



**CEDAR LAKE PARK AND RECREATION BOARD MEETING MINUTES**  
**Cedar Lake Town Hall, 7408 Constitution Avenue**  
**July 6, 2023, at 5:30 pm**

**Call To Order:**

Mr. Holsti called the Park Board Public Meeting to order on Thursday, July 6, 2023, at 5:30 pm, with its members attending on-site and via zoom. The Pledge of Allegiance was recited by all.

**Roll Call:**

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

**Members Present Via Zoom:** Greg Marquardt

**Also present:** Chris Salatas, Town Manager; Colleen Scheiben, Town Council Liaison; David Austgen, Town Attorney; Mindi Buchler, Parks & Recreation Superintendent; Hope Tauber, Recreation Coordinator; and Sharon D'Apice, Administrative Assistant

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

Introduction of Sharon D'Apice, Administrative Assistant

**Consent Agenda:**

1. **June 1, 2023 Meeting Minutes**
2. **Claims: Parks & Rec General Fund: \$4,146.31; Park Impact Fee Fund: \$6,950.00; Parks & Rec Non-Reverting Fund: \$784.00; Clubhouse Non-Reverting Fund: \$1,373.39 Total Expenditures: \$13,253.70**
3. **Donations: \$100.00 from Barb Orze**

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.

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

**New Business:**

**1. Request for Proposals of Parks Five Year Master Plan**

Mr. Holsti commented under new business we have a Request for Proposals of Parks Five Year Master Plan.

Ms. Buchler stated we will be looking for Engineering Firms to submit proposals to us. Packets are ready for pickup digitally and physically at the Town Hall and at the Park Office.

Mr. Holsti commented we have been talking about the five-year Master Plan as a way to organize our thoughts and plans for the future.

Mr. Marquardt made a motion to approve the issuance of proposals for the Five-Year Parks Plan 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

**2. Announcement of the Taylor Ice Fest, December 1<sup>st</sup> and 2<sup>nd</sup>.**

Mr. Holsti commented the next item under new business is for the Announcement of the Taylor Ice Fest on December 1 and 2, 2023.

Ms. Buchler stated there has been discussion about the need to work on community events and we are planning on collaborating with the Town, Parks Department and the Farmer's Market to bring a two-day Winter Fest mirroring a Kris Kringle Market which will be free to attend. We would like to make this an annual event with Taylor Ice. We will be soliciting sponsorships and donations and partners to help with the process.

Mr. Holsti commented we have been having meetings with Ms. Kelly Dykstra and the energy she brings to this, will be great. We are very excited and details to come. We are looking at potentially getting the trolley from Crown Point to shuttle people so that we can park people elsewhere. We can use the parking area for the fest and bring people in. We are brainstorming to make this successful.

Mr. Rodriguez asked if the sponsorship would cover the cost. Ms. Buchler commented we began with no budget or idea, there is a sponsorship packet that is ready to go and we will be soliciting the community with anybody who is willing to look at it and to please reach out. We have started budget talks and responsibilities. There were some numbers thrown around and nothing is there yet and it's all about who is willing to make it happen. I'm hoping to have firmer numbers at the next two meetings with the Ice Fest Committee. There are some preliminary costs that we are trying to budget on behalf of the Parks Department since the Parks Department would be bringing some of the programming to the event throughout those two days. We would hope the sponsorships would off-set those as well.

Discussion ensued regarding some of the ideas for this event.

Mr. Marquardt made a motion to continue the process to get the festival going and Mr. Rodriguez seconded the motion. The motion was passed unanimously by roll-call vote.

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

**Old Business:**

**1. Potawatomi Park and Report from Playground Inspector.**

Mr. Holsti stated he wanted to discuss Potawatomi Park and the report from the Playground Inspector. The report was given to us and is missing Robin's Nest and Crystal Oaks so it is not 100% complete. The record will reflect the exact wording from the Playground Inspector regarding Potawatomi Park which states: swing set installed in water run-off area posts are showing extreme signs of degradation; recommend removal before collapse. Item #2, playground set is extremely unstable due to water run-off weakening the foundations, structure is unsafe, many other areas of place that are also unsatisfactory and recommend removal before collapse.

Mr. Holsti then stated, we understand that people are disheartened and are mad that we didn't have a plan to replace it before we tore it down. This wasn't a situation where we planned on ripping it out, so we didn't have a plan because we didn't plan on that happening.

Mr. Holsti asked when will we get the full report. Ms. Buchler stated we received the report, but it is a Preliminary Report with the absence with the two other parks that were involved. Discussion ensued.

Mr. Holsti commented other items that were brought up were missing bolts on swings, mostly minor maintenance type issues. We can focus on making those repairs and go from there.

**2. Kiwanis Park Property.**

Mr. Holsti stated the next order of old business was for Kiwanis Park.

Mr. Holsti commented he wanted to bring it to the community's attention, as well as, the people who aren't aware. Since the Park Board started, there had been some concern about Kiwanis Park and its placement near the railroad tracks. There has been discussion about signage, fences, vegetation and so many different things. It is noted in the playground inspection report that the playground is near railroad tracks. Optimal recommendation, best practices would suggest installing a fence to prevent and incident caused by a known hazard. We have FFC Fencing Company coming out to install 100 feet of fencing starting from the play equipment down to the natural vegetation, but would encompass the area where the children would be playing. If the park continues to grow, and if we need to continue, we can do that. There is signage, a fence, a component of watching the kids. We are trying to be responsible while being realistic, but also not wasting money.

Ms. Buchler commented we will reach out to the company in September and they will let us know the exact date for the install of the fence.

**Reports:**

**1. Clerk Treasurer's Report**

Ms. Sandberg is absent and Mr. Holsti reviewed the report and everything seemed to be normal operating business.

**2. Superintendent's Report**

Ms. Buchler stated we are starting on the five-year Master Plan. We are looking forward to having something figured out and survey the community and the opportunity to put us in what future years would look like. The Taylor Ice Festival is another great thing that we have been working on and in collaboration with others. We worked on job descriptions for the Department and updated those to a more current job description. We have been hiring and we have two full-time staff now and two part-time staff crew workers and a seasonal staff for the summer months. We brought in our Administrative Assistant and we have our Recreation Coordinator. We are a team and not just the one person doing it all.

We are almost ready to open the Park Office to a full capacity with office hours running from 8:00 am to 4:30 pm, Monday through Friday, closing from 12 pm to 1 pm for lunch break. The Parks Department also has a prompt on the telephone when calling the Parks Department. We also have a created a general email for inquiries which is, [Parks@CedarLakein.org](mailto:Parks@CedarLakein.org). This will be used for advertising and general purposes.

We are moving forward with soccer registration for the Fall and we posted about the Lakeside Artist Guild and they will be returning again on Sunday. This is a great venue and is beautiful and it's free. We received our two new John Deere zero-turn mowers and they are in-house and being operated on now. We are working on programming in-house and continuing with the quarterly programs, but also proposing new programs.

Mr. Holsti commented at the parade he spoke with a citizen and she commented how she loves the detail with the Parks mowing crew and maintaining everything.

**3. Recreation Coordinator's Events Report**

Ms. Tauber stated since the last Park Board meeting, we had Enviromobile from Lake County Solid Waste District visited the Stem Club and the kids loved it. There were 14 kids there. We had Bingo, Kids Art Class. At Bingo, Ms. Brenda Sue donated another quilt for a prize and she will have one for the next Bingo. We had Senior Social, Adult Paint Class and then the Nature Photography Class was canceled due to low sign-up. Possibly an after-work class would be better. Ms. Tauber stated, Sharon and I cleaned up the pool house and took inventory of everything. The upcoming programs are Stem Club on July 10, 2023, Senior Social is July 11, 2023, soccer registrations on July 14<sup>th</sup> and 15<sup>th</sup> and Bingo will be on July 18, 2023 from 6 pm to 7 pm. We have Beach Glass Jewelry Making Class on July 21, 2023 by the beach. We have Kids Art Class on July 25, 2023 and the Adult Paint Class on July 27, 2023. We are working on new Fall Programs and working on a Daddy/Daughter dance which will be October 8, 2023 from 12 pm to 2 pm. We are also working on a Mommy/Me pre-school musical and sing songs. This will be a four-week program starting September 12, 2023.

#### **4. Project Updates**

Mr. Salatas commented the Bartlett-Wahlberg bathroom pavilion project is still placed on hold as we are coming out of July events and we are hoping to solicit contractors to get pricing on what it would take to build those.

Ms. Buchler stated with the five-year Master Plan, it is something that the DNR Land and Water Conservation funds will help us build. This would be a 50/50 grant opportunity to build those facilities. We might have to be patient in building to get additional funds to assist.

Mr. Holsti commented if there is a 50% cost savings on a project that we can re-invest on an additional project or an enhancement. We made it this far, without pavilions, but if we can save a hefty amount of money and maybe look into getting benches.

Mr. Holsti commented the Dog Park seeding did not go as planned. There were some items that weren't considered and we were getting assistance from another Town Department. The board is consulting with landscape companies to finish the grass portion of the Dog Park properly. We have received one quote so far and asked the other two companies to re-up their quotes knowing things have changed since March of getting the first quotes. We are hoping to have a decision soon. These two teams are going hand in hand with the development of the Dog Park and the actual process, policies, fees and registration package. We are in the drafting stages with the documentation and we have a few more landscape things to do, but we are getting there. Discussion ensued regarding registration fees.

Mr. Holsti commented there have been people complaining about the Dog Park that there is only one bench, no trees but we are getting there. The intent is to do it right and to make it nice. Discussion ensued regarding doing the Dog Park in sections.

**Written Communications:** None was had.

#### **Public Comment:**

Ms. Cheryl Parker, 7227 W. 136<sup>th</sup> Court, stated you mentioned the Taylor Ice Festival with Ms. Kelly Dykstra doing the Farmer's Market. I was at the Lake County Fairgrounds and they have a tractor show going on and Ms. Dykstra is working in conjunction with them to do a Farmer's Market so I think this is a smart move and she does a great job here. Would there be food trucks at the Taylor Ice Festival. Mr. Holsti commented there has been a lot of discussion and I talked with Ms. Dykstra a long time ago with ideas. Discussion ensued. Ms. Parker commented about the people complaining about benches and trees; Fall is a good time to plant trees in this area. Maybe somebody would like to donate a bench for the Dog Park or a tree. Mr. Holsti commented we are in discussions about this to.

Ms. Pamela Davenport, 13035 Shubert Street, stated she lives in Meyer Manor Terrace for more than 30 years and has frequented Potawatomi Park. The kids and I went and cleaned the little beach area and there is one issue we cannot take care of where there is a broken-up garbage can buried under growth and I cannot get to it. There was a garbage bag there full of fireworks and fell apart, so we picked up all the garbage. Ms. Davenport commented if we can get those weeds out of there and get the garbage out, and try and keep that area clean.

Park and Recreation Board Meeting

July 6, 2023

My husband and I went to Kentucky and my husband is a 100% disabled veteran. What I would like to see with some of our parks is an ADA fishing jetty and it is actually where the wheelchair can come down. Ms. Buchler asked if Ms. Davenport can email her the pictures she has of the ADA fishing jetty because this is in our Master Plan.

Mr. Nick Whorley, 7000 W. 127<sup>th</sup> Place, commented he was wondering if they can put another dog waste container by the bottom of the hill, because we have one on the top of the hill, but we need another one on the bottom part of the hill.

**Adjournment:** Mr. Rodriguez made a motion to adjourn the meeting at 6:11 pm and Mr. Marquardt seconded the motion. The next meeting will be August 3, 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

*These Minutes 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 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.*

*Minutes of July 6, 2023*