to give elected officials an opportunity to share news about the various boards and commission on which they serve as liaison. No reports were presented.

ANNOUNCEMENTS

(Unless stated otherwise, all meetings of the Town Council begin at 7:00 p.m. at the Munster Town Hall.) The number of residents able to participate in person will be limited based on the Governor's Executive Order(s) in effect at that time.

The Town Council will hold regular meetings on Monday, July 19, and August 2, 2021. The Redevelopment Commission will hold regular meetings immediately following the Town Council meetings.

ADJOURNMENT

There being no further business to come before the Council, and upon a motion by Councilor Tulowitzki and seconded by Councilor Mellon, the meeting adjourned at 8:21 p.m. by voice vote.

ATTEST:

Andy Koultourides, President

Wendy Mis, Clerk-Treasurer