

**TOWN OF MUNSTER
MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
NOVEMBER 1, 2021**

A regular meeting of the Munster Town Council convened at 7:00 p.m. on Monday, November 1, 2021. 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. 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 absent. President Koultourides presided.

Also present in Town Hall were Clerk-Treasurer Wendy Mis, Controller Patricia Abbott, Town Manager Dustin Anderson, Town Attorney Dave Westland, Fire Chief Mark Hajduk, Police Lieutenant Dan Broelmann, Planning Director Thomas Vander Woude, and Munster Representative to the Hammond Sanitary District Mike Hawkins. Director of Operations Stephen Gunty was present in the virtual setting. The news media were not represented. The public was given the information needed to access the meeting virtually, and some took advantage of it.

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

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. Mr. Anderson reported that none were received.

No one rose to claim the floor.

CONSENT AGENDA

APPROVAL OF MINUTES

Approval of the minutes of the regular meeting held on October 18, 2021

ACCOUNTS PAYABLE VOUCHER REGISTERS

Confirmation of Voucher Register #21-10H dated 10/21/21 totaling \$165,630.45
Confirmation of Voucher Register #21-10I dated 10/22/21 totaling \$389,069.23
Confirmation of Voucher Register #21-10J dated 10/28/21 totaling \$588,066.73
Approval of Voucher Register #21-11A dated 11/01/21 totaling \$134,096.11

WATER BILL ADJUSTMENTS 2021-39 THROUGH 2021-41

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>
2021-39	21,000	194,000	2 months	\$ 655.53	\$ 498.93	\$ 156.60
2021-40	9,000	140,000	2 months	\$ 482.66	\$ 413.10	\$ 69.56
2021-41	15,000	50,000	1 month	\$ 176.87	\$ 119.62	\$ 57.25

The amounts listed are for water and sales tax only. All other regular charges will remain unchanged.

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. The motion carried and the Consent Agenda was adopted.

NEW BUSINESS

CENTENNIAL PARK CLUBHOUSE

An update was provided on the recent closure of the Centennial Park Clubhouse

2022 ANNUAL MEDICAL, DENTAL, AND VISION RATE RENEWAL

The Town became members of the AIM Medical Trust effective January 1, 2016, for medical insurance. Staff has been notified that the blended renewal rate for the 2022 plan year will be a decrease of 6.2% over the 2021 rates.

The Town covers 82.5% of the premium costs for the employees, regardless of coverage level, with the employee paying the remaining 17.5%. Staff recommended keeping these cost-sharing percentages the same. Monthly premiums are as follows for the current medical insurance plans, vision insurance, and dental insurance.

PPO Plan B

Tier	2021 Rates	Town Monthly Share 87.5%	Employee Monthly Share 17.5%
Employee Only	\$ 983.21	\$ 811.15	\$ 172.06
Employee & Spouse	\$ 2,015.26	\$ 1,662.59	\$ 352.67
Employee & Child(ren)	\$ 1,818.28	\$ 1,500.08	\$ 318.20
Employee & Family	\$ 2,850.32	\$ 2,351.51	\$ 498.81

HDHP Plan F

Tier	2021 Rates	Town Monthly Share 87.5%	Employee Monthly Share 17.5%
Employee Only	\$ 921.77	\$ 760.46	\$ 161.31
Employee & Spouse	\$ 1,889.31	\$ 1,558.68	\$ 330.63
Employee & Child(ren)	\$ 1,704.64	\$ 1,406.33	\$ 298.31
Employee & Family	\$ 2,672.17	\$ 2,204.54	\$ 467.63

Vision Insurance

This is the same plan currently in force. The Town pays 100% of the premiums for the employee regardless of the coverage level chosen.

Tier	Enrollment	2022 Rates	Total Cost
Employee Only	38	\$ 4.59	\$ 174.42
Employee & Spouse	17	\$ 9.20	\$ 156.40
Employee & Child(ren)	16	\$ 9.82	\$ 157.12
Employee & Family	31	\$ 15.70	\$ 486.70
Monthly Total			\$ 974.64
Annual Total			\$ 11,695.68

Dental Insurance

The dental coverage remains self-funded through Delta Dental. The 2022 rates reflect actual claims experience for 2021. Staff is looking to have the premium levels be sufficient to cover the anticipated 2021 claims. The Town pays 100% of the employee-only premium. Dependent dental premiums are covered by the employee.

Tier	2021 Rates	Town Monthly Share Employee Only	Employee Monthly Share Dependent Coverage Only
Employee Only	\$ 39.35	\$ 39.35	\$ -
Employee & Spouse	\$ 69.18	\$ 39.35	\$ 29.83
Employee & Child(ren)	\$ 87.13	\$ 39.35	\$ 47.78
Employee & Family	\$ 119.14	\$ 39.35	\$ 79.79

Councilor Tulowitzki moved, with a second by Councilor Schoon, to authorize the Town Manager to adopt the 2022 health, vision, and dental rates for the Town of Munster as presented. Councilors Schoon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against.

ORDINANCE 1847: ZONING CODE TEXT AMENDMENTS

Proposed ORDINANCE 1847 is AN ORDINANCE AMENDING CHAPTER 26 ARTICLE 6 TABLE 26-6.405.A-6, TABLE 26-6.405.A-7, TABLE 26-6.405.A-8, TABLE 26-6.405.L-1 OF THE TOWN OF MUNSTER MUNICIPAL CODE DESIGNATING THE RESIDENTIAL PORTION OF LIVE/WORK, MIXED-USE, OR FLEX BUILDING USE A CONDITIONAL USE IN THE CD-4.A, CD-4.B, AND CD-5 DISTRICTS. Staff is recommending text amendments to the Town Code which would designate the residence portion of Live/Work, Mixed-Use and Flex Buildings as a conditional use in the CD-4.A, CD-4.B, and CD-5 Districts.

The Plan Commission wants to ensure that any mixed-use project with a residential component in Munster will not exceed the capacity of the Town’s infrastructure or strain Town services such as police, fire, and the school system. The current code allows residential use in these districts. The Plan Commission supports modification of the zoning ordinance to allow additional oversight and review of mixed-use projects. Adoption of Ordinance 1847 would allow no mixed-use development to occur without the approval of the Town Council.

Councilor Gardiner stated that mixed-use is key and wants Staff to educate Council on this matter. Councilor Tulowitzki stated it will be useful to have an updated comprehensive plan for matters like this.

Councilor Gardiner moved, with a second by Councilor Tulowitzki, to hear Ordinance 1847 amending TABLE 26-6.405.A-6, TABLE 26-6.405.A-7, TABLE 26-6.405.A-8, and table 26-6.405.l-1 of the Munster Zoning Ordinance on first reading and schedule second reading for the next regular meeting. Councilors Schoon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against.

ORDINANCE 1848: AMENDMENT #4 TO THE 2021 SALARY ORDINANCE

Proposed ORDINANCE 1848 is AMENDMENT #4 TO ORDINANCE 1817 – 2021 SALARY ORDINANCE AND PAY PLAN. The Munster Town Council has supported the efforts of the Munster Police Department and their relationship with the Northwest Indiana Regional SWAT (NWRS), an organization that services eleven municipalities in Lake County. It has been requested that a take-home vehicle be provided for an officer in a leadership role with NWRS to enable a faster and safer response to NWRS requests and allow for the storage of team equipment.

Some Munster Police Officers serve with the NWRS. One officer serves as an Assistant Commander in Charge of Operations. His duties include planning operations, making command decisions during both planned and emergency callouts, and leading operators in forward operations during such callouts. He is subject to 24-hour callouts and carries thousands of dollars in specialized gear like suppressed weapons, flash bangs, breaching equipment, shields and body armor, and explosives in his vehicle at all times. He is the third highest-ranking member of NWRS on scene, and his ability to quickly respond and organize arriving operators on a scene is paramount to successful missions. It has been shared that the immediate response and job as Assistant Commander in Charge of Operations is imperative.

The proposed salary ordinance amendment recognizes this is a unique situation with a high level of responsibility beyond the scope of normal duties in service to the NWRS. It is recommended that the officer with the rank of Assistant Commander in Charge of Operations with the NWRS have a take-home vehicle to be used consistent with the administrative use policy. As an administrative use vehicle, it is not eligible for the take-home vehicle allowance.

Councilor Tulowitzki moved, with a second by Councilor Schoon, to suspend the rules, waive the readings, and adopt Ordinance 1848 on first reading as presented. Councilors Schoon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against.

ORDINANCE 1849: 2022 SALARY AND PAY PLAN

Introduced ORDINANCE 1849 is AN ORDINANCE ESTABLISHING THE 2022 PAY PLAN FOR THE TOWN OF MUNSTER, INDIANA (2022 SALARY ORDINANCE). Compensation of elected officials must be fixed, and the Police Pension Base must be certified before January 1 of the ensuing year. Proposed Ordinance 1849 has been prepared for that purpose and it includes other annual authorizations related to payroll. Of note are the following.

1. All regular, full-time employees pay rates will increase by 3.00%.
2. All elected officials pay rates will increase by 3.00%. (Elected officials' rates must be set by December 31, 2021.)
3. All firefighter stipends and hourly rates will increase by 3.00%.
4. The Certified First-Class Officers' Rate will increase by 3.00%. (This determines the amount of pension retired officers, and their dependents receive as well as how much the Town and current officers contribute to the pension plan. The rate must be set and certified to the State of Indiana by December 31, 2021.)
5. The Pension Board voted to increase the stipend for the Pension Secretary to \$1,200.00/year. This change has been included in the ordinance.
6. The Park Board has approved the pay rates for part-time employees for 2022. The new rate for seasonal maintenance workers is from \$13.00-16.00. The rate for maintenance workers in Public Works has been changed to match this range.
7. The Park Board approved a pay range of \$11.00-\$14.00 for part-time office work. This same rate has been changed to match for non-Park part-time employees.
8. All benefits and related provisions (e.g., health insurance, Park discounts, etc.) will remain unchanged from 2021.
9. Staff is working on changes to the distribution matrix which will be included in the second reading of the ordinance. This does not impact how much one is paid, only the funding source(s).

Clerk-Treasurer Mis explained that Staff is working on a plan to address the wage inequities in the non-public safety departments. The proposal is based on the Police Department model which was implemented about three years ago. A work-study in January 2022 is anticipated.

Councilor Gardiner asked about department head involvement in the process. Clerk-Treasurer Mis stated that she has had conversations with department heads and plans for deeper involvement in the coming months.

Councilor Tulowitzki asked about the pressure put on the budget by the proposed 3.00% increase in this ordinance. The 2022 budget included this increase.

Councilor Gardiner moved, with a second by Councilor Schoon, to consider Ordinance 1849 on first reading and schedule second reading for the next regular meeting in November. Councilors Schoon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against.

FIRE TRUCK PURCHASE

The Munster Town Council has included the purchase of a fire truck using America Recovery Plan money for an amount not to exceed \$1,100,000. Fire Chief Hajduk worked with HGACBuy through Fire Services, Inc. to purchase a fire truck. H-GAC (Houston-Galveston Area Council) is a regional planning commission and political subdivision of the State of Texas which has a cooperative purchasing program. There is a \$2,000.00 fee for this service which is included.

Through this program, the Munster Fire Department will purchase a E-One Typhoon fire truck with 4-door full-tilt welded extruded aluminum cab, six-man seating, welded extruded aluminum body, single axle, 2000 GPM single stage pump, 500-gallon tank, welded extruded aluminum HP75 – 75 feet 550# Tip Load, and a rear telescoping ladder. The truck will be built by E-One through their distributor Fire Service.

The Town can expect, within 480 calendar days from release to production, a clean order. Once the new truck is accepted and delivered, the Town will trade in a 1996 HME Fire Engine Unit #2224. The Town will receive a \$20,000.00 reimbursement payment for this trade in. The total cost will not exceed \$1,099,278.54. This amount includes a pre-pay discount of \$30,949.00. A 100% performance bond will be provided to the Town from Fire Service.

Chief Hajduk was present and answered questions from Council regarding the impact of the purchase and ISO points, how many stories the equipment can reach, and the potential to donate the proposed trade-in. He also stated the next vehicle that would need to be replaced would be an engine which he anticipates needing in the next five years at a cost of about \$600,000.00.

Councilor Gardiner moved, with a second by Councilor Tulowitzki, to authorize the Fire Chief to execute an agreement with HGACBuy to participate in the cooperative purchasing program at a cost of \$2,000.00 and to authorize the Town Manager to execute an agreement with Fire Service, Inc for the purchase of a new fire truck in an amount not to exceed \$1,099,278.54 to be paid from ARPA Fund 176. Councilors Schoon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against. Motion carried.

WARNING SIRENS

The Town of Munster has four emergency warning sirens in Town. Three have a rotating assembly style with battery backup and the fourth is stationary without battery backup.

The siren located at Fitness Pointe is a rotating assembly and is leaning at approximately six degrees. Because of the rotation, when activated, the siren will cause a premature failure of the bearings. Midwestern Electric has provided a quote of \$2,935.00 to complete the work at Fitness Pointe. This quote does not include planting of grass seed once completed.

The siren located at Sunnyside Park is a Federal Model 2, does not have backup capability, and is due for replacement. The siren will be replaced with an Eclipse 8 which is a newer style with backup capabilities. Capital Electronics Inc. provided a quote of \$22,363.00 for the Eclipse 8 siren with installation and a quote of \$1,412.00 for removal and disposal of the old siren. Capital Electronics is the authorized contractor for the warning sirens in Lake County, Indiana.

Councilor Gardiner moved, with a second by Councilor Schoon, to approve the repair to the Fitness Pointe siren pole and the replacement of Sunnyside Park siren with removal of the older siren in the Town of Munster at a total cost of \$26,710.00 to be paid from the 2021 General Obligation Bonds 414-9152120-64422. Councilors Schoon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against. Motion carried.

SEH AGREEMENT: GENERATOR SYSTEMS UPGRADE

At the August 16, 2021, meeting, Council approved a proposal from SEH to conduct a generator upgrade study for Town Hall, Police and Fire Department buildings at a cost not to exceed \$26,000.00. The project went out to bid October 15, 2021, with opening scheduled on November 5. It is anticipated the matter will come to Council on November 15, 2021, for approval.

SEH has presented a new proposal to complete an arc flash study on electrical equipment at Town Hall in conjunction with the installation of the generator. This was not included in the original scope by SHE as it is not required by code. It is recommended to provide safety-related information to protect personnel during routine maintenance of the system. There are cost savings by performing the study in conjunction with the generator installation. The project would have three tasks as follows.

Task 1	Data Collection	\$1,440.00
Task 2	Modeling	\$4,320.00
Task 3	Analysis	<u>\$3,070.00</u>
Total		\$8,830.00

While the study is not required by code, OSHA recommends it and it can provide liability protection in the event of a future incident. Councilor Gardiner confirmed the study will have no impact on the bid process currently underway. Councilor Tulowitzki asked about the need to update training and procedure manuals. It was explained that Town employees will not service or repair the involved equipment. The installation will include coding known to outside vendors.

Councilor Tulowitzki moved, with a second by Councilor Gardiner, to approve SEH Proposal No. 162684 14.00 dated October 21, 2021, for Municipal Center Arc Flash Analysis (originally priced at \$10,100.00) revised to \$8,830.00 (per Jill DiTommaso October 22, 2021, email to Dustin Anderson). Councilors Schoon, Gardiner, Tulowitzki, and Koultourides voted in favor; none voted against. Motion carried.

SEH AGREEMENT: CDBG ALLEY REPAVING PROJECT PROPOSAL

The Town has been awarded a Community Development Block Grant (CDBG) in the amount of \$103,712.00 for repaving alleys in the northwest portion of Town. An estimated \$147,288.00 of Town funds will be used in 2022 for the reconstruction of failing pavement in five residential alleys with a combination of regular HMA asphalt and Porous Asphalt. The total budget for the project is \$251,000.00. This will positively impact 144 adjacent residential and several multi-family and commercial properties.

The Town has used SEH as the design engineer and owner's representative for these types of construction projects in the past. Staff has found them to be reliable, fair, and responsive. SEH has presented a proposal dividing the work into Task 1- pre-bid services for a lump sum cost of \$25,500.00 and Task 2 – post-bid/post-construction award services at an hourly cost basis not to

exceed \$7,900.00 without prior authorization. The project will be funded by the Municipal Surtax Fund, specifically 258-91501-64972. The proposed areas of work are as follows.

Alley	From	To	Asphalt Type
Forest-Hohman	Adelaide Place	Town Line	Porous
Belmont-Belden	Hohman Avenue	Manor Avenue	HMA
Broadmoor-Belmont	Hohman Avenue	Manor Avenue	HMA
Sunnyside-Fairbanks	Hohman Avenue	Manor Avenue	HMA
Hollywood	Hohman Avenue	Manor Avenue	Porous

Councilor Tulowitzki asked about porous asphalt and how locations were determined for its use. Staff explained that there is a cost factor (porous is about double the cost of HMA asphalt) and that it is used in areas with the worst drainage problems.

Councilor Gardiner moved, with a second by Councilor Tulowitzki, to authorize the Town Manager to execute the agreement labeled MUNST P163777 with SEH for engineering services with the CDBG Alley Improvement Program in the amount of \$25,500.00 for Task 1 and in the amount not to exceed \$7,900.00 for Task 2. Councilors Schoon, Gardiner, Tulowitzki, and Koulourides voted in favor; none voted against. Motion carried.

PROPOSED PAVING AND WATER MAIN IMPROVEMENT PROJECT

The Town applied to INDOT for \$330,013.00 in Community Crossings Matching Grant funds during the second call for applications in 2021. River Drive, North Delaware Parkway, East Delaware Parkway, and Potomac Drive are the streets being addressed. The most recent CCMG project at Timrick Drive resulted in a steep project cost overrun due to the late discovery of its extremely deteriorated subgrade. Staff recommends performing the soil borings for the current application while waiting to learn the amount of the grant to be awarded.

Advanced Engineering Services (AES) has submitted a proposal for geotechnical engineering services. The purpose will be to obtain information about the subsurface soil and groundwater conditions, to determine selected engineering characteristics of the sub surfaces encountered in the study, and to develop recommendations regarding roadway subgrade and earthwork activities for the proposed construction.

Councilor Gardiner moved, with a second by Councilor Schoon, to approve the AES Proposal No. 2021-312G (Rev) for Geotech Engineering Services dated October 19, 2021, in the amount of \$3,950.00. Councilors Schoon, Gardiner, Tulowitzki, and Koulourides voted in favor; none voted against. Motion carried.

DISPOSAL OF SURPLUS PROPERTY

The Munster Police Department presented a listing of surplus property that either no longer functions or is no longer used as follows.

- Four (4) wooden storage boxes from squad cars
- Arbitrator mic TXSCSE0238
- One (1) car printer, Serial number U62863-M32257899
- Four (4) in car keyboards, Serial numbers BAK053014024930, 4934, BAK032614012479, BAK 0122013046139, and BAK 0100713033953
- Two (2) office chairs
- Nikon Coolpix camera, Serial number 32377135
- Streamlight flashlight C4-139650
- Body mic for Motorola PMMN4069A
- Portable Breath test (PBT) 1072759 Alco-sensor
- Radar antennae Raptor, Serial number RK12130
- Brite Table power mount-in car, Serial number 191451216
- Two (2) Lund power supplies, Serial numbers FJ1950-4523, PA1555-655
- Scrap metal parts from traded in vehicles (turned in for scrap metal)
- Old cages no longer used and unable to use due to body style changes
- AirScience Forensic Drying Cabinet (to be donated to Hammond Police Department who has use for it)

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

REPORTS

Clerk-Treasurer Mis provided Council with the minutes from the 2021 General Obligation Bond bid opening held on October 28, 2021. Clerk-Treasurer Mis reported on the recent Shared Ethics Summit and future training. She then announced that the Munster Civic Foundation *Tulip Public Art Project 2022* has begun, and sponsorship information is available on the website.

Councilor Tulowitzki announced that on the evening of December 3, 2021, the Munster Civic Foundation will hold the inaugural *Light the Night* event at Town Hall.

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 regular meetings on Monday, November 15, and December 6, 2021. The Redevelopment Commission will hold regular meetings immediately following the Town Council meetings.

ADJOURNMENT

There being no further business to come before the Council, and upon a motion by Councilor Tulowitzki and seconded by Councilor Gardiner, the meeting adjourned at 7:46 p.m. by voice vote.

ATTEST:

Andy Koultourides, President

Wendy Mis, Clerk-Treasurer