



CEDAR LAKE PARK AND RECREATION BOARD MEETING MINUTES
Cedar Lake Town Hall, 7408 Constitution Avenue
February 2, 2023, at 6:00 pm

Call To Order:

Ms. Miller called the Park Board Public Meeting to order on Thursday, February 2, 2023, at 6:00 pm, with its members attending on-site and via Zoom. The Pledge of Allegiance was recited by all.

Roll Call:

Members Present: Paul Rodriguez; Sarah Miller, Vice President. A quorum was attained.

Members Present Via Zoom: Greg Marquardt

Also present: Jennifer Sandberg, Clerk-Treasurer; Chris Salatas, Town Manager; David Austgen, Town Attorney; Colleen Schieben, Town Council Liaison; Ralph Miller, Richard Sharpe, Town Council Members and Hope Tauber, Recreation Coordinator/Recording Secretary.

Absent: Dale Holsti, President

Presentation:

Mr. Jim O'Malley from Sumac presented his project of the washrooms. He explained over the last 30 days there were updates and changes to the bid documents. The biggest scope renovation was Bartlett-Wahlberg vending alcove. Ms. Miller questioned the additional \$3,750 on the project. Mr. O'Malley stated that the amount is for the addition of the vending alcove at Bartlett-Wahlberg and for an additional restroom facility to Kiwanis Park. Mr. O'Malley stated that the timeline for the project was September 1, 2023 for Bartlett-Wahlberg and Kiwanis, and September 30, 2023 for the rest of the project. Ms. Miller stated the need for an approval of the additional fee for Sumac. Mr. Rodriguez made a motion to approve the additional costs and Mr. Marquardt seconded the motion. The Motion passed unanimously by roll-call vote.

Mr. Rodriguez Aye

Mr. Marquardt Aye

Ms. Miller Aye

Mr. Salatas advised the Board to make a motion to put the project out to bid using documents prepared and the timeline by Sumac.

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Mr. Marquardt made a motion to send out the bid with the updates and Mr. Rodriguez seconded the motion. The motion was passed unanimously by roll-call vote.

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

Consent Agenda:

1. Approval of January 5, 2023 Minutes

Mr. Rodriguez made a motion to approve the minutes and Mr. Marquardt seconded the motion. The motion to approve the January 5, 2023 minutes was passed unanimously by roll-call vote.

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

2. Approval of In-Kind Donation from Lynn Kubal

Ms. Tauber explained that the Parks Department received a large donation from Lynn Kubal who recently closed her Beach Palette paint shop. The donation included several items that can be used for crafting programs and STEM Club programs. The total value of the donation was approximately \$300. Ms. Miller commented that Ms. Tauber will write a Thank-You-Letter to Ms. Kubal. Ms. Miller stated the need for a motion to accept the donation. Mr. Rodriguez motioned to approve the donation and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

Old Business:

1. Approval of the Purchase of Audio/Visual Equipment

Mr. Cliff Wroe, IT Director, explained he received a quote on the audio/visual equipment. The equipment would be for the clubhouse upgrades. He noted that the price was high but that it was in the range of any other company. He has used the company before and they are good to work with. Mr. Wroe also noted that the company did advise not getting the projector and screen because of all the windows in the clubhouse. The problem is too much light, the maintenance and the cost of getting shades. Their suggestion would be to put an 85-inch TV on the side without the countertop. That would bring down the price of the package. He explained that the equipment would easily last ten years. He further explained that the equipment is professional grade and would be long lasting, and there are no remotes, everything is controlled on the TV itself. The recommendation would be to do the 85-inch and the 65-inch and then see if there is a need for more. Ms. Miller questioned whether there was a need for six speakers and Mr. Wroe explained that it would be the minimum amount of speakers and he used Council Chambers as a reference. Mr. Rodriguez expressed his apprehension toward this kind of package, the amount of equipment is too much for what the Parks Department has right now and the average renter of the

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clubhouse might not take care of the equipment in a careful way. Ms. Tauber will put together a list of programs in a proposal with a return on investment. The Park Board will review the list of programs to see if the need is there. Ms. Miller requested a motion to defer for the next month. Mr. Rodriguez made a motion to defer until the next meeting and Mr. Marquardt seconded the motion. The motion to defer was passed unanimously by roll-call vote.

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

2. Approval of Purchase of Two Pairs of 6' x 12' Soccer Goals

Ms. Tauber explained the need for two pairs of the little goals for the two younger brackets; 4-5-year-olds and 6-7-year-olds. Both age groups would both use these goals. The quote was \$2,256 for one pair and further noted that it was a very good price. Ms. Miller requested a motion to approve the purchase of two pairs of soccer goals for the price of \$ 4,512. Mr. Rodriguez made a motion to approve the purchase of two pairs of soccer goals totaling \$4,512 and Mr. Marquardt seconded the motion. The motion to defer was passed unanimously by roll-call vote.

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

3. Approval of Upcoming Parks Programs

Ms. Tauber explained there was only one new program that needed approval. All of the other programs were on-going and had already received approval by the Board. She explained the Art of Making Jewelry Class. This class would be for adults and teens 14 years and up. The cost would be \$23.00 and \$20.00 would go to the instructor and \$3.00 would go to the refreshments offered at the class and this also includes making either one bracelet or one necklace. The jewelry is made from polymer and baked in an oven. The class takes 90 minutes. The date for this class is Wednesday, April 12, 2023 at 6:00 pm. Mr. Marquardt made a motion to approve "The Art of Making Jewelry" program and Mr. Rodriguez seconded the motion. The motion to approve the program was passed unanimously by roll-call vote.

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

4. Approval of Purchase of More Trash Cans

Mr. Salatas explained the need to purchase more trash cans. The company has already given us a price break on the three cans that were previously purchased. He stated that he is asking for an additional \$1,430.30. Mr. Salatas also commented they are heavy enough to withstand the weather and that they come with mounting brackets on the bottom and are theft-proof. Mr. Kubiak noted that the cans were \$230 cheaper for buying three cans. It will have a bonnet on it with a security cord attached and will be theft-proof as well.

Mr. Rodriguez made a motion to approve the purchase more garbage cans for an additional \$1,430.00 and Mr. Marquardt seconded the motion. The motion to approve the purchase was passed unanimously by roll-call vote.

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

5. Approval of February 17th and 18th Soccer Registrations

Ms. Tauber explained the need for the soccer registrations be approved so there is ample time to put the teams together, order T-shirts, find coaches, organize a game schedule and have a coaches meeting before the start of the soccer season. Mr. Rodriguez made a motion to approve the registration and Mr. Marquardt seconded the motion. The motion to approve the soccer registration was passed unanimously by roll-call vote.

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

New Business:

1. Approval of Purchase of "Rec-Desk" Online Registration Software Program

Mr. Wroe explained that this program was the best of all the programs and that it is \$15,000 less than the bigger program we had looked at. It worked best technically for us and it integrates with our payment gateway. There is no commitment and if we are not happy, they will refund our money. The first year cost is \$5,067 and they would need to create an interface for our payment system and that includes a one-time expense of \$1,200. Mr. Rodriguez made a motion to approve the purchase of "Rec-Desk" and Mr. Marquardt seconded the motion. The motion to purchase "Rec-Desk" was passed unanimously by roll-call vote.

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

2. Discussion of Payment of Purchases Out of Non-Reverting Fund or Levy

Ms. Sandberg explained the need of stating which fund the money will come out of when purchases are approved. No action was required on this item.

3. Updated Fee Schedule for Programs and Events

Ms. Tauber explained there was a need to update the list of fees for programs because of inflation and the previous list had unnecessary items on it. Mr. Rodriguez noted that this would allow to provide programs without having to get approval each time. Mr. Salatas explained further that this schedule not to exceed amounts and that the exhibit would need to be recommended as "favorable" or "unfavorable" to the Town Council and be included as an exhibit into Ordinance 1444, which was approved at the last

meeting. Mr. Austgen recommended that this be done annually. Mr. Rodriguez motioned for a favorable recommendation for this exhibit to be included in Ordinance 1444 and Mr. Marquardt seconded the motion. The motion was passed unanimously by a roll-call vote.

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

4. Financial Participation in Updating Town Personnel Manual and Job Description

Mr. Salatas explained the need for a Human Resources firm to modernize and update the current job descriptions and manual. He further explained the need to ask the Park Board for a contribution to that as the Park Department would be hiring new positions. The amount would be not to exceed 20 percent of the overall project. It would be paid for under Miscellaneous Services. Mr. Rodriguez made a motion to not exceed 20 percent of total cost to update manual and job descriptions and Mr. Marquardt seconded the motion. The motion was passed unanimously by a roll-call vote.

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

5. Approve Advertising for Parks Superintendent and Crew Worker Positions

Mr. Salatas explained the need to post the positions and that the town was seeking the Park Board approval to advertise the positions for four weeks through their website. Mr. Rodriguez asked when it would be posted and Mr. Salatas responded in the next week. Mr. Rodriguez made a motion to approve advertising for the position of Park Superintendent and Crew Worker and Mr. Marquardt seconded the motion. The motion passed unanimously by roll-call vote.

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

6. Consider Vehicle Purchase for the Parks Department

Mr. Salatas explained when we get a Superintendent and crew workers, there will be a need for trucks to haul the lawn equipment to the various parks. The winter months would include the crew workers helping the Public Works Department with plowing. Mr. Kubiak explained that he found a Chevy 2400 pickup for the price of \$54,800. Mr. Salatas wanted approval to purchase a second vehicle of up to \$60,000. Mr. Marquardt asked whether they were gas or diesel and where they would be stored. It was stated that the trucks are gas and they would be parked in front of the VIPS building. Questions arose about the maintenance; which were answered. The vehicles will be white and the Town Logo will be on them. They will be purchased out of the General Fund. Mr. Rodriguez made a motion to approve the purchase of two vehicles and Mr. Marquardt seconded the motion. The motion passed unanimously by roll-call vote.

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

Reports:

1. Clerk Treasurer's Report

Ms. Sandberg explained the docket and the different accounts. The total expenditures have been \$23,521.62. The Cash Summary Report was explained. Expenditure Report tells what the approved budget was for 2023 and the amended budget is for transferring funds that weren't used in one area to another. Ms. Sandberg explained expenditures and this is where purchase orders go.

2. Recreation Coordinator's Report

Ms. Tauber reported on the past month's programs and the attendance at each event, the upcoming events and what she has been working on. She stated that the community was willing to help. One more volunteer has filled out the volunteer form and the background check has been done. There is a Boy Scout Troop willing to help with a planting or painting project for the parks and a Jr. Girl Scout Leader wants to do a butterfly garden project. She will do a presentation at the next Park Board meeting. Mr. Andy Anderson reached out and would like to do another presentation to do Lakeside concerts for the public. Mr. Miller stated he would need to come to Town Council for a waiver for the fee of the bandstand. It was explained that the Town Council would make the decision on the Bandstand fee waiver because it is Town property; if approved, the Parks Department could then present the program.

Written Communications: None was had.

Public Comment: Mr. Nick Whorley made a comment about the mud on the hill of the Town Grounds. He expressed his concerns about when soccer season starts. He suggested putting mulch down. It was expressed that we would keep an eye on it.

Adjournment: Mr. Rodriguez made a motion to adjourn the meeting and Mr. Marquardt seconded the motion. Ms. Miller adjourned the meeting at 7:09 pm. The next meeting will be March 2, 2023.

TOWN OF CEDAR LAKE PARK AND RECREATION BOARD

Dale Holsti, Member

Greg Marquardt, Member

Sarah Miller, Member

Paul Rodriguez, Member

ATTEST:

Hope Tauber, Recording Secretary

The Minutes of the Cedar Lake Plan Commission Meeting are transcribed pursuant to IC 5-14-15-4(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 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 section 3.5 or 3.6 of this chapter or any other statute that authorizes a governing body to conduct a meeting using an electronic means of communication.

Cedar Lake Redevelopment Commission: Minutes of February 2, 2023