



**CITY OF GARY  
DEPARTMENT OF PUBLIC PARKS**



**Board of Commissioners**  
Rev. Dwight Gardner, President  
Willie Bill Cook, Vice-President  
Renee Patterson-Member  
Alan Harrell-Member

Jerome Prince  
Mayor, City of Gary

Rachelle Morgan-Ceaser  
Interim-Parks & Recreation Director

**Board of Park Commission  
Regular Park Board Meeting  
Tuesday, April 11, 2023  
455 Massachusetts Street  
10:00 A.M.  
Minutes**

**Call to Order**

Commissioner Cook called the Board meeting to order at 10:00 a.m.

Roll Call: The following were present: Commissioner Willie Cook, Commissioner Alan Harrell, and Commissioner Renee Patterson.

**A quorum was established.**

Certification: Let the record reflect there was an executive session held and no items were voted on.

**Pledge of Allegiance:**

Pledge of Allegiance Recited

**Approval of Parks Board Minutes:**

Commissioner Cook entertained a motion to approve the minutes for March 28,2023.

Commissioner Patterson motioned to approve the minutes. Commission Harrell seconded the motion.

Roll call vote: Commissioner Cook, Yes, Commissioner Patterson, Yes, Commissioner Harrell, Yes.

**Motion carried 3-0.**

**Payroll Expenditure:**

Commissioner Cook asked for a motion to approve the payroll expenditure for April 7,2023.

Commissioner Patterson motioned to approve the payroll. Commissioner Harrell seconded the motion.

Roll call vote: Commissioner Cook, Yes, Commissioner Harrell, Yes, Commissioner Patterson, Yes.

**Motion carried 3-0.**

**Approval of Ratified Claims Listing:**

Commissioner Cook asked if the \$72,863.00 claim was for a new tractor.

Park Foreman Barnes stated that it was for a new 12-foot mowing tractor that had been delivered.

Commissioner Cook asked for a motion to approve the ratified claims listing for March 14,2023 thru April 11,2023. Commissioner Harrell motioned to approve the minutes. Commission Patterson seconded the motion.

Roll call vote: Commissioner Cook, Yes, Commissioner Harrell, Yes, Commissioner Patterson, Yes.

**Motion carried 3-0.**

**Legal Reports:**

**Cut Rite Lawn Care LLC:** A contract for lawn care services at Marquette Park from May 1,2023-December 31,2023 for an amount not to exceed \$25,000.00.

Commissioner Cook entertained a motion to approve the contract. Commissioner Patterson moved to approve the motion. Commissioner Harrell seconded the motion.

Roll call vote: Commissioner Cook, Yes, Commissioner Harrell, Yes, Commissioner Patterson, Yes.

**Motion carried 3-0.**

**Hubinger Landscaping, LLC:** A contract for landscaping services at Marquette Park from April 1,2023-March 31,2023 for an amount not to exceed \$15,000.00.

Commissioner Cook entertained a motion to approve the contract. Commissioner Patterson moved to approve the motion. Commissioner Harrell seconded the motion.

Roll call vote: Commissioner Cook, Yes, Commissioner Harrell, Yes, Commissioner Patterson, Yes.

**Motion carried 3-0.**

**C.N.B Construction LLC:** A contract for necessary boat launch services at Lake Street Beach from May 1,2023-September 30,2023 for an amount not to exceed \$30,000.00.

Commissioner Cook asked if the boat launch will be useable this year.

Marquette Pavilion Manager, Mrs. Jackson, stated that as long as the boat launch is cleared, it will be used. The boat launch was not opened on time last year due to the permit.

Commissioner Cook entertained a motion to approve the contract. Commissioner Patterson moved to approve the motion. Commissioner Harrell seconded the motion.

Roll call vote: Commissioner Cook, Yes, Commissioner Harrell, Yes, Commissioner Patterson, Yes.

**Motion carried 3-0.**

**Artic Engineering:** A contract for plumbing services at Marquette Park from April 1,2023-March 31,2024 for an amount not to exceed \$30,000.00.

Commissioner Cook entertained a motion to approve the contract. Commissioner Patterson moved to approve the motion. Commissioner Harrell seconded the motion.

Roll call vote: Commissioner Cook, Yes, Commissioner Harrell, Yes, Commissioner Patterson, Yes.

**Motion carried 3-0.**

**Party Linen, LLC:** A contract for linen services for events at Marquette Park Pavilion from January 1,2023-December 31,2023 for an amount not to exceed \$7,000.00.

Commissioner Cook entertained a motion to approve the contract. Commissioner Patterson moved to approve the motion. Commissioner Harrell seconded the motion.

Roll call vote: Commissioner Cook, Yes, Commissioner Harrell, Yes, Commissioner Patterson, Yes.

**Motion carried 3-0.**

**Davis Dade Security:** A contract for security services at Marquette Park from April 1,2023-March 31,2024. The contractor shall be paid \$11.00 per hour per security guard and \$17.25 per hour per security guard on holidays. The holidays are specifically Memorial Day, 4<sup>th</sup> of July, Labor Day, Christmas, and New Year's Eve. The total compensation is not to exceed \$30,000.00.

Commissioner Cook entertained a motion to approve the contract. Commissioner Patterson moved to approve the motion. Commissioner Harrell seconded the motion.

Roll call vote: Commissioner Cook, Yes, Commissioner Harrell, Yes, Commissioner Patterson, Yes.

**Motion carried 3-0.**

**Lynette Skinner:** A contract for decorations, program books, trophies, and gift bags for the Gala. The term of the contract is from April 11,2023-July 31,2023 for an amount not to exceed the sum of \$4,000.00.

Commissioner Harrell asked if the terms of the contracts were retroactive dates. Attorney Jones said that was correct and asked Mrs. Jackson to further explain.

Mrs. Jackson stated that normally if the date starts in the middle of the year, contracts are typically done to reflect the start of the year.

Commissioner Cook entertained a motion to approve the contract. Commissioner Patterson moved to approve the motion. Commissioner Harrell seconded the motion.

Roll call vote: Commissioner Cook, Yes, Commissioner Harrell, Yes, Commissioner Patterson, Yes.

**Motion carried 3-0.**

## **Administrative Reports:**

### **Kamishia Jackson, Marquette Pavilion:**

The totals for the month of March were the following:

5 Pavilion events

13 Facility tours

16 Bookings (3 Weddings, 2 Open House, 3 Birthday Celebrations, 1 luncheon, 1 Town Hall meeting, 6 shelter rentals)

Total Revenue for the month of March was \$16,221.61

YTD (2023) \$28,566.11

This time last year (2022) the YTD total was \$22,187.81

The calendar for the month of April was provided. Mrs. Jackson did mention that there were some changes to the schedule since it was last printed.

Marquette Park is hiring for Ticket Specialist for the summer season. Anyone one that is interested should visit the Gary website or call the office.

The meters for the concession stand and water fountain will be installed today.

Saturday, July 22<sup>nd</sup> is the 3<sup>rd</sup> annual Food Truck Block Fest. If any vendors are interested, please call Marquette Park.

### **Christine Gooden- Hudson-Campbell:**

The total revenue for March was \$13, 572.00.

The revenue was broken down between cash, checks, and credit cards.

Mrs. Gooden said that she and the Board had spoken before about the possibility of going completely cashless, but noted that majority of her revenue comes from cash customers.

Mrs. Gooden stated that is meeting with Rachelle and Chief of Staff to discuss the release of the deposit for the fitness equipment. Everything has been done on Mrs. Gooden's end.

Last Tuesday and Wednesday, Mrs. Gooden attended and completed the OSHA 10 training. During the training she learned about what needs to be in compliance and what needs to be updated on the Parks and Hudson- Campbell side. She plans to meet with Rachelle to discuss the findings.

The floors are set to be done after all equipment is received to lessen the possibility of scrapes and damage on the floor.

The landscaping is going to be re-done around the building. The bushes, weeds and native planting will be removed and replaced with flowers provided by Brenda Scott-Henry.

Commissioner Cook asked if they will be moving away from the "natural setting look."

Mrs. Gooden said yes.

Commissioner Patterson asked if annuals would be placed outside, so that they come back every year.

Mrs. Gooden said she has to meet with Mrs. Henry to confirm the types of flowers that will be provided. She will provide an update to the board.

Mrs. Gooden submitted a quote for the ventilation. Mrs. Gooden said it is not feasible to do the entire building at once, but she plans to have it done in sections. The first system that will be addressed is upstairs above the walking track.

Commissioner Cook asked if this will take care of the dust issue. Mrs. Gooden said that this will address that issue.

Commissioner Harrell suggested doing the floors and placing new equipment after the ventilation is fixed.

Mrs. Gooden said the floors that are being redone are downstairs and the ventilation is upstairs in a separate area.

Last weekend, IUN hosted a Spring Fling event at the Hudson-Campbell that was very successful.

**Atiya Muhammad, Youth Services Bureau-** The Youth Services Bureau will host Gala at the Lagoon event at Marquette Park on April 15<sup>th</sup>. The event is officially sold out.

Ms. Muhammad asked for permission to accept the following donations related to the Gala:

**A Bullet Ninja valued at \$109.00**  
**Nez Nails Salon: 1 manicure and 1 pedicure**  
**IUN: \$500.00**  
**Butterfly Dreams: \$500.00**  
**Philly Steaks and Lemonade: \$1,000.00**  
**Trinity Baptist Church: \$240.00**

Commissioner President Cook entertained a motion to accept the donations to the Youth Services Bureau. Commissioner Patterson moved to approve the motion. Commissioner Harrell seconded the motion.

Roll call vote: Commissioner Willie Cook, Yes, Commissioner Harrell, Yes, Commissioner Patterson, Yes.

**Motion carried 3-0.**

Ms. Muhammad announced that YSB will be hosting a volley-ball club at the Hudson-Campbell. YSB is working with the Hudson-Campbell to figure out the dates and times. They hope to start early June.

Ms. Muhammad stated that the public should be on the look out for the Summer Youth Employment applications for the City of Gary.

YSB is bringing back the Nature Camp. The Nature Camp will start on June 12<sup>th</sup>, Monday-Thursday from 10:00am until 2:00 pm at the Paul H. Douglas Center.

Commissioner Patterson asked if YSB would be providing transportation.

Ms. Muhammad said that YSB currently does not provide transportation for the summer programs, but they are actively looking for different modes of transportation. There will be transportation for field trips.

**Tawanna Lyons- Aquatics:**

Ms. Lyons stated that she has received a lot of applications for lifeguards. She has confirmed 9 lifeguards.

She has spoken with some of the lifeguards at the Gary Y. They are interested in working for the summer since their pool is down.

Flyers have been placed at Purdue, Hammond, Thea Bowman, and Merrillville to get the word out.

The starting pay is \$15/hour. If anyone is interested, please visit [gary.gov](http://gary.gov).

Due to the constant flow of applicants, classes have been pushed back. They are still being held at Calumet.

Ms. Lyons said they are analyzing the lifeguard towers for repairs.

Commissioner Cook asked if they were paying lifeguards competitively.

Ms. Lyons said this is the first season that they have paid competitive wages. The increase in wages has increased the traffic for applicants.

Commissioner Cook asked if there were any updates on the buoys.

Ms. Lyons said she did not have an update. She has reached out to the company and plans to meet in person because her calls and emails are being ignored.

Commissioner Patterson inquired about the “No lifeguard on duty” signs.

Ms. Lyons stated those signs are for when the lifeguard is off duty or when its raining. The signs are a warning to the public that they are swimming at their own risk.

The signs will be placed at every ticket booth and tower. Signs have already been placed at Lake Street Beach.

Interim Director Rachelle Ceaser asked if Ms. Lyons would be recruiting for lifeguards at the career fair on Friday.

Ms. Lyons said she would not be in attendance, but would send her flyers with the staff that will be in attendance.

**Willie Barnes- Park Foreman:**

The Parks is transitioning from winter to the spring/summer season. The plows and salt boxes have been removed from the trucks. There are currently have 6 mowers, 6 weed trimmers, and 4 chain saws in working condition.

The mowing season was scheduled to being on April 17th, but due to the favorable weather conditions, the park team was able to start last week. The team has presently cut 5 parks, mowed the fire breaks for the controlled burns, and picked up the downed brush and trees in Marquette Park.

Per the direction of the Park Board of Commissioners, the Parks team began mowing the Jewel Parks the week of April 10th. Three of the Jewel Parks were done yesterday. The team plans to finish two of the parks today. The last Jewel Park will be done tomorrow.

With elections being around the corner, they are checking the buildings being that will be used for voting sites and performing the set-up and the needed maintenance inside and out.

The City-Wide Clean-Up is on April 22<sup>nd</sup>. The Parks team is participating with focus on the 35<sup>th</sup> block of Broadway in the Gleason area.

**Rachelle Morgan- Ceaser: Interim- Parks Director**

No report

**Old Business/New Business: None**

**Public Comment:**

**Carol Smith-**

Ms. Smith asked if the Disc Golf sign had been approved.

Commissioner Cook said they have not had a chance to review the sign.

Commissioner Harrell inquired about the placement of the sign.

Ms. Smith said the sign could be placed wherever the Board wanted it, but they need an approval of the design.

Commissioner Cook and Patterson stated that the sign presented looked “fine” in their opinions.

Commissioner Harrell asked if it were uniform with the other signs throughout the park.

Ms. Smith said they are using the same company that did the signs on the trail.



All board member that were present agreed of the sign.

Commissioner Cook asked for a motion to approve the disc golf sign.

Commissioner Patterson moved to approve the motion. Commissioner Harrell seconded the motion.

Roll call vote: Commissioner Willie Cook, Yes, Commissioner Harrell, Yes, Commissioner Patterson, Yes.

**Motion carried 3-0.**

Ms. Smith asked about signage approval for the loaner life-jacket program. The signage would provide information about the lifeguards to visitors at the beach.

Commissioner Cook asked for a motion to approve the loaner life-jacket signage.

Commissioner Patterson moved to approve the motion. Commissioner Harrell seconded the motion.

Roll call vote: Commissioner Willie Cook, Yes, Commissioner Harrell, Yes, Commissioner Patterson, Yes.

**Motion carried 3-0.**

Ms. Smith asked if the Mayor wanted to re-instate the Mayor's Water Safety Advisory Team.

The team has not started this year because they were unsure of what the Board's pleasure was, and if they were interested in continuing with the recommendations given.

Commissioner Cook said he believes that it would be remise of the responsibility if the Park Board did not continue with the program.

Ms. Smith said the team will continue and try to meet with the Mayor.

The Arbor Day tree planting is Wednesday, April 26,2023.


Ms. Smith noted that her group was working with the Lake County Sheriff's Department to work on the shared responsibility and cost for the buoys.

A resident asked where to send the Park Surveys.

Ms. McClain stated that the surveys were to be returned to the Hudson-Campbell as listed on the informational portion. It was noted that the survey was closed on April 10,2023. As of yesterday, the raw data response was 213. The survey is officially closed.

Public comment was received by Sandy O'Brien.

**Adjournment:** Commissioner Cook entertained a motion to adjourn the Board of Park Commissioners Meeting of the Department of Public Parks, City of Gary, Indiana held on April 11,2023, moved by Commissioner Patterson. Commissioner Harrell seconded the motion. Meeting was adjourned.

BY:   
Dwight Gardner, President

BY:   
Willie Bill Cook, Vice President

BY:   
Renee Patterson, Member

BY:   
Alan Harrell, Member