

**TOWN OF DUNE ACRES
COUNCIL MINUTES
January 16, 2018**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, January 16, 2018, 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 December 19, 2017, Town Council Meeting be approved as presented. Motion passed unanimously.

FINANCIAL REPORT:

BANK BALANCES 12/31/2017

| | |
|-------------------|---------------|
| Porter State Bank | \$ 213,216.65 |
| TrustIndiana | \$ 214,347.61 |
| Adjustments | |
| Record Balance | \$427,564.26 |

*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 December 31, 2017**

| FUNDS | CASH BALANCE 12-31-17 |
|---------------------------------|--------------------------|
| GENERAL | 208,963.56 |
| MOTOR VEHICLE HIGHWAY | 26,397.30 |
| LOCAL ROAD & STREET | 8,162.82 |
| PARK & RECREATION | 2,709.08 |
| RAINY DAY FUND | 131,930.78 |
| CCI | 726.53 |
| CCD | 20,057.31 |
| LIT | 17,277.38 |
| RIVERBOAT REVENUE SHARING | 1,175.99 |
| Donations* | 30,643.41 |
| Clubhouse Dune Grant* | 00 |
| Construction Security Dep* | 25,000.00 |
| SalesTaxClubHouseRental* | 28.29 |
| ClubHouseRentalDeposit* | 900.00 |
| Local Road & Bridge Grant Fund* | -75,827.00 |
| Levy Excess Fund* | 21,913.81 |
| TOTAL FUNDS | \$ 420,059.20 |

| APP BAL. | % Left |
|----------|--------|
| \$51,505 | 14 |
| \$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 December month-end financial report. She confirmed the Town's 2017 Annual Financial Report had been submitted to Indiana's online Gateway system, with the Cash and Investment Combined Statement published in the *Chesterton Tribune* as required by statute.

The comparison of year-end cash balances for non-designated funds, as *highlighted in yellow* on above 'Break Down of Finances Among Funds' report:

| | | | |
|-------------|-------------|-------------|-------------|
| <u>2017</u> | <u>2016</u> | <u>2015</u> | <u>2014</u> |
| \$417,400 | \$361,346 | \$372,996 | \$344,476 |

Bapst stated the increase in 2017 cash balance resulted from the 4-year vehicle registration permits issued during 2017 and an unprecedented number of approved building permits. The negative cash balance in the Local Road & Bridge Grant Fund is due to a customary, anticipated delay in State reimbursement. Financial Reports posted on the Town web page will be updated following Council acceptance of updated materials.

It was moved and seconded to approve the financial report. Motion passed unanimously.

PAYMENT OF CLAIMS:

It was moved and seconded that claims for the month of January 2018, #5979 - #6002, in the amount of \$37,367.82 be approved. Motion passed unanimously.

CORRESPONDENCE RECEIVED:

2018 Insurance Renewal, Anton Insurance: James Anton of Anton Insurance made a presentation regarding the insurance renewal. Anton had sought quotes from multiple providers. It was moved and seconded to accept the proposal from Hylant/Great American for liability, property, inland marine, and auto coverage, along with the proposal from the Indiana Public Employee Plan (IPEP) for workers compensation, with a total coverage cost of \$12,228. Motion passed unanimously. The Council then requested pricing options for increased deductibles. Anton will provide this information, and if accepted by the Council, the policy and premium will be modified accordingly.

US Coastguard Marine Event Permit Requirement: A certified letter had been received from the U.S. Department of Homeland Security formally notifying the town of the permit requirement for marine events such as beach fireworks. Beach Commissioner Carstens had confirmed these permits are regularly submitted by Melrose Pyrotechnics on behalf of Dune Acres as part of their fireworks display service agreement.

Indiana Department of Environmental Management (IDEM) Notice of Public Comment: A notice of a 30-day public comment period was received from IDEM regarding NIPSCO's Baily Generating Station application to add a condition to require the permanent shut down of Unit 7 and Unit 8 in 2018 and to phase out the ambient monitoring requirements.

COMMISSIONERS REPORTS:

BEACH: Beach Commissioner Rob Carstens was working with South Shore Marina on the 2018 buoy replacement order.

ENVIRONMENTAL: Environmental Commissioner Robin Tennant reported an email had been distributed to residents regarding the new 2018 Ecological Cost-Share Program. She said grant applications are now online. Discussion was held regarding the program goal of reducing invasive species in Dune Acres. Council Member Stemer suggested if few resident applications are received, the town should identify properties needing improvement and work on stewardship goals with those specific homeowners.

PARKS: Parks Commissioner Kellie Klein had coordinated a town order of hockey sticks and skate laces for residents utilizing the ice rink.

MAINTENANCE: Maintenance Commissioner Dick Taylor said efforts to keep drains open and fire hydrants cleared of snow were ongoing.

ROADS: Council President Hawksworth said a work session was being scheduled to discuss emergency access road improvements. Council Member Stemer stated that concepts for the new access gate would be designed to prevent motorized scooter and motorcycle access, but allow for pedestrian traffic. Remote security monitoring and control from the town gatehouse is also planned.

The Council and residents stated the town snow plowing service had been exceptionally good so far this season.

SECURITY: Security Commissioner Bill Griffin confirmed the non-compliant residential use situation discussed at previous meetings had been resolved.

OLD BUSINESS:

Dune Acres Civic Improvement Foundation (DACIF) Rooftop Deck: DACIF President Bobbi Taylor and members of the DACIF Board presented their rooftop deck project. The proposal to remove the existing roof of the town maintenance building and construct a

rooftop activity deck was outlined. Construction was estimated at 12 weeks, with a total cost of \$110,000, exclusive of site work, as quoted by contractor HP Construction. DACIF requested Town Council authorization to undertake proposed construction of the town-owned public building.

Council President Hawksworth and Council Member Stemer questioned the DACIF Board regarding numerous matters of concern. Stemer cited safety and security issues, specifically the need for a new clubhouse drive access gate that would allow remote monitoring and control from the gatehouse. He said the proposed deck would present an attractive nuisance and necessarily require additional town oversight. The gate cost was estimated at \$15,000.

Hawksworth expressed concern about the project budget and asked if other less expensive alternatives had been considered. He reviewed DACIF's historic role in partnering with the Town Council and noted that residents donate to the foundation with the expectation that it will support improvement projects that are outside the scope of the Town's annual budget, as it has for many years. He opined that a fundamental shift had occurred, as the foundation had declined a number of town funding requests in recent years in favor of focusing exclusively on this one, high-cost construction project. Hawksworth pointed to a \$55,000 backlog of necessary repairs and maintenance to the clubhouse and asked if DACIF would be in a position to consider a request for support.

Taylor said she could not commit DACIF funds for (any other) town improvements without DACIF Board authorization. It was explained that the DACIF Board had chosen to complete a large project, versus the many smaller projects normally funded, in order to gain community recognition for the foundation. Board members were confident that the community would utilize the activity deck in a manner that would justify the expense.

Stemer and Hawksworth commended the DACIF Board for its dedication to the project and Taylor for her leadership.

A motion was then made and seconded to authorize DACIF to undertake proposed construction of the town-owned public building. Motion passed unanimously.

President Hawksworth then referenced Town Ordinance Chapter 10, Article II, Division 2, Section 10-47, which requires Plan Commission approval for any change to public buildings, as well as the required approval from State regulatory agencies. Hawksworth said written confirmation would be issued to DACIF regarding these requirements, along with any other affirmations the Town Council and legal counsel may deem necessary.

Board of Zoning Appeals (BZA) Appointment: President Hawksworth announced the re-appointment of Bob Lauer to the BZA. His new 4-year term commences January, 2018.

NEW BUSINESS:

2018 Attorney Contract: It was moved and seconded to approve the 2018 contract for legal services with Dan Whitten. Motion passed unanimously. Terms, including the annual retainer of \$11,000 and \$175 hourly rate for additional services, are unchanged from 2017.

Clubhouse Use: It was moved and seconded to approve a clubhouse rental for July 28, 2018. Motion passed unanimously.

OTHER MATTERS:

With no other matters duly brought before the Town Council, the meeting was adjourned at 8:35 PM.

The next regular meeting of the Town Council is February 20, 2018.

RICH HAWKSWORTH, Town Council President

PETER BOMBERGER, Town Council Member

ALEXANDER STEMER, Town Council Member

JEANNETTE E. BAPST, Clerk-Treasurer

CLAIMS FOR January, 2018

| <u>CLAIMANT</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|-------------------------|------------------------------------|---------------------|
| Comcast | Security Office | \$ 145.90 |
| Sprint | Security Mobile | \$ 89.51 |
| NIPSCO | Rt. 12 and MSR | \$ 16.31 |
| Indiana Dept of Revenue | Clubhouse Sales Tax 2017 | \$ 298.80 |
| Payroll, Gross | January payroll, gross | \$ 13,588.98 |
| Payroll, Net | January payroll, net | \$ 10,901.13 |
| Indiana Dept of Revenue | January payroll, state w/h | \$ 589.80 |
| EFTPS | January payroll, fed w/h, fica/med | \$ 3,137.61 |
| Frontier | Phone and Internet | \$ 179.51 |
| NIPSCO | Gas and Electric | \$ 934.08 |
| ABC Alarm | Town Hall Security, quarterly | \$ 90.00 |
| VISA,Capital One | Signs, lamps, Scanner, Backgrnd Ck | \$ 897.64 |
| Menards, Portage | Maintenance Supplies | \$ 184.15 |
| David's Lawncare | Snow and Ice Removal | \$ 4,782.75 |
| Pinkerton Oil | Vehicle Fuel | \$ 266.62 |
| Professional Pest Mgmt. | Pest Control Services | \$ 50.00 |
| Quill Office Products | Office Supplies | \$ 118.97 |
| Star Uniforms | Security Uniforms | \$ 301.84 |
| Tilden Enterprises | Maintenance Supplies | \$ 82.20 |
| US Postmaster | Stamps | \$ 98.00 |
| Mertz | Clubhouse Deposit Refund | \$ 300.00 |
| Ellis Electric | Gatehouse Ext Lights | \$ 97.50 |
| Republic Services | Waste Services | \$ 96.80 |
| Indiana American Water | Clubhouse and Gatehouse | \$ 119.72 |
| TOTAL, JAN 2018 | | \$ 37,367.82 |