

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



March 3, 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	Present	David Austgen Town Attorney	

PRESENTATION Sue Crissman from the Arc of Northwest Indiana spoke about the organization that helps people with intellectual and developmental disabilities.

PUBLIC COMMENT

Bert Bell, 16007 Delmar Court, West Creek Township – asked if a group could have permission to have a booth outside the April 7 public hearing for the US 41 South Corridor. President Niemeyer would take this request into consideration.

Jerry Reiling, 7201 West 140th Place – representing Cedar Lake Summerfest Committee answered questions concerning the funds. There is \$59,500 available with earmarks of \$15,000 for the carnival and \$20,000 for fireworks. They have a total budget of \$70,000 and hope to raise enough funds.

Raymond Wilson, 7214 West 127th Place – commented on the lack of plowing down his road.

CONSENT AGENDA

Minutes: February 17, 2015 Public Meeting

Claims:	All Town Funds	\$56,822.84	Wastewater	\$5,415.47
	Waterworks	\$8,476.01	Storm Water	\$1,638.45
	Payroll #125	\$147,395.15		

Mr. Carnahan questioned a purchase for tires on the docket. The local vendor cannot compete in price due to the other vendor in Lowell being able to participate in the purchase volume of the state bid. Ralph Miller moved to accept and waive the reading of the Minutes, and to accept the Consent Agenda. Second was made by Julie Rivera. Roll call vote:

Carnahan, Ward 1	Yes	Parker, Ward 7	Yes
Foreman, Ward 2	Yes	Casassa, VP, Ward 6	Yes
Rivera, Ward 3	Yes	Niemeyer, Pres., Ward 5	Yes
Miller, Ward 4	Yes		

ORDINANCES & RESOLUTIONS

1. Resolution No. 1134 – Reduce Current 2015 Balances

Clerk-Treasurer Gross read the resolution with the following reductions per the final budget order.

#0101 GENERAL FUND	PROPOSED	REDUCTION	APPROVED
Clerk-Treasurer			
101-001-112 Deputies/Clerks	\$52,275	\$1,500	\$50,775
Town Council			
101-002-121 Group Health	\$400,000	\$24,610	\$375,390
101-002-125 Unemployment	\$20,000	\$10,000	\$10,000
Police Department			
101-003-114 COPS Grant Officer	\$51,339	\$51,339	\$0
101-003-119 PTO Payout/Holiday	\$45,755	\$30,000	\$15,755
101-003-125 Awards/Stipends	\$6,000	\$6,000	\$0
Planning Department			
101-004-117 Code Officer	\$12,055	\$3,000	\$9,055
Fire Department			
101-005-115 Part-Time Officers	\$75,000	\$10,850	\$64,150
101-005-116 Overtime	\$52,000	\$10,000	\$42,000
Public Works			
101-006-115 Part-Time Crew	\$35,000	\$1,500	\$33,500
TOTAL REDUCTIONS		\$148,799	
#2391 CUMULATIVE CAPITAL DEVELOPMENT			
402-001-441 Land	\$50,000	\$50,000	\$0
402-001-442 Improvements	\$30,000	\$30,000	\$0
402-001-443 Amphitheater	\$20,000	\$896	\$19,104

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402-001-444 Buildings	\$40,000	\$40,000	\$0
402-001-452 2015 Police Squads	\$42,000	\$42,000	\$0
TOTAL REDUCTIONS		\$162,896	

Robert Carnahan moved to approve Resolution No. 1134 with second made by Greg Parker. Roll call vote:

Carnahan, Ward 1	Yes	Parker, Ward 7	Yes
Foreman, Ward 2	Yes	Casassa, VP, Ward 6	Yes
Rivera, Ward 3	Yes	Niemeyer, Pres., Ward 5	Yes
Miller, Ward 4	Yes		

NEW BUSINESS

1. Cedar Lake Chamber of Commerce NWI Symphony Event – July 18, 2015

A request was made to allow for the event to be held on the town grounds with use of various rooms, portable restrooms, police and fire protection, alcoholic beverages and fireworks. A request was also made to donate for the event as in years past the town gave \$7,500 to the NWI Symphony to perform. Motion made by Greg Parker with second by Patsy Casassa to allow for the event as noted, donate \$7,500, and to waive the fireworks permit fee. Donation will be paid from Town Promotion in the Council's budget. Roll call vote:

Carnahan, Ward 1	Yes	Parker, Ward 7	Yes
Foreman, Ward 2	Yes	Casassa, VP, Ward 6	Yes
Rivera, Ward 3	Yes	Niemeyer, Pres., Ward 5	Yes
Miller, Ward 4	Yes		

2. Lake County Board of Elections – May 5, 2015 Primary Election

Request was made to use the town facilities for conducting the election and housing its mechanics. Motion made by Robert Carnahan to approve the request with second made by Julie Rivera. Roll call vote:

Carnahan, Ward 1	Yes	Parker, Ward 7	Yes
Foreman, Ward 2	Yes	Casassa, VP, Ward 6	Yes
Rivera, Ward 3	Yes	Niemeyer, Pres., Ward 5	Yes
Miller, Ward 4	Yes		

3. Public Works Vehicle Purchase Request

Superintendent Jim Cornett addressed the Council with a request to proceed with bid specs for two (2) five-ton trucks. The cost would be approximately \$140,000 to \$155,000 each. Clerk-Treasurer Gross stated that the funding would be Motor Vehicle Highway 75% and Wastewater Operating 25% with a line item budgeted this year in MVH for a payment. Motion to proceed with bid specs was made by Robert Carnahan with second made by Greg Parker. Roll call vote:

Carnahan, Ward 1	Yes	Parker, Ward 7	Yes
Foreman, Ward 2	Yes	Casassa, VP, Ward 6	Yes
Rivera, Ward 3	Yes	Niemeyer, Pres., Ward 5	Yes
Miller, Ward 4	Yes		

4. Replacement Cost Appraisals

Town Administrator Jill Murr explained that the Town's insurance agent suggested an appraisal update on the buildings and contents to get a better value for coverage. The Town Hall was appraised a few years ago due to the 1995 First Mortgage Bonds per Clerk-Treasurer Gross. Robert Carnahan moved to proceed with seeking quotes for appraisers with second made by Ralph Miller. Roll call vote:

Carnahan, Ward 1	Yes	Parker, Ward 7	Yes
Foreman, Ward 2	Yes	Casassa, VP, Ward 6	Yes
Rivera, Ward 3	Yes	Niemeyer, Pres., Ward 5	Yes
Miller, Ward 4	Yes		

5. Code of Shared Ethics and Values

A Code of Ethics is to be approved by the Town Council from the recent agreement with the Shared Ethics Advisory Commission. Motion to approve made by John Foreman with second made by Julie Rivera. Roll call vote:

Carnahan, Ward 1	Yes	Parker, Ward 7	Yes
Foreman, Ward 2	Yes	Casassa, VP, Ward 6	Yes
Rivera, Ward 3	Yes	Niemeyer, Pres., Ward 5	Yes
Miller, Ward 4	Yes		

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6. Shared Ethics Advisory Commission Appointments

Part of the Shared Ethics agreement is to appoint one citizen and three or four staff to the Commission. The citizen appointment will be addressed after consideration of possible choices. The staff was determined to be Town Administrator Jill Murr for the civilian employees, Carl Brittingham for Police Department and Jim Schultz for Fire Department. Julie Rivera moved to accept the staff appointments with second made by Patsy Casassa. Roll call vote:

Carnahan, Ward 1	Yes	Parker, Ward 7	Yes
Foreman, Ward 2	Yes	Casassa, VP, Ward 6	Yes
Rivera, Ward 3	Yes	Niemeyer, Pres., Ward 5	Yes
Miller, Ward 4	Yes		

7. INDOT Road Paving Project

The Town Council discussed supporting a proposal letter with St. John for a center lane; US 41 from 3.29 miles south of Route 231 to 0.27 miles north of US 30. It was determined at a department meeting that a request could be made to extend this proposal south to 135th. Robert Carnahan moved to approve the letter for President Niemeyer to sign with second made by Patsy Casassa. Roll call vote:

Carnahan, Ward 1	Yes	Parker, Ward 7	Yes
Foreman, Ward 2	Yes	Casassa, VP, Ward 6	Yes
Rivera, Ward 3	Yes	Niemeyer, Pres., Ward 5	Yes
Miller, Ward 4	Yes		

8. Robin's Nest Water Improvements

Superintendent Mike Schaller spoke regarding the water pressure issues at the pump house located within Robin's Nest subdivision. The Town's engineer sought bid proposals from three vendors and two responded. Flow-Technics was the lowest bid at \$59,473, and for the value and work performed, the engineer determined this to be the best selection. Work to be performed will be header pipes, custom-built electric panel, VFD's for efficient motors, rebuilding two pumps and replacing one, all new electric motors and so on. The electric panel has been started, which takes a total of eight weeks to produce; 3 to 4 weeks to go. Assembly is off site and a bypass mode at the pump house will take one day. This project should be completed in a few weeks. Motion to approve purchase order to Flow-Technics for \$59,473 made by John Foreman with second made by Ralph Miller. Roll call vote:

Carnahan, Ward 1	Yes	Parker, Ward 7	Yes
Foreman, Ward 2	Yes	Casassa, VP, Ward 6	Yes
Rivera, Ward 3	Yes	Niemeyer, Pres., Ward 5	Yes
Miller, Ward 4	Yes		

9. Municipal Separate Storm Water System (MS4) Agreement

Northwest Indiana Regional Planning Commission (NIRPC) forwarded a document for approval and signature regarding the services provided to the Town. The services relate to public education and outreach in the scope of work as set forth in the agreement. Cost includes regional media and advertising program, regional program website hosting and service, maintenance, storage and care of regional program materials, and administrative fee. Total is \$3,460, with the admin fee of \$200 waived for payments received within 90 days of the payment period. Motion to approve made by Robert Carnahan with second made by Patsy Casassa. Roll call vote:

Carnahan, Ward 1	Yes	Parker, Ward 7	Yes
Foreman, Ward 2	Yes	Casassa, VP, Ward 6	Yes
Rivera, Ward 3	Yes	Niemeyer, Pres., Ward 5	Yes
Miller, Ward 4	Yes		

10. Cedar Lake Ministries Innkeeper's Tax Request

Cedar Lake Ministries resubmitted their request from last year to utilize the Town's innkeeper's tax distribution for way finding signage at US 41 intersections for \$3,000, and a donation of \$1,500 towards their 100th Year Homecoming Day Celebration on July 5, 2015. Discussion ensued regarding the use of funds and if the one-day event would qualify. Robert Carnahan noted that it was for events that would hold visitors overnight for lodging. It was determined to ask Lake County Convention and Visitors Bureau about the specs. Motion made by John Foreman to defer this item to next meeting. Second made by Patsy Casassa. Roll call vote:

Carnahan, Ward 1	Yes	Parker, Ward 7	Yes
Foreman, Ward 2	Yes	Casassa, VP, Ward 6	Yes
Rivera, Ward 3	Yes	Niemeyer, Pres., Ward 5	Yes
Miller, Ward 4	Yes		

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OLD BUSINESS

1. Cedar Lake Summerfest Innkeeper's Tax Request

This item was discussed at the last meeting along with Cedar Lake Ministries request. Due to two entities requesting the funds, and the question of usage, Greg Parker moved to defer this matter to the next meeting. Second made by Patsy Casassa. Roll call vote:

Carnahan, Ward 1	Yes	Parker, Ward 7	Yes
Foreman, Ward 2	Yes	Casassa, VP, Ward 6	Yes
Rivera, Ward 3	Yes	Niemeyer, Pres., Ward 5	Yes
Miller, Ward 4	Yes		

WORK SESSION

1. Road Inventory/Paving Project Update – Building Commissioner Tim Kubiak met with Town's engineer to discuss a list of roads from 2007. Ideas were to mill and resurface roads, and repair and replace culverts. They went onsite to the various locations, but the snow and ice cover prevented a clear visibility of conditions. This matter will continue as Mr. Kubiak has been in contact with a couple of companies who could measure the roads to estimate a cost. Funding was briefly discussed with the CEDIT monies and a balance of \$204,462 in the account per Clerk-Treasurer Gross. Attorney Austgen stated that there are various options for funding, and the financial advisor would need to be summoned to determine bonding coverage for any long-term debt.
2. Fire Department Equipment Report – Assistant Chief Nick Mager said a report will be submitted within the next couple of months. Four factories were visited.
3. Recycling and Disposal of Outdated Electronics – Town Administrator Jill Murr discussed identification of outdated equipment with no value and a Council declaration of its proper disposal per statute. This item will continue.

REPORTS

Cedar Lake Park Foundation matter concerning agreement with JMA Architects continues. Attorney Austgen will resubmit information to Patsy Casassa for her to forward to the architect.

Cedar Lake Historical Association matter continues concerning the museum lease. President Niemeyer may have more information for next meeting.

Redevelopment Commission is requesting a joint meeting with the Town Council to update them on projects. A date will be determined.

Planning Committee continues to work on zoning ordinance amendments per Greg Parker.

Utility Committee met with Town of Lowell officials in the Joint Management and Operations Board meeting held in Lowell. John Foreman said they plan to meet quarterly.

Robert Carnahan announced the Chamber Showcase to be held at the Hanover Fieldhouse on March 14 from 11am to 3pm.

President Niemeyer acknowledged the passing of former Senator Sue Landske and commented on her legacy.

WRITTEN COMMUNICATIONS

Christopher B. Burke Engineering Report – provided to Town Council for review.

PUBLIC COMMENT Raymond Wilson questioned if a fire truck could get up to his road.

Next meeting March 17, 2015 at 7:00pm.

ADJOURNMENT: President Niemeyer called the meeting to adjournment at 8:32pm.

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

**TOWN OF CEDAR LAKE, LAKE COUNTY, INDIANA
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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.



Code of Shared Ethics and Values

Preamble

For government to operate with transparency and accountability, it is essential that public officials and employees conduct themselves in ways that uphold the public trust. The Code of Shared Ethics and Values provides guidance and support to public servants for the promotion and maintenance of the highest standards of personal and professional conduct. Because we wish to ensure the public confidence in the integrity of our government entities, it is proposed that all elected and appointed officials, employees, volunteers and others who participate in government shall personally commit to being trained on the values and standards put forth in this document.

Public Service Values

Honesty/Integrity

- To exercise the moral courage to hold myself and others accountable for our actions;
- To work within the law and in a way that will bear close public scrutiny;
- To exhibit trustworthiness;
- To employ decision making that promotes the public's best interests;
- To avoid impropriety and refrain from misusing an official position to secure unwarranted privileges or advantages for myself or others;
- To make no private promises of any kind that may unduly influence my public duties;
- To refrain from engaging in business that would be directly or indirectly inconsistent with the conscientious performance of public duties;
- To accept the responsibility to expose corrupt and/or unethical behavior;
- To protect the public trust by exercising honesty and ensuring transparency;

Respect/Civility

- To treat every person with dignity and respect;
- To accomplish the goals and responsibilities of my individual position while respecting my role as a member of a team and the community at large;
- To act in a professional, responsive and courteous manner;
- To reach decisions only after considering various points of view;
- To work with others in a spirit of tolerance and understanding;
- To work to build consensus and accommodate diverse opinions;
- To utilize effective communication by listening, asking questions and responding in a way that adds value to the conversation;
- To support the public's right to know the truth and encourage diverse and civil public debate in the decision-making process;

Accountability/Responsibility

- To refrain from using official positions to secure unwarranted privileges or advantages for myself or others;
- To remove myself from every decision-making process in which I, my business, my associates or my family may benefit and upon removing myself from decisions, I will show self-restraint and not voice my opinion on the question;
- To conduct my private affairs in a manner that minimizes the risk of real, potential or perceived conflicts of interest;
- To make full public disclosure of the nature of any conflict of interest prior to any considered action;
- To respect the privacy of others by keeping confidential information that I acquire in the course of my professional duties protected unless a legitimate reason to disclose exists;
- To refrain from taking advantage of information received in the course of my professional duties that is not available to the public;
- To refrain from directly or indirectly using or allowing the use of government property for anything other than official activities;
- To refrain from soliciting or accepting gifts or gratuities that may have a real or perceived influence on my objectivity in carrying out official responsibilities or placing me under obligation to the donor;
- To refrain from competing with the community where I am employed or serve as an appointed or elected official;

Fairness/Justice

- To advocate and promote the most efficient, effective, and equitable way to deliver public services without prejudice or discrimination;
- To publicly acknowledge that the function of government is to serve the best interests of all citizens;
- To refrain from granting preferential treatment to family and friends when making staffing decisions or awarding contracts;
- To refrain from retaliation or condoning retaliation against those who have exposed corrupt or unethical behaviors;
- To assess the effects of inadequate resources on diverse groups within the service population and develop plans to remedy and implement such plans;
- To behave consistently and with respect toward all citizens;

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