



TOWN OF CEDAR LAKE PARK BOARD MEETING MINUTES
Cedar Lake Town Hall, 7408 Constitution Avenue
November 2, 2023, at 5:30 pm

Call To Order:

Mrs. Miller called the Park Board Public Meeting to order on Thursday, November 2, 2023, at 5:30 pm, with its members attending on-site. The Pledge of Allegiance was recited by all.

Roll Call:

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

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

Absent: Dale Holsti, President; Jennifer Sandberg, Clerk-Treasurer; Chris Salatas, Town Manager

Consent Agenda:

1. **October 5, 2023 Meeting Minutes**
2. **Claims: Parks & Rec General Fund: \$3,819.12; Park Impact Fee Fund: \$32,595.60; Parks & Rec Non-Reverting Fund: \$358.00; Clubhouse Non-Reverting Fund: \$1,184.52; Total Expenditures: \$37,957.24**

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
Mr. Rodriguez Aye
Mrs. Miller Aye

Old Business:

1. Five Year Master Plan

Mrs. Miller commented that the Master Plan has been talked about for a while now. There is a need to establish a vision for the town and for more thorough planning. There was a formal application process and there were two proposals submitted. One was not a fit. Their experience was in the state of Michigan

and a bare bones plan. The other was with Context Design and they have extensive Indiana DNR knowledge which will be important for approval of the Master Plan. Mr. Marquardt commented that he met with Context Design. Since they have done work in Valparaiso, Whiting and Indianapolis, they are familiar with the Indiana laws and codes. Their detailed portfolio shows that they have experience with trails and sports complexes. Superintendent Buchler commented that the Master Plan will give us the foundation to move forward to bring the amenities that this community is asking for. The community will be able to share their input. There will be a survey going out and opportunities for the community to speak with us. By having a Five-Year Master Plan the Land and Water Conservation Fund Grant from the DNR will give us the ability to expand our reach with our budget. Meaning there are 50/50 grants with some of these larger items that we are looking at to do that we've already heard from the community. Things like a Sportsplex, walking trails, maintenance buildings for our equipment. We will have a review with DNR and ask for an early approval since our project deadline is coming in sooner than our November 15, 2024 deadline. She notes the contract is firm and legal reviewed and it is ready for signature. She also mentioned the official Master Plan will help us find funding to alleviate expenditures of the parks general budget.

Mr. Austgen commented that there should be a not to exceed target date for completion that is six months. Ms. Buchler stated that July was the original drafted final date and the deadline to submit to the DNR is November 15, 2024. Mr. Austgen then stated a not to exceed of eight months from adoption should be added.

Mr. Marquardt made a motion to approve the Context Design Proposal not to exceed completion in eight months and Mr. Rodriguez seconded the motion. The motion was passed unanimously by roll-call vote.

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

New Business:

1. 2023 Salary Ordinance

Mrs. Miller commented that the original salary ordinance omitted Parks in regard to on-call pay. Since the park department did not have a full staff, public works was filling that void. Now that we have an established full parks crew, they will be assuming some of those responsibilities. Parks have been tasked to clear Town Hall, Chamber of Commerce, Kiwanis Park, Monastery Clubhouse and Bartlett Wahlberg Park this season. Mr. Rodriguez made a motion to send a recommendation to Town Council to Amend the 2023 Salary Ordinance to mirror public works regarding their on-call pay to include part-time and full-time park employees beginning November 19, 2023. Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

Reports:

1. Clerk Treasurer's Report

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

2. Superintendent's Report

Mrs. Buchler updated the board that she received the digital imaging for the branding of the prototype picnic tables that we're ready to move forward and purchase two and see how we like them. One is an eight-foot 100% recycled walk-through table and one being the ADA version. Our intention is to move away from the wood picnic tables since they do not withstand the weather very well.

The Parks Department helped Councilwoman Colleen Scheiben with her Halloween Event last weekend. We were able to help out with two trunks and site set up and clean up. Public Works also helped out cooking hot dogs and hamburgers. Hope did a great job decorating our trucks.

A Boy Scout in the community reached out to the department looking for an Eagle Scout opportunity. Ideas were brainstormed and a few projects were talked about in her meeting. Superintendent Buchler mentioned she has assisted several scouts into their Eagle Scouts projects through the park systems. When a project is firmed up, Mindi has asked the scout to present at a future meeting.

Mindi announced that she and Hope will be headed out to the Indiana Parks and Recreation three-day Conference in Fort Wayne in November.

3. Recreation Coordinator's Report

Mrs. Tauber stated that Stem Club had low enrollment last month. She also stated that in October we had some successful programs. The new Senior Games Program had low enrollment. The exercise class has boomed there has been at least 11 participants at each class this month. Vernadine Parker from Geminus gave the seniors a lot of information on resources. Ms. Tauber also updated the board with the upcoming programs for November.

Written Communications: None was had.

Public Comment:

Mary Joan Dickson. 8711 West 132nd Place, asked if cost of the Master Plan was part of the contract. Mrs. Miller stated that the remaining cost is \$82,000.

Adjournment Mr. Marquardt made a motion to adjourn the meeting at 5:52 pm and Mr. Rodriguez seconded the motion. The next meeting will be December 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.