

**TOWN OF DUNE ACRES  
COUNCIL MINUTES  
December 19, 2023**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, December 19, 2023, at the Town Hall. Council President Richard Hawksworth called the meeting to order at 7:00 p.m., with Council Members Paul Woidke (via teleconference) and Alexander Stemer, Clerk-Treasurer Jeannette Bapst, and attorney Adam Mindel in attendance.

The meeting was broadcast live via Zoom teleconference.

**OATHS OF OFFICE:** Attorney Mindel administered the oaths of office to Council Members Richard Hawksworth, Alexander Stemer, Paul Woidke, and Clerk-Treasurer Bonnie Hawksworth for the term January 1, 2024 to December 31, 2027.

**ELECTION OF PRESIDENT.** Council President Richard Hawksworth made a motion to table the election of Town Council President until January, 2024. The motion was seconded; a roll-call vote was taken and the vote was unanimous in favor; motion passed.

**APPOINTMENTS:** President Hawksworth presented the following appointments for Council consideration, effective January 1, 2024:

Commissioners:

Beach – Rob Carstens  
Building – Tom Roberts  
Environmental – Robin Tenant  
Fire – TBD  
Maintenance – Dick Taylor  
Park – Shawn Fitzpatrick  
Police – Lee McKinley  
Roads – David Kudrna

Non-Commissioner Volunteers:

Clubhouse Coordinator – Ivan Chermel & Michele McClead  
Phone Directory – Lou Roberts  
Clean Water Ambassador – Paul Woidke

Clerk-Treasurer:

Public Records Officer  
ADA Coordinator  
Title VI Coordinator  
Floodplain Administrator  
Northwestern Indiana Regional Planning Commission Representative  
E-mail Notifications

Plan Commission:

Richard Hawksworth, legislative, term January 1, 2024 to January 1, 2028  
Alexander Stemer, legislative, term January 1, 2024 to January 1, 2028

It was moved and seconded to approve the appointments. A roll-call vote was taken and the vote was unanimous in favor; motion passed.

President Hawksworth then announced his two executive appointments to the Plan Commission for the term January 1, 2024 to January 1, 2028; Tom Cornwell and Tom Roberts.

**APPROVAL OF MINUTES:**

It was moved and seconded that minutes for the November 21, 2023 Council Meeting be approved as presented. A roll-call vote was taken and the vote was unanimous in favor; motion passed.

**FINANCIAL REPORT:**

**BANK BALANCES 11/30/2023**

Porter State Bank	\$59,411.28
Trust Indiana	\$377,974.86
Record Balance	\$437,386.14

\*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, 2023**

FUNDS		APP BAL.	% Left
GENERAL	\$97,742.39	\$91,937	19
MOTOR VEHICLE HIGHWAY	\$28,859.67	\$27,675	40
LOCAL ROAD AND STREET	\$29,539.28	\$8,894	59
MOTOR VEHICLE HWY RESTRICT	\$8,345.96		
PARK & RECREATION	\$48,164.64	\$50,887	93
RAINY DAY FUND	\$130,000.00	\$50,000	100
CCI	\$24.95	\$50	5
CCD	\$9,959.87	\$4	0
CEDIT	\$14,480.13	\$24	0
RIVERBOAT REVENUE SHARING	\$1,442.23	\$0	0
Donations	\$33,929.18		
ARP Covid Relief	\$0 .00		
Lake Michigan Coastal Grant*	-\$15,000 .00		
Construction Security Dep*	\$7,500.00		
Sales Tax*	\$914.75		
Club House Rental Deposit*	\$1,700.00		
Local Road & Bridge Grant*	\$0 .00		
Opioid Settlement, Restricted*	\$1,854.50		
Levy Excess Fund*	\$0 .00		
TOTAL FUNDS	\$ 399,457.50		

Clerk-Treasurer Bapst presented the November month-end financial report. She reported the December property tax settlement had been received from the County with 98.3% collection. The budget year 1782 Statement was received from the Department of Local Government Finance, with all appropriations and tax levies in order. It was moved and seconded to approve the financial report. A roll-call vote was taken and the vote was unanimous in favor; motion passed.

**PAYMENT OF CLAIMS:**

It was moved and seconded that claims for the month of December, 2023, #8152 - #8178, in the amount of \$109,947.09 be approved. A roll-call vote was taken and the vote was unanimous in favor; motion passed.

**CORRESPONDENCE RECEIVED:**

none

**COMMISSIONERS REPORTS:**

**BUILDING:** Building Commissioner Tom Roberts recommended approving Occupancy Permit #2023-01, 2 Redwood Drive, holding the \$7,500 construction deposit until the landscaping plan is approved and landscaping installation complete. It was moved and seconded to approve the recommendation A roll-call vote was taken and the vote was unanimous in favor; motion passed.

**ROADS:** Roads Commissioner David Kudnra had recommended awards be made to the following, as lowest and most responsive quotes for 2024 road work: Cracksealing: Town & Country Construction, \$3,675.75; and Paving: Reith-Riley Construction, \$81,152.00. It was

moved and seconded to approve the recommendation. A roll-call vote was taken and the vote was unanimous in favor; motion passed.

**SECURITY:** Security Commissioner Bill Griffin was recognized by the Council and those present for his eight years of dedicated service to the community. His consistent professionalism and ongoing support of town security staff were noted.

#### OLD BUSINESS

None

#### NEW BUSINESS

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

2024 Town Council Meeting Calendar. It was moved and seconded to approve the 2024 Town Council Meeting Calendar. A roll-call vote was taken and the vote was unanimous in favor; motion passed. All meetings are scheduled for the 3<sup>rd</sup> Tuesday of the month at 7:00 PM, except for January 19, 2024. Bapst will forward the meeting schedule to media as required.

2024 Town Attorney Contract. It was moved and seconded to approve the Legal Services Contract with Adam Mindel as presented. A roll-call vote was taken and the vote was unanimous in favor; motion passed. The annual retainer is unchanged at \$11,000, with a \$150.00 hourly rate for additional services.

Profession Development, 1-16-24, Clerk-Treasurer. It was moved and seconded to approve the Clerk-Treasurer attending the Indiana State Board of Accounts one-day workshop for newly elected officials on January 16, 2024 in Indianapolis, at an estimated cost of \$623. A roll-call vote was taken and the vote was unanimous in favor; motion passed.

Aerial Deer Count. It was moved and seconded to contract with Davis Aviation for the annual aerial deer count. A roll-call vote was taken and the vote was unanimous in favor; motion passed

Dune Acres Discussion Group Donation. Resident Robert Hartmann had advised that current members of the *Dune Acres Discussion Group*, which began in the 1950's, have chosen to dissolve, donating assets totaling \$543.40 toward the clubhouse restroom renovation project.

Clubhouse Use, 12-31-23, 5-26-24. It was moved and seconded to approve the use of the Clubhouse on 12-31-23 and 5-26-2024. A roll-call vote was taken and the vote was unanimous in favor; motion passed.

#### OTHER BUSINESS:

Clerk-Treasurer Bapst. Outgoing Clerk-Treasurer Bapst was commended for her service.

With no further business, the meeting adjourned at 7:35 PM.

The next regular meeting of the Town Council Meeting is 7:00 PM, January 19, 2024 at the Town Hall.

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RICHARD HAWKSWORTH, Town Council President

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PAUL WOIDKE, Town Council Member

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ALEXANDER STEMER, Town Council Member

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JEANNETTE E. BAPST, Clerk-Treasurer

CLAIMS – DEC 2023

<u>CLAIMANT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Payroll, Gross	December payroll, gross	\$18,847.00
Payroll, Net	December payroll, net	\$15,458.11
Indiana Dept of Revenue	December payroll, state w/h	\$823.23
EFTPS	December payroll, fed w/h, fica/medi	\$4,007.49
Capital One VISA	Supplies, Clubhouse Restrooms	\$3,758.20
Republic Services	Waste Service	\$162.50
Frontier	Phone and Internet	\$261.68
SFC Gallery	Poster Frame Clubhouse	\$99.99
NIPSCO	Gas and Electric	\$896.18
Great Lakes LTC	Vehicle Decal	\$543.45
Stantec	Town Park S Restoration, revised	\$28,000.00
Signature Lawns	Roadside Cutting	\$1,021.50
Duneland Chamber	Membership	\$295.00
Ecorealm	Environmental Work	\$2,238.56
Hines	Clubhouse Plumbing - Final	\$1,478.00
Hopkins Ace	Supplies, Clubhouse Restrooms	\$345.87
Kittredge	Accounting Review	\$166.00
Mark Taylor	Cell Phone Reimbursement	\$420.00
Menard's	Supplies, Clubhouse Restrooms	\$213.05
Mindel & Mindel	Legal	\$2,750.00
Per Mar Security	Security Monitoring	\$262.80
Porter Fire	Fire Services	\$10,567.00
Pride	Portable Toilet	\$150.00
Rearick Development	Clubhouse Project	\$13,998.50
Rigg's	Roadside Equipment	\$279.99
Tudor Floor	Clubhouse Restroom	\$2,785.06
Total DECEMBER 2023:		\$106,868.87

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