

**MUNSTER BOARD OF PARKS AND RECREATION  
REGULAR MEETING  
TUESDAY, JULY 21, 2015  
MUNSTER TOWN HALL, ROOM A  
7:00 PM Regular Meeting**

***MINUTES***

**1. *CALL TO ORDER***

The meeting was called to order by President Marcus Olsen at 7:00 p.m.

Park board members present: Dan Repay, Vice President; Dave Cerven, Secretary; Mike Sowards, Board Member; John Friend, School Board Liaison, Dave Nellans, Town Council Liaison.

Town Staff Present: Greg Vitale, Director of Parks and Recreation; Jerry Rosko, Superintendent of Parks; Barb Holajter, Superintendent of Recreation; Jerry Rosko, Superintendent of Parks; Jessica DeGiulio, Facility Manager; Janice Uram, Administrative Assistant.

**2. *PUBLIC INPUT***

Robert Cashman, 1632 Wilson St., Munster  
Joe Simonetto, Munster Town Council  
Dale Olthoff, Olthoff, Inc.

Councilor Simonetto inquired to The Board about the closure of Centennial Park on Wednesday, July 15 to the public. He also asked about the concessions at Community Park and Pool.

The Facility Manager advised Councilor Simonetto and those present, that one of the local casinos rents the entire park out for an employee appreciation event, and the golf course and dog park were open to the public. The Manager informed all that signage was in place at the park early in the week advertising the closure. Councilman Nellans asked that in the future all Town offices, the Town Council, the Parks Department, and the public must be made aware of such closures a minimum of two weeks in advance. As an aside, Councilman Nellans asked for Food and Beverage Manager for the financials from the event to be presented at the next board meeting.

In response to Councilman Simonetto's query on the concessions at Community Park, the Director of Parks and Recreation advised that the Community Park concessions were an agenda item for later in the meeting, and would be discussed in detail.

Mr. Cashman was inquiring about who might be in control of the deer population in and around the Town, stating they have been a nuisance in his yard. The Director of Parks and Recreation explained that the Department of Parks and Recreation has no responsibility for animal control for deer or any other animals that may roam the town. Councilman Nellans advised that if a resident had a serious issue with an animal it would be report to the Town or the Police Department, who would refer the complaint to the DNR

Mr. Olthoff stated he was present to thank the Director of Parks and Recreation and the Superintendent of Maintenance for their diligence on his behalf for the audit they recently performed in order to finalize payment due to Olthoff, Inc. for the remainder of the Community Park work. Mr. Olthoff thanked the Board for approving the Director of Parks and Recreation's recommendation to pay the balance. He asked the Board to approve the payment of retainage Olthoff, Inc. is still due, and payment for the work done around the girls' softball field. He respectfully explained that he was not the responsible party for the original work, only for the repair.

### **3. ADMINISTRATIVE MATTERS**

#### **a. Approval of Park Board Minutes**

July 7, 2015 Minutes

*Vice President Dan Repay motioned to approve the Park Board Minutes of July 7, 2015. The motion was seconded by Mike Sowers, and approved 5-0.*

#### **b. Confirmation of Park Vouchers**

- |     |  |              |
|-----|--|--------------|
| i.  | Park Vouchers Confirmed Register #15-7C: Totaling: | \$128,360.66 |
|     | Fund 204 Parks & Recreation                        |              |
|     | (Employee payroll \$19,476.96 + \$93,293.49)       |              |
| ii. | Park Vouchers Approved Register #15-7D: Totaling:  | \$34,663.14  |
|     | Fund 204 Parks & Recreation                        | 29,781.77    |
|     | Fund 419 Park Bond Proceeds                        | 3,487.50     |

*Vice President Dan Repay motioned to approve Park Voucher Register 15-7C and 15-7D. The motion was seconded by John Friend and approved 5-0.*

#### **c. Reports**

##### **i. Parks and Recreation Department Report**

President Olsen questioned if the trees that will be removed via the grant money are removed by park staff. Councilman Nellans stated the Town will be sharing in the process by removing the trees that are in the parkways and other public areas. The Town will also be getting money from the same grant.

Mr. Cashman asked about tree removal on private property. Councilman Nellans explained that it is the responsibility of the property owner to remove the tree and that if it was potentially unsafe, the Town could pressure the resident to remove it.

President Olsen also acknowledged how popular Summer Enrichment was. The Superintendent of Recreation stated the only complaints were about the school being closed on Fridays and the logistics of relocating the classes. She told the Board a survey was going out soon and that should share the findings at the next board meeting.

Councilman Nellans questioned the Food and Beverage Manager about the July 3<sup>rd</sup> event and the beer garden numbers. The Food and Beverage Manager reported that the V.I.P. event was very successful with 80 tickets sold, and that the profit was better with a

caterer. The director of Parks and Recreation explained that separating the cover charge from the beer sales, which is taxed, helped the profits

**4. ITEMS FOR DISCUSSION/ACTION**

**a. Engineering approval for Community Park Phase IV**

The Director of Parks clarified the scope of the final work. The construction work and appropriations have been approved. The Director recommended the Board approve Robinson Engineering for Project #08-409.7, which has already been included in the remaining budget and will be paid for using 2015 bond proceeds. Councilman Nellans brought to the Director's attention that two temporary steps at the North end of the church parking lot are not a handicapped access. The Director stated that this work was not in the original plan, but possibly a curb cut and ramp could be done. It was agreed that this needed to be addressed with St. Thomas Moore church as the Phase IV work continues. The Superintendent of Parks asked if the new road will be a private road, and therefore the responsibility of the church or Town to mow and plow.

***Board Member Mike Sowards motioned to approve Robinson Engineering for Project #08-409.7: Phase IV north entrance design and engineering not to exceed \$60,000.00. The motion was seconded by Dan Repay and the recommendation was approved 5 to 0.***

**b. West Lakes Park construction**

The Director reminded the Board that since the approved bid awarded to Gough, Inc., and since it was under budget, the opportunity exists to complete almost the entire project during Phase III-1 while still keeping the cost about the same. The director recommended the Board approve the updated phases and the appropriations in an amount of \$381,754.83.

***Vice President Dan Repay motioned to approve Phase III, Alternate 1 construction and appropriations in the amount of \$381,754.83. The motion was seconded by Mike Sowards and approved 5-0.***

**c. 2014 Community Park concession budget**

The Director presented the 2014 revenues and expenditures for the concessions and Community Park and the pool, which are operating at a deficit. He explained the way the budget was configured and advised the Board that expenses need to be worked on the biggest expense is staffing and food costs. At time study determined the operation hours were only about 55 percent of the total, and that water and refuse charges for the ballfields was being charged to concessions. The budget has been adjusted accordingly.

**d. Discussion regarding Phase I work on softball fields performed by Olthoff, Inc. and Sportsfields, Inc.**

On discussion and information presented at previous board meetings, the Director recommended the board approve releasing Pay request 19B in the amount of \$31,335.93,

and the retainage for the Phase I softball work. The Board asked the Director to present the documentation for the \$31,335.93 at the next board meeting for review and vote.

***John Friend motioned to approve the release and payment of retainage in the amount of \$52,134.84 to Olthoff, Inc. The motion was seconded by Dave Cerven and approved 5-0.***

**e. Tournament Fees for youth sports groups**

The Director recommended the Board discuss setting fees for sports groups hosting tournaments at the Community Park ballfields. Discussion was had about the types of tournaments that bring the revenues in; invitational tournaments being where the most profit is realized. The Board agreed they were not in favor of other outside organizations renting out the facilities. It was agreed that a fee should be paid by all sports teams who use the fields to offset maintenance and other expenses. The Board proposed each team paying 10 percent of the entry fee for field use.

***President Olsen motioned to approve a 10% tournament fee for each team for tournament entry. John Friend seconded the motion. The motion passed 5-0.***

**6. ADJOURNMENT**

The next Board of Parks and Recreation Meeting is Monday, August 3, 2015, 12:00 p.m. at Centennial Park Clubhouse.

The next Board of Parks and Recreation Regular Meeting is Tuesday, August 18, 2015 at 7:00 p.m. at Town Hall.

***Secretary Dave Cerven motioned to adjourn the meeting. The motion was seconded by John Friend and the meeting was adjourned at 1:09 p.m.***

\_\_\_\_\_  
Park Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Park Board President

\_\_\_\_\_  
Date