



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

**CALL TO ORDER:**

Mr. Rodriguez called the Park Board Public Meeting to order on Thursday, September 5, 2024, at 5:33 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; Julie Rivera, Town Council Liaison; Greg Wiesemann, Recreation Coordinator; and Sharon D'Apice, Administrative Assistant

**Absent:** Jeff Bunge, Town Manager; and Mary Joan Dickson, Town Council Liaison

**CONSENT AGENDA:**

- 1. Minutes:** August 1, 2024 meeting
- 2. Claims:** Parks & Rec General Fund: \$6,461.03; Park Impact Fee Fund: \$- ; Parks & Rec Non-Reverting Fund: \$2,135.54 ; Clubhouse Non-Reverting Fund: \$6,506.77; Total Expenditures: \$15,103.34
- 3. Donations:** Culver's, Holiday Liquors and JMA Architects each donated \$500 for the Taylor Ice Fest; Rosati's Pizza donated \$200 for the Taylor Ice Festival; Strack and Van Til donated a Vegetable Tray for the August Senior Gathering; Raul Garcia donated 5 boxes of chocolate candy bars for the August Movies in the Park; Dale Holsti donated Soccer Gear to the Parks Soccer Program.

Mrs. Miller thanked everyone for donating and 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. Town Grounds Use and Management by Parks Department**

Mr. Rodriguez stated that there needs to be another meeting between the Town Council and the Park Board. Discussion ensued. Mr. Rodriguez requested another executive session or a work session with the Town Council.

Mrs. Miller made a motion to defer discussion of Town Grounds Use and Management by Parks Department to the October Park Board 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

**2. Park Maintenance Shop**

Mr. Rodriguez stated that the board had directed Mrs. Ray to get a site plan survey done by Christopher B. Burke engineering firm to see what the shop would look like at the Clubhouse property. Mrs. Ray updated the board that the plan should be completed by the October meeting.

Mrs. Miller made a motion to defer discussion of the Park Maintenance Shop to the October Park Board 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. Park Foundation**

Mrs. Ray updated the board that there seems to be a glitch in the acceptance of Park Foundation Applications since no formal action was taken in previous Town Council Meetings. Discussion ensued.

Mrs. Miller made a motion to defer discussion of the Park Foundation to the October Park Board 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. Context Design 5-year Master Plan

Mr. Rodriguez stated that Context Design provided some preliminary survey results. Mrs. Ray stated that 416 surveys were completed. Discussion ensued. Mr. Rodriguez stated that from the survey results the number one want is for nature walking trails.

Mrs. Miller made a motion to defer discussion of the Context Design 5-year Master Plan to the October Park Board 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

#### NEW BUSINESS:

Mrs. Miller made a motion to amend the agenda to add discussion of Founders Creek Trail and the 133<sup>rd</sup> Avenue road raising and sidewalk project. Mr. Marquardt seconded the motion.

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

#### 1. Founders Creek Trail

Mrs. Miller stated that the number one request from the Master Plan Survey was trails. Founders Creek was something that was envisioned over two years ago. The trail has been planned to connect Town Grounds to Lemon Lake County Park. The road and sidewalk project will prevent flooding on 133<sup>rd</sup> and make a way to connect the sidewalk. Mrs. Miller also stated that the Town did receive matching funds grants last April. Discussion ensued.

Mrs. Miller made a motion to defer discussion of Founders Creek Trail to the October Park Board 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

#### 2. Staffing

Mrs. Ray updated the board that after a full year of operating she has identified more part-time staffing positions for the department. She noted that full custodial care of the Town Grounds restroom facility and the Clubhouse were handed over to the Parks Department. Mrs. Ray is recommending two part-time

custodial positions be created. One position to be hired in 2024 and one in the Spring of 2025. Mrs. Ray commented that she would like to hire one part-time custodian this year working 30 hours or less and next spring during the busy season consider hiring the second part-time custodian. She also stated that there is a need for a recreation specialist. This position would assist the rec coordinator in programming and events. She noted that the full time maintenance crew has been assisting in these roles and are ready to meet their comp time caps. She believes adding a recreation support staff position would be a better use of budget vs paying overtime to full time crew workers to supplementally staff programs and events. Discussion ensued.

Mrs. Miller made a motion to recommend Town Council to authorize two part-time custodial positions and one part-time recreation specialist position and update the salary ordinance. Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

Mrs. Miller made a motion to amend the agenda for discussion of possible shelter structures other than Town Grounds 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. Shelter Structures**

Mr. Rodriguez stated that in the Master Plan Survey results shelter structures were needed. Mr. Rodriguez directed Mrs. Ray to get quotes on pre-fab shelter kits and contractor options for installation next year. Discussion ensued.

## **REPORTS:**

### **1. Superintendent's Report**

Mrs. Ray stated that the Steering Committee discussed some of the Master Plan Survey results.

The Girl Scouts Troop #35615 chose the Parks Department for a Beautification project of fall decorations and mums and that will be happening on September 14<sup>th</sup>.

Mrs. Ray also stated that she created job descriptions and staffing opportunities for the Park Board to consider and recommend to Town Council.

The Cedar Creek fence project along the creek line is ready to start construction next week. The parks crew just completed a drainage project in that park space.

The Cedar Crest slide modification was stalled three weeks out due to the manufacturer sending the wrong part.

The vendor for the Hanover Park guardrail project is working on getting their license and building permit with the town.

The swing area at Hanover Park needed to be expanded by four feet in both directions. The crew is upgrading to rubber mulch while expanding play surface area. A modification of expanding this area was suggested by our playground inspector.

Mrs. Ray also updated the board that she is working on estimates for Meyer Manor Basketball Court. Mr. Rodriguez agreed that it is in need of being repaired.

Upcoming events in the Parks Department:

Trunk or Treat is on October 26th.

The Taylor Ice Festival will be held on December 6<sup>th</sup> and 7<sup>th</sup>.

The November Park Board meeting will need to be rescheduled from November 7<sup>th</sup> to November 21<sup>st</sup> due to the IPRA Conference in French Lick.

## **2. Recreation Coordinator's Report**

Mr. Wiesemann updated the board that the Parks Department is still marketing with Hanover and Crown Point on their school Facebook pages and monthly newsletters.

The fitness class has been getting great attendance lately.

The Senior Gathering is now combining the senior social with bingo. The Social is the first half and the Bingo is the second half. The last Bingo there were 32 people in attendance.

Soccer games begin on September 14<sup>th</sup>. Mr. Wiesemann commended the crew for doing an amazing job with the fields. Two of the fields now have bleachers.

Mr. Wiesemann also updated the board that the soccer game schedules are now on RecDesk.

Lakeside Artist Guild had very well attended events this past summer and he is in the process of bringing them back next summer.

Mr. Wiesemann thanked all the sponsors for the Movies in the Park series.

Wednesday, September 18<sup>th</sup> there will be a Slime Making Class at the Clubhouse.

The Nerf Battles for the 6-9 year old will be on October 5<sup>th</sup>. The other two age divisions were cancelled due to low enrollment.

## **3. Foreman Report**

Mrs. Ray updated the board that the crew has been busy with re-establishing, mowing and striping the soccer fields.

The crew has worked on a drainage project at Woods of Cedar Creek.

Mrs. Ray also updated the board that the crew has also been pruning trees and bushes in our park spaces along with their regular maintenance of parks and equipment.

**WRITTEN COMMUNICATION:**

**PUBLIC COMMENT:**

Gayle Brannon, 7014 West 139<sup>th</sup> Place, had a question about replacing the Eagles Nest shelter that was damaged when trying to relocate before the construction of the new police and fire buildings. Mr. Rodriguez stated that Town Grounds was identified as a concept plan in the Master Plan process and he would like to see what those conceptual plans will contain.

Mrs. Brannon also wanted to know if there were plans for replacing playground equipment at Potawatomi Park. Mr. Rodriguez stated that the Park Board is trying to identify a long-term solution there. Discussion ensued.

**ADJOURNMENT** Mrs. Miller made a motion to adjourn the meeting at 6:30 pm and Mr. Marquardt seconded the motion. The next meeting currently is scheduled for October 3, 2024 at 5:30 pm.

**TOWN OF CEDAR LAKE PARK BOARD**

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Greg Marquardt, Member

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Sarah Miller, Member

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Paul Rodriguez, Vice-President

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.*