

**TOWN OF DUNE ACRES
COUNCIL MINUTES
December 20, 2022**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, December 20, 2022, at the Town Hall. Council President Richard Hawksworth called the meeting to order at 7:00 p.m., with Council Member Paul Woidke, Clerk-Treasurer Jeannette Bapst, and attorney Adam Mindel in attendance.

APPROVAL OF MINUTES:

It was moved and seconded that minutes for the November 15, 2022 Council Meeting be approved as presented. Vote was unanimous in favor; motion passed.

FINANCIAL REPORT:

BANK BALANCES 11/30/2022

Porter State Bank	\$250,538.90
Trust Indiana	\$159,977.17
Record Balance	\$410,516.07

*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, 2022**

FUNDS	CASH BALANCE 11-30-22	APP BAL.	% Left
GENERAL	97,089.00	132,766	28
MOTOR VEHICLE HIGHWAY	14,098.96	1,523	1
LOCAL ROAD AND STREET	28,757.19	0	0
MOTOR VEHICLE HWY RESTRICT	3,355.21		
PARK & RECREATION	43,737.27	36	0
RAINY DAY FUND	110,000.00	50,000	100
CCI	554.01	00	00
CCD	16,124.31	668	2
CEDIT	12,039.55	677	3
RIVERBOAT REVENUE SHARING	2,126.37	0	0
Donations	34,120.39		
ARP Covid Relief	41,246.14		
Lake Michigan Coastal Grant*	-2,200.00		
Construction Security Dep*	7,500.00		
Sales Tax Club House Rental*	429.18		
Club House Rental Deposit*	.00		
Community Crossings Grant	.00		
TOTAL FUNDS	\$ 409,777.58		

Clerk-Treasurer Bapst presented the November month-end financial report. Bapst reported the Fall property tax settlement had been received with 104.30% collections. The overage of \$19,647.74 has been deposited in the levy excess fund, with direction from the Indiana Department of Local Government Finance expected in 2023 regarding the statutory allocation of these dollars. It was moved and seconded to approve the financial report. Vote was unanimous in favor; motion passed.

PAYMENT OF CLAIMS:

Following approval of Resolution #2022-06, it was moved and seconded that claims for the month of December, 2022, #7772 - #7814, in the amount of \$93,380.28 be approved. Vote was unanimous in favor; motion passed.

CORRESPONDENCE RECEIVED:

none

COMMISSIONERS REPORTS:

BUILDING: As had been recommended by Building Commissioner Tom Roberts, it was moved and seconded to approve Building Permit #2022-20, 20 West Road, \$35,827 driveway paving. Vote was unanimous in favor, motion passed.

MAINTENANCE: Maintenance Commissioner Dick Taylor reported on completed 2022 projects including tennis court/pickleball court refinishing, town hall exterior repairs and paint, Hill Drive stairs and deck, Hill Drive retaining wall, security office back door and interior furnishings, restored park benches, new town hall carpet, new clubhouse Christmas tree frame, new clubhouse furniture cushions, additional beach walking mats, additional beach buoys, Oak Drive beach access improvements, and paving throughout town. The year's projects totaling approximately \$300,000 were funded through combination of town dollars, state grants, and Dune Acres Civic Improvement Foundation support.

SECURITY: Security Commissioner Bill Griffin reported on meetings recently held with PerMar Security to examine the town's surveillance hardware and to obtain quotes on system upgrades.

OLD BUSINESS

Ordinance 2022-10, 2023 Salary Ordinance Revised, First and Second Reading, Adoption. It was moved and seconded to approve first reading of Ordinance 2022-10, 2023 Salary Ordinance, Revised. Vote was unanimous in favor, motion passed. It was then moved and seconded to suspend rules for second reading. Motion passed. It was then moved and seconded to approve adoption. Vote was unanimous in favor, motion passed. The revised schedule changes the hourly rate for one security employee.

Historical Commission Web Upgrade, revised proposal. Dan Kleine requested an initial amount not to exceed \$2,000 from the Town for digitizing historical records and for upgrading the history web page. It was moved and seconded to appropriate \$2,000 in 2023. Vote was unanimous in favor, motion passed.

Centennial Committee Funds Request. Centennial Committee member Louise Roberts presented an estimated budget for recognizing and celebrating the Town's centennial. Following discussion, it was moved and seconded to appropriate \$3,000, with the understanding that additional funds would be allocated once agreement was reached on activities. Vote was unanimous in favor, motion passed.

NEW BUSINESS

Resolution 2022-06, Transfer to the Rainy Day Fund. It was moved and seconded to approve Resolution 2022-06, Transfer to the Rainy Day Fund. Vote was unanimous in favor, motion passed. The resolution authorizes the Clerk-Treasurer to transfer \$5,000 each from the General Fund, Local Road and Street Fund, Motor Vehicle Highway Fund, and Cumulative Capital Improvement Fund, totaling \$20,000, to the Rainy Day Fund. The transfer restores the Rainy Day Fund to its original \$130,000 as established from water utility sale proceeds.

2023 Town Council Meeting Calendar. It was moved and seconded to approve the 2023 Town Council Meeting Calendar. Vote was unanimous; motion passed. All meetings are scheduled for the 3rd Tuesday of the month at 7:00 PM. Bapst will forward the meeting schedule to media as required.

2023 Town Attorney Contract. It was moved and seconded to approve the Legal Services Contract with Adam Mindel as presented. Vote was unanimous; motion passed. The annual retainer is unchanged at \$11,000, with a \$150.00 hourly rate for additional services.

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

2022 Dune Acres Civic Improvement Foundation Grant Summary. A report of DACIF-funded projects for 2022 was presented, totaling \$28,239. DACIF President Paul Woidke recognized residents who contribute as being the sole reason for the foundation's success.

OTHER BUSINESS:

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

The next regular meeting of the Town Council Meeting is 7:00 PM, January 17, 2023 at the Town Hall.

RICHARD HAWKSWORTH, Town Council President

PAUL WOIDKE, Town Council Member

ALEXANDER STEMER, Town Council Member

JEANNETTE E. BAPST, Clerk-Treasurer

CLAIMS - DEC 2022

<u>CLAIMANT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Len Kareska	Environmental Cost Share Grant	\$ 500.00
Rick Atchley	Uniform Reimbursement	\$ 79.90
Payroll, Gross	December payroll, gross	\$ 16,718.67
Payroll, Net	December payroll, net	\$ 13,477.81
Duneland Carpet Connect	Town Hall Carpet	\$ 4,209.00
Comcast	Phone and Internet	\$ 307.69
Frontier	Phone and Internet	\$ 102.39
NIPSCO	Gas and Electric	\$ 18.52
Theresa Weakland	Environmental Cost Share Grant	\$ 500.00
Indiana Dept of Revenue	December payroll, state w/h	\$ 767.98
EFTPS	December payroll, fed w/h, fica/med	\$ 3,751.85
Frontier	Phone and Internet	\$ 114.73
NIPSCO	Gas and Electric	\$ 1,097.55
Capitol One VISA	Fuses, Fuel, Vac, Gravel	\$ 1,211.05
Indiana American Water	Water	\$ 33.81
Republic Services	Waste Service	\$ 125.00
Anton Insurance	Treasurer Surety Bond	\$ 150.00
Datagraphics	Parking Passes	\$ 259.55
Dauids Lawncare	Salt Application	\$ 350.00
Down to Earth	Clubhouse sprinkler close	\$ 118.00
Duneland Chamber	Membership	\$ 275.00
Hopkins Ace Hardware	Supplies	\$ 114.39
JP Cooke	Dog Tags	\$ 75.00
Haines Collision	Vehicle Repair Deductible	\$ 500.00
Jeaneen Dougherty	Reimbursement, expense	\$ 47.46
Luna Carpentry	Security back door and landing	\$ 4,650.00
Mark Taylor	Annual Phone Expense Reimb	\$ 420.00
Menards, Portage	Supplies	\$ 273.61
Mindel & Mindel	Legal Retainer, 4th Q	\$ 2,750.00
Per Mar Security	Town Hall Monitor	\$ 243.33
Pinkerton Oil	Vehicle Fuel	\$ 146.20
Quill Office Supplies	Supplies	\$ 448.02
Town of Porter	Fire Contract, 2nd	\$ 10,462.50
Professional Pest Mgmt	Pest Control	\$ 50.00
Reling Refrigeration	Security Office Repairs	\$ 520.47
Uline	Security Office Shelving	\$ 1,065.34
Town of Dune Acres	Transfer to Rainy Day Fund	\$ 20,000.00
Comcast	Phone and Internet	\$ 363.03
Indiana American Water	Clubhouse	\$ 48.68
Ecorealm	Environmental town-wide	\$ 6,219.27
Comcast	Phone and Internet	\$ 272.50
Quill Office Supplies	Supplies	\$ 91.98
Justins Tree Service	Roadside Brush Pickup	\$ 450.00
Total DECEMBER, 2022		\$ 93,380.28
