

**TOWN OF DUNE ACRES
Draft COUNCIL MINUTES
October 17, 2017**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, October 17, 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 September 19, 2017 Town Council Meeting be approved as presented. Motion passed unanimously.

FINANCIAL REPORT:

BANK BALANCES 09/30/2017

Porter State Bank	\$240,631.57
TrustIndiana	\$213,719.09
Adjustments	
Record Balance	\$454,350.66

*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 September 30, 2017**

FUNDS	CASH BALANCE 09-30-17	APP BAL.	% Left
GENERAL	\$ 165,352.08	\$145,763	40
MOTOR VEHICLE HIGHWAY	\$ 55,987.04	\$60,000	100
LOCAL ROAD & STREET	10,439.17	\$5,000	100
PARK & RECREATION	\$ -292.44	\$1,406	17
Donations *	\$ 27,438.41		
RAINY DAY FUND	\$ 131,930.78	\$50,000	100
CCI	\$ 493.96	\$0	0
CCD	\$ 15,740.32	\$2,717	13
LIT	\$ 13,848.66	\$2,354	11
RIVERBOAT REVENUE SHARING	\$ 1,175.99	\$500	16
Clubhouse Dune Grant*	\$ -2,250.00		
Construction Security Dep*	\$ 32,500.00		
SalesTaxClubHouseRental*	\$ 253.59		
ClubHouseRentalDeposit*	\$ 1,300.00		
Local Road & Bridge Grant Fund*	.00		
TOTAL FUNDS	\$ 453,917.56		

Clerk-Treasurer Bapst presented the September 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 October 2017, #5882 - #5913, in the amount of \$35,518.85 be approved. Motion passed unanimously.

CORRESPONDENCE RECEIVED:

None

COMMISSIONERS REPORTS:

BEACH: Beach Commissioner Rob Carstens had emailed his plans to distribute information to residents about off-season boat storage on town park beaches and about removing personal items from town beaches before the December 1st deadline.

BUILDING: Building Commissioner Tom Roberts had recommended approval of Building Permit 2017-14, 4 Circle Drive, \$13,741 landscape and retaining wall construction; and Building Permit 2017-15, 14 Hill Drive, \$6,000 deck extension. A motion was made and seconded to approve the permits. Motion passed unanimously.

Roberts had also recommended Council approval of a revised site plan, which had been reviewed and approved by the Plan Commission on October 9, 2017, under Building Permit 2017-06, 6 Shore Drive. The revision allows for a portion of the new home's driveway to be constructed on town property. Following discussion, it was moved and seconded to approve the revised site plan. Motion passed unanimously. Attorney Mindel was instructed to review easement agreement requirements that may apply under these circumstances.

It was noted that the 4 Shore Drive septic system site was still under review.

An update was provided regarding the unapproved structure at 54 Circle. Attorney Mindel said the deadline for removing the structure is November 30, 2017.

ENGINEERING: Irv Call reported the clubhouse fire system mechanical problems addressed at last month's meeting had been resolved so the system is again operational. He had also scheduled the electrical contractor to complete \$3800 in panel work previously approved by the Council. In addition, Call stated he was working with other town volunteers on a recommendation for repairing the clubhouse patio doors' sloping header.

Call then asked the Council to ensure the clubhouse fire system's 38,000-gallon water reservoir located in maintenance building be thoroughly inspected prior to approving any construction plans for the rooftop deck being proposed by the Dune Acres Community Improvement Foundation.

ROADS: President Hawksworth reported the town received two (2) State Community Crossings Road Matching Grants totaling \$191,886. With 75/25 percent match provisions, funds are designated for specific projects: 1. Internal Road Improvements (crack seal, patch, and paving on identified roadways) and 2. Mineral Springs Road (culvert enhancements, paving). The Council recognized Road Commissioner John Sullivan and Clerk-Treasurer Bapst for their work on securing the grants.

It was noted that the Internal Roads project work was currently under contract. Completion by the end of October was expected. The Council planned additional review of the Mineral Springs Road specifications and asked that a work session with the contractor be scheduled.

SECURITY: Commissioner Bill Griffin said winter hours for the security staff have been implemented. Security patrols are scheduled 8 to 16 hours per week, at varying times throughout the day.

OLD BUSINESS:

Historical Commission Website: Dune Acres Historical Commission member Lucas Klein presented the website he developed for the Historical Commission, as approved and funded by the town. Discussion was held regarding hosting options. A decision was made to establish the site as a sub domain on the town's webpage. Klein said the town's service provider, *APlus*, met industry standards and the sub domain configuration would eliminate additional annual maintenance costs. A \$200 add-on to Kleins contract was approved to make necessary domain coding adjustments. The Historical Commission will present the site to residents when complete. Klein's excellent work was recognized by the Council and Commission members.

Beach Drive Stairs: Beach Commissioner Rob Carstens had submitted a report on his review of the Beach Drive stairs constructed on town property by a resident. He had consulted number of town officials. Carstens recommended a decision regarding the stairs be deferred until the beach and lake levels can be reviewed in the spring, since the landing area is in major flux due to high waves and shifting sand. He further recommended the stairs be closed and barricaded at this time. Signage may be necessary to ensure it is clear the stairs are not

functional, since they drop off onto the riprap. The Council agreed to the Carsten's recommendation. Town maintenance staff shall install a barricade and signage.

Noise and Air Pollution Committee: Committee Chair Michael Treister had submitted a report to the Council on his committee's work to date. Residents Jerry Mickleson, Irene Newman, Adele Simmons, Bill Spence, Alex Stemer, and Robin Tennant are serving. Treister has had conversations with officials from Ogden Dunes and the Indiana Department of Environmental Management, and an AcelorMittal contact has been provided. A mid-November committee meeting is planned.

NEW BUSINESS:

Clubhouse Use. It was moved and seconded to approve clubhouse rentals for October 7, 2017, December 16, 2017, and May 19, 2018. Motion passed unanimously.

Resolution 2017-02, Holiday Pay: It was moved and seconded to approve Resolution 2017-02, Holiday Pay Motion passed unanimously. The Resolution provides customary holiday pay to security and maintenance employees, with special consideration given to one employee on medical leave.

Trick or Treat: Dune Acres Trick or Treat was set for October 31, 2017, 5:30 to 7:30 PM.

Deer Control: The Council agreed by consensus to conduct its annual deer cull. John Sullivan was appointed program coordinator.

OTHER MATTERS:

With no other matters duly brought before the Town Council, the meeting was adjourned at 8:45 PM

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

RICH HAWKSWORTH, Town Council President

PETER BOMBERGER, Town Council Member

ALEXANDER STEMER, Town Council Member

JEANNETTE E. BAPST, Clerk-Treasurer

CLAIMS FOR October, 2017

<u>CLAIMANT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Payroll, Gross	October payroll, gross	\$ 12,874.30
Payroll, Net	October payroll, net	\$ 10,367.10
Indiana Dept of Revenue	October payroll, state w/h	\$ 566.02
EFTPS	October payroll, fed w/h, fica/med	\$ 2,926.10
Sprint	Security Mobile	\$ 86.64
NIPSCO	Mineral Springs & Rt. 12	\$ 15.53
Frontier	Security	\$ 85.09
Capital One Visa	Uniforms	\$ 130.14
Frontier	Phone and Internet	\$ 92.59
NIPSCO	Gas and Electric	\$ 443.79
ABC Alarm	Town Hall Security	\$ 30.00
Action Fire Equipment	Clubhouse Repairs	\$ 143.00
Carrot-Top Industries	Gatehouse Flags	\$ 84.86
Custom Cleaning	Town Hall Carpet	\$ 175.00
Irv Call	Clubhouse Fire System Parts	\$ 21.08
Hopkins Ace Hardware	Clubhouse Fire System Parts	\$ 19.91
Menards, Portage	Ice Hut Sup, Clbhse Fire Parts	\$ 675.35
Newark Element14	Clubhouse Fire System Parts	\$ 81.51
Professional Pest Mgmt	Pest Control Services	\$ 50.00
Capital One Visa	Clubhouse Fire System Parts	\$ 259.87
Pinkerton Oil	Vehicle Fuel	\$ 179.30
Quill Office Products	Security Office Toner	\$ 85.99
Republic Services	Waste Service	\$ 96.80
Tilden Enterprises	Gatehouse Supplies	\$ 95.01
Town of Dune Acres	Clubhouse Rental, transfer	\$ 300.00
Valen Ramirez	Clubhouse Deposit refund	\$ 1,000.00
Pride Toliet	Beach Toliet	\$ 110.00
Circle R Mechanical	Clubhouse Fire System Repair	\$ 860.00
Dan Whitten	Legal	\$ 2,968.75
Comcast	Telephone and Internet	\$ 172.87
Ecorealm	Environmental, town-wide	\$ 411.92
Indiana American Water	Gatehouse and Clubhouse	\$ 110.33
TOTAL, OCTOBER 2017		\$ 35,518.85