

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** July 15, 2024

**Re:** Engagement Letter: Debt Analysis

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There is a need to create a multi-year plan for Public Works infrastructure projects for roads, sewers, and water. With any capital plan, it is necessary to identify funding sources and opportunities. Traditionally, the Town has issued debt for these projects. With a multi-year plan, it is prudent to review the current debt position and plan for the anticipated future infrastructure projects.

Financial Advisor Baker Tilly has provided an engagement letter to perform the following work.

1. Develop preliminary estimates of potential project cost budgets
2. Estimate and identify various debt service structures
3. Estimate total debt service, potential repayment sources and potential impact on the debt service tax rate
4. Summarize existing and estimate future assessed values
5. Provide debt service structure options, estimate interest rates, estimate debt service tax rates and estimate impacts on taxpayers

This work is in addition to and complementary to the Comprehensive Financial Plan update currently being performed by Baker Tilly. The cost is not to exceed \$15,000.00.

**Recommendation:**

By motion and roll call vote, approve the engagement letter with Baker Tilly for debt analysis at a cost not to exceed \$15,000.00, as presented.