

**TOWN OF DUNE ACRES  
COUNCIL MINUTES  
November 16, 2021**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, November 16, 2021, via video conference. President Richard Hawksworth called the meeting to order at 7:00 p.m., with Council Members Alexander Stemer and Paul Woidke, Clerk-Treasurer Jeannette Bapst, and attorney Adam Mindel representing Dan Whitten in attendance.

**APPROVAL OF MINUTES:**

It was moved and seconded that minutes for the October 19, 2021, Council Meeting be approved as presented. Roll call vote was unanimous; motion passed.

**FINANCIAL REPORT:**

**BANK BALANCES 10/31/2021**

Porter State Bank	\$287,464.58
Trust Indiana	\$158,155.81
Record Balance	\$445,620.39

\*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 October 31, 2021**

FUNDS	CASH BALANCE 10-31-21	APP BAL.	% Left
GENERAL	94,840.05	\$81,132	18
ARP COVID Relief Fund	20,545.30		
MOTOR VEHICLE HIGHWAY	6,833.04	\$0	0
LOCAL ROAD & STREET	22,394.44	\$0	0
MOTOR VEHICLE HWY RESTRICT	3,529.21		
PARK & RECREATION	44,322.19	0	0
RAINY DAY FUND	110,000.00	50,000	100
CCI	1,146.60		
CCD	14,202.23	\$185	1
CEDIT	13,938.47	\$88	0
RIVERBOAT REVENUE SHARING	487.33	\$500	33
Donations*	32,306.85		
Clubhouse Dune Grant*	.00		
Construction Security Dep*	22,500.00		
Sales Tax Club House Rental*	620.68		
Club House Rental Deposit*	1,600.00		
<b>TOTAL FUNDS</b>	<b>\$ 389,266.39</b>		

Clerk-Treasurer Bapst presented the October month-end financial report. It was moved and seconded to approve the financial report. Roll call vote was unanimous; motion passed.

**PAYMENT OF CLAIMS:**

It was moved and seconded that claims for the month of November, 2021, #7386 - #7415, in the amount of \$49,071.07 be approved. Roll call vote was unanimous; motion passed.

**CORRESPONDENCE RECEIVED:**

None

**COMMISSIONERS REPORTS:**

**ROADS:** The town was notified by the Indiana Department of Transportation (INDOT) that both Community Crossings Road Grant applications submitted totaling \$143,841.00 had been awarded. The grants will fund 75% of 2022 paving projects estimated at \$191,748.

The Notice to Bidders, timeline, and project specifications were presented. Scope includes paving West Road (from the intersection of Mineral Springs Road to the intersection of Hill Drive), Cypress Drive, Redwood Drive, Aspen Drive, Beach Drive, a small section of road at the security office, and new asphalt approaches to five (5) culverts. It was moved and seconded to accept specifications and authorize bidding. Roll call vote was unanimous; motion passed.

Roads Commissioner David Kudrna will conduct a pre-bid meeting with contractors on November 29, 2021. Bids will be opened on December 6, 2021, 9:00 at the Town Hall. Bapst noted that rising petroleum prices along with continued labor shortages may result bids coming in over projected cost estimates.

## OLD BUSINESS

Ordinance #2021-05, 2022 Salaries, 2<sup>nd</sup> Reading and Adoption. It was moved and seconded to approve second reading and adoption of Ordinance #2021-05, 2022 Salaries. Roll call vote was unanimous; motion passed. The Ordinance sets compensation as follows:

<i>Clerk-Treasurer:</i>	\$18,000 annual
<i>Office Clerk:</i>	\$50 per month
<i>Maintenance:</i>	\$31,500 annual for 1750 hours, plus vacation pay and holiday bonus
<i>Security:</i>	\$15.00/hour pre-2015 hire; \$13.75/hour post-2015 hire; \$14.75/hour Head of Patrols; \$15.50/hour Chief of Security, plus vacation pay and holiday bonus

## NEW BUSINESS

Ordinance #2021-06, Indiana Department of Transportation Signatory, 1<sup>st</sup> & 2<sup>nd</sup> Reading/Adoption. It was moved and seconded to approve 1<sup>st</sup> Reading of Ordinance #2021-06. Roll call vote was unanimous; motion passed. It was then moved and seconded to suspend second reading. Roll call vote was unanimous; motion passed. It was lastly moved and seconded to approve adoption of Ordinance #2021-06. Roll call vote was unanimous; motion passed.

The Ordinance authorizes the Clerk-Treasurer to execute INDOT agreements and all other documents related to any INDOT grant programs.

Lake Michigan Coastal Program, Town Park A Contract Amendment. It was moved and seconded to approve a work agreement with RES in the amount of \$17,070 for continued environmental restoration of Town Park A. Roll call vote was unanimous; motion passed.

Town Park A restoration is covered under the Town's Indiana Department Natural Resources Lake Michigan Coastal Program Grant, a highly competitive 50/50 grant program which funds projects in the Lake Michigan watershed region. Restoration work will continue through the end of 2022.

Destruction of Public Records. It was moved and seconded to approve the destruction of public records as listed on State Form 44905, presented by the Clerk-Treasurer in accordance with the Indiana Records Retention Schedule. Roll call vote was unanimous; motion passed. Bapst will submit required documentation to County and State agencies.

2022 Capital Projects. Proposed 2022 capital projects were presented for Council approval. Following discussion, it was moved and seconded to approve the projects with a combination of town funding (\$80,400) and Dune Acres Civic Improvement Foundation (DACIF) funding (\$68,700). Roll call vote was unanimous; motion passed. A grant request will be prepared and submitted to DACIF for consideration at their next Board meeting.

Approved projects included: Back two (2) tennis courts clean, seal and paint, converting one of the existing courts to two (2) pickleball courts, \$12,500 Perm-a-Seal; Buoys seasonal equipment replacement with the addition of five (5) units to address unwanted boat traffic at the west end, \$17,000 South Shore Marine; Oak Drive beach access improvements, \$5,500 Duneland Landscape; Hill Drive beach stair replacement and small deck addition, \$19,000 Duneland Landscape; Replace rotting clubhouse gables, \$19,000 Corlette Construction;

Rebuild clubhouse holiday lights, \$1400 Corlette Construction; Town Hall exterior paint and board replacement, \$6,000; Mineral Springs Road walkway, \$45,500 Duneland Landscape; Clubhouse patio door replacement, \$6,700 Corlette Construction; Clubhouse front door and deck replacement, \$16,500 Corlette Construction.

Extensive discussion was held regarding permitted uses of American Rescue Plan (ARP) funds, with Council Member Stemer opining the \$20,545 distributed to the town to date should be applied to the Mineral Springs walkway project. Attorney Mindel said the walkway does not fit any of the specific, defined ARP designated uses. Mindel said he would further research the topic. It was noted that before any ARP funds may be expended, an expenditure plan must be adopted by the Council and additional appropriation approved.

Dog Classes for Resident. Resident and professional dog trainer Sara McKinley requested authorization to conduct dog scent detection training with interested residents and their pets. The classes would take place outside if weather permitted, or inside the town hall. She noted the classes were a good activity for winter months when dogs' exercise routines are limited. It was agreed by consensus to permit the classes, with Council members thanking McKinley for sharing her expertise with neighbors.

Town Incorporation 100-Year Anniversary (9-15-2023) Committee. Discussion was held regarding the town's upcoming 100-year anniversary and the Council's desire to establish a committee for developing the commemorative activities plan.

#### OTHER BUSINESS:

Railroad Gates on Mineral Springs Road. Discussion was continued from the October Council meeting regarding concerns about railroad crossing gates at Mineral Springs Road being down for extended periods with no trains present. President Hawksworth reported on the contacts made and information received to date. There was general dissatisfaction among Council Members with the response from rail authorities. Mindel was instructed to issue a letter to Congressman Mrvan that explains the hazards to our community and that demands issue resolution.

Town Fall Party. Council member Stemer commended organizers of the October 30, 2021, Fall Party at the clubhouse. He said the event was extremely well attended and demonstrated the ongoing community spirit of our town.

With no further business, the meeting adjourned at 8:05 PM.

The next regular meeting of the Town Council is 7:00 PM, December 21, 2021.

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RICHARD HAWKSWORTH, Town Council President

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PAUL WOIDKE, Town Council Member

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ALEXANDER STEMER, Town Council Member

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JEANNETTE E. BAPST, Clerk-Treasurer

CLAIMS FOR NOVEMBER 2021

<u>CLAIMANT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Payroll, Gross	November payroll, gross	\$ 13,923.43
Payroll, Net	November payroll, net	\$ 11,399.71
Indiana Dept of Revenue	November payroll, state w/h	\$ 647.26
EFTPS	November payroll, fed w/h, fica/medi	\$ 2,941.58
Justins Tree Service	Brush Pick up, tree removal	\$ 4,000.00
Frontier	Phone and Internet	\$ 97.50
NIPSCO	Gas and Electric	\$ 17.16
Ecorealm	Harris Subdivision, reimb	\$ 431.21
Republic Services	Waste Services	\$ 120.75
NIPSCO	Gas and Electric	\$ 693.95
Frontier	Phone and Internet	\$ 102.10
Mike Blecha	Construction Deposit Refund, less occ	\$ 7,400.00
Town of Dune Acres	Blecha Occupancy Permit	\$ 100.00
AE Boyce, Keystone	Accounting Software Annual License	\$ 3,300.00
Capital One VISA	Basketball install, coffee pot, supplies	\$ 1,363.44
Datagraphics	Security forms	\$ 42.00
Fred Bamesberger	Ecological Cost Share Grant	\$ 500.00
Hopkins Ace Hardware	Supplies	\$ 39.55
Interstate Rentals	Equipment Rental	\$ 608.38
JD Services	Clubhouse Fire System work	\$ 150.00
Menards, Portage	Supplies	\$ 193.18
Midwest Rentals	Equipment Rental	\$ 69.25
Pinkerton Oil	Vehicle Fuel	\$ 239.78
Pride Toilet	Beach Toilet	\$ 120.00
Quill Office Products	Office Supplies	\$ 14.99
Richard Hawksworth	Website Software Reimbursement	\$ 84.53
Kittredge & Zehner	Quarterly Statement Audit	\$ 153.00
Indiana American Water	Water	\$ 87.86
Comcast	Phone and Internet	\$ 173.97
AE Boyce, Keystone	Forms	\$ 56.49
Total NOVEMBER, 2021		\$ 49,071.07

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