

**TOWN OF DUNE ACRES
COUNCIL MINUTES
July 18, 2023**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, July 18, 2023, at the Clubhouse. 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.

The meeting was broadcast live via Zoom teleconference.

APPROVAL OF MINUTES:

It was moved and seconded that minutes for the June 20, 2023 Council Meeting be approved as presented. Vote was unanimous in favor; motion passed.

FINANCIAL REPORT:

BANK BALANCES 06/30/2023

Porter State Bank	\$132,855.71
Trust Indiana	\$469,024.85
Record Balance	\$601,880.56

*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 June 30, 2023**

FUNDS	CASH BALANCE 06-30-2023	APP BAL.	% Left
GENERAL	238,386.00	247,121	50
MOTOR VEHICLE HIGHWAY	47,070.01	47,856	68
LOCAL ROAD AND STREET	24,656.45	8,894	59
MOTOR VEHICLE HWY RESTRICT	6,374.67		
PARK & RECREATION	48,717.35	51,440	94
RAINY DAY FUND	130,000.00	50,000	100
CCI	974.95	1,000	100
CCD	22,055.11	4,199	10
CEDIT	25,631.50	18,072	90
RIVERBOAT REVENUE SHARING	126.37	00	0
Donations	43,855.39		
ARP Covid Relief	.00		
Lake Michigan Coastal Grant*	.00		
Construction Security Dep*	7,500.00		
Sales Tax Club House Rental*	215.25		
Club House Rental Deposit*	1,700.00		
Comm Crossings Grant*	.00		
Opioid Settlement, Restricted*	1,719.28		
Levy Excess Fund*	.00		
TOTAL FUNDS	\$ 598,982.33		

Clerk-Treasurer Bapst presented the June month-end financial report. 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 July, 2023, #8000 - #8029, in the amount of \$115,166.03 be approved. Vote was unanimous in favor; motion passed.

CORRESPONDENCE RECEIVED:

Town Right-of-Way Regulations for Shared Driveways. An email was received from residents Charles and Mary Chuman, 64 East Road, requesting Council attention to Town Ordinance and enforcement of Town Ordinance relative to use of town-owned road right-of-way. At issue is simultaneous use (parking and driveway access) of the connecting, concreted section of road-right-of-way between 64 East Road and 60 East Road driveways. Chuman's said cars parked in the road-right-of-way block ingress/egress to their home and create visual obstruction to traffic and pedestrians on East Road. They said re-occurring problems are not due to the residents or guests of 60 East Road parking in front of the 60 East Road home, but of contractors, delivery vehicles, and unidentified visitors utilizing the attractive concrete pull-off as long-term and short-term parking. Extensive discussion took place, with the Council directing attorney Mindel to review and provide guidance to the Town.

COMMISSIONERS REPORTS:

BUILDING: Building Commissioner Tom Roberts recommended approval of Building Permit #2023-28, 8 Summit Drive \$46,973 re-roof; Building Permit #2023-29, 8 Pine Lane \$83,765 re-roof and siding and gutter repair; and Building Permit #2023-30, 75 East Road \$50,000 interior re-model. It was moved and seconded to approve the recommendation. Vote was unanimous in favor, motion passed.

OLD BUSINESS

Entry Project Update, Dave Rearick: Dave Rearick reported on the town entry project that included a new sign, new 'dark-sky' lighting and landscaping. He said additional landscaping and lighting will be completed in August. The Council recognized Rearick and Committee Members Dan Kleine, Harvey Johnson and Cathy Bomberger for their efforts.

Town Insurance Coverage: It was moved and seconded to increase insurance replacement values on the Town Hall and Clubhouse to the replacement costs determined by the appraisal firm of Deyo/Stone to \$382,250 and \$1,622,500 respectively, with additional annual premium of \$562. Vote was unanimous in favor, motion passed.

Discussion was then held on the clubhouse replacement value as set by Deyo/Stone, May, 2023, with Council members concerned the value was not adequate in consideration of existing structure features. Council President Hawksworth will review coverage options with Anton Insurance.

NEW BUSINESS

2024 Council Draft Budget. Bapst presented the draft 2024 budget to the Council and asked for feedback prior to the August 15, 2023, Public Budget Hearing. She noted the Department of Local Government Finance (DLGF) had announced a four (4) percent allowable increase in the maximum levy for the coming year.

Deputy Treasurer. Bapst reported resident Bonnie Hawksworth was the only candidate who filed for the elected position of Clerk-Treasurer, term January 1, 2024 to December 31, 2027, so Hawksworth will take office at the first of the year. It was recommended that Bonnie Hawksworth be hired as Deputy Treasurer immediately so that training may take place over the next five months, at the hourly rate of \$20.00 as established in the 2023 Salary Schedule adopted October 17, 2022. It was moved and seconded to hire Bonnie Hawksworth. Vote was unanimous in favor, motion passed.

Clubhouse Restroom Upgrades: Maintenance Commissioner Dick Taylor presented a plan to upgrade clubhouse restrooms, which included new fixtures, new flooring, and the addition of an *American with Disability Act-compliant* family restroom with baby changing station. Construction would take place in November, with no clubhouse rentals accepted during that month. Bapst noted the improvements would help the Town move forward with its ADA Transition Plan. Taylor then requested Council approval of the project, with an estimated budget of \$23,000. It was moved and seconded to approve the project. Vote was unanimous in favor, motion passed.

DACIF Grant Requests: Entry Sign and Clubhouse Restrooms. It was moved and seconded to submit a grant request to the Dune Acres Civic Improvement Foundation in the amount of \$4,637 for the new town entrance sign, and \$11,500 for fifty percent (50%) of clubhouse restroom upgrades. Vote was unanimous in favor, motion passed.

Clubhouse Use: Social Committee Party 9-23-23: It was moved and seconded to approve Social Committee use of the clubhouse on September 23, 2023, for a town party. Vote was unanimous in favor, motion passed.

Clubhouse Rental, 9-15-23: It was moved and seconded to sponsor the Northwest Indiana Forum rental of the clubhouse on September 15, 2023. The event will include both national and local, northwest Indiana business leaders. Vote was unanimous in favor, motion passed.

Wellness Coordinator: It was moved and seconded to reinstate Sharon Tutlewski as Town Wellness Coordinator. Vote was unanimous in favor, motion passed.

OTHER BUSINESS:

Email on Independence Day Weekend. An email from former residents Mary (Kelley) and Brett Freedman was shared that commended town volunteers for the extraordinary Centennial/Independence Day weekend celebration and that recognized Dune Acres as an exceptional, world-class community.

With no further business, the meeting adjourned at 8:15 PM.

The next regular meeting of the Town Council Meeting is 7:00 PM, August 15, 2023 at the Clubhouse.

RICHARD HAWKSWORTH, Town Council President

PAUL WOIDKE, Town Council Member

ALEXANDER STEMER, Town Council Member

JENNETTE E. BAPST, Clerk-Treasurer

CLAIMS – JULY 2023

<u>CLAIMANT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Payroll, Gross	July payroll, gross	\$ 17,127.88
Payroll, Net	July payroll, net	\$ 14,039.24
Indiana Dept of Revenue	July payroll, state w/h	\$ 771.74
EFTPS	July payroll, fed w/h, fica/medicare	\$ 3,627.19
Pyrotecnico	Fireworks	\$ 10,000.00
Comcast	Phone and Internet	\$ 408.50
Great Lakes Engineering	Surveys, Oak and Circle	\$ 7,900.00
NIPSCO	Rt 12 and MSR	\$ 16.11
Frontier	Phone and Internet	\$ 127.95
Collateral	75-Year History Books	\$ 3,000.00
Landmark Signs	Beach Sign	\$ 468.75
Patty Carstens	Fireworks, firefighter dinner	\$ 259.61
Signature Lawns	Roadside Cutting	\$ 1,120.50
NIPSCO	Gas and Electric	\$ 357.74
Frontier	Phone and Internet	\$ 120.72
Capital One VISA	Fuel, Lights, Monitor, Cabinet	\$ 5,446.65
Davids Lawncare	Snow and Ice, March	\$ 2,600.00
Duneland Landscape	Clubhouse Gardens	\$ 807.50
Interstate Rentals	Payloader	\$ 1,179.20
J & B West Enterprises	Clubhouse Improvements	\$ 24,816.87
Menards - Portage	Supplies	\$ 268.57
NIPSCO	Gas and Electric	\$ 368.84
Pride Toilet	Beach Toilet	\$ 150.00
Professional Pest Mgmt	Pest Management	\$ 50.00
Quill Office Supplies	Supplies	\$ 386.97
Per Mar Security	Entrance Camera	\$ 6,728.76
Rearick Development	Entrance Enhancements	\$ 8,610.00
Republic Services	Waste Service	\$ 262.50
Taylor Creek	Plants, Balance	\$ 195.24
Riggs Outdoor Power	Road Equipment	\$ 3,949.00
Total JULY 2023:		\$ 115,166.03
