

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



December 4, 2018

**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
Absent	John Foreman Council Member	Ward 2	Present	Richard Sharpe Council Member	Ward 7
Present	Julie Rivera Council Member	Ward 3	Present	Jennifer N. Sandberg Clerk-Treasurer	
Present	Ralph Miller Council Member	Ward 4	Present	Jill Murr Town Administrator	
Present	Randell Niemeyer Council Member	Ward 5	Present	David Austgen Town Attorney	

PRESENTATION

Chief Coulson and Deputy Chief Brittingham presented Scott and Carla Bourell of Emerald Towing with a plaque for their dedication and service to the Cedar Lake Police Department.

PUBLIC HEARING

1. Ordinance No. 1311 – Wastewater System Development Charge Amendment

- a. Attorney’s Review of Legals –Notification was provided to the ratepayers on November 21, 2018 in the Times and the Post-Tribune. Also, pursuant to special statute notification was provided to 174 extra-jurisdictional customers. He examined the publications and they meet the requirements for the public hearing to be conducted.
- b. Reading of Ordinance No. 1311 – Wastewater System Development Charge Amendment – Mr. Niemeyer read by title only.
LWG Explanation – Sue Haase explained they are proposing the system development charge be updated. This is not a general charge to ratepayers. This is growth paying for growth. Anyone developing homes or businesses in Town would be subject to the new rate. The current charge is \$2,200 for a ¾ inch line. The charge for the equivalent customer, which is based on residential, is \$3,500. A brief discussion continued. Mr. Austgen added if this item is to be considered for adoption he recommends the effective date would be five (5) days after the notice of adoption is published in the newspaper.
- c. Remonstrators - None
- d. Town Council Discussion - None
- e. Town Council Decision on Ordinance No. 1311

A motion to adopt Ordinance No. 1311 was made by Julie Rivera with second by Richard Sharpe. Roll call vote: Carnahan – Yes, Rivera – Yes, Miller – Yes, Niemeyer – Yes, Sharpe – Yes, Parker – Yes. Vote: 6 to 0.

PUBLIC COMMENT (*on agenda items*): None

CONSENT AGENDA

1. **Minutes:** November 12, 2018 – Special Meeting; November 20, 2018 - Public Meeting
2. **Claims:** All Town Funds \$324,671.43, Wastewater Operating \$74,018.81, Water Utility \$7,066.39, Storm Water \$8,886.44, 2017 RDA A, B, & C Construction \$159,076.64, Payroll: November 29 & 30, 2018 \$169,819.75.
3. **Donations:** Trunk or Treat; VIPS – Summerfest \$1,100

Ralph Miller moved to accept and waive the reading of the Minutes, and to accept the Consent Agenda as listed. Second was made by Randell Niemeyer. Roll call vote: Carnahan – Yes, Rivera – Yes, Miller – Yes, Niemeyer – Yes, Sharpe – Yes, Parker – Yes. Vote: 6 to 0.

ORDINANCES & RESOLUTIONS

1. **Ordinance No. 1312- 2019 Salary Ordinance**
Council Member Niemeyer read by title only.

A motion to approve Ordinance No. 1312 was made by Ralph Miller with second by Richard Sharpe. Mr. Carnahan added that none of the Town Council Members would be receiving a raise. He asked what they are going to do with the Clerk-Treasurer. He asked if any adjustments would be made to her salary. Mr. Parker questioned if it would be

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

proper to handle that at this time. Mr. Austgen stated they have two weeks to discuss it. Mr. Niemeyer asked if the Town Administrator had a report. Mrs. Murr reported this salary ordinance includes a 2% increase. If adopted it would go into effect for the first pay of the year. Additionally, the Boards & Commissions will receive \$30 for each meeting attended. The Clerk-Treasurer's salary is based on certifications received. Currently, the Clerk-Treasurer doesn't meet any of the certification levels. If they wanted to discuss that salary, any changes would need to be adopted before the end of the year for the changes to take effect for next year. That is by Indiana Code. Mr. Niemeyer asked if the \$1,600 they are considering is bi-weekly. Mrs. Murr stated yes. None of the other certification levels changed. The change was to the base pay. Mr. Carnahan asked Ms. Sandberg if she intends to take any classes. Ms. Sandberg stated she has already begun to. It is anticipated she will receive the IAMC next year. Mrs. Murr pointed out on the current 2018 salary ordinance the hourly equivalent on the Clerk-Treasurer is \$18.28 and the Chief Deputy Clerk's without any certifications is \$18.06. There is not a lot of variance there on the wage. A brief discussion continued. Roll call vote: Carnahan – Yes, Rivera – Yes, Miller – Yes, Niemeyer – Yes, Sharpe – Yes, Parker – Yes. Vote: 6 to 0.

2. Resolution No. 1229 - 2018 Budget Reductions

Ms. Sandberg read Resolution No. 1229 by title only. She read the following list of reductions into the record.

GENERAL FUND REDUCTIONS		
Dept 001-CLERK-TREASURER		
101-001-111.000	CT - CLERK-TREASURER	(1,400.00)
101-001-112.000	CT - FULL TIME	(6,500.00)
101-001-122.000	CT - FICA/MED	(700.00)
101-001-123.000	CT - PERF	(700.00)
101-001-124.000	CT - LONGEVITY	(800.00)
101-001-211.000	CT - OFFICE SUPPLIES	(200.00)
101-001-322.000	CT - TRAVEL	(140.00)
101-001-331.000	CT - PRINTING	(115.00)
101-001-394.000	CT - TRAINING	(295.00)
101-001-396.000	CT - MISC SERVICES	(200.00)
101-001-397.000	CT - DUES/SUBSCRIPTIONS	(300.00)
Total Dept 001-CLERK-TREASURER		(11,350.00)
Dept 002-TOWN		
101-002-112.000	TOWN - ADMIN ASST	(1,000.00)
101-002-121.000	TOWN - GROUP HEALTH	(10,000.00)
101-002-211.000	TOWN - OFFICE SUPPLIES	(300.00)
101-002-212.000	TOWN - POSTAGE	(500.00)
101-002-231.000	TOWN - PARTS/TOOLS	(250.00)
101-002-232.000	TOWN - TIRE REPLACEMENT	(400.00)
101-002-233.000	TOWN - VEHICLE MAINT SUPPLY	(400.00)
101-002-241.000	TOWN - MISC SUPPLIES	(1,500.00)
101-002-311.000	TOWN - ATTORNEY	(20,000.00)
101-002-312.000	TOWN - ENGINEER	(5,000.00)
101-002-321.000	TOWN - PHONES	(1,000.00)
101-002-322.000	TOWN - TRAVEL	(800.00)
101-002-341.000	TOWN - PROP & CASUALTY	(2,000.00)
101-002-351.000	TOWN - NIPSCO	(2,000.00)
101-002-352.000	TOWN - TOWN UTILITIES	(500.00)
101-002-353.000	TOWN - STREET/TRAFFIC LIGHTS	(10,000.00)
101-002-361.000	TOWN - EQUIP REPAIRS	(2,000.00)
101-002-394.000	TOWN - TRAINING	(350.00)
101-002-395.000	TOWN - ELECTION EXPENSE	(5,000.00)
Total Dept 002-TOWN		(63,000.00)
Dept 003-POLICE DEPARTMENT		
101-003-112.000	PD - FULL TIME OFFICERS	(20,000.00)
101-003-122.000	PD - FICA/MED	(4,000.00)

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

101-003-211.000	PD - OFFICE SUPPLIES	(1,500.00)
101-003-221.000	PD - FUEL	(4,000.00)
101-003-231.000	PD - PARTS/TOOLS	(1,900.00)
101-003-232.000	PD - TIRE REPLACEMENT	(4,000.00)
101-003-233.000	PD - VEHICLE MAINT SUPPLIES	(5,000.00)
101-003-241.000	PD - MISC SUPPLIES	(420.00)
101-003-321.000	PD - PHONES	(1,000.00)
101-003-322.000	PD - TRAVEL	(2,490.00)
101-003-362.000	PD - VEHICLE REPAIRS	(440.00)
101-003-395.000	PD - VIPS	(2,000.00)
101-003-396.000	PD - MISC SERVICES	(2,500.00)
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Total Dept 003-POLICE DEPARTMENT		(49,250.00)

Dept 004-PZB

101-004-113.000	PZB - COORDINATOR	(1,000.00)
101-004-114.000	PZB - PART TIME INSPECTOR	(8,000.00)
101-004-116.000	PZB - OVERTIME	(1,000.00)
101-004-118.000	PZB - ON-CALL INSPECTIONS	(5,000.00)
101-004-122.000	PZB - FICA/MED	(1,000.00)
101-004-123.000	PZB - PERF	(1,300.00)
101-004-211.000	PZB - OFFICE SUPPLIES	(500.00)
101-004-241.000	PZB - MISC SUPPLIES	(200.00)
101-004-242.000	PZB - UNSAFE BLDG	(1,000.00)
101-004-311.000	PZB - ATTORNEY	(2,000.00)
101-004-313.000	PZB - CONSULTANT	(1,200.00)
101-004-322.000	PZB - TRAVEL	(200.00)
101-004-331.000	PZB - PRINTING	(500.00)
101-004-394.000	PZB - TRAINING	(500.00)
101-004-397.000	PZB - DUES/SUBSCRIPTIONS	(400.00)
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Total Dept 004-PZB		(23,800.00)

Dept 005-FIRE/EMS

101-005-112.000	FIRE - FULL TIME OFFICERS	(30,000.00)
101-005-115.000	FIRE - PART TIME OFFICERS	(5,000.00)
101-005-116.000	FIRE - OVERTIME	(5,000.00)
101-005-117.000	FIRE - VOLUNTEER STIPEND	(10,000.00)
101-005-131.000	FIRE - UNIFORM ALLOWANCE	(855.00)
101-005-231.000	FIRE - PARTS/TOOLS	(1,800.00)
101-005-241.000	FIRE - MISC SUPPLIES	(1,150.00)
101-005-361.000	FIRE - EQUIP REPAIRS	(2,790.00)
101-005-362.000	FIRE - VEHICLE REPAIRS	(3,005.00)
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Total Dept 005-FIRE/EMS		(59,600.00)

Dept 006-PARK MAINTENANCE

101-006-111.000	PARK - CREW LEADER	(1,500.00)
101-006-115.000	PARK - PART TIME	(10,000.00)
101-006-231.000	PARK - PARTS/TOOLS	(500.00)
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Total Dept 006- PARK MAINTENANCE		(12,000.00)

Dept 007-RECREATION

101-007-111.000	REC - COORDINATOR	(1,000.00)
101-007-115.000	REC - PART TIME	(5,500.00)
101-007-122.000	REC - FICA/MED	(500.00)
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Total Dept 007-RECREATION		(7,000.00)

TOTAL YEAR-END 2018 REDUCTIONS (226,000.00)

MOTOR VEHICLE HIGHWAY REDUCTIONS

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

Fund 201 - MOTOR VEHICLE HIGHWAY		
201-001-111.000	MVH - OPER DIRECTOR	(3,000.00)
201-001-112.000	MVH - FULL TIME CREW	(10,000.00)
201-001-115.000	MVH - PART TIME	(15,000.00)
201-001-116.000	MVH - OVERTIME	(5,000.00)
201-001-122.000	MVH - FICA/MED	(7,000.00)
201-001-123.000	MVH - PERF	(3,500.00)
201-001-124.000	MVH - LONGEVITY	(2,000.00)
201-001-131.000	MVH - UNIFORM ALLOWANCE	(2,000.00)
201-001-231.000	MVH - REPAIR PARTS	(1,000.00)
201-001-233.000	MVH - VEHICLE MAINT SUPPLY	(1,000.00)
201-001-321.000	MVH - PHONES	(1,000.00)
201-001-322.000	MVH - TRAVEL	(500.00)
201-001-361.000	MVH - EQUIP REPAIRS	(1,880.00)
201-001-363.000	MVH - MAINT AGREEMENT	(1,500.00)
201-001-394.000	MVH - TRAINING	(500.00)
201-001-449.000	MVH - FACILITIES	(6,120.00)
TOTAL YEAR-END 2018 REDUCTIONS		(61,000.00)
GRAND TOTAL REDUCTIONS		(287,000.00)

Mr. Niemeyer commented on moving towards a zero-based budget. This would help department heads and everyone understand the cash flows and how everything should work from the bottom up. He would like to see the Council adopt that approach fiscally to assist the Clerk-Treasurer and everyone in the budgeting process. Mrs. Murr added she has already begun those discussions with Bob Swintz of LWG and the Clerk-Treasurer is aware of those conversations. It is one of those things they are already working at.

A motion to approve Resolution No. 1229 was made by Randell Niemeyer with second by Richard Sharpe. Roll call vote: Carnahan – Yes, Rivera – Yes, Miller – Yes, Niemeyer – Yes, Sharpe – Yes, Parker – Yes. Vote: 6 to 0.

NEW BUSINESS

1. 2019 Meeting Calendar

Mrs. Murr stated this is the annual meeting calendar. No changes have been made to day of the week or times with the exception of Plan Commission. That was moved from the first Wednesday in July to the second Wednesday due to the 4th of July holiday.

A motion to approve the 2019 Meeting Calendar was made by Randell Niemeyer with second by Julie Rivera. Roll call vote: Carnahan – Yes, Rivera – Yes, Miller – Yes, Niemeyer – Yes, Sharpe – Yes, Parker – Yes. Vote: 6 to 0.

REPORTS

1. Town Council – Mr. Carnahan reported that NIRPC has \$90 million available for bikes and paths. He’s asked the Chief to take a look and see if there was the potential for a path around the lake. He would like to see if the Town could utilize that to make something happen. Mrs. Murr stated with NIRPC they are looking at the Founder’s Creek Trail corridor. As a lot of that property the Town has already acquired. Further discussion continued on the future of a recreational path. Mr. Carnahan stated during campaigning he had a lot of questions on the water rates. He would like to see a meeting happen with residents on the water system to help answer any questions. Mr. Niemeyer added the idea of including the water superintendent as well as the financial advisor. A brief discussion continued on scheduling. Mr. Niemeyer discussed resident concerns with the turn lane improvements on Parrish Avenue by the north entrance to Lynnsway. He drove that way recently and agrees there is a sight issue. Mr. Kubiak stated they are aware and looking into a solution. Mr. Niemeyer discussed analyzing new and old subdivisions and the placement of stop signs. Mr. Carnahan stated the Chamber is having their annual Christmas get together on Thursday at Great Oaks.
2. Town Attorney - No report.
3. Clerk-Treasurer – Ms. Sandberg acknowledged Mrs. Murr for her help that last few months as she has transitioned into her new position. Mrs. Murr added they have worked together on looking at the different bills and where they can possibly cut costs. They had

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

NIPSCO analyze rates on lift stations that have increased savings to almost \$11,000. Mr. Parker thanked Mrs. Murr as well for her help.

4. Town Administrator/Staff - Mrs. Murr reported they are moving forward with a survey for the Highland area. In the coming months they will see a design agreement for the area. Mr. Niemeyer asked about the east side water utility and if there was an update. Mrs. Murr stated they are looking into bringing an increase to the water system development fee before the IURC. With their approval it is anticipated they would file with the commission before December 21st. Mrs. Murr asked if they would amend the agenda to authorize the financial advisor in conjunction with the regulator attorney and the Town Attorney to move forward with the water system development fee filing for the east side. She added this would be growth paying for growth. This is not a rate increase to current customers.

A motion to approve amendment of the agenda and allow the item as presented by the Town Administrator was made by Randell Niemeyer with second by Julie Rivera. Roll call vote: Carnahan – Yes, Rivera – Yes, Miller – Yes, Niemeyer – Yes, Sharpe – Yes, Parker – Yes. Vote: 6 to 0.

Mrs. Murr reported on a public safety issue on Cedar Street. She stated they will be investigating the issue and finding a solution.

WRITTEN COMMUNICATION

1. Cedar Lake Summerfest – Profit & Loss Statement
2. Christopher B. Burke Engineering Report
3. Building Report – A new record for November with 32 new home permits and one commercial permit. Tech Credit Union will be coming with a commercial value of \$691,000 for the building. Those 32 new home permits have a value of \$4.15 million. Of the 182 permits issued this year, 61 of them have received occupancy.

PUBLIC COMMENT

John Kiepura, 12713 Morning Dove Drive, asked for clarification on the wastewater development amendment. He asked if the ordinance will affect the current projects underway like Lakeside and Beacon Pointe. Mr. Austgen stated every time a permit applicant comes to the Town Hall the ordinance will impact them. It is part of the permit calculation.

Mrs. Murr added that applications for Board and Commission vacancies are due by December 14, 2018.

ADJOURNMENT President Parker called the meeting to adjournment at 7:53 PM.

An Executive Session was advertised and conducted before the meeting, 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
MINUTES OF THE TOWN COUNCIL**

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

Greg Parker, President, Ward 6

John Foreman, Vice President, Ward 2

Robert H. Carnahan, Ward 1

Julie Rivera, Ward 3

Ralph Miller, Ward 4

Randell Niemeyer, Ward 5

ATTEST:

Richard Sharpe, Ward 7

Jennifer N. Sandberg
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.