

The Town Council of the Town of Burns Harbor, Porter County, Indiana, met in its regularly scheduled session on Wednesday, February 25, 2025, in the Town Hall and streamed electronically with Zoom. The meeting was called to order by Council President Jennifer McHargue at 7:00 p.m.

The Pledge of Allegiance to the American Flag was recited.

Roll Call: Councilwoman Roseann Bozak ----- Present
 Councilwoman Lisa Draves ----- Present
 Councilman Nicholas Loving-----Present
 Councilman John (Jack) McGraw -----Present
 Councilwoman Jennifer McHargue --- Present

Clerk-Treasurer Nicole Migliorini was Present. A quorum was attained.

Additional Officials Present Attorney Clay Patton (via Zoom), Town Marshal Jeremy McHargue, Park Board Member Kyla Tumblin, Building Commissioner Lawson, Sanitary Superintendent Adam Friday, and Jeanette Hicks of Global Engineering.

Approval of Minutes:

Councilman Loving made a motion to approve the meeting minutes of January 8, 2025. Councilwoman Draves seconded the motion. Councilwoman Bozak – Aye, Councilwoman Draves – Aye, Councilman McGraw – Aye, Councilwoman McHargue – Aye. Councilman Loving—Aye. Motion passed.

Reports:

Clerk-Treasurer:

Clerk-Treasurer Migliorini said that the only thing coming up is the ILMCT training, which is March 16th through March 20th. She said that she and Deputy Clerk Parker would be out of town on those days. We will be in Plainfield, and that is the yearly training seminar education that is required to attend. Everything has been booked and paid for. Councilwoman Draves asked if the Clerk-Treasurer's office will be closed. Migliorini answered yes.

Town Council:

Councilman Loving reported that the Duneland Exchange Club wants permission to put the sign up in the same place as last year for April. The sign will be located at the northwest corner of Highway 20 and State Road 149 for their anti-child abuse campaign, so we need to vote on that. Loving asked if there were any objections. There were none. He stated that he would relay the message.

Councilwoman Bozak stated that she had been thinking about different events that were going on in the community and how the Town of Burns Harbor could support these events. Two events are going around right now that are currently looking for sponsorships. She stated that no one has approached her regarding them, but she wanted to ask the Town Council how they would feel about supporting either one of these community events. The first one is the Last Lap for the YMCA, which is sponsored by Wilson Landscaping. They are looking for \$100 sponsors. For \$100, you get your logo on the event t-shirt, and our Town logo would go out on all their other stuff. She said that it would be a good way to show that we are supporting this awesome project that is going on in the Duneland Community. The other event of note is the Color Run, which is an event that is held for all the elementary schools in the Duneland area. She said that there are a couple of different levels of sponsorship. For \$250, you can put your marketing promotion on social media, and your company name will be on the event signage. We would get a vendor table at the event if we wanted, and we can have two employees participate. We can put out flyers or hand out swag bags to the kids. For \$500, you get the same perks but up to four employee participants. For \$1,000, you get up to six employee participants with lunch vouchers and everything that was included in the two lower levels.

Councilwoman Bozak made a motion to approve a \$250 donation to the Color Run held by Duneland Schools and a \$100 donation to the Last Lap for the YMCA. Councilwoman Draves seconded the motion. Councilwoman Bozak – Aye, Councilwoman Draves – Aye, Councilman McGraw – Aye, Councilwoman McHargue – Aye. Councilman Loving—Aye. Motion passed.

Councilwoman Bozak clarified that it would come out of the general budget, promotion of business. Councilman Loving asked if we could check in with the Park Department and see if they want to use this as an opportunity to promote Park events for the summer. The council agreed that was a good idea.

Town Attorney:

Nothing to report.

Town Engineer:

Jeanette Hicks of Global Engineering stated that we had the 2024-2 CCMG bids that were due on Friday last week, which was the 21st. We had two contractors, Reith Riley and Milestone, who submitted bids. She said that she analyzed the bids and found that they were within 0.3% of each other, so Milestone won the bid by \$2,000. Their low bid was for \$642,887.15. The estimate last year for INDOT was a little higher, at \$788,000. She said that her estimate, when she fine-tuned it, was for \$740,000, so she thinks they came in about 13% under the engineer's estimates. There is a deadline to get the information in, so the contract that Hicks provided to the Town Council will need signed. The deadline is March 6th.

Councilwoman McHargue asked whether Hicks had any contact with Kaiser. Hicks stated that she responded to that email saying that she will send Kaiser sanitary information. They had been discussing some stormwater issues on the trail.

Kyla Tumblin stated that she had a follow up question for Hicks. She requested information as to Lakeland Park Drive, whether it is considered a road or not. She said that she does not want to say it definitively, but she does not believe so. She said that when you look on the Porter County GIS, that road is not listed. She stated that you may also look in INDOT. She believes it to be a private road, but not to quote her on that. Tumblin noted that in the past, it has been included in other projects and has been paved twice. Hicks asked if it was known whether it was paved using bonds or if it was always Town. Chief McHargue stated in response that work was done on the road in conjunction with the same project when multiple roads were being done, but it was not the entirety of it. Hicks said that she will send the links to the Porter County GIS and INDOT to both Councilwoman McHargue and Kyla Tumblin to find out who owns that road. Tumblin asked if it is a private road, what steps can be taken to make it a private road. Hicks responded that there is a document that can be submitted within a certain timeframe every year. She said that she would investigate what document that is and send it over.

Councilwoman Draves asked if a motion was needed to approve Milestone for the bid. Councilman Loving made a motion to award the bid to Milestone for the purpose of discussion. Councilman McGraw seconded the motion. Councilwoman Bozak – Aye, Councilwoman Draves – Aye, Councilman McGraw – Aye, Councilwoman McHargue – Aye. Councilman Loving—Aye. Motion passed.

Councilman McGraw asked to clarify that it was to permit Councilwoman McHargue to sign the paperwork. Councilwoman McHargue replied that it was to award the bid and sign paperwork. Councilman Loving stated regarding Phase One of Corlin's Landing that the roads look bad because of the crack sealing, but he said that they were not bad. Hicks stated that we are only taking off two inches, not the entire road. She stated that the Town so far has taken care of the worst of the roads, and now we are on to this. She said that all but two of the ramps in Corlin's Landing are not ADA compliant and are to be replaced. They are not going down to the stone with the road; they are taking off the surface course and replacing it. Councilman Loving said that he thinks we should take out Division 10 through 15 and address them next year. Hicks stated that there have been some changes to the CCMG energy program, and she does not know what next year will hold.

Councilwoman McHargue said that we might not get a rollover, and Councilman Loving said that we may have to apply for it again. Discussion continued.

Building Department:

Building Commissioner Lawson said that Henn & Sons would be arriving tomorrow to install window screens and window hardware and do a punch list on the building. We are hoping, by April, and possibly by March, to be back in the building. One outstanding thing is the audio/visual. We met with Tom Reed, and he is advising us on efficient ways to do that. Councilman McGraw added that, with this building being remote and trying to reach out to find the best audio/visual, we have had bids up to \$50,000. We have no intention of spending that much, and it looks like it will be under \$10,000, but we do not have any final numbers. He stated that it is important to investigate because in June or July, there are to be federal laws coming out that outline the proper recording of meetings. He stressed the importance of getting this situation rectified.

Street Department:

Superintendent Brandon Downey reported that there has been some snow and dust but that they made it through okay. They had a truck go down, and it is currently in the shop. They are waiting on more information from Lindco. He thanked the Town Council for the new crew cab; he said that it is great and is doing well. He stated that the roll-up door is now gone completely from the kitchen. There is just a little bit more mudding to go.

Councilwoman Bozak brought up a new section of the trail that had some ruts in it. She, Downey, and Chief McHargue discussed that the section of the trail was not there last year, and the police have not had the opportunity to do anything with it at this point. Bozak noted that we need to be aware of how easy it is to access the trail with a vehicle and think of other places where we may need to put something so that you cannot access it.

Councilman Loving asked what the plan was to transition someone into MS4 to phase Brandon out of it. Councilwoman McHargue asked if that is something we can offer to Shem and Global Engineering. Hicks said that Shem would have to be asked directly about that.

Police:

Chief McHargue reported that their January was busy. John Carnahan submitted his resignation on January 17th; he went back to the Chesterton Police Department, where he had been employed for 10 years before that. The department had a meeting to address scheduling changes and discuss the future of the department. Following the January Council Meeting, the police advertised the hiring process through the Indiana Law Enforcement Academy as well as social media and posting at Town Hall. We received much support on social media. The interviewing and testing of applicants are ongoing. We have interviewed 11 of the 13 applicants. Police Clerk Michelle Watkins administered all those tests on January 13th.

He stated that Officer Vawter began training at the Northwest Indiana Law Enforcement Academy. He will be there for 16 weeks, which will conclude in May of 2025. In news from February, Officer Vawter was involved in a motor vehicle crash just today. No injuries were sustained in the crash. Our vehicle was traveling eastbound and had stopped for a vehicle in front and turned left. We were rear-ended by a fully marked Sheriff's vehicle from outside of our county. Our vehicle is now out of service and in our parking lot. McHargue stated that he did not have the report yet, but there are no implications that Officer Vawter could have done anything to avoid the collision. He does not know at this point if the vehicle is repairable.

Chief McHargue said that they have continued discussions regarding the launch of Premier One, the cabin port writing software. All the police and fire county-wide are going to be moving to this program. The launch is the week of March 3rd. He said that he expects some problems as things are switched over. Our staff has been trained on it to the extent that training has been offered. He said that he and Assistant Chief Tim Lucas have met with representatives for the Safe Streets for All to discuss our concerns about the safety of the roads.

Fire:

Chief Nowacki was absent. Councilwoman McHargue stated that he had sent in his report.

Sanitation:

Superintendent Friday said that he has been busy this month. They have inspected over 40 manholes across the Town. They have performed 27 confined spaces and 57 locates. The Rak Road mess has been mostly cleaned up; they are just waiting for the ground to thaw more to finish. He stated that there have been some software issues with the main program that we use for sanitation with the new service contract through Brainstorm. There were instances where the computer shut down, and someone had to physically be there to log back in. This has resulted in missing some flow totals. He has been working with Brainstorm to resolve this issue.

He stated that the 550 vehicle had gone in and got more lighting put on. We are starting to schedule spring cleaning for our lift stations and their releases, and we are hoping to have them all done by April. Gasvoda will need to come out to do their annual inspection of them. We had a surprise inspection from IDEM and were given a score of "moderate" based on some reports that we had to make recently. We will see them again in June or July. He said that he recently returned from a continuing education course in Indianapolis and received good information there.

Stormwater:

Nothing to report

Park:

Tumblin said that the Chesterton High School Building and Trades students started on Monday with the construction of the new shelter. She also wanted to let everyone know that our next movie night is May 7th, 2025, from 6:00 pm to 8:00 pm. She thanked Brandon Downey for letting the Park use a lawn mower while they waited for a new one. She also thanked the Town Council for funding the purchase of a new lawn mower.

Councilman McGraw stated that he had a question about the Park Board. He stated that the Park Board meeting minutes on the Town website had not been updated since August of 2022. He asked if there was a reason for that. Tumblin said that she would speak with Kim Burton about it.

Redevelopment Commission:

Councilwoman Bozak said that the Redevelopment Commission reorganized their board by keeping it the same as it was last year. They are moving along with the trail projects and the Safe Streets for All project.

Shared Ethics:

Councilwoman McHargue introduced Neil Stout. Mr. Stout reported that in January, he emailed the Town Council with a report on the SEAC Boards and Commissions. For 2025, he is proposing a plan with five points. Point one is to, on April 22nd, conduct train the trainer, which would be training for Chief McHargue and Police Clerk Watkins. Stout said that he will attend, as well as someone from Ogden Dunes. The second point is to take all employees and classify them to know who will need to be trained and who will not. That decision will ultimately be up to the Town Council. Point three will be to set a goal for 2025. Stout claimed that he would like to see 100% of designated employees be trained by the end of the year. The issue may be in timing, but he said that the training does not take very long. The next step is to adopt a training frequency policy- whether that be by a resolution or an amendment to the employee handbook. SEAC Boards and Commissions recommends that employees be retrained every two years. The Town Council would set the frequency. He asks that the Town Council reach out to all Board members to see who may want to participate in the training, which is to take place on May 29th. It has already been paid for. Registration starts at 5:30 pm and goes to 6:00 pm. The program and dinner will be from 6:00 pm to 8:30 pm.

Councilman Loving asked the Council if it was agreed to have both full and part-time employees trained, omitting contractors, as it would be difficult to enforce. Council members agreed.

Councilman Loving made a motion to classify full and part-time employees as needing to be deemed trained and to authorize the Clerk Treasurer to share the names and contact information with Mr. Neil Stout. Councilwoman Bozak seconded the motion. Councilwoman Bozak – Aye, Councilwoman Draves – Aye, Councilman McGraw – Aye, Councilwoman McHargue – Aye. Councilman Loving—Aye. **Motion passed.**

Councilman Loving continued that he agreed with Mr. Stout's point three: to set the goal of 100% of employees trained by the end of the year. He asked department heads to see that they and their employees work to be in compliance with this goal. Chief McHargue asked if a part-time employee who is currently receiving training would have to be re-trained with us. He stated that in this case the current training would have documentation upon completion. Council agreed that the current training would suffice.

Councilwoman McHargue noted the fourth point, which would be to set a training frequency policy. Clerk-Treasurer Migliorini asked if it would be moved through a resolution or added to the employee handbook. She and Councilwoman McHargue agreed that it would be added to the handbook.

Correspondence:

IDEM- Notice of Public Comment Andritz Metals

Presentations of Resolutions, Petitions, Communications, Ordinances, and Remonstrance:

Councilman Loving made a motion to adopt Resolution 2025-02 Fund Line-Item Transfer. Councilwoman Bozak seconded the motion. Councilwoman Bozak – Aye, Councilwoman Draves – Aye, Councilman McGraw – Aye, Councilwoman McHargue – Aye. Councilman Loving—Aye. **Motion passed.**

New Business:

Staff Anniversaries:

Councilwoman McHargue said that Assistant Chief Tim Lucas's 11th anniversary of employment is this month. She also noted that last month was Ryan Nowacki's first anniversary as Fire Chief.

Global Contract:

Clerk-Treasurer Migliorini noted that copies of the 2025 Global Engineering contract had been previously emailed to the Town Council, and there were copies for Sanitation, Stormwater, and Town with the breakdowns. She said that she believed the rates remained the same from last year. Councilman Loving asked if Attorney Clay Patton was able to review the contract. Patton said that it is essentially the same except for the amounts.

Councilman Loving made a motion to approve Council President McHargue to sign the 2025 Global Engineering Contract. Councilman McGraw seconded the motion. Councilwoman Bozak – Aye, Councilwoman Draves – Aye, Councilman McGraw – Aye, Councilwoman McHargue – Aye. Councilman Loving—Aye. **Motion passed.**

Global CCMG Invoice 25-003 Approval:

Councilman Loving made a motion to approve the Global CCMG Invoice 25-003 for \$3,613.75. Councilwoman Draves seconded the motion. Councilwoman Bozak – Aye, Councilwoman Draves – Aye, Councilman McGraw – Aye, Councilwoman McHargue – Aye. Councilman Loving—Aye. **Motion passed.**

Global CCMG Invoice 25-004 Approval:

Councilman Loving made a motion to approve the Global CCMG Invoice 25-004 for \$5,686.25. Councilwoman Draves seconded the motion. Councilwoman Bozak – Aye,

Councilwoman Draves – Aye, Councilman McGraw – Aye, Councilwoman McHargue – Aye, Councilman Loving—Aye. Motion passed.

Approval of the January 2025 Financial Report:

Councilwoman Draves made a motion to approve the January 2025 Financial Report. Councilman Loving seconded the motion. Councilwoman Bozak – Aye, Councilwoman Draves—Aye, Councilman McGraw- Aye, Councilwoman McHargue – Aye, Councilman Loving – Aye. Motion passed

Approval to pay vouchers with 3 or more signatures:

Councilwoman Bozak moved to approve vouchers with three or more signatures. Councilman Loving seconded the motion. Councilwoman Bozak – Aye, Councilwoman Draves- Aye, Councilman Loving- Aye, Councilman McGraw – Aye, Councilwoman McHargue –Abstain. Motion passed.

Approval of purchase orders submitted with 3 or more signatures:

Councilwoman Bozak made a motion to approve all purchase orders submitted to the Council with three or more signatures. Councilwoman Draves seconded the motion. Councilwoman Bozak – Aye, Councilwoman Draves- Aye, Councilman Loving—Aye, Councilman McGraw – Aye, Councilwoman McHargue – Abstain. Motion passed.

Old Business:

Fill open positions:

We are still looking for an engineer to sit on our Sanitation Board.

Employee Handbook Updates:

Councilwoman McHargue noted that the two items that were previously talked about were vacation benefits and overtime/comp time, to increase the maximum number of hours an employee can have. Chief McHargue added that the old policy did not allow for the Police Department to accumulate compensatory time.

Councilwoman Bozak made a motion to approve the vacation benefits and the overtime/ compensatory time changes to the employee handbook. Councilwoman Bozak – Aye, Councilwoman Draves – Aye, Councilman McGraw – Aye, Councilwoman McHargue – Abstain. Councilman Loving—Aye. Motion passed.

Good of the Order of the Community:

Councilman McGraw said that he had been in contact with Adam from Circle R, who is handling our generator. He also said that Brandon Downey has not gotten word back on the required parts for the generator. No progress has been made on it this month.

Chief McHargue said that Michelle met with NITCO today. Mark from Brainstorm was going to be there, but was ill. He expects that to be a proposal, as they are trying to evaluate our phone service and what we're paying. The initial outlook is 33-50% savings. He was also cautioned that our outdoor phone lines will start to be phased out in 2029.

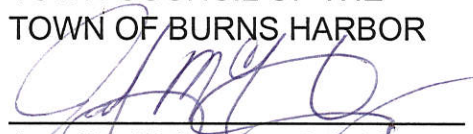
Councilman McGraw noted that we are still having issues with the fire alarm at Town Hall. Clerk-Treasurer Migliorini stated that it has been an ongoing problem trying to get ahold of Sentinel Alarm to fix this issue and that she will look into it.

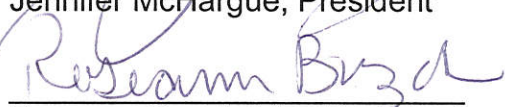
Councilwoman Bozak asked where we were at with getting a new Wi-Fi printer for the front office. Migliorini said that she had just received a recommendation for a company that Brainstorm uses. Bozak also asked the Town Council for any recommendations on getting digital documents for meetings. Discussion continued.

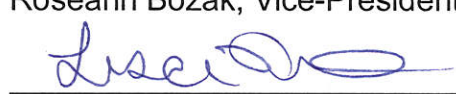
Councilwoman Draves made a motion to adjourn. Councilwoman McGraw seconded. Councilwoman Bozak – Aye, Councilwoman Draves- Aye, Councilman Loving- Aye, Councilman McGraw – Absent, Councilwoman McHargue – Aye. Motion passed.

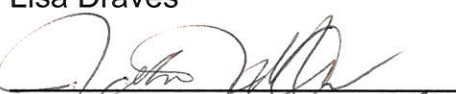
There being no further business to discuss, the meeting concluded at 8:15 p.m.

TOWN COUNCIL OF THE
TOWN OF BURNS HARBOR



Jennifer McHargue, President

Roseann Bozak, Vice-President

Lisa Draves

John (Jack) McGraw

Nicholas Loving

ATTEST:

Nicole M. Migliorini
Clerk-Treasurer

