



CEDAR LAKE UNSAFE BUILDING DEPARTMENT MEETING MINUTES
Cedar Lake Town Hall, 7408 Constitution Avenue
August 18, 2021, at 6:00 pm

CALL TO ORDER:

Mr. Richard Sharpe called the regular meeting to order at 6:00 p.m., on Wednesday, August 18, 2021, with its members attending on-site. All recited the Pledge of Allegiance.

ROLL CALL:

Members Present: Colleen Schieben; Denny Wilkening, Vice-President; and Richard Sharpe, President. A quorum was attained.

Also present: Ryan Deutmeyer, Town Attorney; Jill Murr, Planning Director; and Margaret Abernathy, Recording Secretary Pro Tem.

Absent: Todd Wilkening, Fire Chief.

MINUTES:

Mr. Sharpe entertained a motion for the Minutes of the July 21, 2021, Public Meeting.

A motion was made by Ms. Schieben and seconded by Mr. Denny Wilkening to approve the Minutes of the July 21, 2021, Meeting. Motion carried unanimously by roll-call vote:

Colleen Schieben	Aye
Denny Wilkening	Aye
Richard Sharpe	Aye

UPDATE ITEMS:

1. Change Regular Meeting Time

Mr. Sharpe advised that the next item on the agenda is to consider updating the regular start time of the meetings going forward to 6 p.m.

A motion was made by Ms. Schieben and seconded by Mr. Denny Wilkening to approve changing the meeting start time from 6:30 p.m. to 6:00 p.m. Motion carried unanimously by roll-call vote:

Colleen Schieben	Aye
Denny Wilkening	Aye
Richard Sharpe	Aye

2. 12740 Hilltop – Burcham

Mr. Sharpe advised that the next item on the agenda is an update for the property located at 12740 Hilltop. He further advised that Chief Todd Wilkening had sent a report that there have been no changes or updates to the property in question.

Mr. Burcham stated that he is the owner of the property according to everyone but Lake County. He has tried three or four financial institutions, and he was unsuccessful in obtaining a loan.

Mr. Sharpe stated that it may be cheaper for him to have the house torn down and build anew. Mr. Burcham asked how big of a footprint the house would need if he wanted to tear the structure down and build a new house; the current structure is 738 square feet. Mr. Denny Wilkening responded that Mr. Burcham would need a set of house plans drawn up and present those to the Town. Discussion ensued, and the Members advised him to get the house torn down first and then he could address what the minimum structure that could be built on that lot.

Mr. Burcham noted that he will not be able to do anything until after the first of the month. Mr. Denny Wilkening told him that he could apply for the demolition permit. Ms. Schieben asked if he was going to tear it down himself. Mr. Burcham responded that he is still working on his options on who to tear it down. Once he gets a permit, then he will look into it.

Attorney Deutmeyer stated that there is an attorney that may be involved in this that contacted Ms. Murr; it appears Mr. Brown may have retained him to look at the property. Mr. Burcham stated that Mr. Brown had called him that afternoon, and his understanding is that attorney is out of the picture. He further stated that the attorney is going to return Mr. Brown's money. Attorney Deutmeyer asked when that occurred. Mr. Burcham responded that the attorney called him at 4 p.m., something like that.

Mr. Burcham commented that he got the gist that the attorney said forget it, they caught it too late, and there is nothing he can do about it.

Attorney Deutmeyer stated that the attorney had asked about coming to the meeting tonight, and Attorney Deutmeyer had told him what was anticipated to occur. We'd hear evidence related to the deadlines that were given at the last meeting, and if those were not met, which we presume, based upon the phone calls, they haven't been and that the order would likely be entered. However, that process is still a month away from completion as there is the initial order and then the final hearing and the final order. The attorney had discussed possibly getting contractors' plans and things like that. Attorney Deutmeyer told him that if he wanted to come back next month with that information, they could do so. He encouraged them to have a permit pulled ahead of time or at least applied for at the time. That was the last contact. He requested a copy of the unsafe premises report, which Attorney Deutmeyer sent to him. He has heard nothing from him and recommended that the initial order be entered such that it goes to the property, the notices can be sent, and the final hearing on that could be held next month, since the process is still a month from completion.

Attorney Deutmeyer stated that if Mr. Burcham wants to pull a permit, he can. If he doesn't, then the property would be torn down, a lien would be assessed against the property and the property's owner, which is obviously Mr. Brown.

Mr. Sharpe asked if this can be done now if Mr. Brown is still the owner. Attorney Deutmeyer responded that the other alternative, there is nobody here to talk about the property. Attorney Austgen arrived at the meeting and advised that Mr. Brown should be provided notice as well.

Attorney Deutmeyer advised that the land has Mr. Brown identified as the owner, and he has the right under a contract, presumably that has been recorded, there are theoretical rights. Attorney Deutmeyer's understanding in discussion with the title company is that those documents were rejected by the Lake County Recorder's Office because they were deficient, and Mr. Brown has an interest of some sort of record and is on the list of those to be notified.

Ms. Murr advised that if a permit is going to be pulled for a demolition, who would pull the permit be pulled by "himself" or a contractor, because the contractor would need to be listed on the permit. Ms. Murr recommended the permit not be for any longer than 90 days. When issuing the demolition permit, it includes leveling the ground and seeding, and everything else. Ms. Murr deferred to legal counsel to advise on what happens after 90 days.

Attorney Deutmeyer suggested a shorter timeframe of 60 days. If the application is made, they recommend that the Board be the ones to hear that and make a decision on that at their next meeting. We need to know that everything is in order, the application is proper, the contractor is identified, etc. Then the Members can make a decision on whether or not they want the permit approved and issued to Mr. Burcham or Mr. Brown, or for the Town to go in and do it.

Attorney Deutmeyer further advised that if the application is on file, and he has the people lined up and ready to go, then they give the go ahead to have it done. Attorney Deutmeyer cautioned Mr. Burcham that if he is going to undergo those expenses, he may want to consider his ownership in the property.

Mr. Burcham asked if he does or does not own the property. Attorney Deutmeyer responded that he cannot answer that question and stated that Mr. Burcham may want to consult with legal counsel. Attorney Deutmeyer informed Mr. Burcham that the title commitment that was received from the title company indicates the ownership interest is held in the weight of the land trust.

Mr. Denny Wilkening stated that he is not sure whey Mr. Burcham is standing here. Mr. Burcham stated that he is thinking the same thing. He doesn't own it, so why is he trying to do anything about it. Ms. Schieben asked if Mr. Burcham is going to keep an interest in the property or if he has decided he is done with it. Mr. Burcham responded that he is trying to keep interest in it. Ms. Schieben asked, "Even if it's not yours?" Mr. Burcham responded that it hasn't been his since 1995 from what he understands. He added that he would like to keep it.

Ms. Schieben asked if the motion can be made that a permit of some sort has to be pulled by the next meeting. Attorney Deutmeyer advised that the demolition order itself requires a property to be demolished the day before the meeting or that they show up at the meeting next month and to give some sort of legitimate evidence as to why it wasn't demolished or their plans for it.

Mr. Sharpe asked if Mr. Brown needs to be here. Attorney Deutmeyer stated that anybody that has an interest in the property has to be given notice that the addresses are indicated in public records.

Ms. Schieben asked how the motion should be worded. Attorney Deutmeyer advised that the motion to be to approve the entry of an order of demolition so that everything can be processed through Ms. Murr.

A motion was made by Ms. Schieben and seconded by Mr. Denny Wilkening to approve the entry of an order of demolition. Motion carried unanimously by roll-call vote:

Colleen Schieben	Aye
Denny Wilkening	Aye
Richard Sharpe	Aye

Mr. Burcham asked if he should still obtain a demolition permit. Ms. Schieben stated that or the Town will take it down.

Mr. Burcham commented that he sees Mr. Brown is not here and that he thinks that Mr. Brown thinks that Mr. Burcham owns the property. Attorney Deutmeyer stated that Mr. Brown's attorney indicated that Mr. Brown is aware of the issues.

3. 14620 Bryan Street – Frick

Mr. Sharpe advised that the next item on the agenda is 14620 Bryan Street, Frick. Ms. Schieben stated that he was supposed to appear and is not present.

Attorney Deutmeyer stated that Mr. Frick stated that he wasn't provided ample notice to get the property torn down to be here tonight. The order has been issued and posted, and everything just gets bumped back.

Mr. Denny Wilkening asked if a demolition order is good for one year, unless otherwise specified. Ms. Murr stated that she did not get a chance to check with Mr. Kubiak to understand that this needed to be posted on the property within one week after the meeting and the Board's approval for him to appear at this meeting for the public hearing. It was posted on August 12, 2021. All the certified mailings went out to all of those listed on the demolition order, and that order was updated to have him appear at the September 15, 2021, Public Meeting for the hearing at 6 p.m.

Mr. Denny Wilkening asked if he knew we were starting at 6 p.m. this evening. Ms. Murr responded that the order was posted noting that the hearing is on September 15.

Mr. Sharpe stated that the house is the only unsafe structure on this property and asked for confirmation of the same. Ms. Schieben stated that the garage is pretty bad. She commented the Chief Todd Wilkening initially wanted the garage taken down, and Mr. Frick was here asking for the garage to be left. She further stated that she doesn't think it is fair to the neighbors to have the garage sitting there on the property. Attorney Deutmeyer advised that it would depend on the status of the garage. We have had this circumstance before with Sheila Graves who wanted the garage left, and the garage itself wasn't unsafe.

Mr. Sharpe asked if they need Chief Todd Wilkening to look at that property. Mr. Denny Wilkening stated that they looked at the garage, and it is in good shape. There is nothing sagging or anything falling off of it. Mr. Sharpe stated that Ms. Schieben has a point in what it would look like for the neighbors. Attorney Deutmeyer asked if it is detached. Ms. Schieben and Mr. Sharpe responded in the affirmative. Attorney Deutmeyer stated that it is a decision that can be made in September depending on if Mr. Frick shows up with plans and wants to rebuild and keep the garage. It is something that the Members can

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entertain. Discussion ensued regarding the garage as well as the location of it on the corner lot, facing the opposite direction.

Attorney Deutmeyer advised that everything is set for September. Ms. Murr noted that it was posted on August 12, 2021.

Mr. Sharpe entertained a motion to defer this matter to next month's meeting.

A motion was made by Ms. Schieben and seconded by Mr. Denny Wilkening to defer this matter until September 15, 2021. Motion carried unanimously by roll-call vote:

Colleen Schieben	Aye
Denny Wilkening	Aye
Richard Sharpe	Aye

Ms. Schieben asked that for the garage to be looked into as she would like to have it taken down.

Attorney Deutmeyer reminded that when they dealt with the Graves' property, "She was here and specifically had made the request that the garage stay; but for her appearance and her request, the entire property would have been torn down." He suggested that this property probably be handled in a similar fashion.

Attorney Austgen asked if he has been to any of the meetings. Ms. Schieben responded that Mr. Frick was at the last meeting and requested that the garage be left.

Ms. Murr asked if the report would need to be updated to reflect. Attorney Deutmeyer stated that if the garage is unsafe, it should be noted. Ms. Murr stated that the report is not specific and asked if it needs to be specified. Ms. Schieben responded that she doesn't want to hold anything up, but she would like to see it gone.

Attorney Austgen advised that there is a problem with it. Chief Todd Wilkening last month and Mr. Denny Wilkening this month both said that it is in pretty good shape, so we need to be careful about what direction we go. Mr. Denny Wilkening stated that they both looked at it, and it didn't seem in all that bad of shape. The Members concurred that unsafe and unsightly are two different things. Ms. Murr advised that she will make sure there are pictures of the structure for the next meeting.

Attorney Austgen asked if Chief Todd Wilkening and Mr. Denny Wilkening can go for a ride and stop and look at it again. Mr. Sharpe noted that if they do perhaps they can get a picture or two. Mr. Denny Wilkening stated that Chief Todd Wilkening has the pictures. Mr. Denny Wilkening noted that he would not be coming to the meeting because he is covering Crown Point.

Mr. Frick arrived at the meeting, and Mr. Sharpe advised Mr. Frick that there is a Public Hearing scheduled for September 15, 2021, on his property. Mr. Sharpe stated that the meeting is at 6 p.m. Mr. Frick stated that he had the time of 6:30 p.m.

Mr. Sharpe told Mr. Frick that there is going to be a Public Hearing at 6 p.m. on September 15th and that the demolition order was posted to his property on August 12th.

Mr. Frick stated that the only notice received is a certified letter saying that he has until September "something" for a demolition. He also received two copies that are not certified, and he has a copy of a letter that refers to a certified letter that he doesn't have. He asked how his property has gotten before this committee in the first place. Mr. Sharpe responded that it is an unsafe piece of property.

Mr. Frick asked what the criteria for an unsafe structure is. He said, "The house is locked up; you can't walk into it. The roof's not caving in." Ms. Schieben stated that you can walk right into it as there are holes in it. Mr. Frick disputed her statement. Ms. Schieben countered that there are trees growing in the middle of it and critters coming and going. Ms. Schieben stated that she has pictures on her phone if anyone would like to see them.

Mr. Frick asked what the criteria for an unsafe house is. Ms. Schieben stated that his house is unsafe. Attorney Deutmeyer stated that the criteria is defined in the statute. Mr. Frick asked where that is and stated that he doesn't have any of that. Attorney Deutmeyer responded that the statute is available online. It is Indiana Code. Mr. Frick asked if it could be given to him. Attorney Deutmeyer responded that it is 36-7-9.

Mr. Frick stated that they give him something that they're going to do, but they can't give him what he needs to know about his property. Attorney Deutmeyer stated that it is all referenced in the notice of the unsafe building order that Mr. Frick received. Mr. Frick stated that he didn't receive it; all he got is a notice for September 15. Attorney Deutmeyer stated that it is entitled an "Order of Demolition". And it says the property has to be demolished on or before September 14, 2021; otherwise, you have to appear at the September 15, 2021, meeting with some kind of evidence as to why the property will be made safe by your plans. Mr. Frick asked where the certified letter is that this letter refers to. Attorney Deutmeyer stated that he has no idea what Mr. Frick is talking about. Mr. Frick read off the certified letter number as 7016 3560 000 1907 5486 and asked where the letter is at. Ms. Murr stated that it was unclaimed.

Mr. Frick stated that he never got it. Mr. Sharpe said you have to pick it up or it will be unclaimed. Mr. Frick asked how he is supposed to pick up something he doesn't know he has. Ms. Murr advised that according to the Post Office, the certified letter has attempted delivery dates of 7-16, 7-21, 7-31, and 8-5 it was returned unclaimed. Mr. Frick asked what the address on the yellow is. Ms. Murr stated that it says, "Unclaimed. Unable to forward." It was addressed to the 8008 West 146th Avenue. Mr. Frick confirmed that is his address. Discussion ensued.

Attorney Deutmeyer asked Ms. Murr for clarification that the certified letter was just a notice to appear at the next meeting. Ms. Murr opened the envelope and confirmed that it was the notice to appear at the July 21, 2021, meeting. Attorney Deutmeyer stated that nothing has happened but for the notice of the order of demolition being issued, which is going to occur at the meeting next month.

Mr. Sharpe stated that the premises is dilapidated due to the owner's continual and long-term lack of maintenance and repair, creates an increased risk of rodent infestation, in the event of a fire. It does not sound like it's safe. Mr. Frick asked if they deemed that. Mr. Sharpe responded that they did based on this report. Attorney Deutmeyer noted that the order Mr. Frick received should have a copy of that.

Mr. Sharpe asked for the document he read to be copied for Mr. Frick. The same was completed and handed to him by Ms. Abernathy.

Mr. Frick asked when his name first appear on the meeting's agenda. Mr. Sharpe stated that it was a long time ago. Mr. Frick stated that this is the second meeting that he has been present. Discussion ensued regarding how long it has been on the agenda. Ms. Schieben stated that there have been complaints nonstop on record regarding the property.

Mr. Denny Wilkening asked why nobody is living in it. Ms. Schieben said, "Because you can't." Mr. Frick said, "Yeah, exactly." Mr. Denny Wilkening asked him what he had said. Mr. Frick repeated, "Because you can't because there's too much – it would cost too much to fix it up. There's no foundation." Mr. Sharpe said it is not safe. Mr. Denny Wilkening asked why is it still standing. Mr. Frick stated that he hasn't decided what he wanted to do yet. Mr. Denny Wilkening stated that no matter what he decides, it needs to be torn down because there is no foundation. Ms. Schieben commented that it has been like this for 15 years.

Mr. Frick stated that he has had kids break into it, tools stolen from out of it and out of his car. Ms. Schieben stated that it is not secure and it is not safe. Mr. Frick countered that it is secure. He said the only way it is not secure is when they bust the windows out and walk in. Mr. Frick stated that he followed a kid all the way to his house.

Mr. Sharpe stated that the Public Hearing is set for September 15, 2021. Attorney Deutmeyer confirmed the same. Mr. Frick asked if he needs an attorney for this. Mr. Sharpe responded, "If you wish." Attorney Deutmeyer reiterated that the order provides that the property has to be demolished prior to that hearing, or you need to come in with some plans as to how you're going to fix it up. If none of those things happen, then the Board will hear it, and he will issue a final order. If the final order is issued, then the property will be demolished by the Town and the cost will be charged back to Mr. Frick.

Mr. Frick asked how. Mr. Sharpe advised that the meeting will start at 6 p.m. Mr. Frick countered that it isn't what it says here, referencing a document he had in his hand. Mr. Sharpe stated that they have just told him it is 6 p.m. Mr. Frick asked when it was changed. Mr. Frick argued that the document says 6:30. Mr. Sharpe and Ms. Schieben informed Mr. Frick that they are informing him that the next meeting will start at 6 p.m.

4. 13010 Deoder – Zaniewski

Mr. Sharpe asked if the demolition order has been issued. Attorney Deutmeyer responded that he has the demolition order with him.

Ms. Murr sated that Mr. Martin Waclaw came in to update the address. She had used the address off of Lake County records. We have conflicting addresses on this property. The building permit that was issued on August 16, 2020, had a different address than Lake County records. He was provided a copy of the August letter and indicated that he would be here this evening. He stated that he would be tearing the house down in September. This property has had demolition permits in the past that never followed through, and this one expired two days ago. The house is still up. Again, she hand-delivered the notice to him, and he is not here.

Ms. Schieben stated that if his permit is up, the structure needs to come down. Mr. Sharpe asked if this should be torn down. Attorney Deutmeyer advised that the process is the same. We will have a bunch

of these final hearings next month. If he comes in next month and says he's got a permit pulled and he's going to do it tomorrow, again, if a permit is old for any of these properties that are up for final orders next month, he suggested that the Building Department withhold them and let the Board hear that evidence to determine if they're going to issue them, and if so, what the timeframe would be on those permits. Ms. Murr stated that she would let the Building Department know to have her double check any demolition permits before they go out the door.

Attorney Deutmeyer asked if Ms. Murr has another address to remit mail. Ms. Murr stated that she does. He gave her the same address that the utility bill is being sent to. It is 668 Quincy (indiscernible). Attorney Deutmeyer stated that if the Board is going to enter this, he will update this for another mailing address for him, and the order can still be issued for September. Attorney Deutmeyer requested a motion be made to enter into the order of demolition.

A motion was made by Ms. Schieben and seconded by Mr. Denny Wilkening to enter into the order of demolition. Motion carried unanimously by roll-call vote:

Colleen Schieben	Aye
Denny Wilkening	Aye
Richard Sharpe	Aye

5. 7118 West 131st Place – Green

Mr. Sharpe advised that the next item on the agenda is 7118 West 131st Place and asked if it was previously the Noel Orellano property. Ms. Murr responded in the affirmative. Mr. Denny Wilkening and Mr. Sharpe asked if this is the one that burned out. Mr. Murr responded in the negative. Ms. Murr advised that a 90-day permit was issued today. Ms. Murr deferred to legal to see if they should come in. They were aware of the meeting for this evening. Mr. Sharpe asked if any action was needed at this meeting. Attorney Deutmeyer recommended deferring it and moving it to an update item for the time being and see what happens.

A motion was made by Ms. Schieben and seconded by Mr. Denny Wilkening to defer this matter until November 17, 2021, for an update. Motion carried unanimously by roll-call vote:

Colleen Schieben	Aye
Denny Wilkening	Aye
Richard Sharpe	Aye

6. 7512 West 128th Lane – Kelly

Mr. Sharpe advised that the next item on the agenda is 7512 West 128th Lane, Kelly. Ms. Murr stated that one of the reports provided to you is right here on this one (referencing a document in the meeting packet).

Mr. Sharpe read from the paper which stated that the, "structure has deteriorated over the last two years due to a fire, neglect, and lack of adequate maintenance and repairs to the point that demolition of the structure is required immediately. Mr. Sharpe noted that the inspection was performed on July 20, 2021.

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The premises are deemed unsafe, creating a serious and substantial issue of safety, blight, and public nuisance. It should be moved to the top of the list.

Mr. Sharpe asked if these people have been notified of anything. Ms. Murr stated that she sent the notice by way of regular and certified mail on August 10, 2021, to a PO box in Crown Point. She has not heard back from anyone on that.

Attorney Deutmeyer noted that they will need to still run title work on it, which is the first step in the process. If that is what is desired, he will need a motion to proceed.

A motion was made by Ms. Schieben and seconded by Mr. Denny Wilkening to approve moving forward with the title work on the property. Motion carried unanimously by roll-call vote:

Colleen Schieben	Aye
Denny Wilkening	Aye
Richard Sharpe	Aye

Ms. Murr asked if the title work would be ready for the next meeting. Attorney Deutmeyer stated that they are pretty good about getting them back within 30 days. He will have the order in hand and see what happens.

Ms. Murr asked if they would like another notice sent to come to the September meeting. Mr. Sharpe confirmed the same.

7. 7020 West 139th Place – Crum

Mr. Sharpe advised that the next item on the agenda is 7020 West 139th Place, Crum.

Ms. Murr commented that they have another report that was provided to them. At the last meeting, Chief Todd Wilkening requested to secure and board that structure. Mr. Kubiak informed her that Public Works has boarded that up. At the last meeting, the Members requested title work on this property. Attorney Deutmeyer advised that he has the title work, and it is at their pleasure to move forward.

Ms. Murr advised that Chief Todd Wilkening recommended that this be moved to the top of the list.

Mr. Sharpe entertained a motion to order the demolition.

A motion was made by Ms. Schieben and seconded by Mr. Denny Wilkening to enter into the order of demolition. Motion carried unanimously by roll-call vote:

Colleen Schieben	Aye
Denny Wilkening	Aye
Richard Sharpe	Aye

Update Items:

1. 7220 West 138th Place

Ms. Murr stated that she needs to double check this one. Chief Todd Wilkening had reported to her on Friday that the address doesn't exist, and she did not get a chance to pull that and check on it. Mr. Denny Wilkening stated that there was nothing there.

2. 7131 West 137th Place – Garage

Ms. Murr advised that complaints have been received in the office that there is a hole in the roof of the garage. Chief Todd Wilkening and Mr. Denny Wilkening visited the property on Friday. This is on the back side of the property on a different street. It was recommended to notify the property owners of this one and bring them back to see if they will do something with it. If not, this one will come before them with a report. She will send a notice to see if they will fix it.

Possible Unsafe Structures:

Mr. Sharpe advised that the list of possible unsafe structures includes:

1. 12912 Hilltop

Ms. Murr advised that this is a property owned by Mr. Brown. She received a complaint on that parcel of the condition it is in from someone who was in that property in the background. Ms. Murr recommended having a report done on that property for them to consider and send a notice to the property owner to appear at the next meeting. Mr. Sharpe instructed her to do the same.

Ms. Murr asked to give another update; at the July meeting, she had reported on 6425 West 141st Avenue, Ward, that one they were going to be on the September meeting for an update, they came in and got a building permit that was issued on August 13th. Mr. Denny Wilkening reported that when they looked at it, they drove all the way in, and the house is actually caved in, and they are dumping fill in a little lake back there. He recommended having Tim take a look at it.

PUBLIC COMMENT: Mr. Nick Worley of 7000 W 127th Place stated that he is looking at a property that needs to be demolished. It is unsafe. Mr. Worley mentioned that the roof is not safe, there is mold on the back of the building, and a lot of other things going on.

Mr. Denny Wilkening stated that they looked at the house the other day.

Attorney Deutmeyer advised that he has one other item for the Bird property on 141st. They have the complaint ready and have it here for Chief Todd Wilkening to sign off on it. We are filing with the local courts due to issues they do not usually encounter. It is a problem that is inhabited that is unsafe.

ADJOURNMENT: Mr. Sharpe adjourned the meeting at 6:51 p.m.

TOWN OF CEDAR LAKE UNSAFE BUILDING DEPARTMENT

Richard Sharpe, President

Denny Wilkening, Vice-President

Colleen Schieben, Member

ATTEST:

Margaret R. Abernathy, Recording Secretary

The Minutes of the Cedar Lake Redevelopment Commission Public Meeting 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 are 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 IC 5-1.5-2-2.5.*

Cedar Lake Unsafe Building Department: Minutes of August 18, 2021