



**CEDAR LAKE PARK AND RECREATION BOARD MEETING MINUTES**  
**Cedar Lake Town Hall, 7408 Constitution Avenue**  
**Thursday, February 24, 2022, at 6:00 pm**

**Call To Order:**

Mr. Randy Niemeyer, Town Council President, called the Public Meeting to order at 6:00 pm with the members of the Park Board attending in-person. The Pledge of Allegiance was recited by all.

**Roll call:**

**Members Present:** Dale Holsti, President; Greg Marquardt; Sarah Miller, Vice President; and Paul Rodriquez. A quorum was obtained.

**Also present:** Randy Niemeyer, Town Council President; Richard Sharpe; Collen Schieben, Town Council Liaison; Jennifer Sandberg, Clerk-Treasurer; David Austgen, Town Attorney; Chris Salatas, Town Manager; Margaret Abernathy, Administrative Assistant to the Town Manager; and Ashley Abernathy, Recording Secretary.

**Absent:** None.

**Election of Officers:**

**1. President**

Mr. Niemeyer stated the first order of business was for the election of the President for the Park Board and entertained any nominations. A nomination was made by Mr. Marquardt and seconded by Ms. Miller to nominate Mr. Holsti as the President. The nomination passed unanimously by roll-call vote:

Mr. Rodriquez   Aye  
Mr. Marquardt   Aye  
Ms. Miller       Aye  
Mr. Holsti       Aye

Mr. Niemeyer congratulated Mr. Holsti and passed the gavel to him.

Ms. Schieben arrived at 6:03 PM.

**2. Vice-President**

Mr. Holsti stated the next order of business was for the election of the Vice-President for the Park Board and entertained any nominations. A nomination was made by Mr. Rodriquez and seconded by

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Mr. Marquardt to nominate Ms. Miller as the Vice-President. The motion passed unanimously by roll-call vote:

Mr. Rodriquez   Aye  
Mr. Marquardt   Aye  
Ms. Miller       Aye  
Mr. Holsti       Aye

**Presentations:**

**1. Corby Thompson, O.W. Krohn & Associates**

Mr. Holsti stated the next order of business was a presentation from Mr. Corby Thompson from O.W. Krohn & Associates.

Mr. Thompson advised the Board his firm specializes in municipal advising. He is present tonight to help address the financial responsibilities of the Board.

Mr. Thompson provided a handout to the members of the Board.

Mr. Thompson discussed different sections of the State Code, and outlined that one of the Board's purposes is to determine how the department and Park District is going to function. Another of the Board's responsibilities is to provide adequate public safety to the parks.

Mr. Thompson advised some of the financial reporting required will be taken care of in the normal course of Town action. They are required to provide an annual report to the fiscal body, and Board decisions over the calendar year will impact the annual financial report. The Board will be directly involved in the budgeting process, which typically occurs from August to October, and during which they will discuss the Park's budget for the next calendar year. That budget will go to the fiscal body for their approval. One of the reasons to establish a budget for the following year will be to determine salaries and wages for employees within the Parks District.

Mr. Thompson summarized the executive powers of the Board, including the ability to enter into contracts. The Board is allowed to buy or sell equipment, land, and the like. While there are certain items that will require Board action, the Board is able to delegate some duties to their employees. The Board will have the authority to publish documents on behalf of the Town.

Mr. Thompson advised on the Board's ability to levy tax, which falls within the Town's maximum tax levy.

Mr. Thompson proposed when the Board gets to their budgeting process, one of the main things they would need to evaluate would be filing for an extension of services. He would make the argument this is a new District being created and new services to the Town. They are going to look to establish a Parks system for the Town, which will require funding, and look to the DLGF to allow for the increase in maximum levy.

Mr. Thompson explained the Board's ability to issue debt. They could propose the debt and bring it to the Town Council, and the Town Council has the ultimate say regarding issuing debt. This is because any debt the Board wants to incur would need to be payable through property tax.

Mr. Thompson noted the Board has its own GO debt limit separate from the Redevelopment Commission and the Town's general GO debt.

Mr. Thompson asked the Board if they had any questions. Mr. Marquardt asked if there is a tax levy at this time. Mr. Thompson responded there is not currently a tax levy for the Park Board. The General Fund does and there is a Parks Department within the General Fund. An argument could be made that some of the General Fund's tax levy could be allocated to the Park District.

Mr. Holsti asked how the tax levy would appear on the tax payer's statement. Mr. Thompson stated it would be within the Town's rate, so whatever taxing rate the Town has, the tax levy for the Park Board would be included.

Mr. Thompson reviewed the fund statement from January 28, 2022. Noting that the Park Board does have some resources available at this time. There is currently \$158,000 budget for the parks within the General Fund, which is to help the Park Board get up and running. The Park Impact Fee has also been highlighted and he believes Ms. Sandberg will be discussing that fund.

Ms. Sandberg advised the Board the report provided contained 2021 activity and 2022 activity to date. The other document provided was an update from the document provided at their training meeting. Some items have been completed, and a couple items are in progress. The reports given to the Board are Park Impact Fee related, because that is most of the activity going on currently.

Ms. Sandberg stated there is a Park Department within the General Fund, as discussed by Mr. Thompson. The Park Department fund has been utilized the past couple of years for park maintenance, such as mowing and equipment repairs. There have been some funds budgeted to get the Park Board started. In August there will be discussion for the next year's budget.

Mr. Thompson explained the Park Impact Fee is collected when Developers come in and build new homes. In theory, they would be putting a strain on the parks. Thus, the Park Impact Fund is there for park infrastructure projects.

Mr. Thompson advised he provides a sustainability plan annually, which is a comprehensive five-year look of the Town. He will work with the Park Board to create a sustainability plan during the second quarter. When creating a sustainability plan they will highlight what they want to see and what they want to accomplish. Some of this will start with the Park Impact Fee, and the amount budgeted in the General Fund.

Mr. Thompson stated the last handout he distributed to the Board was the 2022 budget. The proposed 2022 column is the budget that has been adopted, with a total of \$157,830, and identification of funds that have already been allocated.

Mr. Thompson advised the Park and Recreation Non-Reverting Operation Fund is the fund that is intended to have most of the funds received and dispersed for the Park Board District. In this way, the money that is distributed in there is always the Park's money. One item that will need to be worked towards is getting the Park Board's non-reverting fund working again.

Mr. Thompson provided a State Board memo from the Commissioner of the DLGF that describes the different levy appeals to the Board. A main goal for the Board for the year will be discussing why the Park Board needs the extension services.

Mr. Thompson commented they will need to look updating the sustainability plan. Ms. Sandberg stated the sustainability plan will be having some major updates, especially with the growth and amenities being requested in Town.

Mr. Holsti thanked Mr. Thompson for his time.

## **2. Tim Kubiak, Director of Operations**

Mr. Holsti stated the next order of business was a presentation from Mr. Tim Kubiak, Director of Operations. Mr. Kubiak advised he would be discussing some of the park projects currently being worked on for the Board.

Mr. Kubiak stated the design is complete for the Bartlett-Wahlberg washroom and pavilion. They had advertised and took bids on the project, but they received no bids. They will be meeting with the engineer and re-establishing a date to conduct another bid round. They have had some discussions about separating the pavilions and the bathrooms into two separate bids to see if that would garner any interest.

Mr. Holsti asked Mr. Kubiak if there was a reason why there had not been any bids received. Mr. Kubiak stated he thinks one of the main reasons is because a lot of the contractors are busy. Discussion ensued regarding different potential reasons why no bid offers were received for the pavilion and bathroom bid.

Mr. Kubiak discussed potentially separating the projects and contacting local contractors about the bid project, to help get the word out there. In his opinion doing the bathrooms and pavilions separately would help with the timelines.

Ms. Schieben asked if they would bid out the pavilion project to one contractor with doing pavilions being done in several of the parks. Mr. Kubiak stated the recommendation they received was to do the bathroom as a standalone project and the five pavilions as a bid project.

Mr. Holsti asked when the bid had been submitted for the project was it just the bathroom and pavilion at Bartlett-Wahlberg Park or was it all of the pavilions and the bathroom. Mr. Kubiak responded it was for all five pavilions and the bathroom.

Mr. Kubiak stated the playground equipment for the Kiwanis and Lynnsway Park is ordered and should be in by the spring. They have received half of the materials needed to update the swings and other playground items that are in poor condition. There are fencing projects occurring around Town Hall and they have been trying to get updates and projects done.

Mr. Kubiak advised they have been looking at getting lighting in the parking lot at Town Hall for when there are events in the evening. They also have some lighting to put in the parking lot of the Clubhouse, when the weather allows. Regarding the Clubhouse, there have been some updates done in the kitchen and new tables and chairs ordered.

Mr. Kubiak noted the dog park at Kiwanis Park is currently fenced, with electric service installed in on the east side of the park. It does not currently have power to it, but there will be lighting and the dog gate will be operated by the electric that has been installed. They are trying to find a fountain for the dogs to install into the park. There is still a lot of work needed to be done to get it ready. Discussion ensued regarding the location of some of the parks located in Town that are currently receiving upgrades.

Mr. Kubiak advised Mr. Dale Gurgel is currently the Town's parks Crew Leader at Public Works. He is the individual who obtains the summer help for maintenance, and takes pride in his work. Mr. Gurgel was supposed to be at the meeting tonight. However, he is currently out on the plowing crew.

Ms. Abernathy advised Ms. M. Abernathy had provided her a handout that listed the updates that Mr. Kubiak discussed and asked Mr. Holsti if he would like for the handout to be distributed. Mr. Holsti responded in the affirmative.

Mr. Holsti asked if the overall goal is to get all the parks ADA compliant, or have specific parks been targeted. Ms. Schieben advised the plan is to eventually have all of the parks ADA compliant. Mr. Kubiak stated all of the work they have been doing is all ADA compliant. All the improvements they have been doing are helping make the parks more ADA accessible. The end goal is that every park will have some form of ADA accessibility.

Ms. Miller asked if there was additional plans for the Lynnsway Park. Mr. Kubiak stated Lynnsway is getting a new ADA kids play area, some swings, and a pavilion. There are also plans on installing a basketball court.

Mr. Holsti asked if the Board had any other questions for Mr. Kubiak. None were had.

#### **Consent Agenda:**

##### **1. Approval of January 31, 2022, Meeting Minutes**

Mr. Holsti stated the next order of business was for the approval of the Minutes from the January 31, 2022, Meeting and entertained a motion for approval of the minutes. A motion was made by Mr. Rodriguez and seconded by Mr. Marquardt to approve the Minutes from the January 31, 2022, Meeting. The motion passed unanimously by roll-call vote:

Mr. Rodriguez   Aye  
Mr. Marquardt   Aye  
Ms. Miller       Aye  
Mr. Holsti       Aye

#### **New Business:**

##### **1. Discussion: Members' Parks and Recreation Ideas**

Mr. Holsti stated the first order of New Business was for the discussion of Members' Park and Recreation Ideas to potentially have the members create a list of recreational activities that they would like to consider in the future to rank at the March Meeting.

Mr. Salatas advised each member of the Board to create a list of their ideas and provide the lists to him by March 18, 2022. He would then have the lists compiled so the Board would be able to rank them, if they are ranked and sent back to him in a timely fashion, the items could be reviewed at the March Meeting. This will allow for a productive March Meeting and for a plan to be created to move forward with.

Mr. Holsti commented there has been some discussion had about ideas for the senior community, as well as for the rest of the community. Members of the community have expressed to him various ideas they would like to see for the Town, such as the soccer program brought back.

Mr. Niemeyer advised the Board Mr. Gurgel has a great passion for the open spaces of the community and experience with programs from working with Crown Point. He could be a vital asset in helping bring some programs back. There had been discussion about creating a hybrid position that would combine the Part-Time Recreation Coordinator with his current position and further discussed the potential hybrid position and how it would work. Discussion ensued about the Board reviewing the possibility of creating the hybrid position and the value of having a resource that already knows the parks in Town and how to run programs.

Mr. Holsti entertained a motion to defer this item. A motion was made by Ms. Miller and seconded by Mr. Rodriguez to defer this item to the March Meeting. The motion passed unanimously by roll-call vote:

Mr. Rodriguez Aye  
Mr. Marquardt Aye  
Ms. Miller Aye  
Mr. Holsti Aye

## **2. Requests for Quotes (RFQ) from Sanitation Companies for Port-a-Potty Pricing for Various Parks CY2022**

Mr. Holsti stated the next order of business was for request for quotes from sanitation companies for port-a-potty pricing for various parks for calendar year 2022, approval of this item will authorize obtaining quotes for the Park Board's selection at a future meeting.

Ms. Miller asked if the port-a-potties will be utilized in the interim of having the bathrooms constructed. Mr. Kubiak advised certain parks they will put port-a-potties at.

Mr. Holsti asked Mr. Kubiak if approval was given would that authorize him to obtain the quotes. Mr. Niemeyer advised it would be the Town Manager's office.

Mr. Holsti entertained a motion for this item. A motion was made by Ms. Miller and seconded by Mr. Marquardt to approve this item to allow for Town staff to request quotes from sanitation companies for port-a-potty pricing for various parks for the calendar year 2022. The motion passed unanimously by roll-call vote:

Mr. Rodriguez Aye  
Mr. Marquardt Aye  
Ms. Miller Aye  
Mr. Holsti Aye

**Project Updates:**

**1. Clerk-Treasurer's Fund Report**

Mr. Holsti asked Ms. Sandberg if she had gone over her report earlier in the evening. Ms. Sandberg responded in the affirmative. What she has provided for them is the Park Impact Fee fund and described how the fund is displayed to the Board.

Ms. Sandberg explained what has been paid for from the Park Impact Fee fund, the update of the fee occurred in 2021. When the non-reverting Park Fund starts having activity, she will begin provided updates for that fund as well.

Ms. Sandberg advised the Park Board that policy and fee structure will need to be discussed for the Dog Park, so that the Dog Park can be utilized once it is ready.

Mr. Holsti asked if there has been any form of work done to begin creating the policy and fee structure. Ms. Schieben responded in the negative. Ms. M. Abernathy advised the Board there has been some research, that needs to be compiled.

Ms. Sandberg stated the Park Board would discuss what the policy should be for the dog park and fees. For example, would there be fees for residents and non-residents, or residential use only. Then they would send their recommendation to the Town Council.

**Written Communication:** None.

**Public Comment:** Mr. Holsti opened the floor up for Public Comment.

Ms. Diane Jostes stated she thinks this Board is needed and thanked the Town Council for re-instating the Board. Working at the Chamber, she has heard from members of the community that they would like to see more amenities for the community. She is glad to see the Board is present and enthusiastic towards working to the betterment of the community.

Ms. Sandberg asked Ms. Jostes if the Chambers is still planning to have their Business Showcase. Ms. Jostes responded in the affirmative, and stated it would be held April 23. Ms. Sandberg stated, if the Park Board is interested, a member or two of the Board would want to be at the Town's table for the Business Showcase. They could potentially have an idea box for the public to put ideas into.

Mr. Marquardt asked if the Board wanted to create and send a survey to the community, could it be included in the resident's utility bills. Mr. Holsti commented on this point and stated he has created a draft survey and wanted to know the best way to distribute it to the community. If that would be through the Town's newsletter, utility bill, or via social media. Ms. Sandberg commented all of those items could be utilized and discussed the various capabilities the Town has to distribute any survey the Board may act upon.

Mr. Salatas recommended having the Board send him the questions in a similar manner to the Park Board ideas and distribute it to the Park Board. This way it could potentially be distributed at the March Meeting, with the ideas. This way it could be voted on as a Board this is the survey they want to distribute. Mr. Holsti

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asked if there was a way to have this back before the March meeting to have feedback from the community. Mr. Salatas stated it could be. However, he wanted to make sure they were not violating any open-door laws.

Mr. Niemeyer advised the Board something that has been tested with e-mails in open door laws is that if they are agreeing to some certain action as a majority of the Board, it would violate open door laws. Mr. Salatas is correct in his advice to act on this during a public meeting.

Mr. Holsti advised the Board to get together their list of ideas and questions and get them to Mr. Salatas, so they can evaluate this at the March Meeting.

Mr. Earl Gundelach, Lassen's Museum Board Member, stated he would like to offer his advice to the Board of talking to different entities that are already running as functions in the Town. This could help them get to understand what is working and what the members of the Town could be wanting. Mr. Gundelach discussed what events they have planned coming up.

Mr. Niemeyer stated at the Training meeting he did advise the Board he had a couple of meetings to discuss park items. He met with Mr. Dave Weemoff, Faith Church, and they are interested in contributing to programming on a community level. He also met with the CEO and the Chairman of the Board of the Boys and Girls Club of Northwest Indiana. They have also expressed an interest in partnering with the Town and have discussed a partnership that would allow them to utilize their facilities to have some programming during the day from the morning to approximately 3:00 PM. There are partnerships available in the community for the Park Board.

**Adjournment:** Mr. Holsti adjourned the meeting at 7:17 p.m.



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**TOWN OF CEDAR LAKE PARK BOARD**

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Dale Holsti, Member

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Greg Marquardt, Member

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Sarah Miller, Member

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Paul Rodriquez, Member

ATTEST:

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Ashley C. Abernathy, Recording Secretary

*The Minutes of the Cedar Lake Redevelopment Commission Public Meeting are transcribed pursuant to IC 5-14-1*

*5-4(b), which states:*

*(b) As the meeting progresses, the following memoranda shall be kept:*

*(1) The date, time, and place of the meeting.*

*(2) The members of the governing body are recorded as either present or absent.*

*(3) The general substance of all matters proposed, discussed, or decided.*

*(4) A record of all votes taken, by individual members if there is a roll call.*

*(5) Any additional information required under IC 5-1.5-2-2.5.*

*Cedar Lake Park Board: Minutes of February 24, 2022*