

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

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, August 16, 2016 at the Town Hall. Council President Rich Hawksworth called the meeting to order at 7:30 p.m., with Council Member Alexander Stemer, Council Member Peter Bomberger, Clerk-Treasurer Jeannette Bapst, and Attorney Adam Mindel representing Dan Whitten in attendance.

**APPROVAL OF MINUTES:**

It was moved and seconded that the minutes for the July 19, 2016, Town Council Meeting be approved as presented. Motion passed unanimously.

**FINANCIAL REPORT:**

**BANK BALANCES 07/31/2016**

Porter State Bank	\$248,668.27
TrustIndiana	\$191,946.39
Adjustments	
Record Balance	\$440,614.66

\*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 July 31, 2016

FUNDS	CASH BALANCE	APP BAL.	% Left
GENERAL	\$ 154,380.58	\$190,002	53
MOTOR VEHICLE HIGHWAY	\$ 51,498.71	\$ 60,000	100
LOCAL ROAD & STREET	\$ 4,804.82	\$ 898	15
PARK & RECREATION	\$ -845.17	\$ 745	9
DONATIONS *	\$ 24,893.81		
RAINY DAY FUND*	\$ 131,930.78		
CCI	\$ 932.66	( \$ 106)	-10
CCD	\$ 22,477.69	\$ 7,398	33
CEDIT	\$ 31,609.51	\$ 20,000	100
RIVERBOAT REVENUE SHARING	\$ 3,019.73	\$ 1,500	100
CLUBHOUSE DUNE GRANT	\$ -1,625.00		
Construction Security Dep*	\$ 10,000.00		
SalesTaxClubHouseRental*	\$ 178.45		
ClubHouseRentalDeposit*	\$ 1,500.00		
LOIT	\$ 3,538.00		
TOTAL FUNDS	\$ 438,294.57		

Bapst presented the July month-end financial report. 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 August 2016, #5440 - #5471, in the amount of \$65,412.70 be approved. Motion passed unanimously.

**CORRESPONDENCE RECEIVED:**

The Certificate of Net Assessed Valuations was received from the Porter County Auditor. It was noted that the town's assessed valuation had decreased for 2016 pay 2017, compared to the previous year. Councilman Stemer asked for an explanation on how the assessor determines the values of properties. A report will be provided.

**COMMISSIONERS REPORTS:**

**BUILDING:** Building Commissioner Tom Roberts recommended approval of Building Permit #2016-12, 24 Crest Drive, \$13,960 driveway improvement. It was moved and second to approve the permit. Motion passed, with Council Member Bomberger abstaining.

Roberts provided the status on various residential construction projects underway in town.

**ENGINEERING:** Town Engineer Irv Call gave an update on the clubhouse wiring project. He stated work would be completed prior to the winter season.

**ENVIRONMENT:** Environmental Commissioner Robin Tennant reported she was starting plans for the Town Fall Cleanup. After discussion, the date was set for Saturday, November 5<sup>th</sup>.

Discussion was held on options for town-administered leaf pickups this fall, with the consensus being too few residents would participate to make it a viable town-wide project.

It was moved and seconded to approve IDEM burn permits for Linden Lane Park and Heenan Park. Motion passed unanimously.

**FIRE:** Fire Commissioner Mark Bapst reported that tests of the clubhouse fire system were recently conducted and all system components passed. He stated there were currently electrical problems with the water pumps that service the clubhouse fire suppression sprinkler system. An electrical contractor is being scheduled.

**ROADS:** President Hawksworth presented quotes that Road Commissioner John Sullivan had secured for paving. Quotes were solicited from RCG Construction Group, Reith Riley, Asphalt Service Contractors, and Walsh & Kelly. Asphalt Services responded with pricing as follows: \$.90 per SF for resurfacing, \$3.25 per SF for patching. Walsh & Kelly responded with pricing as follows: \$.70 per SF for resurfacing, \$4.75 per SF for patching, \$.04 per SF for sweep/tack. The Council will hold a special meeting to award the contract if a Community Crossings grant is received. Grant notification is expected late August.

**SECURITY:** Security Commissioner Bill Griffin recommended a change in personnel status for Terry Cornwell, Debbie Wilson, and Jeaneen Dougherty from seasonal to year-round part time. The Council agreed by consensus to approve the change.

Griffin then requested approval to add 8 hours per week to the security schedule in order to provide 4, two-hour patrol shifts throughout the week, all year. After discussion, it was agreed by consensus to approve the additional time through December 31, 2016. It will then be reviewed for continuation into 2017.

Griffin also requested an amendment to the Salary Ordinance that would change the night shift pay differential from 11:30 PM to 7:30 AM to 12:00 AM to 8:00 AM. A motion was made and seconded to approve the first reading of Ordinance 2016-06, Revised Salary Ordinance. Motioned passed unanimously. A motion was made and seconded to suspend rules for the second reading of Ordinance 2016-06. Motion passed unanimously. A motion was then made and seconded to approve Ordinance 2016-06, Revised Salary Schedule. Motion passed unanimously.

Councilman Stemer stated residents have a greater sense of security in recent months due to the efforts of Commissioner Griffin and town security staff members. He asked that Griffin extend appreciation to all staff for their improved visibility around town and for their demonstrated commitment to doing a good job.

Councilman Stemer then asked for the Council to consider addressing narcotics overdose preparedness by stocking Naloxone, an opiate antidote. He plans to consult with other medical professionals in town and follow-up with a proposal.

**OLD BUSINESS:**

Discussion on Amendments to Chapters 42 of the Town Code. President Hawksworth presented amended Chapter 42 of the Town Code for First Reading. Discussion was held on proposed language. It was moved and seconded to approve the First Reading. Motion passed unanimously. The amended ordinance will be posted on the town web site for further review and comment, with second reading and approval anticipated at the September 20, 2016 Council meeting.

NEW BUSINESS:

First Reading, Ordinance 2016-05, 2017 Appropriation and Tax Rates. It was moved and seconded to approve the first reading of Ordinance 2016-5, 2017 Appropriations and Tax Rates. Motion passed unanimously. The ordinance sets appropriations, tax levy and tax rates for 2017.

Uniform Internal Control Standards. Clerk-Treasurer Bapst presented documents needed to meet new statutory requirements for Internal Controls. Resolution 2016-04, Uniform Control Standards for Indiana Public Subdivisions, states town adoption of the so named manual developed by the Indiana State Board of Accounts. The Town of Dune Acres Procedures and Practice Manual was also presented that outlines control principals and procedures used by the town. Finally, a service agreement with the Chesterton CPA firm of Kittredge and Zehner that provides quarterly auditing of bank records for a \$600 annual fee was presented for approval. It was moved and seconded to approve Resolution 2016-04, to approve the town procedures manual, and to execute the agreement with Kittredge and Zehner. Motion passed unanimously.

Bapst then presented a copy of the Internal Control Training Certification for Elected Officials, Appointees, and Employees that documents completion of training required by I.C. 5-11-1-27(g)(2).

Clubhouse Rental. It was moved and seconded to approve a clubhouse rental scheduled for October 7, 2017. Motion passed unanimously.

U.S. Fish and Wildlife Service Grant. Authorization from the Council was requested to apply for a U.S. Fish and Wildlife Service matching grant for environmental restoration work on the north face of clubhouse dune. The total project is \$12,000, with a \$6,000 required match from the town. It was noted that environmental goals of the project (reduction of tree canopy) closely aligned with the Dune Acres Civic Improvement Foundation's Clubhouse Dune Master Plan. It was moved and seconded to authorize the grant application. Motion passed unanimously.

OTHER MATTERS:

With no other matters duly brought before the Town Council, the meeting was adjourned at 8:50 p.m.

The next meeting of the Town Council is September 20, 2016.

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RICH HAWKSWORTH, Town Council President

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PETER BOMBERGER, Town Council Member

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ALEXANDER STEMER, Town Council Member

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JEANNETTE E. BAPST, Clerk-Treasurer

CLAIMS FOR August, 2016

<u>CLAIMANT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Payroll, Gross	Aug payroll, gross	\$18,685.42
Payroll, Net	Aug payroll, net	\$14,642.22
EFTPS	Aug payroll, federal w/h, fica/med	\$ 4,653.66
Indiana Dept of Revenue	Aug payroll, state w/h	\$ 818.96
Frontier	Security telephone	\$ 76.41
NIPSCO	Mineral Springs and Rt 12	\$ 13.96
Verizon	Security mobile	\$ 44.21
Comcast	Security internet	\$ 144.85
ABC Alarm	Town Hall Security	\$ 30.00
Hopkins Ace Hardware	Maintenance Supplies	\$ 5.52
Asphalt Service	Road Patch and Repairs	\$17,228.25
VISA, Capital One	Clbhse Wire Proj,Mulch,Auto Parts	\$ 811.41
Deans Tire Pros & Auto	Jeep oil change	\$ 39.99
Frontier	Town Hall phone, internet	\$ 88.65
Justin's Tree Service	Tree removal	\$ 3,000.00
Irv Call	Clubhouse Wire Project Supplies	\$ 292.00
Martin Security	Security Upgrades	\$ 1,850.00
NIPSCO	Gas and Electric	\$ 465.16
Pinkerton Oil	Vehicle Fuel	\$ 235.31
Quill	Office Supplies	\$ 181.26
Republic Service	Waste Service	\$ 246.80
Riggs Mower	Chainsaw Repair	\$ 114.55
South Shore Marine	Buoy Install	\$ 200.00
Star Uniforms	Security Uniforms	\$ 473.90
Tilden Enterprises	Maintenance Supplies	\$ 39.55
Indiana American Water	Clubhouse and Security	\$ 83.95
W.A. Recycling	Dumpster Rental	\$ 350.00
Pride Toilet Company	Beach	\$ 110.00
Comcast	Clubhouse phone and internet	\$ 172.78
Riggs Mower	Chipper Rental	\$ 195.00
Hopkins Ace Hardware	Maintenance Supplies	\$ 63.93
Datagraphics	Security Decals	\$ 55.00

**TOTAL CLAIMS FOR                      AUGUST, 2016                      \$65,412.70**