



**CEDAR LAKE PARK AND RECREATION BOARD MEETING MINUTES**  
**Cedar Lake Town Hall, 7408 Constitution Avenue**  
**May 4, 2023, at 6:00 pm**

**Call To Order:**

Mr. Holsti called the Park Board Public Meeting to order on Thursday, May 4, 2023, at 6:02 pm, with its members attending on-site. The Pledge of Allegiance was recited by all.

**Roll Call:**

**Members Present:** Dave Holsti, President; Sarah Miller, Vice President; Greg Marquardt; Paul Rodriguez. A quorum was attained.

**Members Present Via Zoom:** None.

**Also present:** Chris Salatas, Town Manager; Ralph Miller, Richard Sharpe, Town Council Members; Colleen Scheiben, Town Council Liaison; David Austgen, Town Attorney; and Hope Tauber, Recreation Coordinator.

**Absent:** Jennifer Sandberg, Clerk-Treasurer

**Presentation: Introduction of New Parks and Recreation Superintendent Melinda Buchler.**

Ms. Mindi Buchler, commented I am the new Parks Superintendent. Park and Recreation has been my love and I started at 16 volunteering for the Muscular Dystrophy Association. I saw it on the Jerry Lewis telethon and it made me fall in love with Parks and Rec. I worked for the Lowell Parks and Recs Department and then ventured over to North Lake County for a couple areas around the golf course; a splash pad and veteran's park. I was excited for a new board here and a community that wants a Parks and Rec.

**Consent Agenda:**

1. **April 6, 2023 Meeting Minutes**
2. **Claims: Parks & Rec General Fund: \$13,586.07; Park Impact Fee Fund: \$--; Parks & Rec Non-Reverting Fund: \$3,536.57; Clubhouse Non-Reverting Fund: \$1,777.08 Total Expenditures: \$18,899.72**
3. **Donations: In-Kind Donation of \$35.00 from Greg Marquardt for Chamber of Commerce Business Showcase on April 22, 2023 for table and chairs rental and candy.**

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

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Mr. Marquardt Aye

Ms. Miller Aye

Mr. Rodriguez Aye

Mr. Holsti Aye

**Old Business:**

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

Ms. Miller stated there were revisions to the original multi-faceted approach. We want to bring beautification to the three parks by the lake as well as mitigate the geese from defecating all over. The drawings that JMA came up with are appealing. We need counsel's review and make sure that they approve the general idea.

Mr. Holsti asked are we looking to approve the concept that was submitted by JMA, but we do not have pricing on anything yet, correct. Ms. Miller responded in the affirmative.

Mr. Rodriguez commented the theme is the rope fence and hedge garden to keep a barrier and making sure the geese do not defecate. Also, we will add beautification and it will look nice and clean theme from park to park and the lakeside parks depending on costs.

Mr. Holsti commented the butterfly garden at Bartlett-Wahlberg was in collaboration with the girl scouts. Ms. Miller stated we wanted to bring butterfly pollinator gardens and they would like to do a project like this and they gave us a vision for the butterfly shape.

Ms. Miller made a motion to make a favorable recommendation to the Town Council to approve the concept that was submitted by JMA and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

Mr. Marquardt Aye

Ms. Miller Aye

Mr. Rodriguez Aye

Mr. Holsti Aye

**2. Consider Quotes for Porta-Potties at Bartlett-Wahlberg.**

Mr. Holsti stated we need to award the porta-potty company for porta-potties at Bartlett-Wahlberg Park. We have two quotes; one is Premier Porta-Potty who we used before and Service Sanitation. For a 28-day cycle cost is \$115.00 with Premier Porta-Potty and Service Sanitation is \$175.00. There haven't been any issues with Premier, so they are the less expensive and we have a relationship with them.

Mr. Rodriguez made a motion to approve the quote from Premier Porta-Potty and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

Mr. Marquardt Aye

Ms. Miller Aye

Mr. Rodriguez Aye

Mr. Holsti Aye

**3. Consider Midwest Training and Ice to Waive Registration Fee for Cedar Lake Residents.**

Ms. Tauber stated they are looking to putting in our newsletter that Cedar Lake Residents will get their introductory fee waived if they say they are Cedar Lake Residents. I have not received a policy from them.

Mr. Holsti commented in the letter from Midwest Training they were going to add a drop down for individuals to select Cedar Lake Parks Department when the register and this will be how they get the fee waived. There is no cost to us and a small discount to our residents if they chose to go to Midwest Training and Ice.

Mr. Rodriguez made a motion to approve waiving the registration fee from Midwest Training and Ice for Cedar Lake residents and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

**4. Consider Bid Award Approval for Parks Projects.**

Mr. Holsti stated this goes back to our bathrooms and pavilions from Sumac. We received one bid and it was \$1.1 million dollars for four pavilions, two bathrooms. Part of that was omitting the well. The bid that was submitted by Gary Up omitted the well. We asked Mr. O'Malley to reach out to the other companies that had picked up bid packets and had asked him if were appropriate to reach out to them and find out why they didn't turn them in. One company cited the bond and they didn't want to bond with a small project. The other company claimed that during the process from opening to the bid to the close; they had people out with sickness and vacations and they weren't able to turn theirs in. I'm alarmed at the overall price but it would have been nice to have another bid or two to reference. In discussions with Mr. Salatas, we are going towards separating the pavilions from the professional bid and looking at kits that Public Works can assemble to get pavilions as promised. The pavilion kits will save us a lot of money. The \$1.1 million dollars does not sit right and it does not seem responsible and we can invest that into other projects.

Mr. Holsti commented the bid was not complete. Mr. Austgen commented incomplete bids disqualifies them in my opinion. Mr. Holsti asked would we have to re-bid for the bathroom structures. Mr. Austgen stated may not and there are bids that came in unresponsive. This is the second time we have done this. Title 5 from the Indiana Code permits you to go and solicit specifically contractors in the specialty or type of work and negotiate and obtain a proper bid and for a more appropriate pricing. Discussion ensued.

Mr. Austgen stated as things open for us and nobody else wanted the job, the opportunity to use the Use of Law to your advantage and to our tax payer's advantage. If you do that, you make a little record on file, in public and everyone knows it. There are no problems with transparency.

Mr. Salatas stated based off of Mr. Austgen's recommendation and I concur. Maybe we can have myself, Mr. Tim Kubiak, the new Park's Superintendent to get together and get what we need; bathroom

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structures and solicit those quotes for the structures. Mr. Austgen advised to also reject the bid and any paperwork and then take the next step.

Mr. Austgen commented you also want to give directions to the Superintendent, Town Manager and your staff to put together a recommendation for your next meeting on the handling of the next step would be appropriate on a public record.

Mr. Holsti asked if Mr. Salatas, Ms. Buchler, Mr. Kubiak and if you want a member involved to start putting this back together so that we can move with the pavilions and bathrooms and let us know where you are at the next meeting. Mr. Austgen commented if Mr. Salatas and the staff get this done by the next meeting, a special meeting can be appropriate to get the things moving. If you give approval on a package that was presented to you, they can start right away.

Mr. Marquardt made a motion to reject the bid that was submitted by Gary Up to be able to move forward with the next step and get the citizen's amenities assured and Ms. Miller seconded the motion. The motion was passed unanimously by roll-call vote.

Mr. Marquardt Aye

Ms. Miller Aye

Mr. Rodriguez Aye

Mr. Holsti Aye

## **5. Lakeside Artist Guild Discussion**

Mr. Holsti stated he printed and handed out Mr. Andy Anderson's proposal that he disperses amongst the community for sponsorships for his seven events and he has brought an amazing gift to our community and very talented musicians. In the full season sponsorship and if someone wanted to pay for the whole thing for Lakeside Artist Guild would be \$16,275 and that gets him his musicians, sound engineer, ground rental officer, insurance. Mr. Anderson and I have discussed how can we partner with their organization that is bringing amazing music in the evenings to the Town. I would like the Board to take in consideration into assisting Mr. Anderson so he can bring the quality of the musicians that he wants the quantity in the event he wants to provide our community. If we can consider a recommendation to the Town Council for a special event permit for his events up to the seven events. Lakeside Artist Guild would provide the funds for the security, insurance policy to meet the town's requirements of the one-million-dollar insurance policy with the Town named as he has in the past. Possibly in August or September we can get with legal and we can start working on the 2024 contract to formalize this better and be ready for the following year. Discussion ensued regarding the different musicians that will be playing.

Mr. Holsti commented he is looking for a favorable recommendation to the Town Council to allow a special permit up to the seven events. Mr. Rodriguez asked what is the cost to us per event. Mr. Holsti commented the special event permit would be \$25 to the Lakeside Artist Guild and is a reduced cost. Lakeside Artist Guild would pay \$125 per event instead of \$350 per event. We are trying to provide different items to this community. Discussion ensued.

Mr. Austgen commented we have an idea of how this permit is going to come together, is there anything because in two weeks when the Town Council meets, instead of this recommendation they are going to ask Mr. Salatas what the deal is. Mr. Holsti commented this was discussed as to what the final proposal

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would look like. I can draft something and present it to Mr. Salatas for the Council Meeting for their review.

Mr. Miller commented his idea is to have the events and for the Park Board to put the events together to do it. The Parks is contracting with Lakeside Artist Guild to do the performance. This is a Parks function and they are donating their services and they will go out and raise the money and do the performance. That way we are not opening the door for someone else and say "you gave it away." They would be a partner with the Parks. Mr. Austgen commented we have an intense use activity on our municipal complex. Discussion ensued regarding other upcoming events. We have over time developed decent agreements and understandings that are uniform so people know when Summerfest comes in there is a baseline and we work off of the baseline subject to review and updates for insurance, correction of circumstances happening in previous years events. This is due diligence in nature and that is why it was asked.

Mr. Holsti commented the seven events are \$2,400. The thought is that it is a win, win for the community in which we are getting quality entertainment at seven events for less than what the Chamber was paying for one event for the symphony.

Mr. Austgen stated there is less concern with his schedule than our and getting it right. I'm the Town's Attorney in that context that I'm talking to you and responding to Mr. Miller, our Councilman who asked that question. There is a bigger picture than just an event or program.

Ms. Schieben commented the concern was that they were asking us to waive the fees for the property and the bottom line is a lot of people use the property and are paying the fees. If we waive it, it's opening pandora's box. Mr. Miller's idea was if there is a way to partnership where it is through the Parks and there are fees, but coming to Town Council and waiving fees doesn't make sense. Discussion ensued.

Ms. Schieben asked if the Parks can partner with Mr. Anderson and use some Park funds to help them.

Ms. Buchler commented we discussed opportunities and one of my ideas is we contract him for one of those events that help off set the cost and it would come out of services from the park budget and it's a win, win and maybe we pay for one show or a part of one show as a contracted service, but the series comes this year so we have an opportunity to go through and create that policy and not open pandora's box and every event wanting to come in here. Instead of using Town funds and doing this as a contracted service for \$2,000 as the Parks Department.

Mr. Miller asked if it would be billed as Cedar Lake Parks and Recreation Department. Mr. Anderson stated he did not know. We have sponsors for our shows and this would be a sponsorship by the Parks Department. Mr. Holsti commented it is the spirit of a Parks and Recreation Program to deliver programming, events so if we were to cover the seven events it would be \$2,450 and what the verbiage is. It would be \$250 for the venue fee, \$100 for the security guard. We have a budget to invest in programming for the community to enjoy at no cost. Maybe we can re-coup some of the money through the concession stand next year. Discussion ensued.

Mr. Holsti stated he would open to fund it this year so we don't lose it, but understanding that if we don't assist that might affect how many musicians Mr. Anderson brings to our residents the best that he can. We would be at the point of rescinding the motion of the special event permit.

Mr. Austgen stated our contracts with mass users of our facilities are usually a year back and it gives time for organization into the next year for the events and I'm also certain with our three Council and this will be talked about in terms of volume and size and all of the things we just got done talking about will be addressed or considered by our Council relating to this grounds now and do programming that you had the right to do, but the grounds and conditions and circumstances here.

Mr. Holsti asked Mr. Anderson if he had an idea of the people in attendance that come to each event. Mr. Anderson stated we do keep a count. When we first started it was 150-250 people and now the lowest was 200 people. We asked for a waiver last year so people can bring their own alcohol and that is why we need an officer.

Ms. Miller commented if we were to put on a musical event through the parks and collaborating with extra food vendors then the sponsorship will come into play as discounted music, is that correct. If we put on a Parks Department event that was music themed and brought food vendors or drinks to it, would that be in line what was suggested as to an event with music. Mr. Miller commented the food trucks would have their own permits. Mr. Holsti asked does the Town charge a fee for those. Ms. Schieben responded in the affirmative.

Mr. Rodriguez commented he likes the idea of the Parks putting on the program and contracting for free to have the services come for free rather than giving the money for him to pay for rental of our facility. It seems cleaner. We are just contracting with them to come here and play for free. Discussion ensued regarding a budget. Mr. Anderson commented if it solves a problem to budget, we are going to have a music budget and a portion might be spent to become a sponsored or season sponsor for a venue a sponsor and if that solves a problem of anybody who wants to have their band play here, they are asking for a special deal. This is the way it should go to satisfy the law and make sure it is a fair level playing field. There is a budget for it and there is something presented and this is already put together to satisfy that. The problem this year is there wasn't enough time and there are new people and a lot of this needs to go through the right mechanism from the time we got everyone in place.

Mr. Rodriguez advised the Parks puts on the show and we pay the general fund for the rental fee and it is a paper transaction and there is no money going to Mr. Anderson which he pays back to us. Mr. Marquardt asked do we have to have money change hands. Mr. Rodriguez commented there aren't any fees. Mr. Austgen stated if there is money, they can get it out of the program. Discussion ensued.

Mr. Austgen commented the only difference is if there is a buy in for this that take the amount of space and resource and the proposal for the town grounds and policy is correct. There is various types of programming and activities to that classroom style or otherwise. It is self-contained but this is different in that sense to a lawyer.

Mr. Austgen asked will there be any issues that will be raised or discussed with the colleagues about the number of events, town grounds with relationship with the number of events on the town grounds or anything else. Ms. Schieben stated she didn't think so and haven't seen the dates yet. Discussion ensued.

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Mr. Rodriguez made a motion to make this a Parks event and contract with the Lakeside Artist Guild for up to seven events this year and Ms. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

Mr. Marquardt Aye

Ms. Miller Aye

Mr. Rodriguez Aye

Mr. Holsti Aye

### **New Business:**

#### **1. Approval to purchase AED (Defibrillator) for the Clubhouse and soccer season.**

Mr. Holsti commented Ms. Buchler and I had a conversation and she is familiar with some grants to possibly get some AED's. I would like to see at the clubhouse is a cabinet with an AED stored and we have cameras in the clubhouse. The other thought is when staff is out at the soccer field, it is something that should be there and it looks safer and more responsible. There is an AED at Town Hall and can be used, but would like to see on in the clubhouse in the future. I would like to defer this to the June meeting.

Mr. Salatas stated it is \$1,800 and does seem like a lot of money but this falls under the threshold of the Superintendent now. This item can be taken off of the agenda.

#### **2. Authorization to purchase ADA Swings for parks out of Capital Improvement Funds**

Mr. Holsti commented this is a continuation from the previous meeting and with conversations with Ms. Buchler. Ms. Buchler, Mr. Marquardt and I looked at some of the existing parks and she processed what we had. We heard from a few citizens the lack of ADA equipment available to individuals in the community and we do want to ignore it but we also don't want to start spending money if it doesn't make sense. Ms. Buchler will assess things and we will figure out how we can do that and there are grants for ADA accessibility. We want to address this properly. We are looking into getting foam padding for those who are wheel chair bound or people using a walker. We can take this item off of the agenda.

#### **3. Consider Change Meeting Time to 5:30 pm.**

Mr. Holsti commented to consider changing the meeting time to 5:30 pm. Mr. Salatas stated it will be with a hard stop at 7:00 pm because the Storm Board Meeting will take place. This will start June 1, 2023 and will still be the first Thursday of the month.

Mr. Rodriguez made a motion to approve the Park Board Meeting to 5:30 pm starting June 1, 2023 and will continue on the first Thursday of the month and Ms. Miller seconded the motion. The motion was passed unanimously by a roll-call vote.

Mr. Marquardt Aye

Ms. Miller Aye

Mr. Rodriguez Aye

Mr. Holsti Aye

**Reports:**

**1. Clerk Treasurer's Report**

Mr. Salatas stated Ms. Sandberg provided the Parks and Rec General Fund and there was \$13,586.07 and spent out of there was nothing spent out of the Park Impact Fee Fund at this time for this docket report. The Parks and Rec Non-Reverting Fund was \$3,636.57 and the Clubhouse Non-Reverting Fund was \$1,777.08 for a total of expenditures of \$18,899.72. Mr. Holsti commented he reviewed it and is normal business.

**2. Recreation Coordinator's Report**

Ms. Tauber reported on the past month's programs and attendance. She commented there has been soccer practice on Monday's, Tuesday's, and Thursday's from 5:30 pm to 6:30 pm. We had the senior social on Wednesday, April 12, 2023 with Mr. Jack Yager and it was a lively and engaging conversation. The seniors commented they enjoyed it very much. Bingo was on Monday, April 17, 2023, a webinar on ADA Accessibility on April 18, 2023. Adult paint class was on April 20, 2023, Rain Barrel pick up day was April 21, 2023, Chamber of Commerce Business Showcase on April 22, 2023, Kids Art Class on Tuesday, April 25, 2023 and I met with Andrea Berkott on April 27, 2023 and discussed doing an intermural volley ball camp or clinic for 4<sup>th</sup> and 5<sup>th</sup> graders. On April 29, 2023 was the first day of soccer games and it went smoothly. On May 1, 2023 there was Stem Club and upcoming programs are: Senior Social, soccer games on May 6, 2023, bingo on Monday, May 8, 2023 and another social will be Thursday, May 11, 2023, Kids Art Class will be on May 16, 2023, Adult Paint Class on May 18, 2023 and soccer games on May 20, 2023. Purdue Extension will do another class on May 23, 2023 at the Lions Den Shelter and it is called Stewardship of the Lake and is for all ages.

Mr. Holsti commented Facebook can tell you a lot of things good or bad or otherwise with specific commenting towards soccer and I have seen nothing but happy kids and there are a lot of kids out here.

Mr. Holsti commented these addresses written comment. For those who are watching this meeting, Facebook is not the best way to get ahold of us. We do have a Town website where people can get ahold of the Park Board and/or Ms. Tauber and Ms. Buchler will be added. We would like to add a Parks Request on the website for damage or things we need to know about and we can do our best to address any issues. We ask to use the appropriate channels.

**3. Project Updates**

Mr. Holsti commented about the Dog Park. Ms. Miller and Mr. Rodriguez are working on that. There has been equipment installed. Ms. Miller stated we need grass and make sure it is level and there is no way for dogs to escape. Mr. Holsti stated on the record it is closed and not open yet. Mr. Salatas commented it was never officially open and it wasn't locked. Mr. Holsti commented there is a suggestion to put signage to help alleviate the confusion to say that it is closed. Discussion ensued.

Mr. Holsti stated that the Bartlett Wahlberg's rope has been ordered. The parks crew replaced the bulk of it. The slide at Hanover Park has some damage and it has a deep cut and has been ordered. Unfortunately, it will not be here until June or July. If we went to get it in Wisconsin, they want \$250 for us to come and pick it up and we are not doing that. Ms. Buchler is looking at a cleaner way to close that section. Ms. Buchler stated it is complete and there is a mounted barricade put in. Discussion ensued.

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Mr. Holsti commented we are working on cleaning equipment and the pavilions will be pressure washed. Discussion ensued. We are making progress.

Mr. Salatas commented the Park Impact Fee Schedule of uses, the Founder's Creek Trail is funded by the Northwest Indiana Regional Planning Commission (NIRPC) through a Federal Grant which is 80% Federal Funds and 20% local match and that schedule will work in construction in 2028 with Engineering taking place in 2026. This could be moved up or back a year depending on NIRPC and their funding and how their budgets work. That is currently where it is programmed into the NIRPC project.

**Written Communications:** none was had.

**Public Comment:** none was had.

**Adjournment:** Mr. Marquardt made a motion to adjourn the meeting and Mr. Rodriguez seconded the motion. The next meeting will be June 1, 2023 at 5:30 pm.

## TOWN OF CEDAR LAKE PARK AND RECREATION 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 Rodriguez, Member

ATTEST:

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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 May 4, 2023*