

**TOWN OF DUNE ACRES
Draft COUNCIL MINUTES
September 19, 2017**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, September 19, 2017, at the Town Hall. Council President Rich Hawksworth called the meeting to order at 7:05 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 August 15, 2017 Town Council Meeting and August 15, 2017 Budget Hearing be approved as presented. Motion passed unanimously.

FINANCIAL REPORT:

BANK BALANCES 08/31/2017

Porter State Bank	\$279,833.19
TrustIndiana	\$213,524.83
Adjustments	
Record Balance	\$493,358.02

*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 August 31, 2017**

FUNDS	CASH BALANCE 08-31-17	APP BAL.	% Left
GENERAL	\$ 182,417.87	\$156,417.87	44
MOTOR VEHICLE HIGHWAY	\$ 55,338.08	\$60,000	100
LOCAL ROAD & STREET	\$ 9,680.97	\$5,000	100
PARK & RECREATION	\$ -72.44	\$1,626	20
Donations *	\$ 27,238.41		
RAINY DAY FUND	\$ 131,930.78	\$50,000	100
CCI	\$ 493.96	\$0	0
CCD	\$ 28,082.96	\$15,602	75
LIT	\$ 15,953.74	\$5,602	28
RIVERBOAT REVENUE SHARING	\$ 97.84	\$500	16
Clubhouse Dune Grant*	\$ -2,250.00		
Construction Security Dep*	\$ 40,000.00		
SalesTaxClubHouseRental*	\$ 250.09		
ClubHouseRentalDeposit*	\$ 1,600.00		
Local Road & Bridge Grant Fund*	.00		
TOTAL FUNDS	\$ 490,762.26		

Clerk-Treasurer Bapst presented the August 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 September 2017, #5850 - #5881, in the amount of \$56,427.22 be approved. Motion passed unanimously.

CORRESPONDENCE RECEIVED:

Septic Tank Awareness Week: Septic Tank Awareness week was recognized by the Council. Approval was given to email residents about septic tank maintenance guidelines and to distribute informational materials to residents that were provided to the Town by the Indiana Department of Natural Resources and Environmental Protection Agency.

Request for Red Cross Hurricane Relief: Resident Harry Petrakis' email suggesting the town initiate a Red Cross Fundraising Drive for Hurricane Irma relief was read aloud. The Council commended Petrakis' pro-active support of relief efforts. Several residents present at the meeting stated their intent to independently support the Red Cross, specifically for Hurricane Irma relief. The Council agreed by consensus to delay town-sponsored efforts for this particular charity (over others), and to provide residents additional time share their opinions.

COMMISSIONERS REPORTS:

BEACH: Beach Commissioner Rob Carstens reported the swim buoys had been removed. Three units were lost over the summer. He said the summer beach season went very well and he had no concerns to report.

BUILDING: Building Commission Tom Roberts reported on several ongoing building projects. Roberts, along with Tom Cornwell and Rich Hawksworth, had met with the Krug family at 6 Shore Drive to review their landscape plans and to discuss the restoration of the public beach access trail that runs between their house and 8 Shore Drive.

Roberts also reported that the new home at 6 Redwood was now 'under roof,' 21 Crest had installed the septic system with foundation work expected this week, and that 14 Oak demolition and foundation work was complete.

Roberts recommended the approval of Occupancy Permit 2017-01, 31 Crest Drive; Building Permit 2017-11, 9 East Road \$48,000 roof replacement; and Permit 2017-12, 2 Willow \$25,000 deck and patio replacement. A motion was made and seconded to approve the permits. Motion passed unanimously.

ENGINEERING: Irv Call reported on two maintenance items that needed attention including cleaning the lamps at the gatehouse and frame repair on the clubhouse patio door. He also reported on clubhouse fire system pump work recently completed. Call then informed the Council about clubhouse fire system mechanical problems that are currently being addressed. Until repairs are done, the sprinkler system and fire hydrant next to the building are inoperable. Both the Porter Fire Department and Anton Insurance have been notified. Instrument monitoring protocols were then discussed, with Call agreeing to work with other Commissioners on improving communication in this regard.

ROADS: President Hawksworth stated that Community Crossings Road Grants were scheduled to be announced September 20th. Once notification is received from the State (i.e. whether the town was awarded funds), the Council will have the information needed to move forward with 2017 road improvements.

FIRE: Fire Commissioner Mark Bapst said the new clubhouse fire system pumps were working well. He reported that leaking water has been eliminated and the maintenance building floor is dry for first time in many years.

PARKS: Parks Commissioner Kellie Klein had requested information about her work with Mark Taylor to renovate the town hall 'warming hut' this fall be shared with the Council. Klein's plan includes painting, replacing old boards, installing shelving for ice skates, and generally upgrading the space for community use.

SECURITY: Commissioner Bill Griffin reported the employment of Security Employee Heidi Blunk terminated effective September 10, 2017. He stated that employee Terry Trout was on leave pending upcoming medical procedures.

OLD BUSINESS:

Ordinance 2017-05, Appropriations and Tax Rates, 2018: A motion was made and seconded to approve second reading and adoption of Ordinance 2017-05, Appropriation and Tax Rates, 2018. Motion passed unanimously.

NEW BUSINESS:

Clubhouse Use. It was moved and seconded to approve a clubhouse rental for October 11, 2017. Motion passed unanimously. Discussion was held regarding clubhouse use and rental policies.

Beach Drive Stairs: Extensive discussion was held regarding the wooden stairs recently installed on town property by the owners of 5 Beach Drive. Homeowner Mary Stolper was present. Stolper said when her family installed the stairs across from their house there was no intent to circumvent town regulations. She said that both a pathway and stairs had been privately maintained over the years at the same location. Stolper said her family would comply with any Council decision relative to the structure going forward.

Council members, Commissioners and residents shared their views on whether the stairs represented a town asset to be maintained or an *attractive nuisance* that created liability issues. Concerns about unauthorized encroachment on town property were discussed, along with concerns about creating an undesirable precedent for future decisions.

The Council directed Beach Commissioner Rob Carstens to review all aspects of the stair structure and to make a recommendation to the Council at next month's meeting.

OTHER MATTERS:

Wellness Activity: Wellness Coordinator Sharon Tutlewski reported on the vaccine clinic she conducted (in collaboration with Walgreens pharmacy) at the Dune Acres town hall on September 9, 2017. 15 Residents participated. She thanked volunteers Bill Tutlewski and Patty Carstens for their contributions. Tutlewski said next year's offerings may be expanded to include children services.

Non-Compliant Structure: Attorney Adam Mindel informed the Council that the non-compliant structure at 54 Circle Drive was being removed.

With no other matters duly brought before the Town Council, the meeting was adjourned at 8:40 PM

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

RICH HAWKSWORTH, Town Council President

PETER BOMBERGER, Town Council Member

ALEXANDER STEMER, Town Council Member

JEANNETTE E. BAPST, Clerk-Treasurer

CLAIMS FOR September, 2017

<u>CLAIMANT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Comcast	Clubhouse phone and internet	\$ 183.13
Comcast	Security phone and internet	\$ 154.35
Payroll, Gross	September payroll, gross	\$ 13,522.15
Payroll, Net	September payroll, net	\$ 10,947.50
NIPSCO	Rt. 12 and Mineral Springs	\$ 15.33
Sprint	Security Mobile	\$ 89.23
Indiana Dept of Revenue	September payroll, state w/h	\$ 582.43
EFTPS	September payroll, fed w/h, fica/med	\$ 3,026.67
Republic Services	Waste Service	\$ 96.80
Frontier	Phone and Internet	\$ 176.16
NIPSCO	Gas and Electric	\$ 417.46
Capital One VISA	Security Uniforms	\$ 79.76
ABC Alarm	Town Hall Security	\$ 30.00
Great Lakes Engineering	Emergency Road Plans	\$ 2,400.00
Hopkins Ace Hardware	Supplies	\$ 1.79
Interstate Rental	Equipment Rental	\$ 695.64
Kittredge & Zehner	Quarterly Audit	\$ 150.00
Martin Security	Clubhouse Fire Monitor	\$ 150.00
Crayton	Town Hall Table	\$ 900.00
Menards, Portage	Supplies	\$ 362.94
Pinkerton Oil	Vehicle Fuel	\$ 294.78
Pride Portable Toilet	Beach Toilet	\$ 220.00
Pro Pump	Clubhouse Pumps	\$ 5,867.00
Quill Office Products	Office Supplies	\$ 135.43
Reling Refrigeration	Gatehouse HVAC	\$ 5,823.00
Tilden Enterprises	Supplies	\$ 80.95
Dalal	Construction Deposit Refund	\$ 7,400.00
Town of Dune Acres	Occupancy Permit, Dalal	\$ 100.00
Indiana American Water	Clubhouse and Gatehouse	\$ 91.58
Teresa Bousky	Clubhouse Security Deposit Refund	\$ 300.00
South Shore Marina, Inc.	Buoy Removal	\$ 1,825.00
Comcast	Phone and Internet	\$ 308.14
TOTAL, AUGUST 2017		\$ 56,427.22