

To: President and Members of the Munster Town Council

From: Patricia Abbott, Controller/Interim Town Manager

Date: June 17, 2024

Re: Engagement Letter: MS4 Assistance

MS4 is a designation that stands for the entity that oversees the “municipal separate storm sewer system.” It is the drainage system owned by the Town intended to carry only surface runoff (rainwater) to a receiving stream. For Munster, the ultimate receiving stream is the Little Calumet River.

For the past year, the Town engaged Butler, Fairman & Seufert as represented by Reggie Korthals to provide consulting and assistance with MS4 compliance. This service was critical for the audit performed by the Indiana Department of Environmental Management on March 14, 2024. There is still work to be done to meet the requirements and Staff wants to retain the services of Ms. Korthals.

Ms. Korthals is now with the firm OHM Advisors. The goal is to have Town Staff trained and able to manage the MS4 program on its own in about one year. An engagement letter has been presented which lists the various services that could be provided. Staff will request the assistance of Ms. Korthals throughout the year and will be billed at an hourly rate. The anticipated completion of the project is June 1, 2025, and the cost is not to exceed \$40,000.00. The work will be paid from the Sewer Maintenance Fund.

Recommendation:

By motion and voice vote, approve the engagement letter from OHM Advisors for MS4 consulting services at a cost not to exceed \$40,000.00.