

**TOWN OF DUNE ACRES
COUNCIL MINUTES
April 19, 2016**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, April 19, 2016 at the Town Hall. Council President Rich Hawksworth called the meeting to order at 7:05 p.m., with Council Member Alexander Stemer, Council Member Peter Bomberger, Clerk-Treasurer Jeannette Bapst, and Adam Mindel, representative for Attorney Dan Whitten in attendance. President Hawksworth opened the meeting with the Pledge of Allegiance.

APPROVAL OF MINUTES:

It was moved and seconded that the minutes for the March 15, 2016, Town Council Meeting, minutes for the April 13, 2016, Work Session, and minutes of the April 13, 2016, Executive Session be approved as presented. Motion passed unanimously.

FINANCIAL REPORT :

BANK BALANCES 03/31/2016

| | |
|-------------------|--------------|
| Porter State Bank | \$152,469.32 |
| TrustIndiana | \$191,663.12 |
| Adjustments | |
| Record Balance | \$344,132.44 |

*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 March 31, 2016**

| FUNDS | BALANCE | APP BAL. | % Left |
|----------------------------|---------------|-----------|--------|
| GENERAL | \$ 82,552.04 | \$294,249 | 79 |
| MOTOR VEHICLE HIGHWAY | \$ 22,501.24 | \$ 60,000 | 100 |
| LOCAL ROAD & STREET | \$ 3,466.79 | \$ 1,673 | 29 |
| PARK & RECREATION | \$ 2,499.60 | \$ 8,000 | 100 |
| DONATIONS * | \$ 24,839.00 | | |
| RAINY DAY FUND* | \$ 131,930.78 | | |
| CCI | \$ 1,352.55 | \$ 532 | 53 |
| CCD | \$ 31,184.85 | \$ 22,000 | 100 |
| CEDIT | \$ 27,301.83 | \$ 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* | \$ 178.45 | | |
| ClubHouseRentalDeposit* | \$ 3,150.00 | | |
| TOTAL FUNDS | \$ 343,601.86 | | |

Bapst presented the March month-end financial report. It was moved and seconded to approve the financial report. Motioned passed unanimously.

Information regarding new financial internal controls requirements developed by the Indiana State Board of Accounts was presented. The statutory deadline for compliance, which will involve new ordinances, new internal controls procedures, and personnel training is December 31, 2016.

PAYMENT OF CLAIMS:

It was moved and seconded that claims for the month of April 2016, #5292 - #5331, in the amount of \$36,146.09 be approved. Motion passed unanimously.

CORRESPONDENCE RECEIVED:

The BBC requested use of the Dune Acres beach to film a short segment of a new science documentary. It would involve a beach fire at night, date to be determined. The Council agreed by consensus to approve the use, pending satisfactory execution of the Location Agreement. Beach Commissioner Carstens will coordinate.

COMMISSIONERS REPORTS:

BEACH: Beach Commissioner Rob Carstens said he is working though the many necessary arrangements for our July 2nd fireworks display. The contract with Melrose Pyrotechnics is complete, and permits with the National Park Service and Department of Homeland Security are in process. He will draft a fireworks donation memorandum for distribution to residents.

Carstens had conducted an inventory of town buoys and associated hardware, noting the town was down one unit compared to 2015. The Council agreed by consensus to purchase a replacement buoy, which would keep the overall count at 15 units. Discussion was held regarding coordinating installation with other beach communities to reduce costs.

BUILDING: Building Commissioner Tom Roberts requested approval of Building Permit #2016-04, 2 Willow Lane, roofing project \$21,595, and Building Permit #2016-05, 10 Shore Drive, roofing project, \$25,155. It was moved and seconded to approve the permits. Motion passed unanimously.

Roberts reported on Permit 2016-02 for 24 Circle Drive, which had been approved by the Council in February. He said revised plans called for extension of the porch footprint. He advised the property owner that Plan Commission approval is necessary for this portion of the project, and if approved, a separate building permit will be processed at a later date.

Roberts is working to get future electrical and plumbing inspections done by outside consultants with trade expertise.

Roberts reported that the new construction at 32 Circle is near completion. He was unable to connect with the contractor for 31 Crest Drive. Discussion was held regarding 31 Crest, which has been ongoing for over five years. It was noted that an ordinance adopted in 2015 specifically addresses timelines.

ENVIRONMENT: Environmental Commissioner Robin Tennant reported on the success of the April 16th Town Cleanup. The majority of efforts were focused on removing burning bush from Town Park A and working around the Town Hall. She thanked all volunteers and contributors.

PARKS: Parks Commissioner Kellie Klein reported the ice rink was closed up for the season by a team of volunteers at the April 16th Town Cleanup. It was suggested that additional asphalt be installed where needed this summer, so the entire rink is a uniform, impervious surface.

Klein said a new playground slide is on order to replace a damaged unit. Other playground improvements are being coordinated with Maintenance Commissioner Dick Taylor, including refurbishing the wooden merry-go-round and painting metal equipment. She planned to review ADA regulations for future capital expenditure consideration. Council members and residents felt the playground was being used more often recently and were appreciative of Klein's efforts.

Klein recognized Dick Taylor and Mark Taylor for their prompt repair of the East Beach portable toilet shelter.

Bill Nixon reported on the tennis courts, stating he is securing quotes for annual repairs. Nixon is also working on having the courts power washed, which will require renting commercial grade equipment. Discussion was held on painting one of the tennis courts with 'pickle ball' markings since this is a popular activity in many areas.

ENGINEER: The Shore Drive/Clubhouse wire project that was presented by town engineer Irv Call at the April 13, 2016 work session was reviewed. Service would be upgraded to 3-phase and new wire would be run underground, removing the above-ground wire now in place. The estimated budget is not to exceed \$8,000. The Council agreed by consensus to proceed with the project, and to collaborate with DACIF on cost-sharing in consideration of DACIF's Clubhouse Dune Master Plan initiative.

SECURITY: Commissioner Bill Griffin recommended the hire of Security Employees Jeaneen Dougherty and Debbie Wilson for seasonal summer employment. A motion was made and seconded to approve the recommendation to hire. Motion passed unanimously.

Discussion was held regarding proposed surveillance system upgrades. Griffin recommended immediate replacement of the DVR at the security office and reconfiguration of cameras at the clubhouse so that the maintenance building control panel can be monitored from the security office, without security staff having to leave their post. Griffin will get quotes for these immediate, first-phase improvements, and make a recommendation to the Council in May. The long-term security plan will likely include other technology enhancements.

ROADS: President Hawksworth said Road Commissioner Sullivan was reviewing 2016 road paving priorities and would be making recommendations to the Council in this regard.

OTHER: Town Wellness Coordinator Sharon Tutlewski reported on her ongoing work with the "Silver Sneakers" program, whereby residents age 65+ would receive free YMCA memberships. She is scheduling a beach safety program, in collaboration with the Town of Porter Fire Department, to be held this summer, date to be announced. In addition, Tutlewski is organizing a CPR class for residents. Discussion was held regarding town purchase of health and safety devices including beach rescue equipment and AED's.

OLD BUSINESS:

YMCA Community Walk/Run, May 14th. Discussion was held on the May 14th event. President Hawksworth said he and Commissioner Griffin would meet with YMCA representatives before the race to finalize traffic details. An informational email will then be distributed to all residents.

NEW BUSINESS:

Clubhouse Rental. The Council approved clubhouse rental agreements for June 4, 2015 and June 11, 2015.

Plan Commission Appointment, Legislative Body. President Hawksworth announced his resignation from the Plan Commission effective immediately. It was moved and seconded to appoint Building Commissioner Tom Roberts to the Plan Commission. Motion passed unanimously.

Plan Commission Appointment, Executive. President Hawksworth announced the appointment of Bill Nixon to the Plan Commission, to complete the term of Jane Dickey, who resigned.

Discussion and First Reading of Amendments to Chapters 18 & 42 of the Town Code. The 'red-line' copies of amendments to Chapters 18 & 42 were presented for initial discussion. The April 13, 2016 work session meeting resulted in numerous recommendations that were incorporated into the draft documents. Comments from the floor included suggestions about beach fire cleanup, and careful review of boat ownership specifics relative to town permitting.

President Hawksworth said the First Reading would be scheduled in May, so that residents have more time to review and comment on proposed changes. The red-lined ordinances will be posted on the town website. Second Reading and Adoption would follow.

OTHER MATTERS:

None

The next meeting of the Town Council is May 17, 2016.

With no other matters duly brought before the Town Council, the meeting was adjourned at 8:45 p.m.

RICH HAWKSWORTH, Town Council President

PETER BOMBERGER, Town Council Member

ALEXANDER STEMER, Town Council Member

JEANNETTE E. BAPST, Clerk-Treasurer

CLAIMS FOR APRIL, 2016

| <u>CLAIMANT</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|----------------------------|--------------------------------------|---------------|
| Davids Lawn Care | Salt Applications | \$ 450.00 |
| NIPSCO | Gas and Electric | \$ 14.47 |
| Frontier | Telephone, Security Office | \$ 76.42 |
| Verizon Wireless | Telephone, Security Mobile | \$ 44.16 |
| Payroll | April payroll, gross | \$12,382.71 |
| Payroll, Net | April payroll, net | \$ 9,709.30 |
| EFTPS | April payroll, federal w/h, fica/med | \$ 3,059.27 |
| Indiana Dept of Revenue | April payroll, state and county w/h | \$ 561.40 |
| Frontier | Telephone, Town hall | \$ 88.54 |
| NIPSCO | Gas and Electric | \$ 602.54 |
| Republic Service | Waste Service | \$ 96.80 |
| Anton Insurance | Workers Compensation | \$ 224.00 |
| John Sullivan | Deer Cull Expense Reimb | \$ 62.92 |
| Starin Marketing | Town Hall Sound, final | \$ 153.56 |
| ABC Burglar Alarm | Town Hall Security | \$ 30.00 |
| Applied Ecological Service | Clubhouse Dune Restoration | \$ 1,500.00 |
| Connors Automotive | Jeep Repair | \$ 486.50 |
| Davids Lawn Care | Grounds/Road Repair | \$ 800.00 |
| Emcor Hyre Electric | Security Camera Repair | \$ 290.75 |
| Hopkins Ace Hardware | Maintenance Supplies | \$ 25.98 |
| Hopkins Small Eng. Repair | Powerwash Repair | \$ 77.00 |
| Indiana American Water | Clubhouse and Gatehouse | \$ 73.86 |
| K-Mart | Security Supplies | \$ 94.49 |
| Martin Security | Clubhouse Monitoring | \$ 150.00 |
| Master Fire Extinguisher | Service | \$ 246.30 |
| Menards - Valpo | Maintenance Supplies | \$ 212.88 |
| Pinkerton Oil | Vehicle Fuel | \$ 122.65 |
| Professional Pest Mgmt | Quarterly Treatment | \$ 50.00 |
| Quill Office Supplies | Printer belt, toner, tape | \$ 359.24 |
| Riggs Mower and More | Chainsaw Sharpen | \$ 40.00 |
| Rogers Roofing | Clubhouse, Mtc. Bldg Repair | \$ 975.00 |
| Sleepy Hollow Key | Town Hall re-key | \$ 135.00 |
| Summers PHC of Chest | Clubhouse Furnace Repair | \$ 287.00 |
| Tilden Enterprises | Maintenance Supplies | \$ 25.80 |
| Trout Glass & Mirrow | Clubhouse Window Replacement | \$ 1,200.00 |
| National Park Service | Fireworks Permit | \$ 65.00 |
| Dept. of Homeland Security | Fireworks Permit | \$ 69.00 |
| Datagraphics | Environmental Brochure | \$ 190.80 |
| Steve Siuda Sewer Service | Pump outs, TH, Clubhse, Security | \$ 940.00 |
| Comcast | Clubhouse internet, phone | \$ 172.75 |

TOTAL CLAIMS FOR APRIL 2016

\$36,146.09