

**TOWN OF DUNE ACRES
COUNCIL MINUTES
December 20, 2016**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, December 20, 2016 at the Town Hall. Council President Rich Hawksworth called the meeting to order at 7:10 p.m., with Council Members Alexander Stemer and 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 November 15, 2016 Town Council Meeting be approved as presented. Motion passed unanimously.

FINANCIAL REPORT:

BANK BALANCES 11/30/2016

Porter State Bank	\$ 84,202.95
TrustIndiana	\$162,275.63
Adjustments	
Record Balance	\$246,478.58

*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 November 30, 2016

FUNDS	CASH BALANCE	APP BAL.	% Left
GENERAL	\$ 72,855.16	\$102,604	28
MOTOR VEHICLE HIGHWAY	\$ 1,268.60	\$ 6,755	11
LOCAL ROAD & STREET	\$ 5,493.70		0
PARK & RECREATION	\$ -1,058.11	\$ 526	6
DONATIONS *	\$ 26,053.81		
RAINY DAY FUND*	\$ 131,930.78		
CCI	\$ 1,038.72		
CCD	\$ 22,248.98	\$ 7,189	32
CEDIT	\$ 21,926.50	\$ 6,009	30
RIVERBOAT REVENUE SHARING	\$ 2,597.84		0
CLUBHOUSE DUNE GRANT	\$ -2,163.81		
Construction Security Dep*	\$ 10,000.00		
SalesTaxClubHouseRental*	\$ 262.45		
ClubHouseRentalDeposit*	\$ 1,500.00		
LOIT	.00		
Local Road & Bridge Grant Fund	-\$46,972.50		
TOTAL FUNDS	\$ 246,982.12		

Bapst presented the November 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 December 2016, #5562 - #5601, in the amount of \$58,916.94 be approved, and that the year-to-date invoice for snow plowing services be paid upon receipt, prior to December 30th. Motion passed unanimously.

CORRESPONDENCE RECEIVED:

Privately-Funded Public Fireworks Display. A resident letter was discussed that addressed concerns about the privately-funded public fireworks display conducted on December 16, 2016, on the beach in front of the clubhouse. It was explained that no official action was required or taken by the town council on the matter. The display met provisions of Town Ordinance Chapter 18, State and National Park Service permits had been secured prior to the event, and Porter Fire Department was on site. Council members agreed to review language in the Ordinance and possibly initiate changes to require additional approval for private displays.

Snow and Ice Removal. Email correspondence between resident Bobbi Taylor and Town officials was discussed regarding concerns about snow and ice removal services. Taylor was present at the meeting and reiterated her viewpoints. From the floor, Irv Call commended Road Commissioner Sullivan on his work. Call noted that historically, the plow service was not summoned until at least 3" of snow had accumulated. Town officials planned to schedule a work session with representatives from the Town's contractor, David's Lawn Care.

COMMISSIONERS REPORTS:

BEACH: Regarding off-season storage of boats on Town park beaches, data was provided on permits issued for East Beach. A total of 18 boat permits were issued to nine Dune Acres families. Approximately three boats remain unpermitted; planned removal was thwarted by freezing temperatures. All boats and personal items were removed from Ridge Beach.

ENGINEER: Discussion was held on the clubhouse wire project to upgrade electrical service to 3-phase and bury overhead wires in front of the clubhouse view. Town officials were provided a quote for work from NIPSCO totaling \$43,500, which excluded installation of a concrete pad, elbowing out from the pad with service and primary conduit, and installation of a meter box in the maintenance garage.

Town Engineer Irv Call explained that his less-expensive installation plan was a *compromise proposal* that used estimated costs for hand-digging the wire trench, no conduit, new versus modified service status from NIPSCO, and various other alternatives that impact price. Council concerns about the compromise proposal were discussed including, but not limited to, consultant assertions that a 600-foot run from Shore Drive to the maintenance building was too long for acceptable power quality.

Town officials planned to pursue price options with NIPSCO.

PARKS: Parks Commissioner Kellie Klein's request for funding an ice rink improvement project in budget year 2017, totaling \$1900 was unanimously approved. Council members requested assurance that proposed improvements included installing a railing at the rink stairs.

SECURITY: Commissioner Bill Griffin reported on the town's opiate overdose preparedness plan. He said five Town representatives completed Porter County Sheriff Department training on the administration of Naloxone, an opiate overdose antidote. Resident Sharon Tutlewski was recognized by the Council for her help in getting the program underway.

It was noted that, in case of any emergency, residents should always call 911 first. Only after calling 911 should residents call to alert Dune Acres security.

OLD BUSINESS:

Audit, 2012-2015. The Indiana State Board of Accounts financial review of budget years 2012, 2013, 2014, 2015 was completed and the final report issued with no findings. Clerk-Treasurers Carolyn Mellen and Jeannette Bapst were recognized for efforts in maintaining financial records in accordance with State requirements.

East Road Emergency Access. Attorney Adam Mindel had researched the issue of Town authority to modify the East Road emergency access gate in a manner that would restrict motorized traffic. The Council agreed by consensus to schedule a meeting with owners of the easement property. They hoped to work on an amicable solution that would meet both the security needs of the Town and ingress/egress requisites of the owner.

Noncompliant House Rentals. The Council reviewed a draft letter prepared by Dan Whitten that will be mailed to homeowners where indications of noncompliance with Town Ordinances relative to short term rentals exist. It was agreed by consensus that the letter was acceptable and should be issued to specified property owners by Whitten's office as soon as possible.

Unapproved Structure, 54 Circle Drive. Attorney Mindel had researched the issue of an unapproved structure at 54 Circle in relation to Chapter 46 of the Town Zoning Ordinance. Mindel will develop a letter from the Town Plan Commission President to the homeowner, which will initiate the first step in the compliance enforcement process. The Council intended to support measures that ensure Ordinances are uniformly followed.

Ordinance 2016-09, 2017 Salaries, Second Reading and Adoption. It was moved and seconded to approve the Second Reading and Adoption of Ordinance 2016-09, 2017 Salaries, as amended from First Reading. Motion passed unanimously.

NEW BUSINESS:

Anti-nepotism Annual Certification. Anti-nepotism certifications were submitted from Town officials as required by Ordinance.

Destruction of Nonpermanent Records. Clerk-Treasurer Bapst requested approval to destroy nonpermanent records as listed on State Form 44905, all of which comply with the State Records Retention Schedule. A motion was made and seconded to approve. Motion passed unanimously. Notification of Town action will be provided to the Porter County Commission on Public Records and the Indiana Archives and Records Administration.

Port of Indiana, Burns Harbor, Petcoke. President Hawksworth requested authorization from the full Council to send a letter to the Port of Indiana regarding the handling of petroleum coke (petcoke) in Burns Harbor. Hawksworth was recently advised about the possibility of petcoke in Burns Harbor and noted that several area towns and environmental groups were currently investigating. The Council agreed by consensus to send the letter that requested notification about any developments on the topic.

2017 Town Council Meetings. A motion was made and seconded to approve the 2017 Town Council Meeting calendar. Motion passed unanimously. All meetings will be held at 7:00 PM, the third Tuesday each month at the Town Hall. Media notifications will be made as required by statute.

Clubhouse Use Recommendation. Clubhouse Coordinator Ivan Chermel presented a proposal to the Town Council to modify clubhouse rental fees, effective January 1, 2017, as follows: Events with more than 50 attendees - \$600; Events with 26-50 attendees - \$300; Non-commercial events with 25 or fewer attendees - \$50; Sponsored Events - \$1,000. In addition, Chermel recommended the clubhouse be open to residents at no cost every Wednesday, 4:30 PM to dusk, May 1st through Labor Day. The Council agreed by consensus to the recommendations. The Council hoped that lowering the usage fee for small groups and opening the facility during summer evenings would promote use of this high-quality town asset.

Discussion was then held on opening the clubhouse to rentals December – March; a period currently excluded due to the likelihood of weather conditions that would restrict access. Chermel was asked to present a recommendation to the Council in January.

Chermel then requested outdoor furniture be purchased for the clubhouse patio. He said many residents are not aware that this public, lake-view space is available. Furniture would create an attractive community gathering area at relatively low cost. The Council asked that Chermel meet with Clerk-Treasurer Bapst to prepare a more detailed proposal.

Appointments. Tabled until January, 2017.

OTHER MATTERS:

With no other matters duly brought before the Town Council, the meeting was adjourned at 9:00 p.m.

The next meeting of the Town Council is January 17, 2017.

RICH HAWKSWORTH, Town Council President

PETER BOMBERGER, Town Council Member

ALEXANDER STEMER, Town Council Member

JEANNETTE E. BAPST, Clerk-Treasurer

CLAIMS FOR December , 2016

<u>CLAIMANT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Payroll, Gross	Dec. payroll, gross	\$ 13,662.85
Payroll, Net	Dec. payroll, net	\$ 10,854.85
EFTPS	Dec. payroll, fed w/h, fica/med	\$ 3,249.44
Indiana Dept of Revenue	Dec. payroll, state w/h	\$ 603.77
Frontier	Phone and internet, Town Hall	\$ 70.60
Verizon Wireless	Security Mobile Phone	\$ 44.15
NIPSCO	Electric	\$ 16.15
Comcast	Phone and internet, Clubhouse	\$ 144.85
Comcast	Service Call	\$ 118.10
NIPSCO	Gas and Electric	\$ 626.98
Republic	Waste Services	\$ 96.80
Indiana American Water	Water	\$ 74.99
Frontier	Phone and Internet	\$ 88.58
ABC Alarm	Town Hall Security	\$ 30.00
Applied Ecological	Environmental, town-wide	\$ 8,000.00
A.E. Boyce	Payroll and Financial Software	\$ 2,460.00
Capital One, VISA	Security Uniforms	\$ 217.95
Chesterton Feed & Garden	Clubhouse Dune Restoration	\$ 59.98
Datagraphics	Security, supplies	\$ 21.00
Duneland Chamber of Comm	Membership, 2017	\$ 275.00
Ecorealm, LLC	Clubhouse Dune Restoration	\$ 1,513.65
Ecorealm, LLC	Environmental, town-wide	\$ 1,444.06
Hopkins Ace Hardware	Maintenance Supplies	\$ 10.74
Interstate Rentals	Equipment Rental	\$ 585.00
J.P. Cooke Company	Dog Tags	\$ 52.30
Kramer & Leonard	Historical Commission, supplies	\$ 4.79
Abonmarche Consultants	Boundary Survey, East Rd	\$ 900.00
Menards, Portage	Maintenance Supplies	\$ 809.43
Martin Security Systems	Clubhouse Fire Monitoring	\$ 150.00
Pinkerton Oil	Vehicle Fuel	\$ 178.37
Quill Office Products	Office Supplies	\$ 41.94
Riggs Outdoor Mower	Maintenance	\$ 224.14
Spence Restoration	Clubhouse Dune Restoration	\$ 626.00
Town of Porter	Fire Contract, 2016, #2	\$ 9,025.50
Dan Whitten	Retainer	\$ 1,950.00
Midwest Groundcover	Posting Correction	\$ -
Tilden Enterprises, Inc.	Maintenance Supplies	\$ 84.80
Menards, Valpo	Maintenance Supplies	\$ 306.83
Anton Insurance	Treasurer Bond	\$ 139.00
Comcast	Phone and internet, Clubhouse	\$ 154.35
TOTAL CLAIMS FOR DECEMBER, 2016		\$58,916.94