

**TOWN OF DUNE ACRES
COUNCIL MINUTES
January 5, 2016**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, January 5, 2016 at the Town Hall. Council Member Rich Hawksworth called the meeting to order at 7:05 p.m., with Council Members Pete Bomberger and Alex Stemer, and Clerk-Treasurer Jeannette Bapst and Attorney Dan Whitten in attendance. Council Member Hawksworth opened the meeting with the Pledge of Allegiance.

OATH OF OFFICE, TOWN COUNCIL MEMBERS AND CLERK-TREASURER

Attorney Whitten administered the Oath of Office to incoming elected officials Hawksworth, Bomberger, Stemer, and Bapst for terms commencing January 1, 2016 and ending December 31, 2019.

ELECTION OF PRESIDENT

It was moved and seconded that Rich Hawksworth assume the office of Town Council President. Motion passed unanimously.

Hawksworth noted that it is the intent of the Council to rotate the office of President every 16 months, so that each council member serves as President during their term.

APPOINTMENTS

Commissioners: It was moved and seconded to approve the slate of commissioners presented by President Hawksworth. Motion passed unanimously. Commissioners are as follows: Beach: Rob Carstens; Environment: Robin Tennant; Fire: Mark Bapst; Maintenance: Dick Taylor; Parks: Kellie Klein; Police: Bill Griffin; Roads: John Sullivan. The Clerk-Treasurer will assume Building Commissioner duties until that position is filled.

Town Engineer: It was moved and seconded to approve Irv Call as Town Engineer. Motion passed unanimously.

Public Records Officer: It was moved and seconded to appoint Clerk-Treasurer Bapst as Public Records Officer. Motion passed unanimously.

Plan Commission: President Hawksworth announced his appointment of Tom Cornwell to the Plan Commission, term January 1, 2016 to December 31, 2019. It was moved and seconded to fill the remaining vacancies as required with elected officials Hawksworth, Stemer, and Bomberger. Motion passed unanimously.

Board of Zoning Appeals (BZA): Of the BZA two vacancies, one will be filled by nomination from the Plan Commission. The other vacancy is the unfinished term of Bob Evans, who recently resigned. It was moved and seconded to approve Jack Wehner for BZA term ending December 31, 2016. Motion passed unanimously.

Other: Other appointments that are not governed by statute or ordinances, but which are long-standing positions in Dune Acres town government are as follows: Clubhouse Coordinator: Ivan Chermel; Deer Management Coordinator: John Sullivan; Historical Commission: Bob Hartmann; Municipal Code Administrator: Bill Nixon; Phone Directory Coordinator: Lou Roberts; Webmaster: Irene Newman; Town Communications: Clerk-Treasurer; Street and Consolidated Phone Directory: Bill Nixon.

In addition, Council Member Bomberger will serve as the Dune Acres Civic Improvement Foundation (DACIF) Town representative.

APPROVAL OF MINUTES:

It was moved and seconded that the minutes for the December 15, 2015, Town Council meeting be approved as presented. Motion passed unanimously.

FINANCIAL REPORT :
BANK BALANCES 12/31/2015

Porter State Bank	\$244,430.14
TrustIndiana	\$191,456.87
Adjustments	
Record Balance	\$435,887.01

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

BREAK DOWN OF FINANCES AMONG FUNDS
As of December 31, 2015

FUNDS	BALANCE	APP BAL.	% Left
GENERAL	\$151,463.41	\$ 71,030	18
MOTOR VEHICLE HIGHWAY	\$ 21,031.90	\$ 2437	4
LOCAL ROAD & STREET	\$ 5,977.55	\$ 3,238	53
PARK & RECREATION	\$ 2,499.60	\$ 917	7
DONATIONS *	\$ 30,407.00		
RAINY DAY FUND*	\$ 131,930.78		
CCI	\$ 1,820.05	\$ 240	48
CCD	\$ 31,184.85	\$ 9,480	59
CEDIT	\$ 24,071.07	\$ 15,352	96
RIVERBOAT REVENUE SHARING	\$ 3,019.73	\$ 1,705	85
Levy Excess Fund*	\$ 52.77		
Construction Security Dep*	\$ 25,000.00		
SalesTaxClubHouseRental*	\$ 297.45		
ClubHouseRentalDeposit*	\$ 1,650.00		
TOTAL FUNDS	\$ 430,406.16		

The financial report included regular monthly data, along with two year-end financial summaries. One summary included a graph illustrating 2015 expenditure categories and another provided historical data on AV, appropriations, tax levies, tax rates and year-end cash balances. Summary reports will be posted on the Town website.

It was moved and seconded to approve the financial report. Motioned passed unanimously.

PAYMENT OF CLAIMS:

It was moved and seconded that claims for the month of January 2016, #5207-#5231, in the amount of \$29,861.60 be approved. Motion passed unanimously. Bapst noted that another January docket will be presented in February due to this month's early meeting date.

CORRESPONDENCE RECEIVED:

Resident Rachel Gajos presented a letter to the Town Council that had been placed in her mail box. The unsigned letter was viewed as malicious by both Ms. Gajos and the Town Council. Town Council members stated that actions of this type are not representative of our town. It was further noted that personal use of U.S. mail boxes is unlawful.

COMMISSIONERS REPORTS:

BEACH: Commissioner Rob Carstens said he plans on several beach improvements. He will focus on beach aesthetics by monitoring the accumulation of chairs, boats, and other items, will continue to oversee beach safety, and will concentrate efforts on maintaining good relations with the National Park Service to help preserve the beach privileges our residents expect. Council Member Stemer said the Town Council shall be advised of all beach projects before they are started.

BUILDING: Council President Hawksworth stated he resigned his position of Building Commissioner effective 12-31-15.

ENGINEER: Town Engineer Call presented a detailed report on recommended town projects including: install a new check valve on lift station pump at maintenance building, repair maintenance building toilet, replace security gate lamps, install elapse time indicator on clubhouse air compressor, repair #3 pump, repair the town utility ATV, seal the reservoir tank, install underground and upgraded power lines at clubhouse, install software on TV camera surveillance system. Council Members asked Call to assign estimated costs to each project.

Call also reported completion of the caisson wiring project which involved many hours of volunteer time.

ENVIRONMENT: Council President Hawksworth reported for Commissioner Robin Tennant, stating invasive treatments were continuing along roadsides and that the clubhouse dune project was underway.

SECURITY: Commissioner Bill Griffin said he met with Cecilia Call to discuss security issues and procedures, has met security staff members, and has spent time at the security office on observations. He will address specific issues of technology, 24/7, reporting, and communication in the coming months.

ROADS: Commissioner John Sullivan reported on his work to secure a new snow removal provider following the unexpected resignation of the town's existing contractor. Quotes were received from three companies. It was moved and seconded to accept Sullivan's recommendation to contract with David's Lawn Care. Motion passed unanimously. Sullivan stated the town's inventory of salt will be relocated and utilized by David's.

FIRE: Commissioner Mark Bapst asked for review of several issues related to emergency response. Discussion was then held on train track obstacles and on emergency evacuation plans. Whitten will research jurisdiction issues relative to trains.

PARKS: Todd Klein reported for Commissioner Kellie Klein on progress at the town ice skating rink. He said volunteers are working to clean up the rink area so that it is a pleasing setting for town residents. Debris will be cleared, a new deck area is planned, and final liner installation will give a more finished appearance. Council Members noted that employee Mark Taylor should assist with efforts as much as possible.

NEW BUSINESS:

Ordinance 2016-01, 2016 Salaries. It was moved and seconded to approve the first reading of Ordinance 2016-01. Motion passed unanimously. It was then moved and seconded to suspend the rules for a second reading of Ordinance 2016-01. Motion passed unanimously. It was moved and seconded to accept Ordinance 2016-01. Motion passed unanimously.

Contract for Legal Services. It was moved and seconded to approve the contract for legal services with attorney Dan Whitten. Motion passed unanimously.

Indiana Bicentennial: Council President Hawksworth read a Proclamation of the Council that recognized the Indiana Bicentennial. The Council announced plans to raise the bicentennial flag following the meeting.

OTHER MATTERS:

Council President Hawksworth said unofficial meeting minutes will be posted to the town website so residents can read about meeting actions without the one-month delay required for official minutes to be approved and posted. Meeting agendas will also be available.

Comments from the floor included discussion of damaged telecommunication utility boxes around town, the open Building Commissioner position, and Plan Commission rules.

The next meeting of the Town Council is February 16, 2016.

With no other matters duly brought before the Town Council, the meeting was adjourned at 8:30 p.m.

RICH HAWKSWORTH, Town Council President

PETER BOMBERGER, Town Council Member

ALEXANDER STEMER, Town Council Member

JEANNETTE E. BAPST, Clerk-Treasurer

CLAIMS FOR JANUARY, 2016

<u>CLAIMANT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Payroll, 12/01/2015 to 12/31/2015	Security	\$ 8,893.05
	Clerk-Treasurer	\$ 1,250.00
	Maintenance	\$ 1,845.83
Payroll Clearing	Net Pay	\$ 9,427.63
Town of Dune Acres	Levy Excess transfer	\$ 52.77
	Sales Tax collection allowance	\$ 1.64
Indiana Dept. of Revenue	Sales Tax, 2016	\$ 222.36
Irv Call	Reimbursement, wiring project	\$ 190.77
VOID		
Comcast	Clubhouse phone, internet	\$ 170.45
Frontier	Security phone	\$ 75.76
Home Depot Credit Services	Caisson wiring project	\$ 1,404.00
J.P. Cooke	Dog Tags, 2016	\$ 51.89
Kramer and Leonard	Minutes Book	\$ 239.99
Menards	Misc. maintenance supplies	\$ 271.16
NIPSCO	Mineral Springs and Rt. 12	\$ 15.09
Porter County	Election Cost	\$ 1,064.14
Postmaster	Stamps	\$ 98.00
Professional Pest Mgmt.	Pest control	\$ 50.00
Quill Office Products	Toner	\$ 101.99
Thomas Roberts	Flag purchase reimbursement	\$ 70.22
	Deer Cull expense	
John Sullivan	reimbursement, 2014-15	\$ 269.13
Verizon Wireless	Security mobile phone	\$ 49.00
ABC Alarm & Fire	Town Hall security monitor	\$ 30.00
Frontier	Town Hall phone and internet	\$ 88.34
	Security Camera set,	
Emcor Hyre	Sept/Dec	\$ 450.00
Indiana Dept. of Revenue	State and local w/h	\$ 539.74
EFTPS	Federal w/h, FICA	\$ 2,938.65

TOTAL CLAIMS FOR JANUARY 2016 \$29,861.60