

**TOWN OF DUNE ACRES  
Draft COUNCIL MINUTES  
November 21, 2017**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, November 21, 2017, at the Town Hall. Council President Rich Hawksworth called the meeting to order at 7:05 p.m., with Council Member 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 October 17, 2017 Town Council Meeting and the October 27, 2017 Work Session be approved as presented. Motion passed unanimously.

**FINANCIAL REPORT:**

**BANK BALANCES 10/31/2017**

Porter State Bank	\$228,408.18
TrustIndiana	\$213,922.25
Adjustments	
Record Balance	\$442,330.43

\*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 October 31, 2017**

FUNDS	CASH BALANCE 10-31-17	APP BAL.	% Left
GENERAL	<b>\$ 139,518.29</b>	\$117,457	32
MOTOR VEHICLE HIGHWAY	<b>\$ 4,805.90</b>	\$8,000	13
LOCAL ROAD & STREET	<b>\$ 6,378.22</b>	0	0
PARK & RECREATION	\$ -292.44	\$1,406	17
Donations *	\$ 30,268.41		
RAINY DAY FUND	\$ 131,930.78	\$50,000	100
CCI	<b>\$ 493.96</b>	\$0	0
CCD	<b>\$ 15,740.32</b>	\$2,717	13
LIT	<b>\$ 14,991.58</b>	\$2,354	11
RIVERBOAT REVENUE SHARING	<b>\$ 1,175.99</b>	\$500	16
Clubhouse Dune Grant*	\$ -2,250.00		
Construction Security Dep*	\$ 32,500.00		
SalesTaxClubHouseRental*	\$ 320.09		
ClubHouseRentalDeposit*	\$ 600.00		
Local Road & Bridge Grant Fund*	\$ 63,692.00		
<b>TOTAL FUNDS</b>	<b>\$ 439,873.10</b>		

Clerk-Treasurer Bapst presented the October month-end financial report. An October comparison of cash balances in controlled funds (noted in bold) was provided: 2016: \$271,117.80; 2017: \$314,742.60. 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 November 2017, #5914 - #5949, in the amount of \$248,299.32 be approved. Motion passed unanimously.

**CORRESPONDENCE RECEIVED:**

Jon Snyder, Porter County Assessor: Mr. Snyder attended the meeting to provide information about the county's process for establishing property assessed valuations (AV's) and about how the appeal process works. Printed materials, which are also available online at [www.portercountyassessor.com](http://www.portercountyassessor.com), were provided.

Mr. Snyder noted that Dune Acres presents unique challenges to establishing AV's because of the significant market value variances that exist, depending on the property's location. The Assessor's Office has divided Dune Acre into three market value sections: houses on the lake, near the lake, and away from the lake. The communities of Ogden Dunes and Beverly Shores are often used as comparisons when current market data is unavailable for similar structures.

The Council thanked Mr. Snyder for attending the meeting, for his demonstrated commitment to the job, and for effectively serving Porter County taxpayers.

October, 2017 Chemical Spill: Discussion was held regarding the Midwest Steel, October 25<sup>th</sup> accidental release of chromium into Burns Ditch. According to a November 15<sup>th</sup> article in the *Chicago Tribune*, the company did not report the spill to the Indiana Department of Environmental Management (IDEM) until October 31<sup>st</sup>, and then requested "confidential treatment" of the incident. IDEM officials did not notify the Environmental Protection Agency until after the *Tribune* article was published. According to a Midwest Steel spokeswoman, the spill wasn't serious enough to merit reporting "and did not pose any danger to the water supply or human health."

Council members expressed concern about the unreported incident. Council Member Stemer asked that town funds be set aside for environmental testing as needed. Bapst was instructed to contact Indiana American Water about their testing protocol under these circumstances.

#### COMMISSIONERS REPORTS:

**BEACH:** Beach Commissioner Rob Carstens had emailed a progress report relative to permitting boats stored on town park beaches during the off-season, and clearing town park beaches of personal items before December 1<sup>st</sup>.

Carstens was also preparing a quote to replace the tennis court plastic sun awning with canvas.

**BUILDING:** Building Commissioner Tom Roberts had recommended approval of Building Permit 2017-16, 1 Ridge Drive, \$12,000 septic replacement (county permit provided); and Permit 2017-17, 54 West Road New Home Construction. It was moved and seconded to approve Permit 2017-16. Motion passed unanimously. Approval of Permit 2017-17 was tabled pending receipt of the application.

Roberts had also recommended approval of Occupancy Permit 2017-02, 6 Shore Drive. It was moved and seconded to approve the occupancy permit and refund of the construction security deposit. Motion passed unanimously.

**ENVIRONMENT:** Environmental Commissioner Robin Tennant reported on the November 4<sup>th</sup> Town Cleanup, stating it was a big success with over 30 residents volunteering. The Council thanked Tennant for her ongoing efforts in making Town Cleanups both enjoyable and productive. Tennant's request to purchase a portable tent/shelter for the Cleanups was approved by the Council.

Tennant also reported a large turn-out for the Cowles Bog educational program conducted by Indiana Dune National Lakeshore Botanist, Dan Mason. The October 21<sup>st</sup> event held at the clubhouse included both the history of the Cowles Bog wetland complex and details on its environmental degradation and restoration. It concluded with a guided hike.

An overview of the 2018 Environment Commission *Cost-Sharing Grant Program* was then presented. \$5,000 of the Environmental Budget will be set aside for matching grants to property owners who contract for removal/treatment of highly-invasive burning bush. Grant program details will be distributed in January.

Tennant stated Michael Treister's Noise and Air Pollution Committee was scheduled to meet December 2<sup>nd</sup>. Interested residents who have not yet signed up were encouraged to contact Treister about participating.

**ROADS:** Discussion was held regarding Mineral Springs Road improvements, the Council Work Session conducted to review the Mineral Springs Road project with stakeholders, and the revised project specifications that are needed prior to approving Walsh & Kelly's final contract. The Council agreed that Road Commissioner Sullivan should move forward with finalizing the Walsh & Kelly contract for Council consideration on December 19, 2017. Specification details shall include, but not be limited to, culvert number and size, road shoulder treatment, and road closure duration. In addition, Sullivan was designated town representative for any Army Corps of Engineer permits that may be required.

The town's emergency access road, which is situated on a private easement at the end of East Road, was then addresses. Town officials have been unsuccessful in arranging a meeting with the easement property owner at 86 East Road to collaborate on the proposed road improvement plans that were developed by Great Lake Engineering in June, 2017. Numerous emails and phone calls have gone unanswered. Attorney Mindel was instructed to make final contact with the owner before the Town moves forward with construction. The completion of emergency access road enhancements are needed prior to next spring's Mineral Springs Road project work.

**MAINTENANCE:** Town maintenance employee Mark Taylor had completed a playground safety course hosted by Anton Insurance. Taylor has since developed a monthly inspection form for the playground, will be making several minor equipment repairs aimed at improving safety, and is working with Parks Commissioner Kellie Klein on new playground signage.

**FIRE:** Fire Commissioner Mark Bapst reported on information received from the Porter Fire Department about the Knox-Box key entry system, which utilizes a secure, outside safe-box containing house keys for emergency use by the fire department. He will distribute information to residents in the coming weeks.

**SECURITY:** Security Commissioner Bill Griffin requested approval of two new security positions. He said the new organizational structure would utilize the same total number of security staff while improving communication and overall services. It was moved and seconded to approve the new positions of Assistant Head of Security and Head of Patrols, effective January 1, 2018. Motion passed unanimously.

Griffin then recommended Debbie Wilson as Assistant Head of Security and Jeannine Dougherty as Head of Patrols, effective January 1, 2018. It was moved and seconded to approve the recommendation. Motion passed unanimously.

**OLD BUSINESS:**

none

**NEW BUSINESS:**

Ordinance 2017-06, 2018 Salaries: A motion was made and seconded to approve the First Reading of Ordinance 2017-06, 2018 Salaries. Motion passed unanimously. The proposed Ordinance provides a 2% salary increase for the maintenance employee and all security personnel; a fifty cent hourly rate differential for the security positions Assistant Head of Security and Head of Patrols; a 1.5 of base pay hourly rate differential for security employees working one of six (6) designated holidays, and no change to the Clerk-Treasurer stipend. Second Reading and Adoption is expected on December 19, 2017.

Clubhouse Use. It was moved and seconded to approve clubhouse rentals for May 5, 2018 and November 28, 2017. Motion passed unanimously.

Independence Day Celebration Date and Fireworks Contract: The Council agreed by consensus to designate July 7, 2018 as the town Independence Day date. It was then moved and seconded that Rob Carstens be authorized to proceed with executing the annual fireworks display contract in an amount not to exceed \$7,000. Motion passed unanimously.

OTHER MATTERS:

With no other matters duly brought before the Town Council, the meeting was adjourned at 8:30 PM

The next regular meeting of the Town Council is December 19, 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 November, 2017

<u>CLAIMANT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Town of Dune Acres	Transfer, Community Crossings Grant Match	\$ 63,962.00
Payroll, Gross	November payroll, gross	\$ 12,953.20
Payroll, Net	November payroll, net	\$ 10,448.24
Indiana Dept of Revenue	November payroll, state w/h	\$ 568.05
EFTPS	November payroll, fed w/h, fica/med	\$ 2,927.87
Frontier	Phone and Internet	\$ 82.21
NIPSCO	Rt. 12 and Mineral Springs	\$ 15.86
Sprint	Security Mobile	\$ 84.23
Comcast	Phone and Internet	\$ 144.85
Republic Services	Waste service	\$ 96.80
NIPSCO	Gas and Electric	\$ 466.25
Frontier	Town Hall	\$ 92.86
ABC Alarm	Town Hall Security	\$ 30.00
AE Boyce Company	Tax Forms and Software License	\$ 2,617.74
Capital One VISA	Environmental, Stair Sign, Supplies	\$ 476.26
Circle R Mechanical	Clubhouse pump repairs	\$ 1,252.68
Datagraphics	Forms	\$ 48.00
Hopkins Ace Hardware	Maintenance Supplies	\$ 97.90
Indiana American Water	Water	\$ 172.33
Irv Call	Reimbursement, tool purchase	\$ 119.99
Jeannette Bapst	Reimbursement	\$ 158.41
Lucas Klein	Web Dev, Historical Commission	\$ 1,700.00
Menards, Valparaiso	Maintenance Supplies	\$ 34.90
Menards, Portage	Maintenance Supplies	\$ 736.77
Pinkerton Oil	Vehicle Fuel	\$ 133.89
Pride Portable Toilet	Beach Toilet	\$ 110.00
Quill Office Products	Office Supplies	\$ 144.76
State Line Fire Systems	Clubhouse Testing	\$ 490.00
WA Recycling	Waste service	\$ 350.00
Rieth-Riley Construction	Internal Roads Project	\$ 139,789.00
McNaughton Bros Constr	Construction Deposit Ref, 6 Shore	\$ 7,400.00
Town of Dune Acres	Occupancy Permit Fee, 6 Shore	\$ 100.00
Comcast	Clubhouse phone and Internet	\$ 172.87
Datagraphics	Security Supplies	\$ 16.00
Kittredge & Zehner	Quarterly Audit	\$ 150.00
Comcast	Security internet	\$ 155.40
<b>TOTAL, NOV 2017</b>		<b>\$ 248,299.32</b>