

Town of Beverly Shores Capital Planning Advisory Committee
March 6, 2018 Regular Meeting
7:00pm – Beverly Shores Administration Building
Minutes

Meeting called to order at 7:00pm

Attendees: Paula Tillman, Adam Peterson, Tom Weber, Steve Meyer, Ellen Hundt, Matriona Malik

- **New members and roles welcomed to the Capital Planning Advisory Committee:**
 - Matriona Malik as Town Council Representative
 - Paula Tillman as Park Board Representative
 - Tom Weber as Plan Commission Representative

- **Discussion of the 5 year Capital Plan:**
 - A draft of the five year capital plan was discussed
 - Updates for the 5 year plan for 2018-2022 were requested from each of the town departments to be approved by the committee and then forwarded as an advisory recommendation to the Town Council at the April meeting.
 - All updates were requested to be delivered to Mr. Peterson on or before March 31, 2018.

- **Other Business:**
 - **Administration Building Exterior Grant**
 - Mr. Peterson stated that he expected final approval from NOAA for the Lake Michigan Coastal Grant to be received by the end of March.
 - **Funding of Capital Costs for the Fire Department**
 - Mr. Meyer brought up the funding of capital budget items for the fire department and what was the next step in completing some of the projects that have been budgeted for. Mr. Peterson stated that the Capital Planning Committee was formed to make a recommendation to the Town Council regarding capital costs and that it is up to the Town Council to actually approve spending. In addition, Mr. Peterson offered assistance to the Fire Department to help them pursue grant funding for a new fire truck.
 - **New Funding Sources**
 - Ms. Malik brought up raising income for the town through a town wide parking sticker
 - Ms. Hundt brought up potentially raising the beach parking sticker fee to \$25 from the current \$20. She also noted that garbage fees have not been raised for some time.

Town of Beverly Shores Capital Planning Advisory Committee
April 3, 2018 Regular Meeting
7:00pm – Beverly Shores Administration Building
Minutes

Meeting called to order at 7:00pm

Attendees: Paula Tillman (phone), Adam Peterson, Tom Weber, Susan Resteau, Matriona Malik

- **Minutes approved for the March 6, 2018 meeting**
- **Discussion of the 5 year Capital Plan:**
 - A draft of the five year capital plan was discussed
 - Mr. Peterson distributed updated 5 year capital plans for discussion incorporating changes submitted by the Clerk Treasurer, the Volunteer Fire Department, and the Coastal Rehabilitation Grant Project
 - Discussion was raised by Marshall Resteau as to why the Fire Department information was included at all as they are an outside entity. Mr. Peterson stated that under the Joint Operating Agreement, the Fire Department receives \$8,000 per year for capital costs included in the \$40,000 paid to it to provide the Town of Beverly Shores with Fire, Emergency and EMT services. In addition, the requests for furnace and window replacement did fall under the purview of the Town of Beverly Shores since it owns the Fire Station Building.
 - Marshal Resteau stated that the Police Department, a unit of Town government, received substantial funding from PAL to fund certain of its equipment needs and that the Fire Department should look top outside sources. Mr. Peterson stated that he is working to get together with the Fire Department to get their books cleaned up so they can also take advantage of sponsoring organizations as well as tap into federal and state grants for fire equipment.
 - Ms. Malik suggested that the Committee and by extension, the Town should receive financial information from the Fire Department before approving any capital needs outside of the base allocation embedded in the annul fees under the Joint Operating Agreement.
 - There were no amendments to the Park Board cost projections
 - Marshal Resteau said that as she is aware of the fiscal constraints on the Town, she had no changes to the projected road repair projections.
 - Pending a re-allocation of Funds for the Fire Costs, final approval of the five year capital plan has been tabled until the May meeting.
- **Other Business:**
 - **Administration Building Exterior Grant**

- Mr. Peterson stated that NOAA had approved the grant to restore the Administration Building and that he expected the grant agreement draft before April 9.

- **Water Fund**

- In researching the long term maintenance of the water system, Mr. Peterson spoke with Randall Russell, Superintendent of the Michigan City Water Department. Mr. Russell had stated to Mr. Peterson that any long term maintenance or repairs to the water system are covered in the monthly user fees. As such, Mr. Peterson relayed to the Committee that he will review the indentures for the water bond to determine what is the purpose of the Water Fund that currently holds approximately \$400,000. Once that is determined, the Committee will make recommendations as to the use of the funds, if available. Ms. Malik stated that an appropriate use of the Funds would be a "rainy day fund" for the town. It was also suggested that the proceeds could be used for early repayment of the bonds among other uses. Mr. Peterson said he would report back to the Committee on his findings.

The meeting was adjourned at 7:20 pm

Town of Beverly Shores Capital Planning Advisory Committee
May 1, 2018 Regular Meeting
7:00pm – Beverly Shores Administration Building
Minutes

Meeting called to order at 7:00pm

Attendees: Adam Peterson, Tom Weber, Susan Resteau, Matrona Malik, Ellen Hundt, Steve Meyer

- **Minutes approved for the April 3, 2018 meeting**
- **Discussion of the 5 year Capital Plan:**
 - A draft of the five year capital plan was discussed
 - Marshal Resteau stated that due to the work she and the road department have pursued, future cost estimates for road repairs can be reduced to maintenance levels and as such, 2019 costs can be reduced to \$150,000, with \$100,000 for 2020, 2021, and 2022.
 - Mr. Meyer stated that the fire truck needs are estimated at \$450,000 for 2019.
 - Based upon these changes the Committee adopted the 5 year capital plan as amended and attached hereto as Exhibit 1.
- **Other Business:**
 - **Administration Building Exterior Grant**
 - Mr. Peterson stated that Town Council President Norkus has approved forwarding the Coastal Grant Agreement to the Indiana DNR for execution. It is expected that work may commence on the building within 4-6 weeks. Ms. Hundt requested that accommodations be made for ADA access as part of the restoration.
 - **Water Fund**
 - As a follow up to the April 3 meeting, Ms. Hundt clarified that pursuant to Beverly Shores Code 50.02, Subsection e, Paragraph 6, the amounts in the Water Tap In Fund act as a sinking fund for the Water Funding Mortgage Bonds and must remain in the Fund until the Bonds are retired in full (projected in the Supplemental Indenture to be January 20, 2024).

The meeting was adjourned at 7:25 pm

Town of Beverly Shores Capital Planning Advisory Committee
June 5, 2018 Regular Meeting
7:00pm – Beverly Shores Administration Building
Minutes

Meeting called to order at 7:00pm

Attendees: Adam Peterson, Tom Weber, Paula Tillman, Matrona Malik, Ellen Hundt, Steve Meyer

- **Minutes approved for the May 1, 2018 meeting**
- **Discussion of the 5 year Capital Plan:**
 - The five year capital plan was submitted to the Town Council for their review and disposition
- **Other Business:**
 - **Administration Building Exterior Grant**
 - Mr. Peterson stated that he would work with the Window contractor to price out making the Administration Building access doors ADA compliant. He also stated that he expects work to begin in early August.
 - **Budgeting and Project Funding**
 - Ms. Hundt stated that she would work with the appropriate departments to fund projects like window replacement at the Fire House from the General Obligation Bond Fund rather than grant or general budgetary funding from annual appropriations.
 - **Additional Revenue Sources**
 - Additional revenue sources were discussed.
 - It was noted that garbage late fees are limited to \$25.00
 - Mr. Peterson will look into charging for House Checks by the Marshall's office
 - Mr. Weber will look into requiring a city sticker for all vehicles
 - The possibility of raising parking sticker prices was discussed. Ms. Hundt will research and respond back to the Committee.
 - Ms. Malik and Ms. Hundt will look into enforcement and raising prices on boat registrations
 - Citizen attendee Frank Hardwick brought up the idea of installing and charging for Wi-Fi service through Comcast that would service the beach areas at Rebora/Donahue Plaza as well as the Depot area and plus the National Park Campground. Mr. Hardwick volunteered to report back to the Committee at the next meeting.

It was agreed that there would be no July meeting and that the next meeting would be August 7.

The meeting was adjourned at 8:00 pm

Town of Beverly Shores Capital Planning Advisory Committee
August 7, 2018 Regular Meeting
7:00pm – Beverly Shores Administration Building
Minutes

Meeting called to order at 7:00pm

Attendees: Adam Peterson, Paula Tillman, Matrona Malik, Ellen Hundt, Steve Meyer

- **Minutes approved for the June 5, 2018 meeting**
 - **Additional Revenue Sources**
 - Additional revenue sources were discussed.
 - Mr. Peterson discussed charging for House Checks by the Marshall's office. After follow up with the Marshal, it was determined that charging for house checks would create a liability issue that the Town and Marshal's office should not take on and as such this proposal will not move forward.
 - Mr. Weber looked into requiring a city sticker for all vehicles and presented an overview to the Committee in advance of the meeting. Further discussion of the proposal was tabled until the September meeting when Mr. Weber will be in attendance.
 - Ms. Malik and Ms. Hundt will looked into enforcement and raising prices on boat registrations and after discussion and upon a motion duly made and seconded, the Capital Planning Advisory Committee will make recommendation to Town Council to set watercraft registrations for 2109 as follows:
 - Kayaks, Sailboats, Paddle Boards, Canoes, Dingys, Maui Mats, and Party Floats stored in approved areas on Beverly Shores Beaches - \$30 per season
 - Catamarans stored in approved areas on Beverly Shores Beaches - \$50 per season
 - Ms. Hundt proposed raising Golf Cart registration fees to \$30 per year starting in 2019 and after discussion and upon a motion duly made and seconded, the Capital Planning Advisory Committee will make recommendation to Town Council to set watercraft registrations for 2109 as follows:
 - Raise Golf Cart Registration Fees to \$30 per season starting in 2019.
- **Funding of capital projects for the upcoming year.**
 - Mr. Meyer asked about funding building repairs for the fire station that were part of the 5 year capital plan. It was discussed that the Town Council will approve

funding of project from the General Obligation Bond funds in its normal course as soon as the capital plan is adopted by the Council.

It was noted that the next meeting would be September 4, 2018.

There being no further business before the Committee and upon motion duly made and seconded, the meeting was adjourned at 7:50 pm.

Town of Beverly Shores Capital Planning Advisory Committee
September 4, 2018 Regular Meeting
7:00pm – Beverly Shores Administration Building
Minutes

Meeting called to order at 7:00pm

Attendees: Adam Peterson, Paula Tillman, Matrona Malik, Ellen Hundt, Steve Meyer, Tom Weber

- **Minutes approved for the August 7, 2018 meeting**
 - **Additional Revenue Sources**
 - Additional revenue sources were discussed.
 - Mr. Weber looked into requiring a city sticker for all vehicles and presented an overview to the Committee in advance of the meeting. A discussion ensued regarding the viability of requiring a town-wide auto sticker. Ms. Hundt stated that as we are currently at a level of 511 Sanitation accounts, everyone would get one, volume would be increased. Second vehicles could have a discount for second pass and could generate \$13-14,000 per year. Ms. Hundt stated that the town currently issues approximately 700 auto stickers, (not all paid for) 70 golf carts. Get as many as you need for your vehicles. Could get several grand. Ms. Malik stated that town stickers would result in vehicles being more recognizable in town and be a way to note residents. It was noted that a disadvantage would be that it is a change with no notable benefit to the residents. Mr. Peterson noted that the town may be able to include the town sticker billing in the annual Sanitation bill. It was also note that raising the auto parking sticker to \$25.00 would accomplish the same thing. Upon motion duly made and seconded, the Capital Planning Advisory Committed resolved to recommend to the Town Council to raise the annual parking fee for residents to \$25 for the 2019 season.
 - **Call to the public for capital project input**
 - Ms. Hundt stated that at the request of the Chair that the general obligation bond fund has approximately \$570,000 unexpended with all open road projects currently funded in full. In addition, the Town has submitted for Community Crossing Grant funding that could total approximately \$300,000 to fund 2019 road repairs. This year 2018, is the last year we are eligible for community crossing funds.
 - Mr. Peterson suggested that while we have the five year plan, that it would be advisable to reach out to the non-operating departments of the town to get

suggestions for capital projects that the community would like to see. Mr. Peterson suggested that the Committee could put out a town wide request for proposals from the community. The Committee would require oral and written presentations from the community and then make recommendations to the Town Council. The proposals would need to include, but not be limited to

- Benefit to the community as a whole
- Plan for ongoing maintenance
- Cost
- How the project would be ADA compliant
- Timing

Upon motion duly made and seconded, the Committee directed Mr. Peterson to distribute a form of Request for Proposal for the Committee to consider at the October meeting and then to further discuss this proposal.

It was noted that the next meeting would be October 2, 2018.

There being no further business before the Committee and upon motion duly made and seconded, the meeting was adjourned at 7:40 pm.

Town of Beverly Shores Capital Planning Advisory Committee
October 2, 2018 Regular Meeting
7:00pm – Beverly Shores Administration Building
Minutes

Meeting called to order at 7:00pm

Attendees: Adam Peterson, Matrona Malik, Ellen Hundt, Steve Meyer, Tom Weber

- **Minutes approved for the September 4, 2018 meeting**
- **Call to the public for capital project input**
 - Mr. Peterson noted that he had received edits to the initial draft of request for proposals from the community for capital projects and that upon committee approval of the final form of RFP, that he would present the proposal to the Town Council at their October regular meeting.

Upon motion duly made and seconded, the Committee approved the final form of RFP as amended and directed Mr. Peterson to make a presentation to the Town Council to receive their and counsel's approval of distribution of the RFP through the town web site and the town association of residents' monthly newsletter.

It was noted that the next meeting would be November 6, 2018; Election Day. Ms. Hundt noted that the meeting could be held in the Clerk/Treasurer's office so as not to interfere with election processing.

There being no further business before the Committee and upon motion duly made and seconded, the meeting was adjourned at 7:15 pm.

Town of Beverly Shores Capital Planning Advisory Committee
December 4, 2018 Regular Meeting
7:00pm – Beverly Shores Administration Building
Minutes

Meeting called to order at 7:00pm

Attendees: Adam Peterson, Paula Tillman, Ellen Hundt, Steve Meyer, Susan Resteau, Tom Weber

- **Minutes approved for the October 2, 2018 meeting**
- **Planning for the 2019 update to the 5 year capital plan**
 - Mr. Peterson reminded the representatives of operating departments that it was again time to start considering projects to be added and other changes that should be made to the five year capital plan. After discussion, it was agreed that those updates would be introduced at the February 2019 meeting.
 - **Call to the public for capital project input**
 - Mr. Peterson noted that he attended the recent Plan Commission meeting and that the update to the Comprehensive Plan will not be undertaken until after the 2020 census and there should be no real impediment to pursuing input from the public for capital projects for the town in advance of updates to the comprehensive plan.

Upon motion duly made and seconded, the Committee directed Mr. Peterson to make a presentation to the Town Council to receive their and counsel's approval of inviting input from the community to make proposals for inclusion to the 5 year capital plan recommendations that are made to Town Council.

It was noted that since there may be new membership of the Committee determined at the January 2019, Town Council meeting, that Committee's next meeting would be on February 5, 2019.

There being no further business before the Committee and upon motion duly made and seconded, the meeting was adjourned at 7:15 pm.