

CEDAR LAKE PARKS & RECREATION DEPARTMENT

ANNUAL REPORT 2024



PREPARED BY :

Mindi Ray, Superintendent of Parks and Recreation

PHOTO CREDIT-Julie Lynch



MISSION

MISSION

“The Cedar Lake Parks and Recreation Department provides recreational opportunities for residents of all ages in the Town of Cedar Lake, with emphasis on safety, affordability and fun.”



JANUARY 2024



COMMUNITY OUTREACH

Brayden Denklaue Eagle Scout Project for Kiwanis Dog Park identified

5-YEAR MASTER PLANNING STEERING COMMITTEE MEMBERS

Dale Holsti
Greg Marquardt
Mary Joan Dickson
Mindi Ray
Gayle Brannon
Aron Schuhrke

STAKEHOLDERS

Cedar Lake Boys and Girls Club
Cedar Lake Youth Baseball
Cedar Lake Girls Softball
Legacy Foundation
Cedar Lake Fraternal Order of Eagles
Dean & Barbara White Foundation



PROGRAMS & EVENTS

- Senior Programs & Exercise Continues
- Spring Soccer Season Preparation



MAINTENANCE

- Monthly playground inspections completed
- Wood picnic table re-habilitation began this month
- Preventative maintenance on trucks, mowers and equipment
- Organization & Inventory of Park Shop, Pool house & Clubhouse Storage

STAFFING & TRAINING



Recreation Coordinator, Greg Wiesemann joined the parks team on January 15, 2024



ACCOMPLISHMENTS

- Memorial Benches were ordered for Keith Wood and Jason Dees with donations from CORE construction
- Vendor Agreements, Instructor Agreements and Shelter Permits work continues with legal
- Park Newsletter distributed this month
- Onboarding and orientation of Recreation Coordinator



FEBRUARY 2024

5-YEAR MASTER PLANNING STAKEHOLDER MEETINGS CONDUCTED

Cedar Lake Boys and Girls Club
Cedar Lake youth Baseball
Cedar Lake Girls Softball
Legacy Foundation
Cedar Lake Fraternal Order of Eagles



COMMUNITY OUTREACH

- Cedar Lake Boys and Girls Club
- Cedar Lake Youth Baseball
- Cedar Lake Girls Softball
- Legacy Foundation
- Cedar Lake Fraternal Order of Eagles
- Hanover School Corporation Meet and Greet
- Boys and Girls Club Facility Tour
- Cedar Lake Chamber Luncheon Presentation



PROGRAMS & EVENTS

- Senior Programs & Exercise Continues
- Spring Soccer Preparation
- Spring Soccer Registration
- Summer Program Planning



MAINTENANCE

- 27 wood picnic tables rehabbed
- Weekly maintenance of park spaces and buildings continues
- Preventative maintenance programs established for park equipment
- Monthly playground inspections completed



ACCOMPLISHMENTS

- Upcycle Rain Barrel Fundraiser launched
- Encumbrance purchases of 15 recycled plastic picnic tables, additional landscape trailer for Park Truck 2 and John Deere Gator
- All ability equipment and pour and play surfacing quotes obtained for Kiwanis Playground



MARCH 2024

5-YEAR MASTER PLANNING

steering committee meetings, public meeting and pop events scheduled



PROGRAMS & EVENTS

- Senior Programs & Exercise Continues
- Kids Paint Class
- Spring Soccer Coach & Referee Meeting Materials Prepared
- Spring Soccer Season Rosters & Season Preparation Continues
- Hosted Annual Easter Egg Hunt
- Planning of Summer, Fall Programs Continues
- Planning of Taylor Ice Festival



MAINTENANCE

- Weekly maintenance of park spaces and buildings continues
- Mowing maintenance and Clubhouse custodial duties established for department
- Spring clean of landscape beds and park spaces
- Edging of sidewalks at lakefront parks began this month
- Monthly playground inspections completed



STAFFING & TRAINING

All park team members completed CPR & AED training this month



ACCOMPLISHMENTS

- Kindness rock garden established on Town Grounds this month
- Clubhouse flooring was replaced with laminate flooring
- Spring soccer fields established for the season
- BMI (Music Copyright Licensing) researched and purchased
- AED devices went online at the Park Office and Clubhouse Building this month



APRIL 2024

5-YEAR MASTER PLANNING

contract extension executed to extend the deadline to incorporate summer pop up events



PROGRAMS & EVENTS

- Senior Programs & Exercise Continues
- Spring Soccer Coach & Referee Meetings Conducted
- Spring Soccer Season begins with 148 participants
- Planning of Summer, Fall Programs Continues
- Planning of Taylor Ice Festival
- Rain Barrel Fundraiser- 9 sold



COMMUNITY OUTREACH

Attended Cedar Lake Chamber of Commerce Business Showcase



MAINTENANCE

- Weekly maintenance of park spaces and buildings continues
- Monthly playground inspections completed
- Rubber mulch removal from Kiwanis Park in preparation of Pour and Play surfacing
- Spring clean-up of park spaces as weather permits
- Weekly care of soccer fields



ACCOMPLISHMENTS

- Sponsorships of \$2,600 were secured for Movies in the Park Series
- Quotes for Hanover parking lot issues were obtained
- Quotes for department car were obtained
- Seasonal park crew worker positions were posted
- Quotes for security camera system at Kiwanis Park were obtained



MAY 2024

5-YEAR MASTER PLANNING

- survey edits provided to engineering firm
- marketing of master plan survey by department began this month



PROGRAMS & EVENTS

- Senior Programs & Exercise Continues
- Spring Soccer Season Concluded
- Spring Soccer Satisfaction Surveys Conducted
- Planning Summer & Fall Programs and Events
- Planning of Taylor Ice Festival



STAFFING & TRAINING

- Interviews and hiring of 2 seasonal crew workers
- Crew workers received additional training on properly hitching maintenance trailers



COMMUNITY OUTREACH

- Scheduled pop up opportunities in the community to promote Master Plan Survey
- Eagle Scout Project for Kiwanis Park Continues



MAINTENANCE

- Weekly maintenance of park spaces and buildings continues
- 60 yards of mason sand delivered and spread at Town Grounds Beach
- Gazebo and tree clean up after storm
- Cardinals Roost Shelter on Town Grounds was painted and power washed
- Monthly playground inspections completed
- Picnic tables were placed for the season in the park system
- Weekly care of soccer fields



ACCOMPLISHMENTS

- Security cameras installed at Kiwanis Park
- Parks department car purchased from James CDJR of Cedar Lake
- All ability playground equipment and pour and play surfacing placed at Kiwanis Park Playground
- Flower boxes were planted at the park office this month



JUNE 2024

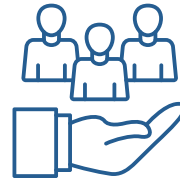
5-YEAR MASTER PLANNING

350 surveys completed at this time



PROGRAMS & EVENTS

- Senior Programs & Exercise Continues
- Launched Movies in the Park
- Lakeside Artist Guild Summer Concert Series began this month
- Fall Soccer Registration
- Planning Summer & Fall Programs and Events
- Planning of Taylor Ice Festival



STAFFING & TRAINING

- Onboarding and orientation of two seasonal maintenance crew workers



MAINTENANCE

- Weekly maintenance of park spaces and buildings continues
- 60 yards of mason sand delivered and spread at Town Grounds Beach
- Gazebo and tree clean up after storm
- Cardinals Roost Shelter on Town Grounds was painted and power washed
- Site work at Kiwanis playground
- Monthly playground inspections completed
- Assisted Summerfest in pre-event site work, tree work this month



ACCOMPLISHMENTS

- Park Ordinances reviewed and presented to legal for clean-up
- Grand Re-Opening of Kiwanis Park Playground organized, and date announced for July 30th
- Continue to work with legal on vendor agreement edits



JULY 2024

5-YEAR MASTER PLANNING

388 surveys completed at this time
promotion of survey at Movies in the Park & Lakeside Concerts



PROGRAMS & EVENTS

- Senior Programs & Exercise Continues
- Hosted Movies in the Park
- Hosted Lakeside Artist Guild Summer Concert Series
- Hosted Challenger Soccer Camp
- Launched Additional Fall Programs
- Hosted Red Cross Blood Drive at Clubhouse this month
- Planning of Taylor Ice Festival



COMMUNITY OUTREACH

- Participated in 4th of July Parade with Santa Claus to promote Taylor Ice Festival



STAFFING & TRAINING

- Received Study Materials from NRPA for Certified Park and Recreation Professional Endorsement



MAINTENANCE

- Weekly maintenance of park spaces and buildings continues
- Placed additional fencing on the small dog side of Kiwanis Park
- Assisted Summerfest in pre-event set-up, and scheduled staff to assist with garbage removal during event
- Playground inspections conducted with insurance group and park superintendent



ACCOMPLISHMENTS

- Annual Playground Inspections conducted this month with certified playground inspector
- Grand Re-Opening of Kiwanis Park Playground this month
- Continue to work with legal on vendor agreements and ordinances



AUGUST 2024

5-YEAR MASTER PLANNING

- 416 Surveys received and reviewed
- goals and objectives are being identified
- steering committee meeting this month



PROGRAMS & EVENTS

- Senior Programs & Exercise Continues
- Hosted Movies in the Park
- Hosted Lakeside Artist Guild Summer Concert Series
- Fall Coach and Referee Training
- Fall Soccer Began this month- 139 registered players
- Planning of Taylor Ice Festival



STAFFING & TRAINING

- Identified additional part-time positions of custodian and recreation specialist for the department
- Job descriptions and pay were created for Park Board review



MAINTENANCE

- Weekly maintenance of park spaces and buildings continue
- Weekly care of soccer fields
- Monthly playground inspections completed
- Playground repairs found on inspection completed this month
- Hanover Park playground expansion and rubber mulch upgrade began this month
- Cedar Crest Park slide modification and playground expansion scheduled and site prepared
- Memorial benches installed at Art Piece on Town Grounds



ACCOMPLISHMENTS

- 1 full year of park office opening and operating
- End of year projects and plans identified with Park Board this month
- Upgraded access control system at Clubhouse



COMMUNITY OUTREACH

- Beautification Project with Girl Scout Troop 35615 scheduled for September
- Eagle Scout Project for Kiwanis Park Continues



SEPTEMBER 2024

5-YEAR MASTER PLANNING

conceptual spaces identified for 5-year master plan project



PROGRAMS & EVENTS

- Senior Programs & Exercise Continues
- Fall Soccer Continues
- Make Slime Class Conducted
- Trunk or Treat Event planning
- Planning of Taylor Ice Festival



COMMUNITY OUTREACH

- Beautification Project with Girl Scout Troop 35615 completed on Town Grounds
- Eagle Scout Project for Kiwanis almost ready to install
- Smith Ready Mix pledged materials for Meyer Manor Basketball Court Project



MAINTENANCE

- Weekly maintenance of park spaces and buildings continue
- Weekly care of soccer fields
- Monthly playground inspections completed
- Storm water issue at Cedar Creek Park resolved by park crew
- Hanover Park playground expansion and rubber mulch upgrade completed
- Cedar Crest Park slide modification and playground project continues
- Prepared wood picnic tables for St. John Oktoberfest Use



ACCOMPLISHMENTS

- Cedar Creek Park fence installed this month
- 1 full year of RecDesk Software being utilized
- Meyer Manor Basketball Court Project identified, and quotes obtained
- End of Year encumbrances identified, and quotes obtained
- Park Foundation Application and mission created



OCTOBER 2024

5-YEAR MASTER PLANNING

review of draft and edits with engineering firm and park board



PROGRAMS & EVENTS

- Senior Programs & Exercise Continues
- Fall Soccer Concludes
- Fall Soccer Satisfaction Survey Conducted
- Nerf Battle Program Introduced
- Trunk or Treat Event
- Planning of Taylor Ice Festival



MAINTENANCE

- Weekly maintenance of park spaces and buildings continue
- Weekly care of soccer fields
- Tree work completed in all park spaces and on town grounds
- Care of new trees planted in park system
- Monthly playground inspections completed



COMMUNITY OUTREACH

- Trunk or Treat Event
- Schillings Oktoberfest Picnic Table Use
- Eagle Scout Project by Brayden Denklau installed
- Lion's Club pledge of \$2,500 for Lion's Den Shelter roof replacement

STAFFING & TRAINING



Full Time Crew Worker
Position Vacancy Posted



ACCOMPLISHMENTS

- Additional security cameras installed on Town Grounds this month
- Hanover Park parking lot guardrail installed
- 10 trees planted in the park system this month
- Formal application process began for Parks Foundation Members
- Meyer Manor renovation project begins
- Shelter kits approved for Bartlett and Kiwanis for construction in Spring of 2025
- Appropriation Transfer Request prepared and submitted
- Quotes obtained for end of year purchases and encumbrances



NOVEMBER 2024

5-YEAR MASTER PLANNING

Master Plan Draft edited with engineering firm and sent down state for review



PROGRAMS & EVENTS

- Senior Programs & Exercise Continues
- Attended Key Club Turkey Bowling Event
- Planning of Taylor Ice Festival



COMMUNITY OUTREACH

- Participated in the Parade of Lights
- Purchased Chamber Christmas Tree and decorated for the department



ACCOMPLISHMENTS

- End of year purchasing of wish list items
- Continued to obtain quotes for end of year encumbrances
- Final details executed in preparation of Taylor Ice Fest Event



MAINTENANCE

- Weekly maintenance of park spaces and buildings continue
- Plows prepared for season
- Taylor Ice Festival grounds preparation
- Monthly playground inspections completed



STAFFING & TRAINING

- Recreation Coordinator, Park Superintendent, Maintenance Foreman and Park Board Member attended IPRA Annual Conference in French Lick, IN.
- Interviewed candidates and hired full-time crew worker Chris Titus



DECEMBER 2024

5-YEAR MASTER PLANNING

Awaiting review and notes from Indiana
Department of Natural Resources



PROGRAMS & EVENTS

- Hosted Senior Christmas Program
- Senior Exercise Continues
- Hosted Taylor Ice Festival
- Created and Launched Park Newsletter for January-June 2025
- Conducted Event Exit Meeting with Ice Fest Committee



MAINTENANCE

- Taylor Ice Festival grounds preparation, execution and clean up
- Monthly playground inspections completed



ACCOMPLISHMENTS

- Hosted 2-day Taylor Ice Festival Event
- 2024 Annual Report



ANNUAL REVENUE

SHELTER RENTALS	\$1,500.00
CLUBHOUSE RENTALS	\$17,275.00
SPORTS & RECREATION FEES	\$14,730.00
EXERCISE CLASS FEES	\$2,910.00
CRAFTS AND WORKSHOPS	\$1,230.00
DONATIONS & SPONSORSHIPS	\$7,809.50
DOG PARK MEMBERSHIPS	\$3,255.00



CEDAR LAKE PARK BOARD MEMBERS

DALE HOLSTI (RESIGNED JULY 2024)

DAVE JOSTES (APPOINTED SEPTEMBER 2024)

PAUL RODRIQUEZ

SARAH MILLER

GREG MARQUARDT

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