

Capital Planning Advisory Committee

March 4, 2025

Administration Building

The meeting was called to order at 7:00 p.m. by Candice Peterson-Smith

Roll Call

Candice Peterson-Smith (Town Council), Ellen Hundt (Clerk-Treasurer), Paula Tilman (Parks & Recreation Advisory Committee), Larry Stanton (Plan Commission), Jay Hennessey (Fire Department), Ed Clapp (Police Department)

Craig Tompkins (Public Volunteer) was not present

Title VI Survey Availability

Candice Peterson-Smith encouraged everyone to fill out the Title VI survey. Ellen Hundt assisted everyone by pointing out the survey's location in the Administration Building and handed them out to the committee

Election of Officers

Larry Stanton nominated Candice Peterson-Smith for chair of the committee, Paula Tilman seconded the motion. Stanton, Hennessey, Tilman, Clapp, and Hundt voted in favor of the motion, Peterson-Smith opposed. The motion passed 5-1. Candice Peterson-Smith was elected Chair.

Approval of Minutes

Minutes from the September 2023 meeting will be approved in the next meeting so that all members have the opportunity to read them.

Old Business

5-year Capital Plan discussion.

Larry Stanton commented that the 5-year Capital Plan should be a rolling priority list that is frequently adjusted. Several different capital projects were discussed, particularly ones that have been completed. Each committee member will review their section of the five-year plan and be prepared to discuss it in the next meeting. Once priorities are determined, the group will explore possible funding sources including grants.

New Business

none

Public Comment

none

Committee Comment

Larry Stanton encouraged the committee to think of the 'big picture,' for funding projects, especially for a community center.

Paula Tilman questioned if there was a previous agreement with St. Ann's Church for community usage. Ellen will look for the official agreement in town records.

Adjourn

Larry Stanton motioned to adjourn the meeting

Ellen Hundt seconded.
Unanimously approved

Christine Peterson Smith
5/6/25

Capital Planning Advisory Committee

May 6, 2025

Administration Building

The meeting was called to order at 7:00 p.m. by Candice Peterson-Smith

Roll Call

Candice Peterson-Smith (Town Council), Ellen Hundt (Clerk-Treasurer), Paula Tilman (Parks & Recreation Advisory Committee), Larry Stanton (Plan Commission), Craig Tompkins (Citizen Volunteer), Ed Clapp (Police Department)

Jay Hennessey (Fire Department) was not present

Title VI Survey Availability

Candice Peterson-Smith encouraged everyone to fill out the Title VI survey.

Approval of Minutes

Minutes from the September 2023 meeting were approved. Ed Clapp noted that Marshal was misspelled with 2 L's. Ellen Hundt motioned to approve the minutes; Larry Stanton seconded. Motion passed unanimously.

Ed Clapp motioned to accept the minutes from the March 4, 2025 meeting. Larry Stanton seconded. Motion passed unanimously.

Old Business

5-year Capital Plan discussion: the group discussed general 'management and maintenance' categories and 'red flag' issues. Topics included police vehicles, street maintenance projects, culvert maintenance (Fairwater/Derby location in particular). It was noted that the Community Crossings grant is currently cancelled for July and possibly longer. Sidewalks were also discussed.

The group also discussed 'quality of life/visionary' projects that residents may find desirable. It was noted that many residents moved here for access to the beach. Other topics included a new community house and the desire to explore this topic further.

The group discussed the need to explore funding assistance through grants and other governmental units, such as the Porter County Drainage Board. The group discussed looking into the Town's budget to explore funds that might be incrementally put aside for a needed project.

New Business

none

Public Comment

none

Committee Comment

None

Adjourn

Larry Stanton motioned to adjourn the meeting at 8:08 pm
Ed Clapp seconded.
Unanimously approved

Candice Peterson Smith

~~Ed Clapp~~
CPS 6/3/25

Capital Planning Advisory Committee
June 3, 2025
Administration Building

The meeting was called to order at 7:00 p.m. by Candice Peterson-Smith

Roll Call

Candice Peterson-Smith (Town Council), Ellen Hundt (Clerk-Treasurer), Larry Stanton (Plan Commission), Ed Clapp (Police Department)
Jay Hennessey (Fire Department), Paula Tilman (Parks & Recreation Advisory Committee), Craig Tompkins (Citizen Volunteer), were not present

Title VI Survey Availability

Candice Peterson-Smith encouraged everyone to fill out the Title VI survey.

Approval of Minutes

Minutes from the May 6, 2025 meeting were approved. Larry Stanton moved to approve the minutes, Ed Clapp seconded. Motion passed unanimously.

Old Business

5-year Capital Plan discussion: the group viewed the existing Capital Plan on the overhead projector and actively discussed and updated sections of the plan.

New Business

none

Public Comment

none

Committee Comment

None

Adjourn

Ed Clapp motioned to adjourn the meeting.

Larry Stanton seconded.

Unanimously approved at 8:03 pm

Capital Planning Advisory Committee

July 1, 2025

Administration Building

The meeting was called to order at 7:00 p.m. by Candice Peterson-Smith

Roll Call

Candice Peterson-Smith (Town Council), Ellen Hundt (Clerk-Treasurer), Larry Stanton (Plan Commission), Ed Clapp (Police Department), Craig Tompkins (Citizen Volunteer), Paula Tilman (Parks & Recreation Advisory Committee)

Jay Hennessey (Fire Department), was not present

Title VI Survey Availability

Candice Peterson-Smith encouraged everyone to fill out the Title VI survey.

Approval of Minutes

Minutes from the June 3, 2025 meeting were approved. Ed Clapp moved to approve the minutes, Larry Stanton seconded. Motion passed unanimously.

Old Business

5-year Capital Plan discussion: the group viewed the existing Capital Plan on the overhead projector and actively discussed and updated sections of the plan. Larry Stanton introduced a newly restructured version of the 5-year Capital Plan in a PowerPoint format. The group reviewed and discussed this new format. Many topics were discussed, including the possibility that the committee may explore defining the scope of projects such as beach stairs and a new community house. It was noted that money should be put aside to fund projects.

New Business

none

Public Comment

none

Committee Comment

None

Adjourn

Ed Clapp motioned to adjourn the meeting.

Ellen Hundt seconded.

Unanimously approved at 8:22 pm

Capital Planning Advisory Committee

August 5, 2025

Administration Building

The meeting was called to order at 7:00 p.m. by Candice Peterson-Smith

Roll Call

Candice Peterson-Smith (Town Council), Ellen Hundt (Clerk-Treasurer), Larry Stanton (Plan Commission), Craig Tompkins (Citizen Volunteer), Paula Tilman (Parks & Recreation Advisory Committee) Jay Hennessey (Fire Department), Ed Clapp (Police Department), was not present

Title VI Survey Availability

Candice Peterson-Smith encouraged everyone to fill out the Title VI survey.

Approval of Minutes

Minutes from the July 1, 2025 meeting were approved. Larry Stanton moved to approve the minutes, Craig Tompkins seconded. Motion passed unanimously.

Old Business

5-year Capital Plan discussion: the group viewed the existing Capital Plan on the overhead projector and actively discussed and updated sections of the plan. Larry Stanton updated his previously updated version of the plan. The group reviewed and discussed the Fire department's portion of the plan and then the Parks & Recreation Committee portion. Projects included the existing Community House and the possibility of a new Community House were discussed. Larry Stanton and Craig Tompkins will work together to develop a survey to facilitate initial needs assessment for a community house.

New Business

none

Public Comment

none

Committee Comment

None

Adjourn

Ellen Hundt motioned to adjourn the meeting.

Paula Tillman seconded.

Unanimously approved at 7:37 pm