

TOWN OF DUNE ACRES
DRAFT COUNCIL MINUTES
March 15, 2016

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, March 15, 2016 at the Town Hall. Council President Rich Hawksworth called the meeting to order at 7:05 p.m., with Council Member Alexander Stemer, and Clerk-Treasurer Jeannette Bapst and 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 February 16, 2016, Town Council Meeting be approved as presented. Motion passed unanimously.

FINANCIAL REPORT :

BANK BALANCES 02/29/2016

Porter State Bank	\$194,966.12
TrustIndiana	\$191,597.82
Adjustments	
Record Balance	\$386,563.94

*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 February 29, 2016

FUNDS	BALANCE	APP BAL.	% Left
GENERAL	\$ 115,649.21	\$348,318	89
MOTOR VEHICLE HIGHWAY	\$ 21,947.76	\$ 60,000	100
LOCAL ROAD & STREET	\$ 6,923.93	\$ 5,648	100
PARK & RECREATION	\$ 2,499.60	\$ 8,000	100
DONATIONS *	\$ 24,809.00		
RAINY DAY FUND*	\$ 131,930.78		
CCI	\$ 1,820.05	\$ 1,000	100
CCD	\$ 31,184.85	\$ 22,000	100
CEDIT	\$ 26,224.91	\$ 20,000	100
RIVERBOAT REVENUE SHARING	\$ 3,019.73	\$ 1,500	100
CLUBHOUSE DUNE GRANT	\$ -7,875.00		
Construction Security Dep*	\$ 17,500.00		
SalesTaxClubHouseRental*	\$ 108.45		
ClubHouseRentalDeposit*	\$ 2,150.00		
TOTAL FUNDS	\$ 377,893.27		

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 March 2016, #5262 - #5291, in the amount of \$51,406.26 be approved. Motion passed unanimously.

CORRESPONDENCE RECEIVED:

None

COMMISSIONERS REPORTS:

BEACH: Beach Commissioner Rob Carstens reported on several items. A beach cleanup is being scheduled, with volunteers needed to assist removing old chairs, abandoned boats and other debris from town beaches. This activity will be separate from the June 4th Town Clean Up. Date and time to be announced.

Carstens is working on a town buoy inventory and on scheduling buoy installation to take place prior to Memorial Day. Dune Acres regularly contracts for buoys to be placed along the town shoreline for swimming safety purposes. Discussion was held regarding the town's Department of Natural Resources "Application for Recreational Structures on Public Waters" paperwork that covers both buoys and the swim platform off East Beach.

Carstens reported the town fireworks display will take place on Friday, July 2nd. He will execute the contract with Melrose Pyrotechnics, Inc. in the amount of \$6,000.00.

ENVIRONMENT: Environmental Commissioner Robin Tennant reported that the June 4th Town Cleanup will focus on areas around town hall and behind the East Beach parking lot.

SECURITY: Commissioner Bill Griffin reported on ongoing security work. He continues to improve communication within the department. Security cameras are being repaired and reconfigured to allow for 24/7 security staff coverage at the gatehouse. New employee applications are under review so that added personnel needs during the Memorial Day to Labor Day beach season are satisfied. Dan Whitten is scheduling a meeting with Griffin, Supervisor Glenn Brown, and the County Sheriff to discuss Dune Acres services.

ROADS: Commissioner John Sullivan submitted a written report that was reviewed by the Council. Sullivan is meeting with National Park Service representatives on March 30th to discuss flood control measures on Mineral Springs Road. Sand on the East Beach parking area will be cleared by mid-April. The town has a 10-ton inventory of salt for use during the coming year.

OLD BUSINESS:

Ordinance 2016-02, Town Credit Card. It was moved and seconded to approve the second reading and approval 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.

NEW BUSINESS:

Town Wellness Coordinator. President Hawksworth introduced resident Sharon Tutlewski, who has been coordinating various town wellness initiatives. Tutlewski reported on exercise classes currently being held at the clubhouse on Saturdays, discussions with the Duneland YMCA on free 'silver sneakers' classes at the town hall for residents, and the possibility of vaccines and lab tests being provided in town. Residents interested in participating in any program should contact Sharon. Council members commended Tutlewski on her efforts.

Save the Dunes Invasive Plant Education Program. Save the Dunes Stewardship Coordinator Sarah Weaver reported on the native plant guide currently being developed by her agency. She hoped residents would participate in the April 20th program scheduled at the Dune Acres Clubhouse at which Save the Dunes and the National Park Service will receive input on general environmental matters and on the Dunes Resident Guide project.

BZA Executive Appointment. President Hawksworth announced the appointment of Bob Lauer to the Board of Zoning Appeals.

Building Commissioner. President Hawksworth announced the appointment of Tom Roberts to the position of Building Commissioner. Roberts will oversee the development of new procedures that will ensure inspections are conducted in accordance with building codes. Outside contractors with expertise in specific trades will be utilized.

Annual Certification; Anti-Nepotism and Conflict of Interest. Elected officials were provided the annual certification that must be submitted to the Town Council President prior to December 31, 2016.

OTHER MATTERS:

Discussion was held regarding the Indiana Dunes State Park pavilion project. Whitten said that because of recently passed legislation, the state has assumed control of the alcohol permitting process previously held by the county. It was noted that some Dune Acres residents oppose the development while others support it.

There were comments from the floor on the process used to solicit candidates for town volunteer positions. Consideration may be given to adding vacancy notice language to

Administrative Ordinance. Stemer said the Council will continue to push forward with transparency in governance. He said the Council has responsibility to make appointment decisions, and there is often disagreement among residents regarding the best candidate. It was noted that the Town Council is still accepting applications for the existing Plan Commission vacancy. To date, five residents have expressed interest in serving.

Concerns about excessive exterior lighting at a town residence were addressed. The Council has officially contacted the resident and anticipates an amicable remedy. Introducing new town light ordinances may be considered if necessary.

The next meeting of the Town Council is April 19, 2016.

With no other matters duly brought before the Town Council, the meeting was adjourned at 8:05 p.m.

RICH HAWKSWORTH, Town Council President

PETER BOMBERGER, Town Council Member

ALEXANDER STEMER, Town Council Member

JEANNETTE E. BAPST, Clerk-Treasurer

CLAIMS FOR MARCH, 2016

<u>CLAIMANT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Comcast	Clubhouse telephone, internet	\$ 172.72
Indiana American Water	Clubhouse, security office water	\$ 99.70
NIPSCO	Mineral Springs Road	\$ 14.50
Davids Lawn Care	Plowing	\$ 1,143.75
Payroll Gross	March payroll	\$11,612.81
Payroll Net, Clearing	March payroll	\$ 9,120.97
EFTPS	Federal w/h, FICA	\$ 2,852.19
Indiana Dept. of Revenue	State, local w/h	\$ 528.03
Frontier	Security office, town hall telephone	\$ 164.97
Verizon Wireless	Security mobile phone	\$ 49.16
ABC Alarm	Town Hall Security	\$ 30.00
Hopkins Ace Hardware	Maintenance Supplies	\$ 116.70
Datagraphics	Security Log Books	\$ 76.34
Davids Lawn Care	Plowing	\$ 3,975.00
K-Mart	Security Supplies	\$ 15.99
Menards - Valparaiso	Maintenance Supplies	\$ 90.87
Menards - Portage	Maintenance Supplies	\$ 52.75
NIPSCO	Gas and Electric	\$ 819.44
Pinkerton Oil	Vehicle Fuel	\$ 94.84
Republic Services	Waste Service	\$ 96.80
Quill Office Products	Office Supplies	\$ 94.03
Reeder's Auto Service	Silverado, speedometer repair	\$ 512.11
Starin Marketing, Inc.	Town Hall Sound System	\$ 467.50
Capital One	Entrance Lamps, Web Domain	\$ 448.66
Leeps Supply	Caisson Supplies	\$ 51.69
Anton Insurance	Insurance, 2016	\$18,346.00
Indiana American Water	Clubhouse, security office water	\$ 65.06
Comcast	Clubhouse telephone, internet	\$ 172.72
Action Fire	Extinguisher service	\$ 103.00
Quill Office Products	Office Supplies	\$ 17.96
TOTAL CLAIMS FOR MARCH 2016		\$51,406.26