

**TOWN OF DUNE ACRES  
COUNCIL MINUTES  
October 21, 2014**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, October 21, 2014 at the Town Hall. Council President John Sullivan called the meeting to order at 7:30 p.m., with Council Members Rich Hawksworth and Lou Mellen and Clerk-Treasurer Carolyn Mellen and Attorney Dan Whitten in attendance. Council President Sullivan opened the meeting with the Pledge of Allegiance.

**GUEST SPEAKER:** The new Superintendent of the IDNL, Paul Labovitz gave us some background on his 26 year career in the National Park Service. His goal is to have the NPS continue to work with Dune Acres as a good neighbor and partner. He explained that the IDNL has 30% less staff than 10 years ago, as most other national parks and this is considered the norm now. When asked about Chellberg Farm he said that the farm is a subject for a NPS request of proposal for the preservation of its cultural resources. He hopes a non-profit or private sector partner will be interested in helping preserve the buildings at Chellberg and that the proposal also includes farm animals.

**APPROVAL OF MINUTES:**

Council Member Lou Mellen moved that the minutes for the September 23, 2014 Town Council meeting be approved as presented. Council Member Rich Hawksworth seconded, and the minutes passed unanimously. Cheryl Evans questioned a section of the minutes that included a "previous Plan Commission meeting". This was changed to "previous meeting".

**FINANCIAL REPORT AS OF: October 1, 2014**

| <b>DEPOSITORY BALANCE AS OF 10/1/2014</b> |                     |                      |                 |  |  |
|---|---------------------|----------------------|-----------------|--|--|
| Porter State Bank                         | \$153,104.83        |                      |                 |  |  |
| TrustIndiana                              | \$191,267.56        |                      |                 |  |  |
| Any Adjustments                           |                     |                      |                 |  |  |
| Record Balance                            | \$344,372.39        |                      |                 |  |  |
|   |                     |                      |                 |  |  |
| <b>BREAK DOWN OF FINANCES AMONG FUNDS</b> |                     |                      |                 |  |  |
| <b>As of October 1, 2014</b>              |                     |                      |                 |  |  |
| <b>FUNDS</b>                              | <b>BALANCE</b>      | <b>APP BAL.</b>      | <b>BAL LEFT</b> |  |  |
| GENERAL                                   | \$94,146.15         | \$ 135,133.45        | 40%             |  |  |
| MOTOR VEHICLE HIGHWAY                     | \$ 18,201.65        | \$ 26,426.00         | 37%             |  |  |
| LOCAL ROAD & STREET                       | \$ 6,752.30         | \$ 5,644.58          | 71%             |  |  |
| PARK & RECREATION                         | \$ 13,638.40        | \$ 10,769.06         | 48%             |  |  |
| DONATIONS *                               | \$ 5,140.00         |                      |                 |  |  |
| RAINY DAY FUND*                           | \$ 131,930.78       |                      |                 |  |  |
| CCI                                       | \$ 1,365.93         | \$ 1,030.68          | 93%             |  |  |
| CCD                                       | \$ 22,455.18        | \$ 10,811.72         | 81%             |  |  |
| CEDIT                                     | \$ 18,111.05        | \$ 15,106.12         | 75%             |  |  |
| RIVERBOAT REVENUE SHARING                 | \$ 3,234.45         | \$ 1,080.00          | 100%            |  |  |
| Construction Security Dep*                | \$ 25,000.00        |                      |                 |  |  |
| SalesTaxClubHouseRental*                  | \$ 177.30           |                      |                 |  |  |
| ClubHouseRentalDeposit*                   | \$ 1,650.00         |                      |                 |  |  |
| <b>TOTAL FUNDS</b>                        | <b>\$341,803.19</b> | <b>\$ 206,001.61</b> |                 |  |  |

\*Those funds marked with an asterisk are designated monies and can only be spent for the designated purchase.

Council Member Hawksworth then moved that the financial report be accepted. Council Member Mellen seconded, and the financial report was accepted.

**PAYMENT OF CLAIMS:** Council Member Hawksworth moved the claims for the month of October, 2014 in the amount of \$21,745.11 be approved. Council Member Mellen seconded and the motion passed unanimously.

**COMMISSIONERS REPORTS:**

**BEACH:** Rob Carstens said that they're concentrating on cleaning up the beach; getting rid of chairs and trailers.

**BUILDING:** Council Member Rich Hawksworth presented building permits for 3 Beach Dr. and 1 Lupine Lane. Council Member Mellen moved that they be approved. Council Member Hawksworth seconded and the motion was passed unanimously.

**ENVIRONMENT:** Robin Tennant reminded people of the Town Clean Up on Saturday, October 25<sup>th</sup>. She reiterated that financial donations to be used to hire helpers would be appreciated.

**MAINTENANCE:** Dick Taylor said that clearing the roadways five feet back has been completed without complaint.

**PARKS:** Kellie Klein distributed a bid to the Council for work on the skating rink. This project will replace the rotting boards that hold in the liner and will square it off, making the rink a little bigger. Council Member Mellen made a motion to approve the improvement of the skating rink up to an expense of \$8,880. Council Member Rich Hawksworth seconded and the motion passed unanimously.

**ROADS:** Mark Hull spoke of three projects that are happening: 33 feet of Summit Dr., a section of West Road and the regarding and repaving of the Town Hall parking lot. We have contracted with Jon's Tree Service again this year for plowing.

Mark also said that he has met with Lou Mellen and a tech guy to help us try to deal with the security cameras at the Security house and at the Clubhouse because it is becoming more of an issue with the current thefts. He'd like to bring in a professional group to be totally responsible for the security cameras 24/7. Mark gave one quote to the Town Council which includes using the cameras that have already been purchased. The bid is about \$8,000. The Clubhouse lower level wing will be painted later this week.

**SECURITY:** Cecilia Call has added a couple of patrols around the town including one during the Town Council meetings. She asked for advise on when to lower the flag. The Council advised her that although it is protocol to lower the US flag at half-staff only if a dignitary dies or the President designates it; as a small town it is permissible for our flag to be lowered in honor of a resident or past resident who has passed away.

**OLD BUSINESS:** Council President Sullivan read the 2015 Budget Resolution 2014-5 for the second time as is required. Council Member Mellen made a motion to approve the 2015 Budget Resolution 2014-5 as read. Council Member Hawksworth seconded and the Town Council passed the motion unanimously.

**Richardson Subdivision:** Cheryl Evans stated that in her opinion, the Plan Commission did not follow proper procedure at their last meeting, therefore, not proving their point. She cited sections of our ordinances that she felt were not followed: Sec. 30-14, Sec. 31-16 and Sec. 38-5. When asked, Attny. Whitten said that this was a Plan Commission issue.

Council Member Hawksworth stated that in 1957 the Town Board had asked that the existing structure on the Richardson property be removed. Hawksworth believes that their intent was not meant as placing a condition on the property in perpetuity. Council President Sullivan and Council Member Mellen agreed with Council Member Hawksworth's summation.

**Crest Road in need of repair:** Frank Kdurna spoke about a section of Crest Road that has failed, with a rut over one foot deep. Laura Hagen also spoke and stated that to her knowledge nothing has ever been done to this road. Mark Hull said the paving would cost about \$8,000. The Clerk- Treasurer was instructed to see if there is enough money in the budget.

**Building Contractors registration – Landscapers:** Council Member Hawksworth explained that the Town Council is looking to expand the current contractors' registration program passed in 2010 to include all building contractors and tradesmen, including landscapers. This would include a reduction in the fee structure and have no penalty for late registration. Once registered, a placard would be issued to be placed in the car window. This is being done in the hope to improve security in town. It was suggested that a list of registered landscapers and contractors be placed on the website. The Town Council will continue working on this.

NEW BUSINESS: Trick or Treat hours were set for 5:00-7:00 p.m. on October 31, 2014.

Lake Michigan Coastal Grant Program: Council Member Hawksworth would like to write another grant proposal to get additional funding to continue the current grant to work on the Clubhouse Dune north side blow out as well as the East Rd. blowout area removing invasives in 2016 and 2017. This would be a matching grant. Once written, Hawksworth will bring it before the Town Council for approval.

Council President Sullivan reminded everyone that November 4<sup>th</sup> is voting day and the office will be used for voting and will be closed for business that day.

DACIF Clubhouse Dune Master Plan: DACIF has been considering developing a master plan for improving the facilities on the top of Clubhouse Dune which would include the maintenance building, the parking areas and the area surrounding the Clubhouse with the idea of making the area more useful. From a procedural standpoint it was asked that the Town Council consider it at the meeting and make a formal request of DACIF to undertake the process and the funding of it. Council Member Hawksworth moved that they request DACIF to undertake the process and the funding of this master plan. Council President Sullivan seconded it and the motion passed unanimously.

Council President Sullivan said he was aware of discussion in town regarding commissioners and there would be no discussion at the meeting on personnel issues. He said there were no complaints about how the commissioners were doing their jobs but he hoped to resolve issues soon. He assured the audience that his personal relationships would not interfere with what is good for this town. When asked by Mark Hull if a particular Council member can require a commissioner to use him as a point of contact, Attny. Whitten said that it should be up to the majority of the Council to make these decisions and that one Town Council Member cannot fire a commissioner – it has to be a majority vote.

Ruth Dyerly stated she is concerned about a Security issue she dealt with last week. It was decided by the Town Council to put a sign at the Security office with the Security telephone numbers on it.

Mary Ann Crayton has placed a battery recycling box at Town Hall. The Porter County Recycling District will come and empty it periodically.

With no other matters duly brought before the Town Council, the meeting was adjourned at 9:05 p.m.

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JOHN SULLIVAN, Town Council President

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RICH HAWKSWORTH, Town Council Member

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LOU MELLEEN, Town Council Member

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CAROLYN MELLEEN, Clerk-Treasurer

CLAIMS FOR OCTOBER 2014

| <u>CLAIMANT</u>                       | <u>DESCRIPTION</u>                                    | <u>AMOUNT</u> |
|---------------------------------------|---|---------------|
| Atha W. Belsha                        | Security Pay Period                                   | \$ 1,667.78   |
| Carolyn S. Mellen                     | Clerk-Treasurer Office                                | \$ 1,050.62   |
| Diane Bartley                         | Security Pay  | \$ 1,037.98   |
| Glenn Brown                           | Security Pay  | \$ 574.96     |
| Harold E. King                        | Security Pay  | \$ 287.70     |
| Justin O Kooken                       | Security Pay  | \$ 456.04     |
| Mark J Taylor                         | Maintenance Pay                                       | \$ 1,500.54   |
| Philip A Lepley                       | Security Pay  | \$ 1,669.18   |
| Sean T Grubbs                         | Security Pay  | \$ 1,021.21   |
| Terry R Trout                         | Security Pay  | \$ 829.13     |
| Electronic Federal Tax Payment System | Payroll Liabilities for Pay Period                    | \$ 2,765.42   |
| IN Tax                                | Payroll Liabilities for Pay Period                    | \$ 461.46     |
| Republic Services - Able Disposal#715 | Monthly collection                                    | \$ 69.27      |
| Nipsco                                | Electric at Mineral Springs & RT 12                   | \$ 14.95      |
|                                       | Gas/Electric at Town Hall - East Road                 | \$ 72.37      |
|                                       | Gas at Clubhouse                                      | \$ 31.24      |
|                                       | Gas/Electric at Pump House                            | \$ 109.07     |
|                                       | Electric at Tennis Court                              | \$ 20.70      |
|                                       | Electric at 4 Shore Drive Pump                        | \$ 34.38      |
|                                       | Electric at Security Office                           | \$ 109.63     |
| Verizon Wireless                      | Security Mobile Phone                                 | \$ 43.47      |
| Frontier                              | Security/PumpHouse phones & clubhouse monitor         | \$ 215.79     |
|                                       | Town Hall/Internet/Phone                              | \$ 87.51      |
| IAWC                                  | Water to Security Office -                            | \$ 48.91      |
|                                       | Water to Clubhouse/maintenance barn                   | \$ 80.05      |
| Pinkerton Fuels & Lubricants          | Fuel for Town Vehicles                                | \$ 370.21     |
| Hopkins' Ace Hardware                 | Wasp & Hornet Spray, Misc.                            | \$ 21.46      |
| ABC Burglar & Fire Alarm Corp         | Monthly monitoring                                    | \$ 30.00      |
| Menards Portage                       | Supplies for Town Clean Up, Pothole Patch             | \$ 39.10      |
| Tilden                                | Adjustable sprayer head                               | \$ 2.20       |
|                                       | Trash liners, toilet bowl cleaner, gloves (clubhouse) | \$ 75.05      |
| Brown Tire                            | Flat Tire Repair                                      | \$ 12.75      |
| Riggs Outdoor Power                   | 4 Hr. Chipper Rental                                  | \$ 195.00     |
| Chase Credit Card                     | Rapid Fax   | \$ 9.95       |
|                                       | Brandys Lock and Key                                  | \$ (15.75)    |
|                                       | R& B Customs -Top Mount Cab light - Jeep              | \$ 274.90     |
|                                       | US Tech Support - Clerk computer2.5 years support     | \$ 479.00     |
|                                       | 123 Security Products- Mark Hull Cameras              | \$ 729.82     |
| Carolyn S. Mellen                     | Mileage - R/T Middlebury - ILMCT                      | \$ 63.20      |
| Robin Tennant                         | Reimburse for payment to Bernal's 48.5 hrs labor      | \$ 1,455.00   |
| Lou Mellen                            | Deer Cull   | \$ 38.51      |
| Doler Services                        | Serviced both Furnaces at Clubhouse 10/14/14          | \$ 108.50     |
| Linda Seaton Passmore                 | Deposit for Clubhouse Rental                          | \$ 500.00     |
| Star Uniforms                         | Uniform for Glenn Brown, Jr.                          | \$ 129.90     |
| K- Mart                               | Security Supplies                                     | \$ 67.45      |
| Pride Toilet                          | Rental (last of year)                                 | \$ 110.00     |
| Connors Automotive                    | Tire Rotation   | \$ 39.50      |
| Attny. Dan Whitten                    | 3rd qtr. Contract payment                             | \$ 2,750.00   |
| TOTAL CLAIMS FOR OCTOBER 2014         |   | \$21,745.11   |