

**TOWN OF DUNE ACRES
Draft COUNCIL MINUTES
December 18, 2018**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, December 18, 2018, at the Town Hall. Council President Richard 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 20, 2018, Town Council Meeting be approved as presented. Motion passed unanimously.

FINANCIAL REPORT:

BANK BALANCES 11/30/2018

Porter State Bank	\$ 74,655.71
Trust Indiana	\$ 394,993.90
Record Balance	\$469,649.61

*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, 2018**

FUNDS	CASH BALANCE 11-30-18
GENERAL	124,668.33
MOTOR VEHICLE HIGHWAY	59,648.07
LOCAL ROAD & STREET	13,110.38
PARK & RECREATION	50,652.42
RAINY DAY FUND	131,930.78
CCI	-72.20
CCD	7,189.87
CEDIT	9,557.50
RIVERBOAT REVENUE SHARING	254.14
Donations*	27,948.21
Clubhouse Dune Grant*	.00
Construction Security Dep*	25,000.00
SalesTaxClubHouseRental*	339.79
ClubHouseRentalDeposit*	600.00
Local Road & Bridge Grant Fund*	514.75
Levy Excess Fund*	.00
TOTAL FUNDS	\$ 451,342.04

APP BAL.	% Left
\$70,867	18
\$54,000	90
2,000	33
\$274	3
\$50,000	100
0	0
\$118	0
\$100	0
0	0

Clerk-Treasurer Bapst reported the town had received its 2019 county property tax settlement with a 98.57% collection rate.

Bapst then presented the November month-end financial report. 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 December 2018, #6309 - #6338, in the amount of \$169,246.77 be approved. Motion passed unanimously.

CORRESPONDENCE RECEIVED:

NIPSCO Tree Maintenance Concern: Resident Michael Triester, 76 West Road, emailed the Town Council about concerns with NIPSCO's tree maintenance program, citing the November storm that brought a tree down across power lines, cutting off both power and road ingress/egress to the homes on the West Road spur for over 24 hours. The Council directed Clerk-Treasurer Bapst to contact NIPSCO and have the remaining trees evaluated for possible removal.

Ogden Dunes Preservation Committee. An email had been received from the chair of Ogden Dunes' Preservation Committee asking to meet with Dune Acres representatives to review the Dune Acres Comprehensive Plan. The meeting was scheduled for December 19, 2018.

COMMISSIONERS REPORTS:

BEACH: Discussion was held regarding how best to complete the East Beach winter cleanup. A number of unregistered boats remain at the beach, along with miscellaneous personal items.

BUILDING: It was moved and seconded to approve the following building permits, as recommended by Building Commissioner Tom Roberts: Permit #2018-18, 3 Redwood, \$600,000 new home construction and Permit #2018-19, 6 Pine Lane, \$65,000 Kitchen remodel. Motion passed unanimously.

ENVIRONMENT: Environmental Commissioner Robin Tennant asked that the Ecological Costshare Program be reviewed for continuation in 2019. A determination will be made at the January, 2019 Council Meeting.

FIRE: Fire Commissioner Mark Bapst reported a water leak in the clubhouse fire pump system was being repaired. He said a clubhouse water heater gas line leak had been discovered during a routine security staff patrol, and was also being repaired. Bapst commended security employee Jeaneen Dougherty for conscientiously executing her patrol duties and identifying the gas line problem, which undetected, could have had catastrophic results.

MAINTENANCE: Commissioner Dick Taylor reported town maintenance work was scaled down this month because employee Mark Taylor had few hours remaining on his annual employment agreement.

SECURITY: Security Commissioner Bill Griffin highlighted the importance of the Security Patrol position held by Jeaneen Dougherty. The patrols are scheduled intermittently throughout the week, focus on different areas of town, and regularly identify/remedy various security issues.

Griffin then reported on the first Northwestern Indiana Regional Planning Commission (NIRPC) Railroad Crossing Taskforce meeting held December 18, 2018 at NIRPC offices in Portage. Approximately 50 individuals attended representing municipalities, business, environmental groups and media. Griffin will be compiling data on the Dune Acres Mineral Springs Road crossing for the next taskforce meeting to be held in March. He will also contact Adam Clark of the Northern Indian Commuter Transit District to discuss crossing data reports for Dune Acres, similar to the reports currently provided to Ogden Dunes.

ROADS: It was moved and seconded to appoint resident Bruce Riffle as Road Commissioner. Motion passed unanimously. President Hawksworth said Riffle was looking forward to starting his new volunteer position and appreciated the opportunity to expand on community service.

OLD BUSINESS:

Ordinance 2018-03, 2019 Salaries: It was moved and seconded to approve second reading and adoption of Ordinance 2018-03, 2019 Salaries. Motion passed unanimously. The ordinance provides a 2% salary increase to maintenance and security staff, holds the Clerk-Treasurer Salary at \$15,000, and provides the Clerk-Treasurer with a one-time stipend of \$2,500 for work associated with Community Crossings Grants.

Floodplain Management Program: Clerk-Treasurer Bapst reported on the December 11, 2018, Department of Natural Resources Floodplain Management meeting held at the town hall. She said the town was current on program participation requirements. The DNR was introducing “velocity hazard” as a new category for state oversight that, once adopted, will cover the Lake Michigan beach areas. No Dune Acres structures were included in preliminary velocity hazard maps.

NEW BUSINESS:

2019 Town Council Meeting Calendar: It was moved and seconded to approve the 2019 Town Council Meeting calendar. All meetings will be held at 7:00 PM, the third Tuesday each month at the Town Hall, except April scheduled for the second Tuesday. 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.

Resolution 2018-04 Transfer of Funds: It was moved and seconded to approve Resolution 2018-04 Transfer of Funds. Motion passed unanimously. The resolution authorizes the 2018 Community Crossings Grant local match to be transferred from the General Fund, Motor Vehicle Highway Fund, Local Road and Street Fund and Rainy Day Fund into the Local Road and Bridge Grant Fund. The designated projects will be completed in 2019.

Destruction of Public Records, State Form 44905: It was moved and seconded to approve destruction of public records listed on State Form 44905 dated December, 2018. Motion passed unanimously. Bapst confirmed the record discard list was in compliance with the state record retention schedule. The 44905 Notice will be forwarded to the Indiana Archives and Records Administration and the Porter County Commission of Public Records.

2020 Census, Dune Acres “Complete County Committee”: It was moved and seconded to appoint Lou Roberts as chair of the Dune Acres 2020 census committee with residents Sara Masloroff and Jeannette Bapst assisting. Motion passed unanimously. Bapst will submit the required committee formation documentation to the US Census Bureau.

OTHER MATTERS:

Year in Review: President Hawksworth formally recognized all town officials, commissioners and other volunteers for their work and dedication throughout the year. He cited the emergency access drive and Mineral Springs Road improvements as the major projects completed in 2018. Many minor projects were noted including replacement of security office siding, new gravel at the security parking lot, significant roadside clearing including collaboration with National Lakeshore on Mineral Springs Road brush, prescribed burns on over 15 acres of town parkland, restoration of town signs, replacement of town hall gutters, initiation of the clubhouse workspace program, and others.

Hawksworth said major road paving projects will be completed in 2019, made possible by the town’s most recent Community Crossings Grant awards. He noted over the past 3 years, the town received a \$567,064 in state road grants. Also in 2019, the Council plans to start review/update of the 2010 Town Comprehensive plan, begin replacing wooden stairways originally installed in the 1980’s, and address fire prevention measures. Environmental work, including the Lake Michigan Coastal Program Grant project, will continue.

The meeting was adjourned at 8:15 PM.

The next regular meeting of the Town Council is January 15, 2019.

RICH HAWKSWORTH, Town Council President

PETER BOMBERGER, Town Council Member

ALEXANDER STEMER, Town Council Member

JEANNETTE E. BAPST, Clerk-Treasurer

CLAIMS FOR December, 2018

<u>CLAIMANT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Payroll, Gross	December payroll, gross	\$ 14,736.83
Payroll, Net	December payroll, net	\$ 11,716.93
Indiana Dept of Revenue	December payroll, state w/h	\$ 690.39
EFTPS	December payroll, federal w/h, fica/medicare	\$ 3,456.90
Sprint	Security Mobile	\$ 88.71
Frontier	Phone and Internet	\$ 66.92
NIPSCO	Rt 12 & Mineral Springs Rd.	\$ 15.88
Frontier	Phone and Internet	\$ 95.50
Per Mar Security	Town Hall Security	\$ 60.00
Sto-Cote Products	Rink Liner, replace Nov void check	\$ 1,334.32
Republic Services	Waste Service	\$ 198.60
NIPSCO	Gas and Electric	\$ 776.21
Town of Dune Acres	Road Grant Match Transfer	\$107,999.55
Anton Insurance	Clerk Bond	\$ 150.00
Capital One VISA	Pool Table Supplies	\$ 47.85
Dauids Lawncare	Snow and Ice Removal	\$ 631.25
Hopkins Ace Hardware	Supplies	\$ 22.35
Kittredge & Zehner	Quarterly Audit	\$ 150.00
Pinkerton Oil	Vehicle Fuel	\$ 206.87
Reeders Auto Service	Oil Change	\$ 27.95
Tilden Enterprises	Security Supplies	\$ 12.00
Town of Porter	Fire Contract	\$ 9,575.00
Bill Griffin	Ecological Costshare Grant	\$ 500.00
Dan Whitten	Legal, retainer/hourly 4th Q	\$ 3,676.50
Menards, Portage	Supplies	\$ 71.92
Duneland Chamber of Commerce	Membership, 2019	\$ 275.00
Applied Ecological Services	Clubhouse Dune LMCP	\$ 11,825.00
Comcast	Phone and Internet	\$ 185.33
Indiana American Water	Water	\$ 171.20
Robert Hartmann	Ecological Costshare Grant	\$ 481.81

TOTAL DECEMBER 2018

\$169,246.77