

**TOWN OF DUNE ACRES  
COUNCIL MINUTES  
December 15, 2020**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, December 15, 2020, via videoconference. 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 minutes for the November 17, 2020, Town Council Meeting be approved as presented. Motion passed unanimously.

**FINANCIAL REPORT:**

**BANK BALANCES 11/30/2020**

Porter State Bank	\$ 94,826.62
Trust Indiana	\$ 258,063.70
Record Balance	\$ 352,890.32

\*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, 2020**

FUNDS	CASH BALANCE 11-30-20	APP BAL.	% Left
GENERAL	81,834.51	\$109,861	26
MOTOR VEHICLE HIGHWAY	197.99	\$4,956	8
LOCAL ROAD & STREET	18,734.37	\$36	0
MOTOR VEHICLE HWY RESTRICT	7,064.06		
PARK & RECREATION	43,965.56	\$1,222	10
RAINY DAY FUND	110,000.00	\$50,000	100
CCI	760.82		
CCD	15,406.43	\$991	3
CEDIT	20,368.95	\$8,647	43
RIVERBOAT REVENUE SHARING	1,410.45	\$1,500	60
Donations*	29,858.40		
Clubhouse Dune Grant*	.00		
Construction Security Dep*	17,500.00		
SalesTaxClubHouseRental*	259.75		
ClubHouseRentalDeposit*	2,600.00		
Local Road & Bridge Grant*	.00		
<b>TOTAL FUNDS</b>	<b>\$ 349,961.29</b>		

Clerk-Treasurer Bapst presented the November 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 December, 2020, #7037 - #7067, in the amount of \$58,481.57 be approved. Motion passed unanimously.

**CORRESPONDENCE RECEIVED:**

none

**COMMISSIONERS REPORTS:**

**BUILDING:** As had been recommended by Building Commissioner Tom Roberts, it was moved and seconded to approve a six (6) month extension of Building Permit #2019-17, 7 Oak Drive new home construction and to approved Building Permit #2020-36, 31 East Road, \$40,000 kitchen remodel. Motion passed unanimously.

Roberts' report summarizing 2020 Town building permit and contractor registration activity was reviewed. A total of 79 contractors were registered with the town and 37 building permits issued, generating combined revenue of \$28,032. The Council recognized Commissioner Roberts for his extraordinary town service.

**ROADS:** The town was notified by the Indiana Department of Transportation that both Community Crossings Road Grant applications submitted, totaling \$105,079.01, had been awarded. Bapst said the Summit Road guardrail specifications were being finalized by Great Lakes Engineering and a suggested contractor list would be provided. It was moved and seconded to authorize solicitation of proposals for both the guardrail project for the town-wide crackseal project. Motion passed unanimously.

Since Dune Acres first began participating in the road grant application process in 2016, over \$700,000 has been secured.

## OLD BUSINESS

Ordinance #2020-04, 2021 Salaries, Second Reading and Adoption. It was moved and seconded to approve second reading and adoption of Ordinance #2020-04, 2021 Salaries. Motion passed unanimously. The Ordinance sets the Clerk-Treasurer salary at \$17,000 annually, and provides a 2% increase in security and maintenance staff rates.

Lake Michigan Coastal Program Grant; Contract Award for Town Park A Restoration. Following review of the Request for Proposal Recommendation Report, it was moved and seconded to award Applied Ecological Services the contract for Town Park A restoration in the initial amount of \$12,497. Motion passed unanimously. Restoration of Town Park A will take place over the next two (2) years, with 50% funding from a Lake Michigan Coastal Program Grant.

Beach Drive Deck Contract Award; DACIF Funding Request. Following review of the Proposal Report, it was moved and seconded to award Imboden Construction the Beach Drive Deck Project contract in an amount not to exceed \$27,770, contingent on Dune Acres Civic Improvement Foundation (DACIF) funding. Motion passed unanimously.

It was then moved and seconded to submit a grant request to DACIF for consideration.

Office of Energy Development, Grant Update. Bapst reported the new security vehicle was ordered on December 2, 2020 with delivering expected in 6-10 weeks. The gasoline/electric hybrid 2021 Ford Interceptor Utility AWD has a MSRP of \$46,875, costs \$38,898 after government discounts, with \$31,118 funded through the grant.

Aerial Deer Survey. It was moved and seconded to accept a proposal in the amount of \$1,950 from Davis Aviation, Kent, Ohio to conduct an infrared imagery deer survey in February 2021. Motion passed unanimously.

## NEW BUSINESS

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

2021 Town Council Meeting Calendar. It was moved and seconded to approve the 2021 Town Council Meeting calendar. All meetings will be held at 7:00 PM, the third Tuesday each month. Media notifications will be made as required by statute.

2021 Contract for Legal Services. It was moved and seconded to approve the contract for legal services with attorney Dan Whitten. The annual retainer of \$11,000 and \$175 hourly rate remains unchanged from previous years. Motion passed unanimously.

Authorization to Sell 2011 Jeep Cherokee. It was moved and seconded to authorize disposing of the Town's 2011 Jeep Cherokee, following receipt of the new security vehicle and in compliance with procedures outlined in Indiana Code. Motion passed unanimously. Bapst will publish required legal notices and facilitate the sale to the highest bidder.

OTHER BUSINESS:

COVID-19 Pandemic Local Status. Council Member Stemer provided an update on the COVID-19 pandemic. Dr. Stemer has continued his consultation activity with the National Institutes of Health and its vaccine and treatment partner, Ely Lilly and Company. Stemer endorsed the currently-available monoclonal antibody treatment for symptomatic patients. He also endorsed just-released COVID-19 vaccines, recommending prior consultation with health care providers regarding any history of anaphylaxis. Stemer estimated 'herd immunity' in the U.S. could be accomplished in 6-9 months, barring any significant virus mutations.

Leaf Pick-up. Council Member Bomberger asked that a review be conducted regarding town provided leaf pick-up. Bapst was instructed to contact Town of Beverly Shores officials about their program and prepare a report.

With no further business, the meeting adjourned at 7:40 PM.

The next regular meeting of the Town Council is 7:00 PM, January 19, 2021.

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RICHARD 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 DEC 2020

<u>CLAIMANT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Payroll, Gross	December payroll, gross	\$ 15,140.61
Payroll, Net	December payroll, net	\$ 11,924.76
Indiana Dept of Revenue	December payroll, state w/h	\$ 736.90
EFTPS	December payroll, fed w/h, fica/medicare	\$ 3,414.71
Ind State Central Collection	Garnishment	\$ 222.51
Frontier	Phone and Internet	\$ 66.60
Landmark Signs	Sign Replacements	\$ 3,757.28
Datagraphics	Forms	\$ 27.50
NIPSCO	Mineral Springs and Rt 12	\$ 16.92
Comcast	Phone and Internet	\$ 129.64
Brainstorm Computers	Clerk Computer Repair	\$ 52.50
Capital One VISA	Clubhouse Parts	\$ 291.84
Deborah Franczek	Environmental Cost Share Grant	\$ 500.00
Ecorealm	Environmental Town Wide	\$ 1,031.21
Frontier	Phone and Internet	\$ 101.30
Mark Taylor	Phone Expense Reimbursement	\$ 420.00
Menards, Portage	Supplies	\$ 41.90
NIPSCO	Gas and Electric	\$ 733.15
Per Mar Security	Town Hall Security	\$ 225.00
Pinkerton Oil	Vehicle Fuel	\$ 148.66
Republic Services	Waste Service	\$ 105.00
Rogers Roofing	Security Roof and Town Hall Repair	\$ 5,049.00
Town of Porter	Fire Contract	\$ 10,158.00
Tilden Enterprises	Supplies	\$ 90.10
Thomas Froman	Environmental Cost Share Grant	\$ 500.00
Tracy Bousky	Environmental Cost Share Grant	\$ 500.00
Dan Whitten	Legal, 4th Quarter	\$ 2,750.00
Anton Insurance	Clerk Bond	\$ 150.00
Bill Griffin	Security Expense Reimbursement	\$ 131.06
Indiana American Water	Clubhouse	\$ 55.25
Chesterton Tribune	Legal Notice	\$ 10.17

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**TOTAL December, 2020**

**\$ 58,481.57**