

TOWN OF MUNSTER  
RESOLUTION 2147

A RESOLUTION AUTHORIZING AN INTERIM TOWN MANAGER

WHEREAS, The Munster Town Council approved Resolutions 2126, 2127, 2135, and 2140 on February 6, 2024, February 20, 2024, July 15, 2024, and November 7, 2024, respectively, naming Patricia Abbott as the Interim Town Manager, and this arrangement is set to terminate on December 21, 2024, with a permanent Town Manager not yet selected, and

WHEREAS, While Council continues its search for a Town Manager, Council seeks to have Controller Patricia Abbott (Controller) continue serving as the Interim Town Manager until the permanent replacement is onboarded, and

WHEREAS, The purpose of this document is to define the terms, expectations, and authorities of the Interim Town Manager (ITM).

Now, therefore be it, Resolved by the Town Council of the Town of Munster, Lake County, Indiana, as follows:

SECTION ONE: Authority Over Employee

Ms. Abbott will remain in her role as the Controller under the purview of the Clerk-Treasurer. During the term of this agreement, she will be serving in a dual role. In her role as ITM, she will report to the Council according to the current practices and as outlined under Section Three of this agreement.

When Ms. Abbott ceases to serve as the ITM, for any reason, she will return full-time to her Controller role with all of the responsibilities, authorities, rights, compensation, and benefits of the position. Nothing in this agreement allows for her termination by the Town Council as the Controller; that authority remains with the Clerk-Treasurer as provided in IC 36-5-6-7.

SECTION TWO: Term of Agreement

Provided Council continues its executive search engagement with Baker Tilly for a permanent Town Manager, this agreement is effective December 22, 2024, through May 23, 2025, or until a permanent Town Manager is in place, whichever comes first. A transition period will be negotiated once the permanent Town Manager is hired. If the engagement with Baker Tilly is terminated without the hiring of a permanent Town Manager, this agreement terminates at that same time.

At any time prior to May 23, 2025, either the Council or Ms. Abbott may end this agreement. If the agreement ends prior to May 23, 2025, for any reason, Ms. Abbott will return to the sole role as Controller under the Clerk-Treasurer as provided in Section

One, and all other duties, responsibilities, and authorities under this agreement will cease.

### SECTION THREE: Authorities

In order to establish stability and continuity of operations, the focus of the first six months was on the duties of the Town Manager. The next three months focused on the creation and submittal of the 2025 budget. With the onset of the calendar and fiscal year-end, Ms. Abbott's focus will be with the Controller duties.

Council acknowledges that Ms. Abbott continues to fill two distinct roles and carries an intense workload. Council acknowledges that while she has the authorities listed below, Ms. Abbott's focus will be increasingly dominated by the Controller duties as the Town goes through its fiscal year-end.

1. With the exception of Section Three Item 2 below, the ITM will have the authority to perform the duties listed in the Town Manager job description dated February 2001 and within the current ordinances and adopted policies of the Town of Munster. If the job description is changed during the term of this agreement, and the position is granted more authority, the ITM will have those same authorities.
2. For the period set out in Section Two of this agreement, Ms. Abbott will have the authorities outlined in the Personnel Rules as adopted April 16, 2018, and its amendments, in all aspects with the following restrictions on hiring and terminating employees.
  - a. Employees on Exhibit A of Ordinance 1972: The 2025 Salary Ordinance, and its amendments, at Grades 10 and 11 will be hired or terminated only with prior consultation with the Council President.
  - b. Employees at any Grade on Exhibit B (Sworn Police Officers) or described under Section VI (Fire Department) of Ordinance 1972: The 2025 Salary Ordinance, and its amendments, will be hired or terminated only as allowed under the rules and laws governing the Board of Safety and within the Personnel Rules.
3. A revised organizational structure and new guidelines regarding communication between Council and Staff will be developed and implemented in January 2025. If necessary, these will be amended into this resolution.
4. The Town Council has engaged an executive search firm to identify a permanent Town Manager. The Interim Town Manager will be part of the selection committee for the permanent Town Manager. If an offer of employment for a permanent Town Manager is not made by May 1, 2025,
  - a. Council will identify a new Interim Town Manager, and
  - b. The Council President and Vice President will meet with the Controller/ITM to negotiate future arrangements and to create a new role for the Controller/ITM.

SECTION FOUR: Compensation

1. Bi-weekly stipend of \$2,000.00, a bi-weekly contribution to the deferred compensation plan of \$700.00, and a bi-weekly contribution to a retirement health savings plan of \$700.00. If the IRS maximum contribution is reached for the deferred compensation plan, the balance will be added to the stipend.
2. The ITM will accrue PTO over the term of this agreement at the four-week annual rate (e.g. 6.15 hours per pay period.) Additional PTO will be granted on an hour-for-hour basis for anything over forty hours a week. This PTO does not expire and can be rolled over.
3. While it is recognized that during the term of this agreement, Ms. Abbott will be working beyond forty hours per week, Council will provide Ms. Abbott with sufficient time during normal working hours (8:00 a.m. to 5:00 p.m.) to do the job being asked of her. With the exception of an emergency, if more than twenty minutes is needed by a Councilor, that time will be pre-arranged. In addition, unless there is an emergency and with the exception of official meetings of the Town Council, Ms. Abbott will not be expected to work past 5:00 p.m. or before 8:00 a.m. Monday through Friday. On Saturday and Sunday, Ms. Abbott will not be expected to work past 3:00 p.m. or before 11:00 a.m.

RESOLVED, that the Munster Town Council hereby authorizes Controller Patricia Abbott to continue to function and serve as Interim Town Manager as outlined.

Adopted and Resolved by the Town Council of the Town of Munster this 16<sup>th</sup> day of December 2024, by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

Town Council of the Town of  
Munster, Indiana, Lake County, Indiana

\_\_\_\_\_  
David B. Nellans, President

ATTEST:

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Wendy Mis,  
Clerk-Treasurer, Town of Munster