

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

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, December 19, 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 November 21, 2017 Town Council Meeting be approved as presented. Motion passed unanimously.

FINANCIAL REPORT:

BANK BALANCES 11/30/2017

Porter State Bank	\$ 66,086.70
TrustIndiana	\$214,123.63
Adjustments	
Record Balance	\$280,210.33

*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 November 30, 2017**

FUNDS	CASH BALANCE 11-30-17
GENERAL	\$ 118,077.09
MOTOR VEHICLE HIGHWAY	\$ 5,509.42
LOCAL ROAD & STREET	\$ 7,244.61
PARK & RECREATION	\$ -292.44
Donations *	\$ 30,643.41
RAINY DAY FUND	\$ 131,930.78
CCI	\$ 493.96
CCD	\$ 15,740.32
LIT	\$ 16,134.50
RIVERBOAT REVENUE SHARING	\$ 1,175.99
Clubhouse Dune Grant*	\$ 00
Construction Security Dep*	\$ 25,000.00
SalesTaxClubHouseRental*	\$ 327.09
ClubHouseRentalDeposit*	\$ 900.00
Local Road & Bridge Grant Fund*	\$ -75,827.00
TOTAL FUNDS	\$ 277,057.73

APP BAL. % Left

\$93,446	25
\$8,000	13
0	0
\$1,406	17
\$50,000	100
\$0	0
\$2,717	13
\$2,354	11
\$500	16

Clerk-Treasurer Bapst presented the November month-end financial report. It was moved and seconded to approve the report. Motioned passed unanimously.

Bapst stated the town's December property tax settlement had been received, with a 106.12% collection rate. The overage of \$21,913.81 has been deposited in a levy excess fund, with direction from the Indiana Department of Local Government Finance expected in April, 2018 regarding the statutory allocation of these dollars.

PAYMENT OF CLAIMS:

It was moved and seconded that claims for the month of December 2017, #5950 - #5978, in the amount of \$55,808.12 be approved. Motion passed unanimously.

CORRESPONDENCE RECEIVED:

Indiana American Water: Correspondence had been received from Indiana American Water (IAW) Operations Manager Kenya Johnson as a follow-up to discussion at the November Council meeting. Information provided addressed the company's procedures for testing

regulated and non-regulated contaminants, including total chromium and hexavalent chromium. Johnson confirmed that IAW had not learned about the US Steel October release of chromium until approximately two weeks after it occurred. Water samples taken throughout the treatment process and distribution system on November 15 and 16, 2017 had no detectable levels of chromium according to the analytical method used at that time.

COMMISSIONERS REPORTS:

BUILDING: Building Commissioner Tom Roberts recommended approval of Building Permit 2017-17, 54 West Road New Home Construction (with contingency for a \$50,000 letter of credit in favor of the Town, a landscaping plan, and excavation boundary perimeter fencing) and Building Permit 2017-20, 21 Hill Drive, \$18,000 outdoor stair replacement. It was moved and seconded to approve the permits as recommended. Motion passed unanimously.

Roberts then recommended approval of Occupancy Permit 2017-03, 6 Redwood Lane. It was moved and seconded to approve the occupancy permit contingent on an approved landscaping plan, completion of landscaping, and a \$50,000 letter of credit in favor of the Town. Motion passed unanimously.

ROADS: Roads Commissioner John Sullivan had submitted the final contract with Walsh & Kelly for Mineral Springs Road improvements in the amount of \$114,000. He noted that costs associated in de-watering during culvert installation would be in addition to this amount. Council Member Bomberger noted the three 24" culverts specified were needed according information received from Indiana Dunes National Lakeshore engineers who had overseen improvements on other north-south roadways through the wetland complex. It was moved and seconded to approve the contract. Motion passed unanimously. Funding for the project is 25% Town, 75% Community Crossings Grant.

ENVIRONMENTAL: President Rich Hawksworth noted a prescribed burn was scheduled, pending favorable weather conditions, for December 20th around the soccer field area and at Town Park D at Lupine.

ENGINEER: Irv Call said he had been addressing intermittent mechanical problems with pump #2 in the maintenance building. He then requested the town consider installing 3-phase electric service to the clubhouse (a project tabled in 2016 following Council review). Call then noted there were 2 lamps not working at the town's entrance that needed the attention of town maintenance staff.

PARKS: Parks Commissioner Kellie Klein reported on her work with Mark Taylor on developing a new playground sign that would meet requirements of the town's insurance carrier. The Council agreed by consensus to install the recommended sign. Klein also reported that the ice rink liner had been installed by a team of volunteers. The rink should be open for skaters as soon as freezing temperatures set in.

SECURITY: Security Commissioner Bill Griffin recommended the hiring of Kathleen Babala as Security Employee. A motion was made and seconded to approve the recommendation. Motion passed unanimously.

Attorney Mindel reported that the non-compliant residential use situation, as documented and reported by town security staff in November, had been resolved amicably with the homeowner. The resident will be renting off-site office space effective January 1, 2018. Commissioner Griffin and his staff were commended for their professional handling and reporting of the ordinance violation.

OLD BUSINESS:

Building Code Non-compliance, Permit #2016-10, 24 Circle: Building Commissioner Tom Roberts recommended action be taken regarding building code non-compliance. The resident of 24 Circle had completed home improvements approved through Permit #2016-10, but had not buried overhead lines or repaired the roadway as required, and as discussed with

Commissioner Roberts. The Council instructed attorney Mindel to address the non-compliance on behalf of the town.

Ordinance 2017-06, 2018 Salaries, Second Reading and Adoption: It was moved and seconded to approved Second Reading and Adoption of Ordinance 2017-06, 2018 Salaries. Motion passed unanimously.

Resolution 2017-03, Environmental Cost-Share Program: It was moved and seconded to approve Resolution 2017-03 Environmental Cost-Share Program. Motion passed unanimously. The Resolution authorizes the Council to set aside \$5,000 annually for matching grants to property owners who contract for removal/treatment of highly-invasive species. Grant program details will be distributed in January.

Dune Acres Civic Improvement Foundation Rooftop Deck: Dune Acres Civic Improvement Foundation (DACIF) President Bobbi Taylor withdrew her request to present the rooftop deck proposal to the Council earlier in the day. Several DACIF Board members were present, so an informal discussion about the project took place. Council President Hawksworth had received an 8.5 x 11” size copy of the architectural prints shortly before the meeting.

NEW BUSINESS:

2018 Town Council Meeting Calendar: The Council agreed by consensus to accept the 2018 Town Council Meeting calendar. All meetings will be held at 7:00 PM, the third Tuesday each month at the Town Hall. Media notifications will be made as required by statute.

Anti-Nepotism Certifications: As required by statute, Council President Hawksworth accepted the annual Anti-Nepotism Certifications from all elected town officials.

Clubhouse Use. It was moved and seconded to approve a clubhouse rental for December 1, 2017. Motion passed unanimously.

Appointments. Council President Hawksworth announced the re-appointment of Mary Boeke to the Plan Commission. Her new four-year term commences January, 2018.

OTHER MATTERS:

Emergency Assess Road: The Council noted a local fencing company was preparing a proposal for replacing the emergency access road gate. The security application interface will be coordinated following proposal receipt.

Official Roles: Building Commissioner Tom Roberts suggested the roles, as defined in town ordinance, for the Plan Commission, the Board of Zoning Appeals and the Town Council be more thoroughly defined.

Dune Acres Housing Market: A suggestion was made that the Council temporarily suspend the ordinance that disallows realtor signs in order to promote homes that are for sale.

With no other matters duly brought before the Town Council, the meeting was adjourned at 8:20 PM

The next regular meeting of the Town Council is January 16, 2017.

RICH HAWKSWORTH, Town Council President

PETER BOMBERGER, Town Council Member

ALEXANDER STEMER, Town Council Member

JEANNETTE E. BAPST, Clerk-Treasurer

CLAIMS FOR December, 2017

<u>CLAIMANT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Payroll, Gross	December payroll, gross	\$ 14,119.05
Payroll, Net	December payroll, net	\$ 11,323.24
Indiana Dept of Revenue	December payroll, state w/h	\$ 615.60
EFTPS	December payroll, fedl w/h, fica/med	\$ 3,260.35
Down to Earth	Clubhouse irrigation shut down	\$ 98.00
NIPSCO	Mineral Springs & 12	\$ 16.08
Sprint	Security Mobile	\$ 89.42
Frontier	Security Phone and Internet	\$ 81.62
NIPSCO	Gas and Electric	\$ 729.65
Frontier	Town Hall Phone and Internet	\$ 92.86
ABC Alarm	Town Hall Security	\$ 30.00
Indiana American Water	Water	\$ 100.95
Anton Insurance	Clerk-Treasurer Surety Bond	\$ 139.00
Capital One VISA	Sign, Clubhouse Drive	\$ 43.34
David's Lawn Care	Snow and Ice Removal	\$ 1,978.00
Ecorealm	Environmental, town-wide	\$ 989.01
Kramer & Leonard	Minutes Book	\$ 239.99
Martin Security	Clubhouse Quarterly	\$ 150.00
Mendards, Portage	Maintenance Supplies	\$ 349.51
Pinkerton Oil	Vehicle Fuel	\$ 137.58
Town of Porter	Fire Contract	\$ 9,296.00
Reeders Auto Service	Oil Change	\$ 27.95
Republic Services	Waste Service	\$ 96.80
Dan Whitten	Legal Services	\$ 3,056.25
Tilden Enterprises	Maintenance Supplies	\$ 33.00
Ellis Electric	Clubhouse Pump Electrical	\$ 4,282.00
Duneland Chbr of Comm	Membership, 2018	\$ 260.00
Comcast	Clubhouse phone and internet	\$ 172.87
Applied Ecolog Services	Environmental, town park A	\$ 4,000.00
TOTAL, DEC 2017		\$ 55,808.12