



TOWN OF CEDAR LAKE PARK BOARD MEETING MINUTES
Cedar Lake Town Hall, 7408 Constitution Avenue
March 6, 2025, at 5:30 pm

CALL TO ORDER:

Mr. Rodriguez called the Park Board Public Meeting to order on Thursday, March 6, 2025, at 5:34 pm, with its members attending on-site and via Zoom. The Pledge of Allegiance was recited by all.

ROLL CALL:

Members Present: Paul Rodriguez, President; Dave Jostes, Vice-President; Gayle Brannon, Member and Greg Marquardt, Member. A quorum was attained.

Also present: Mary Joan Dickson (via Zoom), Town Council Liaison; Mindi Ray, Parks & Recreation Superintendent; Jeff Bunge, Town Manager; Greg Wiesemann, Recreation Coordinator; and Sharon D'Apice, Administrative Assistant

Absent: Julie Rivera, Town Council Liaison; and David Austgen, Town Attorney

CONSENT AGENDA:

1. **Minutes** February Meeting Minutes
2. **Claims:** Parks & Rec General Fund: \$12,194.46; Park Impact Fee Fund: \$-; Parks & Rec Non-Reverting Fund: \$702.92; Clubhouse Non-Reverting Fund: \$5,723.86;
Total Expenditures: \$18,621.24
3. **Donations:** Olthoff Homes donated \$200 for the Easter Egg Hunt and the Cedar Lake Kitchen donated ten - \$10 gift cards, Wahlberg Photography donated 1 basket for the Easter Egg Hunt, Jostes & Glynn donated one Easter Basket for the Easter Egg Hunt and Culvers donated one Easter Basket for the Easter Egg Hunt.

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

Mr. Marquardt Aye
Mrs. Brannon Aye
Mr. Jostes Aye
Mr. Rodriguez Aye

March 6, 2025

OLD BUSINESS:

1. Park Maintenance Shop

Mr. Rodriguez stated that they are internally directing Mrs. Ray to get more cost figures on what the shop would take to build at the Clubhouse property. The Park Board only has a rendering of a shell from FBI Buildings and a rudimentary topography of how the layout would look at that site. Mrs. Ray stated that the Parks Department is also in a very temporary office space. Discussion ensued.

Mrs. Brannon made a motion to defer discussion to the May Park Board meeting and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

Mr. Marquardt Aye

Mrs. Brannon Aye

Mr. Jostes Aye

Mr. Rodriguez Aye

2. Founders Creek Trail

Mr. Rodriguez stated that there are no updates. Mr. Bunge updated the board that meetings on these projects happen quarterly and he would share the next date with the Park Board at the next meeting. Discussion ensued.

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

Mr. Marquardt Aye

Mrs. Brannon Aye

Mr. Jostes Aye

Mr. Rodriguez Aye

3. Farmer's Market

Mr. Rodriguez stated that this topic was taken care last meeting. Town Council will handle the contract and the Town Manager's office will be responsible for contacting and managing that relationship.

NEW BUSINESS:

1. BMI Music License Renewal

Mrs. Ray stated that last year was the first year that the department had this copyright for music. Mrs. Ray also stated that if the Parks Department partners with someone everyone is covered. If someone is coming in as a private entity and using the facilities, they will have to supply their own. Third parties, renting the facilities for private use would be excluded from the need to have a BMI license.

2. Amendment of Clubhouse Rental Ordinance #1491 and Fee Schedule Ordinance #1507

Mrs. Ray stated that the ordinance #1491 and #1507 needed to be updated. The Facility Permit needed to be updated stating that the refund did not include the sales tax and the credit card convenience fee. Also, the Employee discount was not listed on the Facility Permit. Mrs. Ray also stated that the addition of Kiwanis Park Shelter needed to be added to the Facility Permit.

Mr. Jostes made a motion to recommend to Town Council to amend Ordinance #1491 and Ordinance #1507 and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

Mr. Marquardt Aye
Mrs. Brannon Aye
Mr. Jostes Aye
Mr. Rodriguez Aye

Mrs. Brannon made a motion to Amend the Agenda to add an on-call worker during the off-season months and Mr. Marquardt seconded the motion. The motion was passed unanimously by roll-call vote.

Mr. Marquardt Aye
Mrs. Brannon Aye
Mr. Jostes Aye
Mr. Rodriguez Aye

3. On-Call Worker During Off Season Months

Mr. Rodriguez stated that there would need to be a recommendation to Town Council to amend the 2025 salary ordinance to allow for a one on-call crew worker during the months of March 16th to November 14th. The on-call would be to assist with rental emergencies and other emergencies such as that would become a safety concern outside of business hours.

Mr. Marquardt made a motion to recommend to Town Council to amend the 2025 Salary Ordinance to allow for one on-call worker from March 16th to November 14th and Mr. Jostes seconded the motion. The motion was passed unanimously by roll-call vote.

Mr. Marquardt Aye
Mrs. Brannon Aye
Mr. Jostes Aye
Mr. Rodriguez Aye

REPORTS:

1. Superintendent's Report

Mrs. Ray updated that there will be a Community Garden Call-out Meeting at the Clubhouse on March 27th. Leo's donated a few houseplants to raffle off for the volunteers that attended the meeting.

Mrs. Ray also updated the board that the dog park currently has 58 members.

The 5-Year Master Plan final public meeting engagement is being held at the Clubhouse on March 13th at 6:30 pm. The conceptual sites will be available for the public to view and any additional information gathered at the public meeting will be considered by the park board before the final draft is sent downstate for final approval.

2. Recreation Coordinator's Report

Mr. Wiesemann thanked the volunteers from Museum at Lassen's Resort for being the guest speaker at the Senior Gathering.

Spring Soccer had 163 kids' sign-up. The Parks Department is looking for referees for the Saturday morning games. There will be a Coach and Referee call-meeting on March 20th from 5:00pm to 6:30 pm.

The Easter Egg Hunt will be held on Town Grounds on April 12th at 12:00 pm sharp.

The February Blood drive was successful.

The Slime STEM class had 12 children for the February class.

The Parks Department is working to bring in an Art Instructor and a Yoga Instructor.

Mr. Rodriguez spoke on behalf of the events and program sub-committee, stating they have met with the park team and discussed subsidized programming and adding a second bingo event monthly for the seniors.

3. Maintenance Report

Mrs. Ray updated the board that the new resin picnic tables have arrived and have been put together.

The Parks Welcome Signs will be delivered this month.

4. Park Foundation Report

The Park Foundation updated the Park Board that they submitted the Master Gardner's Grant Application.

The Park Foundation opened up a bank account at Centier Bank and received their first anonymous donation of \$100.

Jeff and Jeanie Biel and Brenda Brown joined the Park Foundation.

Ms. Sumara stated that they are re-writing the bylaws.

Ms. Sumara also stated that on March 24th they will be offering a free call-out Bingo to the seniors at the Clubhouse.

Mr. Rodriguez stated that the Park Foundation and the Park Board need to plan a combined work session.

Mr. Rodriguez also stated that a Park Board member will be the liaison for the Park Foundation.

The Bingo on March 24th will be a co-sponsored event with the Parks Department.

WRITTEN COMMUNICATION: None

PUBLIC COMMENT: Cheryl Parker 7227 W. 136th Court asked if all programs and events are posted on the Town Website and stated that the website had a broken link.

Mrs. Parker had questions about the Park Maintenance Shop and if it could build it in phases.

ADJOURNMENT Mrs. Brannon made a motion to adjourn the meeting at 6:43 pm and Mr. Marquardt seconded the motion. The next meeting is scheduled for April 3, 2025 at 5:30 pm.

TOWN OF CEDAR LAKE PARK BOARD

Paul Rodriguez, President

Dave Jostes, Vice-President

Gayle Brannon, Member

Greg Marquardt, Member

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.