

**TOWN OF DUNE ACRES**  
**DRAFT COUNCIL MINUTES**  
**July 18, 2017**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, July 18, 2017, at the Town Hall. Council President Rich Hawksworth called the meeting to order at 7:10 p.m., with Council Members Peter Bomberger and 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 June 20, 2017 Town Council Meeting be approved as presented. Motion passed unanimously.

**FINANCIAL REPORT:**

**BANK BALANCES 06/30/2017**

Porter State Bank	\$330,007.62
TrustIndiana	\$213,137.08
Adjustments	
Record Balance	\$543,144.70

**BREAK DOWN OF FINANCES AMONG FUNDS**  
**As of June 30, 2017**

FUNDS	CASH BALANCE 06-30-17
GENERAL	\$ 217,383.14
MOTOR VEHICLE HIGHWAY	\$ 54,529.14
LOCAL ROAD & STREET	\$ 8,933.72
PARK & RECREATION	\$ 4,238.24
Donations *	\$ 34,853.41
RAINY DAY FUND	\$ 131,930.78
CCI	\$ 493.96
CCD	\$ 31,816.96
LIT	\$ 15,477.90
RIVERBOAT REVENUE SHARING	\$ 97.84
Clubhouse Dune Grant*	\$ -2,250.00
Construction Security Dep*	\$ 32,500.00
SalesTaxClubHouseRental*	\$ 260.59
ClubHouseRentalDeposit*	\$ 3,100.00
Local Road & Bridge Grant Fund*	.00
TOTAL FUNDS	\$ 533,365.68

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

APP BAL.	% Left
\$202,685	57
\$60,000	100
\$5,000	100
\$5,937	74
\$50,000	100
\$0	0
\$18,794	93
\$7,412	37
\$500	16

Clerk-Treasurer Bapst presented the June month-end financial report. Cash balances of June, 2017 compared to June, 2016 were discussed. Bapst noted the increase in miscellaneous revenue this year from vehicle registrations, new home construction permits, and contractor registrations. This income will help fund projects such the clubhouse water pump/motor rehab, roadside tree maintenance, security office HVAC upgrade, and other town repair needs. 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 July 2017, #5781 - #5817, in the amount of \$50,107.53 be approved. Motion passed unanimously.

CORRESPONDENCE RECEIVED:

NIPSCO Pipeline Replacement: A news release was received from NIPSCO announcing a 4.5 mile section of the Calumet Trail would be closed July 19, 2017 to October 31, 2017 for natural gas pipeline replacement.

COMMISSIONERS REPORTS:

**BEACH**: Residents noted that Beach Commissioner Rob Carstens had assisted distressed boaters in two separate incidences over the past month.

**BUILDING**: Building Commissioner Tom Roberts provided information on a number of ongoing construction projects.

Roberts recommended the occupancy permit for Dalal house at 31 Crest be considered. A walk-through for Council members is being scheduled, with a decision on the occupancy permit to follow.

Roberts said new requirements for installing retaining walls immediately following site excavation are being implemented to control erosion problems that may occur in the town's sandy soils. He noted current erosion concerns at the 21 Crest Drive construction location.

Regarding the Swygert's septic system issue addressed at last month's Council Meeting, Roberts said a temporary septic system to service the 4 Shore Drive home may be necessary as an interim measure. The Porter County Department of Health will oversee any such installation.

Roberts recommended approval of Building Permit 2017-07, 14 Oak Drive home reconstruction. A motion was made and seconded, then passed unanimously.

**ENVIRONMENT**: Environmental Commissioner Robin Tennant requested an addition to the town website that would feature native plants. She then shared her 2018 plans to develop 'native plant gardens' where residents and visitors could view flowers in bloom and get ideas for home landscaping.

**PARKS**: Parks Commissioner Kellie Klein reported on completion of the ice rink deck, noting future plans to improve deck access from the parking lot.

**FIRE**: A revised contract with the Porter Fire Department for January 1, 2018 to December 31, 2021 was presented. A motion was made and seconded to approve the revised agreement. Motion passed unanimously.

**ROADS**: Clerk-Treasurer Bapst presented the July 10, 2017, Bid Opening Report for the two proposed road improvement projects as follows: Mineral Springs Road: Reith-Riley Construction \$132,515; Walsh & Kelly \$114,500 Internal Roads: Reith-Riley Construction \$141,349; Walsh & Kelly \$145,600.

Following extensive discussion, a motion was made and seconded to award Internal Roads to Reith-Riley at \$141,349, contingent on receipt of a Community Crossings Grant award for the project. Motion passed unanimously.

An award on Mineral Springs proposed improvements will be considered following the Council's receipt of additional information on safety concerns including road shoulder treatment and on possible road closures during construction.

**SECURITY**: Commissioner Bill Griffin reported on his plan, aimed at improving the security management team, to re-name two positions within the security department. A recommendation on the positions and their compensation will be presented to the Council next month.

Griffin is currently securing quotes to replace the gatehouse HVAC systems because the existing air conditioning and heating units are inadequate for the building.

Information on Porter County Sheriff Reynolds' July 20, 2017 program at the Dune Acres Town Hall was presented. Griffin hoped it would be well attended by residents.

#### OLD BUSINESS:

Dune Acres Historical Commission: Archive Presentation, Funding Request: Dune Acres Historical Commission member Lucas Klein presented information on a proposed website that would provide general public access to thousands of Town history documents which have been digitized and categorized by the Commission. Klein demonstrated a sample search by 'home address' that generated detailed information on a specific Dune Acres house, including construction date, owners, notable information about the owners, photographs, renovations, and other relevant data. Other features of the proposed website were then discussed. Also discussed were possible interface configurations with the existing Town website, resident privacy issues, and coding protocols that impact ongoing site maintenance.

The Commission requested town support for the project. Costs for development were as follows: Proposal 1 (additional features) \$1500; Proposal 2 (basic) \$900. Annual maintenance and hosting costs were estimated at \$300.

The Council will review details of the proposal. Lucas Klein was commended on his excellent presentation.

July 21, 2017, Special Meeting and Hearing, Cumulative Capital Development Fund (CCD) Technical Correction: A special Town Council Meeting and Public Hearing are scheduled for Friday, July 21, 2017, 6:00 PM at the Town Hall to address a necessary technical correction to the proposed CCD tax rate increase.

#### NEW BUSINESS:

2018 Budget Workshop. Clerk-Treasurer Bapst presented the draft 2018 Budget to the Council, requesting their input prior to the August 15<sup>th</sup> Public Hearing.

Vaccine Clinic, 9-9-17: A motion to approve a 'vaccine clinic' in the Town Hall on September 9, 2017, was made and seconded. Motion passed unanimously. Council members recognized resident Sharon Tutlewski for organizing the clinic and providing this service to the Dune Acres community.

Clubhouse Use. It was moved and seconded to approve a clubhouse rental for August 3, 2017. Motion passed unanimously.

Indiana Department of Environmental Management (IDEM) Prescribed Burn Applications: Approval of the following prescribed burn applications was requested: 1. Pine Lane Town Park, 2. Cypress Lane Town Park, 3. Plampin Town Park, 4. Town Park A, 5. Clubhouse Dune. A motion was made and seconded to approve the applications. Motion passed unanimously.

#### OTHER MATTERS:

With no other matters duly brought before the Town Council, the meeting was adjourned at 8:25 PM

The next regular meeting of the Town Council is August 15, 2017.

---

RICH HAWKSWORTH, Town Council President

---

PETER BOMBERGER, Town Council Member

---

ALEXANDER STEMER, Town Council Member

---

JEANNETTE E. BAPST, Clerk-Treasurer

CLAIMS FOR July, 2017

<u>CLAIMANT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Heidi Studebaker	Clubhouse Deposit Refund	\$ 300.00
Sprint	Security mobile	\$ 121.00
Payroll, Gross	July payroll, gross	\$ 13,345.25
Payroll, Net	July payroll, net	\$ 10,839.15
Cardno	Clubhouse Dune Grant	\$ 75.00
NIPSCO	Mineral Springs & Rt 12	\$ 15.17
Frontier	Phone & Internet	\$ 177.44
Indiana Dept of Revenue	July payroll, state w/h	\$ 580.44
EFTPS	July payroll, fed w/h, fica/medicare	\$ 2,946.59
Republic Services	Waste Service	\$ 176.80
NIPSCO	Gas and Electric	\$ 519.34
ABC Alarm	Town Hall Security	\$ 30.00
Capital One VISA	Sprint, YLMP	\$ 153.36
Chesterton Tribune	Notice to Bidders, roads	\$ 27.28
Datagraphics	Security Signs	\$ 11.20
Down to Earth	Clubhouse Irrigation Startup	\$ 98.00
Dune Information Systems	Town Hall Computer Repair	\$ 314.99
Interstate Rentals	Ridge Beach Sand Clearing	\$ 553.15
Martin Security Systems	Clubhouse Cameras	\$ 1,810.00
Melrose Pyrotechnics	Fireworks	\$ 7,000.00
Menards, Portage	Maintenance Supplies	\$ 362.13
Menards, Valparaiso	Maintenance Supplies	\$ 10.86
Menards, Michigan City	Maintenance Supplies	\$ 54.35
Oceanic Teak Furniture	Clubhouse Patio Furniture	\$ 2,816.00
Perm-a-Seal	Tennis Court Repairs and Cleaning	\$ 4,600.00
Pinkerton Oil	Vehicle Fuel	\$ 264.58
Professional Pest Mgmt	Pest Control Service	\$ 50.00
RJ Thomas Mfg.	Playground Traffic Barrier	\$ 314.00
Riggs Outdoor Power	Oil	\$ 29.40
Tilden Enterprises	Maintenance Supplies	\$ 25.80
Robin Henrich	Clubhouse Rent Refund, cancel	\$ 1,535.00
Interstate Rentals	Fireworks	\$ 435.00
Indiana American Water	Clubhouse, Gatehouse	\$ 82.21
Madge Kollar	Clubhouse Deposit Refund	\$ 300.00
The Times	Notice to Bidders, roads	\$ 22.41
Chesterton Tribune	Notice to Taxpayers, CCD correction	\$ 21.68
Bernie Olis	Security Uniform Reimbursement	\$ 89.95
<b>TOTAL, JUNE 2017</b>		<b>\$ 50,107.53</b>