

**TOWN OF MUNSTER**  
**MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL**  
**OCTOBER 3, 2022**

A meeting of the Munster Town Council convened at 7:02 p.m. on Monday, October 3, 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, Police Chief Stephen Scheckel, Director of Operations Chris Spolnik, and Munster Representative to the Hammond Sanitary District Mike Hawkins. The news media were not represented.

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

**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](http://munster.org), that questions or comments about an item on the agenda were to be emailed to [danderson@munster.org](mailto:danderson@munster.org).

Mr. Jerry Baffa, 910 Ridge Road, proposed that the area in front of Town Hall with the obelisk be made into a “Chief’s Park” honoring past and present police and fire chiefs. Mr. Baffa also expressed the concern he and his neighbors have about the Streetscape plan that includes narrowing Ridge Road to one lane in each direction.

Mr. James Kaspar, 8021 Kooy Drive, commented on the proposed agreement for redistricting services on the agenda. He proposed the Town follow the same process as last time which included a committee of the Council and leaders of each political party. Mr. Kaspar then echoed the concerns of the previous speaker regarding Ridge Road.

No one else rose to claim the floor.

**CONSENT AGENDA**

**APPROVAL OF MINUTES**

Approval of the minutes of a regular meeting held on September 19, 2022

**ACCOUNTS PAYABLE VOUCHER REGISTERS**

Confirmation of Voucher Register #22-8K dated 08/31/22 totaling \$63,103.43  
Approval of Voucher Register #22-8L dated 08/31/22 totaling \$6,920,692.19  
Confirmation of Voucher Register #22-9H dated 09/22/22 totaling \$464,073.97  
Confirmation of Voucher Register #22-9I dated 09/23/22 totaling \$429,313.25  
Confirmation of Voucher Register #22-9J dated 09/29/22 totaling \$526,151.11  
Approval of Voucher Register #22-10A dated 10/03/22 totaling \$151,995.83

**TREASURER’S REPORT**

The August 2022 Treasurer’s Report was presented for acceptance

### **WATER LEAK ADJUSTMENT 2022-36**

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:

Adjustment Number	Average Usage	Actual Usage	Length of Time	Original Bill	Requested Adjustment Amount	Adjusted Bill
2022-36	4,000	17,000	1 month	\$ 82.10	\$ 61.86	\$ 20.24

Councilor Schoon, with a second by Councilor Tulowitzki 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 1877: 2023 BUDGET**

Introduced ORDINANCE 1877 is an ORDINANCE FOR APPROPRIATIONS AND TAX RATES. At the September 19, 2022, meeting, the Council conducted the public hearing and had first reading on the ordinance for the 2023 budget.

Because the final, certified budget can never be higher than what was advertised, the budget estimates advertised for 2023 are purposely overstated. The amounts in the ordinance are within the advertised amounts. It is anticipated that the final, certified budget will be less than what will be adopted, and the Town Council is ultimately responsible for finding that balance between providing adequate service and not exceeding statutory spending limits.

State statute required that town budgets be submitted to the DLGF electronically. This is done through their Gateway website and will allow the public to access the information. Ordinance 1877 had been drafted to match the submittal that will be made through Gateway after budget adoption.

Councilor Koultourides moved, with a second by Councilor Schoon, to adopt introduced Ordinance 1877 on second reading as presented. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

### **NEW BUSINESS**

#### **ORDINANCE 1879: 2022 GENERAL OBLIGATION BOND**

Proposed ORDINANCE 1879 is AN ORDINANCE OF THE TOWN OF MUNSTER, INDIANA, AUTHORIZING THE ISSUANCE AND SALE OF GENERAL OBLIGATION BONDS TO PROVIDE FUNDS TO BE APPLIED TO THE COSTS OF DESIGN, CONSTRUCTION, RENOVATION, IMPROVEMENT AND/OR EQUIPPING OF CERTAIN CAPITAL PROJECTS WITHIN THE TOWN OF MUNSTER, INDIANA, PURCHASING CERTAIN EQUIPMENT, AND PAYING MISCELLANEOUS COSTS IN CONNECTION WITH FOREGOING AND THE ISSUANCE SAID BONDS AND SALE THEREOF. Ordinance 1879 authorizes the issuance of the 2022 General Obligation Bonds. The total bond issue is \$4,000,000.00 and will be paid over a four-year period.

Councilor Gardiner asked that Staff provide a list of projects planned for the bond issue included for second reading.

Councilor Tulowitzki moved, with a second by Councilor Koultourides, to hear the proposed Ordinance 1879 on first reading and set October 17, 2022, for second reading and adoption. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

### **ORDINANCE 1880: 2022 ADDITIONAL APPROPRIATIONS**

Proposed ORDINANCE 1880 is AN ORDINANCE OF THE TOWN OF MUNSTER, INDIANA, APPROPRIATING THE PROCEEDS OF THE TOWN OF MUNSTER, INDIANA, GENERAL OBLIGATION BONDS OF 2022, TOGETHER WITH ALL INVESTMENT EARNINGS THEREON, FOR THE PURPOSE OF PROVIDING FUNDS TO BE APPLIED TO THE COSTS OF DESIGN, CONSTRUCTION, RENOVATION, IMPROVEMENT AND/OR EQUIPPING OF CERTAIN CAPITAL PROJECTS WITHIN THE TOWN OF MUNSTER, INDIANA, PURCHASING CERTAIN EQUIPMENT, AND PAYING MISCELLANEOUS COSTS IN CONNECTION WITH FOREGOING AND THE ISSUANCE SAID BONDS AND SALE THEREOF. Ordinance 1880 was drafted to authorize the additional appropriations of the 2022 General Obligation Bond in the amount of \$4,000,000.00. The required public hearing is scheduled for the October 17, 2022, meeting.

Councilor Mellon moved, with a second by Councilor Tulowitzki, to hear the proposed Ordinance 1880 on first reading and set October 17, 2022, for public hearing and adoption. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

### **GRADE SEPARATION PROJECT: CANADIAN NATIONAL INVOICE**

During the Grade Separation Project, the Canadian National Railroad (CNRR) had an agreement with INDOT to pay for the presence of an owner's representative. The Town has a separate agreement with INDOT stating that any change orders for the project would be the responsibility of the Town.

The estimated hours for flagman services were exceeded creating a change order in the amount of \$3,412.15. Because the Town does not have a contract with CNRR, the most efficient way to pay the change order is to pay INDOT who will then pay CNRR.

Councilor Tulowitzki moved, with a second by Councilor Koultourides, to approve payment for INDOT Invoice 000072951 in the amount of \$3,412.15. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

### **LETTER OF ENGAGEMENT: FINANCIAL SERVICES-LANSING COUNTRY CLUB**

The Town is working on a potential development agreement for a proposed development at the former Lansing Country Club site. The Town has worked with municipal financial advisors Baker Tilly for these types of analysis in the past and proposed to use them for this project as well. The proposed letter of engagement to perform a feasibility study, assistance in potential debt issuance and arbitrage monitoring, if needed.

The feasibility analysis would be at a cost not-to-exceed of \$20,000.00. The advisory services and securities issuance would be performed based on time and expenses with a minimum of \$25,000.00 and will not exceed \$50,000.00 without further Council approval. All other services will be performed based on the standard hourly rates and if a parity test is performed, the cost will be \$4,500.00.

Councilor Mellon moved, with a second by Councilor Schoon, to authorize the Town Manager to execute the letter of engagement with Baker Tilly. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

### **PROPOSAL: REDISTRICTING**

Every ten years, the Council Districts must be reviewed based on the most recently completed Census. The districts must have balanced populations numbers. Veridus Group has completed this balancing process for some of the surrounding units and Staff recommends engaging with them to do the same for Munster.

The cost will not exceed \$8,000.00. The work will be completed to meet the compliance deadlines set by both Lake County and the State of Indiana.

Councilor Mellon moved, with a second by Councilor Koultourides, to table the decision to execute the letter of engagement with Veridus. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

## **MEMORANDUM OF UNDERSTANDING: SCHOOL RESOURCE OFFICER**

Beginning October 2022, the School Town of Munster is adding an additional School Resource Officer (SRO) to their ranks. Officer Kevin Cooley was selected to fill this position. As a result, Staff has reviewed the current Memorandum of Understanding (MOU) with the School Town to include this new position. This second SRO will be paid in full by the School Town including reimbursement for all of Officer Cooley's benefits.

The School Town has already approved the MOU and attorneys for both the School Town and the Civil Town have reviewed the document, finding it satisfactory.

Councilor Tulowitzki moved, with a second by Councilor Schoon, to table the decision to allow the Board of Safety the opportunity to review the matter and schedule Council consideration for the regular meeting of November 7, 2022. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

## **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 the State Board of Accounts conducted a review of the ARPA expenditures as required and that there were no findings.

Councilor Gardiner announced the annual Fire Department Open House this Saturday, October 8, 2022 at Fire Station 2.

The matter of redistricting was discussed. Mr. Westland explained the requirements of holding a public hearing, adopting an ordinance, and submitting the documents to Lake County by December 21, 2022. By general consent, Council agreed to include a discussion on this matter during the already scheduled meeting on October 12, 2022.

Councilor Mellon stated that as part of the Streetscape project, traffic studies will be done.

## **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, October 17, 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 Koultourides, the meeting adjourned at 7:44 p.m. by voice vote.

**ATTEST:**

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**Chuck Gardiner, President**

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**Wendy Mis, Clerk-Treasurer**