



**TOWN OF CEDAR LAKE PARK BOARD MEETING MINUTES**  
**Cedar Lake Town Hall, 7408 Constitution Avenue**  
**November 21, 2024, at 5:30 pm**

**CALL TO ORDER:**

Mr. Rodriguez called the Park Board Public Meeting to order on Thursday, November 21 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; Dave Jostes and Greg Marquardt. A quorum was attained.

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

**Absent:** Greg Wiesemann, Recreation Coordinator and Jeff Bunge, Town Manager

**CONSENT AGENDA:**

- 1. Minutes:** October 3, 2024 meeting
- 2. Claims:** Parks & Rec General Fund: \$30,913.75; Park Impact Fee Fund: \$-; Parks & Rec Non-Reverting Fund: \$960.00; Clubhouse Non-Reverting Fund: \$8,982.34; Total Expenditures: \$40,856.09
- 3. Donations:** Schillings donated \$1,000 to the Taylor Ice Festival; Brayden Denklau Eagle Scout Project in-kind donation

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  
Mr. Jostes Aye  
Mrs. Miller Aye  
Mr. Rodriguez Aye

**OLD BUSINESS:**

**1. Eagle Scout Project Update**

Mr. Rodriguez stated that Brayden finished the stick wall and toy chest at Kiwanis Dog Park. Mr. Rodriguez thanked Brayden for contributing his talents to the parks.

Mrs. Miller made a motion to table the Eagle Scout Project and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

**2. Town Grounds Use and Management by Parks Department**

Mr. Rodriguez stated that there are no updates. Mrs. Ray stated that there are a lot of open questions on the Town Grounds Use and Management by Parks Department. Mr. Rodriguez stated that the Parks Department had recommended to add a part time custodial position to the Town Council. Discussion ensued. Mrs. Ray stated that there is also a need to create a non-reverting account for the Shelter and Town Grounds Rentals, so the Parks Department who has been maintaining, repairing and improving the grounds will have access to those funds.

Mrs. Miller made a motion to defer discussion of the Town Grounds Use and Management by the Parks Department to the December Park Board meeting and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

**3. Park Maintenance Shop**

Mrs. Ray updated the board that there are no updates.

Mrs. Miller made a motion to defer discussion of the Park Maintenance Shop to the December Park Board meeting and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

#### 4. Park Foundation

Mr. Rodriguez updated the board that there are two applicants for the Park Foundation. The filing deadline to renew the foundation from a legal status is at the end of the month. There is a need for three members on the Park Foundation. Marie Sumara stated that she was interested in being the third member for the Park Foundation. Mr. Rodriguez stated that the three members can sign off on renewing the status of the Park Foundation.

Mrs. Miller made a motion to recommend Marie Sumara, Kathy Broomhead and Cheryl Parker to be the three members of the Park Foundation and also extend the application deadline for the Park Foundation applications to December 20th and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

#### 5. Context Design 5-Year Master Plan

Mr. Rodriguez stated that the steering committee met virtually on October 22<sup>nd</sup> to review the Master Plan goals and objectives. A draft of the Master Plan was shared with the Park Board on November 3<sup>rd</sup>. Park Board comments were addressed within the working draft. The Planning team met with Mrs. Ray to discuss specific, scope and priorities for the Town Grounds, Bartlett Wahlberg Park, Robin's Nest Park and Potawatomi Park that have been identified for conceptual design. The draft of the Master Plan was also submitted to the Indiana Department of Natural Resources on November 15th, comments will be expected after the first of year. The planning team will begin concepts for the four parcels identified for further study. Discussion ensued.

Mrs. Miller made a motion to defer discussion of Context Design 5-Year Master Plan to the January 2025 Park Board meeting and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

#### 6. Founder's Creek Trail

Mr. Rodriguez stated that there are no updates.

Mrs. Miller made a motion to defer discussion to Founder's Creek Trail to the December Park Board meeting and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

**NEW BUSINESS:**

Mrs. Miller made a motion to amend the agenda to include the Taylor Ice Fest Alcohol Vendor Agreement, the Taylor Ice Fest Shed Donation Vendor Agreement and a Vendor Agreement with the Boys and Girls Club to add those to the agenda item and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

**1. Taylor Ice Fest Alcohol Vendor Agreement, Taylor Ice Fest Shed Donation and Boy's and Girl's Club Vendor Agreement**

Mr. Rodriguez stated that the Park Board accepted the Taylor Ice Fest Alcohol Vendor Agreement with the Hill Tavern. Mrs. Ray stated that the shed from AJ Portables/Yoder Buildings is a sponsorship opportunity for use of a Yoder shed during the event for a Guest Services Building. The Boys and Girls Club Vendor Agreement is a collaboration with the Parks Department to host an indoor NERF Battle at the Boys and Girls Club. Discussion ensued.

Mrs. Miller made a motion to approve the Alcohol Vendor Agreement, the Taylor Ice Fest Shed Donation Agreement and the Boys and Girls Club Vendor Agreement for NERF Battles and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

**2. Fee Schedule**

Mr. Rodriguez updated the board on the fee schedule. Mrs. Ray stated that the fee schedule is the one that was adopted last year.

Mrs. Ray updated the board that the Non-profit rental fee has been updated to a 25% discount on park spaces, shelters and clubhouse rental fees. The Non-profit needs to be registered in Lake County. Also, two rentals per calendar year. Discussion ensued.

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

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

Mrs. Miller made a motion to amend the agenda to add discussion of the Lion's Den Shelter roof renovation and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

### **3. Lion's Den Shelter Roof Renovation**

Mr. Rodriguez stated that the Lion's Den Shelter needs a new roof and a few other maintenance repairs. The Parks Department did receive written communication from the Cedar Lake Lion's Club. Mr. Rodriguez read the letter from the Cedar Lake Lion's Club. The Cedar Lake Lion's Club would like to donate \$2,500 towards the roof repair. Mr. Rodriguez stated that the Parks Department received a couple quotes to just replace the existing roof with a metal roof one came in at \$7,559 and the second quote came in at \$19,689.67 to replace the roof with metal roofing, gable, trim and eave replacement.

Mrs. Miller asked Mrs. Ray to get an additional quote.

Mrs. Miller made a motion to encumber an amount not to exceed \$20,000 to go towards the renovation of the Lion's Den Shelter and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

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

## **REPORTS:**

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

Mrs. Ray updated the board that it is an all-hands-on deck getting through the planning and preparation for the Taylor Ice Fest. The event is December 6th and 7th. It will be a shuttle only event with accessible parking here on site. Shuttles will be leaving from Faith Church and Lemon Lake County Park. The shuttles will begin running a half hour before each event start time. The shuttles will run 4:30-9:30 on Friday, December 6<sup>th</sup> and they will run 12:30-9:30 on Saturday, December 7<sup>th</sup>.

Mrs. Ray stated that Meyer Manor Basketball Court that the concrete is poured and that in the spring the sport coating will be completed. The Smith Ready Mix decals are currently in the park office waiting to be added to the basketball hoops to identify them for their contribution to that project.

Mrs. Ray stated that she attended the Indiana Parks and Recreation annual conference. Mrs. Ray stated that the Maintenance Foreman Josh Banhart, Recreation Coordinator Greg Wiesemann and Park Board Member Sarah Miller also attended the IPRA this year. Mrs. Ray stated that she took a lot of classes on the leadership track.

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

Mr. Rodriguez stated that Mr. Wisemann took away from the conference that many towns have also identified the challenge of engaging high school students into programs and events. Mr. Wisemann also learned a lot about technology benefiting Parks and Recreation programs. There were numerous ideas at enhancing the community programming.

Mrs. Miller stated that it is a good opportunity to network with parks people and professionals.

## **3. Maintenance Report**

Mrs. Ray stated the crew is finishing up with leaves in the parks and winterization of equipment.

Mr. Banhart also attended the IPRA and learned how to be a better leader by learning how to deal with stressful situations. Mr. Banhart also learned that other communities are having vandalism issues.

### **WRITTEN COMMUNICATION:**

### **PUBLIC COMMENT:**

Mary Joan Dickson, 8711 W. 132<sup>nd</sup> Place, stated that in February she would like to meet with the staff to locate the tree and the bench that her family would like to purchase. She would like to see it installed in March or April. Mrs. Dickson also commented about the Parks Department partnering with Hanover High School Key Club's Turkey Bowling. Mrs. Dickson stated that Greg Wiesemann observed 23 children running that activity and that she invited him to continue to be in contact with Key Club. That relationship will help create that volunteer base the Parks Department is looking for.

**ADJOURNMENT** Mrs. Miller made a motion to adjourn the meeting at 6:28 pm and Mr. Marquardt seconded the motion. The next meeting currently is scheduled for December 5, 2024 at 5:30 pm.

**TOWN OF CEDAR LAKE PARK BOARD**

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Greg Marquardt, Member

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Dave 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.*