TOWN OF MUNSTER
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
SEPTEMBER 7, 2023

A meeting of the Munster Town Council convened at 7:00 p.m. on Thursday, September 7, 2023. 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. Also present in Town Hall were Clerk-Treasurer Wendy Mis, Controller Patricia Abbott, Town Manager Dustin Anderson, Police Chief Stephen Scheckel, Police Lieutenant Dan Broelmann, Superintendent of Operations Chris Spolnik, and Town Attorney Dave Westland. Deputy Town Manager Jill DiTommaso and Director of Operations Steve Gunty were present virtually. The news media were not represented.

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

SPECIAL RECOGNITION OF POLICE DEPARTMENT EMPLOYEES WITH 25 YEARS OF SERVICE

Sergeant Jack DeLeeuw and School Resource Officer Kevin Cooley have served the Munster Police Department for twenty-five years. Both were presented with a plaque congratulating them on reaching this milestone and thanked by the Council.

PUBLIC COMMENT

The Town of Munster accepts public comments 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. Chris Hansen, 8312 Columbia Avenue, expressed his concern about a neighboring house which appears to have been purchased and renovated in a manner that is not compliant with Town Code.

No one else rose to claim the floor.

CONSENT AGENDA

APPROVAL OF MINUTES

Minutes of a regular meeting held on August 21, 2023

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #23-7L dated 07/31/23 totaling $115,642.17
Approval of Voucher Register #23-7M dated 07/31/23 totaling $3,914,592.47
Confirmation of Voucher Register #23-8I dated 08/23/23 totaling $682,362.14
Confirmation of Voucher Register #23-8J dated 08/25/23 totaling $474,957.40
Confirmation of Voucher Register #23-8K dated 08/31/23 totaling $320,587.52
Approval of Voucher Register #23-9A dated 09/07/23 totaling $164,901.45

TREASURER'S REPORT

The July 2023 Treasurer's Report was presented.

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WATER BILL ADJUSTMENTS 2023-46 AND 2023-47

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
2023-46	2,000	35,000	2 months	$ 203.36	$ 167.12	$ 36.24
2023-47	7,000	113,000	2 months	$ 610.56	$ 515.08	$ 95.48

Councilor Schoon moved, with a second by Councilor Mellon, 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 voted against. Motion passed.

NEW BUSINESS

ORDINANCE #1912: ADDITIONAL APPROPRIATIONS (3)

Proposed ORDINANCE 1912 is AN ORDINANCE FOR THE ADDITIONAL APPROPRIATION OF FUNDS FOR THE YEAR 2023 (3). There are four funds that need additional appropriations.

- The Parking Fund needs an additional appropriation of $55,000.00 to pay the management fees to ASTA.
- Public Works is in the process of purchasing two dump trucks. The cost for these trucks will be divided equally between the Water and Sewer Funds. The Sewer Depreciation Fund needs $107,500.00 to cover its portion of these purchases.
- The Special Asset Forfeiture Non-Reverting Fund received funds from a joint Federal effort and would like these funds appropriated in the amount of $31,035.00.
- There are multiple CCMG projects being worked on this year that involve water main work. In addition, Public Works staff is requesting to move forward with other equipment and outside contract work for the Water Utility. These things require an additional appropriation of $575,500.00 for the Water Cash Operating Fund.
- Beginning this year, attorney fees for liability-related cases have been paid from the Self-Funded Liability Fund instead of the General Fund. There is also a need to fund more claims. An additional $200,000.00 in appropriations is needed.

The procedure for securing additional appropriations requires a public hearing, scheduled for September 18, 2023, and the adoption of an ordinance by the Town Council. Each of these funds is considered "reporting only" and the DLGF does not approve or deny these. Upon passage of the ordinance, the additional appropriations will be in effect. The information will be forwarded to the DLGF for reporting purposes, but no determination will be made.

Ordinance 1912 has been drafted to start the process.

Councilor Mellon moved, with a second by Councilor Schoon, to hear proposed Ordinance 1912 for additional appropriations on first reading and schedule a public hearing and second reading for September 18, 2023. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

LAKE MICHIGAN COASTAL PROGRAM GRANT AGREEMENT

The Town has been awarded a $79,530.00 grant for the bioswales installed along Beverly Place. The agreement was presented to the Council for approval.

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Councilor Tulowitzki moved, with a second by Councilor Koultourides, to authorize the Town Manager to enter into an agreement with the Lake Michigan Coastal Program to award the Town $79,530.00. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion passed.

COPIER REPLACEMENT LEASE AGREEMENT

The copier/printers currently in use were originally leased in 2016. That lease ended in 2018 and the copiers have been maintained under a service agreement from Pulse Technology. The copiers have reached an age where replacement parts are no longer available. Pulse Technology presented a lease for eight copiers, one for each of the following Departments: Town Manager, Clerk-Treasurer, Parks and Recreation, Police, Fire, Building and Community Development (2 copiers), and Public Works. The cost is $3,110.00/month for sixty months for a total lease cost of $186,600.00. Staff anticipates using the Technology Fund for this cost.

Councilor Koultourides confirmed the Town will own the copiers at the end of the term.

Councilor Schoon moved, with a second by Councilor Mellon, to approve the proposal from Pulse Technology for new copy machines. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion passed.

JOINT INTERLOCAL AND MUTUAL AID AGREEMENT FOR THE SOUTH LAKE COUNTY CRASH RECONSTRUCTION TEAM

Last year the Police Department was informed by the Indiana State Police and the Lake County Sherrif's Department that they would no longer be able to assist other agencies with serious injury or fatal accidents. While there was longstanding cooperation on these events, both agencies have become too busy with the accidents within their direct jurisdiction.

The Town of Schererville, Town of St. John, Town of Dyer, Town of Cedar Lake, Town of Lowell, Town of Munster, City of Hobart, and City of Crown Point have worked together to pool resources and form the South Lake County Crash Reconstruction Team (SLCCRT). A Memorandum of Understanding (MOU) has been drafted and each agency is asked to approve it. The Town Attorney has reviewed the MOU and is comfortable with the language. Each Agency will contribute $400.00/year to assist with the costs to maintain the team.

Councilor Tulowitzki moved, with a second by Councilor Koultourides, to have the Town of Munster join the South Lake County Crash Reconstruction Team and sign the Memorandum of Understanding. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion passed.

REQUEST FOR DESTRUCTION OF PROPERTY

The Police Department has requested the following be declared surplus and approved for disposal. None of the items are serviceable or viable to the Police Department.

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Item	Model	Serial	
Printer	Evolis Primacy: Expert	10000471917	
Printer	HP	VNB3D45948	
Printer	HP	VNB3D45162	
Panasonic Camera Systems in squads			
Main Camera Serial #	Rear Camera Serial #	DVR Serial #	Mic Serial #
SCA00169	RKA00570	OKA00433	TXSCE0236
QJA00448	QKA00447	QLA00448	
SCA00114	RKA00375	SCA00156	TXSGGC0120
SCA00190	RKA00595	SCA00135	TSCGGC0117
QJA00407	QKA00298	QLA00037	TXSGGC0235
PGA00357	PBA00025	PGA00357	TSXYGC0277
QJA00414	QKA00120	QLA00071	TXSPGE0243
QJA00351	QKA00515	QLA00083	TXSCSE0285
QJA00366	QKA00485	QLA00045	TXSCSE0233
PGA00310	PHA00163	PLA00071	TSXYGC0383
SCA00242	RKA00456	SCA00166	TXSGGC0113
QJA00337	QKA00315	SCA00112	TXSGGC0114
SCA00130	RKA00455	SCA00258	TXSGGC0116

Councilor Koultourides moved, with a second by Councilor Tulowitzki, to declare surplus and authorize the Police Department to destroy the listed property and remove same from the current inventory. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion carried.

MULTI-KEY ENCRYPTION FOR MOTOROLA RADIOS

Council approved the purchase of new radios for the Police Department at the April 17, 2023, meeting at a cost not to exceed $535,590.34. The Council later approved payment for the radios from the ARPA Fund as part of Ordinance 1902 approved May 15, 2023.

The Police Department recently learned that agencies in Illinois have begun to encrypt their police radio channels. Due to our proximity to these areas, Munster is routinely required to communicate with these agencies. For the new radios to work with these Illinois agencies, the Multikey software must be added to the current order. The quote for this feature is $418.00/radio for a total of $22,990.00.

Councilor Tulowitzki moved, with a second by Councilor Koultourides, to approve the quote for the addition of the Multikey software for the new radios at a total cost of $22,990.00. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion passed.

SERVICE AGREEMENT: FUEL TANKS/PUMP INSPECTION

The Town has two underground fuel storage tanks (one for gas and one for diesel) located under a canopy roof between the Public Works Garage and the Parks Maintenance Garage. These tanks are regulated and inspected periodically by IDEM.

The last inspection was June 23, 2023, and deficiencies and irregularities were noted. TO avoid further violations, B & K Equipment of Lansing, Illinois has proposed entering into a service agreement for monthly inspections of the storage tanks accompanied by a detailed report. The cost is $129.00/inspection. Staff received a quote from Creek Run Environmental Engineering of Montpelier, Indiana for similar services at a cost of $400.00/month. The cost of the agreement will be split among the departments which use the fuel tanks.

Councilor Mellon moved, with a second by Councilor Tulowitzki, to approve the service agreement quote from B & K Equipment to provide a monthly walkthrough inspection of the Town fuel tanks at a cost of $129.00/month for a total cost of $1,548.00 from August 2023 through July 2024. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion passed.

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CHANGE ORDER #1: CCMG 22-2 CAMELLIA, BEVERLY, AND WHITE OAK

The Council approved the contract for the 22-2 CCMG work to Milestone Contractors North, Inc. at their March 2023,023 meeting in the amount of $1,496,049.60. The majority of the work on Beverly Place and White Oak Avenue is complete and there are overruns. Milestone has presented a change order in the amount of $144,959.22. Additional work on Beverly Place is as follows.

1. Paving the alleys was extended.
2. More sidewalk replacements were needed to meet ADA requirements.
3. Final curb replacement was substantially higher than estimated.
4. Additional undercut and No. 2 stone were required to replace unsuitable soil.

Ms. DiTommaso stated the project is not yet complete as the bioswales need to be planted and that there were substantial overruns because of under counting in the bid.

Councilor Tulowitzki moved, with a second by Councilor Schoon, to approve Change Order No. 1 to the contract for the Paving and Water Main Improvements at White Oak, Camellia, and Beverly (CCMG 22-2) in the amount of $144,959.22 for a new contract total of $1,646,008.82. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion passed.

PROPOSAL FOR ENGINEERING SERVICES: CCMG 23-2 PAVING

Staff applied for the 2023-2 Community Crossings Matching Grant to reconstruct the following. Kraay Avenue from River Drive to Fairway Avenue, River Drive from Beech Avenue to White Oak Avenue, and Terrace Drive from State Line to Hohman Avenue. Forest Avenue from Terrace Drive to Timrick Drive was included in the project because of its proximity to Terrace Drive.

SEH was asked to provide a proposal for engineering services to prepare the design and construction documents for this project. The proposed schedule would allow for bidding to take place in December, 2023 and construction to begin March, 2024.

Councilor Tulowitzki moved, with a second by Councilor Mellon, to authorize the Town Manager to engage SEH of Indiana, LLC to provide engineering services for the 23-2 CCMG Paving Project for a lump sum fee of $61,200.00 and to provide resident project representative services on an hourly basis not to exceed $24,100.00. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion passed.

PROPOSAL FOR GEOTECHNICAL SERVICES: 2024 STREET PAVING AND WATER MAIN IMPROVEMENTS

Staff has identified 3.1 miles of street to be paved in the 2024 construction season. The proposed work includes 1.3 miles of water main replacement. Three of these streets are included in the 23-2 CCMG application.

Location	Scope	Funding Source
River Drive: Beech Avenue to White Oak Avenue	Paving	CCMG 23-1 and 2023 GO Bond
Kraay Avenue: River Drive to Fairway Avenue	Paving	CCMG 23-1 and 2023 GO Bond
Terrace Drive: State Line to Hohman Avenue	Paving and Traffic Calming	CCMG 23-1 and 2023 GO Bond
Forest Avenue: Terrace Drive to Timrick Drive	Paving and Traffic Calming	MVH Restricted
Fran Lin Parkway: Southwood Avenue to 45th Street	Paving and Traffic Calming	LRS and Municipal Surtax
Chestnut Lane: Fran Lin Parkway to Martha Street	Paving, Water Main, Traffic Calming	Water
Holly Lane: Chestnut Lane to Crestwood Avenue	Paving and Water Main	Water
Camellia Drive: Southwood Drive to White Oak Avenue	Paving, Water Main, Traffic Calming	Water
White Oak Avenue: Camellia Drive and Fran Lin Parkway	Paving, Water Main, Traffic Calming	Water

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A request for proposals for engineering design services has been advertised and is scheduled to be received September 27, 2023. Staff recommend a geotechnical investigation to determine the best rehabilitation methods. Advanced Engineering Services has provided a proposal for the work.

Councilor Tulowitzki moved, with a second by Councilor Mellon, to authorize the Town Manager to sign the proposal from Advanced Engineering Services in the amount of $18,940.00. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against. Motion passed.

REPORTS

President Gardiner stated that a set of frequently asked questions about the Westlake Corridor Project has been compiled and placed on the Town's website.

PORTFOLIO REPORTS

Councilor Mellon serves as the Town representative on the RDA Steering Committee. She announced there will be a work study meeting on Monday, September 11, 2023, at Town Hall at 7:30 p.m. The topic will be possible development. She also reminded those present of the Monarch Festival sponsored by the Munster Civic Foundation scheduled for this weekend at Heritage Park from noon to 4:00 p.m.

Councilor Tulowitzki thanked Staff and the Councilors for their work getting answers for the frequently asked questions about the train.

ANNOUNCEMENTS

(Unless stated otherwise, all meetings of the Town Council begin at 7:00 p.m. at Munster Town Hall.)

The Town Council will hold a regular meeting on Monday, September 18, 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 Mellon, the meeting adjourned at 7:33 p.m. by voice vote.

ATTEST: **Chuck Gardiner, President**

Wendy Mis, Clerk-Treasurer

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