



**TOWN OF CEDAR LAKE PARK BOARD MEETING MINUTES**  
**Cedar Lake Town Hall, 7408 Constitution Avenue**  
**January 4, 2024, at 5:30 pm**

**Call To Order:**

Mr. Holsti called the Park Board Public Meeting to order on Thursday, January 4, 2023, at 5:32 pm, with its members attending on-site. The Pledge of Allegiance was recited by all.

**Roll Call:**

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

**Also present:** Mindi Buchler, Parks & Recreation Superintendent; Jennifer Sandberg, Clerk-Treasurer; David Austgen, Town Attorney; Mary Joan Dickson, Town Council Liaison; Julie Rivera, Town Council Liaison; Jeff Bunge incoming Town Manager; and Sharon D'Apice, Administrative Assistant

**Absent:** None.

**Election of Officers:**

**1. President**

Mr. Holsti stated the first order of business was for the election of officers for the Park Board President. Mr. Rodriguez made a motion to elect Mr. Holsti for president and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

**2. Vice-President**

Mr. Holsti stated the need for an election of the Vice-President for the Park Board. Mrs. Miller made a motion to elect Mr. Rodriguez and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

**Consent Agenda:**

- 1. December 7, 2023 Meeting Minutes**
- 2. Claims: Parks & Rec General Fund: \$22,692.27; Park Impact Fee Fund: \$-; Parks & Rec Non-Reverting Fund: \$1,580.44; Clubhouse Non-Reverting Fund: \$649.03;  
Total Expenditures: \$24,921.74**
- 3. Donations: None**

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

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

**Old Business:**

- 1. Salary Ordinance Amendment Update**

Mr. Holsti stated that there is a need for an update on the Salary Ordinance Amendment from the December meeting regarding bonuses for staff. During that meeting it was stated that in order to give bonuses it would have to happen in the 2023 calendar year.

Mr. Rodriguez made a motion to not make a favorable recommendation to Town Council for the Salary Ordinance and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

**New Business:**

- 1. Approval of Park Board Budget**

Mrs. Sandberg stated she received the 1782 Notice back from the State and that the budget is still in the review process. Her recommendation is to bring down the General Fund Budget, since the tax rate and tax levy was less than what was anticipated. Mrs. Sandberg asked for more review time, she will be asking for a cut within the General Fund Budget. Mrs. Sandberg is confident that the Parks Department will be able to function manpower wise, supply wise and event wise.

Mrs. Sandberg stated that the Town Council approved a transfer resolution for the Parks Department at the end of 2023 so that funds could be encumbered into 2024. Ms. Buchler stated the funds would be used for a fence project, additional landscape trailer for the second pick-up truck and a John Deere Gator

with a snow blade and new flooring at the Clubhouse. Mrs. Sandberg stated that the Parks Department should have just over \$183,000 for those capital projects.

Mrs. Miller made a motion to defer approval of the budget until the February 2024 meeting and Mr. Rodriguez seconded the motion.

Mr. Austgen asked what the town requested for a budget and what amount was approved. Mrs. Sandberg stated that the budget was approved as submitted. The tax rate and the tax levy that was requested was not approved. Mrs. Sandberg stated that she is hoping to have everything finalized by January 8<sup>th</sup>.

Mr. Holsti stated that we still need roll-call. The motion was passed unanimously by roll-call vote.

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

## **2. Status of previously council ran events, i.e., Easter Egg Hunt, Labor Day Fest and Trunk or Treat**

Mr. Holsti stated that under previous administration Mrs. Schieben led the Easer Egg Hunt, Labor Day Fest and Trunk or Treat and the Parks Department assisted. Mr. Holsti asked if these events are going to continue under council control or if the council would prefer the Parks Department to facilitate. Mrs. Dickson stated that her personal opinion is that the Parks Department can take over those events. Mrs. Rivera agreed with Mrs. Dickson. Mrs. Buchler stated that she has already blocked out dates in the 2024 calendar for these events. The Easter Egg Hunt and Trunk or Treat are annual community events that Parks Departments usually take over with the right community involvement and donations. The Labor Day Festival is the only one that is questionable with the 2024 budget. Mrs. Sandberg stated that every year the Council distributes from the Lake County Tourism Fund for different community events. In years past Summerfest, the museum, the Labor Day Fest and Trunk or Treat have asked for some of the funds. The council will need to decide how to utilize the funds.

Mr. Holsti stated he was pleased with the attendance at the Taylor Ice Fest with it being an inaugural event. Mr. Holsti wants to see where the council lays on the Labor Day Fest and will they support Taylor Ice Fest in the future. Mr. Holsti commented that even though the Farmer's Market is an agreement with the Town Council the Park's Department helps set up. With the change in the Town Council and Town Manager what are the expectations of the Parks Department.

Ms. Buchler commented that the Lakeside Artists Guild is a Parks sponsored event, she would like a better understanding of the use of town grounds by the Parks Department. The Parks Department does maintain the grounds and rents the shelters and clubhouse, but does not oversee the special event permits. This is something that needs to be cleared up before the busy season. Mr. Holsti stated that Andy Anderson is trying to secure his schedule and fundraising for the coming season. Ms. Buchler stated that since plans were put into place in October with Andy to pull the special events permit with the previous Town Managers office at no cost, since the special events permit was a no cost rate can this still honored? Ms. Buchler stated that as a new department she would like some guidance and clarity on park sponsored events on town grounds. Discussion ensued.

**Reports:**

**1. Clerk Treasurer's Report**

Mrs. Sandberg stated everything seemed to be normal operating business. Mr. Holsti stated that he is happy that the AED's have arrived. Ms. Buchler stated that she is still waiting for monthly maintenance reports from Stryker and signage before putting the unit into action at the clubhouse.

**Superintendent's Report**

Ms. Buchler updated the board that sod was installed at the large and small dog park entries. There are currently 54 dog park members.

The picnic table prototypes are onsite by the Park Office.

Raul Garcia is the new full-time maintenance crew worker.

Ms. Buchler stated that she is currently interviewing for the open Recreation Coordinator position. Ms. Buchler hopes to have the candidate picked by the second week of January.

Ms. Buchler updated the board that Brayden Denklau is not quite ready for his presentation he is hoping to be ready for the February meeting.

The Superintendent's Report also stated that the Five-Year Master Planning has started park assessments, inventory and reviewing previously submitted landscape architectural designs and master plans Stakeholder and steering committees will be chosen soon. When those committees are formed there will be public hearings and community engagement and surveys.

The pool house is currently being renovated so that it can be used as a workshop, There will be a 9-foot overhead door and electric heater installed, the cost will be around \$1,000. Ms. Buchler also stated that there is a need for a maintenance building for parks maintenance equipment, a workshop and storage for the recreation programs. Discussion ensued.

Mr. Holsti asked Mr. Austgen to update Ms. Buchler on the status of the updated Clubhouse Shelter Permit and Instructor Contracts.

Mr. Rodriguez asked Ms. Buchler if there was a goal date for the Master Plan committees. Ms. Buchler responded that the memo stated that firm names should be had by the second week of January and the first steering committee or stakeholder meeting could be held as early as the end of January.

**2. Recreation Coordinator's Report**

Ms. Buchler updated the board that senior social, all ages bingo and the Fitness Easy Does It class are still active even though there is not a recreation coordinator. The Kid's Art Class and Adult Paint has been put on hold for the month of January. Spring soccer season letters have been distributed to past coaches and

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into the community. There is an informational coach's meeting in mid-January. Dates have been blocked out for the Easter Egg Hunt, Trunk or Treat and the Taylor Ice Festival. Ms. Buchler updated the board that she reached out the community for donations and sponsorships for senior programing. Mr. Holsti stated that there is a need for volunteers.

Mr. Austgen stated the Cedar Lake Park Foundation Incorporated 503b entity still exists. Mr. Holsti commented that he would need to talk to the current liaisons in regards to the Park Foundation.

Mrs. Dickson asked how the stakeholders committee would be chosen. Ms. Buchler stated the committee would consist of a park board member, a town council liaison, a town employee, and a civic organization or business and a community member.

**Written Communication:** None

**Public Comment:** None

**Adjournment** Mrs. Miller made a motion to adjourn the meeting at 6:26 pm and Mr. Rodriguez seconded the motion. The next meeting will be February 1, 2024 at 5:30 pm.

## TOWN OF CEDAR LAKE PARK 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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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.*