

**TOWN OF DUNE ACRES
COUNCIL MINUTES
January 17, 2017**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, January 17, 2017, 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 December 20, 2016 Town Council Meeting be approved as presented. Motion passed unanimously.

FINANCIAL REPORT:

BANK BALANCES 12/31/2016

| | |
|-------------------|--------------|
| Porter State Bank | \$197,198.28 |
| TrustIndiana | \$162,356.35 |
| Adjustments | |
| Record Balance | \$359,554.63 |

*Those funds marked with an asterisk are designated monies and can only be spent for the designated purpose.

**BREAK DOWN OF FINANCES AMONG FUNDS
As of December 31, 2016**

| FUNDS | CASH BALANCE 12-31-16 | CASH BALANCE 12-31-15 | APP BAL. | % Left |
|---------------------------------|--------------------------|--------------------------|----------|--------|
| GENERAL | \$ 147,003.58 | \$151,463.41 | \$52,101 | 14 |
| MOTOR VEHICLE HIGHWAY | \$ 22,491.96 | \$ 21,031.90 | \$ 6,755 | 11 |
| LOCAL ROAD & STREET | 5,991.79 | \$5,977.55 | | 0 |
| PARK & RECREATION | \$ 2,000.94 | \$2,499.60 | \$ 526 | 6 |
| Donations * | \$ 26,053.81 | \$30,407.00 | | |
| RAINY DAY FUND | \$ 131,930.78 | \$131,930.78 | | |
| CCI | \$ 1,283.92 | \$1,820.05 | | |
| CCD | \$ 26,837.56 | \$31,184.85 | \$ 7,189 | 32 |
| CEDIT | \$ 21,208.38 | \$24,071.07 | \$ 4,215 | 21 |
| RIVERBOAT REVENUE SHARING | \$ 2,597.84 | \$3,019.73 | | 0 |
| Clubhouse Dune Grant* | \$ -3,946.12 | .00 | | |
| Construction Security Dep* | \$ 10,000.00 | \$25,000.00 | | |
| SalesTaxClubHouseRental* | \$ 40.09 | \$297.45 | | |
| ClubHouseRentalDeposit* | \$ 1,500.00 | \$1,650.00 | | |
| Levy Excess Fund* | .00 | \$52.77 | | |
| Local Road & Bridge Grant Fund* | -\$46,972.50 | .00 | | |
| TOTAL FUNDS | \$ 348,022.03 | \$430,406.16 | | |

Clerk-Treasurer Bapst presented the financial report as follows:

*The Town's 2016 Annual Financial Report had been submitted to Indiana's online Gateway system, with the Cash and Investment Combined Statement published in the *Chesterton Tribune* as required by statute.

The comparison of year-end cash balances for non-designated funds, as *highlighted in yellow* on above 'Break Down of Finances Among Funds' report:

| | | | |
|-------------|-------------|-------------|-------------|
| <u>2016</u> | <u>2015</u> | <u>2014</u> | <u>2013</u> |
| \$361,346 | \$372,996 | \$344,476 | \$370,684 |

*2016 Grant Balances were reviewed. The two funds with 2016 year-end negative cash balances are state grants administered on a reimbursement basis:

The Local Road and Bridge Grant's original estimated paving project cost was \$100,000, with a 50% state match approved. Project paving was completed under budget at \$93,945. The 50% state matching funds of \$46,972.50 were received and receipted on January 3, 2017, which closes out the grant in budget year 2017.

The Lake Michigan Coastal Program Clubhouse Dune Restoration Grant total budget is \$30,000, with a 50% state match. The town's \$15,000 share is covered through General Fund appropriation, in-kind personnel expense, along with donations received from DACIF and from residents directly. The 12-31-16 quarter-end grant report has been filed, with reimbursement expected in approximately 30 days. The grant will be completed in 2017.

*Reports on Town web page. Financial Reports posted on the Town web page will be updated following Council acceptance of updated materials.

It was moved and seconded to approve the financial report. Motion passed unanimously.

PAYMENT OF CLAIMS:

It was moved and seconded that claims for the month of January 2017, #5602 - #5627, in the amount of \$42,335.71 be approved. Motion passed unanimously.

CORRESPONDENCE RECEIVED:

Cash and Investment Combined Statement. A resident emailed his concerns about the Town's financial report.

COMMISSIONERS REPORTS:

BUILDING: Building Permits #2017-01, 38 East Road, \$150,000 house addition, and #2017-02, 1 Ridge Road, \$55,000 remodel, as submitted by Building Commissioner Tom Roberts, were presented for approval. A motion was made and seconded to approve the permits. Motion passed unanimously.

ENVIRONMENT: Environmental Commissioner Robin Tennant reported she was contacted by an agency providing grants for urban reforestation and was hopeful the Town would qualify for funds.

ROADS: Council Member Bomberger asked that new road signage throughout town be considered that would highlight areas with blind curves and hills. The Council agreed to post a road safety communication on the Town's entry message board.

SECURITY: Council Member Stemer asked that a town-wide email be issued advising residents of protocol for accessing Naloxone, an opiate overdose antidote, which is now stocked at the town Security Office.

OLD BUSINESS:

Appointments: President Hawksworth announced Bill Nixon's resignation from the Plan Commission, term ending January, 2018. He then announced Bob Lauer's re-appointment to the Plan Commission, term January, 2017 to January 2021, and Bob Hartmann's appointment to the Board of Zoning Appeals, term January, 2017 to January 2019.

NEW BUSINESS:

2017 Attorney Contract. It was moved and seconded to approve the 2017 contract for legal services with Dan Whitten. Motion passed unanimously. Terms, including the annual retainer of \$11,000 and \$175 hourly rate for additional services, are unchanged from 2016.

Fire Contract 2018-2021. Discussion was held about procedures for securing the Town's contract for fire protection and emergency medical services, January 1, 2018 to December 31, 2021. Because past service from the Porter Fire Department has been exemplary, the Council hoped to negotiate a renewal agreement with Porter rather than issue an area-wide Request for Proposal. The Council instructed Fire Commissioner Mark Bapst to contact the Porter Fire Department to begin the negotiation process.

Cumulative Capital Development (CCD) Fund Rate Adjustment. The Council began discussion about making an upward adjustment to the town's CCD tax rate that would bring the rate more in line with those of neighboring communities. It was agreed to continue discussion at the February 21st Town Council Meeting. A proposed new rate will be presented for review and community input.

2017 Independence Day Town Fireworks Display Contract. It was moved and seconded to authorize Beach Commissioner Rob Carstens to execute a contract for the annual Fireworks Display in an amount up to \$7,000. Motion passed unanimously. It was noted that all fireworks expenditures are funded by donation.

Clubhouse Use. It was moved and seconded to approve a sponsored clubhouse use agreement for 9-30-17. Motion passed unanimously.

OTHER MATTERS:

Excess Exterior Lighting. Council Member Stemer asked that the owner of 6 West Road again be contacted about excessive exterior lighting. Stemer suggested a timer be installed to eliminate daytime illumination, a motion detector be used so that lights are not on continuously all evening, and that the intensity (lumens) be lowered to a level that conforms to generally-accepted community standards.

The Council agreed by consensus that revised zoning ordinances that specify maximum lumens be considered. Seeking town-wide 'dark sky' designation was also discussed.

With no other matters duly brought before the Town Council, the meeting was adjourned at 8:30 p.m.

The next meeting of the Town Council is February 21, 2017.

RICH HAWKSWORTH, Town Council President

PETER BOMBERGER, Town Council Member

ALEXANDER STEMER, Town Council Member

JEANNETTE E. BAPST, Clerk-Treasurer

CLAIMS FOR January , 2017

| <u>CLAIMANT</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|-------------------------|---------------------------------|--------------------|
| David's Lawn Care | Plowing, December 2016 | \$ 9,243.75 |
| Indiana Dept of Revenue | 2016 Sales Tax | \$ 222.36 |
| Payroll, Gross | Jan. payroll, gross | \$ 13,255.30 |
| Payroll, Net | Jan. payroll, net | \$ 10,577.88 |
| Indiana Dept of Revenue | Jan. payroll, state w/h | \$ 584.02 |
| EFTPS | Jan. payroll, fed w/h, fica/med | \$ 3,107.45 |
| Verizon Wireless | Security Mobile | \$ 44.15 |
| Frontier | Phone, Gatehouse | \$ 81.41 |
| NIPSCO | Electric | \$ 16.38 |
| NIPSCO | Gas and Electric | \$ 1,098.39 |
| Frontier | Town Hall Phone and Internet | \$ 89.17 |
| Town of Dune Acres | Clubhouse deposit withheld | \$ 200.00 |
| Peter Nau, Sr. | Clubhouse deposit returned | \$ 300.00 |
| ABC Burglar Alarm | Town Hall Security | \$ 30.00 |
| AE Boyce | Tax Forms | \$ 37.22 |
| David's Lawn Care | Plowing, December 2016 | \$ 1,707.00 |
| Datagraphics | Paper | \$ 17.85 |
| Ecorealm | Environmental work | \$ 844.43 |
| Menards, Portage | Maintenance Supplies | \$ 32.35 |
| Pinkerton | Vehicle Fuel | \$ 153.67 |
| Professional Pest Mgmt | Pest Control | \$ 50.00 |
| Quill Office Products | Desk Chair, bkshelf, envelopes | \$ 389.36 |
| Chesterton Tribune | Annual Report | \$ 32.21 |
| Indiana American Water | Water, Clubhouse, gatehouse | \$ 97.43 |
| Republic Services | Waste Service | \$ 96.80 |
| Menards, Michigan City | Maintenance Supplies | \$ 27.13 |
| TOTAL CLAIMS FOR | | |
| JANUARY, 2017 | | \$42,335.71 |