



TOWN OF CEDAR LAKE PARK BOARD MEETING MINUTES
Cedar Lake Town Hall, 7408 Constitution Avenue
May 2, 2024, at 5:30 pm

Call To Order:

Mr. Rodriguez called the Park Board Public Meeting to order on Thursday, May 2, 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; 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:** April 2024 Meeting
2. **Claims:** Parks & Rec General Fund: \$31,331.64; Park Impact Fee Fund: \$-; Parks & Rec Non-Reverting Fund: \$1,987.99; Clubhouse Non-Reverting Fund: \$2,538.37
Total Expenditures: \$35,858.00
3. **Donations:**

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.

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

Old Business:

1. Park Foundation

Mrs. Ray updated the board that the Town Council needs to put the members in place but with recommendations from the Park Board. Mr. Holsti sent over a recommendation for a board member and is anxious to get members started with the Park Foundation. Mrs. Ray also stated that the use of the concession building solely relies on the Park Foundation.

Mrs. Miller made a motion to defer discussion of Park Foundation establishment to the June meeting and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

2. Park Maintenance Shop

Mrs. Ray updated the board that Mr. Kubiak still needs to measure and provide specs on steel Pole Barn type buildings. Mrs. Ray stated that Mr. Kubiak considered the idea of the Town of Cedar Lake acting as the general contractor while the building is being constructed. No decision has been made at this time. There is still the topic of asking the Town Council to consider if the maintenance shop would be a Park Impact Fee.

Mrs. Miller made a motion to defer discussion of the park maintenance shop to the June 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. Town Grounds Use and Management by Parks Department

Mrs. Ray updated the board that she is still looking for clear direction from the Town Council on the use and management of Town Grounds and Shelters mostly pertaining to financial responsibilities. The Parks Department is making progress as good faith by adding sod, grass seed, dirt and bringing sand down to the beach. Mrs. Ray stated she would also like to know the role and responsibilities when it comes to large projects such as roof replacements for the shelter and gazebo? Mrs. Ray stated that the department does have full use of the town grounds for park programming. She stated they do not go into contract with Summerfest and Farmer's Market but does act as the property manager of these events. Funds from these agreements do not support the park department and was hoping a policy and funding opportunities would be clarified soon. Mrs. Ray stated that it is hard to put a plan for repairs, master planning and upgrades if there is no clear direction.

Mr. Austgen stated, "he wanted the minutes to reflect that the town has owned the property since 1979 and has had the exclusive control, oversight, management and monitoring of use under the Town Council since this property was purchased. Things are different now than in 1979. The use and visions of the property has changed. The Park Board and the Town Council should sit down and discuss the interwoven relationship of how this property is used and can be used. It should also be discussed that Park oversight function or Town Council oversight function or delegation to you as a Park Board. Mr. Austgen also commented that it is complicated in some regards and he strongly recommends that there be some kind of discussion so that it is clear and under what conditions. If in fact the Town Council agreed ownership should remain in the Town of Cedar Lake, Lake County, Indiana Municipal Cooperation. The use of the property could be made or oversight management of the property could be made by the Town Council with the Park Board. It could be a term of time or a term of conditions, reporting accountability or responsibility, but between bodies that can occur. Mr. Austgen stated that future use is sensitive and sophisticated and definitely needs some oversight. Mr. Austgen also stated that there needs to be messaging between the Town Council and the Park Board."

Mrs. Rivera stated that the Town Council definitely wants to work with the Parks Department to decide what is appropriate and what's the best practice in this situation.

Mr. Rodriguez stated that there might be a need for an executive session where all members can meet together from Town Council, Park Board and Public Works to maybe prioritize those high priority items and then move from there.

Mrs. Ray stated that the Clerk-Treasurer informed her that the shelters and the grounds rented through the park office go into the town's general budget under miscellaneous funds. Those funds are not actually going into the park budget to maintain and repair them. Mrs. Ray also stated that there might be a need for a conversation about whatever is taken in should be used to then fund the grounds facilities and the repairs. The park's general budget is what is being used currently for the sod, sand and the storm water issue until an agreement among council and parks came be put into place.

Mrs. Dickson commented that the park budget came from a levy and that levy included that the money was to be funded for open spaces and parks. Town Grounds was listed as a park. Mr. Rodriguez stated that the parks department needs to see how they can get the shelter rental funds diverted into a parks miscellaneous fund to get the roofs fixed on the shelters. Mr. Austgen stated that there should be an ordinance to the Town Council for a transfer from the Town Miscellaneous Revenues to the Parks General Fund. Mr. Rodriguez asked that if the liaisons can bring to the Town Council.

Mrs. Miller made a motion to defer discussion of Town Grounds Use and Management by Parks Department to June 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. Rodriguez made a request for a Motion to Amend the Agenda to add an agenda item to request the Town Council to create an ordinance to divert the pavilion rentals to the Parks General Fund.

Mrs. Miller made a motion to Amend the Agenda to add an item recommending that the Town Council create an ordinance that would revert the rental funds for the Shelters and Gazebo back to the Parks Department 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. Transfer Funds from Town General Fund to Parks General Fund

Mrs. Miller made a motion to send a request to Town Council regarding the reversion of funds and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

5. Context Design 5 Year Master Plan

Mrs. Ray updated the board that she is going on record to state that the Master Plan Extension has been signed by Park Board President, Dale Holsti and the contract has been shared with David Austgen's office. Mr. Austgen stated that this is an action to ratify the signature of Dale Holsti to the Amendment. Mr. Austgen stated that he did advise Dale to sign the Amendment for the Extension of Time.

Mrs. Miller made a Motion to ratify Mr. Holsti as the signatory for the contract extension with Context Design and 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. Tourism Funds

Mrs. Ray updated the board that the first meeting with Taylor Ice Fest Committee has been held and one of the topics was the Tourism Funds that the town is granted annually. Mrs. Ray stated that the committee would like the Park Board to ask for a recommendation to the Town Council for the use of all of the Tourism Funds available to offset the hosting of the 2024 Taylor Ice Festival. Mrs. Ray stated that she is looking for a recommendation to allocate that all the Tourism Funds goes towards the Taylor Ice Festival. Discussion ensued.

Mrs. Miller made a motion to request from the Town Council that all the Tourism Funds are diverted to the Parks Department 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. Taylor Ice Festival

Mrs. Ray stated the special event line item that is used for Easter Egg Hunt, Trunk or Treat and the 4th of July parade, but the majority of it is there for the Taylor Ice Festival. Mrs. Ray also stated that we are fundraising actively and we are getting ready to get our sponsorships out there. Mrs. Ray stated that her suggestion would be anywhere between \$10,000-\$15,000. Mr. Rodriguez stated that they will tentatively earmark \$10,000 knowing that the Tourism Funds will possibly supplement that line item and this can be revisited at a later date. Discussion ensued.

Mrs. Miller made a motion to earmark \$10,000 from the park budget for 2024 Taylor Ice Festival 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. Hanover Park Parking Issues

Mrs. Ray updated the board that there are still issues with parking at Hanover Park where patrons are parking in the grass area and disrupting neighbors that reside in that neighborhood during softball and baseball events. Mrs. Ray shared quotes for parking guard rails. Discussion ensued.

Mrs. Miller made a motion to defer discussion of Hanover Park Parking Issues to the June 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. Parks Vehicle

Mrs. Ray stated that there is a need for the parks department to acquire another vehicle and had quotes for different makes and models. Discussion ensued.

Mrs. Miller made a motion approve purchase of the 2024 Jeep Compass Sport from James of Cedar Lake for \$26,672 from the vehicle line item of the park budget and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

Reports:

1. Superintendent's Report

Mrs. Ray updated the board that the dog park currently has 85 members. Mrs. Ray also stated that the upcycle rain barrel and composter fundraiser currently has 9 barrels purchased.

Kiwanis Park playground is currently being resurfaced and the old mulch has been removed and will be repurposed at Hanover Park. Mr. Wroe stated that the playground cameras are installed and are active.

2. Recreation Coordinator's Report

Mr. Wiesemann updated the board that the seniors would like more park events published in newspapers. Family Flyer and the Town Planner will advertise those events moving forward.

Mr. Wiesemann also updated the board that for the community engagement meetings he is still trying to secure places to host the event.

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The Parks Department will be hosting three movies in the park. The movies chosen were done so by patron voting on Facebook. The movies that will be shown are Shrek, Migration and the new Trolls movie.

The soccer program is heavily attended by the players families for the practices and games.

Mr. Rodriguez recognized Bill Westerhoff and Mindi Ray on their work anniversaries. Congratulations to Mr. Westerhoff on his 11th year anniversary with the Town of Cedar Lake and the Superintendent of the Parks Department Mrs. Ray recently celebrated her one year anniversary.

Adjournment Mrs. Miller made a motion to adjourn the meeting at 6:24 pm and Mr. Marquardt seconded the motion. The next meeting will June 6, 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.