

**TOWN OF DUNE ACRES  
COUNCIL MINUTES  
February 15, 2022**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, February 15, 2022, via video conference. President Richard Hawksworth called the meeting to order at 7:35 p.m., with Council Members Alexander Stemer and Paul Woidke, Clerk-Treasurer Jeannette Bapst, and attorney Adam Mindel in attendance.

**APPROVAL OF MINUTES:**

It was moved and seconded that minutes for the January 11, 2022 Council Meeting, the January 11, 2022 Cumulative Capital Development Fund Public Hearing, and the January 11, 2022 American Rescue Plan Additional Appropriation Public Hearing be approved as presented. Roll call vote was unanimous; motion passed.

**FINANCIAL REPORT:**

**BANK BALANCES 01/31/2022**

Porter State Bank	\$334,835.19
Trust Indiana	\$158,185.73
Record Balance	\$493,020.92

**BREAK DOWN OF FINANCES AMONG FUNDS  
As of January 31, 2022**

FUNDS	CASH BALANCE 01-31-22
GENERAL	157,572.68
MOTOR VEHICLE HIGHWAY	29,837.69
LOCAL ROAD AND STREET	25,283.09
MOTOR VEHICLE HWY RESTRICT	4,532.72
PARK & RECREATION	47,620.27
RAINY DAY FUND	110,000.00
CCI	1,336.55
CCD	28,813.98
CEDIT	17,968.09
RIVERBOAT REVENUE SHARING	487.33
Donations	31,281.39
ARP Covid Relief	20,545.30
Lake Michigan Coastal Grant*	.00
Construction Security Dep*	15,000.00
Sales Tax Club House Rental*	82.68
Club House Rental Deposit*	1,600.00
Community Crossings Grant	.00
<b>TOTAL FUNDS</b>	<b>\$ 491,961.77</b>

\*Those funds marked with an asterisk are designated monies and can only be spent for the designated purpose.

APP BAL.	% Left
445,254	96
60,000	100
6,000	100
9,000	100
50,000	100
1,000	100
35,000	100
20,000	100
1,000	100

Clerk-Treasurer Bapst presented the January month-end financial report. She noted the Town's accounting system had been updated on January 1<sup>st</sup> to incorporate Indiana State Board of Accounts new prescribed four-digit fund numbers. Bapst also noted the Indiana State Board of Accounts was currently conducting the required audit/financial review of Town records for the period January 1, 2016 to December 31, 2020. Once completed, an exit interview will be conducted with Town officials and the audit report published. 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 February, 2022, #7476 - #7504, in the amount of \$60,107.18 be approved. Roll call vote was unanimous; motion passed.

## CORRESPONDENCE RECEIVED:

Dog Classes – Resident Sara McKinley had submitted a letter to the Council advising that winter dog training classes for residents at the Town Hall had concluded. She intends to continue classes in March.

Northern Indiana Public Service Company (NIPSCO) Cable and Line Work – Correspondence was received from NIPSCO regarding upcoming electrical service upgrades to be completed in Dune Acres this spring and early summer. Town officials are meeting with the NIPSCO Project Manager next week to discuss timelines and to coordinate Town road paving and environmental restoration work that will take place around the same time.

## COMMISSIONERS REPORTS:

**ENVIRONMENTAL:** It was agreed by consensus to conduct the Spring Town Cleanup on April 30, 2022. Environmental Commissioner Robin Tennant is coordinating the community event.

**SECURITY:** Security Commissioner Bill Griffin shared his concerns about National Park visitor traffic and Cowles Bog parking lot congestion that is expected during the upcoming beach season. He said the new park admission fees would add another layer of complication for town security staff. President Hawksworth said he would schedule a time for town personnel to meet with park officials.

**ROADS:** President Hawksworth asked that Building Commissioner Roberts be contacted to alert contractors about upcoming frost law vehicle weight limit restrictions.

## OLD BUSINESS

Ordinance 2022-01, Cumulative Capital Development Fund Re-Establishment, Second Reading and Adoption. It was moved and seconded to approve second reading and adoption of Ordinance #2022-01, Cumulative Capital Development (CCD) Fund Re-Establishment. Roll call vote was unanimous; motion passed.

The Ordinance increases the town's CCD rate for taxes payable in 2023 from .0328 per \$100 net assessed valuation to .0370 per \$100 net assessed valuation. Following completion of all required steps in the rate-establishment process, the Indiana Department of Local Government Finance will determine if the change is approved.

100-Year Commemoration Committee. The Council formally established the *Town of Dune Acres 100-Year Commemoration Committee* comprised of eighteen (18) resident volunteers. Co-Chairs Shawn Fitzpatrick, Louise Roberts, and Heidi Studebaker were named. The Council looks forward to receiving the Committee's recommendations on how to celebrate the Town's September, 1923 incorporation.

Plan Commission Executive Appointment. President Rich Hawksworth announced his executive reappointment of Mary Boeke to the Plan Commission for the term January 2022 to January 2026.

## NEW BUSINESS

2022 Insurance Renewal. Jim Anton of Anton Insurance presented the town's 2022 proposed renewal package, with premiums changed from \$13,097 to \$13,598. Following discussion, it was moved and seconded to accept the package. Roll call vote was unanimous; motion passed. Anton was asked to schedule a re-valuation of assets, including all town buildings and facilities. Council review of the new suggested values, along with review of premium options for increasing deductibles will follow.

Westchester Public Library Property in Dune Acres. Information was shared regarding the Town seeking donation of unimproved property owned by the Westchester Public Library, located at the corner of West Road and Hill Drive, in order to keep it naturally preserved in

perpetuity. Library Director Lisa Stamm advised the town on January 21, 2022, that the Library Board would be taking more time to consider the donation.

Ordinance 2022-03, 2022 Salary Revision, First/Second Reading/Adoption. It was moved and seconded to approve first reading of Ordinance 2022-03, 2022 Salaries, Revised. Roll call vote was unanimous, motion carried. It was then moved and seconded to suspend second reading. Roll call vote was unanimous, motion carried. Finally, it was moved and seconded to adopt Ordinance 2022-03, 2022 Salaries, Revised. Roll call vote was unanimous, motion carried.

The Ordinance revision was recommended by Maintenance Commissioner Dick Taylor to increase the annual salary of the Maintenance Employee from \$31,500 previously adopted to \$33,075 for 1750 hours per year. Vacation and holiday pay for the position remain in place.

Environmental Law and Policy Center Air Monitoring. Town officials are collaborating with the Environmental Law and Policy Center (ELPC) to conduct air monitoring in Dune Acres. Details on project implementation will be finalized soon.

2021-22 Deer Cull Final Report, Aerial Count Survey. The 2021-22 Deer Cull final report, as submitted to the DNR, was presented to the Council, noting a total of 10 deer taken this season.

Dune Acres' contracted aerial deer survey was conducted on January 30, 2022, in partnership with the towns of Ogden Dunes and Beverly Shores. The survey report has not yet been received.

Town Vehicle Accident Report, Lease Agreement. The police report covering the January 24, 2022 accident on East Road involving the town's maintenance truck and a resident vehicle was presented. Repairs to the town truck are estimated at \$8,000 with resident vehicle repairs under review.

Due to the estimated 6-8 week service period for town truck repairs, a Lease Agreement was presented for approval that would allow the town to utilize the maintenance employee's personal vehicle at a rate of \$125.00 per week - a savings over a commercial rental. The agreement had been approved by counsel and the town's insurance carrier. It was moved and seconded to approve the Lease Agreement. Roll call vote was unanimous, motion carried.

**OTHER BUSINESS:**

None

With no further business, the meeting adjourned at 8:10 PM.

The next regular meeting of the Town Council is 7:00 PM, March 15, 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 - FEBRUARY 2022

<u>CLAIMANT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Frontier	Phone and Internet	\$ 96.50
NIPSCO	Rt 12 and Mineral Springs	\$ 17.74
Comcast	Phone and Internet	\$ 362.74
Indiana American Water	Water	\$ 82.64
Payroll, Gross	February payroll, gross	\$ 13,974.62
Payroll, Net	February payroll, net	\$ 11,490.30
Payroll, Gross	February payroll, gross correction	\$ 1,500.00
Payroll, Net	February payroll, net correction	\$ 1,144.92
Indiana Dept of Revenue	February payroll, state w/h	\$ 710.82
EFTPS	February payroll, fed w/h, fica/medicare	\$ 3,312.40
Anton Insurance	Insurance	\$ 13,598.00
NIPSCO	Gas and Electric	\$ 1,414.86
Frontier	Phone and Internet	\$ 101.81
Bryan McFadden	Deer Cull Reimbursement	\$ 252.88
Kevin Devereaux	Deer Cull Reimbursement	\$ 957.08
Capital One VISA	Vehicle Fuel, Supplies	\$ 185.92
David's Lawncare	January Plowing, Salt	\$ 8,631.25
Ellis Electric	Gatehouse Repair	\$ 104.50
Hopkins Ace Hardware	Supplies	\$ 95.97
Hurd Media Group	Legal Notices, ARP, Annual Report	\$ 93.99
Menards, Portage	Supplies	\$ 228.66
Quill Office Products	Supplies	\$ 163.99
Reeders Auto Service	Oil Change	\$ 94.87
Republic Services	Waste Service	\$ 120.75
Star Uniform	Security Uniform	\$ 90.99
Times Media Company	Legal Notices, ARP	\$ 22.08
Tilden Enterprises	Supplies	\$ 123.53
Ecorealm	Plampin Park	\$ 982.33
Pinkerton Oil	Vehicle Fuel	\$ 151.04
Total FEBRUARY, 2022		\$ 60,107.18

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