

TOWN OF MUNSTER
MINUTES OF A MEETING OF THE TOWN COUNCIL
AUGUST 1, 2022

A regular meeting of the Munster Town Council convened at 7:00 p.m. on Monday, August 1, 2022. Ordinance 1830 is the basis for holding electronic meetings. 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 Gardiner presided. Also present in Town Hall were Clerk-Treasurer Wendy Mis, Controller Patricia Abbott, Town Manager Dustin Anderson, Deputy Town Manager Jill DiTommaso, Town Attorney Dave Westland, and Munster representative to the Hammond Sanitary District Mike Hawkins. Director of Operations Stephen Gunty was present virtually. The news media were not represented.

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

PUBLIC HEARING: ADDITIONAL APPROPRIATIONS

Ordinance 1873 was introduced at the July 18, 2022, meeting and had first reading. 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 following funds are seeking additional appropriations.

Fund Name	Amount
Local Law Enforcement Continuing Education 233	\$ 2,000
Munster PD Special Revenue Fund 293	\$ 1,000
Self-Funded Liability Insurance Fund 580	\$ 1,000,000
Water Cash Operating Fund 601	\$ 1,000,000

Each of these funds is considered "Reporting Only" and no determination is made for "Reporting Only" funds by the Department of Local Government Finance. Upon passage of the ordinance, the additional appropriations for these funds will be in effect.

President Gardiner opened the floor for the public hearing. No one rose to claim the floor, and President Gardiner closed the public hearing.

PUBLIC COMMENT

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 none were received.

Mr. Jeffrey Harle, a minor, suggested the Council hold a contest within Town to create a flag for the Town of Munster. He stated this is a way to create unity, will make something unique for the Town and is inexpensive. Mr. Harle shared his design idea with Council and explained its elements.

No one else rose to claim the floor.

CONSENT AGENDA

APPROVAL OF MINUTES

Approval of the minutes of the special meeting held on July 18, 2022

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #22-7I dated 07/21/22 totaling \$682,245.61
Confirmation of Voucher Register #22-7J dated 07/29/22 totaling \$468,973.39
Confirmation of Voucher Register #22-7K dated 07/28/22 totaling \$533,474.96
Approval of Voucher Register #22-8A dated 08/01/22 totaling \$182,875.15

WATER LEAK ADJUSTMENT 2022-29

Staff received requests for adjustment under the leak adjustment policy adopted by the Town Council on April 8, 2013. The customer has completed the required form and the request meets all the criteria for adjustments as follows:

<u>Adjustment Number</u>	<u>Average Usage</u>	<u>Actual Usage</u>	<u>Length of Time</u>	<u>Original Bill</u>	<u>Requested Adjustment Amount</u>	<u>Adjusted Bill</u>
2022-29	73,000	207,000	1 month	\$ 839.76	\$ 517.17	\$ 322.59

TREASURER'S REPORT

The May 2022 Treasurer's Report was presented for acceptance.

Councilor Schoon moved, with a second by Councilor Koultourides to suspend the rules, waive the readings, and adopt the Consent Agenda as presented. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none vote against.

OLD BUSINESS

ORDINANCE # 1873: ADDITIONAL APPROPRIATIONS

Introduced ORDINANCE 1873 is AN ORDINANCE FOR THE ADDITONAL APPROPRIATION OF FUNDS FOR THE YEAR 2022 (1). This matter was the subject of a public hearing earlier in the meeting.

Councilor Tulowitzki moved, with a second by Councilor Koultourides, to approve introduced Ordinance 1873 as presented. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

ORDINANCE 1874: AMENDMENT #3 TO 2022 SALARY ORDINANCE

Introduced ORDINANCE 1874 is AMENDMENT #3 TO THE 2022 SALARY ORDINANCE. First reading was held on this ordinance at the July 18, 2022, meeting. If adopted, the ordinance will amend the Salary Ordinance by reclassifying the position of Superintendent of Recreation from Grade 11 to Grade 14.

Councilor Koultourides moved, with a second by Councilor Schoon, to adopt introduced Ordinance 1874 on second reading as presented. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

NEW BUSINESS

LETTER OF ENGAGEMENT: REVENUE BOND

Earlier this year Council approved significant rate increases for both water and stormwater infrastructure improvements. The rate was structured to support a revenue bond if needed. Staff has begun exploring the options for funding. Barnes & Thornburg, LLP has presented a letter of engagement to provide bond counsel services for this project. The fee is on a per hour basis and will be paid from the Water Cash Operating and Sewer Maintenance Funds. At bond closing, these funds will be reimbursed from the bond proceeds.

Councilor Koultourides asked about the rate as no fee is stated in the engagement letter.

Councilor Tulowitzki moved, with a second by Councilor Mellon, to authorize the Town Manager enter into an agreement with Barnes & Thornburg LLP. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

MAILBOX REPLACEMENT POLICY

There are times when resident mailboxes are damaged as a direct result of snow removal operations by the Town. The Town's practice has been for Public Works Staff to fix the damage or install a new mailbox selected by the Town. Many residents are happy with this solution, but some prefer to select a different style of mailbox. In these cases, the Town will reimburse the resident the cost to purchase and install.

Some residents elect to install a significantly more expensive mailbox than what the Town provides as a standard replacement. Staff has recommended \$200.00 maximum reimbursement in these cases. This amount is in line with the Town's cost for the standard replacement.

If the mailbox damage was due to deferred maintenance, such as wood rot, the Town does not replace the mailbox, nor will reimbursement be made.

Councilor Tulowitzki moved, with a second by Councilor Schoon, to adopt the proposed Mailbox Replacement Policy. Mr. Gunty provided information about the existing practice and Mr. Westland gave information regarding liability issues. Discussion ensued.

Councilor Tulowitzki moved, with a second by Councilor Mellon, to table the matter to the next regular meeting. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

PROPOSAL OF DESIGN SERVICES: BEVERLY PLACE

The next round of Community Crossings Matching Grant applications is due August 31, 2022. Staff intends to include Beverly Place between State Line Avenue and Hohman Avenue as well as Camellia Drive from Fran Lin Parkway to Hawthorne Drive and White Oak Avenue from Fairway to River Drive in its application.

Design work for both Camellia and White Oak is complete. A proposal from SEH to design the work on Beverly has been secured. Staff sees this area as a candidate for a green infrastructure pilot program. This means the natural environment as well as engineered systems will be used to manage storm water. The redesign of Beverly Place will include bioswales in the median to detain storm water run-off before it reaches the storm sewer system.

Councilor Schoon asked if residents have been notified of the work. Mr. Anderson stated he had conversations with residents, but no formal notice was sent.

President Gardiner asked about the maintenance costs. Ms. DiTommaso stated most are either low or lower maintenance than grass.

Councilor Koultourides moved, with a second by Councilor Tulowitzki, to authorize the Town Manager to sign the Supplemental Letter Agreement with SEH for engineering design services in an amount not to exceed \$35,890.11 and for resident project representative services on an hourly basis, not to exceed \$10,546.80. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

ORDINANCE 1875: AMENDING SECTION 58-102 OF THE TOWN CODE REGARDING WATER METER SIZE

Proposed ORDINANCE 1875 is AN ORDINANCE AMENDING SECTION 58-102 OF THE MUNSTER, INDIANA CODE REGARDING WATER METER SIZE. Earlier this year, Council approved new water rates which are partly based on the size of the meter in homes and businesses. Town Code states that the water utility will determine the size of meter to be used by each customer. Meter size is a function of the size of the service pipe bringing water

into the building. Staff wants to clarify this section of the Town Code by prescribing a minimum meter size based on the size of the service line.

Councilor Tulowitzki moved, with a second by Councilor Koultourides, to hear Ordinance 1875 on first reading as presented tonight and schedule second reading for the next regular meeting. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

DISPOSAL OF SURPLUS PROPERTY

Public Works has gone through its inventory and identified items that are no longer serviceable or viable to Public Works. Staff is requesting the following be declared surplus and authority granted to dispose of the listed property.

- 1 Tandem axle 10-foot trailer, yellow in color with a broken axle. No VIN associated with it.
- 1993 Beaver Creek 14-foot tandem axle trailer, yellow in color. VIN 793034
- 1 dove tail single axle trailer, green in color. Previously known as Unit #154. No VIN associated with it.
- 2001 Lawn Master 20-foot tandem axle trailer, black in color. VIN 27K68202711002175
- Solar Tech message board (frame only). VIN 4GM1M091481453574

Public Works will transport the trailers and signboard frame to a scrap metal facility. Any remuneration received will be submitted to the Clerk-Treasurer's Office to be deposited into the Motor Vehicle Highway Fund 201.

Councilor Koultourides moved, with a second by Councilor Mellon, to authorize the Public Works Department to remove and dispose of the listed property from its current inventory for scrap value. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner 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.

Clerk-Treasurer Mis reported that over 1,000 Centennial books were distributed to residents last month. She updated Council and Staff on various grant opportunities available through NIRPC as well as the recent AIM Roundtable about public art.

Councilor Mellon reported the completion of the mural at 5 Ridge Road.

Councilor Tulowitzki reported on the progress at the new Lake County Solid Waste Management District facility and the impact of the recent property tax refund granted the Southlake Mall site.

No other reports were given.

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 regular meeting on Monday, August 15, 2022. The Redevelopment Commission will hold a regular meeting immediately following.

The Town Council will hold a special meeting on Tuesday, September 6, 2022. 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 Tulowitzki and seconded by Councilor Schoon, the meeting adjourned at 7:34 p.m. by voice vote.

ATTEST:

Chuck Gardiner, President

Wendy Mis, Clerk-Treasurer

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