

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



November 17, 2015

Public Meeting Advertised for 7:00 PM
Conducted 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 Council Member	Ward 6
Present	John Foreman Council Member	Ward 2	Present	Randell Niemeyer Council Member	Ward 5
Present	Julie Rivera Council Member	Ward 3	Present	Amy J. Gross, IAMC, MMC, CPM Clerk-Treasurer	
Present	Ralph Miller Council Member	Ward 4	Present	Jill Murr, CPM, IAMC, MMC Town Administrator	
Present	Greg Parker Council Member	Ward 7	Absent	David Austgen Town Attorney	

OATHS OF OFFICE

Full-Time Firefighter/Paramedic Fred Seniw received the oath of office by Clerk-Treasurer Gross. Chief Deputy Clerk Margo Nagy received the oath of office by Clerk-Treasurer Gross. President Niemeyer spoke a few words about Geraldine Kortokrax and Dr. Robert King and their visions for Cedar Lake.

PUBLIC COMMENT

None

CONSENT AGENDA

Minutes: October 20, 2015 Public Meeting Minutes

Docket: November 17, 2015 – All Town Funds \$370,044.53, Wastewater \$331,445.41, Water \$61,994.16, Storm Water \$53,002.01, Payroll #152, #154, & #155 - \$380,850.01

Manual Journal Entries: July 1 to October 31, 2015

Donations: DARE: Cedar Lake Rescue Divers \$49.54; VIPS: Town of Lowell \$250.00

Julie Rivera moved to accept and waive the reading of the Minutes, and to accept the Consent Agenda. Second was made by Greg Parker. Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Parker – Yes, Casassa – Yes, Niemeyer – Yes. Vote: 7 to 0.

RESOLUTIONS & ORDINANCES

1. Resolution No. 1151 – Summerfest 2016 (Strategic Plan: A Secure Future, An Effective Organization, An Engaged Community)

President Niemeyer stated that upon review there is a provision in the contract that the Town provides an ambulance and fire service. The Town always has but it's never been in the contract. At a previous meeting it was discussed, possibly developing a policy that would help to cover some of the excess cost of added personnel. He asked Chief Wilkening to look into the policies of others. Discussion continued regarding an ambulance being stationed at the Summerfest and revision of certain provisions.

Motion to defer made by Greg Parker with second by Julie Rivera. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Parker – Yes, Casassa – Yes, Niemeyer – Yes. Vote: 7 to 0.

2. Resolution No. 1152 – Temporary Loan CCI Fund (Strategic Plan: An Effective Organization)

Clerk-Treasurer Gross read by title and summarized as a resolution authorizing a temporary loan for the Cumulative Capital Improvement Fund. \$2,625.46 will be transferred from Wastewater Operating to the Cumulative Capital Improvement Fund for additional IT Services. The loan will be repaid with the next cigarette tax distribution in mid-December.

Motion to approve Resolution No. 1152 made by John Foreman with second by Robert Carnahan. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Parker – Yes, Casassa – Yes, Niemeyer – Yes. Vote: 7 to 0.

3. Ordinance No. 1225 – 2016 Salary Ordinance (Strategic Plan: A Secure Future, An Effective Organization)

Clerk-Treasurer Gross read by title and summarized that based on discussions with the Council Affairs Committee for the 2016 budget; they have drafted the salary ordinance. The proposal is for full-time employees to receive a 2% increase in current pay and department heads as follows: An increase of \$5,000 for an Operations Director and Town Administrator. An increase of \$2,500 for the Police Chief, Fire Chief, and Deputy Chief of Police. As well as a salary increase of \$2,500 for the Clerk-Treasurer.

Motion to approve the first reading of Ordinance No. 1225 made by Ralph Miller with second by Patsy Casassa. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Parker – Yes, Casassa – Yes, Niemeyer – Yes. Vote: 7 to 0.

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President Niemeyer asked if the Council wanted to suspend the rules and allow for a second reading. A motion was made by Greg Parker with a second by Ralph Miller. Council Member Foreman questioned waiting until the next meeting for a second reading. Council Member Parker discussed getting it done. President Niemeyer asked if it has been advertised as part of the budget process. Clerk-Treasurer Gross answered yes. Motions were withdrawn. Second reading will be next meeting.

4. Ordinance No. 1226 – 2015 Salary Ordinance Amendment (Strategic Plan: A Secure Future, An Effective Organization)

Town Administrator Murr discussed this being an addition for a pay scale to allow for a firefighter/paramedic on a probationary level. The Police Department has the same within their salary ordinance. This is to allow for proper staffing while a paramedic is in training. President Niemeyer asked if this was for the gentleman appointed this evening. Town Administrator Murr answered yes.

Motion to approve the first reading of Ordinance No. 1226, made by Julie Rivera with second by Patsy Casassa. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Parker – Yes, Casassa – Yes, Niemeyer – Yes. Vote: 7 to 0.

Motion to suspend the rules and allow for a second reading made by Julie Rivera with second by Patsy Casassa. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Parker – Yes, Casassa – Yes, Niemeyer – Yes. Vote: 7 to 0.

Clerk-Treasurer Gross read by title and summarized.

Motion to adopt Ordinance No. 1226 made by Patsy Casassa with second by Julie Rivera. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Parker – Yes, Casassa – Yes, Niemeyer – Yes. Vote: 7 to 0.

NEW BUSINESS

Council Member Carnahan asked to suspend the rules and take action on an Operations Director.

Motion to amend the agenda and allow for consideration of a personnel matter made by John Foreman with second by Greg Parker. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Parker – Yes, Casassa – Yes, Niemeyer – Yes. Vote: 7 to 0.

President Niemeyer discussed that currently there is an Director of Operations Position that is not filled. He asked the Town Council for a motion to immediately appoint Tim Kubiak as Director of Operations.

Motion to approve Tim Kubiak as Director of Operations made by Julie Rivera with second by Robert Carnahan. Council Member Carnahan added that Mr. Kubiak is already performing the duties of the position and the Town needs to make it official. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Parker – Yes, Casassa – Yes, Niemeyer – Yes. Vote: 7 to 0.

1. Acceptance & Acknowledgement – Lake Shore Drive/Cline Avenue Project Parcel 1, 2, 6, and 10 (Strategic Plan: A Secure Future, An Effective Organization, An Engaged Community)

Town Administrator Murr explained that these are the four parcels that the Town has acquired the right of way and easements needed for the Lake Shore Drive/Cline Avenue Roundabout Project. This is for signature so warranty deeds may be recorded.

Motion to approve the Acceptance & Acknowledgement of Parcels 1, 2, 6, and 10 made by Patsy Casassa with second by John Foreman. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Parker – Yes, Casassa – Yes, Niemeyer – Yes. Vote: 7 to 0.

2. 2016 Board & Commission Advertisement (Strategic Plan: A Secure Future, An Effective Organization)

Town Administrator Murr discussed Town Board and Commission vacancies for next year. She's looking for authorization to advertise and have a due date of December 18, 2015 for the applications.

Motion to advertise for 2016 Board and Commission Vacancies made by Robert Carnahan with second by John Foreman. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Parker – Yes, Casassa – Yes, Niemeyer – Yes. Vote: 7 to 0. President Niemeyer read the vacancies as follows:

Plan Commission 1 Vacancy	Democratic Affiliation
Redevelopment Commission 5 Vacancies	No Affiliation Requirement
Storm Water Board 1 Vacancy	No Affiliation Requirement
Police Commission 1 Vacancy	Democratic Affiliation

3. Retirement/Disposal of Police Vehicles (Strategic Plan: An Effective Organization)

Chief Smith discussed aging police vehicles that have been with the department for some time. They have been shared with other departments in Town and it has come to the point where they are of no further use. They have been parted out and repaired many times over the years. One vehicle, a 2008 Crown Victoria was going to be transferred to

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the Police Academy but when they were prepping it, the wiring caught fire. They are requesting permission to dispose of the vehicles, however, prior to disposal they would like to allow use by the Fire department for extrication training. After training, they'll be scrapped. Discussion continued on scrapping versus selling and the use for training. Clerk-Treasurer Gross asked for it to be added that the funds from scrapping will go into the Police Non-Reverting Equipment Fund.

Motion to approve Retirement/Disposal of Police Vehicles with money going to the Police Non-Reverting Equipment Fund made by Patsy Casassa with second by Ralph Miller. Roll call vote: Carnahan – Yes, Foreman – No, Rivera – Yes, Miller – Yes, Parker – Yes, Casassa – Yes, Niemeyer – Yes. Vote: 6 to 1.

OLD BUSINESS

1. Ice Rink Agreement (Strategic Plan: An Effective Organization)

Town Administrator Murr discussed that at the last meeting the Town Attorney was directed to update the lease agreement with the dates, adding in the new insurance provisions. It has been completed and the signed copy returned from Cedar Lake Ministries. This is for approval for having the lease agreement and the ice rink installed at the Cedar Lake Ministries.

Motion to approve the Ice Rink Agreement made by Robert Carnahan with second by Patsy Casassa. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Parker – Yes, Casassa – Yes, Niemeyer – Yes. Vote: 7 to 0.

TOWN COUNCIL REPORTS

1. Town Council – Council Member Carnahan mentioned the dedication of Senator Sue Landske Memorial Park. He thanked the community, Leo's Feed and Garden for the bushes, T&J Landscaping for stone, the Chamber of Commerce, and the Town Council. He thanked Mr. Kubiak as well for his help with the project. President Niemeyer thanked Council Member Carnahan for his help with the project. Discussion continued on future projects for honoring other important persons who have made a difference to the Town. Council Member Carnahan reminded everyone of the Jean Eberle Parade of Lights this Saturday, November 21st. President Niemeyer discussed the recent election and congratulated incumbents Foreman, Miller, and Parker for being re-elected. He introduced new Council Member Elect Rick Sharpe. The MacArthur 4th Grade Junior Girl Scouts were introduced. They are working towards their government citizenship badge and exploring the different levels of government. President Niemeyer welcomed them and thanked them for their interest.
2. Town Attorney – No Report
3. Clerk-Treasurer – Clerk-Treasurer Gross discussed that the State Board of Accounts has released directives for internal controls. The laws have changed and things will be more stringent. After June 30, 2016 the Council needs to adopt an internal controls standards and procedures. The employees affected are those who handle cash and will need to be trained and certified in internal controls. This will take place throughout 2016 to be done by the end of the year. The Financial Advisor and Town Attorney are on board to assist in the process.
4. Town Administrator/Staff – Town Administrator Murr discussed working on the Capital Plan update. It will be on the December 1st meeting agenda for approval. The building permits for October were 25 new home permits with a residential value of \$4,385,386.00 and 49 alteration permits. President Niemeyer asked for the year totals. Town Administrator Murr stated for the year there has been 113 new residential, 2 commercial, and 322 alteration permits. Chief Smith reported that Police Officers Matson and McDowell graduated from the Indiana Law Enforcement Academy last Friday. They are now fully certified police officers. Officer Corbin is more than halfway through his training and Officer Huppenthal will begin at the Academy in Mid-January. The two new reserve officers have begun training as well.

WRITTEN COMMUNICATIONS

1. Christopher B. Burke Engineering Report – Town Administrator Murr and Council Member Foreman reported on their meeting in Washington D.C. with the Army Corp. Town Administrator Murr discussed an upcoming Midwest Region conference call this Thursday. She added that the Safe Routes to School, Jane Ball Project submittals have been made to INDOT. Construction should take place sometime next summer. Council Member Carnahan asked for an update on west 133rd Avenue. Town Administrator Murr stated construction is progressing as fast as possible. The box culvert is to be delivered soon. Weather will play a big role in the process. A status meeting will occur this Friday.
2. Indiana Bicentennial Torch Relay – President Niemeyer briefly discussed a letter in regards to the Indiana Bicentennial Torch Relay that will occur next September and October. Nominations are underway for torchbearers.

PUBLIC COMMENT

None

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PARRISH AVENUE PHASE I UPDATE

Neil Simstad with Nies Engineering gave an update on the close of the Parrish Avenue Phase I Project. The first pay request has been processed. The project is at substantial completion. The contractor finished ahead of schedule. They are working to prepare the final pay request and change order for that request due to some unsuitable soil issues and additional work added. Punch list items will be prepared with staff involvement.

ADJOURNMENT President Niemeyer called upon MacArthur 4th Grade Junior Girl Scout Troop #30158 Members Cassidy Veschak, Paisley Bishop, Brooklynn Botma, Rylie Barkley, Josie Menz, Destiny Hearick, Hailey Gross, and Lillyana Ross to call the meeting to adjournment at 8:00 PM.

An Executive Session was advertised and conducted at 6:00 PM and after the meeting, pursuant to IC 5-14-1.5-6.1(b). Refer to Memorandum of Meeting for topics discussed and those in attendance.

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

Julie Rivera, Ward 3

Ralph Miller, Ward 4

ATTEST:

Greg Parker, Ward 7

Amy J. Gross, IAMC, MMC, CPM
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.