

**TOWN OF DUNE ACRES
COUNCIL MINUTES
June 18, 2020**

The Town of Dune Acres Town Council met for its regular monthly meeting on Thursday, June 18, 2020, at the Clubhouse. Council President Richard Hawksworth called the meeting to order at 7:05 p.m., with Council Members Peter Bomberger and 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 May 26, 2020, Town Council Meeting be approved as presented. Motion passed unanimously.

FINANCIAL REPORT:

BANK BALANCES 05/31/2020

| | |
|-------------------|---------------|
| Porter State Bank | \$85,583.50 |
| Trust Indiana | \$ 457,760.37 |
| | |
| Record Balance | \$ 543,343.87 |

*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 May 31, 2020**

| FUNDS | CASH BALANCE 05-31-20 | APP BAL. | % Left |
|----------------------------|--------------------------|-----------|--------|
| GENERAL | 50,808.80 | \$269,453 | 64 |
| MOTOR VEHICLE HIGHWAY | 28,302.20 | \$60,000 | 100 |
| LOCAL ROAD & STREET | 16,855.95 | \$2,774 | 46 |
| MOTOR VEHICLE HWY RESTRICT | 5,491.44 | | |
| PARK & RECREATION | 49,121.02 | \$10,218 | 91 |
| RAINY DAY FUND | 110,000.00 | \$50,000 | 100 |
| CCI | 567.99 | | |
| CCD | 27,284.21 | \$25,906 | 86 |
| CEDIT | 24,020.75 | \$20,000 | 100 |
| RIVERBOAT REVENUE SHARING | 1,332.29 | \$2,500 | 100 |
| Donations* | 27,568.40 | | |
| Clubhouse Dune Grant* | .00 | | |
| Construction Security Dep* | 32,500.00 | | |
| SalesTaxClubHouseRental* | 214.25 | | |
| ClubHouseRentalDeposit* | 3,300.00 | | |
| Local Road & Bridge Grant* | 148,741.01 | | |
| TOTAL FUNDS | \$ 526,108.31 | | |

Clerk-Treasurer Bapst presented the May month-end financial report. Bapst then shared Porter County’s projection of \$7,063 in property tax circuit breaker shortfall for Dune Acres this year. The Council was updated on property tax receipts to date and on projected 2020 revenue reductions in clubhouse rentals and interest income. 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 June, 2020, #6839 - #6869, in the amount of \$271,714.16 be approved. Motion passed unanimously.

CORRESPONDENCE RECEIVED:

NICTD DOUBLE TRACK PROJECT: President Hawksworth reported on a field meeting held at the Mineral Springs Road railroad crossing with Northern Indiana Commuter Transit District (NICTD) representatives regarding the upcoming ‘double track’ project. Construction is expected in August, 2021. Vehicular traffic will be re-routed alongside the existing tracks during construction with a 24-hour flag person provided. One commuter rail set and one freight

rail set will be added for a total four complete tracks. One track will be installed north of the existing rails, and one south. The new south track will reduce approximately 17 feet of road space, or one car length currently available for queuing off Highway 12 when gates are down. NICTD officials said the additional freight rails will be used for switching, so should significantly reduce the amount of time tracks are blocked.

COMMISSIONERS REPORTS:

BEACH: Beach Commissioner Rob Carstens reported beach safety buoys had been installed earlier in the day.

Carstens stated July 3rd fireworks permit applications had been submitted following Porter Fire Department Chief Jay Craig visiting Dune Acres and signing off on the staging site. Extensive discussion was held regarding July 3rd fireworks plans. The Council intends to enforce COVID-19 recommendations on social distancing and masks to the best of its ability. Extra security measures will be taken both at the beach and throughout town. The Cowles Bog parking lot will be closed the evening of July 3rd. The fireworks rain date is Saturday, September 5, 2020.

Discussion was held regarding sand nourishment efforts at East Beach. Sand from new home construction at 7 Oak had been deposited at the Beach. Preliminary plans are for additional sand from 1 Aspen construction to be deposited directly from Beach Drive onto retaining boulders with cost of transport donated by contractor Shinn Homes. (The Council agreed by consensus to allow Shinn Homes to temporarily store a portion of excavated sand on Aspen Lane that will later be used for site backfill.)

BUILDING: Building Commissioner Tom Roberts reported on numerous construction projects in town including new home construction at 7 Oak Drive and 1 Aspen Lane, the remodel project at 2 Fern Lane, the driveway project at 60 East Drive, the seawall project at 27 Crest Drive and a proposed beach shelter renovation at 58 West Road. Roberts continues to work with other town officials to ensure Ordinances on permits and contractor registrations are being uniformly enforced.

As recommended by Roberts, a motion was made and seconded to approve Building Permit #2020-11, 20 Ridge Drive, \$17,728 landscaping and Building Permit #2020-14, \$50,000 kitchen remodel. Motion passed unanimously.

MAINTENANCE: Maintenance Commissioner Dick Taylor reported on several recently completed projects. He then requested approval of wooden stair installation at Ridge Beach that would improve beach access for residents with compromised mobility. Following discussion, it was moved and seconded to approved a portion of the proposed project (stairs, not walkway) totaling \$5,127.80 as quoted by Duneland Landscape. Motion passed unanimously. Plan Commission review will be promptly pursued in order to expedite installation.

SECURITY: Security Commissioner Bill Griffin reported security staff continue to work with the large numbers of cars looking for National Park beach and trail parking. The previous weekend, 500 cars were turned away because of no available parking.

ROADS: Status of 2020 road projects was reviewed.

Regarding the upcoming Community Crossings Grant application period opening July 1st, for 2021 proposed projects, it was moved and seconded to approve the preparation and submission of applications, listed in priority order, for 1.) **CRACK SEAL:** Complete crack seal on all town roads. 2.) **SUMMIT DRIVE GUARDRAIL:** 1,101 feet of steel-backed wooden rail, Department of Transportation rated for under 30 miles per hour, and to commit up to \$35,000 in matching funds from budget year 2021 Motor Vehicle Highway and Local Road and Street Fund appropriations. Motion passed unanimously.

NEW BUSINESS

Coronavirus Relief Fund: It was moved and seconded to execute certification for the Town of Dune Acres to participate in the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act. Motion passed unanimously. Through participation, the town may submit reimbursement claims up to \$5,904 for unbudgeted expenses directly related to the COVID-19 emergency.

Resolution #2020-02, COVID Essential Function Stipend: It was moved and seconded to approve Resolution #2020-02, COVID Essential Function Stipend. Motion passed unanimously. The resolution provides stipends to staff as follows: Chief of Security, Assistant Chief of Security and Head of Patrols: \$300 each, Security and Maintenance: 8% of total compensation paid on May 1, 2020 and June 1, 2020. The stipend paid by this resolution was not budgeted and is directly tied to the COVID-19 health emergency. Stipend expense shall be submitted for CARES Act reimbursement.

2020-21 Snow Removal Contract: It was moved and seconded to approve the proposal from David's Landscaping for snow and ice services for the 2020-21 season. Motion passed unanimously.

Clubhouse Rental: It was moved and seconded to approve a clubhouse rental for July 19, 2020. Motion passed unanimously.

OTHER BUSINESS:

Mosquito Dunks: The Town will continue its practice of utilizing mosquito dunks in standing water located adjacent to the playground.

Dark Sky Community Designation: It was suggested the town consider pursuing "International Dark Sky Community" designation as part of its Comprehensive Plan update.

Cowles Bog Stakes: A resident asked that town officials pursue removal of the National Park Service white demarcation stakes that are placed throughout Cowles Bog.

Volunteer Recognition: Lou Roberts was recognized by the Council for her extensive work in annually updating and distributing the Town Directory.

With no further business, the meeting adjourned at 8:30 PM.

The next regular meeting of the Town Council is at 7:00 PM, July 21, 2020.

RICH HAWKSWORTH, Town Council President

PETER BOMBERGER, Town Council Member

ALEXANDER STEMER, Town Council Member

JEANNETTE E. BAPST, Clerk-Treasurer

CLAIMS FOR JUNE 2020

| <u>CLAIMANT</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|-------------------------|--------------------------------------|---------------------|
| Payroll, Gross | June payroll, gross | \$ 14,357.97 |
| Payroll, Net | June payroll, net | \$ 11,547.53 |
| Indiana Dept of Revenue | June payroll, state w/h | \$ 688.00 |
| EFTPS | June payroll, fed w/h, fica/medicare | \$ 3,220.83 |
| Frontier | Phone and Internet | \$ 152.03 |
| NIPSCO | Gas and Electric | \$ 478.33 |
| Capital One VISA | Beach Shelter, Road Repairs, Sign | \$ 1,471.98 |
| AMA | Directory Printing | \$ 1,385.00 |
| Bedrock & Boulders | Rocks for Roadside | \$ 127.65 |
| Ecorealm | Environmental Town Wide | \$ 2,686.30 |
| Interstate Rentals | Bobcat for Sand | \$ 1,734.25 |
| JD Services | Tennis Lights | \$ 215.00 |
| Justins Tree Service | Fallen Tree Removal | \$ 350.00 |
| Kittredge & Zehner | Quarterly Bank Audit | \$ 153.00 |
| Menards - Portage | Supplies | \$ 152.85 |
| Pinkerton Oil | Vehicle Fuel | \$ 155.73 |
| Town of Porter | Fire Contract | \$ 10,158.00 |
| One Fine Tune | Clubhouse Log Consultation | \$ 300.00 |
| Pride Toilet | Beach Toilet | \$ 120.00 |
| Reeders Auto Service | Repairs | \$ 1,595.14 |
| Republic Service | Waste Service | \$ 105.00 |
| Quill Office Supplies | Office Supplies | \$ 82.99 |
| Tilden Enterprises | Supplies | \$ 117.47 |
| WA Recycling Service | Dumpster | \$ 395.00 |
| Indiana American Water | Water | \$ 113.34 |
| Duneland Landscape | Stairs, Crest to Ridge | \$ 9,940.05 |
| Comcast | Clubhouse | \$ 173.72 |
| Walsh & Kelly | Clubhouse, Crest and Ridge | \$ 30,960.00 |
| Walsh & Kelly | Community Crossings Project | \$ 178,667.00 |
| Postmaster | Stamps | \$ 110.00 |
| TOTAL June, 2020 | | \$271,714.16 |