

**MUNSTER BOARD OF PARKS AND RECREATION  
REGULAR MEETING  
Tuesday, February 2, 2016  
CENTENNIAL PARK CLUBHOUSE  
12:00 P.M. Regular Meeting**

***MINUTES***

**1. *CALL TO ORDER***

The meeting was called to order by President Dan Repay at 12:07 p.m.

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

Park staff present: Greg Vitale, Director of Parks and Recreation; Jerry Rosko, Superintendent of Maintenance; Jessica DeGiulio, Food Service Manager; Rod Potts, Maintenance Manager; Mike Airolti, Golf Superintendent, Matt Meneghetti, Golf Manager; Janice Uram, Administrative Assistant.

Others present: Brad Minnick, Primera Engineering

**2. *PUBLIC INPUT***

There was no public input. No one from the public was present

**3. *ADMINISTRATIVE MATTERS***

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

January 19, 2016 Minutes

***Board Member Friend motioned to approve the Park Board Minutes of January 19, 2016. The motion was seconded, and carried by a vote of 4 in favor and 0 opposed.***

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

- |      |   |              |
|------|---|--------------|
| i.   | Park Vouchers Confirmed Register #16-1G Totaling: | \$22,188.00  |
|      | Fund 204 Parks & Recreation                       |              |
|      | (Employee payroll \$18,130.37+\$4,057.63)         |              |
| ii.  | Park Vouchers Confirmed Register #16-1H Totaling: | \$55,552.24  |
|      | (Employee payroll \$39,093.64+\$16,458.60)        |              |
| iii. | Park Vouchers Approved Register #16-2A Totaling:  | \$25,285.43  |
|      | Fund 204 Parks & Recreation                       | \$25,172.93  |
|      | Fund 419 Park Bond Proceeds                       | \$112.50     |
| iv.  | Park Vouchers Confirmed Register #16-2B Totaling: | \$119,131.16 |
|      | Fund 204 Parks & Recreation                       | \$97,018.26  |
|      | Fund 419 Park Bond Proceeds                       | \$19,459.04  |

***Secretary Sowards motioned to approve Park Voucher Registers 16-1G, 16-1H, 16-2A and 16-2B. The motion was seconded, and carried by a vote of 4 in favor and 0 opposed.***

**4. ITEMS FOR DISCUSSION/ACTION**

- a. Firefighter's Memorial; Brad Minnick, Primera Engineering

- b. Illinois Turfgrass Association Conference; Golf Superintendent  
The Golf Superintendent gave the Board a report on the conference he attended in January. He reported the highlights of the conference were sessions on the use of drones to evaluate golf course conditions and maintenance needs, digital record keeping of course statistics, and new products on the market. The Superintendent thanked the Board for being able to attend this valuable conference.

- c. Golf equipment purchase  
The Golf Superintendent presented three proposals for the trade in and purchase of two course utility carts; the third option allowed for a trade in of a third cart and purchase of a new one, within budget. The pricing from J W Turf allowed the purchase and trade in of a third cart, and still be within budget. The Golf Superintendent recommended the Board approve the trade in and purchase of three golf utility carts from J W Turf in the amount of \$14,683.95.

***Secretary Sowards motioned to approve the trade in and purchase of three golf utility carts from JW Turf in the amount of \$14,683.95. The motion was seconded, and carried by a vote of 4 in favor and 0 opposed.***

- d. Babe Ruth concession stand  
The Director updated the Board on Babe Ruth's intent to build and potentially operate a concession stand at Community Park near the ballfields. He discussed with the Board the pros and cons and advised the Board that Babe Ruth will accept the Park Department's decision on who will operate the stand. Three options are up for discussion; no concession, operation by Babe Ruth 100 percent, and a 50:50 cost share between the Park Department and Babe Ruth. It was unanimously decided to table the decision until the next board meeting. The Director will present the options which can be voted upon by the Board.
- e. Portable restrooms bid  
The Director of Parks and Recreation explained to the Board that the portable restrooms have not been bid out for a couple of years. Service Sanitation came in with the lowest bid; lower than last year's contract because of bidding from several other companies. The Director recommended the Board approve awarding the contract for portable restrooms to Service Sanitation.

***Secretary Sowards motioned to approve awarding the contract for portable restroom services to Service Sanitation. The motion was seconded, and carried by a vote of 4 in favor and 0 opposed.***

f. Centennial RFP's; update and panel selection

The Director advised the Board that he had assembled a panel to evaluate the Centennial food and beverage, and management RFP's. All proposals are in and meetings with the companies will be scheduled once the members of the panel have been determined. To date, the panel members are; the Town Manager, the Director of Parks and Recreation, and the Finance Manager. The Director asked for a board member's participation. He will also be asking for participation from a town council member. Secretary Sowards agreed to participate on the panel. The Director advised he will communicate the meeting dates as soon as they are made.

**5. ADJOURNMENT**

***Secretary Sowards motioned to adjourn; the motion was seconded and the meeting was adjourned at 1:12 p.m.***

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date