

**TOWN OF MUNSTER
MINUTES OF A SPECIAL MEETING OF THE TOWN COUNCIL
AUGUST 31, 2020**

A special meeting of the Munster Town Council convened at 7:00 p.m. on Monday, August 31, 2020. 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. Due to the restrictions on the number of people allowed to gather in one location and the requirement to maintain a distance of at least six feet from another person, some attended in person at Town Hall while others participated via Zoom meeting technology. Councilors Chuck Gardiner, Andy Koulourides, Ken Schoon, and Steven Tulowitzki were physically present at Town Hall. Councilor Lee Ann Mellon was absent. Vice President Koulourides presided.

Town Attorney David W. Westland was present in a virtual setting, aided by Zoom meeting technology. It is believed each person was in a different physical location.

Clerk-Treasurer Wendy Mis, Controller Patricia Abbott, Town Manager Dustin Anderson, Police Chief Stephen Scheckel, Superintendent of Operations Chris Spolnik, and Munster representative to the Hammond Sanitary District Mike Hawkins were physically present at Town Hall. The news media were not represented. The public was given the information needed to access the meeting virtually and some 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 situation that is continually changing. 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.

Vice President Koulourides opened the meeting with a moment of silence followed by the Pledge of Allegiance.

45th STREET CONSTRUCTION UPDATE

DLZ representative Lee Randell was present in the virtual setting. He reported that the work on the retaining wall is ongoing. The top slab and bridge railings have been poured; forms and shoring are being removed. Calumet Avenue remains with one lane in each direction with the requested signage added after the last Council meeting. Lane restrictions will be switched after the Labor Day holiday to allow construction of the median.

Mr. Randell provided three options for installing a temporary sidewalk resurfacing along Calumet Avenue. Currently there is a layer of aggregate in place. The first option would be an installation of aggregate screening at an approximate cost \$2,000-\$3,000. The second option would be temporary 2" asphalt layer at a cost of about \$10,000. The final option is a 4" concrete topping at an approximate cost of \$15,000.

Councilor Gardiner asked how long the temporary trail might be in place. Mr. Anderson explained that it was up to the developer and it could take more than a year. Councilor Tulowitzki asked if the asphalt option would last two years and Mr. Randell thinks it will. Discussion ensued with no action taken.

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. One comment was received in this manner.

Ms. Christine Small, 8725 Northcote Avenue, asked when a tree stump at the corner of White Oak Avenue and Fisher Street has not been removed. The stump is there as the result of storm damage in June and is unsightly. Staff explained that there are two fiber optic lines underneath the stump and the owner of the lines is unknown. Removal of the stump will likely disrupt the fiber. Staff is working to find the owner of the lines before proceeding further.

No one rose to claim the floor and the public comment session was closed.

CONSENT AGENDA

APPROVAL OF MINUTES

Approval of the minutes of the regular meeting held on August 17, 2020

ACCOUNTS PAYABLE VOUCHER REGISTERS

- Confirmation of Voucher Register #20-8K dated 08/13/20 totaling \$3,242.27
- Confirmation of Voucher Register #20-8L dated 08/20/20 totaling \$194,941.75
- Confirmation of Voucher Register #20-8M dated 08/20/20 totaling \$517.50
- Confirmation of Voucher Register #20-8N dated 08/25/20 totaling \$598.13
- Confirmation of Voucher Register #20-8O dated 08/31/20 totaling \$158,306.20
- Confirmation of Voucher Register #20-8P dated 08/27/20 totaling \$835,161.40
- Confirmation of Voucher Register #20-8Q dated 08/28/20 totaling \$379,209.62
- Confirmation of Voucher Register #20-8R dated 08/28/20 totaling \$346,637.07
- Confirmation of Voucher Register #20-8S dated 08/28/20 totaling \$498.90
- Confirmation of Voucher Register #20-8T dated 08/27/20 totaling \$561,799.00

WATER BILL ADJUSTMENTS 2020-30 THROUGH 2020-32

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>
2020-30	26,000	94,000	2 months	\$ 263.52	\$ 183.18	\$ 80.34
2020-31	5,000	92,000	2 months	\$ 273.04	\$ 220.80	\$ 52.24
2020-32	1,000	95,000	1 month	\$ 266.05	\$ 239.93	\$ 26.12

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

NEW BUSINESS

RESOLUTION 2072: EXCESS LEVY APPEAL

Proposed RESOLUTION 2072 is A RESOLUTION AUTHORIZING AND APPROVING A PETITION FOR A LEVY APPEAL TO BE FILED WITH THE INDIANA DEPARTMENT OF LOCAL GOVERNMENT FINANCE. Indiana Code 6-1.1-18.5-3 imposes limitations on the amount of property taxes that can be levied by the Town. Other sections of IC 6-1.1-18.5 allow exceptions to those limitations. IC 6-1.1-18.5-14 allows an excess levy appeal for correction of advertising, mathematical, or data errors.

There was an error with the 2019 General Obligation and Park Bond amortization schedules used to calculate the certified budget of 2020. Council was asked to take a series of actions over the past several months to cover the debt service payments of this year. Bond counsel advised seeking a levy appeal to recover the dollars that would have been collected had the error not occurred.

Resolution 2072 has been prepared to authorize the Town Council president to execute the petition required to file for the appeal.

Councilor Tulowitzki moved, with a second by Councilor Gardiner, to adopt Resolution 2072 as presented authorizing the Town Council President to execute the necessary documents to file a levy appeal with the Department of Local Government Finance. Councilors Schoon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against. Motion carried and Resolution 2072 was adopted as presented.

RESOLUTION 2073: DEFERRED COMPENSATION PLAN

Proposed RESOLUTION 2073 is A RESOLUTION AMENDING AND RESTATING THE DEFERRED COMPENSATION PLAN. For many years, the Town has had a deferred compensation plan under Section 457 of the Internal Revenue Code, as amended. The plan is administered through ICMA Retirement Corporation. The program offers a variety of retirement planning and investing tools. The Town contributes to the plan on behalf of firefighters and certain other employees. All employees have the option of participating in the plan.

The most-used retirement vehicle is the deferred compensation plan with a smaller number using the Roth IRA option. Both tools have income tax advantages and contribution limits. The Roth IRA has an income limit as well. The law allows a hybrid of these two retirement tools which would give employees greater flexibility in their retirement planning.

Staff has worked with representatives from ICMA-RC about how to offer this hybrid and there are two required steps. First, the governing body must adopt a resolution amending and restating the plan. Secondly, the designated agent must sign a Statement of Intent. The Town Manager is the designated agent currently on file with ICMA-RC.

Resolution 2073 has been drafted to allow these changes, confirms the Town Manager as the designated agent, and authorizes the Town Manager to sign the Statement of Intent.

Councilor Gardiner moved, with a second by Councilor Tulowitzki, to adopt Resolution 2073 as presented. Councilors Schoon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against. Motion carried and Resolution 2073 was adopted as presented.

LETTER OF ENGAGEMENT: PETERSON CONSULTING SERVICES

Every year, the Town is responsible for updating its capital asset information for financial reporting purposes. During the past several years, Peterson Consulting Services, Inc. of La Grange, Illinois, has assisted the Town in implementing the Governmental Standards Accounting Board (GASB) Statement No. 34 which prescribes financial reporting requirements for state and local governments to make annual reports more thorough and easier to use.

Staff recommended continuing the engagement of Peterson Consulting Services who would reexamine the provisions of the GASB Statement No. 34 regarding capital assets, offer suggestions pertaining to the reporting of asset additions and retirements, provide input on the reporting of construction-in-progress (CIP), aid in capitalizing CIP, formulate year-end capital asset worksheets and summary schedules, create a Consolidated Summary Schedule, and provide guidance for strengthening Munster's capital asset policies and procedures for the year ending December 31, 2020. The price has increased 2% from last year.

Councilor Gardiner moved, with a second by Councilor Tulowitzki, to authorize the Town Manager to sign the letter of engagement with Peterson Consulting Services for an amount not to exceed \$3,800.00. Councilors Schoon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against.

PURCHASE AWARD: SINGLE AXLE REFUSE TRUCK

Public Works Staff solicited bids for a new 2021 single axle refuse truck to replace Unite #252 which is a 2011 Freightliner M2 single axle 20-yard refuse truck. The unit is scheduled for replacement. Bids were received as follows.

<u>Vendor</u>	<u>Purchase Price</u>	<u>Trade in</u>	<u>Net Cost</u>
Trans Chicago Truck Group, Gary, Indiana	\$159,056.00	\$32,500.00	\$126,556.00
Best Equipment Co., Indianapolis, Indiana	\$174,676.00	\$30,000.00	\$144,676.00
Great Lakes Peterbilt, Portage, Indiana	\$160,359.00	\$27,500.00	\$132,859.00
Great Lakes Peterbilt, Portage, Indiana	\$166,017.00	\$27,500.00	\$138,517.00

Staff noted that the chassis included in the bids from Great Lakes Peterbilt do not meet the specifications. The purchase will be made from the 2019 General Obligation bond proceeds.

Councilor Tulowitzki moved, with a second by Councilor Gardiner, to approve the purchase of one 2021 single axle refuse truck for a net price after trade-in of \$126,556.00 from Trans Chicago Truck Group to replace Unit #252. Councilors Schoon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against. Motion carried.

PURCHASE AWARD: DUMP TRUCK

Public Works Staff solicited bids for a new 2021 tandem axle dump truck with snow plow, pre-wet hydraulics and v-box spreader to replace Unite #362 which is a 2011 International 7400 tandem axle dump body truck with snowplow, hydraulics, v-box salt spreader and pre-wet. The unit is scheduled for replacement. Bids were received as follows.

<u>Vendor</u>	<u>Purchase Price</u>	<u>Trade in</u>	<u>Net Cost</u>
Trans Chicago Truck Group, Gary, Indiana	\$197,692.00	\$21,500.00	\$176,192.00
Rush Truck Center, Gary, Indiana	\$194,555.00	\$27,000.00	\$167,555.00

The purchase will be made from the 2019 General Obligation bond proceeds.

Councilor Tulowitzki moved, with a second by Councilor Gardiner, to approve the purchase of one 2021 tandem axle dump truck with snowplow, pre-wet hydraulics, and v-box spreader for a net price after trade-in of \$167,555.00 from Rush Truck Center to replace Unit #362. Councilors Schoon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against. Motion carried.

PROPOSAL: SOUTH SHORE CLEAN CITIES

South Shore Clean Cities, Inc. has proposed to work with the Town of Munster to determine ideal locations for electric vehicle charging stations, to develop grant materials, and to apply for the Indiana Department of Environmental Management 2020 Statewide Electric Vehicle Charging Funding Program on behalf of the Town. South Shore Clean Cities will work as a liaison between the Town and stakeholders. There is no guarantee that grant monies will be awarded. The Town would have to upgrade its membership level at a cost of \$250.00 for 2020 and \$1,000.00 for 2021.

Mr. Anderson confirmed that the grant will be applied for by the deadline of September 23, 2020.

This phase of the project is to prepare the grant request documents. This is a potential commitment to future spending for the possible installation of charging stations for electric vehicles.

Councilor Tulowitzki clarified that this would provide infrastructure not only for the public but for Town vehicles. He also asked about possible revenue generation of the charging stations if they were to be installed. This is unknown.

Councilor Gardiner asked if the Town has worked with this organization previously. Staff did not think it has. Clerk-Treasurer Mis explained that Volkswagen is providing the funding to South Shore Clean Cities.

Councilor Tulowitzki moved, with a second by Councilor Schoon, to approve the Grant Development Services Agreement with Clean Cities, Inc. in the amount of \$250.00 for 2020 and in the amount of \$1,000.00 for 2021. Councilors Schoon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against. Motion carried.

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.

Councilors Schoon, Gardiner, Tulowitzki, and Koultourides had nothing to report.

Clerk-Treasurer Mis reported the national response rate to the 2020 Census is 64.9%. The State is 69% and Munster is at 83.9% making it 7th in the State.

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 a regular meeting on Monday, September 21, 2020 and conduct a public hearing on the 2021 budget. The Redevelopment Commission will hold a regular meeting immediately following the Town Council meeting.

The Town Council will hold a regular meeting on Monday, October 5, 2020 and plans to adopt the 2021 budget. The Redevelopment Commission will hold a regular meeting immediately following the Town Council meeting.

ADJOURNMENT

There being no further business to come before the Council, Councilor Gardiner moved with a second by Councilor Schoon, to adjourn. The meeting adjourned at 7:30 p.m. by voice vote.

ATTEST:

Andy Koultourides, Vice President

Wendy Mis, Clerk-Treasurer