

Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Thursday, February 1, 2024, 3:30 pm CT

1. Call to Order

Ellen Hundt, Town of Beverly Shores Clerk-Treasurer, called the first meeting of the Town of Beverly Shores Parks and Recreation Advisory Committee to order at 3:30pm CT.

Roll Call:

Committee members present: Tom Abrahamson, Stephen Coughlin, Andre Daugavietis, Susan Loeb, and Paula Tillman.

Also present: Candice Peterson-Smith, Town Council liaison; Ellen Hundt, Beverly Shores Clerk-Treasurer.

The committee unanimously adopted the same electronic meeting policy as the rest of the Town committees.

2. Title VI Community Involvement Survey

Committee member Loeb announced that the Title VI public involvement survey is available via the Town's website.

3. Committee members introduced themselves and expressed their goals for the Committee.

4. Election of Officers

Andre Daugavietis motioned to nominate Susan Loeb as Chair of the Parks and Recreation Advisory Committee; seconded by Tom Abrahamson.

Approved 5-0.

Tom Abrahamson motioned to nominate Paula Tillman as Vice-Chair of the Parks and Recreation Advisory Committee; seconded by Andre Daugavietis.

Approved 5-0.

Andre Daugavietis motioned to nominate Stephen Coughlin as Secretary of the Parks and Recreation Advisory Committee; seconded by Paula Tillman.

Approved 5-0

Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Thursday, February 1, 2024, 3:30 pm CT

5. Setting a recurring meeting date and time.

Susan Loeb motioned to establish the second Thursday of the month as the regular meeting date of the Parks and Recreation Advisory Committee; seconded by Andre Daugavietis.

After discussion, Tom Abrahamson motioned to amend and establish a meeting time of 7:00pm CT; seconded by Andre Daugavietis.

Approved 5-0.

6. Review Budget

Susan Loeb advised that she posted on the P&R shared drive the money appropriated to the Park Board (now the P & R Committee) in the current budget and listed the following:

Funds dedicated to park activities	
Park Donation Fund	\$ 35,000
Supplies	\$ 100
Repair & Maintenance	\$ 25,000
Labor	\$ 3,000
Landscaping	\$ 10,000
Attorneys' Fees	\$ 1,000

The committee asked the Clerk Treasurer for guidelines on spending money from the Park Donation Fund.

Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Thursday, February 1, 2024, 3:30 pm CT

7. Discussion of Mandated Duties and Goals

Duties:

Committee members discussed New Section 34.06 of the Town Code which established the duties and responsibilities of the Parks and Recreation Advisory Committee, as follows:

§ 34.06 Parks and Recreation Advisory Committee

A. There is hereby created and continued in the Town of Beverly Shores, a Parks and Recreation Advisory Committee, consisting of 5 members. The Parks and Recreation Advisory Committee (“Parks Committee”) will assist and advise, at the direction of the Town Council, on the oversight, maintenance, and improvement of Lituanica Park, Town-owned beaches, which includes Rebora Plaza, and other Town-owned land dedicated and open to recreational use by the public. Issues related to social trails between Lake Front Drive and Lake Michigan, Town-owned unimproved roads, and maintenance of Four Corners remain under the direct authority of the Town Council. The duties and responsibilities of the Parks Committee include the following:

- (1) Establishing a standard list of maintenance tasks, including a schedule for maintaining existing and future structures, landscaping, and grounds at Lituanica Park and Town beaches. The Parks Committee will submit this list annually to the Town Council for approval. The list shall be submitted during the Town’s annual budget preparation.
- (2) Assist in maintenance tasks as the Town Council may direct.
- (3) Develop and make recommendations for rules and regulations for use of Lituanica Park and Town-owned beaches, as necessary or appropriate, for consideration and approval by the Town Council.
- (4) Handle requests by Town residents or Town organizations for specific use of Lituanica Park or Town-owned beaches in accordance with the procedures approved by the Town Council.
- (5) Approve expenditures for those standard maintenance activities at Lituanica Park and Town-owned beaches, without prior Town Council approval, consistent with the Town’s budgeted appropriations. All other expenditures, and requests for improvements, repairs, or other capital projects should be brought to the Town Council for approval.

**Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Thursday, February 1, 2024, 3:30 pm CT**

(6) Make other recommendations to assist the Town Council in developing and preserving aesthetic, maintenance, recreational, and cultural values that serve Town residents. The Parks Committee may also perform such other related duties as may be assigned by the Town Council, which may include, but is not limited to:

- a. Compile data to assist the Town Council in optimizing recreational use of these areas.
- b. Collaborate with other Town government committees and other Town groups to devise a stewardship plan for the Town's greenspace and recreational areas, including collaborating to make efficient use of Town resources.
- c. Develop and make recommendations for capital improvements and operations at Lituanica Park and Town-owned beaches and Rebora Plaza
- d. Encourage fundraising efforts and donations for recreational improvements to Lituanica Park or Town-owned beaches with approval from the Town Council.

Goals:

For next Committee meeting:

Topics briefly raised for future discussion included the results of the pickleball survey.

Susan Loeb volunteered to meet with Marshal Clapp, Street Superintendent, to clarify mowing and other duties.

Stephen Coughlin and Candice Peterson-Smith to review and report on existing Lituanica Pond improvement bids.

Andre Daugavietis volunteered to follow-up and report on the status of the purchased, but installed beach mats.

Tom Abrahamson to review and report on possible pickle ball court options at Lituanica Park.

Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Thursday, February 1, 2024, 3:30 pm CT

8. Public Comment

Candice Peterson-Smith mentioned that ERG (Environmental Restoration Group) anticipates requesting permission from the committee to remove invasives from Lituanica Pond at ERG's expense.

9. Adjournment:

At 5:19pm CT, Tom Abrahamson motioned to adjourn; seconded by Stephen Coughlin. Approved 5-0.

Respectively submitted:

Stephen Coughlin
Secretary
Parks and Recreation Advisory Committee

Approved:

Susan Loeb
Chair
Parks and Recreation Advisory Committee

**Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
February 26, 2024
In-Person Meeting Only**

**3 pm ON-SITE INSPECTION AT LITUANICA PARK, REBORA PLAZA & DERBY
Followed by meeting at the AdMin Building @ 4:15 pm
Thursday, February 1, 2024, 3:30 pm CT**

1. Call to Order (Lituanica Park)

Susan Loeb, Chair, called the on-site inspection meeting of the Town of Beverly Shores Parks and Recreation Advisory Committee to order at 3:00pm CT.

Roll Call:

Committee members present: Tom Abrahamson, Stephen Coughlin, Andre Daugavietis, Susan Loeb, and Paula Tillman.

The committee walked Lituanica Park inspecting the grounds, playground equipment, tennis court, basketball court, pond electricity, and warming shelter.

The committee drove to Rebora Plaza, then walked and inspected the parking lot, fence, curb garden landscaping, stairs, and pavilion.

The committee drove to Derby, then walked and inspected the beach access.

2. Call to Order (Administration Building)

Susan Loeb, Chair, called the meeting of the Town of Beverly Shores Parks and Recreation Advisory Committee to order at 4:16pm CT.

Roll Call:

Committee members present: Tom Abrahamson, Stephen Coughlin, Susan Loeb, and Paula Tillman. Absent: Andre Daugavietis

2. Title VI Community Involvement Survey

Committee member Loeb announced that the Title VI public involvement survey is available via the Town's website.

3. Tom Abrahamson motioned to set the March meeting of the Committee to March 11, 2024 7pm; seconded by Stephen Coughlin. Approved 4-0.

**Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
February 26, 2024
In-Person Meeting Only**

**3 pm ON-SITE INSPECTION AT LITUANICA PARK, REBORA PLAZA & DERBY
Followed by meeting at the AdMin Building @ 4:15 pm
Thursday, February 1, 2024, 3:30 pm CT**

4. The Committee discussed the need for Parks maintenance schedule.
5. The Committee discussed Agenda Items for the March 11, 2024 meeting. Items discussed included: parks maintenance schedule, life rings, basic requirement for park use and application, pickle ball court, beach mats, and fundraising.

6. Public Comment

Scott Vliek, Beach Street, suggested the Committee work on small successes.

John Maklin, Quincy Ave, suggested a community organization could landscape the Rebora curb garden; advised that improvements to the Warming House at Lituanica Park should address handicap parking, access, and ramp.

7. Adjournment:

At 5:16pm CT, Tom Abrahamson motioned to adjourn; seconded by Stephen Coughlin. Approved 4-0.

Respectively submitted:

Stephen Coughlin
Secretary
Parks and Recreation Advisory Committee

Approved:

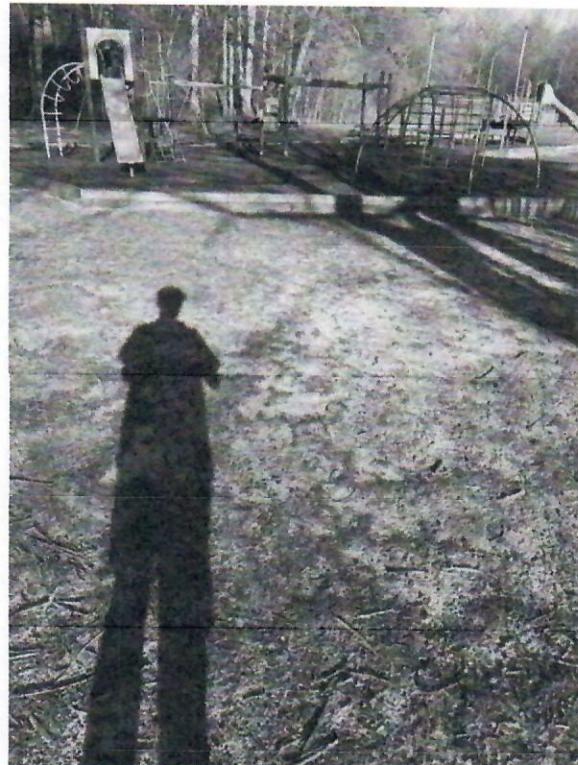
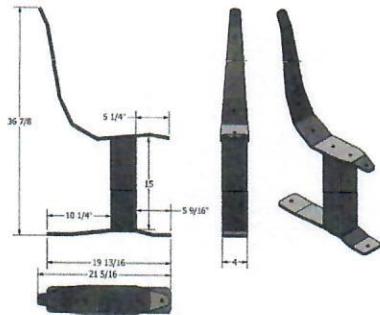
Susan Loeb
Chair
Parks and Recreation Advisory Committee

Ian Sanders Eagle Project Proposal

Troop 908

Hello, my name is Ian Sanders and I am currently a Life Scout hoping to earn my Eagle Scout Badge as soon as possible. I am in Troop 908 out of Chesterton, Indiana and have been with the scouting organization since I was in 4th grade.

- I have spoken with Ms. Loeb, and Mr. Abrahamson, about ideas for a supposed project and I am seeking approval tonight.
- My idea for my project is to build a 6-8 foot park bench **facing** the playground so we have another spot for parents to watch their kids, and for spectators at various ABSR events such as the Easter Egg Hunt.
- It would end up looking like the bench pictured beneath.



**Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, March 11, 2024 7pm CT**

1. Call to Order

Susan Loeb, Chair, called the meeting of the Town of Beverly Shores Parks and Recreation Advisory Committee to order at 7:00pm CT.

2. Roll Call:

Committee members present: Stephen Coughlin, Andre Daugavietis, Susan Loeb, and Paula Tillman. Absent: Tom Abrahamson

Also present were Ellen Hunt, Town Clerk/Treasurer, and Candice Peterson-Smith, Town Council Liaison to the Parks Committee.

3. Title VI Community Involvement Survey

Susan Loeb announced that the Title VI public involvement survey is available via the Town's website.

4. Minutes of Meetings

Andre Daugavietis motioned to approve the Minutes of the Meeting of Feb 11, 2024; seconded by Paula Tillman.

Approved 4-0.

Andre Daugavietis motioned to approve the Minutes of the Meeting of Feb 26, 2024; seconded by Paula Tillman.

Approved 4-0.

5. Old Business

5.1 Review and Adoption of 2024 Maintenance Task Schedule

Susan Loeb led a discussion on the 2024 Maintenance Task Schedule and cover letter to the Town Council. The letter requests that Parks Committee be authorized to spend up to \$2500 for budgeted park maintenance and improvements items without prior Town Council approval.

**Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, March 11, 2024 7pm CT**

Andre Daugavietis motioned to spend up to \$600 for K&B Electric to inspect and make minor repairs to the electric service at Lituanica Park and Rebora Plaza subject to Town Council approval to spend up to \$2500 on Mar 21; seconded by Paula Tillman.
Approved 4-0.

Stephen Coughlin motioned to adopt the updated 2024 Parks 2024 Maintenance List and cover letter and send both to the Town Council for their approval; seconded by Andre Daugavietis.

Approved 4-0.

5.2 Lituanica Pond Update

Stephen Coughlin led a discussion on Lituanica Park Pond maintenance including fountains, aerators, and the Lake & Pond Biologists 2024 maintenance agreement.

Stephen Coughlin motioned to approve Lake & Pond Biologists' 2024 maintenance agreement in the amount of \$1,461.00 and forward to Town Council for their approval; seconded by Andre Daugavietis.

Approved 4-0.

The Committee requested more information about the pricing and operation of fountains and aerators.

5.3 Beach Mats Update

Andre Daugavietis led a discussion on Beach Mats. There are black roll mats and black 4'x8" erosion control sheets in the police garage; and blue roll mats in the Lituanica Park Warming Hut.

The Committee requested more information on how and where the mats and sheets should best be used.

5.4 Discussion of adding Pickle Ball Court

The Committee deferred the discussion of adding a Pickle Ball Court until its Apr 8, 2024 meeting when Tom Abrahamson is expected to be present.

**Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, March 11, 2024 7pm CT**

6. New Business

6.1 Application and Rules for Use of Lituanica Park Warming Hut.

Susan Loeb led a discussion on an Application and Rules for Use of Lituanica Park Warming Hut. Susan drafted an application form for the Warming Hut based on the Town's application form for use of the Community House.

Stephen Coughlin motioned to approve the Application and Rules for Use of Lituanica Park Warming Hut; seconded by Andre Daugavietis.

Approved 4-0.

Stephen Coughlin motioned to authorize the Chair to approve and sign Lituanica Park Warming Hut application forms; seconded by Andre Daugavietis.

Approved 4-0.

6.2 Inventory of Equipment in Storage area of the Warming Hut.

Susan Loeb requested that someone on the Committee inventory the equipment in the storage area of the Warming Hut before the next meeting.

6.3 Training for use of life rings.

Susan Loeb is looking into obtaining a use of life rings training video that can be shared with the community.

6.4 Volunteer Days

Susan Loeb advised that ABSR (Association of Beverly Shore Residents) would like to host a park clean-up day event at Lituanica Park on Saturday May 18, 2024 noon-3pm.

Stephen Coughlin motioned to approve ABSR park clean-up day event at Lituanica Park on Saturday May 18, 2024 noon-3pm; seconded by Paula Tillman.

Approved 4-0.

6.5 Fundraising

Susan Loeb led a discussion of fundraising. Susan asked the Committee to read the Town's Comprehensive Plan.

**Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, March 11, 2024 7pm CT**

Paula Tillman agreed to be the Parks Committee liaison to the Town's Capital Planning Committee.

7. Public Comment

Ellen Hundt read Sam Olins message to the Committee that ABSR would like to host their annual Easter Egg Hunt event at Lituanica Park on Saturday Mar 30, 2024. This event may include a port-a-potty.

Ellen Hundt advised the Committee that a broom is needed at Rebora Plaza so step can be swept clear of slippery sand, and that "her" beach safety signs would be re-installed soon.

8. Committee Comments

Susan Loeb, Chair advised that she would be out of town and will miss the Committee's April 8, 2024 meeting. Park keys will be left with Ellen Hundt. Tom Abrahamson, Vice-Chair will lead the meeting in Chairs absence.

9. Adjournment

Andre Daugavietis motioned to adjourn the Meeting; seconded by Stephen Coughin. Approved 4-0.

**Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, April 8, 2024, 7pm CT**

1. Call to Order

Tom Abrahamson, Vice-Chair, called the meeting of the Town of Beverly Shores Parks and Recreation Advisory Committee to order at 7:00pm CT.

2. Roll Call:

Committee members present: Tom Abrahamson, Steve Coughlin, Andre Daugavietis, and Paula Tillman.

Present remotely via Teams app: Susan Loeb, Chair

Also present were Ellen Hundt, Town Clerk/Treasurer, and Candice Peterson-Smith, Town Council Liaison to the Parks Committee.

3. Minutes of Meeting of March 11, 2024

Andre Daugavietis motioned to approve the Minutes of Meeting of March 11, 2024; seconded by Paula Tilman. Approved 5-0.

4. Title VI Community Involvement Survey

Tom Abrahamson announced that the Title VI public involvement survey is available via the Town's website.

5. Old Business

Steve Coughlin led a discussion on maintenance tasks updates.

Electric service at Rebora Plaza and Lituanica Park was inspected by K&B Electric. Repairs to outlet box covers and conduits were completed. Both services are in good working order.

The cost to replace the smashed Warming House roof vents is \$500-\$1000. The cost to change to roof ridge vent is to-be-advised. Cost to clean, sand, stain, seal the Warming House deck is \$2877.35. The Committee will engage in further discussion before making any spending decision.

**Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, April 8, 2024, 7pm CT**

The cost to provide one handicap port-a-potty at Lituanica Parks from May 1, 2024 to October 31, 2024 is \$181.50 per 4 weeks (LRS Johnson Johns) or \$225.00 per 4 weeks (Service Sanitation).

Susan Loeb motioned to approve the rental of one handicap port-a-potty at Lituanica Park from May 1, 2024 to October 31, 2024 from LRS Johnson Johns for \$181.50 per four weeks; seconded by Paula Tilman. Approved 5-0.

The drains at Rebora are clear of debris.

The cost to replace the pond fountain is \$2035 for a VFX Series and \$2278 for J Series (Lake&Pond Biologists) or \$2029 for a VFX Series (Aquatic Control). Lake&Pond Biologists quote included installation.

Susan Loeb motioned to accept the Lake&Pond Biologists J Series quote for \$2278; seconded by Steve Coughlin. Approved 5-0 to refer for Town Council approval.

Susan Loeb led a discussion on life ring training and reported that ABRS Memorial Day Coffee will include a life ring training demonstration.

Tom Abrahamson led a discussion on adding a pickleball court at Lituanica Park. A pickleball court could be striped onto the current basketball court with volunteers at a cost of about \$500. The Committee requested a written proposal for Committee and Town Council approvals.

6. New Business

Susan Loeb led a discussion on maintenance tasks not listed on the standard list of maintenance tasks submitted to the Town Council. On April 16, 2024 the Town Council authorized the Committee to spend up to \$2500 in-total for maintenance tasks not listed on the standard list of maintenance tasks.

Steve Coughlin led a discussion on adding removal of floating plants to pond maintenance contract. Lake&Pond Biologists price to add this service is \$250 per treatment x 2 treatment = \$500.

Paula Tilman motioned to approve the Lake&Pond Biologists water lily quote of \$500; seconded by Andre Daugavietis. Approved 5-0.

**Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, April 8, 2024, 7pm CT**

Resident Ian Sanders presented his Lituanica Park park bench Eagle Scout project to the Committee. Ian requested approval to install a new metal bench on the west side of the playground at no cost to the Town.

Susan Loeb motioned to approve Ian Sanders Eagle Scout project subject to working with Steve Coughlin to determine a precise location at Lituanica Park; seconded by Andre Daugavietis. Approved 5-0.

Tom Abrahamson led a discussion on the discovery of a Lituanica Park shuffleboard court. The shuffleboard court is official size 6' x 52'. The court could be resurfaced and striped by volunteers at a cost of about \$500. The Committee requested a written proposal for Committee and Town Council approvals.

Andre Daugavietis motioned to add shuffleboard to the standard list of maintenance tasks; seconded by Steve Coughlin. Approved 5-0.

Steve Coughlin led a discussion on tree trimming and removal at Lituanica Park. Justin Tree Service quoted \$3350 to cut and remove 6 trees. The Committee will engage in further discussion before making any spending decision.

Steve Coughlin led a discussion on initial assessment of playground equipment. New swing set quotes are in-process. Indiana's IHCDA-Patronicity's crowd funding grant program is a possible funding source.

The Committee discussed What to do with beach mats. No action taken.

7. No Public Comment

8. Committee Comments

Susan Loeb reported that the American Lithuania Club requests the use of Lithuanica Park for club events on June 22, 2024, and August 10, 2024.

Susan Loeb motioned to approve the American Lithuania Club's request the use of Lithuanica Park on June 22, 2024, and August 10, 2024; seconded by Tom Abrahamson. Approved 5-0.

**Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, April 8, 2024, 7pm CT**

9. Adjournment

At 8:39 pm CT, Andre Daugavietis motioned to adjourn the Meeting; seconded by Stephen Coughlin.
Approved 5-0.

Respectively submitted:

Stephen Coughlin
Secretary
Parks and Recreation Advisory Committee

Approved:

Susan Loeb
Chair
Parks and Recreation Advisory Committee

**Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, May 13, 2024, 7pm CT**

1. Call to Order

Susan Loeb, Chair, called the meeting of the Town of Beverly Shores Parks and Recreation Advisory Committee to order at 7:00pm CT.

2. Roll Call:

Committee members present: Susan Loeb, Tom Abrahamson, Steve Coughlin, and Andre Daugavietis. Absent: Paula Tillman.

Also present were Ellen Hundt, Town Clerk/Treasurer, and Candice Peterson-Smith, Town Council Liaison to the Parks Committee.

3. Title VI Community Involvement Survey

Susan Loeb announced that the Title VI public involvement survey is available via the Town's website.

4. Minutes of Meeting of April 8, 2024

Andre Daugavietis motioned to approve the Minutes of Meeting of April 8, 2024, reflecting Tom Abrahamson as Vice-Chair; seconded by Tom Abrahamson. Approved 4-0.

5. Maintenance update reports

Steve Coughlin reported on contractor quotes on warming house deck refinishing and roof vent repair, Lituanica Park gazebo refinishing and new gazebo roof, Rebora Plaza shelter and staircase refinishing and new shelter roof.

6. Old Business

Tom Abrahamson motioned to approve Discount Deck's \$4715.52 warming house deck refinishing proposal including replacing five 6"x6" post, subject to final contract review and approval by Susan Loeb. Stephen Coughlin seconded. Approved 4-0.

Susan Loeb announced that at the ABSR Memorial Day Coffee May 27, 2024 there would be a life ring demonstration.

**Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, May 13, 2024, 7pm CT**

Tom Abrahamson led a discussion and proposed to add a Pickle Ball Court at Lituanica Park identifying the basketball court as the best location for a dual use court at a cost of no more than \$1000 for paint, supplies, and new portable pickle ball net.

Susan Loeb motioned to approve spending up to \$1000.00 to add a pickle ball court to the basketball court, including new portable pickle ball net. Stephen Coughlin seconded. Approved 4-0.

Stephen Coughlin reported that playground improvement pricing was still being requested of contractors.

Tom Abrahamson led a discussion and proposed spending up to \$700.00 on paint, supplies and equipment to maintain the shuffleboard court at Lituanica Park.

Tom Abrahamson motioned to approve up to \$700.00 to maintain the shuffleboard court at Lituanica Park. Andre Daugavietis seconded. Approved 4-0.

Steve Coughlin led a discussion on tree removal at Lituanica Park. No action was taken.

7. New Business

Susan Loeb announced May 18, 2024 was Lituanica Park and Rebora Plaza clean-up day.

Stephen Coughlin motioned to approve spending up to \$200.00 for new tire stops at the Lituanica Park tennis court parking lot. Andre Daugavietis seconded. Approved 4-0.

Stephen Coughlin motioned to approve spending up to \$300.00 for a new soccer goal, and a new net for the existing soccer goal, at Lituanica Park. Tom Abrahamson seconded. Approved 4-0.

Susan Loeb led a discussion on the need for the Committee to start preparing a 2025 budget.

8. Public Comment

John Maklin advised the Committee that he thought a tree at Rebora Plaza needs trimming.

9. Committee Comments

None.

Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, May 13, 2024, 7pm CT

10. Adjournment

At 8:30 pm CT, Andre Daugavietis motioned to adjourn the Meeting. Seconded by Stephen Coughlin. Approved 4-0.

Respectively submitted:

Stephen Coughlin
Secretary
Parks and Recreation Advisory Committee

Approved:

Susan Loeb
Chair
Parks and Recreation Advisory Committee

**Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, June 10, 2024, 7pm CT**

1. Call to Order

Susan Loeb, Chair, called the meeting of the Town of Beverly Shores Parks and Recreation Advisory Committee to order at 7:00pm CT.

2. Roll Call:

Committee members present: Susan Loeb, Tom Abrahamson, Steve Coughlin, Andre Daugavietis, and Paula Tillman.

Also present were Ellen Hundt, Town Clerk/Treasurer, and Candice Peterson-Smith, Town Council Liaison to the Parks Committee.

3. Title VI Community Involvement Survey

Susan Loeb announced that the Title VI public involvement survey is available via the Town's website.

4. Minutes of Meeting of May 13, 2024

With apology Stephen Coughlin reported that the MoM of May 13, 2024 were in-process; not ready for consideration at the present time.

6. Old Business

Stephen Coughlin led a discussion on the warming hut deck maintenance. During a pre-construction meeting with the approved contractor, Discount Deck, and the Town Building Commissioner it was recommended by both that it was better to replace all fourteen 6x6 post and replace all deck and railing boards than refinishing existing deck and railing boards and only five 6x6 posts. The Committee requested further price details on keeping the benches, sun canopy, and redoing the stairs to code.

Susan Loeb requested the Committee's help getting the bike rack out of the Town Police garage and installed at Rebora Plaza.

Tom Abrahamson reported on the progress being made at Lituanica Park on the new pickle ball court and renewal of the shuffleboard court. Both projects are on budget and on-schedule to be finished by June 30.

**Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, June 10, 2024, 7pm CT**

Susan Loeb announced that she is working on a Parks Committee accomplishments email.

Susan Loeb led a discussion of the Park Committee's 2024 expenditures. Ellen Hundt provided an 2024 expenditures report for the Committee to review.

Susan Loeb led a discussion on beach access social paths and the need for the Town to work with the National Park Service. Andre Daugavietis agreed to be the Parks Committee's liaison with the National Park Service on social path issues.

The Committee discussed beach access at Derby. Blue mats need to be installed. Stair pricing is in-process.

Stephen Coughlin reported that playground improvement pricing was still being requested of contractors.

Steve Coughlin led a discussion on tree removal at Lituanica Park. Justin's Tree Service quoted \$2075.00 to cut two dead oaks, one dead spruce, three stump removals, cut dead half of maple, and remove all fallen branch debris below.

Paula Tilman motioned to approve spending \$2075 for Justin's Tree Removal at Lituanica Park. Seconded by Tom Abrahamson. Approved 5-0.

Susan Loeb led a discussion about preparing a Parks and Rec Budget for 2025.

7. New Business

Steve Coughlin advised the Committee that Bernal Landscaping quoted \$400.00 to remove the vine and branch debris on and around the tennis court parking lot at Lituanica Park. The debris was the result of our Town Clean-up Day volunteers who cut, pulled, and raked the woody area near the tennis court.

Tom Abrahamson motioned to approve spending \$400.00 for vine and branch debris clean-up at Lituanica Park tennis court area. Seconded by Paula Tillman. Approved 5-0.

Steve Coughlin requested Committee approval to pay K&B Electric \$119.00 for replacing a defective field electric outlet at Lituanica Park. The defective outlet was discovered by Lake & Pond Biologists while installing the pond fountain.

**Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, June 10, 2024, 7pm CT**

Steve Coughlin motioned to pay K&B Electric \$199.00 for replacing a defective field electric outlet at Lituanica Park. Seconded by Tom Abrahamson. Approved 5-0.

Steve Coughlin led a discussion on installing pole mounted trash cans at Lituanica Park. No action was taken.

8. Public Comment

John Maklin advised the Committee that he thought a tree at Rebora Plaza needs trimming. Also, advised and shared his thoughts with the Committee on ADA ramps, composite decking, park benches sponsorship, and a 2023 American-Lithuanian Club Lituanica Park rebuild plan.

9. Committee Comments

Paula Tillman commented that the Town Council had concerns about the ALC rebuild plan to add a kitchen, bathrooms, and necessary septic field.

Susan Loeb commented that Town Council concerns led to not action being taken on the ALC rebuild plan.

10. Adjournment

At 8:45 pm CT, Tom Abrahamson motioned to adjourn the Meeting. Seconded by Andre Daugavietis. Approved 5-0.

Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, June 10, 2024, 7pm CT

Respectively submitted:

Stephen Coughlin
Secretary
Parks and Recreation Advisory Committee

Approved:

Susan Loeb
Chair
Parks and Recreation Advisory Committee

**Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, July 8, 2024, 7pm CT**

1. Call to Order

Susan Loeb, Chair, called the meeting of the Town of Beverly Shores Parks and Recreation Advisory Committee to order at 7:00pm CT.

2. Roll Call:

Committee members present: Susan Loeb, Tom Abrahamson, Steve Coughlin, Andre Daugavietis, and Paula Tillman.

Also present were Ellen Hundt, Town Clerk/Treasurer, and Candice Peterson-Smith, Town Council Liaison to the Parks Committee.

3. Title VI Community Involvement Survey

Susan Loeb announced that the Title VI public involvement survey is available via the Town's website.

4. Minutes of Meeting of May 13, 2024

Tom Abrahamson motioned to approve the Minutes of Meeting of May 13, 2024; seconded by Andre Daugavietis. Approved 5-0.

Minutes of Meeting of June 10, 2024

Tom Abrahamson motioned to approve the Minutes of Meeting of June 10, 2024; seconded by Andre Daugavietis. Approved 5-0.

5. Maintenance update reports

Steve Coughlin reported that tree removal at Lituanica and bike rack installation at Rebora were completed.

6. Old Business

Steve Coughlin advised that the new contractor deck rebuild quote including benches, ada stairs, and Building Commissioner recommendations was \$13,331.34. Additional contractor quotes were pending. No action taken.

**Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, July 8, 2024, 7pm CT**

Tom Abrahamson reported that the pickle ball and shuffleboard courts were completed with the help of Larry Stanton. Thank you, Larry.

Susan Loeb advised that an EZ Beach Steps adjustable aluminum beach access stair quote was in process. A site visit was pending.

Steve Coughlin advised that playground improvement quotes were still pending from additional contractors.

Susan Loeb led a discussion on the Parks Committee 2025 Budget recommending a 2025 gross budget request in the amount of \$25,000 not including mowing expenses.

Steve Coughlin motioned to approve a 2025 gross budget request in the amount of \$25,000 not including mowing expenses; seconded by Tom Abrahamson. Approved 4-0-1 with Paula Tillman abstaining.

7. New Business

Susan Loeb advised that the warming hut entry door locks were broken and that after receiving two quotes a locksmith could repair or replace for \$250 or less. Steve Coughlin motioned to approve spending up to \$250 to repair or replace the warming hut entry door locks; seconded by Paula Tillman. Approved 5-0.

Susan Loeb led a discussion on kayak storage at town beach(es) with opening remarks that according to The Smith Group Study Derby has a more viable beach than Rebora and that a conversation with the public is needed about size of watercraft, beach locations, racks.

Tom Abrahamson said that he was in favor of a solution, and that demand was great.

Andre Daugavietis said that permits are used to control watercraft storage.

Steve Coughlin said that due to high demand a permit lottery may be needed instead of first-come, first-serve.

Ellen Hundt advised that current permit prices were \$30 per kayak, \$50 per boat, but not for sale at this time.

8. Written Comments – no written comments received.

Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, July 8, 2024, 7pm CT

9. Public Comment

Using ppt slides and a hand-out, Nancy Natow-Cassidy presented possible kayak rack designs and locations, plus beach access options.

Scott Vliek suggested Rebora was safer than Derby for kayak storage.

Fay Stokes advised that Long Beach has kayak storage made out of pipe.

John Nekus requested the Town address larger watercraft beach access and storage. not just kayaks and stand-up paddle boards.

Darius Bartkus requested the Town work out an agreement with the National Park to allow beach access at Kemil on Beverly Shores property for resident's trailers to unload larger watercraft like his 25ft boat.

Scott Vliek said the National Park should know their boundaries.

Sally Bagnall commented that the Rebora dunes were in a very fragile state, and not suitable for beach access.

Ellen Hundt advised that boat storage locations need signage according to the existing ordinance.

Sam Olins said a permit lottery was a good idea and raising permit prices should be considered.

John Maklin agreed with John Nekus said, and that the stairs at Rebora are not ada compliant.

10. Committee Comments

Susan Loeb said we have two challenges ahead – boat storage and long-term beach access.

Paula Tillman reminded everyone that The Smith Group Study said Derby beach is most viable.

Andre Daugavietis liked Kemil as a possible towable access point but not a storage area.

**Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, July 8, 2024, 7pm CT**

Tom Abrahamson asked if there were other viable beaches.

Steve Coughlin suggested that even though details were lacking, the Committee should support the Natow-Cassidy initiative now and let the Town Council decide at their Aug 16, 2024, meeting whether to move forward in 2024 using the Parks Donation Fund under Town Council control.

Steve Coughlin motioned that the Parks Committee advise the Town Council to approve the Natow-Cassidy initiative using the Parks Donation Fund up to \$6,000; Tom Abrahamson seconded. Approved 5-0.

Tom Abrahamson motioned that the Committee approve the purchase of a storage box, some pickle ball paddles and balls for free public use and Lituanica Park; seconded by Steve Coughlin. Approved 4-1 with Paula Tillman voting no.

Sam Olins thanked the Committee for the parks looking very good.

John Nekus with American Lithuanian Club thanked the Committee for Lituanica Park looking very good for their June 22 Jonines Picnic Celebration.

11. Adjournment

At 9:08 pm CT, Tom Abrahamson motioned to adjourn the Meeting; seconded by Steve Coughlin. Approved 5-0.

Respectively submitted:

Stephen Coughlin
Secretary
Parks and Recreation Advisory Committee

Approved:

Susan Loeb
Chair
Parks and Recreation Advisory Committee

Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, August 12, 2024, 7pm CT

1. Call to Order

Susan Loeb, Chair, called the meeting of the Town of Beverly Shores Parks and Recreation Advisory Committee to order at 7:00pm CT.

2. Roll Call:

Committee members present: Susan Loeb, Tom Abrahamson, Steve Coughlin, Andre Daugavietis, and Paula Tillman.

Also present were Ellen Hundt, Town Clerk/Treasurer, and Candice Peterson-Smith, Town Council Liaison to the Parks Committee.

3. Title VI Community Involvement Survey

Susan Loeb announced that the Title VI public involvement survey is available via the Town's website.

4. Minutes of Meeting of July 8, 2024

Andre Daugavietis motioned to approve the Minutes of Meeting of July 8, 2024; seconded by Tom Abrahamson. Approved 5-0.

5. Maintenance update reports

Susan Loeb reported that the Warming House door locks were fixed.

Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, August 12, 2024, 7pm CT

6. Old Business

Steve Coughlin led a discussion on contractor quotes to repair the Warming House deck. Tom Abrahamson motioned to approve Discount Deck's quote dated 07/01/24 at a cost not to exceed \$14,000; seconded by Andre Daugavietis. Approved 5-0.

Susan Loeb led a discussion on beach access at Derby using Lakeshore Concepts/EZ Steps brand adjustable aluminum stair system. Costs for stairs to beach (\$4965); installation (\$1500); additional 14 step pathway (\$4000). Steve Coughlin motioned to recommend to the Town Council that they consider spending Donation funds to purchase Lakeshore Concepts/EZ steps brand stairs to beach plus installation (\$6465); seconded by Andre Daugavietis. Approved 5-0.

Steve Coughlin led a discussion with ppt presentation about a Lituanica Park Playground Improvement grant opportunity through Indiana's IHCDA Creating Places which matches community crowdfunding dollar-for-dollar. Susan Loeb motioned to approve Steve Coughlin asking the Town Council to start the grant application; seconded by Paula Tillman. Approved 5-0.

Susan Loeb led a discussion about boat storage recommending that the Committee conduct a survey of the community about boat storage. Tom Abrahamson suggested the scope of the survey be expanded to cover all park needs.

7. New Business

Candice Peterson-Smith representing ERG requested Committee approval to carry out phragmite abatement by ERG in the Lituanica Park pond at no cost to the Town of Beverly Shores. Steve Coughlin motioned to approve ERG carrying out phragmite abatement in the Lituanica Park pond at no cost to the Town of Beverly Shores; seconded by Andre Daugavietis. Approved 5-0.

Susan Loeb led a discussion about a \$250 charge from Lakeshore Concepts/EZ Steps for a site-visit at Derby. Steve Coughlin motioned to approve paying Lakeshore Concepts/EZ Steps \$250 for a site visit at Derby; seconded by Andre Daugavietis. Approved 5-0.

Susan Loeb led a discussion about beach boundary markers, dune protection signs, and boat storage signs. No action taken.

8. Written comments

Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, August 12, 2024, 7pm CT

Ellen Hundt advised that she received an inquiry about using Lituanica Park for a wedding.

9. Public Comment

John Maklin advised the Committee that the American Lithuanian Club was still interested in his Warming Hut expansion plans; and recommended relocating the deck access to north side of the deck.

10. Committee Comments

Tom Abrahamson advised that pickleball supplies are now in a box at the park next to the basketball/pickleball court.

Andre Daugavietis advised that he met with Chris Cassidy about a promising DIY kayak storage solution at Rebora.

Steve Coughlin advised that he would be out of the country on September 9th, therefore unable to attend the regularly scheduled September Parks Committee meeting. Susan Loeb surveyed the Committee about cancelling the September meeting. The Committee agreed to cancel the September meeting.

11. Adjournment

At 8:35 pm CT, Andre Daugavietis motioned to adjourn the Meeting; seconded by Tom Abrahamson. Approved 5-0.

Respectively submitted:

Stephen Coughlin
Secretary
Parks and Recreation Advisory Committee

Approved:

Susan Loeb

Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, August 12, 2024, 7pm CT

Chair
Parks and Recreation Advisory Committee

**Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, October 14, 2024, 7pm CT**

1. Call to Order

Susan Loeb, Chair, called the meeting of the Town of Beverly Shores Parks and Recreation Advisory Committee to order at 7:00pm CT.

2. Roll Call:

Committee members present: Susan Loeb, Tom Abrahamson, Steve Coughlin, Andre Daugavietis, and Paula Tillman.

Also present: Ellen Hundt, Town Clerk/Treasurer, and Candice Peterson-Smith, Town Council Liaison to the Parks Committee.

3. Title VI Community Involvement Survey

Susan Loeb announced that the Title VI public involvement survey is available via the Town's website.

4. Minutes of Meeting of August 12, 2024

Paula Tillman motioned to approve the Minutes of Meeting of July 8, 2024; seconded by Andre Daugavietis. Approved 5-0.

5. Maintenance update reports

Steve Coughlin reported that the Lituanica Park pond fountain was not working, and that Lake & Pond Biologists were investigating.

Andre Daugavietis led a discussion about winterizing Park equipment including drinking fountain water meters, pond pump, bike rack, tennis and pickleball nets, and port-a-potty.

Steve Coughlin suggested the Committee purchase new roof vents for the Warming Hut utilizing unspent budgeted "Labor". Paula Tillman motioned to have Steve Coughlin further investigate ridge vents vs. roof vents with cages; seconded by Andre Daugavietis. Approved 5-0.

Paula Tillman motioned to approve spending up to \$300 for Warming Hut chimney inspection and cleaning; seconded by Tom Abrahamson. Approved 5-0.

**Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, October 14, 2024, 7pm CT**

6. Old Business

Steve Coughlin led a discussion about the Warming Hut deck repair requesting Committee approval of a new DiscountRoof Inc quote dtd 08/20/24 in the amount of \$12,500, in-place of the previously approved 07/01/24 quote for \$13,697.58. The 07/01/24 quote included money for perimeter deck benches which were later determined not to be code compliant.

Steve Coughlin motioned to approve the DiscountRoof Inc Warming Hut deck repair quote dtd 08/20/24 in the amount of \$12,500; seconded by Tom Abrahamson. Approved 5-0.

Steve Coughlin presented a PowerPoint update on our Indiana IHCDA crowdfunding grant application for Lituanica Park Playground improvements. Approval to launch the crowdfunding campaign is scheduled for a vote at the 11/15/24 Town Council meeting.

Susan Loeb advised that the EZ-Steps brand stairs proposal for Derby Ditch Beach access was given to the Town Council for their further consideration as an improvement.

7. New Business

Susan Loeb led a discussion regarding the Herbert George sculpture recently donated to Beverly Shores. That the NE corner of Four Corners is the preferred placement site, and a new display base is needed for the sculpture.

8. Written comments

None

9. Public Comment

None

10. Committee Comment

Susan Loeb advised that at their 10/15/24 meeting the Town Council was expected to approve a 2025 Parks Committee Budget in the amount of about \$23,000.

Candice Peterson-Smith advised volunteers are needed to plant donated coconut erosion control matting and dune grass plugs.

**Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, October 14, 2024, 7pm CT**

11. Adjournment

At 8:20 pm CT, Andre Daugavietis motioned to adjourn the meeting; seconded by Paula Tillman. Approved 5-0.

Respectively submitted:

Stephen Coughlin
Secretary
Parks and Recreation Advisory Committee

Approved:

Susan Loeb
Chair
Parks and Recreation Advisory Committee

**Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, November 11, 2024, 7pm CT**

1. Call to Order

Susan Loeb, Chair, called the meeting of the Town of Beverly Shores Parks and Recreation Advisory Committee to order at 7:00pm CT.

2. Roll Call:

Committee members present: Susan Loeb, Tom Abrahamson, Steve Coughlin, Andre Daugavietis, and Paula Tillman.

Also present: Ellen Hundt, Town Clerk/Treasurer, and Candice Peterson-Smith, Town Council Liaison to the Parks Committee.

3. Title VI Community Involvement Survey

Susan Loeb announced that the Title VI public involvement survey is available via the Town's website.

4. Minutes of Meeting of October 14, 2024

Tom Abrahamson motioned to approve the Minutes of Meeting of July 8, 2024; seconded by Andre Daugavietis. Approved 5-0.

5. Maintenance update reports

Steve Coughlin reported that Lake & Pond Biologists found that the Lituanica Park pond fountain was not working because a seal was broken and that L&PB will make the repairs under warranty in their shop; that the port-a-potty at Lituanica Park was picked-up Nov 1; that the three water meters were removed for the winter by Michigan City Water Dept; and that the bike rack at Rebora Plaza was disassembled and move to the Warming Hut for winter storage.

Tom Abrahamson advised that he would look into winter storage for the tennis net, pickleball equipment and net, and croquet equipment.

Steve Coughlin advised that there was a large pile of cut and fallen tree trunks and branches at the corner of Ripplewater and Beachview that the Committee may want to clean-up.

**Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, November 11, 2024, 7pm CT**

6. Old Business

Paula Tillman led a discussion about getting a chimney sweep contractor to inspect and clean the Warming Hut chimney; explaining that the previously approved spend in the amount of \$300 was not enough money due in part to the Town's \$100 contractor licensing fee. Steve Coughlin motioned to approve spending up to \$450 to have the Warming Hut chimney inspected and cleaned; seconded by Andre Daugavietis. Approved 5-0.

Steve Coughlin advised that the anticipated start date of the Warming Hut deck repair was the middle of next week (Nov 18-24) subject to weather conditions.

Steve Coughlin reported that the Patronicity Playground Improvement Project crowdfunding campaign was an overwhelming success with over \$41K raised. Our on-line Patronicity campaign ended on Nov 7, 2024. Checks are still being accepted by mail or drop-off to the Clerk's Office.

Steve Coughlin led a discussion on purchasing the new Lituanica Parks swing set from NuToys Leisure Products before the end of 2024 in order to lock in March-April 2024 pricing, and motioned that the Committee recommend the Town Council approve the purchase of new Arch Swing Set, Tangle Activity Walk, and Ball Maze Panel after Patronicity crowdfunding money is received, with 50% down payment by Dec 31, 2024, 50% payment upon delivery FOB Lituanica Park, Beverly Shores, IN Mar 1-31, 2025; seconded by Andre Daugavietis. Approved 5-0.

Susan Loeb recommended we write a "Playground Improvement Project" article for Sandtracks December newsletter. Steve Coughlin agreed to work on this.

Susan Loeb reported no change on the EZ-Steps Derby beach access proposal which rests with the Town Council for their consideration as an improvement.

7. New Business

Susan Loeb and Steve Coughlin led a discussion regarding a Warming Hut squirrel and mouse abatement inspection report and quotation received from Lakeshore Nuisance Wildlife Control which noted openings near the chimney and around door jambs. Cost to repair \$1700.00. No action taken.

Susan Loeb led a discussion on a boat storage survey. Tom Abrahamson suggested broadening the survey's subject matter. Ellen Hundt suggested using Google Survey app. Andre Daugavietis agreed to work on this.

**Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, November 11, 2024, 7pm CT**

8. Written comments

None

9. Public Comment

None

10. Committee Comment

The Committee thanked Veterans for their service and Happy Birthday to Ellen Hundt.

Susan Loeb clarified that the recently donated Herbert George sculpture was a Town Council matter.

11. Adjournment

At 7:50 pm CT, Steve Coughlin motioned to adjourn the meeting; seconded by Andre Daugavietis. Approved 5-0.

Respectively submitted:

Stephen Coughlin
Secretary
Parks and Recreation Advisory Committee

Approved:

Susan Loeb
Chair
Parks and Recreation Advisory Committee

Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, December 9, 2024, 7pm CT

1. Call to Order

Susan Loeb, Chair, called the meeting of the Town of Beverly Shores Parks and Recreation Advisory Committee to order at 7:00pm CT.

2. Roll Call:

Committee members present: Susan Loeb, Tom Abrahamson, Steve Coughlin, and Paula Tillman.

Also present were Ellen Hundt, Town Clerk/Treasurer, and Candice Peterson-Smith, Town Council Liaison to the Parks Committee.

Andre Daugavietis present at 7:05pm.

3. Title VI Community Involvement Survey

Susan Loeb announced that the Title VI public involvement survey is available in the Council Room, Clerk-Treasurer's Office, and via the Town's website,

4. Minutes of Meeting of November 11, 2024

Tom Abrahamson motioned to approve the Minutes of Meeting of November 11, 2024; seconded by Paula Tillman. Approved 4-0 just prior to Andre Daugavietis arrival.

5. Maintenance update reports

Tom Abrahamson advised that the tennis and pickleball nets can be left outside this winter; and that the shuffleboard and pickleball equipment boxes are weatherproof.

Steve Coughlin reported that he used steel wool to plug a gap in the Warming Hut north wall to keep mice out.

6. Old Business

Paula Tillman advised that she is working on chimney sweep of Warming Hut.

Steve Coughlin advised that the contractor was starting the Lituanica Park deck repair on December 10th.

Town of Beverly Shores
Parks and Recreation Advisory Committee
Minutes of the Meeting
Monday, December 9, 2024, 7pm CT

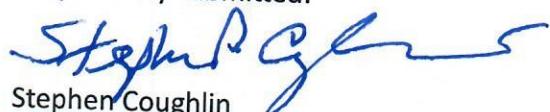
10. Committee Comments

Susan Loeb asked the Committee to be prepared to discuss 2025 spending priorities at the Committee's January 2025 meeting.

11. Adjournment

At 8:05 pm CT, Tom Abrahamson motioned to adjourn the Meeting; seconded by Andre Daugavietis. Approved 5-0.

Respectively submitted:



Stephen Coughlin
Secretary
Parks and Recreation Advisory Committee

Approved:



Susan Loéb
Chair
Parks and Recreation Advisory Committee