

**TOWN OF DUNE ACRES
Draft COUNCIL MINUTES
January 15, 2019**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, January 15, 2019, at the Town Hall. Council President Richard Hawksworth called the meeting to order at 7:00 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 18, 2018, Town Council Meeting be approved as presented. Motion passed unanimously.

FINANCIAL REPORT:

BANK BALANCES 12/31/2018

Porter State Bank	\$ 200,753.65
Trust Indiana	\$ 395,758.36
Record Balance	\$ 596,512.01

*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, 2018**

FUNDS	CASH BALANCE 12-31-18
GENERAL	191,397.75
MOTOR VEHICLE HIGHWAY	28,094.97
LOCAL ROAD & STREET	11,927.09
PARK & RECREATION	53,887.87
RAINY DAY FUND	110,000.00
CCI	152.18
CCD	20,880.31
CEDIT	10,716.25
RIVERBOAT REVENUE SHARING	254.14
Donations*	26,966.40
Clubhouse Dune Grant*	-1,825.00
Construction Security Dep*	32,500.00
SalesTaxClubHouseRental*	339.79
ClubHouseRentalDeposit*	600.00
Local Road & Bridge Grant Fund*	108,514.30
Levy Excess Fund*	.00
TOTAL FUNDS	\$ 594,406.05

APP BAL.	% Left
\$28,497	7
\$54,000	90
2,000	33
\$274	3
\$28,069	44
0	0
\$118	0
\$100	0
0	0

Clerk-Treasurer Bapst presented the December month-end financial report. She confirmed the Town's 2018 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. In addition to the Annual Financial Report, all Gateway submissions for 2018 are complete, along with distribution of W-2's and 1099's.

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>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
\$427,310*	\$417,400	\$361,346	\$372,996

*includes park sale proceeds of \$51,000 (parks fund)

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 2019, #6339 - #6362, in the amount of \$43,749.29 be approved. Motion passed unanimously.

CORRESPONDENCE RECEIVED:

Insurance Renewal, Anton Insurance: James Anton of Anton Insurance made a presentation regarding the town's annual insurance renewal. The coverage categories and deductibles were discussed. The Council requested pricing for a high-deductible configuration (\$25,000) which will be provided next month. If accepted, the policy and associated premiums will be adjusted. It was moved and seconded to accept the current proposal from Astra/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 annual cost of \$12,700. Motion passed unanimously.

COMMISSIONERS REPORTS:

BUILDING: As had been recommended by Building Commissioner Tom Roberts, it was moved and seconded to approve Building Permit 2019-01, 14 Shore Drive, \$40,000 bathroom remodel. Motion passed unanimously.

It was then moved and seconded to approve Occupancy Permit #2019-01, 21 Crest Drive, pending receipt of signed permit forms from Roberts and Plan Commission President Tom Cornwell. In addition, the construction deposit will be held until completion of roadway repairs. Motion passed unanimously.

ENVIRONMENT: The 2019 Ecological Cost-Share Program was reviewed. It was moved and seconded to approve continuing the program with revisions. Motioned passed unanimously.

The Spring Town Clean-up date was set as requested by Environmental Commissioner Robin Tennant for May 11, 2019.

FIRE: Fire Commissioner Mark Bapst reported on repairs made to the fire system reservoir this month. He then said three contractors with expertise in electrical, mechanical, and pump systems have been retained as consultants for future system repairs in instances when the town engineer is unavailable.

ROADS: Roads Commissioner Bruce Riffle presented the specifications for the upcoming Community Crossings Road Grant paving projects. It was moved and seconded to approve the specifications as presented. Motion passed unanimously.

Riffle then requested authorization to bid. It was moved and seconded to authorize bidding. Motion passed unanimously.

OLD BUSINESS:

none

NEW BUSINESS:

2019 Legal Services Contract: It was moved and seconded to approve the 2019 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 2018.

Clubhouse: It was moved and seconded to approve clubhouse use for a dance class series to be offered to residents, and to approve a 6-1-19 sponsored rental. Motion passed unanimously.

Dune Acres Comprehensive Plan: Discussion was held regarding the Council's intent to work with a Steering Committee and the Plan Commission on updating the Town's Comprehensive Plan which was last adopted in 2010. It was agreed by consensus to proceed and complete the process by fall, 2019.

Appointments: President Hawksworth announced executive appointments for the terms January, 2019 to January 2023, as follows: Dave Rearick, Plan Commission; Robert Hartmann, Board of Zoning Appeals.

OTHER MATTERS:

With no other matters brought before the Council, the meeting was adjourned at 7:55 PM.

The next regular meeting of the Town Council is February 19, 2019.

RICH HAWKSWORTH, Town Council President

PETER BOMBERGER, Town Council Member

ALEXANDER STEMER, Town Council Member

JEANNETTE E. BAPST, Clerk-Treasurer

CLAIMS FOR January, 2019

<u>CLAIMANT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Payroll, Gross	January payroll, gross	\$ 16,317.30
Payroll, Net	January payroll, net	\$ 13,245.60
Town of Dune Acres	posting correction	\$ -
Indiana Dept of Revenue	January payroll, state w/h	\$ 731.20
EFTPS	January payroll, federal w/h, fica/medicare	\$ 3,588.77
Comcast	Phone and Internet	\$ 145.90
Frontier	Phone and Internet	\$ 157.96
NIPSCO	Mineral Springs Road and Rt 12	\$ 15.92
Sprint	Security Mobile	\$ 91.32
Indiana Dept of Revenue	Clubhouse Sales Tax, 2018	\$ 296.37
NIPSCO	Gas and Electric	\$ 886.31
Capital One, VISA	Supplies, Office Printer	\$ 702.54
Circle R Mechanical	Clubhouse Fire system	\$ 1,815.87
Davids Lawncare	Snow Removal and Salt	\$ 1,456.25
Laura Truax	Ecological Costshare Grant, 2018	\$ 500.00
Martin Security	Clubhouse and Town Hall monitoring	\$ 225.00
Menards - Portage	Supplies	\$ 290.87
Pinkerton Oil	Vehicle Fuel	\$ 144.98
Professional Pest Mgmt	Pest Mgmt	\$ 50.00
Quill	Supplies	\$ 62.55
Richard Grussel	Ecological Costshare Grant, 2018	\$ 500.00
Tilden Enterprises	Supplies	\$ 119.58
Postmaster	Stamps	\$ 110.00
Illiana Waterproofing	Clubhouse Fire system	\$ 2,295.00

TOTAL JANUARY 2019

\$43,749.29

