

**TOWN OF DUNE ACRES
COUNCIL MINUTES
March 21, 2017**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, March 21, 2017, at the Town Hall. Council President Rich Hawksworth called the meeting to order at 7:30 p.m., with Council Members Alexander Stemer, 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 February 21, 2017 Town Council Meeting and March 14, 2017 Work Session be approved as presented. Motion passed unanimously.

FINANCIAL REPORT:

BANK BALANCES 02/28/2017

| | |
|-------------------|--------------|
| Porter State Bank | \$146,492.75 |
| TrustIndiana | \$212,567.13 |
| Adjustments | |
| Record Balance | \$359,059.88 |

*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 February 28, 2017**

| FUNDS | CASH BALANCE 02-28-17 | APP BAL. | % Left |
|---------------------------------|--------------------------|-----------|--------|
| GENERAL | \$101,743.11 | \$308,170 | 88 |
| MOTOR VEHICLE HIGHWAY | \$ 23,395.75 | \$60,000 | 100 |
| LOCAL ROAD & STREET | \$6,926.75 | \$5,000 | 100 |
| PARK & RECREATION | \$ 1,855.16 | \$7,854 | 98 |
| Donations * | \$ 26,053.81 | | |
| RAINY DAY FUND | \$ 131,930.78 | \$50,000 | 100 |
| CCI | \$ 1,283.92 | \$1,000 | 100 |
| CCD | \$ 26,837.56 | \$20,000 | 100 |
| LIT | \$ 23,494.22 | \$20,000 | 100 |
| RIVERBOAT REVENUE SHARING | \$ 2,597.84 | \$3,000 | 100 |
| Clubhouse Dune Grant* | \$ -636.12 | | |
| Construction Security Dep* | \$ 10,000.00 | | |
| SalesTaxClubHouseRental* | \$ 169.59 | | |
| ClubHouseRentalDeposit* | \$ 2,800.00 | | |
| Local Road & Bridge Grant Fund* | .00 | | |
| | | | |
| TOTAL FUNDS | \$ 358,392.37 | | |

Clerk-Treasurer Bapst presented the February 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 March 2017, #5654 - #5683, in the amount of \$31,749.15 be approved. Motion passed unanimously.

CORRESPONDENCE RECEIVED:

None

COMMISSIONERS REPORTS:

BEACH: Beach Commissioner Rob Carstens had emailed a report updating the Council on a number of items.

The beach buoy installation and equipment replacement order had been submitted to South Shore Marina, Inc. and the fireworks contract was being executed.

Carstens requested approval for limited beach grooming that would remove ‘cliffs’ formed over the winter and provide safe beach access for residents. Limited grooming was approved for East Beach and Ridge Beach; to be coordinated with Roads Commissioner John Sullivan and the annual parking lot sand clearing work.

Regarding the swim platform at East Beach, Carstens requested a modified pontoon boat in lieu of the large, un-wielding platform used in previous years. The Town Council was in favor of the change. A recommendation was made to retain ownership of the old platform until the end of summer, after the new pontoon float has been tested.

BUILDING: It was moved and seconded to approve Building Permit 2017-06, 6 Shore Drive replacement home. Motion passed unanimously.

Action on Permit 2017-03, 6 Redwood, was tabled until Plan Commission approval is finalized.

ENVIRONMENT: Environmental Commissioner Robin Tennant discussed plans for the April 22, 2017 “Earth Day” Town Cleanup. She said volunteers would receive a butterfly milkweed plant and Dune Acres tote bag as a special thank you for participating. A hot dog roast and other details were being finalized. The Dune Acres Civic Improvement Foundation is donating the tote bags.

FIRE: Fire Commissioner Mark Bapst reported on initial discussion with the Town of Porter Fire Department regarding the January 1, 2018 to December 31, 2020 Dune Acres fire service contract. He expects the terms to be finalized soon.

Commissioner Bapst said town fire extinguishers had been inspected and repaired, and the clubhouse range hood had been inspected. It was noted the range hood system does not meet UL 300 codes, and the range guard supply tank is due for a 12-year hydrostatic test in 2018.

Discussion was held on eliminating the gas range. Bapst will discuss options with Clubhouse Coordinator Ivan Chermel and present a joint recommendation to the Council.

ROADS: Council President Hawksworth said Road Commissioner John Sullivan had updated the street inventory report, a part of the state-required Asset Management Plan.

Sullivan was continuing his assessment of Mineral Springs Road relative to high water issues. Contractor Walsh & Kelly was scheduled to conduct core samples just south of the road culvert that will provide information on substrate conditions. Laser readings, to measure how much the roadbed has sunk, are also being considered. Collaboration with the National Park Service on remedial action is continuing.

Ongoing topics surrounding the East Road emergency access road were discussed. Security, gate condition, and road surface/slope relative to emergency vehicle use are all of concern. Engineering services for an improvement plan design are under review.

SECURITY: Commissioner Bill Griffin reported on problematic activities on a private road off Summit, that is part of the Harris subdivision. The steep paved hills have become a skateboarding attraction. Griffin was asked to work with Counsel Mindel on measures to protect the town from liability exposure.

Griffin also noted he was coordinating repairs to outdoor lighting at the gatehouse.

OLD BUSINESS:

Ordinance 2017-01; Cumulative Capital Development (CCD) Fund Rate Adjustment: It was moved and seconded to approve the first reading of Ordinance 2017-01. Motion passed unanimously. The ordinance increases the CCD tax rate from .0105 per \$100 assessed valuation to .0275 per \$100 assessed valuation.

Unapproved Structure, 54 Circle. A certified letter was mailed by the Plan Commission to the owner of 54 Circle Drive, advising of necessary action on an unapproved structure erected on the property. No response was received within the 30-day required period. A follow-up letter will be mailed as the next step, advising owners that legal action will be taken if Town Ordinance requirements are not satisfied.

Deer Cull Report. A report from town deer cull coordinator John Sullivan was provided. 12 Deer had been removed during the February 1, 2017 to March 15, 2017 permitted period. All State reports have been filed. It was noted that State policy changes may impact Town procedures next season.

NEW BUSINESS:

Ordinance 2017-02; Rainy Day Fund Transfer. It was moved and seconded to approve first reading of Ordinance 2017-02, Rainy Day Fund Transfer. Motion passed unanimously. The

ordinance addresses State administration requirements for the upcoming Community Crossings Road Grant.

Vehicle Registration; July 1, 2017 to June 30, 2021. The Council was advised that new 4-year vehicle registration permits would be required effective July 1, 2017. Clerk-Treasurer Bapst and Commissioner Griffin were coordinating new form development and sticker selection. Applications will be accepted beginning mid-May.

Clubhouse Rental. It was moved and seconded to approve a clubhouse rental on July 15, 2017. Motion passed unanimously.

Discussion was held regarding the new clubhouse rental rates that are aimed at increasing building use. Bapst was asked to include information in the next Beachcomber, to post on the town information board, and take other measures to ensure residents are aware of the new fee schedule. In addition, the May 1st to Labor Day clubhouse ‘Open Wednesday’ nights should be promoted.

Ordinance 2017-02; Chapter 6 – Animal; Article III (Beaver Control). Tabled for future discussion.

OTHER MATTERS:

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 April 18, 2017.

RICH HAWKSWORTH, Town Council President

PETER BOMBERGER, Town Council Member

ALEXANDER STEMER, Town Council Member

JEANNETTE E. BAPST, Clerk-Treasurer

CLAIMS FOR March, 2017

| <u>CLAIMANT</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|-------------------------|---------------------------------------|---------------|
| Payroll, Gross | March payroll, gross | \$ 12,141.50 |
| Payroll, Net | March payroll, net | \$ 9,746.29 |
| EFTPS | March payroll, fed w/h, fica/medicare | \$ 2,789.89 |
| Indiana Dept of Revenue | March payroll, state w/h | \$ 534.12 |
| NIPSCO | Electric | \$ 16.00 |
| Comcast | Internet, security | \$ 154.35 |
| Verizon Wireless | Security mobile | \$ 44.49 |
| Frontier | Phone, security | \$ 84.70 |
| Frontier | Phone, town hall | \$ 89.09 |
| NIPSCO | Gas and Electric | \$ 744.18 |
| ABC Alarm | Town Hall Security | \$ 30.00 |
| Chesterton Tribune | Legal Notice, CCD | \$ 28.13 |
| Comcast | ClbHse, Gatehse phone and internet | \$ 324.54 |
| Dauids Lawncare | Salt applications | \$ 735.00 |
| Indiana American Water | Water, gatehouse/clubhouse | \$ 88.45 |
| Menards, Portage | Maintenance Supplies | \$ 180.13 |
| Pinkerton Oil | Vehicle fuel | \$ 66.37 |
| Kittredge & Zehner | Quarterly bank audit | \$ 150.00 |
| Martin Security | Clubhouse fire monitor | \$ 150.00 |
| Quill Office Products | Paper | \$ 47.49 |
| Republic Services | Waste Service | \$ 96.80 |
| Riggs Mower | Zero Turn maintenance | \$ 292.91 |
| Thomas Roberts | Flag purchase reimbursement | \$ 34.95 |
| John Sullivan | Deer Cull supply reimbursement | \$ 244.29 |
| Tilden Enterprises | Maintenance Supplies | \$ 55.80 |
| Capital One | Comcast, Domain, Boots, Chair | \$ 1,321.02 |
| The Times | Legal Notice, CCD | \$ 26.89 |
| Ecorealm | Environmental, town wide | \$ 1,198.64 |
| Sherwin-Williams | Paint | \$ 49.38 |
| Master Fire | Extinguisher inspection/repair | \$ 283.75 |

TOTAL, MARCH 2017

\$31,749.15