

**TOWN OF DUNE ACRES  
COUNCIL MINUTES  
June 20, 2017**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, June 20, 2017, at the Town Hall. Council President Rich Hawksworth called the meeting to order at 7:00 p.m., with 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 May 16, 2017 Town Council Meeting be approved as presented. Motion passed unanimously.

**FINANCIAL REPORT:**

**BANK BALANCES 05/31/2017**

Porter State Bank	\$149,965.15
TrustIndiana	\$212,972.55
Adjustments	
Record Balance	\$362,937.70

\*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 May 31, 2017**

FUNDS	CASH BALANCE 05-31-17	APP BAL.	% Left
GENERAL	\$ 74,120.67	\$248,395	68
MOTOR VEHICLE HIGHWAY	\$ 25,190.70	\$60,000	100
LOCAL ROAD & STREET	\$ 8,437.81	\$5,000	100
PARK & RECREATION	\$ 1,855.16	\$7,854	98
Donations *	\$ 31,738.81		
RAINY DAY FUND	\$ 131,930.78	\$50,000	100
CCI	\$ 283.92	\$0	0
CCD	\$ 26,538.56	\$19,701	98
LIT	\$ 25,722.98	\$18,800	94
RIVERBOAT REVENUE SHARING	\$ 97.84	\$500	16
Clubhouse Dune Grant*	\$ -696.12		
Construction Security Dep*	\$ 32,500.00		
SalesTaxClubHouseRental*	\$ 302.59		
ClubHouseRentalDeposit*	\$ 4,600.00		
Local Road & Bridge Grant Fund*	.00		
TOTAL FUNDS	\$ 362,623.70		

Clerk-Treasurer Bapst presented the May month-end financial report. It was noted that the quarterly audits being conducted by the CPA firm of Kittredge & Zehner as initiated by the Council in 2016, aimed at meeting State Board of Accounts internal controls requirements, were proceeding well. Bapst also provided a copy of the Town's Form 22 which detailed the June, 2017 property tax settlement. 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 June 2017, #5738 - #5780, in the amount of \$72,654.37 be approved. Motion passed unanimously.

**CORRESPONDENCE RECEIVED:**

Notice of Public Comment. A notice from the Indiana Department of Environmental Management was presented regarding permit renewal for NIPSCO's Baily generating station.

## COMMISSIONERS REPORTS:

**BUILDING:** Building Commissioner Tom Roberts provided information on a number of ongoing construction projects. Roberts then requested review of town ordinances that address building permits, suggesting the minimum dollar threshold required for a permit be changed from \$3,000 to \$5,000. He also asked that information be disseminated to residents regarding homeowner responsibility in adhering to building permit ordinances.

**ENVIRONMENT:** Environmental Commissioner Robin Tennant reported on an environmental support initiative conducted by the town of Beverly Shores, whereby donation request letters were distributed to all residents. She suggested Dune Acres develop a similar program.

**MAINTENANCE:** Maintenance Commissioner Dick Taylor reported that playground equipment painting was completed. He said fire hydrants throughout town would be painted over the next few weeks. Taylor then asked the Council to consider installing additional stairs at Ridge Beach to improve waterfront access for residents.

**PARKS:** Parks Commissioner Kellie Klein said she appreciated the improved appearance of the playground area and thanked those involved, adding a new bike rack was on order. She said the new grill would be installed at the beach this week, and the beach volleyball area is set up. Klein questioned status of the firewood pile behind town hall. Information was provided regarding town disposal of half the pile, with plans to stack the inventory of remaining firewood on racks behind the new ice rink deck.

**FIRE:** Fire Commissioner Mark Bapst requested approval of the January 1, 2018 to December 31, 2021 Fire Protection Services Agreement with the Town of Porter Fire Department. The agreement included an annual 3% increase in fees paid as follows: 2018 \$19,150; 2019 \$19,724; 2020 \$20,316; 2021 \$20,925. Dune Acres attorneys had reviewed language. A motion was made and seconded to approve the agreement. Motion passed unanimously. The agreement will next be forwarded to the Town of Porter for consideration.

**ROADS:** President Hawksworth provided information on the Town's Indiana Department of Transportation (INDOT) road inventory. With 7.022 jurisdictional miles accepted, a letter of certification will be provided to the State.

Information was then provided on the Town's 2017 road improvement projects under consideration and the INDOT Community Crossings Matching Grant program. This year's competitive grant offers a 75/25 match for small towns (population under 10,000.) Applications are due July 14<sup>th</sup>, with award announcements expected by the end of August.

After discussion, a motion was made and seconded to authorize bids for two potential projects: Internal Roads and Mineral Springs Road, to provide a grant funding commitment up to \$120,000 (including Rainy Day allocation of \$50,000), to authorize submission of 2 Community Crossings grant applications: Internal Roads and Mineral Springs Road, and to set a project priority rating of #1 Internal Roads, #2 Mineral Springs Road. Motion passed unanimously. It was noted that this action represented the first, very preliminary, step toward finalizing the Council's scope of 2017 road work. It was also noted that East Road emergency access improvements were not eligible for Community Crossings Grant funding.

**SECURITY:** Commissioner Bill Griffin reported the security department's Verizon mobile phone service had been replaced with a Sprint walkie-talkie system that provides reliable 100% coverage throughout town. There are three units, with one each located at Griffin's home, Supervisor Glenn Brown's home, and the Dune Acres gatehouse.

In other business, Griffin stated the clubhouse exterior surveillance cameras are operational so activity is now monitored at the gatehouse. He also advised that on July 22, 2017, 10:00 AM, Porter County Sheriff Reynolds will conduct a workshop called "TRIAD" to help residents understand common scams, personal security matters, and other related law enforcement issues. Workshop details will be disseminated soon. Griffin planned on publishing a security department information article in the next Beachcomber.

## OLD BUSINESS:

Lake Michigan Coastal Program (LMCP) Grant Closeout: President Hawksworth provided information on the Town's most recent LMCP grant that is concluding June 30, 2017. National Oceanic and Atmospheric Administration (NOAA) dollars, administered by the Indiana Department of National Resources, were made available to Dune Acres for restoration of the east face of 'clubhouse dune.' Non-native and invasive trees and plants were removed. The hillside then received over 2600 native flowers, sedges and shrub plantings, along with over 20 pounds of native seeds. The project was completed through contracted labor along with many resident volunteer hours. A total of \$30,000 was expended over two years as follows: \$15,000 LMCP Grant, \$6,374 General Fund, \$8,626 Resident Donations. A detailed overview report is attached and made part of these minutes.

## NEW BUSINESS:

2018 Budget Calendar. Clerk-Treasurer Bapst presented the 2018 Budget Calendar. Proposed timelines were accepted.

Clubhouse Use. It was moved and seconded to approve a clubhouse rental for September 9, 2017. Motion passed unanimously.

Resolution 2017-01, Vacation Pay. It was moved and seconded to approve Resolution 2017-01, Vacation Pay. Motion passed unanimously. The resolution provides a vacation pay stipend, in accordance with Town ordinance, for security and maintenance personnel.

Swygert Property Purchase Request. Greg Swygert, representing Mike and Dianne Swygert, 4 Shore Drive, provided information relative to his parent's request to purchase a portion of Town parkland adjacent to their home. Swygert said the request was necessary due to unique circumstances.

Since originally constructed over 70 years ago, the Swygert home and the adjacent Krug home at 6 Shore Drive have shared a common septic tank located on the Krug property. Two years ago, the Krug house was destroyed by fire. The Porter County Health Department mandated system separation when issuing the new septic permit for 6 Shore Drive home reconstruction. As a result of their neighbor's house fire, and because of Porter County's new septic system requirement, the Swygerts are required to engineer and construct a new septic system that now must be located on their property.

According to information provided by Greg Swygert, the only septic system that could be accommodated within the current 4 Shore Drive property boundaries would be environmentally disruptive and aesthetically unappealing from the Dune Acres beach in front of the Swygert's house. His family is requesting to purchase a parcel of town parkland that will allow a less disruptive septic system installation and that will correct two non-compliant structure situations. (Both a garage and gazebo are located on town parkland.)

President Hawksworth acknowledged that the Swygert's situation is extraordinary and creates a significant hardship that could potentially make their home uninhabitable. He asked that the non-compliant gazebo structure not be considered as part of this proposal. President Hawksworth then suggested Swygert's proposal be reviewed by the Plan Commission and consideration be given to any restrictions to the sale.

A motion was made and seconded for the Council to work with the Swygerts and counsel to remedy the septic and non-compliant structure issue. Any future action will be subject to legal requirements. Motion passed unanimously.

## OTHER MATTERS:

Plan Commission Appointment. President Hawksworth announced resident Mary Boeke will fill the unexpired Plan Commission term of Bill Nixon, effective immediately.

With no other matters duly brought before the Town Council, the meeting was adjourned at 8:35 p.m.

The next meeting of the Town Council is July 18, 2017.

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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 June, 2017

<u>CLAIMANT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Payroll, Gross	June payroll, gross	\$ 13,306.98
Payroll, Net	June payroll, net	\$ 10,718.13
Indiana Dept of Revenue	June payroll, state w/h	\$ 586.07
EFTPS	June payroll, fed w/h, fica/medicare	\$ 3,020.75
NIPSCO	Mineral Springs & Rt 12	\$ 15.39
Comcast	Phone and Internet	\$ 144.85
Verizon	Security Mobile	\$ 44.17
Frontier	Phone and Internet	\$ 83.88
Kellie Klein	Clubhouse deposit refund	\$ 600.00
Henry Kleyweg	Clubhouse rental refund, cancelled	\$ 1,242.00
NIPSCO	Gas and Electric	\$ 427.46
Frontier	Town Hall Phone and Internet	\$ 92.36
Henry Kleyweg	Refund, duplicate payment	\$ 80.00
Indiana American Water	Clubhouse and Gatehouse	\$ 91.65
Republic Services	Waste Service	\$ 120.00
ABC Alarm	Town Hall Security	\$ 30.00
Bedrock and Boulders	Beach and Parking Lot, Sand Clear	\$ 1,055.00
VISA Capital One	Fireworks State Permit	\$ 71.40
Chest Feed & Garden	Clubhouse Dune Restoration	\$ 2,384.78
David's Lawncare	Roadside Maintenance	\$ 907.00
Ecorealm, LLC	Environmental Work, Town-wide	\$ 1,560.33
Kittredge & Zehner, CPA	Quarterly Review	\$ 150.00
Mark Taylor	Reimb, Volleyball & Tetherball	\$ 74.68
Landscape Illumination	Clubhouse Light Repair	\$ 500.00
Martin Security	Clubhouse Fire, Quarterly Monitor	\$ 150.00
Menards, Portage	Maintenance Supplies	\$ 275.40
Pinkerton Oil	Vehicle Fuel	\$ 164.94
Portage Custom Wear	Maintenance Uniforms	\$ 342.00
Town of Porter	Fire Service Contract	\$ 9,296.00
Reeder's Auto Service	Oil	\$ 24.95
South Shore Marina	Buoy Replacement and Installation	\$ 8,613.00
Tilden Enterprise	Security Supplies	\$ 31.05
Dan Whitten	Legal Services	\$ 3,750.00
Quill	Envelopes	\$ 60.99
Horizon Awning	Tennis Court Sun Awning	\$ 1,625.00
Justin's Tree Service	Tree & Stump Removal	\$ 5,000.00
Porter Co. Treasurer	Audit Expense	\$ 1,496.00
Comcast	Phone and Internet	\$ 154.35
AMA Printing	Directories	\$ 1,353.25
Menards, Michigan City	Ice Rink Deck Materials	\$ 575.56
Kelly Klawson	Ice Rink Deck Labor	\$ 1,150.00
Cardno, Inc.	Clubhouse Dune Restoration	\$ 648.00
RJ Thomas Mfg. Co.	Grill	\$ 637.00
		\$
<b>TOTAL, JUNE 2017</b>		<b>\$ 72,654.37</b>