

**TOWN OF DUNE ACRES  
COUNCIL MINUTES  
May 15, 2018**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, May 15, 2018, at the Town Hall. Council President Rich Hawksworth called the meeting to order at 7:00 p.m., with Council Members Peter Bomberger and Alexander Stemer, Clerk-Treasurer Jeannette Bapst, and Attorney Adam Mindel representing Dan Whitten in attendance.

**APPROVAL OF MINUTES:**

It was moved and seconded that the minutes for the April 17, 2018, Town Council Meeting and May 4, 2018, Work Session be approved as presented. Motion passed unanimously.

**FINANCIAL REPORT:**

**BANK BALANCES 04/30/2018**

Porter State Bank	\$ 233,722.84
TrustIndiana	\$ 290,748.55
Adjustments	
Record Balance	\$524,471.39

**BREAK DOWN OF FINANCES AMONG FUNDS  
As of April 30, 2018**

FUNDS	CASH BALANCE 04-30-18
GENERAL	99,881.86
MOTOR VEHICLE HIGHWAY	29,434.21
LOCAL ROAD & STREET	11,448.05
PARK & RECREATION	2,424.81
RAINY DAY FUND	131,930.78
CCI	-273.27
CCD	20,057.31
LIT	21,912.38
RIVERBOAT REVENUE SHARING	1,175.99
Donations*	33,333.41
Clubhouse Dune Grant*	00
Construction Security Dep*	32,500.00
SalesTaxClubHouseRental*	182.29
ClubHouseRentalDeposit*	2,800.00
Local Road & Bridge Grant Fund*	114,514.75
Levy Excess Fund*	21,913.81
<b>TOTAL FUNDS</b>	<b>\$ 523,236.38</b>

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

APP BAL.	% Left
\$247,978	66
\$60,000	100
6,000	100
\$7,715	96
\$50,000	100
0	0
\$30,000	100
\$20,000	100
\$2,000	100

Clerk-Treasurer Bapst presented the April month-end financial report. It was moved and seconded to approve the financial report. Motion passed unanimously.

#### PAYMENT OF CLAIMS:

It was moved and seconded that claims for the month of May 2018, #6080 - #6109, in the amount of \$39,265.27 be approved. Motion passed unanimously.

#### CORRESPONDENCE RECEIVED:

none

#### COMMISSIONERS REPORTS:

**BEACH:** Commissioner Rob Carstens requested Council approval to conduct beach grooming activities at all of the town's public access sites in order to provide safe beach pathways for residents. He said the condition of access sites relative to erosion and cliffs varied widely, depending on the location. Care will be taken to create the least disturbance possible. The Council approved beach grooming activities. President Hawksworth will notify National Lakeshore officials about town plans as a courtesy.

Carstens also reported that erosion was presenting a threat to the East Beach deck, with the cliff currently a few feet away from the structure's north edge. As part of beach grooming efforts, he will deposit sand in front of the deck and will monitor whether it works as a protection measure.

All contracts and permits for the town's Independence Day fireworks display are in place. Carstens hoped access to the beach staging area in front of the clubhouse would not be blocked by high water levels.

Carstens had consulted a number of town residents about the stairs constructed by the Stopler's on town property, in front of their 5 Beach Drive home. It was Carsten's recommendation that the stairs not be removed since they were in good condition and currently provided a means to walk from the road, over riprap, to the sand. The Council agreed by consensus to take ownership of the stairs. An official agreement memorializing ownership will be prepared. President Hawksworth will contact the Stopler's to advise them of the Council's decision and of stair ownership status going forward.

Carstens planned to coordinate a beach cleanup with Environmental Commissioner Robin Tennant. He noted the large tire on East Beach had been removed last month.

Carstens advised that the safety buoy equipment replacement order had been executed. He expected buoys to be installed prior to Memorial Day.

Resident Aaron Powers, 16 Ridge Drive, has offered the town use of a Taskmaster skidsteer owned by his company, provided the town store the unit. Beach Commissioner Carstens and

Maintenance Commissioner Taylor hoped for Council approval, stating it would be helpful throughout the year for a variety of tasks. Taylor said it would be stored inside the maintenance building. After discussion, the Council agreed to accept the offer, pending insurance agent review and execution of a lease agreement.

**BUILDING:** Building Commissioner Tom Roberts said the three major construction projects were proceeding well.

He then reported that the town's postal carrier advised him that past practice of town residents using mailboxes for personal, non-official correspondence could no longer take place. The Council agreed to notify residents via town email.

**MAINTENANCE:** Maintenance Commissioner Dick Taylor reported on a number of completed projects including road drain location/repair at Fern and Ridge, gutter replacement at the Town Hall, roadside cleanup and improvement at Ridge and Circle, and general roadside cleanup.

**PARKS:** It was reported that Parks Commissioner Kellie Klein was meeting with a playground equipment representative to review equipment options for the town park. Replacing broken and worn parts on the current large structure is becoming cost-prohibitive.

**ROADS:** The town's LTAP Asset Management Plan had been approved by the State, and will become part of the next Community Crossings Road Grant application.

Initial information on the 2018 Community Crossings Road Grant had been received. Small towns will again be eligible for a 75/25 match. Bapst said a project timeline was being developed for presentation to the Council in June.

**SECURITY:** Commissioner Bill Griffin and Council Member Alex Stemer finalized details to refresh the town's supply of opioid overdose antidote. Stemer added that any resident wanting a supply for their home should contact him.

#### **OLD BUSINESS:**

Sale of Parkland: The town received one bid in response to the *Notice of Sale of Small Parcel of Public Land* from the Swygert family, 4 Shore Drive, in the amount \$51,000. It was moved and seconded to accept the bid. Motion passed unanimously.

Discussion was held on the draft Purchase Agreement presented by counsel Mindel. Town officials will review terms and finalize the document over the next several days.

It was moved and seconded to approve Resolution 2018-01, Authorized Representative. Motion passed unanimously. The resolution designates Clerk-Treasurer Bapst as town representative and signatory for all documents necessary to complete the sale of parkland.

Emergency Access Road Improvement: Discussion was held regarding the emergency access road improvement project, including review of the May 4<sup>th</sup> work session, the construction timeline, and gate design. Easement owners John and Dona Quinn, who were present at the meeting, asked to be notified when boundary markers were placed and to be provided details on berm specifications. They also asked to participate in the gate design discussions relative to its appearance.

A resident expressed concern about potential plans to restrict pedestrian, bicycle, and motorized scooter traffic at the emergency access point. He hoped that residents would have an opportunity to provide input before a final decision was made.

NEW BUSINESS:

Clubhouse Rental 8-18-18: It was moved and seconded to approve an August 18, 2018 clubhouse rental. Motion passed unanimously.

2019 Budget Calendar: The Council agreed by consensus to accept the proposed timeline which specified August 21<sup>st</sup> for the Budget Hearing and September 18<sup>th</sup> for Budget Adoption.

Realtor Town-Wide Open House: A real estate broker open house was being planned for June, date to be determined. Security Commissioner Griffin was working with organizers to ensure town visitors would be appropriately directed.

OTHER MATTERS:

With no other matters duly brought before the Town Council, the meeting was adjourned at 8:20 PM.

The next regular meeting of the Town Council is June 19, 2018.

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RICH HAWKSWORTH, Town Council President

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PETER BOMBERGER, Town Council Member

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ALEXANDER STEMER, Town Council Member

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JEANNETTE E. BAPST, Clerk-Treasurer

CLAIMS FOR May, 2018

<u>CLAIMANT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Steve Suida Septic	Clubhouse septic field repairs	\$ 540.00
Steve Suida Septic	Clubhouse septic field repairs	\$ 360.00
NIPSCO	Tennis Court	\$ 15.18
Sprint	Security Mobile	\$ 88.50
Comcast	Phone and Internet	\$ 145.90
Payroll, Gross	May payroll, gross	\$ 13,401.57
Payroll, Net	May payroll, net	\$ 10,655.94
Indiana Dept of Revenue	May payroll, state w/h	\$ 637.74
EFTPS	May payroll, fed w/h, fica/medicare	\$ 3,133.12
Frontier	Phone and Internet	\$ 93.00
Frontier	Phone and Internet	\$ 92.92
NIPSCO	Gas and Electric	\$ 525.01
Bren-Mark Window	Clubhouse window clean	\$ 516.00
VISA, Capital	Vehicle lamps, backgrnd ck	\$ 210.35
Rob Carstens	Reimbursement, beach tire removal	\$ 150.00
Duneland Gutters	Town Hall gutter	\$ 346.00
Justin's Tree Service	Environmental, donation use	\$ 1,800.00
Menards, Portage	Maintenance Supplies	\$ 899.39
Perm-a-Seal	Tennis Court, Clbhse patio clean	\$ 2,700.00
Pinkerton Oil	Vehicle fuel	\$ 189.97
Republic Services	Waste Service	\$ 96.80
Bruce Riffle	Clubhouse deposit refund	\$ 600.00
Riggs Outdoor Mower	Mower and Chainsaw maintenance	\$ 507.23
The Times Media	Legal Notice	\$ 50.69
Tilden Enterprises	Clubhouse and Security supplies	\$ 269.95
WA Recycling	Dumpsters	\$ 700.00
Chesterton Tribune	Legal Notice	\$ 56.09
<b>TOTAL, MAY 2018</b>		<b>\$ 39,265.27</b>