



**TOWN OF CEDAR LAKE PARK BOARD MEETING MINUTES**  
**Cedar Lake Town Hall, 7408 Constitution Avenue**  
**October 3, 2024, at 5:30 pm**

**CALL TO ORDER:**

Mr. Rodriguez called the Park Board Public Meeting to order on Thursday, October 3, 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; Jeff Bunge, Town Manager; and Mary Joan Dickson, Town Council Liaison Julie Rivera, Town Council Liaison; Greg Wiesemann, Recreation Coordinator; and Sharon D'Apice, Administrative Assistant

**Absent:** David Jostes

**CONSENT AGENDA:**

- 1. Minutes:** September 5, 2024 meeting
- 2. Claims:** Parks & Rec General Fund: \$27,741.17; Park Impact Fee Fund: \$-; Parks & Rec Non-Reverting Fund: \$1,819.16; Clubhouse Non-Reverting Fund: \$2,379.37; Total Expenditures: \$31,393.70
- 3. Donations:** Casey's General Store donated \$500 for the Taylor Ice Festival; American Legion Post 261 donated \$261 for the Taylor Ice Fest; Fraternal Order of Eagles donated \$100 for the Taylor Ice Festival and \$100 for Trunk or Treat;

Mr. Rodriguez thanked the community for the donations for our upcoming events.

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. Town Grounds Use and Management by Parks Department**

Mr. Rodriguez stated that there are no new updates on this. There will be an executive session with the Park Board and some Town Council Liaisons tonight after the meeting.

Mrs. Miller made a motion to defer discussion of Town Grounds Use and Management by Parks Department to the November 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 engineering firm Christopher B. Burke Engineering has provided a preliminary site plan at the Monastery Woods Clubhouse for a proposed maintenance shop.

Mrs. Miller made a motion to defer discussion of the Park Maintenance Shop to the November 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 a formal Park Foundation Application was created. Applications will be accepted until November 21<sup>st</sup>. Mr. Austgen will let Mrs. Ray know if residency is mandatory in case a business owner who is a non-resident wanted to apply.

Mrs. Miller made a motion for the Park Foundation Application to go live and to start accepting applications until November 21st 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

Mrs. Ray updated the board that the survey results are in, the minimum requirements of the master plan draft were met. Context Design is hoping that the working draft will be completed by next week. The steering committee will have their last meeting on October 22<sup>nd</sup>. Mrs. Ray will meet with the engineering firm tentatively next week to discuss conceptual sites and programming. The conceptual sites have been identified as the following: Town Grounds, Robin's Nest Park, Potawatomi Park and Bartlett Wahlberg Park.

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

#### 5. Founder's Creek Trail

Mr. Rodriguez stated that the Robin's Nest Park was chosen as a conceptual site since it could tie into the future Founder's Creek Trail entrance area. Founder's Creek Trail will need to be a cooperative effort between the Parks Department and the Town of Cedar Lake.

Mrs. Ray stated that Mr. Bunge has an update on the Founder's Creek Trail. Mr. Bunge updated the board that the preliminary rewarding was done in April 2023 and that the first phase of preliminary engineering was not conceptualized with any funding level until the 2026 fiscal year. There is time to put more thought into this project. Mr. Rodriguez stated that the Park Board wants to push that project forward.

Mrs. Miller made a motion to defer discussion of Founders Creek Trail to the November 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

#### 6. Dog Park Trial Rules

Mrs. Ray updated the board that they are still in the trial phase and that there have been no complaints with the small dogs being allowed on the large dog side at the owner's risk. Mrs. Ray asked for the Park Board's permission to make this rule permanent and to update the signage and Dog Park Membership Applications with the new verbiage.

Mrs. Miller made a motion to make the rule allowing small dogs on the large dog side permanent and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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Mr. Marquardt Aye

Mrs. Miller Aye

Mr. Rodriguez Aye

**NEW BUSINESS:**

**1. Park Shelters**

Mr. Rodriguez stated that when the board was established two years ago the community stated there was a need for more park shelters. The board is looking to encumber 2024 funds to purchase the shelter kits and install them at Kiwanis Park and Bartlett Wahlberg Park in 2025.

Mrs. Ray stated that the Kiwanis Park model that the board agreed on is a 20' x 36' open timber truss shelter with a metal roof. Mrs. Ray also stated that the second shelter is a fancier shelter with a Gothic Arch, it is also a 20' x 36' shelter with a metal roof. Discussion ensued.

Mrs. Miller made a motion for the encumbrance of shelter kit for the Kiwanis Park the quote is \$43,437 and 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 for the encumbrance of shelter kit for the Bartlett Wahlberg Park the quote is \$52,920 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. Welcome Signs**

Mrs. Ray updated the board that a few parks were missing the welcome signs. Option one which is 8 signs and 16 decking type posts the total cost would be \$10,864. Option two would be 8 signs and the Parks Department would purchase and stain wood posts and install the quote was \$6,707.84.

Mrs. Miller made a motion to proceed with the purchase of all eight signs with the crew doing the posts at a total of \$6,707.84 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 fence has been completed at the Woods of Cedar Creek. The Cedar Crest ladder and approach will hopefully be finished on Monday.

Hanover Park parking guardrail project will be installed on October 9<sup>th</sup>. The Hanover Park swing expansion and update of blue rubber mulch has also been completed.

Mrs. Ray stated that Myer Manor Park is getting a new basketball court installed with the help of Smith Ready Mix. Smith Ready Mix is donating the concrete for the project. Mrs. Ray stated, "The Parks Department is grateful to have good neighbors here to bring this project forward."

Trunk or Treat is on Saturday, October 26<sup>th</sup>. This year there will be a Costume Contest starting at 11:30 am with awards. There will also be a Vendor Contest, the three most original trunks will be awarded prizes. Donations of sealed candy bags are being accepted at the Park Office up until the day of the event.

The Parks Department is also working on the Taylor Ice Festival Event set for December 6<sup>th</sup> and 7<sup>th</sup>.

Mrs. Ray thanked the Parks Crew for the attention to the ongoing maintenance of the playground equipment. The Park Foreman is responsible for monthly inspections on the playground equipment. The Park Foreman took good notes when he and Mrs. Ray toured with the certified playground inspector and was able to repair what was on the inspection before the final report was sent out.

Mrs. Ray reminded the Park Board that the next Park Board meeting has been moved from November 7<sup>th</sup> to November 21<sup>st</sup> due to the IPRA Conference.

**2. Recreation Coordinator's Report**

Mr. Wiesemann updated the board that the Drop in Dodgeball Night at the High School is scheduled for November 14<sup>th</sup>. Mr. Wiesemann stated that he will be going to the High School on three separate occasions during the lunches in October to encourage participation and pass out waivers to the students who would like to attend.

The Fitness Class had 81 attendees for the month of September. The minimum average of 10 participants per class that was set by the park board is being met.

Mr. Wiesemann thanked Deputy Chief Carl Brittingham and Sarah Moore for coming to the September Senior Gathering and answering the senior citizens questions.

MacArthur Elementary School's first graders will perform at noon for the seniors at our December 10<sup>th</sup> Senior Gathering.

The slime program was a well-attended program and the parents and kids both loved it.

Mr. Wiesemann updated that board of a new program that he'd like to introduce. It is a preschool program where a story will be read and then the preschoolers will paint a ceramic figurine to go along with the story.

**WRITTEN COMMUNICATION:** The Chamber of Commerce would like permission to use the frontage area of Bartlett Wahlberg Park to install Christmas Trees. Mr. Rodriguez asked Mrs. Ray to work with the Chamber of Commerce to set that up.

**PUBLIC COMMENT:**

Marie Samara, 13324 Morse Street, I own the Hill Tavern and this is regarding the Taylor Ice Fest alcohol vendor. Was inquiring about an application to be considered for this event. Mrs. Ray stated that the when the committee meet it was identified that there needed to be a fair process to allow the alcohol vendors to come in. The alcohol vendor will be going into contract with the Park Board. There is no application for this, it is just a request to be considered. To date there is two vendors to be considered. She explained the next step will be a vote before the committee to make a recommendation to the Park Board to go into the vendor opportunity.

Mary Joan Dickson, 8711 W. 132<sup>nd</sup> Place, stated that the Meyer Manor Basketball Court was built in 1974 by the kids in the neighborhood, the title of that property was transferred to the town. Mrs. Dickson would like to offer and propose that she will personally donate a bench to be placed at this park. Mrs. Dickson's siblings will be donating trees at the park also.

Mrs. Dickson also stated that Turkey Bowling was Cedar Lake's CSRI project, in Lake County every community does a project for the families with children with special needs. Mrs. Dickson invited the Parks Department to join the kids on November 17<sup>th</sup> at Hanover Central High School. Mrs. Dickson would also like to see the Parks Department to take it over next year.

**ADJOURNMENT** Mrs. Miller made a motion to adjourn the meeting at 6:20 pm and Mr. Marquardt seconded the motion. The next meeting currently is scheduled for November 21, 2024 at 5:30 pm.

**TOWN OF CEDAR LAKE PARK BOARD**

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Greg Marquardt, Member

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David Jostes, 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.*