

**TOWN OF MUNSTER  
MINUTES OF A MEETING OF THE TOWN COUNCIL  
JULY 18, 2022**

A regular meeting of the Munster Town Council convened at 7:00 p.m. on Monday, July 18, 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, Ken Schoon, and Steven Tulowitzki were physically present at Town Hall. Councilor Lee Ann Mellon was present virtually. 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, Fire Chief Mark Hajduk, Superintendent 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. Anderson reported that none were received.

Mr. Mike Dujmovic, 1833 Tulip Lane, asked about the parking signage at Centennial Park.

Mr. Austin Piech, 1725 Laurel Lane, observed that many walk buttons on the traffic signals are not working.

No one else rose to claim the floor.

**CONSENT AGENDA**

**APPROVAL OF MINUTES**

Approval of the minutes of the special meeting held on July 6, 2022

**ACCOUNTS PAYABLE VOUCHER REGISTERS**

Confirmation of Voucher Register #22-5L dated 05/31/22 totaling \$40,531.07  
Approval of Voucher Register #22-5M dated 05/31/22 totaling \$79,614.68  
Confirmation of Voucher Register #22-7C dated 07/07/22 totaling \$252,434.06  
Confirmation of Voucher Register #22-7D dated 07/11/22 totaling \$50,876.80  
Confirmation of Voucher Register #22-7E dated 07/11/22 totaling \$29,463.37  
Confirmation of Voucher Register #22-7F dated 07/14/22 totaling \$141,921.95  
Confirmation of Voucher Register #22-7G dated 07/15/22 totaling \$486,085.39  
Approval of Voucher Register #22-7H dated 07/18/22 totaling \$128,622.77

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 1871: AMENDING THE VEHICLE TOWING AND IMPOUNDMENT REGULATIONS WITHIN THE TOWN OF MUNSTER**

Introduced ORDINANCE 1871 is AN ORDINANCE AMENDING THE VEHICLE TOWING AND IMPOUNDMENT REGULATIONS WITHIN THE TOWN OF MUNSTER. Council considered the ordinance on first reading at the July 6, 2022, meeting. This ordinance amends the existing towing and impound ordinance to address issues specific to Centennial Park. The ordinance allows for an authorized agent to enforce parking and order towing at Centennial Park. The ordinance also sets the towing, storage, and release charges.

Councilor Koultourides moved, with a second by Councilor Schoon, to adopt Ordinance 1871 AN ORDINANCE AMENDING THE VEHICLE TOWING AND IMPOUNDMENT REGULATIONS WITHIN THE TOWN OF MUNSTER on second reading tonight. Councilors Schoon, Mellon, Koultourides, and Gardiner voted in favor; Councilor Tulowitzki voted against. Motion carried.

**ORDINANCE 1872: AMENDING THE METERED PARKING REGULATIONS WITHIN THE TOWN OF MUNSTER**

Introduced ORDINANCE 1872 is AN ORDINANCE AMENDING THE METERED PARKING REGULATIONS WITHIN THE TOWN OF MUNSTER. Council considered the ordinance on first reading at the July 6, 2022, meeting. Ordinance 1872 further defines metered parking at Centennial. The ordinance includes fines for violations.

Councilor Koultourides moved, with a second by Councilor Schoon, to adopt Ordinance 1872 on second reading tonight. Councilors Schoon, Mellon, Koultourides, and Gardiner voted in favor; Councilor Tulowitzki voted against.

**NEW BUSINESS**

**ACCEPTANCE OF SETTLEMENT OFFER: LIGHT POLE**

On March 3, 2022, a driver lost control of their vehicle and a Town-owned light pole was destroyed. The cost to repair it was \$3,782.04. The driver's insurance company has offered a settlement of \$3,528.64, an amount \$253.04 less than the cost of repair. The reduction reflects the depreciated value of the light pole. Staff believes it to be a fair settlement and recommends accepting it.

Councilor Koultourides moved, with a second by Councilor Tulowitzki, to approve the settlement between the Town of Munster and Liberty Mutual Insurance. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

**ACCEPTANCE OF PROPOSAL: TOWN HALL COMPLEX**

Town Hall was originally completed in 1981. Twenty years later a renovation was done and completed in 2001. Another twenty years have passed. The Town has continued to grow in population and services offered. Some departments have grown, and others have decreased. Staff believes the building needs work.

An employee committee was created with representatives from each department to identify the needs and recommend a plan of action. The committee observed areas needing major renovation as well as underused space. It was determined that a space needs analysis of the entire Ridge Road complex is needed. This will provide a conceptual design scope and master plan to achieve a modern interior design that is more ergonomic for the employees and the residents.

Axis Architecture was identified as the preferred vendor. Axis will work with all departments to address their specific needs. The 2021 General Obligation Bond identified funds for this project.

Councilor Koultourides confirmed that no local firms applied, and Councilor Tulowitzki asked for a rough estimate. Chief Hajduk stated that the scope of work is unknown at this time making it difficult to provide an estimate.

Councilor Tulowitzki moved, with a second by Councilor Schoon, to authorize the Town Manager to approve the quote for Axis Architecture + Design for a cost not to exceed \$113,000.00. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

**BID AWARD: 2022 ROADWAY AND WATER MAIN IMPROVEMENTS –  
HAWTHORNE, CYPRESS, CRESTWOOD, WHITE OAK**

Bids were solicited and on July 6, 2022, two bids were received and opened for the 2022-1 CCMG Roadway and Water Main Improvements Project. The bids were as follows.

<u>Bidder</u>	<u>Base Bid</u>	<u>Alt. #1: Chicanes</u>	<u>Alt. #2: Speed Humps</u>
Rieth-Riley Construction Co. Gary, Indiana	\$ 1,169,177.91	\$ 27,923.00	\$ 10,358.02
Milestone Contractors North Griffith, Indiana	\$ 1,251,803.40	\$ 38,000.00	\$ 8,000.00

Two alternate items were included for traffic calming. Staff had conducted a survey of the residents along White Oak Avenue where the project will take place. Residents were asked if they preferred speed humps or chicanes as a traffic calming measure. The survey showed speed humps were preferred.

The project will be funded in part by the 2022-1 Community Crossings Matching Grant in the amount of \$374,652.49. The original engineer's estimate put the total project at \$905,499.97. The bids were significantly higher. Staff believes this is consistent with the increasing costs of construction materials, supplies, and labor. Additional fund will come from the Municipal Surtax Fund 258. The watermain portion will come from the Water Cash Operating Fund 601 or the Water Depreciation Fund 603.

Discussion ensued regarding speed humps. Councilor Koultourides expressed his desire to have speed humps installed near schools as a safety measure.

Councilor Koultourides moved, with a second by Councilor Tulowitzki, to award Rieth-Riley Construction Co., Inc. the contract for the 2022 Roadway and Water Main Improvements – Hawthorne, Cypress, Crestwood, White Oak at their base bid plus Alternate No. 2 in the total amount of \$1,179,535.93. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

**LETTER OF ENGAGEMENT: 2022 GENERAL OBLIGATION BONDS**

Mr. Brad Bingham of the law firm of Barnes and Thornburg, LLP submitted a proposed letter of engagement for his services as bond counsel for the 2022 General Obligation Bond Issue. The letter of engagement is in the same form as the Town is accustomed to seeing for these bond issues.

Mr. Bingham proposed a fee of \$10,000.00 (plus out-of-pocket charges and expenses) for his services as bond counsel for the proposed general obligation bond issue. The base fee is consistent with last year's base fee. The Clerk-Treasurer's Office has estimated that out-of-pocket charges and expenses will not exceed \$500.00.

Councilor Tulowitzki moved, with a second by Councilor Koultourides, to confirm the letter of engagement with Barnes & Thornburg. Councilors Schoon, Mellon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against.

**ORDINANCE #1873: ADDITIONAL APPROPRIATIONS**

Proposed ORDINANCE 1873 is AN ORDINANCE FOR THE ADDITIONAL APPROPRIATION OF FUNDS FOR THE YEAR 2022 (1). Staff has reviewed all the funds to determine which may need an additional appropriation. Four home-ruled funds have been identified as follows.

The Local Law Enforcement Continuing Education Fund is funded through court fees and accident report fees. The only permitted expenditures are for continuing education for police officers. The fund has a small cash

surplus, and the additional appropriations will allow more training to be paid from this fund as opposed to the General Fund. Appropriations requested: \$2,000.00

The Munster Police Department Special Revenue Fund was created last year after the 2022 budget process was complete. As a result, the fund has no appropriations. The appropriation request is based on cash on hand and estimated revenues to year-end. Appropriations requested: \$10,000.00

The Liability Insurance Fund is used primarily to pay for liability insurance premiums, claims and administrative costs related to the liability insurance program. This fund has been covering legal fees for the Centennial Park Lawsuit. Appropriations requested: \$1,000,000.00

The Water Cash Operating Fund covered some of the change orders for the CCMG Project at Timrick. This expense was not anticipated when the budget was created. An additional appropriation is requested for this and in anticipation of the additional work to be completed as a result of the water rate increase. Appropriations requested: \$1,000,000.00

The procedure for securing the additional appropriations requires a public hearing, scheduled for August 1, 2022, and the adoption of an ordinance by the Town Council. All funds are considered "Reporting Only." Upon passage of the ordinance, the additional appropriations will go into effect.

Councilor Tulowitzki moved, with a second by Councilor Koultourides, to hear proposed Ordinance 1873 for additional appropriations on first reading and schedule public hearing and second reading for August 1, 2022. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner voted in favor; none voted against.

#### **ORDINANCE 1874: AMENDMENT #3 TO 2022 SALARY ORDINANCE**

Proposed ORDINANCE 1874 is AMENDMENT #3 TO THE 2022 SALARY ORDINANCE. Council adopted Ordinance 1854: Amendment #1 to the 2022 Salary Ordinance at the February 21, 2022, meeting. The ordinance instituted a Grade and Step pay system for most non-Police employees. During implementation, employees were moved to the appropriate steps within the grade associated with their position title. Two employees came forward to appeal where they were placed on the matrix. One of these was addressed administratively under the authorization of the existing ordinance. The second requires Council Action.

The Superintendent of Recreation has been classified at Grade 11. The incumbent requested a review of this classification and subsequently documented that the level of responsibility of this position is equal to that of the Superintendent of Operations for the Park Department, a position which is classified at Grade 14. Staff is in agreement with this reclassification. Ordinance 1874 has been drafted for this purpose and is set to be effective upon passage.

Councilor Koultourides moved, with a second by Councilor Tulowitzki, to hear proposed Ordinance 1874 on first reading as presented and schedule second reading for August 1, 2022. Councilors Schoon, Mellon, Tulowitzki, Koultourides, and Gardiner 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.

Clerk-Treasurer Mis gave an update on the number of Town of Munster books distributed this month. This is a program of the Munster Civic Foundation. She also announced that the Munster Historical Society will host a meet and greet with the artists of the Tulip Public Art Project on August 3, 2022.

President Gardiner announced the upcoming Civic Mondays concert and the Northwest Indiana Symphony concert at Centennial Park.

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 regular meetings on Monday, August 1, and 15, 2022. The Redevelopment Commission will hold regular meetings immediately following.

**ADJOURNMENT**

There being no further business to come before the Council, and upon a motion by Councilor Koultourides and seconded by Councilor Tulowitzki, the meeting adjourned at 7:39 p.m. by voice vote.

**ATTEST:**

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**Chuck Gardiner, President**

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**Wendy Mis, Clerk-Treasurer**