

**TOWN OF DUNE ACRES  
Draft COUNCIL MINUTES  
November 15, 2022**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, November 15, 2022, at the clubhouse. Council 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 in attendance.

**APPROVAL OF MINUTES:**

It was moved and seconded that minutes for the October 17, 2022 Council Meeting and October 17, 2022 Public Hearing be approved as presented. Vote was unanimous in favor; motion passed.

**FINANCIAL REPORT:**

**BANK BALANCES 10/31/2022**

Porter State Bank	\$284,897.76
Trust Indiana	\$159,508.07
Record Balance	\$444,405.83

\*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, 2022**

FUNDS	CASH BALANCE 10-31-22	APP BAL.	% Left
GENERAL	123,353.87	161,961	35
MOTOR VEHICLE HIGHWAY	16,629.13	4,523	7
LOCAL ROAD AND STREET	27,621.49	0	0
MOTOR VEHICLE HWY RESTRICT	2,885.38		
PARK & RECREATION	43,737.27	36	0
RAINY DAY FUND	110,000.00	50,000	100
CCI	554.01	00	00
CCD	24,814.31	9,358	27
CEDIT	12,039.55	677	3
RIVERBOAT REVENUE SHARING	1,803.50	1,000	100
Donations	33,770.39		
ARP Covid Relief	41,246.14		
Lake Michigan Coastal Grant*	-2,200.00		
Construction Security Dep*	7,500.00		
Sales Tax Club House Rental*	373.18		
Club House Rental Deposit*	.00		
Community Crossings Grant	.00		
<b>TOTAL FUNDS</b>	<b>\$ 444,128.22</b>		

Clerk-Treasurer Bapst presented the October month-end financial report. Included was the 2023 Budget 1782 Notice from the Indiana Department of Local Government Finance which verifies the property tax levy, tax rates and appropriations for the coming year. Bapst noted the Trust Indiana municipal investment pool is now paying 2.5% interest, up from less than .5% earlier this year. Following receipt of December's property tax distribution, Bapst will begin maximizing interest income by making regular cash transfers between the Town's Porter Bank and Trust Indiana accounts. It was moved and seconded to approve the financial report. Vote was unanimous in favor; motion passed.

**PAYMENT OF CLAIMS:**

It was moved and seconded that claims for the month of October, 2022, #7739 - #7771, in the amount of \$65,036.48 be approved. Vote was unanimous in favor; motion passed.

## CORRESPONDENCE RECEIVED:

Prescribed Burn Objection, Riffle: Resident Bruce Riffle submitted an email objecting to the prescribed burn conducted on November 10, 2022, by National Park Service (NPS) personnel on National Park property and on Town of Dune Acres parkland located east of Mineral Springs Road and south of East Road. Riffle stated the smoke was too much for his family, and as one of the nicest days of the Autumn, it ruined the afternoon.

Extensive discussion was held regarding stakeholder opinions on the success and/or appropriateness of the NPS prescribed burn. The size of the burn, the wind velocity, the wind direction, the wind inversion, and the amount of smoke were all noted. Council member Stemer requested more input from residents regarding how the burn may have impacted them. Council President Hawksworth explained the necessity of prescribed burns on the oak savannah habitat. More conversation with the NPS prior to future prescribed burns was requested.

## COMMISSIONERS REPORTS:

**BEACH**: Discussion was held regarding the final seasonal cleanup of Town beaches, including removal of all personal items and boats. Bapst was instructed to contact Beach Commissioner Rob Carstens on completion timeline.

**ROADS**: Roads Commissioner David Kudrna telephoned to discuss an issue with drainage at the Tutlewski residence, 23 Crest Drive. Homeowner Sharon Tutlewski requested the Town correct a water runoff problem that impacts her home during significant rain events, which she states did not occur prior to the 2019 paving of the Crest Drive 'spur.' Details of the 2019 paving, which covered approximately 100 feet of public roadway and approximately 120 feet of private drive, were reviewed. Kudrna's remediation recommendation was estimated at \$25,000 and would be sited on private property. Council members agreed to review the roadway on November 19, 2022, 9:00 am, with notification to effected property owners.

**ENVIRONMENT**: In August 2022, the Town of Dune Acres was notified of a Lake Michigan Coastal Program grant award for restoration of Town Park S – an approximate 7.5-acre parcel located between Linden Lane and Hill Drive, with 2 corridor extensions to the lakefront. Town Park S is contiguous to Town Park A, which is in the final stages of restoration (also funded through a Lake Michigan Coastal Program grant.)

A Request for Proposal for the restoration project was developed by the Town in collaboration with the Indiana Department of Natural Resources, and distributed to seven (7) contractors on October 17, 2022.

It was moved and seconded to award the restoration contract to Cardno, Walkerton Indiana, as the lowest, most responsive proposal in the amount of \$35,000. Vote was unanimous in favor, motion passed. Work will take place over the next two years.

## OLD BUSINESS

Ordinance 2022-08, ARP Additional Appropriation, Second Reading and Adoption. It was moved and seconded to approve second reading and adoption of Ordinance 2022-08, American Rescue Plan additional appropriation. Vote was unanimous in favor, motion passed. Projects adopted include clubhouse air conditioning, air filtration upgrade and electrical upgrade; security office back door and entrance landing; and clubhouse American with Disability Act code-compliant chair lift, with a total additional appropriation of \$41,246.

Ordinance #2022-09, Amend Chapter 10, Division 2, Section 10-28. It was moved and seconded to approve second reading and adoption of Ordinance #2022-09, Amendment to Chapter 10, Division 2, Section 10-28. Vote was unanimous in favor, motion passed. The amendment adds section (k) Exterior Lighting, citing conformance with the joint International Dark-Sky Association and the Illuminating Engineering Society *Model Lighting Ordinance* required for new construction and improvements, aimed at regulating outdoor lighting within the Town.

Resolution 2022-05, Town Lighting Goals. It was moved and seconded to approve Resolution 2022-05, Town Lighting Goals. Vote was unanimous in favor, motion passed. The resolution affirms Town Council commitment to ‘dark sky’ principals by establishing the goal of bringing all municipal buildings and facilities in compliance with Ordinance 2022-09 within five (5) years, or as soon as practical, and to identify non-compliant residential lighting and notify homeowners of such non-compliance, providing suggestions as to compliant alternatives.

#### NEW BUSINESS

Dune Acres Historical Society, data storage proposal. Town Historical Committee member Heidi Studebaker informed the Council on work underway to update and enhance the Town history web link. A full proposal will be presented to the Council in December, along with the project funding request. Studebaker and the entire Historical Committee were commended for their hard work on behalf of the Town.

Destruction of Public Records, State Form 44905. 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. Vote was unanimous in favor, motion passed. Bapst will submit required documentation to County and State agencies.

Town Vehicle Accident Report. A report on minor damage incurred to the town security vehicle during the October 30<sup>th</sup> trick or treat was presented. There were no injuries and repairs are scheduled for November.

Town Council Meeting Location. It was agreed by consensus to conduct future meetings of Town Council at the Town Hall.

#### OTHER BUSINESS:

Clubhouse Chair Cushions and Pillows. Residents Michele McClead and Mary Boeke were recognized for facilitating the clubhouse furniture cushion and pillow replacement; a DACIF-funded project.

Live Stream Meetings: Council member Woidke asked for an update on technology for Town Council live streaming meetings as discussed last Spring. Bapst was asked to follow up with Rob Carstens regarding technology options and costs.

With no further business, the meeting adjourned at 8:20 PM.

The next regular meeting of the Town Council Meeting is 7:00 PM, December 20, 2022 at the Town Hall.

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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 - NOV 2022

<u>CLAIMANT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alex Demkovich	Construction Deposit Refund	\$ 7,922.00
Town of Dune Acres	Occupancy Permit Fee	\$ 100.00
Payroll, Gross	November payroll, gross	\$ 15,709.80
Payroll, Net	November payroll, net	\$ 12,680.38
Indiana Dept of Revenue	November payroll, state w/h	\$ 722.98
EFTPS	November payroll, fed w/h, fica/med	\$ 3,508.25
Frontier	Phone and Internet	\$ 104.13
Justins Tree Service	Roadside Pickup, Tree Removal	\$ 7,840.00
NIPSCO	Gas and Electric	\$ 153.21
Pride Toilet Company	Beach Toilet	\$ 360.00
Star Uniforms	Security Uniforms	\$ 233.00
Republic Services	Waste Service	\$ 125.00
Frontier	Phone and Internet	\$ 108.30
NIPSCO	Gas and Electric	\$ 735.64
Capital One VISA	Membership	\$ 14.99
AE Boyce	Financial Software License	\$ 3,598.00
Daniel Waryck	Environmental Cost Share Grant	\$ 500.00
Datagraphics	Forms, Contractor Placard	\$ 39.50
Ecolrealm	Environmental, Town Wide	\$ 1,390.39
Homewood Disposal	Dumpsters	\$ 1,530.00
Hopkins Ace Hardware	Supplies	\$ 171.93
Interstate Rentals	Track Loader Rental	\$ 1,117.00
Jeaneen Dougherty	Reimbursement, Supplies, Fuel	\$ 99.37
Jeannette Bapst	Reimbursement, Postage	\$ 17.55
Justins Tree Service	Roadside Pickup	\$ 450.00
Luna Carpentry	Clubhouse Christmas Tree Rebuild	\$ 4,400.00
Menards - Portage	Supplies	\$ 555.62
Pinkerton Oil	Vehicle Fuel	\$ 324.15
Times Media Company	Legal Notice	\$ 25.03
Tilden Enterprise	Supplies	\$ 89.85
Quill	Supplies	\$ 163.90
Kittredge and Zehner	Quarterly Bank Audit	\$ 153.00
Indiana American Water	Water	\$ 93.51
Total NOVEMBER, 2022		\$ 65,036.48

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