

**TOWN OF DUNE ACRES  
COUNCIL MINUTES  
November 15, 2016**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, November 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, Clerk-Treasurer Jeannette Bapst, and Attorney Dan Whitten in attendance.

**APPROVAL OF MINUTES:**

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

**FINANCIAL REPORT:**

**BANK BALANCES 10/31/2016**

Porter State Bank	\$69,008.68
TrustIndiana	\$192,195.24
Adjustments	
Record Balance	\$261,203.92

\*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 October 31, 2016**

FUNDS	CASH BALANCE	Cash 10/31/15	APP BAL.	% Left
GENERAL	\$ 86,381.31	\$79,247.01	\$125,609	34
MOTOR VEHICLE HIGHWAY	\$ 828.44	\$ 743.72	\$ 6,755	11
LOCAL ROAD & STREET	\$ 5,003.26	\$4,982.19		0
PARK & RECREATION	\$ -1,058.11	\$ 4,874.38	\$ 526	6
DONATIONS *	\$ 25,393.81	\$23,034.00		
RAINY DAY FUND*	\$ 131,930.78	\$131,930.78		
CCI	\$ 1,038.72	\$1,507.75		
CCD	\$ 22,248.98	\$ 26,412.04	\$ 7,189	32
CEDIT	\$ 22,146.58	\$ 21,979.07	\$ 7,307	42
RIVERBOAT REVENUE SHARING	\$ 2,597.84	\$ 3,019.73		0
CLUBHOUSE DUNE GRANT	\$ -405.47	00		
Construction Security Dep*	\$ 10,000.00	\$ 25,000.00		
SalesTaxClubHouseRental*	\$ 213.45	\$ 227.45		
ClubHouseRentalDeposit*	\$ 1,000.00	\$ 650.00		
LOIT	.00	.00		
Local Road & Bridge Grant Fund	-\$46,972.50	.00		
<b>TOTAL FUNDS</b>	<b>\$ 260,347.09</b>	<b>\$ 323,660.89</b>		

Bapst presented the October 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 November 2016, #5537 - #5561, in the amount of \$32,912.79 be approved. Motion passed unanimously.

**CORRESPONDENCE RECEIVED:**

Dune Acres Historical Committee Chair Bob Hartmann reported on a major project completed by town volunteers Tammy Donnelly, Clarice Gourley, Beverly Hubbs, Bette Norris, Tina Reed, Lucas Klein and himself. The committee scanned, digitized, and indexed over 40,000 town historic documents. (File cabinets containing original records were moved from the clubhouse to the town hall.) Committee members were currently reviewing options for storing and accessing records online and asked if the Town Council would fund subscription or licensing fees that may be needed. The Council was committed to assisting the committee and asked that a recommendation be submitted for consideration. Clerk-Treasurer Bapst received a copy of index subject categories so that public records on file in

town offices that are approved for discard could be forwarded to the Historical Committee for review. The Town Council thanked the Committee for their work and dedication in preserving the history of Dune Acres.

#### COMMISSIONERS REPORTS:

**BEACH:** Regarding off-season storage of boats on Town park beaches, the Council considered the email recommendation of Beach Commissioner Rob Carstens to approve East Beach as the designated boat storage area. Council Member Stemer was concerned that “East Beach” was overly open-ended and asked that a specific geographic location and a specific maximum number of watercraft be presented. Action was tabled until specifics are received.

**BUILDING:** Council President Hawksworth presented a report submitted by Building Commissioner Tom Roberts that provided an update on projects throughout town. Remodeling at 24 Circle Drive, 15 Oak Drive, and 60 East Road was continuing. Currently under Plan Commission review is new construction at 1 Aspen, and an addition at 38 East Road. There was no progress to report for the new home at 6 Shore Drive. Building Permit #2016-16, 2 Willow Lane, \$65,000 interior improvements, was then presented for approval. It was moved and seconded to approve the permit. Motion passed unanimously.

**ENGINEER:** Irv Call gave a detailed report that included both historic background and current status of the clubhouse wire project. In April 2016, the Town Council approved a total budget of \$8,000. Call had recently secured a price of \$15,000 for installing lines from Shore Drive to the maintenance building, and because this one component was more than the overall project estimate, additional funds were needed. NIPSCO fees were still under review. After lengthy discussion, it was agreed the Council would meet with both NIPSCO and the electrical contractor that provided pricing to explore cost reduction options.

**ENVIRONMENTAL:** Council President Hawksworth reported that Environmental Commissioner Robin Tennant had coordinated the November 5<sup>th</sup> Town Cleanup. Approximately 20 volunteers cleared brush, planted sedges, and provided general labor. The Council recognized Tennant and all volunteers for their efforts.

**FIRE:** President Hawksworth said the Town’s current contract for fire protection services with the Town of Porter extended through December, 2017. A Request for Proposal would be issued the first part of the year, with action on a new contract expected by spring.

**MAINTENANCE:** Maintenance Commissioner Dick Taylor provided more details on the Town Cleanup. He had worked with town employee Mark Taylor on collecting branches from road easements, chipping brush piles on town and private property, and on removing large logs along Pine Lane. Rob Carstens assisted. Taylor appreciated having authority to rent the equipment needed to complete these needed town maintenance projects.

**PARKS:** Parks Commissioner Kellie Klein had emailed a request for funding the proposed ice rink improvement project in budget year 2017, since her grant appeal to the Dune Acres Civic Improvement Foundation had been declined.

**SECURITY:** Commissioner Bill Griffin reported on his investigation of vandalism that had occurred on the soccer field the night of November 4<sup>th</sup>. A vehicle entered the park at the playground, drove to the open field, and did ‘donuts’ that caused substantial turf damage. The Council asked Griffin to explore the use of low-cost, motion-activated trail cameras.

Discussion was then held on the town’s opiate overdose preparedness plan. Council Member Stemer has provided a supply of injectable and nasal adapter Naloxone, an overdose antidote. He and resident Sharon Tutlewski will train town security personnel on how to administer it. A step-by-step instruction guide will also be provided. In overdose cases, the Naxolone will either be administered by trained town staff, or made available to others on site.

OLD BUSINESS:

East Road Emergency Access. The land survey of the East Road emergency access was completed. It confirmed the gate is located on private property and covered under existing easement provisions. Attorney Whitten will prepare a legal opinion on the town's authority to modify the entry gate in a way that would restrict motorized traffic. If necessary, pricing to replace or modify the gate will be secured, collaboration with the Town of Porter will be pursued, and options such as moving the gate onto the Town of Porter right-of-way, just east of its current location, will be considered.

It was also noted that the Town of Porter Fire Department's new fire trucks are too long for the emergency road grade.

Roads, Lane Striping. The Council agreed by consensus to keep towns roads as currently maintained.

NEW BUSINESS:

Noncompliant House Rentals (Chapter 46, Article V, Section 46-113). President Hawksworth said there were strong indications that several houses in town are not conforming to ordinance restrictions on short term rentals. Attorney Whitten will prepare a draft letter for homes in question and present to the Council next month. Whitten said Judge Mary Harper has handed stiff fines to homeowners in Ogden Dunes who were violating rental ordinances, so felt Dune Acres had a sound base to pursue, should the Council choose to proceed with the legal steps involved.

Lake Michigan Coastal Program Grant. Authorization for submitting a 2017 Lake Michigan Coast Program Grant application for continuing environmental restoration of clubhouse dune was requested. A motion was made and seconded to approve the application. Motion passed unanimously.

Ordinance 2016-09, 2017 Salaries, First Reading. A motion was made and seconded to approve the First Reading of Ordinance 2016-09, 2017 Salaries. Motion passed unanimously. The proposed Ordinance provides a 1.5% salary increase for the maintenance employee and all security personnel; no change to the Clerk-Treasurer stipend. Second Reading and Adoption is expected on December 20, 2016.

Unapproved Structure, 54 Circle Drive. Discussion was held regarding an auxiliary structure erected at 54 Circle that was not approved by the Plan Commission. Whitten was asked to review documentation and provide a recommendation on how the town should proceed.

OTHER MATTERS:

President Hawksworth congratulated Attorney Whitten on his re-election to the Porter County Council.

With no other matters duly brought before the Town Council, the meeting was adjourned at 9:15 p.m.

The next meeting of the Town Council is December 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 November, 2016

<u>CLAIMANT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Payroll, Gross	Nov. payroll, gross	\$ 12,411.51
Payroll, Net	Nov. payroll, net	\$ 9,932.97
EFTPS	Nov. payroll, federal w/h, fica/med	\$ 2,878.27
Indiana Dept of Revenue	Nov. payroll, state w/h	\$ 549.75
Comcast	Security Office Internet	\$ 154.35
Frontier	Security Off, Town Hall phone/internet	\$ 156.62
NIPSCO	Gas and Electric	\$ 403.82
Verizon Wireless	Security Mobile phone	\$ 44.35
ABC Alarm	Town Hall Security	\$ 60.00
Hopkins Ace Hardware	Maintenance Supplies	\$ 104.51
VISA - Capital One	Supplies; vehicle part, boat tags	\$ 88.34
Cardno, Inc.	Clubhouse Dune Restoration, plants	\$ 553.98
Down to Earth, Inc.	Clubhouse Sprinkler Shutdown	\$ 98.00
Menards, Portage	Maintenance Supplies	\$ 247.10
Midwest Groundcovers	Clubhouse Dune Restoration, plants	\$ 2,758.15
Pinkerton Oil	Vehicle Fuel	\$ 109.35
Quill Office Products	Security Copier Toner	\$ 57.99
Reeder's Auto Service	Silverado Maintenance	\$ 26.15
Republic Service	Waste Services	\$ 96.80
Richard Hawksworth	Clubhouse Dune Restor, supply reimb	\$ 204.55
Rigg's Mower	Chainsaw Maintenance	\$ 155.63
Summers PHC of Chest	Clubhouse Furnace Repair	\$ 1,297.00
Tilden Enterprises	Building Supplies	\$ 44.13
W.A. Recycling Services	Dumpster Rental	\$ 400.00
Indiana American Water	Water	\$ 79.47
<b>TOTAL CLAIMS FOR</b>	<b>NOVEMBER, 2016</b>	<b>\$ 32,912.79</b>