

**TOWN OF DUNE ACRES
COUNCIL MINUTES
February 16, 2016**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, February 16, 2016 at the Town Hall. Council President Rich Hawksworth called the meeting to order at 7:00 p.m., with Council Member Alexander Stemer, and Clerk-Treasurer Jeannette Bapst and a representative for Attorney Dan Whitten in attendance. Council Member Hawksworth opened the meeting with the Pledge of Allegiance.

APPROVAL OF MINUTES:

It was moved and seconded that the minutes for the January 5, 2016, Town Council Meeting, and the January 18, 2016 Work Session be approved as presented. Motion passed unanimously.

FINANCIAL REPORT :

BANK BALANCES 01/31/2016

| | |
|-------------------|--------------|
| Porter State Bank | \$217,636.05 |
| TrustIndiana | \$191,541.42 |
| Adjustments | |
| Record Balance | \$409,177.47 |

*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 January 31, 2016**

| FUNDS | BALANCE | APP BAL. | % Left |
|----------------------------|---------------|-----------|--------|
| GENERAL | \$ 132,203.03 | \$348,318 | 94 |
| MOTOR VEHICLE HIGHWAY | \$ 21,534.71 | \$ 60,000 | 100 |
| LOCAL ROAD & STREET | \$ 6,444.35 | \$ 5,648 | 100 |
| PARK & RECREATION | \$ 2,499.60 | \$ 8,000 | 100 |
| DONATIONS * | \$ 28,394.50 | | |
| RAINY DAY FUND* | \$ 131,930.78 | | |
| CCI | \$ 1,820.05 | \$ 1,000 | 100 |
| CCD | \$ 31,184.85 | \$ 22,000 | 100 |
| CEDIT | \$ 25,147.99 | \$ 20,000 | 100 |
| RIVERBOAT REVENUE SHARING | \$ 3,019.73 | \$ 1,500 | 100 |
| CLUBHOUSE DUNE GRANT | \$ -2,012.50 | | |
| Construction Security Dep* | \$ 25,000.00 | | |
| SalesTaxClubHouseRental* | \$ 73.45 | | |
| ClubHouseRentalDeposit* | \$ 1,650.00 | | |
| TOTAL FUNDS | \$ 408,890.54 | | |

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 February 2016, #5232 - #5261, in the amount of \$53,885.96 be approved. Motion passed unanimously.

CORRESPONDENCE RECEIVED:

Correspondence received included a request for participation in a "Bison-Tennial" art project, notification of a National Park Service program on March 10, 2016 that will provide information on prescribed burns, and comments from a resident on the January 5, 2016, draft Town Council minutes.

COMMISSIONERS REPORTS:

BEACH: There was no Beach Commissioner report. Council Members asked that a public work session be scheduled to review beach ordinances.

BUILDING: With the Building Commissioner position remaining unassigned, Clerk-Treasurer Bapst requested approval of Building Permit 2016-01, for improvements at 76 East Road, Building Permit 2016-02, for improvements at 24 Circle Drive (pending submission of additional documents from the owner), and Occupancy Permit 2016-01, for 58 West Road. A motion was made and seconded to approve permits presented. Motion passed unanimously.

ENVIRONMENT: Council President Hawksworth reported for Commissioner Robin Tennant that the Spring Town Cleanup is scheduled for Saturday, June 4th.

FIRE: Fire Commissioner Mark Bapst reported that he and Irv Call had installed the hour meter on the compressor as earlier discussed, the pump caisson structure has been secured (in response to resident concerns), and the new wire running from the maintenance building to the caisson is in the process of being buried.

MAINTENANCE: Maintenance Commissioner Dick Taylor reported that various tasks are being completed to prepare the town for Spring.

SECURITY: Commissioner Bill Griffin presented a detailed report regarding new security measures undertaken to date. Communication protocols, security camera procedures, and reporting systems have all been updated. He and the staff are moving forward as a team to ensure security issues are addressed in a timely manner.

Griffin requested authorization to create the position of Security Supervisor, naming current employee Glenn Brown to that position. A motion was made and seconded to approve the recommendation. Motion passed unanimously.

ROADS: Commissioner John Sullivan submitted a written report that was reviewed by the Council. The large pothole on East Road has been repaired and the new snowplowing service is going well. It was noted that town salt inventory stored at the previous plowing contractor's site was only partly salvageable. Council Members agreed by consensus that Sullivan should contact the National Park Service on behalf of the town to discuss flood control measures on Mineral Springs Road.

Sullivan also reported that the town deer cull has eliminated 9 animals to date.

NEW BUSINESS:

Ordinance 2016-02, Town Credit Card. It was moved and seconded to approve the first reading of Ordinance 2016-02. Motion passed unanimously. The ordinance specifies procedures for administering the town credit card as required by the State Board of Accounts.

Ordinance 2016-03, Revised Salary Ordinance. It was moved and seconded to approve the first reading of Ordinance 2016-03. Motion passed unanimously. It was then moved and seconded to suspend the rules for a second reading. Motion passed unanimously. It was then moved and seconded to approve the second reading and adoption of Ordinance 2016-03. Motion passed unanimously. The ordinance adds the position of Security Supervisor.

Insurance Renewal: James Anton of Anton Insurance made a presentation regarding the insurance renewal as provided to Council Members earlier in the month. Anton had sought quotes from multiple providers. It was moved and seconded to accept the proposal from HCC Public Risk for liability, property, inland marine, and auto coverage, along with the proposal from the Indiana Public Employee Plan (IPEP) for workers compensation, with a total coverage cost of \$18,346. Motion passed unanimously.

It was moved and seconded to approve Resolution 2016-01. Motion passed unanimously. The resolution, as required by IPEP, names authorized signers for the Town.

There was discussion about various deductible and self-insurance options. The Council shall review these options that impact future budget configuration for the 2017 renewal.

Northern Indiana Regional Planning Commission (NIRPC) Appointment: It was noted that Clerk-Treasurer Bapst will serve as NIRPC Commissioner representing the Town of Dune Acres.

Community Meeting with Indiana Dunes National Lakeshore and Save the Dunes: Council President Hawksworth shared communication received from Save the Dunes regarding a proposed meeting in Dune Acres to discuss and receive input on their Dunes Resident Guide project. National Lakeshore Superintendent Paul Labovitz would also attend. Council Members were in favor of the meeting, tentatively scheduled for April 20th at the Clubhouse. Council Member Stemer said Superintendent Labovitz was working to create positive and production relationships with area communities. Stemer stated that because Labovitz has an authentic interest in improving relationships, it is important that the hostility and personal assaults directed at past NPS administrators not be permitted during this Dune Acres hosted event.

Indiana Department of Environmental Management (IDEM) Prescribed Burn Applications: Three IDEM applications for prescribed burns in Dune Acres were presented to the Town Council for approval. Areas as follows: 1. East Road, north of East Road, west of Crest Drive, and east of Mineral Springs Road/Shore Drive, south of Clubhouse, 2. West of Mineral Springs Road and south of West Road, and south of 6 and 12 West Road. 3. West of Mineral Springs Road and Shore Drive, south of 2 Oak Drive. If approved by IDEM, and following required public notification and public input periods, prescribed burns would potentially occur before the summer of 2017. It was moved and seconded to approve the applications. Motion passed unanimously.

Clubhouse Rental Agreement. The Council approved a clubhouse rental agreement for October 1, 2016.

OTHER MATTERS:

Comments from the floor included discussion of the open Building Commissioner position.

The next meeting of the Town Council is March 15, 2016.

With no other matters duly brought before the Town Council, the meeting was adjourned at 8:15 p.m.

RICH HAWKSWORTH, Town Council President

PETER BOMBERGER, Town Council Member

ALEXANDER STEMER, Town Council Member

JEANNETTE E. BAPST, Clerk-Treasurer

CLAIMS FOR FEBRUARY, 2016

| <u>CLAIMANT</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|---------------------------------------|---|--------------------|
| Applied Ecological Services | Clubhouse Dune Restoration | \$ 4,025.00 |
| Duneland Landscape | Road Salting | \$ 560.02 |
| Hopkins Ace Hardware | Supplies | \$ 24.15 |
| Indiana American Water | Security Office, Clubhouse | \$ 133.45 |
| NIPSCO | Clubhouse | \$ 199.67 |
| | Gate House | \$ 199.06 |
| | Pump House | \$ 243.52 |
| | Town Hall | \$ 153.08 |
| Pinkerton | Vehicle Fuel | \$ 131.27 |
| Republic Services | Waste service | \$ 96.80 |
| Payroll 2-1-16 | Gross Pay | \$12,444.15 |
| Payroll 2-1-16 | Net Pay, Clearing | \$ 9,754.04 |
| Chesterton Tribune | Annual Report publication | \$ 38.31 |
| Comcast | Clubhouse cameras/internet | \$ 182.22 |
| Quill | Office Supplies | \$ 96.43 |
| NIPSCO | Tennis Court | \$ 28.61 |
| Menards, Valparaiso | Ice melt | \$ 50.34 |
| Menards, Michigan City | Thermostat, misc supplies | \$ 198.91 |
| EFTPS | Payroll 2-1-16, federal, FICA/Medicare | \$ 3,076.87 |
| Indiana Department of Revenue | Payroll 2-1-16, state w/h | \$ 565.21 |
| A.B.C. Alarm | Town Hall Security | \$ 30.00 |
| Applied Ecological Services | Clubhouse Dune Restoration | \$11,725.00 |
| A.E. Boyce | Financial Software License | \$ 889.00 |
| Capital One | Electr Tester, Email Service | \$ 60.96 |
| Frontier | Town Hall Telephone | \$ 88.54 |
| | Security Telephone | \$ 75.76 |
| Hopkins Ace Hardware | Chair Protectors | \$ 104.70 |
| Menards, Portage | Misc. Supplies | \$ 58.19 |
| NIPSCO | Gate House | \$ 189.72 |
| | Tennis Court | \$ 20.40 |
| | Pump House | \$ 243.21 |
| | Club House | \$ 244.86 |
| | Town Hall | \$ 171.34 |
| | Mineral Springs & Rt. 12 | \$ 14.96 |
| Pinkerton | Vehicle Fuel | \$ 96.75 |
| Republic Services | Waste service | \$ 96.80 |
| Reeder's Auto Service | Oil Change | \$ 30.50 |
| Verizon Wireless | Security Mobile Phone | \$ 44.16 |
| Terry Truax | Construction Deposit Return | \$ 7,500.00 |
| TOTAL CLAIMS FOR FEBRUARY 2016 | | \$53,885.96 |