

**TOWN OF MUNSTER
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
DECEMBER 19, 2022**

A meeting of the Munster Town Council convened at 7:01 p.m. on Monday, December 19, 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, Superintendent of Operations Chris Spolnik, Munster Police Lieutenant Dan Broelmann, 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 HEARING: ADDITIONAL APPROPRIATIONS (3)

Introduced ORDINANCE 1889 is AN ORDINANCE FOR THE ADDITIONAL APPROPRIATION OF FUNDS FOR THE YEAR 2022 (3). Ordinance 1889 was introduced at the December 5, 2022, meeting and had first reading. The Consumer Water Deposit Fund is seeking an additional appropriation in the amount of \$25,000.00. This is considered "Reporting Only" by the Department of Local Government Finance (DLGF).

The procedure for securing the additional appropriations requires a public hearing, scheduled for this evening, and the adoption of an ordinance by the Town Council. Upon passage of the ordinance, the additional appropriations will go into effect.

President Gardiner opened the floor for comment. There being no one requesting to speak, the floor was closed.

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.

No one else rose to claim the floor.

CONSENT AGENDA

APPROVAL OF MINUTES

Minutes of a regular meeting held on December 5, 2022

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #22-12D dated 12/09/22 totaling \$50,876.08
Confirmation of Voucher Register #22-12E dated 12/09/22 totaling \$36,138.34
Confirmation of Voucher Register #22-12F dated 12/08/22 totaling \$534,547.50
Confirmation of Voucher Register #22-12G dated 12/16/22 totaling \$423,953.90
Confirmation of Voucher Register #22-12H dated 12/15/22 totaling \$173,340.15
Approval of Voucher Register #22-12I dated 12/19/22 totaling \$218,665.05

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

OLD BUSINESS

ORDINANCE 1889: ADDITIONAL APPROPRIATIONS (3)

Introduced ORDINANCE 1889 is AN ORDINANCE FOR THE ADDITIONAL APPROPRIATION OF FUNDS FOR THE YEAR 2022 (3). This matter was the subject of a public hearing earlier this evening.

Councilor Koultourides moved, with a second by Councilor Tulowitzki, hear approve introduced Ordinance 1889 as presented. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none vote against. Motion carried.

ORDINANCE 1890: 2023 SALARY AND PAY PLAN

Introduced ORDINANCE 1890 is AN ORDINANCE ESTABLISHING THE 2023 PAY PLAN FOR THE TOWN OF MUNSTER, INDIANA 2023 SALARY ORDINANCE. Council held first reading on this matter at the December 5, 2022, meeting. Compensation of elected officials must be fixed, and the Police Pension Base must be certified before January 1 of the ensuing year. Proposed Ordinance 1890 has been prepared for that purpose and it includes other annual authorizations related to payroll.

Since first reading, language has been modified regarding the holiday bonus, clarification of the process change for lump sum payments, and a typographical error was corrected.

Councilor Tulowitzki moved, with a second by Councilor Schoon, to adopt proposed Ordinance 1890 on second reading as amended. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

NEW BUSINESS

ORDINANCE 1891: GROUP TRANSFERS

Proposed ORDINANCE 1891 is AN ORDINANCE FOR TRANSFERS WITHIN CERTAIN APPROPRIATED FUNDS FOR THE YEAR 2022. At the end of each fiscal year, we make a final review of our budget allocations. Occasionally, there are expenditures greater than originally anticipated in a certain area. Funds controlled by the Department of Local Government Finance must not be overspent within each major expenditure group (Personal Services, Supplies, Contractual Services, and Capital Outlays). Municipalities are allowed to transfer budget amounts from one major expenditure group to another within the same fund in order to avoid overspending the budget. The transfers must be authorized by ordinance or resolution.

Ordinance 1891 has been prepared to authorize budget transfers known to be required so far this year. We will not know the final amounts until December 31, after we receive the final revenues of the year and have processed the final payroll and all vouchers.

Adoption of an ordinance usually requires two readings. We ask that the Town Council consider Ordinance 1891 on first reading on December 19, and then adopt the ordinance on second reading at the first meeting in January. The final appropriation adjustment amounts will be incorporated as amendments to the ordinance prior to adoption. There will be no net change in any fund.

Councilor Mellon moved, with a second by Councilor Koultourides, to consider Ordinance 1891 on first reading and schedule second reading for the first meeting in January 2023. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

ORDINANCE 1892: AMENDMENT #5 TO 2022 SALARY ORDINANCE

Proposed ORDINANCE 1892 is AMENDMENT #5 TO THE 2022 SALARY ORDINANCE. Firefighters usually spend their first year as a probationary employee. After the first year, the firefighter is removed from probationary status.

Ordinance 1849 was the original 2022 Salary Ordinance and it set the hourly pay rate for paid-on-call firefighters at \$16.83. Under this ordinance, all firefighters were paid \$16.83/hour regardless of years of service or probationary status. Ordinance 1876 was the 4th amendment to the 2022 Salary Ordinance and set the hourly pay rate for probationary firefighters at \$15.00 with all other non-officers at \$18.00/hour.

It has been discovered that there are four probationary firefighters in place prior to the adoption of Ordinance 1849 which changed the rates. The intention was for all firefighters hired after October 1, 2022, to be paid \$15.00/hour. The intention was not to change the rate for probationary firefighters hired prior to October 1, 2022, to see a reduction in pay. Unfortunately, there is no provision in the current salary ordinance to pay the \$16.86/hour rate.

Ordinance 1892 has been drafted to correct this oversight. Staff asked Council to adopt this correcting ordinance on first reading.

Councilor Schoon moved, with a second by Councilor Mellon, to suspend the rules and waive the readings and adopt Ordinance 1892 to be adopted as presented on first reading tonight. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

RESOLUTION 2102: 2022 ENCUMBRANCES

Proposed RESOLUTION 2102 is A RESOLUTION TO RECORD OUTSTANDING ENCUMBRANCES FROM 2022 CARRIED FORWARD TO 2023. Not all purchase orders created in 2022 have been used completely. The budget dollars encumbered remain with the purchase order. These items can be carried forward to the new year. The 2022 budget can be used to pay for the invoices when they are received in 2023. These purchase orders can be used only for their original intent, payable to the original vendor.

Resolution 2102 has been drafted to formally record the 2022 purchase orders that are being brought forward to the 2023 calendar year. There are a total of 14 purchase orders representing \$4,148,259.29.

Councilor Koultourides moved, with a second by Councilor Schoon, to adopt Resolution 2102 as presented. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

2023 PROPERTY/CASUALTY RENEWAL

The Town is self-insured for its liability and workers compensation insurances. Staff presented a market review, table of the Town's self-insurance exposures and detailed program review. Renewal rates are based on claims experience of previous years. There is an expected 6.88% rise going into 2023. Our premium increase is modest as the only significant change is the increase of the self-insured retention amount from \$100,000.00 to \$150,000.00.

	<u>Expiring</u>	<u>Renewal</u>	<u>Change</u>
<u>Coverages</u>			
Package	\$ 74,006	\$ 78,587	\$ 4,581
Excess Workers' Comp	\$ 89,984	\$ 97,495	\$ 7,511
Excess Property	\$ 271,065	\$ 280,800	\$ 9,735
Cyber Liability	\$ 29,585	\$ 39,095	\$ 9,510
Clubhouse & Amphitheatre	\$ 51,472	\$ 58,789	\$ 7,317
Methane Plane	\$ 69,565	\$ 75,070	\$ 5,505
Subtotal	\$ 585,677	\$ 629,836	\$ 44,159
Gallagher Fee	\$ 80,317	\$ 81,978	\$ 1,661
Total with fee	\$ 665,994	\$ 711,814	\$ 45,820

The Town is entering the second year of a contract with third-party claims administrator Gallagher Bassett. The agreement calls for a 2.50% increase in the per-claims fee per year in each of these years. Staff has found Gallagher Bassett to be diligent in their claims management.

Councilor Tulowitzki moved, with a second by Councilor Koulourides, to authorize the Town Manager to bind coverage for liability insurance program as presented in the 2023renewal package. Councilors Schoon, Mellon, Tulowitzki, Koulourides, and Gardiner voted in favor; none voted against.

ACCEPTANCE OF SETTLEMENT AGREEMENT

Staff, in conjunction with its insurance carrier, has reached a settlement agreement with Cari L. Roberts. The case will be settled for \$55,000.00.

Councilor Koulourides moved, with a second by Councilor Schoon, to approve the settlement agreement between the Town of Munster and Cari L. Roberts. Councilors Schoon, Mellon, Tulowitzki, Koulourides, and Gardiner voted in favor; none voted against.

MERAKI LICENSING

The Town uses Cisco Meraki software which is a cloud-managed software-defined networking platform. The Town has twenty licenses due for a three-year renewal at a cost of \$30,821.85. Because of the timing of when the license will expire and when Council will next meet, Staff is requesting approval to pay the invoice with the weekly Demands.

Councilor Mellon moved, with a second by Councilor Schoon, to approve the three-year license renewal for twenty Cisco Meraki licenses at a cost not to exceed \$30,821.85. Councilors Schoon, Mellon, Tulowitzki, Koulourides and Gardiner voted in favor; none voted against.

PURCHASE AWARD: 2023 FORD F350

Public Works Staff sought quotes for the purchase of a new 2023 truck. It will replace Unit #314, a 2015 Chevrolet 2500 which was scheduled for replacement this year. Chevrolet could not promise that they could place the order and if they did, it would not be the truck needed. Sutton Ford will not take trade-in vehicles.

Paul Heuring Ford, Hobart, Indiana quoted a Ford F350 4x4 Reg Cab at \$53,720.00 with a tailgate lift and snowplow from Lindco for \$34,133.00. Unit #314 would be traded in for a credit of \$24,000.00. The net cost would be \$63,853.00. The truck will be paid from the 2022 GO Bond proceeds.

Councilor Schoon moved, with a second by Councilor Koulourides, to approve purchase of a 2023 Ford F350 truck with stake bed purchase for a net price after trade-in of \$63,853.00 from Paul Heuring Ford to replace Unit #314. Councilors Schoon, Mellon, Tulowitzki, Koulourides, and Gardiner voted in favor; none voted against.

PURCHASE AWARD: 2023 FORD F250

Public Works Staff sought quotes for the purchase of a new 2023 truck. It will replace Unit #320, a 2014 Chevrolet 1500 which was scheduled for replacement this year. Chevrolet could not promise that they could place the order and if they did, it would not be the truck needed. Sutton Ford will not take trade-in vehicles.

Paul Heuring Ford, Hobart, Indiana quoted a Ford F250 4x4 Reg Cab at \$73,742.00. Unit #320 would be traded in for a credit of \$18,000.00. The net cost would be \$55,742.00.

Bosak Ford, Burns Harbor, Indiana quoted a Ford F250 4x4 Reg Cab at \$77,771.00. Unit #320 would be traded in for a credit of \$18,000.00. The net cost would be \$59,771.00.

The truck will be paid from the 2022 GO Bond proceeds.

Councilor Koultourides moved, with a second by Councilor Tulowitzki, to approve purchase of a 2023 Ford F250 truck with Boss snowplow for a net price after trade-in of \$55,742.00 from Paul Heuring Ford to replace Unit #320. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

GEOTECH PROPOSAL

Staff is working on the repaving of 45th Street from the state line to Calumet Avenue. Staff wants to look at the existing pavement and soil conditions with a geotechnical investigation before proceeding further. Advanced Engineering Services has provided these services for the Town in the past and has presented a proposal to do similar work on this project. Staff will use the findings to determine the best course of action.

Councilor Mellon moved, with a second by Councilor Tulowitzki, to authorize the Town Manager to sign the proposal from Advanced Engineering Services in the amount of \$7,580.00. Councilors Schoon, Mellon, Tulowitzki, Koultourides and Gardiner voted in favor; none voted against.

CCMG 2021-2 ROADWAY AND WATER MAIN IMPROVEMENTS: CHANGE ORDER NO.2

This project was approved at the February 21, 2022, meeting at a contract price of \$1,096,203.22. Change Order #1 for \$13,915.50 was approved at the November 7, 2022, meeting. The project includes the installation of a new water main on River Drive as well as pavement rehabilitation on River Drive, North Delaware Parkway, East Delaware Parkway, and Potomac Drive. The project was completed in October and a balancing change order is needed to reconcile final quantities installed to the estimated quantities in the bid. This process yielded a net decrease to the contract of \$207,870.57. The decrease is primarily due to the subbase conditions of Independence Park being better than anticipated. The final contract amount is \$902,248.15.

Councilor Tulowitzki moved, with a second by Councilor Mellon, to approve Change Order No. 2 for a net decrease of \$207,870.57 to the contract for the 2022 Roadway and Water Main Improvements – North Delaware Parkway, East Delaware Parkway, Potomac Drive, and River Drive. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

2023 LIT-ECONOMIC DEVELOPMENT EXPENDITURE PLAN

The Town receives distributions for Local Income Tax – Economic Development through Lake County. To receive the distributions, a spending plan must be on file with the Lake County Auditor. In years past, the plan has been devoted to the West Lake Extension of the commuter rail service and the Grade Separation Project. The 2023 plan continues to fund the 34% commitment to the West Lake Extension estimated to be \$212,622.44, lobbying services with Barnes and Thornburg, design work for the Main Street Redesign and Reconstruction Project, and design work for the Ridge Road Redesign and Reconstruction.

Staff has also included the option to use the money for “any legal purpose prescribed by IC 6-3.6-10-2.” There are currently no dollars assigned to this option, but Staff wants the flexibility to use the funds.

Councilor Tulowitzki moved, with a second by Councilor Koultourides, to authorize the 2023 LIT Capital Expenditure Plan as presented. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

ANNUAL SCHEDULE OF MEETINGS

The 2023 regular meeting schedule for the Town Council and the various board, commissions, and committees was distributed and placed on file. A copy of the schedule is made part of these minutes.

President Gardiner recommended adjustments to the presented calendar. The recommended calendar change would eliminate the meetings on July 3, 2023, and November 6, 2023 and reschedule them for July 6, 2023, and November 09, 2023.

Councilor Tulowitzki moved with a second by Councilor Schoon, accept the 2023 Town of Munster regular meeting schedule as amended. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

2023 REORGANIZATION OF TOWN COUNCIL, REDEVELOPMENT COMMISSION AND APPOINTMENTS TO BOARDS AND COMMISSIONS

President Gardiner opened the floor to nominations for the office of Town Council President for the year 2023. Councilor Koultourides nominated Councilor Gardiner. Councilor Mellon seconded the nomination. There were no other nominations and Councilor Gardiner accepted the nomination. Councilors Schoon, Mellon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against. Councilor Gardiner was elected as Town Council President for the year 2023.

President Gardiner opened the floor to nominations for the office of Town Council Vice President for the year 2023. Councilor Mellon nominated Councilor Koultourides. Councilor Koultourides seconded the nomination motion for Councilor Koultourides for Vice President. Councilors Mellon, Gardiner, and Koultourides voted in favor; Councilors Schoon and Tulowitzki voted against. Councilor Koultourides was elected as Town Council Vice President for the year 2023.

President Gardiner appointed Councilors Tulowitzki, Schoon, and Koultourides to a one-year term on the Redevelopment Commission which will end December 31, 2023. President Gardiner then opened the floor for nominations to the Munster Redevelopment Commission for the year 2023. Councilor Schoon nominated Councilors Mellon and Gardiner each to a one-year term on the Redevelopment Commission which will end December 31, 2023. Councilor Tulowitzki seconded the motion. Councilors Schoon, Mellon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against.

President Gardiner reappointed Mr. Mohammad Saleem to a three-year term on the Economic Development Commission to expire December 31, 2026.

Councilor Schoon moved, with a second by Councilor Koultourides, to reappoint Richard Paulsen to a two-year term Economic Development Commission to expire December 31, 2025. Councilors Schoon, Mellon, Tulowitzki, Koultourides and Gardiner voted in favor; none voted against.

President Gardiner appointed Councilors Mellon, to a one-year term on the RDA Transit Development District Steering Committee is made to be effective January 1, 2023.

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 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 meeting on Monday, January 9, 2023, at 7:30 p.m.

The Town Council will hold a regular meeting on Monday, January 16, 2023. 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 Schoon and seconded by Councilor Tulowitzki, the meeting adjourned at 7:37 p.m. by voice vote.

ATTEST:

Chuck Gardiner, President

Wendy Mis, Clerk-Treasurer