



**TOWN OF CEDAR LAKE PARK BOARD MEETING MINUTES**  
**Cedar Lake Town Hall, 7408 Constitution Avenue**  
**August 3, 2023, at 5:30 pm**

**Call To Order:**

Mr. Holsti called the Park Board Public Meeting to order on Thursday, August 3, 2023, at 5:31 pm, with its members attending on-site. The Pledge of Allegiance was recited by all.

**Roll Call:**

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

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

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

Mr. Holsti stated he would be adding Playground Inspection to Old Business now that the final report has been received from Astra.

**Consent Agenda:**

- 1. July 6, 2023 Meeting Minutes**
- 2. Claims: Parks & Rec General Fund: \$41,659.55; Park Impact Fee Fund: \$12,027.92; Parks & Rec Non-Reverting Fund: \$220.00; Clubhouse Non-Reverting Fund: \$2,415.82 Total Expenditures: \$56,323.29**
- 3. Donations: Yancey's House of Carpet Taylor Ice Fest Sponsorship \$1,000**

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

Mr. Marquardt Aye  
Mrs. Miller Aye  
Mr. Rodriguez Aye  
Mr. Holsti Aye

**Old Business:**

Mr. Holsti updated the board that the insurance company Astra had omitted Krystal Oaks and Robin's Nest parks. Recommendations were to remove the excessive mulch from Krystal Oaks and to disperse that into places that was inadequate.

Robin's Nest playground had a recommendation to power wash due to mildew growth.

Ms. Buchler stated we will need to share our action plan with Astra by October 1<sup>st</sup>. She then stated we have almost completed the repairs and recommendations reported.

**New Business:**

**1. Kiwanis Dog Park Fee**

Mr. Holsti discussed Kiwanis Dog Park Fees under new business and noted the only change he could foresee would be that the dog licensing fee may be collected from the park office instead of the Clerk Treasurers Office. Mr. Holsti asked Mrs. Miller to read the Fee Ordinance by title only please.

Mrs. Miller asked if we have an Ordinance Number. Mr. Salatas stated that until it is submitted to Council, Margaret will give him an ordinance number once the recommendation comes from the Park Board. Mrs. Miller asked if this was actually a resolution to your existing Exhibit A, of when you went through and proposed activities and fees in March. Mr. Salatas stated, "it's the Master Fee Schedule". Mrs. Miller read so an ordinance establishing rules and regulations for use of the Town of Cedar Lake, Lake County, Indiana, Kiwanis Dog Park Facility and all matters related there to.

Mr. Rodriguez made a motion to make a recommendation to the Council to adopt this ordinance. Mr. Salatas asked for one recommendation based off the conversation. This at the very last page of the Master Fee Schedule, it shows a 2023 Fee Rate. Given that it's August 3<sup>rd</sup> and if these two items make it out of the Park Board, to be a recommendation to the Town Council for their consideration, with August 15<sup>th</sup> being the earliest. Mr. Salatas stated if approved unanimously on that night, they could possibly get a first and second reading completed. After that meeting, they will have to make notice to the public through the newspaper for thirty days. Mr. Salatas made a recommendation to the board that they strike the 2023 fees and keep the 2024 fees. He noted that when people register this year paying the fees proposed for 2024 that they will simply have the fobs active a few months earlier. Mr. Holsti stated that he agrees with Mr. Salatas. Mr. Holsti did not envision the dog park being closed during the winter months. Mr. Salatas stated, "that if these fees are recommended to the Town Council and they approve it, the Town Council will also establish a non-reverting fund for the Dog Park where those dog park fees will then get deposited into." He further explained that the Dog Park will have a non-reverting fund similar to the Monastery Clubhouse non-reverting fund. He explained this fund will support the ongoing operations, maintenance and capital expenditures for that particular amenity.

Mr. Holsti then asked the board to strike the 2023 Fee Schedule to Council and recommend the fee structure as proposed by Mr. Salatas. Mr. Rodriguez seconded the motion. The motion was passed unanimously by roll-call vote.

Mrs. Miller commented that she is in agreement that we should not fully close the dog park for the winter. Discussion ensued.

Mr. Marquardt Aye  
Mrs. Miller Aye  
Mr. Rodriguez Aye  
Mr. Holsti Aye

## **2. Kiwanis Dog Park Rules and Regulations**

Mr. Holsti commented the next item under new business is the Kiwanis Dog Park Rules and Regulations. He asked Mrs. Miller to read the resolution by title.

Mrs. Miller read that the resolution of the Town of Cedar Lake, Lake County, Indiana, Board of Parks and Recreation establishing rules and regulations for the use of the town Kiwanis Facility and all matters related thereto.

Mr. Marquardt made a motion to recommend rules and regulations of Kiwanis Dog Park to the Town Council. Ms. Miller seconded the motion.

Mr. Austgen commented that today the Clerk Treasurer had some comments about rules and regulations. He suggested the park board include to allow Ms. Buchler to make any changes that are needed to adjust for locations and procedures in this recommendation. Mr. Holsti stated that was more to the fees but, absolutely. Mr. Marquardt would you amend to allow Ms. Buchler to make appropriate changes.

Mr. Marquardt made a motion to amend the proposal so that Ms. Buchler can make changes. Mr. Salatas commented that another point in order and this would be resolution 2023-2. I believe we've only had one other resolution so far, which was the soccer fees.

Mr. Holsti asked for a second for Mr. Marquardt's motion. Mrs. Miller seconded the amended motion. The amended motion was passed unanimously by roll-call vote.

Mr. Marquardt Aye  
Mrs. Miller Aye  
Mr. Rodriguez Aye  
Mr. Holsti Aye

**Reports:**

**1. Clerk Treasurer's Report**

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

**2. Superintendent's Report**

Ms. Buchler updated the board that they are still in the request for 5-year Master Plan proposals. She noted the deadline for submission is the 18<sup>th</sup> of August. Ms. Buchler also noted that the Park Board has every intention to include the community in the master planning.

Ms. Buchler continued with the Superintendent Report stating progress has been made toward the opening of Kiwanis Dog Park.

The Superintendent Report included updates on the fall soccer program and the continued planning of the Taylor Ice Fest. She noted-75 solicitation letters have been mailed out to local businesses seeking sponsorships for the upcoming event.

Maintenance projects including; power-washing of playground equipment, memorials, placing adequate levels of certified playground mulch into the wood chipped playgrounds and beautification projects of park landscaping were highlighted in her report.

**3. Recreation Coordinator's Report**

Ms. Tauber stated that in July we have had some successful programs. She noted the Bingo time change allowed more families to attend. The July Beach Jewelry class filled it up nicely so an additional class will be offered on August 18th. Ms. Tauber reported on the community engagement with the Arthur Murray Swing dance lessons. Ms. Tauber had a lot of great feedback from the community on the dance lessons, swing concert and also the Brazilian Guitar Concert performed by Lakeside Artist Guild.

**New programs:**

**Tot Time: Pre-School Mommy and Me**

**Dates: Tuesday, September 12<sup>th</sup> through October 3<sup>rd</sup> from 10:30 am -11:00 am**

**Fee: \$15 per mom and child additional child \$5 Resident**

**\$20 per mom and child additional child \$10 Non-Resident**

**Daddy Daughter Dance**

**Date: Sunday, October 8<sup>th</sup> from 12:00 pm – 2:00 pm**

**Fee: \$25 per couple and \$15 for each additional child Resident**

**\$30 per couple and \$20 for each additional child Non-Resident**

**Purdue Extension Bat Class**

**Instructor:** Rebecca Koetz

**Date:** Monday, October 9<sup>th</sup> from 4:00 pm – 5:00 pm

**Fee:** Free

**Purdue Extension Fall Gardening Class**

**Instructor:** Rebecca Koetz

**Date:** Monday, October 16<sup>th</sup> from 6:00 pm – 7:00 pm

**Fee:** Free

Ms. Tauber also reported the department has extended the evaluation for the fitness class until October 19<sup>th</sup>. Ms. Tauber noted the extra advertising efforts have been made to help promote the program. Ms. Tauber completed her report by including dates and times of the upcoming programs scheduled for the remainder of August 2023.

**4. Project Updates**

**Written Communications:** None was had.

**Public Comment:**

Mr. Robert Carnahan, 14850 Fairbanks Street, commented that as a Town Council member, he had some concerns about Krystal Oaks Park. Residents have asked him about the status of the park and could they get another picnic table. Mr. Salatas responded the Parks Department is going through a RFP. Discussion ensued.

**Adjournment:** Mr. Marquardt made a motion to adjourn the meeting at 6:00 pm and Mr. Rodriguez seconded the motion. The next meeting will be September 7, 2023 at 5:30 pm.

## TOWN OF CEDAR LAKE PARK BOARD

---

Dale Holsti, Member

---

Greg Marquardt, Member

---

Sarah Miller, Member

---

Paul Rodriguez, Member

ATTEST:

---

Sharon D'Apice, 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 August 3, 2023*