



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

Call To Order:

Mr. Holsti called the Park Board Public Meeting to order on Thursday, March 2, 2023, at 6:04 pm, with its members attending on-site. The Pledge of Allegiance was recited by all.

Roll Call:

Members Present: Dale Holsti, President; Greg Marquardt; Sarah Miller, Vice President. A quorum was attained.

Members Present Via Zoom: None.

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.

Absent: Paul Rodriguez

Presentation: Ladies Auxiliary of the Fraternal Order of Eagles, Garden Project – Vicki Tiberi

Ms. Vicki Tiberi from the Ladies Auxiliary of the Fraternal Order of Eagles, presented her idea of a community garden. I feel that it is important to give back to the communities and be self-sufficient as possible. I feel we can grow a successful garden, maintain it, regulate it so that the people who need it will benefit. The Fraternal Order of Eagles (FOE) are in the beginning stages of this project so we do not have a dollar amount figured out. These details will depend on the Board and how to proceed. Ms. Tiberi asked if they would have raised beds or tilling soil or both. We would like fencing of some kind to keep critters and possibly people from disturbing the garden. Volunteers would be essential for this project to succeed in watering, weeding and possibly harvesting. We would like FOE, the Park District and possibly others to be involved in the project. I'm considering contacting local businesses to see if they would like to donate any materials or money to help with this project. Time is of the essence and planting season is upon us.

Mr. Holsti asked have they given thought to a location. Ms. Tiberi responded in the negative. Mr. Holsti commented of an idea of "Take a Plant, Leave a Plant." Ms. Tiberi commented this would have to be organized, but her idea is more of a vegetable and fruit garden.

Mr. Marquardt asked how big of a garden would they want. Ms. Tiberi commented not too big the first year.

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Mr. Salatas commented we need to identify a parcel of land that would be suitable for both land, availability, water availability and some time because it should be fenced in to stop the critters from coming in and eating people's products. We may have missed this growing season seeing we need to identify the piece of land especially that has water availability or the need to drill water potentially, fencing contractors would need to be taken into account. The location would preferably need to be where it would stay for a long time.

Ms. Schieben commented it may be possible to start with a few raised beds if we can locate a spot this year and see if people take an interest.

Mr. Holsti stated if we can identify the proper location as one that doesn't have water and we would be willing to look at funding mechanisms so there is water and this could be done right. We are evolving as a Parks Department and we can identify that parcel of land and make this right. Discussion ensued.

Ms. Tiberi asked if we can possibly have a couple of raised gardens to start with and can be moved if only temporary. Mr. Holsti asked for a meeting in a couple of weeks and come up with a temporary location. There are legal, logistical, and financial that we have to think about and now that we have a budget and are starting to hire staff, we are going to be doing more and calculated and why we are doing it. Let's meet in two or three weeks when myself, Ms. Tauber, and a Board member can sit down and put together a timeline and to see what a temporary structure would look like and maybe where we can put it. Discussion ensued regarding a temporary location and the project. Mr. Holsti stated a permanent location for the garden would not be until next year.

Consent Agenda:

- 1. February 2, 2023 Meeting Minutes**
- 2. Claims: Parks & Rec General Fund: \$66,406.67; Park Impact Fee Fund: \$7,518.75; Parks & Rec Non-Reverting Fund: \$734; Clubhouse Non-Reverting Fund: \$3,168.16 Total Expenditures: \$77,827.58**
- 3. Donations: Spring Soccer Sponsorships In-Kind Donations in the Amount of \$150 Each Sponsorship: Coop's Car Correction, Banter Floors, Blue Fox Fitness.**

Ms. Miller made a motion to approve the Consent Agenda and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

Old Business:

- 1. Consider Approval of the Purchase of Audio/Visual Equipment for the Clubhouse**

Mr. Holsti stated we are still stalled on this in the sense of the larger package that Mr. Wroe had proposed. Ms. Miller had a tour at the Town of St. John and how they use their projectors. Our clubhouse has a lot of windows, so this would not be a good option for us. Their TV monitors are mounted so they swivel out and the master control. We need to hold off and have a bigger game plan and how we can make use of

it. However, there is a mobile microphone option and for the current uses of the clubhouse so the speakers can be heard better.

Mr. Holsti commented there are two prices. We are trying to deliver better sound for our people and having discussion with Mr. Wroe and Ms. Miller, the microphone with the lectern might be an easy fix for that. Mr. Holsti asked if the microphone would be wired and wireless. Mr. Wroe commented they are both the same item. The wireless would be an option and the additional cost for the wireless is around \$140. Ms. Miller agreed the wireless would be better. Mr. Wroe commented we can get the wireless option with the lectern.

Ms. Miller made a motion to not exceed up to \$1,200 for the Oklahoma Sound Greystone Lectern with sound and tie clip and the wireless microphone and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

2. Approval of Purchase of Soccer Equipment from Amazon in The Amount of \$650.00

Ms. Tauber commented she would like to order first aid kits, clipboards, whistles for the coaches and goalie gloves. We would need some spray paint for the lines on the field. We do have a box in the concession stand with some spray paint, but am not sure how good it is. If it is good, we can still keep the new supply. We will need a few more size 4 balls. We also need six ball bags.

Mr. Marquardt made a motion to approve the purchase of soccer equipment and Ms. Miller seconded the motion. The motion was passed unanimously by roll-call vote.

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

3. Approval to Obtain Quotes for Purchase of Soccer T-shirts and Proceed with Ordering from the Lowest and Most Responsive Submission in an Amount Not to Exceed \$2,200.00

Ms. Tauber stated she received a quote and one of the three quotes was \$20 for a shirt and she is awaiting two more quotes and the quotes were inquired this week. There are 143 kids enrolled in the soccer program. Mr. Holsti stated we will need more than \$2,200 if this is the only quote that happens to come in. Ms. Tauber commented the \$20 quote is high per shirt. Discussion ensued.

Mr. Holsti asked if we knew the estimated time of turnaround for an order. Ms. Tauber responded in the negative. Mr. Holsti commented if we approve at \$20 a shirt, and if we do a buffer so we have some flexibility and if Ms. Tauber gets a response back that is less than \$20 a shirt and meets all the requirements; that is a bonus. Mr. Holsti asked Ms. Tauber to reach out to a couple more local places for quotes.

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Ms. Miller made a motion to not to exceed \$4,000 but going with the lowest bidder and can deliver on time and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

Mr. Holsti Aye

Mr. Marquardt Aye

Ms. Miller Aye

4. Approval for Purchase of Easter Egg Hunt Prizes from Amazon in An Amount Not to Exceed \$35.00

Ms. Tauber commented they would like to have one golden egg winner per each age group. There are three age groups.

Mr. Marquardt made a motion to approve the purchase of three chocolate bunnies and not to exceed \$35.00 and Ms. Miller seconded the motion. The motion to approve the purchase was passed unanimously by roll-call vote.

Mr. Holsti Aye

Mr. Marquardt Aye

Ms. Miller Aye

New Business:

1. Approval to Purchase Additional Trash Cans from Global Industries at \$675 Per Can with Free Shipping Cost

Mr. Salatas commented the authorization of a small garbage can were acceptable to our needs. There is a special that Global Industries would reduce the price and free shipping which would take off \$7,000 the overall cost. They have quoted us 40 garbage cans which would total \$27,000 and this would be \$675 per can. We feel that 40 garbage cans are excessive and we can order less and they will hold that price for us for approximately 30 days.

Mr. Holsti commented he did not feel getting 40 garbage cans were excessive and they would have our logo on them. Mr. Salatas stated the garbage can will have the bonnet on it so it will not fill up with water and trash will not blow out of it. Public Works can create a mold for use and pour onto a concrete pad then the can be bolted to and cannot be stolen.

Mr. Marquardt made a motion not to exceed \$28,000 to purchase 40 garbage cans and six additional liners for the garbage cans and be paid out of the Parks and Rec General Fund and Ms. Miller seconded the motion. The motion was passed unanimously by roll-call vote.

Mr. Holsti Aye

Mr. Marquardt Aye

Ms. Miller Aye

2. Consider Garden Landscaping Project at Park of the Red Cedars (Town Complex) Lakefront, Bartlett-Wahlberg Park, and North Park

Ms. Miller commented we were given two quote proposals from two different landscape architects and one being Christopher Burke B. Engineering and the other being JMA Architects and they have similar pricing of \$6,000. I've only met with JMA and was impressed with the feedback. Redwood sent in a quote and theirs came in a little cheaper regarding the design aspect at \$5,000 and it looks decent and they have good reviews. There is a gentleman that does design projects for Midwest Landscaping in St. John, IN. He did not show a proposal of what he was thinking, but showed an example.

Mr. Marquardt asked if the architects do any of the planting. Ms. Miller responded they would help solicit quotes from landscapers who they have working relationships with. Mr. Marquardt commented the pricing of \$6,000 seems excessive but is industry standard. Discussion ensued. Mr. Holsti commented there is a vision and purpose with this landscaping project.

Mr. Salatas stated this should be well thought out and making sure it is appropriate and talking with several of these consultants especially with the walking path portion of cutting through the gardens and having the walking path linear and a clear vision that because of the geese and having a diagonal path that would obstruct the geese's view of the lake itself because of it being diagonal and having the plantings there would probably serve our purpose better when talking with consultants.

Mr. Holsti commented when they met with the gentleman from US Fish and Wildlife, they left the impression they would help with plants and is at a cost. Ms. Salatas stated he thought they would steer us in the direction of a nursery that can supply us with the recommended native plants for the garden and he mentioned grant opportunities and they would provide that also.

Mr. Marquardt asked if there will be three renderings of the park areas. Ms. Miller responded in the affirmative. Discussion ensued. Mr. Holsti commented if we were making a decision tonight, he would be leaning towards JMA because we have a past history with them and they are in town.

Mr. TJ Gordon with Christopher B. Burke Engineering, commented they gave a rough quote with our landscape architect team and is here to answer any questions. Mr. Holsti asked if two revisions were standard with Christopher B. Burke. Mr. Gordon responded he would not think it would be more than that and they are giving an estimated number of hours and being conservative and will meet as many times as possible to make sure everyone is happy. We will make sure sizing and drainage is taken care of and is esthetically pleasing and functional for each area as this will be more permanent. We do not have to go the landscaping architect route, but do something simpler. This would produce three high level renderings that can be printed on large size paper on a poster board and show people to have a better visual idea or just have a verbal meeting and explain it that way. Discussion ensued regarding the quotes.

Mr. Holsti asked if they can speak with these firms again. Can the companies provide the cost of materials. Ms. Miller commented they will be working with the US Fish and Wildlife, as well as, finding resources of bulbs and seeds and is hard to predict what plants will cost. There are other miscellaneous items that are needed.

Mr. Marquardt made a motion to defer discussion to the next meeting. Ms. Miller stated she did not want to second the motion to defer the landscaping until the next meeting or a special session for further

discussion. Mr. Austgen commented this is a four-member board and two votes are not enough. Three votes are needed for anything.

Ms. Miller stated the Girl Scouts were waiting to do a garden project with us as well which would be potentially a separate project. Mr. Holsti commented we are looking at quotes within \$1,000, two that are approximately \$6,000 and one that is approximately \$5,000 and a miscellaneous of \$1,800 and we do not know what the final product looks like. The three prices are close together and is a reasonable and fair price. If we do these three designs and these prices come with vegetation and other items absurd amounts of money then maybe that is where we look at scaling it back one park at a time. We won't be able to have a concept and a total cost until we know what that design looks like. Discussion ensued.

Mr. Gordon commented they can work with the Board to do the project in chunks and see what a rendering looks like and all the fine details and different options to pick from. Mr. Marquardt asked how long would it take for the drawings for the Lake of Red Cedars Park. Mr. Gordon stated approximately 25 hours.

Mr. Marquardt made a motion for JMA to do the drawings not to exceed \$6,000 and Ms. Miller seconded the motion. The motion was passed unanimously by roll-call vote.

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

3. Authorization to Purchase a Snow Plow for Parks Truck in an Amount Not to Exceed \$10,000

Mr. Holsti asked Mr. Kubiak is the plow and hitch are attached to the truck. Mr. Kubiak stated this would be for installation of equipment, operate the plow on the truck and the plow itself. This is the same plow we have on the Public Works truck which is compatible and the best plow for the money. Mr. Holsti asked if they should purchase two plows for both new trucks. Mr. Kubiak responded in the affirmative.

Mr. Marquardt made a motion to buy two plows one for each of the new trucks and not to exceed \$20,000 and will be taken out of the General Fund and Ms. Miller seconded the motion. The motion was passed unanimously by a roll-call vote.

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

4. Discussion to Approve Adding Criminal Background Check to All Parks and Recreational Volunteers and Staff

Mr. Holsti stated they learned that the background checks are BMV only and we would like to take that to the next level for anything Parks and Recreation related and will be BMV and criminal. We do not have a dollar amount, but the safety of our community and children is very important.

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Ms. Miller made a motion to approve the Clerk Treasurer's Office to find the appropriate firm to make sure the BMV and criminal background checks and the amount can be ratified at a future meeting and Mr. Marquardt seconded the motion. The motion was passed unanimously by a roll-call vote.

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

Reports:

1. Clerk Treasurer's Report

Ms. Sandberg explained the docket and the different accounts. The Cash Summary Report is by fund for each of your funds and the Expenditure Report is for the General Fund showing the original budget, year-to-date activity, activity for the current month, which is minimal and we did a payroll and that is why there are some personnel line items.

2. Recreation Coordinator's Report

Ms. Tauber reported on the past month's programs and the attendance. We had a composting class and there were about 25 people in attendance. Stem Club had three kids. There were 30 people in attendance for the Senior Social and we had Dru Bocek from People's Bank and he discussed reverse mortgages. The Beekeeping Class was very entertaining and 25 people came. Bingo was a great success and about 25 people were there. The kid's art class was held and there were 13 kids. The adult paint class had 12 people in attendance. Soccer registration was held and there are 143 kids signed up and 18 coaches. The coaches have their rosters and I am working on the schedule and hoping to have a coach meeting mid-March.

The following events are coming up: Stem Club, March 6th, Senior Social, March 8th, Bingo, March 20th, Adult Paint Class, March 23rd, Cleaning Parks Day, March 26th, Gardening, March 27th, Kids Art Class, March 28th, Easter Egg Hunt, April 1st, Stem Club, April 3rd.

I have been in training with the "Rec Desk" which is the online registration program. This is scheduled to go live the first week of April 2023.

Discussion ensued with Mr. Holsti regarding having more senior citizen events when he talked with a concerned citizen and will bring this topic up at the next Senior Social.

Written Communications: Mr. Holsti had a verbal comment from a parent that Robin's Nest Park needs additional swings.

Public Comment: none was had.

Adjournment: Ms. Miller made a motion to adjourn the meeting and Mr. Marquardt seconded the motion. The meeting adjourned at 7:44 pm. The next meeting will be April 6, 2023.

TOWN OF CEDAR LAKE PARK AND RECREATION BOARD

Dale Holsti, Member

Greg Marquardt, Member

Sarah Miller, Member

Paul Rodriguez, Member

ATTEST:

Cheryl Hajduk, 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 March 2, 2023