

**Town of Beverly Shores**  
TOWN COUNCIL MEETING MINUTES – November 18, 2025  
Administration Building – 500 S. Broadway, Beverly Shores, IN

The meeting was called to order at 7:00 p.m. and began with the Pledge of Allegiance.  
(*This meeting was a hybrid meeting and broadcasted live via Google Meets and was recorded.*)

**Roll Call** - Council Members: Councilors Geof Benson, Matrona Malik, Donna Norkus, David Phelps, and Candice Peterson-Smith were present. Also, present: Clerk-Treasurer Ellen Hundt, Attorney Connor Nolan, Marshal Ed Clapp, and Deputy Clerk-Treasurer Sally Bagnall.

**Title VI Survey Availability**

President Phelps announced the availability of the Title VI public involvement survey. This survey is available online via the Town's [website](#).

**Public Presentations**

*Jeffrey Katz, 2 S. Beach*, presented his plan for beach access on National Park property near 527 E. Lake Front. The Town Council was in consensus in allowing Katz to contact the National Park Service. This project would be fully funded by the Katz on NPS property with maintenance being the Town's responsibility.

**Approval of Minutes**

*Approval of October 21, 2025*: Councilor Benson motioned to approve minutes as presented. Councilor Malik seconded. The motion passed unanimously

**Report of Police & Street Departments**

*Violation Report*: Nothing to report

*Police Report*: Marshal Clapp announced his retirement at the end of the year but agreed to stay on until a replacement can be found and trained. Clapp further announced Deputy Marshal Reeder announced his retirement in December.

*Street Report*: Clapp gave report.

**Ordinances & Resolutions**: *None.*

**Clerk-Treasurer's Report**

*Consideration of Claims* –CT Hundt presented the October/November APV register, noting items that were not standard expenses. Councilor Benson motioned to approve the APVs as presented. Councilor Norkus seconded. The motion passed unanimously. CT Hundt also presented the Fund Report, 2025 Combined October Report, Revenue Report, Appropriation Report, Depository Balance Report, Bank Rec Checking, Bank Rec TrustIN, Bank Rec Water, BOK Financial/2020 Bond Series, October Payroll. Councilor Norkus will sign off on reports.

*Consideration of Claims for Bonds, 2020 Series*: None.

*Request to approve additional spending for Cloud-based software with Frey Municipal Software (for 2026):* CT Hundt requested additional funds from the Trash & Garbage Fund; Other to be used for the purchase of Frey's Municipal Software cloud-based system per Frey's quote of \$17,612.86. Councilor Benson motioned to approve the request of using the additional funds of \$5,612.86, from the Trash & Garbage Fund, other appropriation. Vice President Peterson-Smith seconded. The motion passed unanimously. Councilor Norkus questioned whether there were other options. CT Hundt responded that she has not heard back from vendors.

CT Hundt reported that the DLGF approved the Town's 2026 budget.

**Reports from Committees/Liaisons:**

**ADA progress:** Councilor Malik reported a contractor working in Town has offered to install handicap equipment free of charge. Residents would have to supply the equipment. Residents should contact the CT's office for assistance.

**Building & Building Site Committee:** Councilor Malik gave report.

**Board of Zoning Appeals:** Councilor Norkus gave report.

**Capital Planning Committee:** There was no meeting.

**Fire & Emergency Management:** Councilor Benson gave report. The BSVPD is actively recruiting new members. Interested parties should contact the BSVPD.

**Greenspace Committee:** Vice President Peterson-Smith gave report.

**Indiana Dunes National Park:** Councilor Norkus reported the social trail signs have been removed for the winter.

**NIRPC:** President Phelps gave report.

**Parks & Recreation Committee:** There was no meeting.

**Plan Commission:** President Phelps gave report.

**TDD:** Councilor Benson gave report. Information can be found on the RDA's website.

**Unfinished Business:**

*Grants updates:* Councilor Norkus gave report.

*Comprehensive Plan Updates and Progress:*

*Lakefront Monitor:* President Phelps presented the job description of this new position. Councilor Norkus motioned to approved this new job description. Vice President Peterson-Smith seconded. There was a discussion regarding duties of monitoring watercraft storage. The motion passed unanimously. Phelps reported that Brian O'Neil has agreed to fill this volunteer position.

*Annual Review:* Nothing additional to report.

*Capital Planning Committee Appointments:* No updates.

*Discussion on Town Signs:* Vice President Peterson-Smith continues to work on this issue.

**New Business**

*Affirm action taken by Town Council President:* Councilor Benson motioned to affirm Phelp's letter of support to the Porter County Board of Commissioners for the Marquette Greenway –

Calumet Trail Reroute, Phase 4. Vice President Peterson-Smith seconded. The motion passed unanimously

*NWI Thrive report:* Councilor Benson reported that the Lilly Foundation gave funds to four community foundations to improve connectivity around train stations. A group met with representatives at Broadway and Highway 12 to review the area. There will be more information to follow.

*Depot's Request to Use Town Hall:* CT Hundt presented a request from the Depot to use Town Hall on Saturday, November 22, for their monthly meeting as the Depot will be set up for their holiday market. Council Benson motioned to approve. Vice President Peterson-Smith seconded. The motion passed unanimously

**Public Comment**

*Jay Fahn.* 425 E. Roberts, asked for clarification on what type of connectivity was being discussed.

**Written Communications**

President Phelps reported receiving a letter from someone who had received a violation regarding lighting at Rebora Plaza.

**Town Council Comment**

Councilors Norkus and Benson thanked Marshal Clapp and Deputy Reeder for their service to the Town.

**Adjourn:**

Councilor Benson motioned to adjourn.  
Vice President Peterson-Smith seconded.  
Unanimously approved.

Adjourned at 08:22 pm.



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Town Council President:

Attest: 

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Clerk-Treasurer  
Ellen Hundt