

**TOWN OF CEDAR LAKE, LAKE COUNTY, INDIANA
Memoranda & Minutes of the Cedar Lake Town Council**

**January 14, 2014
Public Meeting 7:00 PM at the Cedar Lake Town Hall
Pledge of Allegiance & Moment of Silence**

Roll Call:

Present	Robert H. Carnahan Council Member	Ward 1	Present	Patsy Casassa Vice President	Ward 6
Present	John Foreman Council Member	Ward 2	Present	Randell Niemeyer President	Ward 5
Present	Gregory L. Wornhoff Council Member	Ward 3	Present	Amy J. Gross Clerk-Treasurer	
Present	Ralph Miller Council Member	Ward 4	Present	Ian Nicolini Town Manager	
Present	Greg Parker Council Member	Ward 7	Present	David Austgen Town Attorney	

NOMINATION AND APPOINTMENT OF TOWN COUNCIL OFFICERS

1. Town Council President

Motion made to nominate Randy Niemeyer as Town Council President. No other nominations were made. Motion made by John Foreman and seconded by Patsy Casassa to nominate Randy Niemeyer as Town Council President.

Roll Call Vote: 6 to 1

Carnahan	Foreman	Wornhoff	Miller	Parker	Casassa	Niemeyer
NO	YES	YES	YES	YES	YES	YES

2. Town Council Vice President

Motion made to nominate Patsy Casassa as Town Council Vice President. No other nominations were made. Motion made by Ralph Miller and seconded by Greg Parker to nominate Patsy Casassa as Town Council Vice President.

Roll Call Vote: 6 to 1

Carnahan	Foreman	Wornhoff	Miller	Parker	Casassa	Niemeyer
NO	YES	YES	YES	YES	YES	YES

3. Appointments to Town Council Committees

- a. Public Works and Safety (3): Patsy Casassa, Robert Carnahan, Randy Niemeyer
- b. Parks and Recreation Committee (3): Patsy Casassa, Ralph Miller, Randy Niemeyer
- c. Redevelopment Committee (3): John Foreman, Robert Carnahan, Greg Wornhoff
- d. Planning Committee (3): Greg Parker, Patsy Casassa, John Foreman
- e. Council Affairs Committee (3): Greg Wornhoff, Ralph Miller, Randy Niemeyer
- f. Northwest Indiana Regional Planning Commission (1): Randy Niemeyer
- g. Lake County Solid Waste (1): Robert Carnahan
- h. South County Community Development (1): Item deferred to next Public Meeting

Motion made by Greg Parker and seconded by Greg Wornhoff to approve the appointments to Town Council Committees as listed above.

Roll Call Vote: 6 to 1

Carnahan	Foreman	Wornhoff	Miller	Parker	Casassa	Niemeyer
NO	YES	YES	YES	YES	YES	YES

4. Appointments to Boards and Commissions:

- a. Plan Commission: Tim Kubiak and John Kiepura
- b. Board of Zoning Appeals: Tim Kubiak
- c. Police Commission: Charlie Kaper and Terri Blagojevic
- d. Storm Water Board: Joe Trtan
- e. Redevelopment Commission: Pat Conlon, Jeff DeVries, Becky Davis, Nathan Vis, Eric Burnham
- f. Joint Management Operations Board: Jim Cornett
- g. Unsafe Building Commission: Greg Parker

Motion made by Greg Parker and seconded by Patsy Casassa to approve the appointments to Boards and Commissions as listed above.

Roll Call Vote: 7 to 0

Carnahan	Foreman	Wornhoff	Miller	Parker	Casassa	Niemeyer
YES	YES	YES	YES	YES	YES	YES

PUBLIC COMMENT: None.

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CONSENT AGENDA:

1. **Minutes:** December 17, 2013 Public Meeting
2. **Claims:** All Town Funds \$741,133.87, Wastewater \$260,992.54, Water \$53,406.76, Storm Water \$31,432.78, Payroll #79, 80, 81- \$299,438.12.
3. **Donations:** \$20.00 General Fund
4. **Tag Day Approvals:**

<u>Organization</u>	<u>Date</u>	<u>Rain Date</u>
Cedar Lake Fire Department	April 19, 2014	April 26, 2014
Cedar Lake Fire Department	October 18, 2014	October 25, 2014
Cedar Lake VIPS	May 17, 2014	May 24, 2014
CL Chamber of Commerce	July 12, 2014	July 19, 2014

Motion by Ralph Miller and seconded by Patsy Casassa to accept and waive the reading of the Minutes, accept the Consent Agenda as listed.

Roll Call Vote: 7 to 0

Carnahan	Foreman	Wornhoff	Miller	Parker	Casassa	Niemeyer
YES	YES	YES	YES	YES	YES	YES

ORDINANCES & RESOLUTIONS:

1. Resolution No. 1107- EMS Uncollectable Accounts- Bad Debt and Write-Offs

Amy Gross read Resolution No. 1107 by title only into the record. Amy Gross stated that this is a typical year end procedure to write-off uncollectable debt based on Ordinance No. 1088. This year's bad debt and write-off is in the total amount of \$169,894.12 for period ending December 31, 2013. The State Board of Accounts has approved to write-off these figures as bad debt. Motion made by John Foreman and seconded by Ralph Miller to approve Resolution No. 1107.

Roll Call Vote: 7 to 0

Carnahan	Foreman	Wornhoff	Miller	Parker	Casassa	Niemeyer
YES	YES	YES	YES	YES	YES	YES

2. Resolution No. 1108- Honoring Obadiah Taylor

Gregory L. Wornhoff read Resolution No. 1108 by title only into the record. Ian Nicolini stated that has part of the widening project of 133rd Avenue, the Taylor Trust, Todd Taylor as Trustee, donated a sizable amount of their right-of-way in order to help pay for the traffic signal improvement flashing red at 133rd and Fairbanks and as part of that donation they requested that they place some sort of marker at the intersection honoring the Taylor family who settled here in 1836. Ian Nicolini stated that a copy of the signage that will be placed is included in the Council's package. Motion made by Gregory L. Wornhoff and seconded by Greg Parker to approve Resolution No. 1108.

Roll Call Vote: 7 to 0

Carnahan	Foreman	Wornhoff	Miller	Parker	Casassa	Niemeyer
YES	YES	YES	YES	YES	YES	YES

NEW BUSINESS:

1. Forfeited Bonds- Cash Bond Escrow Fund #708

Amy Gross stated that along with the assistance of the Building Coordinator they have prepared a list of forfeited bonds which upon review amount to \$24,050 that are dormant funds that can be transferred into the General Fund. Amy Gross stated that these funds will be included in an additional appropriation later this year. Motion made by Ralph Miller and seconded by Gregory L. Wornhoff to approve the transfer of the Cash Bond Escrow Fund #708 to the General Fund.

Roll Call Vote: 7 to 0

Carnahan	Foreman	Wornhoff	Miller	Parker	Casassa	Niemeyer
YES	YES	YES	YES	YES	YES	YES

2. Dormant Fund- Park District Bond Fund #303

Amy Gross stated that the Park District Bond Fund#303 is another year end clean-up of dormant funds in the amount of \$2,296.62 that can be transferred into the General Fund. Amy Gross stated the 2001 General Obligation Bond was paid in full January 2012. Motion made by John Foreman and seconded by Patsy Casassa to approve Park District Fund #303 to be transferred into the General Fund.

Roll Call Vote: 7 to 0

Carnahan	Foreman	Wornhoff	Miller	Parker	Casassa	Niemeyer
YES	YES	YES	YES	YES	YES	YES

3. Outstanding Warrant

Amy Gross stated that Check #34212 dated July 1, 2011 and made payable to D. Nield in the sum of \$27.28 needs to be cancelled. Amy Gross recommends that this payroll check is cancelled and the funds transferred into the General Fund. Motion made by John Foreman and seconded by Ralph Miller to approve the transfer of the outstanding warrant into the General Fund.

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Roll Call Vote: 7 to 0

Carnahan	Foreman	Wornhoff	Miller	Parker	Casassa	Niemeyer
YES	YES	YES	YES	YES	YES	YES

4. Utility Account Adjustments Ending 2013

Amy Gross stated that these are year-end adjustments made in the utility department for 2013 in the amount of \$28,417.03; a detail record can be reviewed in the Utility Department Office. Motion made by Ralph Miller and seconded by Patsy Casassa.

Roll Call Vote: 7 to 0

Carnahan	Foreman	Wornhoff	Miller	Parker	Casassa	Niemeyer
YES	YES	YES	YES	YES	YES	YES

5. High Performance Government Network Proposal

Ian Nicolini stated this is one of the last steps to finalizing the development of the performance measurement training. We would like the High Performance Government Network to make a presentation to the Town Council. Also included in this proposal is to conduct a quality of life survey for the employees and report on these results. Motion made by John Foreman and seconded Ralph Miller to approve the High Performance Government Network Proposal.

Roll Call Vote: 7 to 0

Carnahan	Foreman	Wornhoff	Miller	Parker	Casassa	Niemeyer
YES	YES	YES	YES	YES	YES	YES

6. Sewer Utility Elimination Agreement- 14619 Huseman Street

Ian Nicolini stated that this is sewer utility elimination agreement is for an unsafe house that was demolished by the Town. Motion made by Greg Parker and seconded by Patsy Casassa to approve the sewer utility elimination agreement for 14619 Huseman Street.

Roll Call Vote: 7 to 0

Carnahan	Foreman	Wornhoff	Miller	Parker	Casassa	Niemeyer
YES	YES	YES	YES	YES	YES	YES

7. Girl Scout Meeting Request

Ian Nicolini stated that there are ten meeting date requests for Girl Scouts to meet at the Parks Building on the Town Grounds on Thursday evenings. Nicolini recommended that the council waive the fees for these meeting dates. Motion made by Ralph Miller and seconded John Foreman to approve the Girl Scout meeting request dates and waive the rental fees.

Roll Call Vote: 7 to 0

Carnahan	Foreman	Wornhoff	Miller	Parker	Casassa	Niemeyer
YES	YES	YES	YES	YES	YES	YES

8. Cedar Lake Little League Meeting Request

Ian Nicolini stated that Cedar Lake Little League has requested the use of the Monastery clubhouse on February 12 and April 16 and has requested that we waive the rental fees. Motion made by Greg Parker and seconded by Gregory L. Wornhoff to approve the Cedar Lake Little League meeting request and waive the rental fees.

Roll Call Vote: 7 to 0

Carnahan	Foreman	Wornhoff	Miller	Parker	Casassa	Niemeyer
YES	YES	YES	YES	YES	YES	YES

9. Willems Run Approval- Event Date September 14, 2014

Ian Nicolini stated that the date of next year's Willems run is September 14, 2014 and recommends approval for this event and allow for coordination with Staff for a successful event. Motion made by John Foreman and seconded by Greg Parker to approve the Willems Run for September 14, 2014.

Roll Call Vote: 7 to 0

Carnahan	Foreman	Wornhoff	Miller	Parker	Casassa	Niemeyer
YES	YES	YES	YES	YES	YES	YES

10. Water Utility Receipts Tax

David Austgen stated that this is part of the year end clean-up from 2013. The Utility Department was informed by the Department of Revenue that water connects and reconnect fees were taxable revenue. The amount of \$149.04 needs to be paid to the Department of Revenue for interest we owe for 2009 to 2011. Motion made by Ralph Miller and seconded by Greg Parker to approve the water utility receipts tax.

Roll Call Vote: 7 to 0

Carnahan	Foreman	Wornhoff	Miller	Parker	Casassa	Niemeyer
YES	YES	YES	YES	YES	YES	YES

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WORK SESSION ITEMS:

1. Committee Reports

- a. **Public Works and Safety-** None.
- b. **Park and Recreation-** Ian Nicolini stated that on February 4th during the Town Council Meeting there will be a presentation made by a company that we are working on a strategic partnership with for Parks programming.
- c. **Redevelopment-** None.
- d. **Planning-** None.
- e. **Council Affairs-**None.

TOWN COUNCIL REPORTS:

- 1. **Town Council-** Ralph Miller requested the use of the Monastery Clubhouse for the Keenagers on July 15 and August 19 along with the waiving of rental fees. Motion made by Greg Parker and seconded by Greg Wornhoff to approve waiving the fees for Keenagers.

Roll Call Vote: 7 to 0

Carnahan	Foreman	Wornhoff	Miller	Parker	Casassa	Niemeyer
YES	YES	YES	YES	YES	YES	YES

- 2. **Town Attorney-** None.
- 3. **Clerk-Treasurer-** Amy Gross stated that in the Clerk’s office they are working on year end reports.
- 4. **Town Manager-** Ian Nicolini thanked Michelle Bakker for preparing the 2013 Building Department Annual Report. This report highlights the 98 permits issued in 2013 and approximately \$20 million in revenue for the year. On February 12th at 6:00pm will be the public information session for the project at Lakeshore and Cline.

Randy Niemeyer stated that Amy Gross has received her Master of Municipal Clerks certification. Amy Gross stated that this continuing education does not stop with her but encourages her staff to continue their education and certifications as well.

WRITTEN COMMUNICATION:

- 1. Christopher B. Burke Engineering Report

PUBLIC COMMENT: None.

ADJOURNMENT: The meeting was adjourned at approximately 7:40pm.

An Executive Session was advertised and conducted pursuant to IC 5-14-1.5-6.1(b) before the meeting and after the meeting with discussion consisting of land acquisition, litigation and personnel issues. Those in attendance were Randell Niemeyer, Bob Carnahan, Patsy Casassa, Ralph Miller, Greg Parker, John Foreman, Gregory L. Wornhoff, Town Manager Ian Nicolini, Town Attorney David Austgen, and Clerk-Treasurer Amy Gross.

COUNCIL OF THE CIVIL TOWN OF CEDAR LAKE, LAKE COUNTY, INDIANA

Randell Niemeyer, President, Ward 5

Patsy Casassa, Vice President, Ward 6

Robert H. Carnahan, Ward 1

John Foreman, Ward 2

Gregory L. Wornhoff, Ward 3

Ralph Miller, Ward 4

ATTEST:

Greg Parker, Ward 7

Amy J. Gross, IAMC, MMC Clerk-Treasurer

The minutes of the Cedar Lake Town Council are transcribed pursuant to IC 5-14-1.5-4(b) which states:

- (b) As the meeting progresses, the following *memoranda* shall be kept:
 - (1) The date, time and place of the meeting.
 - (2) The members of the governing body recorded as either present or absent.
 - (3) The general substance of all matters proposed, discussed, or decided.
 - (4) A record of all votes taken, by individual members if there is a roll call.
 - (5) Any additional information required under IC 5-1.5-2-2.5.