

MINUTES

LAKE COUNTY PARKS AND RECREATION BOARD MEETING

FEBRUARY 8, 2024

I. CALL MEETING TO ORDER

Board President, Chris Dilts, called the Lake County Parks and Recreation Board Meeting to order at 6:31 p.m. in the large conference room of the Lake County Parks Corporate Office, 8411 E. Lincoln Highway, Crown Point, Indiana.

II. ROLL CALL

Secretary to the Board, Jim Basala, called the roll and the following Board members were present: Christopher Dilts, Jesse Rippe, John Salzeider. Board Members David Uzelac and Carl Ploense were present via phone conference. Board Attorney, Louis Casale, was also in attendance.

Staff members present: Jim Basala, Chris Nawracaj, Sasha Mateer, Craig Zandstra, and Marsha Rodriguez

Also in attendance was Chris Orange, Joe Reed and Sandy O'Brien

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF FEBRUARY 8, 2024 BOARD AGENDA

In a motion by Mr. Rippe, seconded by Mr. Salzeider, the Board voted unanimously to approve the Board Agenda of February 8, 2024.

V. APPROVAL OF JANUARY 11, 2024 BOARD MINUTES

In a motion by Mr. Rippe, seconded by Mr. Salzeider, the Board voted unanimously to approve the Board Minutes of January 11, 2024.

VI. OLD BUSINESS

None

VII. NEW BUSINESS

A. Buckley Homestead Donations

Ms. Sasha Mateer reported, that Mr. Dennis Rinkenberger and Ms. Patricia Mancos donated items to the Buckley Homestead. The items are farm and tool related materials, and will be put into the educational collection. They will be used in the Hands-On Educational Workshops this spring. The owners are requesting, the donation be recognized in loving memory of Lauren and Shirley Rinkenberger. In a motion by Mr. Salzeider and seconded by Mr. Rippe. Mr. Dilts asked if there was any discussion, with no discussion, the donation was approved.

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|-------------------------|-------------------------|----------------------|
| Metal Tool Box | Metal Bucket | Metal Hoe |
| Aluminum Box | Metal Bucket | Wooden Door |
| Aluminum Box | Metal Bucket | Wooden Door |
| Brace Drill | Black and Decker Sander | Wooden Sled |
| Galvanized Watering Can | Trending Scoop | Wooden Sled |
| Hand Drill | Oil Can | Glass Sprayer |
| Metal Lunch Box | Wheel Hoe Attachments | Glass Cherry Bitters |

Donations continued:

Metal Lunch Box	Wooden Box
Cherry Pitter	Metal Washtub
Wooden Box	Metal Hoe
Milk Can	Metal Hoe
Milk Can	Metal Hoe

B. Reconsider Fuel Bids

Mr. Basala stated, that in the Board packet was an e-mail from PetroChoice. The e-mail from Sales Manager, Debra Brown, informed the Lake County Parks, that they were unable to fulfill the terms submitted in the fuel bid. Due to the casting gravity tanks, at all, but two locations. Mr. Basala asked the Board to accept their decision, and to accept the second highest bid, that was from Co-Alliance. In a motion by Mr. Rippe, seconded by Mr. Salzeider, and with no discussion the gas quote by Co-Alliance was approved.

C. Amend Park Department Policy Manual: Uniforms

Mr. Basala reported that uniforms were recently discussed at an Administrative Staff meeting. Upon reading the uniform portion of the Policy Manual. They felt it needed updating, with basic uniform guidelines, and with Administrative Staff managing the changes.

Ms. Mateer stated that the policy will allow management to adjust it when something is not working. This will also give staff the ability to order from their allotment, when approved.

Mr. Dilts asked if there was a motion to approve the uniform policy. In a motion by Mr. Uzelac, seconded by Mr. Rippe, and with no discussion the Amended Park Department Policy Manual/Uniforms, was approved.

RESOLUTION NUMBER 2024-01
OF THE LAKE COUNTY PARKS AND RECREATION BOARD

WHEREAS, The Lake County Park and Recreation Board, (hereinafter the “BOARD”) has a dully adopted Personnel Policy Manual which is part of and held in the official Public Records of the BOARD; and,

WHEREAS, the (BOARD) desires to modify said Personnel Policy Manual by making the following amendments thereto:

- 1) Deleting Section 3.0 including 3.1 to 3.4 thereof and replacing it with the following:

(See Exhibit “A”)

- 2) Deleting Section 4.0 including 4.1 to 4.4 thereof and replacing it with the following:

(See Exhibit “B”)

RESOLVED by majority vote of the (BOARD) this 8th day of February 2024

Christopher Dilts, President of the Lake County Parks and Recreation Board

Attest: _____
James Basala, CEO and Secretary of the Lake County Parks and Recreation Board

Exhibit “A”

3.0 Uniform Policy

The Lake County Parks and Recreation Department (LCPRD) uniform policy is a tool to help employees perform their duties while permitting visitors to easily recognize on-duty employees.

The uniform standards offer a range of option, permitting administration to define the standards to meet individual park, department or work assignment needs while maintaining uniformity and recognition requirements. LCPRD will retain the right to consider unique situation and may approve alternate department sanctioned employee events or activities.

3.1 Uniform Standards

- . Personal appearance is included in the uniform standard. Each employee should practice rules of good grooming and personal hygiene.
- . Uniforms should meet all OSHA safety standards for scheduled work assignment if applicable.
- . Wearing anything in addition to the provided LCPRD uniform, must not be distracting to co-workers or the public. *See examples of distracting attire below.
- . The LCPRD uniform is a condition of employment. Employees who are furnished uniforms must wear the provided uniform with no alterations each day, therefore employees who fail to comply with the uniform standards are subject to disciplinary action. All positions may come in contact with the public even on non-operational days so are still expected to meet uniform standards.
- . Upon issue, uniforms are the responsibility of the employee for maintenance and care. While normal wear is expected, excessive damage and loss of company uniforms may result in disciplinary action.
- . The Department may issue new uniforms periodically or require uniforms to be returned for special purposes (logo change, color change.) Employees will be given notice of the change and the Department will provide suitable replacement uniforms.
- . Only Department employees are authorized to wear the LCPRD uniform. Uniform items purchased with the uniform allowance or given to staff are property of the Department. Distributing uniforms to non-employees may result in disciplinary action. Uniforms should be turned in upon leaving the department.
- . Volunteers, contractors, and community service referrals may not wear LCPRD uniforms, but should be easily identified to the public as a volunteer, contractor, or community service referral. Exceptions to this rule may be allowed by the CEO or their designee.
- . Personal protective equipment and clothing and other uniform items purchased with LCPRD funds remain Department property and must be handled with accordance with department Policy and Procedures.

Exhibit “B”

4.0 Additional Non-Uniforms Standards

LCPRD offices have a business casual code. A more casual attire may be allowed on certain days as part of the office dress code. Those days will be determined by the CEO or their designee. Casual attire still must be professional and not distracting to co-workers or the public. *See examples of distracting attire below.

Some park sites will have supplemental dress codes that are park site or position specific that are different from the standard LCPRD uniform for example lifeguards and historic reenactors.

*Distracting attire includes but not limited to ill fitting, unclean, torn, too revealing or displays words or logos that might be viewed as offensive or inappropriate to coworkers or the public. (Examples of distracting attire include but are not limited to athleisure items tank/halter tops, yoga pants/sweatpants/joggers, flip flops, items with references to alcohol, tobacco, politics, or sexual connotations. Leggings are permitted as part of the business casual dress code if they are in a solid color and are paired with a long top that covers past your bottom.

The LCPRD Board authorizes the CEO or their designee to modify, change or update the uniform standards based upon need if those changes meet the requirements of this policy.

D. Consider Purchase, Harvest Ridge Church Parcel

Mr. Zandstra reported that this parcel is a continuation of last months meeting, which was the Spurlock parcel of Lake Hills. This is the Harvest Ridge Church parcel of Lake Hills. Mr. Zandstra

had reached out to the owner of the parcel, to ask if they were interested in the Parks purchasing the property. The location is off seventy-seventh and Austin in Schererville with half of the property being wetlands. With recent state legislator ruling, to protect more wetlands, this is perfect timing. Mr. Dilts asked if there was a motion to proceed, with the offering, subject to the Grant. In a motion by Mr. Rippe and seconded by Mr. Salzeider. With no discussion the Harvest Ridge Church Parcel was approved for consideration.

E. Permission to Apply for Indiana Destination Development Grant

Mr. Basala reported, that the Grant being applied for, is for the Lemon Lake playground. The present playground is nearly twenty years old, and is in need for upgrades. After research, replacing rather than repairing would be the better decision of the two. Staff would like to apply for a Tourism Grant with the Indiana Department of Tourism to help support the Destination Playground. Mr. Dilts asked if there was a motion. In a motion by Mr. Rippe and seconded by Mr. Salzeider. With no discussion the Permission to Apply for the Indiana Development Grant was approved.

VIII. ACCEPTANCE OF CLAIMS

Claims to be accepted:

1107 Operating Fund	\$ 178,555.88
1116 Non-Reverting Land	8,307.82
1117 Non-Reverting Operating	14,564.07
4354 Bond	825.00
9450 NLT Grant	<u>8,600.47</u>
Total:	\$ 210,853.24

Mr. Dilts asked if everyone had a chance to review the claims that were emailed to them. Mr. Salzeider made a motion to accept the claims. Mr. Rippe seconded the motion. Mr. Dilts asked if there was any discussion. There being none, Mr. Dilts called for the vote, and the Board unanimously approved the claims for payment.

IX. REPORTS

A. Committee Reports

1. Policy and Personnel/Budget and Finance
None
2. Goals and Objectives/Land Acquisition
None

B. Division Reports

1. Planning and Natural Resource Management

Mr. Craig Zandstra, Division Superintendent reported that there have been Federal funds awarded for the Veterans Trail Project. There will be a twelve-foot trail about a mile quarter long. The Kankakee River State Line Bridge will need to be taken down. Decisions will be made to see if the bridge can be moved to another location by engineers. If a consultant can be selected in the next month, INDOT or NRPC have additional funds, that they are willing to give for the project, since the bridge project is not yet fully funded. In the last month, there was a meeting with the Lake Michigan Coastal Program, where Harvest Ridge and Spurlock was approved.

At Oak Ridge Prairie the Natural Areas Crew have been working with DNR. As well as at Deep River and on our Trails.

2. Recreation and Special Facilities

Sasha Mateer, Division Superintendent reported that the programming staff attended an education camp focusing on programming. Hoping to start expanding the camp to other park sites. Buckley

Homestead, Deep River, and Gibson Woods, all having the opportunity to expand. It gave the opportunity to have the programmers around other programmers, from the other areas of the state, collaborating. Deep River programmers along with staff are getting ready for *Maple Syrup Time*. Paid school tours start March 5th and run Tuesday thru Friday for two weeks and are almost sold out. The free public programs run March 9th and 10th as well as the 16th and 17th. The sap is slowing starting to flow, all depending on the everyday temperatures. Buckley is preparing to open soon with their field trips. Next week Joe..... will be starting the homeschool program, which sold out within twenty minutes and will run for three Fridays.

3. Park Operations

Mr. Chris Nawracaj, Division Superintendent reported that the golf courses are getting ready for the spring season, cleaning up the golf carts and doing general maintenance on flower beds. Golfers have gone out and taken advantage of the nicer days. At Deep River Waterpark the season ended with another Taylor Swift program, where over two hundred participants attended. Staff is currently taking down the winter setup, and getting ready for the summer setup. The first open call for lifeguards is next week, at Hobart Middle School. The water safety group will be attending their Star guard instructor training. At the last Board meeting Nichole Drexler was introduced as Deep River Waterparks new General Manager. Since then, Riley McDonald was promoted to the Water Safety Manager. Riley has been with the Waterpark for five years as a lifeguard, and we are excited about having her.

4. Administrative Services

Mr. Basala reported, that financially the parks are in good shape, and sitting well in all accounts. In the operating fund, there will be another appropriation increase request. A fund request will be done as well at the County, for the new Merrillville Food and Beverage Tax, which only affects the Water Park and the Turkey Creek Concessionaire. Mr. Basala also stated, that not only the Waterpark but all the park sites, are looking for seasonal employees. Mentioning as well that the Lake County Parks will be holding their all-staff mandatory meeting on February 26th.

At Deep River County Park, the mill pond was dredged. The pond has been existence since 1976, so getting it back to its originally look, is the goal.

X. GENERAL DISCUSSION

Ms. Sandy O'Brien of Friends of Robinson Lake was in attendance. Sandy stated that her and the group wanted to thank Craig Zandstra and CEO, Jim Basala for their hard work and corporation for getting the GEO property acquired.

XI. ADJOURNMENT

In a motion by Mr. Rippe, seconded by Mr. Uzelac, the Lake County Parks and Recreation Board meeting adjourned at 7:13 p.m.

Respectfully submitted,

JIM BASALA
Secretary to the Board

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