

**TOWN OF DUNE ACRES  
COUNCIL MINUTES  
December 21, 2021**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, December 21, 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 November 16, 2021, Council Meeting be approved as presented. Roll call vote was unanimous; motion passed.

**FINANCIAL REPORT:**

**BANK BALANCES 11/30/2021**

Porter State Bank	\$204,407.00
Trust Indiana	\$158,163.60
Record Balance	\$362,570.60

\*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, 2021**

FUNDS	CASH BALANCE 11-30-21	APP BAL.	% Left
GENERAL	71,202.20	\$36,276	8
ARP COVID Relief Fund	20,545.30		
MOTOR VEHICLE HIGHWAY	7,168.34	\$0	0
LOCAL ROAD & STREET	23,353.44	\$0	0
MOTOR VEHICLE HWY RESTRICT	3,864.50		
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	15,292.30	\$88	0
RIVERBOAT REVENUE SHARING	487.33	\$500	33
Donations*	31,725.84		
Clubhouse Dune Grant*	.00		
Construction Security Dep*	15,000.00		
Sales Tax Club House Rental*	690.68		
Club House Rental Deposit*	2,600.00		
<b>TOTAL FUNDS</b>	<b>\$ 361,600.95</b>		

Clerk-Treasurer Bapst presented the November month-end financial report which included November month end balances, the Budget Year 2022, *1782 Notice* and the year-end property tax distribution report which reflected collections at 97.76 percent, with a shortfall across all funds of \$9,820. 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 December, 2021, #7316 - #7455, in the amount of \$53,862.04 be approved. Roll call vote was unanimous; motion passed.

**CORRESPONDENCE RECEIVED:**

None

## COMMISSIONERS REPORTS:

**BUILDING:** It was moved and seconded to approve Building Permit #2021-30, 14 Shore Drive, \$25,000 garden wall repairs and extension of Building Permit #2019-17, 7 Oak Drive new home construction. Roll call vote was unanimous; motion passed.

**ROADS:** Contractor bids for 2022 road improvements were opened on December 6, 2021 following the statutory publication of legal notices. It was moved and seconded to award the paving contract to the lowest, most responsive bidder: Rieth-Riley Construction, in the amount of \$197,397. Roll call vote was unanimous; motion passed.

The paving project will be funded 75% by Indiana Department of Transportation Community Crossings grants, with scope as follows: West Road from the intersection of Mineral Springs Road to the intersection of Hill Drive, Cypress Lane, Redwood Lane, Aspen Lane, Beach Drive, a small section of road at the security office, and new asphalt approaches to five (5) culverts.

## OLD BUSINESS

American Rescue Plan (ARP) Funds. As a follow-up to discussion at November's Council meeting regarding permitted uses of ARP funds, Attorney Mindel advised that the proposed Mineral Springs walkway project would clearly not qualify. General infrastructure projects are not acceptable, with the interim ruling specifically disallowing the reduction of future liability as a basis for ARP projects.

Improvements to clubhouse heating, ventilating, and air conditioning (HVAC) were proposed as an ARP-funded project. Mindel advised that improving ventilation in public buildings was an approved use. The Council agreed by consensus to begin the steps required to use ARP funds for clubhouse air conditioning and air filtration upgrades. A Public Hearing will be conducted January 11, 2022.

## NEW BUSINESS

2022 Town Council Meeting Calendar. It was moved and seconded to approve the 2022 Town Council Meeting Calendar. Roll call vote was unanimous; motion passed.

All meetings are scheduled for the 3<sup>rd</sup> Tuesday of the month at 7:00 PM, except for January 11, 2022 (2<sup>nd</sup> Tuesday.) Bapst will forward the meeting schedule to media as required.

2022 Town Attorney Contract. It was moved and seconded to approve the Legal Services Contract with Adam Mindel as presented. Roll call vote was unanimous; motion passed.

The annual retainer is set at \$11,000, with a \$150.00 hourly rate for additional services.

Cumulative Capital Development (CCD) Fund Rate Re-Establishment for 2023 Budget. The Council agreed by consensus to pursue re-establishment of the Town's CCD rate for budget year 2023 at .0370 per \$100 assessed valuation, an increase from the current .0328. CCD rate re-establishment is typically undertaken by municipalities biennially to maintain a constant rate/levy for capital improvements or to incrementally increase the rate/levy. Bapst projected the additional tax due for a \$400,000 net AV home at \$19 per year, and \$38 per year for a \$900,000 net AV home. A Public Hearing on the matter will be conducted January 11, 2022.

Annual Conflict of Interest Certifications. As required by statute, Council President Hawksworth accepted the annual Anti-Nepotism Certifications from all elected town officials.

2021 Dune Acres Civic Improvement Foundation Grant Summary. A report of DACIF-funded projects for 2021 included \$1,000 in matching funds for the Town's Lake Michigan Coastal Program environmental restoration project, \$26,570 for construction of the new Community Deck at East Beach, and \$6,800 for the beach walkway mat system at East Beach.

The Council thanked all residents who contribute to DACIF for helping make Dune Acres a special community.

Clubhouse Rental. It was moved and seconded to approve a clubhouse rental for 10-15-22. Roll call vote was unanimous; motion passed.

OTHER BUSINESS:

Railroad Gates on Mineral Springs Road. Discussion was continued from previous Council meetings regarding concerns about railroad crossing gates at Mineral Springs Road being down for extended periods with no trains present. Rail authorities will be contacted to schedule an on-site meeting with town officials.

Mineral Springs Walkway. It was noted the proposed Mineral Springs Walkway project (from West Road to south of the blind hill), with a cost at \$45,000, was one of the grant requests submitted to DACIF for consideration at their next meeting. Council member Woidke, who currently serves as DACIF's President, said this project funding, along with other projects requested, would be addressed at the January, 2022 DACIF Board meeting.

Discussion was then held about a walkway along Mineral Springs Road, between the Town Security Office and the South Shore rail tracks that would lead National Park visitors from the tracks parking lot to the Cowles Bog Trail. Outside funding would be necessary. State and federal grants, as well as collaboration partners, are being pursued.

COVID Health Risk Update. Council Member Stemer provided an update on Porter County COVID infections and hospitalizations, in addition to information on new health risks presented by the *omicron* variant. Whether future Council Meetings will be conducted in person or via teleconference will be determined based on current conditions.

With no further business, the meeting adjourned at 8:00 PM.

The next regular meeting of the Town Council is 7:00 PM, January 11, 2022.

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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 DECEMBER 2021

<u>CLAIMANT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Payroll, Gross	December payroll, gross	\$ 14,766.57
Payroll, Net	December payroll, net	\$ 11,980.84
Indiana Dept of Revenue	December payroll, state w/h	\$ 686.89
EFTPS	December payroll, fed w/h, fica/med	\$ 3,228.48
Frontier	Phone and Internet	\$ 96.50
Tree Bee Arborist	Hill Drive Beach Cleanup	\$ 1,650.00
NIPSCO	Mineral Springs and Rt 12	\$ 17.67
Comcast	Phone and Internet	\$ 129.64
NIPSCO	Gas and Electric	\$ 1,044.94
Frontier	Phone and Internet	\$ 102.10
Republic Services	Waste Service	\$ 120.75
Capital One VISA	Clubhouse fuses	\$ 182.30
Anton Insurance	Treasurer Surety Bond	\$ 150.00
Bill Sandrick	Ecological Cost Share Grant	\$ 500.00
Datagraphics	Contractor Forms	\$ 34.50
Down to Earth	Clubhouse Sprinkler Shutoff	\$ 109.00
Duneland Chamber of Comm	Membership 2022	\$ 295.00
Ecorealm LLC	Environmental Town-wide	\$ 744.45
Hopkins Ace Hardware	Supplies	\$ 80.96
Hurd Media Group	Legal Notice, road bid	\$ 25.72
John Fejes	Expense Reimbursement	\$ 5.60
Mark Taylor	Expense Reimbursement, phone	\$ 420.00
Menards, Portage	Supplies	\$ 91.88
Phyllis Tabachnik	Ecological Cost Share Grant	\$ 500.00
Per Mar Security	Clubhouse and Town Hall Monitoring	\$ 231.75
Pinkerton Oil	Vehicle Fuel	\$ 167.96
Pulse Technology	Minutes Book	\$ 321.99
Robin Tennant	Ecological Cost Share Grant	\$ 500.00
Town of Porter	Fire Service Contract, 2nd	\$ 10,462.50
Tilden Enterprises	Supplies	\$ 5.75
T & M Tire	Tire	\$ 238.25
The Times Media Company	Legal Notice, road bid	\$ 24.28
Dan Whitten	Legal, 4th Q Retainer	\$ 2,750.00
Indiana American Water	Water	\$ 82.64
Rearick Development	Merry-Go-Round	\$ 669.88
Comcast	Phone and Internet	\$ 443.25
Susan Jeffrey	Clubhouse Deposit Refund	\$ 1,000.00
Total DECEMBER, 2021		\$ 53,862.04

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