



TOWN OF CEDAR LAKE PARK BOARD MEETING MINUTES
Cedar Lake Town Hall, 7408 Constitution Avenue
March 7, 2024, at 5:30 pm

Call To Order:

Mr. Rodriguez called the Park Board Public Meeting to order on Thursday, March 7, 2024, at 5:30 pm, with its members attending on-site. The Pledge of Allegiance was recited by all.

Roll Call:

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

Also present: Mindi Ray, Parks & Recreation Superintendent; David Austgen, Town Attorney; Mary Joan Dickson, Town Council Liaison; Julie Rivera, Town Council Liaison; Jeff Bunge Town Manager; Greg Wiesemann, Recreation Coordinator; and Sharon D'Apice, Administrative Assistant

Absent: Dale Holsti, President

Consent Agenda:

- 1. Minutes:** February 2024 Meeting
- 2. Claims:** Parks & Rec General Fund: \$20,631.22; Park Impact Fee Fund: \$-; Parks & Rec Non-Reverting Fund: \$2,210.57; Clubhouse Non-Reverting Fund: \$3,881.86; Total Expenditures: \$26,723.65
- 3. Donations:** Food donation from Rise & Roll for the February Senior Social; Carol Ann's Candies chocolates for the February and March Bingo; The Sandbar Grill \$100 for the Easter Egg Hunt; Lake Shore True Value \$20 for the Easter Egg Hunt; JMA Architects \$100 for the Easter Egg Hunt; Fraternal Order of Eagles \$50 for Easter Egg Hunt; Rosati's Pizza of Cedar Lake 2 Easter baskets valued at \$10 each; Jennifer Sandberg chocolate bunnies valued at \$50;

Mr. Rodriguez stated that when the board approved the budget last meeting the board was not really approving the budget the budget was approved by town council, it was a formality to adopt the budget.

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

March 7, 2024

Mr. Marquardt Aye

Mrs. Miller Aye

Mr. Rodriguez Aye

Old Business:

1. Kiwanis Park Pour and Play

Mrs. Ray updated the board that it is highly recommended for purposes of liability that NuToys installs the pour and play. Park staff can complete the demo and prep work. The existing mulch will be repurposed in another park. The grant that Mrs. Ray had found can be applied for in April. The Emberly's Smiles Board is still on hold. The Pour and Play and installation is just under \$49,000 but \$2,800 can be deducted for staff removal of mulch. Mrs. Ray stated that the completion of the project would be early summer. Mrs. Ray commented that if amenities are added to the pour and play that would slow the process since they would need to be installed before the pour and play surfacing began. Mr. Rodriguez commented that these can be used with park impact fees. Mrs. Miller commented that Kiwanis is not in a subdivision and that would draw a lot of people to it.

Mrs. Miller made a motion to approve the pour and play at Kiwanis park using park impact fees not to exceed \$50,000 and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

Mr. Marquardt Aye

Mrs. Miller Aye

Mr. Rodriguez Aye

2. Criminal Background Check Resolution 2024-1-PB

Mr. Rodriguez commented that last meeting we discussed having annual background checks for staff and volunteers. Mrs. Miller read, "resolution number 2024-1-PB, the resolution of the Board of Parks and Recreation of the Town of Cedar Lake, Lake County, Indiana, to require that all employees, staff, instructors, vendor representatives and volunteers submit an annual criminal history background check in all matters related there to."

Mrs. Miller made a motion to approve the Criminal Background Check Resolution 2024-1-PB and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

Mr. Marquardt Aye

Mrs. Miller Aye

Mr. Rodriguez Aye

3. Taylor Ice Festival

Mrs. Ray stated that the Parks Department is in support of the Taylor Ice Fest as a community event with the Town of Cedar Lake. Mr. Rodriguez commented that this hinges on the partnership with the Farmer's Market. Mrs. Miller stated that she would also like for the Taylor Ice Fest to return and that further discussion will be deferred while we figure out more details.

Mrs. Miller made a motion to defer discussion of Taylor Ice Festival to the April meeting and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

4. Lakeside Artist Guild Summer Concert Series

Mrs. Ray reminded the park board that Lakeside Artist Guild was a park sponsored event in 2023. Permitting was obtained with a special event permit through the Town Managers office and she was unaware what that entailed. Mrs. Ray commented that the parks department is wanting to sponsor this again as a parks co-sponsored event. The following dates are June 16th, 23rd, July 14th, 28th and August 11th and are reserved until we get more direction from the Town Mangers office on special event permitting. Mr. Bunge stated that with the creation of the new park department that these events will be now handled by the parks department park board. Discussion ensued.

Mrs. Ray made note that we should include the exchange of certification of insurance as the Town of Cedar Lake as additionally insured on their insurance but needed more direction on the permitting process and parameters.

Mrs. Miller made a motion to approve the dates requested for the Lakeside Artist Guild at no cost so the park department can use the special permit. The motion included Lakeside Artist Guild to provide their own security and add Town of Cedar Lake as additional insured on the certificate of insurance. Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

New Business:

1. Kiwanis Park Playground Amenities

Mrs. Ray stated the quote for the molded bucket swings and jingle metallophone is \$5,710 installed. The second quote with two kettle drums and one molded bucket swing is \$5,135 installed. Mrs. Ray commented that there is space for a bucket swing, metallophone and the kettle drums. Discussion ensued.

Mrs. Miller made a motion to approve the junior metallophone and the bucket swing from the park impact fees for a total of not to exceed \$5,710 at Kiwanis and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

2. Park Maintenance Shop

Mrs. Ray commented that this winter the pool house was turned into a temporary shop. Mrs. Ray stated that the department would like something before next winter. The department was unable to order equipment that was budgeted due to the lack of space. Mrs. Ray commented that she has been working with the Director of Operations Mr. Kubiak. Three town spaces have been identified as possible space for the park maintenance shop. One being 137th and Morse which is directly across from the pool house, the second is on the clubhouse property and the third place would be the lighthouse well property. Park impact fees would cover the park maintenance shop. Mrs. Ray also commented that they are looking into a prebuilt pole barn type building with office and work space that is heated and has air conditioning. Also, that majority of the building will be for cold storage. She asked if this should be the new Parks Department dwelling if we were going to build. Discussion ensued.

Mrs. Miller made a motion to defer discussion of park maintenance shop to the April meeting and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

3. Extension of 5-year Master Plan Context Design

Mrs. Ray updated the board that the Steering Committees and Stakeholders met with the engineering firm in February. During the Steering Committee meeting it was identified that in order to properly gather the community engagement opportunities during the Farmer's Market and Summerfest events there was a need to extend this contract to an October deadline. There is also a need to change out the invoicing to every other month.

Mrs. Miller made a motion to extend the 5-year master plan deadline and to also amend payment deadline to reflect that extended date to October to stager the payments and allow time for Park President Dale Holsti to sign the updated contract and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

4. Town Grounds Use and Management by Parks Department

Mrs. Ray commented that as the department is growing and trying to do new things it has been discovered that there is a need to see what responsibilities and financial responsibilities are pertaining to town grounds. There is an internal meeting with the two council liaisons, town manager and two representatives from the park board to meet and discuss what this future looks like.

Mrs. Miller made a motion to defer discussion of town grounds use and management to the April meeting and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

March 7, 2024

Mr. Marquardt Aye

Mrs. Miller Aye

Mr. Rodriguez Aye

Reports:

1. Superintendent's Report

Mrs. Ray updated the board that the Dog Park now has 69 members.

The Upcycle Rain Barrel Fundraiser for the Taylor Ice Festival has begun. A portion of the sales will come back to the Parks Department and orders can be placed online. The pick-up date for the rain barrels will be June 13th on town grounds.

Mrs. Ray also updated the board that the landscape trailer and John Deere Gator have been purchased and will be delivered by May. The John Deere will be used for the soccer program and events on town grounds.

Mrs. Ray commented that Hanover School and the Crown Point Schools are also sharing our flyers on their social media platforms.

Recreation Coordinator's Report

Mr. Wiesemann commented that the Easter Egg Hunt is on March 23rd on town grounds at noon and donations are still being accepted.

The Easy Does It Fitness Class was on hold while the Clubhouse Flooring was installed.

Mr. Wiesemann updated the board that Spring Soccer's first online registration went really well. The coaches and referee meetings are scheduled for March 20th. Challenger Sports is having a summer camp for children ages 4-5 and 6-15 from June 17th to June 21st, a registration link is on our website.

New Programs:

The Kindness Rock Painting is a paint a rock, take a rock, and leave a rock, this is something that can be done throughout the community. The parks department will post photos on social media to show the community coming together. The Kindness Rock Painting will be held on May 13th at 5:00 pm at the Clubhouse.

There will also be a Family Sandcastle Challenge that will be held on June 8th starting at 8:00 am at the Lion's Den Shelter.

Written Communication:

Mike Kozlowski from the Ledgestone neighborhood emailed the parks department about a park inquiry. Mrs. Ray updated the board that it has been identified that where Mike lives is an HOA park plan. That park space would have to be constructed by the HOA.

Kate Lubbers from Wicker Meadows subdivision emailed the parks department about a park inquiry at the greenspace that is on the corner of the subdivision. Mrs. Ray updated the board that there is

greenspace identified there and she informed Kate that we are currently in the 5 Year Master Planning and we are looking at all greenspaces and figuring out next steps. Mrs. Ray informed her to watch our website and Facebook page for the survey opportunities and it could be possibly be considered in the 5 Year Master Planning.

Public Comment:

Barb Orze, 10290 W. 138th Place, wanted more information about the sessions for public comment for the 5 Year Plan. Mrs. Ray stated that there will be a survey that will be launched to the community on the website and that will be announced on Facebook. The reason why the contract with the engineering firm was extended was so that the pop community engagements will be taking place here in the community. There will be one held one day during Summerfest and a few during Farmer's Markets here in the community. Mrs. Ray asked Ms. Orze to reach out once those dates are identified.

Mary Joan Dickson wanted to clear up any confusion that the farmer's market dates have been approved. The only thing that they'd like to include in her contract in order to protect the town is that the farmer's market will carry insurance and BMI insurance that is the music industry and Homeland Security and the Fire Department. The Fire Department has never inspected the farmer's market and that needs to get done. Also, permits from the health department, just cleaning up the contract so that it will protect the community. Also, for information purposes it is not the Cedar Lake Farmer's Market anymore, it is Region Social, LLC.

Adjournment Mrs. Miller made a motion to adjourn the meeting at 6:32 pm and Mr. Marquardt seconded the motion. The next meeting will April 4, 2024 at 5:30 pm.

TOWN OF CEDAR LAKE PARK BOARD

Dale Holsti, President

Greg Marquardt, Member

Sarah Miller, Member

Paul Rodriguez, Vice-President

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.