

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



December 19, 2017

**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 | Greg Parker Council Member | Ward 6 |
| Present | John Foreman Council Member | Ward 2 | Present | Richard Sharpe Council Member | Ward 7 |
| 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 | Randell Niemeyer Council Member | Ward 5 | Present | David Austgen Town Attorney | |

PUBLIC COMMENT

None

CONSENT AGENDA

Minutes: November 29, 2017 and December 5, 2017 Public Meeting

Docket: December 19, 2017 – All Town Funds \$133,066.97, Wastewater \$28,793.37, Water \$36,322.54, Storm Water \$253,381.69, Payroll 12/14/17 \$257,566.56

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

OATH OF OFFICE

Firefighter/EMT Michael Cummins received the oath of office from Clerk-Treasurer Gross.

ORDINANCES & RESOLUTIONS

1. Ordinance No. 1277 – 2018 Salary Ordinance

Council Member Parker read by title only. Town Administrator Murr explained the 2018 Salary Ordinance with changes involving holidays, group health with employees paying 10% of the premium, and job descriptions that were previously updated are now aligned with the salary ordinance. President Niemeyer congratulated department heads on working together to close a gap and protecting the interest of the taxpayers from a public safety standpoint and protecting the interest of the employees of the Town from a financial standpoint. Town Administrator Murr stated Council Member Carnahan had a question on the longevity. The longevity stayed as it was in the 2017 ordinance. Initially it was proposed to amend it so that police, fire, and civilians would match. It was decided to leave it until they hear back on the budget.

A motion to approve the first reading of Ordinance No. 1277 was made by Ralph Miller with second by Richard Sharpe. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Sharpe – Yes, Parker – Yes, Niemeyer – Yes. Vote: 7 to 0.

A motion to suspend the rules and allow for a second reading was made by Greg Parker with second by John Foreman. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Sharpe – Yes, Parker – Yes, Niemeyer – Yes. Vote: 7 to 0.

Council Member Parker read Ordinance No. 1277 by title only.

A motion to adopt Ordinance No. 1277 was made by Richard Sharpe with second by John Foreman. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Sharpe – Yes, Parker – Yes, Niemeyer – Yes. Vote: 7 to 0.

2. Ordinance No. 1278 – Stormwater Amendment

Council Member Parker read by title only. Town Attorney Austgen explained the introductory reading was at the last meeting and since a public hearing was advertised and noticed for the Board of Storm Water Management. That meeting was held this evening. The ordinance provides for an alternative credit for non-residential property owners so that there is a 20% ERU benefit available. It will be automatic unless non-residential property owners seek credit relief available under other provisions of the storm water ordinance. He added the Storm Board is present and deserves thanks for their service. They worked hard and fulfilled their duties this evening. They sent a favorable recommendation to the Council. Council Member Carnahan commented that all businesses get the 20% credit but if they want the alternative, they do not get both. Town Attorney Austgen stated they do not get both. They get the greater of whichever credit relief is available to them. President Niemeyer thanked the Storm Board for their service and what they do for the community. Council Member Parker concurred.

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A motion to adopt Ordinance No. 1278 was made by Ralph Miller with second by Richard Sharpe. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Sharpe – Yes, Parker – Yes, Niemeyer – Yes. Vote: 7 to 0. Mr. Austgen added it is anticipated the ordinance will be implemented effective January 1st. They will notice the adoption of the ordinance in the newspapers as required so implementation can occur as indicated. Clerk-Treasurer Gross added the utility billing department is working on making the necessary changes in the program to implement the discount. There may be a delay in getting the bills out for January.

3. Ordinance No. 1279 – Weapons Regulations

Council Member Parker read by title only. Town Attorney Austgen explained this is a simple regulatory ordinance concerning the weapon use and discharge regulations in Town. It was talked about at length at the last meeting. It prohibits the discharge and use of firearms except as legally permitted. President Niemeyer asked Mr. Austgen to summarize those legal permitted uses. Mr. Austgen stated law enforcement, those with a permit, anyone with licensed authorization to use weapons, hunters with permits, and those types. Council Member Carnahan asked about persons with ten acres or more and if they were permitted on their own property. Mr. Austgen stated no.

A motion to adopt Ordinance No. 1279 was made by Richard Sharpe with second by Julie Rivera. Roll call vote: Carnahan – No, Foreman – Yes, Rivera – Yes, Miller – Yes, Sharpe – Yes, Parker – No, Niemeyer – Yes. Vote: 5 to 2.

4. Ordinance No. 1280 – Golf Cart Regulations

Council Member Parker read by title only. Council Member Miller discussed being approached by citizens in regards to the use of golf carts in Town. They met with the Police Chief and the Town Administrator to work on a draft ordinance. Mr. Austgen added this ordinance regulates the use of golf carts in Town. It identifies by definition what a golf cart is. Anyone seeking to use and operate such a vehicle in Town must follow these regulations and be licensed drivers. The registration fee is \$10.00. It is an annual registration. Insurance is required, financing responsibility is identified, and equipment on the golf carts is specified. Specifically for inclusion of a slow moving vehicle emblem or a red and amber flashing light so they can be identified. There is a provision that all golf carts operating after dusk and before dawn shall be equipped with headlights, taillights, and turn signals in working order. They must comply with traffic laws of the Town. Places of operation are in areas where speed limits are not greater than 25mph. The vehicle cannot be overloaded and violations will result in fines or penalties. Council Member Carnahan added that it looks good and if any changes are necessary they can always amend the ordinance. Clerk-Treasurer Gross asked about the registration form. Town Administrator Murr added that during discussions, Chief Coulson stated he would look into drafting a form and registration will be handled by the Police Department.

A motion to approve the first reading of Ordinance No. 1280 was made by Ralph Miller with second by Robert Carnahan. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Sharpe – Yes, Parker – Yes, Niemeyer – Yes. Vote: 7 to 0.

A motion to suspend the rules and allow for a second reading was made by Ralph Miller with second by Richard Sharpe. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Sharpe – Yes, Parker – Yes, Niemeyer – Yes. Vote: 7 to 0.

Council Member Parker read Ordinance No. 1280 by title only.

A motion to adopt Ordinance No. 1280 was made by Robert Carnahan with second by Ralph Miller. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Sharpe – Yes, Parker – Yes, Niemeyer – Yes. Vote: 7 to 0.

5. Resolution No. 1211 – Budget Reductions

Clerk-Treasurer Gross read by title only. She explained that she was able to find where departments could possibly cut to assist with obtaining a favorable 2018 budget. She read the reductions as follows:

| GENERAL FUND | | REDUCTION |
|-----------------------|---------------------------------|------------------|
| Dept-002-TOWN COUNCIL | | |
| 101-002-241 | TOWN – MISC SUPPLIES | 2,000.00 |
| 101-002-311 | TOWN – ATTORNEY | 1,800.00 |
| 101-002-312 | TOWN – ENGINEER | 3,700.00 |
| 101-002-321 | TOWN – PHONES | 1,500.00 |
| 101-002-351 | TOWN – NIPSCO | 1,000.00 |
| 101-002-353 | TOWN – STREET/TRAFFIC LIGHTS | 500.00 |
| 101-002-394 | TOWN – TRAINING | 2,000.00 |
| 101-002-396 | TOWN – MISC SERVICES | 1,000.00 |
| | Total Dept 002 Reduction | 13,500.00 |
| Dept-003-POLICE DEPT | | |
| 101-003-112 | PD – OVERTIME | 2,000.00 |

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| 101-003-123 | PD – PERF | 9,000.00 |
| 101-003-131 | PD – UNIFORM ALLOWANCE | 3,000.00 |
| 101-003-221 | PD – FUEL | 4,000.00 |
| 101-003-232 | PD – TIRE REPLACEMENT | 4,500.00 |
| 101-003-233 | PD – VEHICLE MAINT SUPPLIES | 3,500.00 |
| 101-003-322 | PD – TRAVEL | 4,000.00 |
| 101-003-331 | PD – PRINTING | 1,000.00 |
| 101-003-361 | PD – EQUIP REPAIRS | 3,000.00 |
| 101-003-362 | PD – VEHICLE REPAIRS | 5,000.00 |
| 101-003-395 | PD – VIPS | 2,000.00 |
| 101-003-396 | PD – MISC SERVICES | 2,500.00 |
| | Total Dept 003 Reduction | 45,000.00 |
| Dept-004-PZB | | |
| 101-004-114 | PZB – PART TIME INSPECTOR | 5,000.00 |
| 101-004-118 | PZB – ON-CALL INSPECTIONS | 5,000.00 |
| 101-004-123 | PZB – PERF | 1,600.00 |
| 101-004-211 | PZB – OFFICE SUPPLIES | 800.00 |
| 101-004-242 | PZB – UNSAFE BLDG | 500.00 |
| 101-004-311 | PZB – ATTORNEY | 2,000.00 |
| 101-004-312 | PZB – ENGINEER | 3,000.00 |
| 101-004-322 | PZB – TRAVEL | 300.00 |
| 101-004-331 | PZB – PRINTING | 400.00 |
| 101-004-394 | PZB – TRAINING | 300.00 |
| 101-004-396 | PZB – MISC SERVICES | 200.00 |
| 101-004-397 | PZB – DUES/SUBSCRIPTIONS | 400.00 |
| | Total Dept 004 Reduction | 19,500.00 |
| Dept-005-FIRE DEPT | | |
| 101-005-112 | FIRE – FULL TIME OFFICERS | 3,000.00 |
| 101-005-115 | FIRE – PART TIME OFFICERS | 2,000.00 |
| 101-005-116 | FIRE – OVERTIME | 2,000.00 |
| 101-005-117 | FIRE – VOLUNTEER STIPEND | 3,000.00 |
| | Total Dept 005 Reduction | 10,000.00 |
| Dept-006-PUBLIC WORKS | | |
| 101-006-111 | PW – CREW LEADER | 1,000.00 |
| 101-006-115 | PW – PART TIME CREW | 13,000.00 |
| 101-006-122 | PW – FICA/MED | 1,000.00 |
| 101-006-221 | PW – FUEL | 500.00 |
| 101-006-233 | PW – VEHICLE MAINTENANCE | 500.00 |
| 101-006-361 | PW – EQUIPMENT REPAIRS | 4,000.00 |
| | Total Dept 006 Reduction | 20,000.00 |
| Dept-007-PARKS | | |
| 101-007-111 | PK – RECREATION COORDINATOR | 2,500.00 |
| 101-007-115 | PK – PART TIME | 4,000.00 |
| 101-007-122 | PK – FICA/MED | 500.00 |
| | Total Dept 007 Reduction | 7,000.00 |
| | Total Year-End General Fund Reductions | \$115,000.00 |
| | | |
| | MOTOR VEHICLE HIGHWAY REDUCTIONS | REDUCTION |
| Fund 201 - MVH | | |
| 201-001-111 | MVH – OPER DIRECTOR | 3,000.00 |
| 201-001-112 | MVH – FULL TIME CREW | 2,000.00 |
| 201-001-115 | MVH – PART TIME | 10,000.00 |
| 201-001-116 | MVH – OVERTIME | 5,000.00 |
| 201-001-122 | MVH – FICA/MED | 2,000.00 |
| 201-001-123 | MVH – PERF | 3,000.00 |
| 201-001-124 | MVH – LONGEVITY | 1,000.00 |
| 201-001-131 | MVH – UNIFORM ALLOWANCE | 2,000.00 |
| 201-001-221 | MVH – FUEL/OIL | 10,000.00 |
| 201-001-222 | MVH – OPER SUPPLIES | 2,000.00 |
| 201-001-231 | MVH – REPAIR PARTS | 5,000.00 |
| 201-001-233 | MVH – VEHICLE MAINT SUPPLY | 5,000.00 |
| 201-001-361 | MVH – EQUIPMENT REPAIRS | 10,000.00 |
| 201-001-362 | MVH – VEHICLE REPAIRS | 15,000.00 |
| | Total Fund 201 Reductions | 75,000.00 |
| | Total Year-End Reductions | \$265,000.00 |

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A motion to approve Resolution No. 1211 was made by Richard Sharpe with second by Julie Rivera. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Sharpe – Yes, Parker – Yes, Niemeyer – Yes. Vote: 7 to 0.

NEW BUSINESS

1. Nomination and Appointment of Town Council Officers

These appointments will be effective January 1, 2018. Ralph Miller nominated Randy Niemeyer as Town Council President. No other nominations were made. A motion to approve the nomination of Randy Niemeyer as Town Council President was made by Greg Parker with second by Richard Sharpe. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Sharpe – Yes, Parker – Yes, Niemeyer – Yes. Vote: 7 to 0.

Ralph Miller nominated Greg Parker as Town Council Vice President. No other nominations were made. A motion to approve the nomination of Greg Parker as Town Council Vice President was made by Richard Sharpe with second by John Foreman. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Sharpe – Yes, Parker – Yes, Niemeyer – Yes. Vote: 7 to 0.

President Niemeyer stated the appointments to Town Council Committees will be deferred to the January 2nd meeting. The appointments to the Town Boards and Commissions will be deferred as well except for the appointments to Plan Commission because of their meeting on January 3rd. There were two vacancies of citizen appointments on the Plan Commission. Council Member Rivera nominated John Kiepura and Jerry Wilkening as the citizen appointments to the Plan Commission. No other nominations were made.

A motion to approve the appointments of John Kiepura and Jerry Wilkening to the Plan Commission was made by Greg Parker with second by Richard Sharpe. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Sharpe – Yes, Parker – Yes, Niemeyer – Yes. Vote: 7 to 0.

Council Member Rivera nominated Council Members Foreman, Parker, and Sharpe to the Plan Commission. No other nominations were made.

A motion to approve the appointments was made by Ralph Miller with second by Julie Rivera. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Sharpe – Yes, Parker – Yes, Niemeyer – Yes. Vote: 7 to 0. Council Member Foreman added that those that have applied for a specific board or commission and are not chosen if they would consider applying for another vacancy.

2. INDOT – 2017 Community Crossing Grant Agreement

Town Administrator Murr stated this is the grant agreement for the community crossing grant. This will be the next step in the paperwork for securing the funds from INDOT. The Town was awarded \$690,000 but since the bid on the project came in substantially lower than the engineer's estimate the grant is reduced. The Town will now be receiving \$529,549.81. President Niemeyer congratulated Mrs. Murr on securing the grant.

A motion to approve the INDOT – 2017 Community Crossing Grant Agreement was made by Ralph Miller with second by Greg Parker. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Sharpe – Yes, Parker – Yes, Niemeyer – Yes. Vote: 7 to 0.

3. Ward – Park Bench Request/Placement

Town Administrator Murr stated at the last meeting she read a request from Dee Ward to place a bench in memory of her mother at Potawatomi Park. Mrs. Murr confirmed with Public Works that it wouldn't be an issue and that Ms. Ward will be able to work with them on placement and installation. Ms. Ward stated her parents have lived here for approximately 70 years. She added that her mother was a republican and served on the park board. After her mother passed away, her father always wanted to place bench in honor of her mom at the park.

A motion to approve the park bench request and placement as listed by the Town Administrator was made by Robert Carnahan with second by Greg Parker. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Sharpe – Yes, Parker – Yes, Niemeyer – Yes. Vote: 7 to 0.

4. Disposal of Property

Town Administrator Murr explained that Chief Coulson has made a recommendation to donate bikes that are currently in property. These are non case related bikes that were picked up. Background investigation has been done and owners have not been located. It is recommended to dispose of the property but in the form of donation to Giving Wheels and Hope: To Making Old Bikes New. This is through the Knights of Columbus Council #7473 of Lake Eliza. They have adopted the program in full. The program is registered and exempt. They also found that several other local municipalities have donated bikes to

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this program. President Niemeyer added that these bikes were not purchased by the Town but found or part of an arrest. Council Member Carnahan added that it says it was spotlighted by the UAW Local #551.

A motion to approve the disposal of property as listed was made by Greg Parker with second by Julie Rivera. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Sharpe – Yes, Parker – Yes, Niemeyer – Yes. Vote: 7 to 0.

5. Austgen Kuiper Jasaitis PC: Contract Agreement

Town Administrator Murr stated this is the annual contract agreement with the attorney. There have been no changes to the contract or rates. President Niemeyer stated the rates are \$100 per hour and \$40 per hour for services rendered by non professional legal assistant.

A motion to approve the Contract Agreement for Austgen Kuiper Jasaitis PC was made by Greg Parker with second by Richard Sharpe. Roll call vote: Carnahan – Yes, Foreman – Yes, Rivera – Yes, Miller – Yes, Sharpe – Yes, Parker – Yes, Niemeyer – Yes. Vote: 7 to 0.

6. Veridus Development/Redevelopment Consulting Services Agreement

Town Administrator Murr stated the Veridus Group has sent a consulting services agreement that includes services such as visiting session, policy and process review, plan refinement, implementation strategy, and development representation. These various items come with an hourly not to exceed rate in total of \$22,250. The development representation is to be determined at an hourly rate. The hourly rate is \$165 \$150 for the project executive. President Niemeyer added that if you broke the services out into legal firms, engineer firms, and architectural firms it would be much more. Based on research there is no other firm who puts all of these services into one central location like Veridus does. He added the principal of the group, Mr. Jensen, was in on a conference call with some potential development partners on his own time. These are people that are looking to serve and willing to help even when it's off the clock.

A motion to approve the Veridus Consulting Service Agreement was made by Richard Sharpe with second by John Foreman. Roll call vote: Carnahan – No, Foreman – Yes, Rivera – Yes, Miller – Yes, Sharpe – Yes, Parker – Yes, Niemeyer – Yes. Vote: 6 to 1.

7. Capital Improvement Plan 2018-2022

Town Administrator Murr explained as part of the CEDIT planning they look for a two year capital plan but the Town tends to do a four year plan. Some projects carry over year after year. They revamped the layout of the capital plan and included the subdivision improvement projects. ADA curb cuts and upgrades, CDBG funding, Lincoln Plaza Entrance Project, and others are included. This summarizes a little bit of everything going on. She discussed looking at the funding of these projects. She sat with Clerk-Treasurer Gross today and items like the Police and Fire radios were purchased a couple years ago and will be rolling off the lease payments. That will free up funds for other projects. She briefly discussed items previously purchased and upgrades already completed. She stated it's a living document that they can keep adding to or taking things off of.

A motion to approve the 2018-2022 Capital Improvement Plan was made by Greg Parker with second by Richard Sharpe. Council Member Carnahan asked if the Midway Gardens project was on it. Town Administrator Murr stated that project is included with a to be determined cost. There will be some phasing. Roll call vote: Carnahan – No, Foreman – Yes, Rivera – Yes, Miller – Yes, Sharpe – Yes, Parker – Yes, Niemeyer – Yes. Vote: 6 to 1.

TOWN COUNCIL REPORTS

- 1. Town Council** – President Niemeyer reported on a meeting that included the owners of a couple of businesses, a hotel developer, Mrs. Rivera, Mrs. Murr, Mr. Dessauer, as well as Mr. Batistatos from the South Shore Convention and Visitors Authority. They discussed the concept of a development of Cedar Lake Town Centers. He stated it was a productive meeting and they are interested. There are a lot of hurdles to overcome as well as a lot of work to be done, including meeting with property owners in the area. He stated it's an initiative that has a broad benefit to the community.
- 2. Town Attorney** – The Plan Commission will be holding a public hearing on January 3rd concerning an amendment to the Town's Comprehensive Plan. This will be to insert the presentation and materials by Christopher Burke for the livable Town Center concepts.
- 3. Clerk-Treasurer** – The fall tax settlement has been received. Temporary loans will be repaid. The General Fund is estimated to close the year with a cash balance of \$500,000 or more. It's the first time on a financial statement when the sources of funds have exceeded the use of funds. She appreciates the department heads for cooperating this year. This is finally some good news where the Town is starting to get ahead financially again.

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4. **Town Administrator/Staff** – Town Administrator Murr stated they met with Henriott Group recently to renew the Town’s insurance. They were able to save the Town \$3,000 a year on premiums. She discussed the ongoing storm water credits and the work put into getting those credits for businesses. The utility billing staff is currently working on entering those credits already identified. She reported that Hanover Central High School will qualify for the 50% quantity reduction credit. That will reduce there ERU’s by approximately 140. Hanover Central Middle School will qualify for the direct discharge credit and the quantity reduction credit and receive an 80% reduction in their storm water bill. Jane Ball Elementary will qualify for a 50% quantity reduction credit once some updates are done. The administration building will qualify for the 20% non-residential credit. A lengthy conversation continued on storm water credits.

WRITTEN COMMUNICATIONS

1. Christopher B. Burke Engineering Report – Currently at a standstill for winter. Projects will pick back up in the spring. RDC awarded Walsh & Kelly the contract for the Lincoln Plaza entrance for the spring. Come spring four road projects will be going on. INDOT will be doing milling and resurfacing from 135th Avenue to Route 2.
2. NICK Foundation – President Niemeyer summarized a letter from the NICK Foundation thanking the Town for their support this past year and giving the dates of their events.

PUBLIC COMMENT

Dan Enright, 14815 Reeder Road, stated he appreciates the acknowledgement of the Storm Water Board. He wished everyone a Merry Christmas and a Happy New Year. Council Member Carnahan wished everyone a Merry Christmas.

ADJOURNMENT President Niemeyer called the meeting to adjournment at 8:05 PM.

An Executive Session was advertised and conducted at 6:00 PM 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

Greg Parker, Vice President, Ward 6

Robert H. Carnahan, Ward 1

John Foreman, Ward 2

Julie Rivera, Ward 3

Ralph Miller, Ward 4

ATTEST:

Richard Sharpe, 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.