

**TOWN OF DUNE ACRES
COUNCIL MINUTES
November 19, 2019**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, November 19, 2019, at the Town Hall. Council President Richard 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 October 22, 2019, Town Council Meeting be approved as presented. Motion passed unanimously.

FINANCIAL REPORT:

BANK BALANCES 10/31/2019

Porter State Bank	\$ 78,635.36
Trust Indiana	\$ 355,022.95
Record Balance	\$ 433,658.31

*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, 2019**

FUNDS	CASH BALANCE 10-31-19	APP BAL.	% Left
GENERAL	106,612.03	\$94,364	24
MOTOR VEHICLE HIGHWAY	41,870.43	\$43,174	71
LOCAL ROAD & STREET	14,922.52	\$1,702	28
MOTOR VEHICLE HWY RESTRICT	3,241.01		
PARK & RECREATION	46,677.61	\$48,840	80
RAINY DAY FUND	90,000.00	\$30,000	60
CCI	353.07	\$1,000	100
CCD	28,008.63	\$27,974	79
CEDIT	20,713.75	\$17,000	85
RIVERBOAT REVENUE SHARING	1,332.29	\$2,500	100
Donations*	24,843.32		
Clubhouse Dune Grant*	-4,404.00		
Construction Security Dep*	25,000.00		
SalesTaxClubHouseRental*	456.42		
ClubHouseRentalDeposit*	2,603.50		
Local Road & Bridge Grant*	30,272.26		
TOTAL FUNDS	\$ 432,502.84		

Clerk-Treasurer Bapst presented the October 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 November 2019, #6641 - #6665, in the amount of \$45,847.48 be approved. Motion passed unanimously.

CORRESPONDENCE RECEIVED:

Dune Acres Civic Improvement Foundation (DACIF) – An email from DACIF Present Laura Truax was reviewed. Truax reported the DACIF Board is interested in supporting replacement of wooden stairs located between Crest Drive and Ridge Drive, and between Hill Drive and Beach Drive. The Council agreed by consensus to solicit quotes for the two projects and collaborate with DACIF on stair replacement in 2020.

COMMISSIONERS REPORTS:

BEACH: Beach Commissioner Rob Carstens said boat inventories at all beaches were completed. He was contacting individual watercraft owners about winter storage registration requirements. He then reported the toilet shelter at East Beach had collapsed and will need to be replaced next year. Carstens and Mark Taylor were working on removing the old structure.

BUILDING: As had been recommended by Building Commissioner Tom Roberts, it was moved and seconded to approve the six-month extension of Building Permit #2017-17, 54 West Road new home construction. Motion passed unanimously.

Roberts had reported that non-compliant overhead electrical lines at 24 Circle had not been corrected. Following discussion on what notification measures had been taken to date, attorney Mindel was instructed to send a certified letter to the owner regarding next steps, with a deadline of January 1, 2020, at which time the town will take legal action.

SECURITY: Security Commissioner Bill Griffin reported that long-time security employee Phil Lepley had submitted his retirement letter effective January 1, 2020. Griffin and the Council recognized Lepley for his outstanding service to the community. Griffin said newly hired security employee Nativeth Sanchez had not reported for scheduled shifts, so her employment terminated on October 2, 2019.

Discussion was held regarding safety issues around the gatehouse relative to cars passing vehicles that stop to consult with security staff. An email will be distributed to residents, and if improvements are not seen, signage will be considered.

PARKS: A quote of \$1,000 was presented for replacing the four electrical junction boxes that support lighting for the two front tennis courts. The Council was previously advised that according to NIPSCO meter readings, the lights had not been used for over 2 years. Following discussion, and after consideration of Park Commissioner Kellie Klein's recommendation, the Council agreed by consensus to make the proposed repairs and to inform residents about lighting availability.

Klein had reported that ice rink set up would be completed soon.

OLD BUSINESS:

Seawall Project: It was noted the construction contractor for the seawall project had mobilized. Following extensive discussion, the Council agreed to consult with Great Lakes Engineering about increasing the seawall height. The Council then agreed by consensus to contract with Great Lakes Engineering for construction management services at a cost not to exceed \$3,000.

U.S. Environmental Protection Agency (EPA) Ambient Air Monitor: An update was provided regarding the Council's decision to collaborate with the EPA on placing equipment in Dune Acres that would monitor pollutants from area industry. A space on the north side of maintenance building had been selected for the equipment trailer. The EPA was developing a Site Agreement. The Council raised numerous concerns about liability. It was moved and seconded to execute the Site Agreement after it is reviewed by town's counsel, and only if counsel was satisfied that all liability issues were adequately addressed. Motion passed unanimously

NEW BUSINESS:

Ordinance #2019-04, 2020 Salaries, 1st Reading: President Hawksworth presented first reading of the 2020 Salary Ordinance. After discussion, it was moved and seconded to approve the first reading. Motion passed unanimously. The Ordinance provides a 2% increase in maintenance and custodial employee rates, along an increase in the Clerk Treasurer annual salary from \$15,000 to \$16,500.

OTHER BUSINESS:

Disposal of Town Property: In response to the Council's request for procedures on removing the old maintenance pickup truck from town inventory, Attorney Mindel recommended selling the vehicle for its estimated value – under \$1,000.00. It was the Council's intent to sell the vehicle to the town maintenance employee.

With no other matters brought before the Council, the meeting was adjourned at 7:55 PM.

The next regular meeting of the Town Council is at 7:00 PM, December 17, 2019.

RICH HAWKSWORTH, Town Council President

PETER BOMBERGER, Town Council Member

ALEXANDER STEMER, Town Council Member

JEANNETTE E. BAPST, Clerk-Treasurer

CLAIMS FOR NOV, 2019

<u>CLAIMANT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Payroll, Gross	November payroll, gross	\$ 13,557.56
Payroll, Net	November payroll, net	\$ 10,751.52
Indiana Dept of Revenue	November payroll, state w/h	\$ 636.24
EFTPS	November payroll, fed w/h, fica/medicare	\$ 3,206.96
Frontier	Phone and Internet	\$ 94.06
NIPSCO	Gas and Electric	\$ 15.81
Republic Services	Waste Service	\$ 96.80
Frontier	Phone and Internet	\$ 101.02
NIPSCO	Gas and Electric	\$ 458.78
Bartronics	Security Office Scanner	\$ 690.00
AE Boyce	Financial Software, Tax Forms	\$ 2,933.82
Capital One VISA	Dune Grass, Truck Liner	\$ 844.41
Chesterton Feed & Garden	Straw	\$ 48.55
Chesterton Stone	Boulders for Triangle	\$ 1,939.20
Datagraphics	Forms, Truck Decals	\$ 152.50
Great Lakes Engineering	Seawall Engineering	\$ 3,969.30
Justins Tree Service	Brush Pick Up / Chipping	\$ 4,000.00
Menards, Portage	Supplies	\$ 240.58
Pinkerton Oil	Vehicle Fuel	\$ 228.31
Quill Office Products	Office Supplies	\$ 25.98
Dominic Marcheschi	Ecological Cost Share Grant	\$ 500.00
Sharon Tutlewski	Ecological Cost Share Grant	\$ 500.00
Xorco Technology	Clubhouse Controls	\$ 517.50
Indiana American Water	Water	\$ 139.32
Comcast	Phone and Internet	\$ 199.26
TOTAL November 2019		\$ 45,847.48