

**MUNSTER BOARD OF PARKS AND RECREATION  
REGULAR MEETING  
MARCH 17, 2009  
MUNSTER TOWN HALL - CONFERENCE ROOM 'A'  
7:00 P.M.**

***MINUTES***

- I. CALL TO ORDER OF REGULAR MEETING*** - The meeting was called to order at 7:00 p.m. by Matt Brozovic, Vice-President. Ken Schoon, President, was in attendance at the NRPA Legislative Forum in Washington, D.C. Other Park Board members present: David Cerven, Hal Lusk, Paula Nellans (for John Friend, School Board Representative); and Helen Brown, Town Council Liaison. Staff members present: Robert O'Shaughnessy, Director of Parks and Recreation; Jerry Rosko, Superintendent of Park Maintenance; Barb Holajter, Superintendent of Recreation; Casey O'Connell, Recreation Supervisor; Rodney Potts, Centennial Park Maintenance Manager; Mike Airoidi, Golf Superintendent; Tricia Hussey, Facility Manager; Matt Meneghetti, Golf Course Manager; and Jessica DeGiulio, Food Services Manager. Town Council member present: Dave Nellans.

Superintendent of Recreation Holajter introduced Casey O'Connell, Recreation Supervisor. Casey began her employment on March 9. Casey is a graduate of Illinois State University in Parks and Recreation.

Director of Parks and Recreation O'Shaughnessy introduced Matt Meneghetti, who was just offered and accepted the position of Centennial Park Golf Course Manager. Matt's past experience includes working with the Lansing Country Club and the Lake of the Four Seasons. Matt will begin his employment on March 31.

***II. PUBLIC INPUT***

There was no public input.

***III. ADMINISTRATIVE MATTERS/CONSENT AGENDA***

A. Minutes of Regular Meeting - February 17, 2009

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| B. Park Voucher Register # 09-3A: Totaling - | \$ | 60,296.48 |
| • Park and Recreation:                       | \$ | 39,916.74 |
| • State Grants                               | \$ | 11,704.50 |
| • CCI-Cigarette Tax                          | \$ | 6,470.00  |
| • Park Bond Proceeds:                        | \$ | 1,825.00  |
| • Self-Funded Liability Insurance            | \$ | 247.00    |
| • Park Donation Non-Reverting                | \$ | 133.24    |

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|--|----|------------|
| C. Park Voucher Register # 09-3B: Totaling - | \$ | 123,468.89 |
| • Park Fund:                                 | \$ | 87,880.02  |
| • Park Bond Proceeds:                        | \$ | 34,546.96  |
| • Park Donation-Non Reverting:               | \$ | 1,041.91   |

D. Superintendent of Park Maintenance Report, Jerry Rosko

Superintendent of Park Maintenance Rosko's report was included in the board information.

Superintendent of Park Maintenance Rosko referred the Board to the photos included in the report to show some of the ongoing maintenance activities.

Superintendent of Park Maintenance Rosko also reported that a meeting has been set with Gariup Construction on March 31 at the Cobblestones Park tennis courts to discuss the solution to the ponding problem.

E. Superintendent of Recreation Report, Barb Holajter

Superintendent of Recreation Holajter's Recreation Division Report was included in the board information.

Superintendent of Recreation Holajter reported that the parks department was now handling the registration for its programs and services. The change began on March 2. She reported that the transition has gone fairly smooth.

F. Centennial Park Operations Report

The Centennial Park Operations Report was included in the board information.

Director of Parks and Recreation O'Shaughnessy reported that different options were being reviewed to make the patio off the restaurant more usable. This includes the possible installation of a patio kitchen and different methods to reduce the effects of the wind in this area.

Maintenance Manager Potts reported that a trained border collie dog was recently purchased for the park. The dog is trained to combat the geese that come into the park. This has proven to be very effective.

In response to the two letters received regarding a water hose installed at the do park, Maintenance Manager Potts reported that this would be a very costly installation due to the limited access of water in the area. Director of Parks and Recreation O'Shaughnessy reported that these are the only letters that have been received.

Golf Superintendent Airoidi reported on the conditions of the course following the recent heavy rains. The course is still on schedule to be ready for play around the 15<sup>th</sup> of June to July 1.

- G. Director of Parks and Recreation Report, Robert O'Shaughnessy  
Director of Parks and Recreation O'Shaughnessy's report was included in the board information.

Director of Parks and Recreation O'Shaughnessy made additional comments regarding the registration process now occurring in the parks office. He expressed his disappointment in the Clerk-Treasurer's Office's handling of the financial aspects of this transition. It was announced that the Clerk-Treasurer's would no longer be balancing the accounts, a task which was performed by this office in the past. This adds a great amount of work to the parks department to perform tasks that staff is simply not trained and/or qualified to do. This situation will be monitored to see if other solutions are possible.

Director of Parks and Recreation O'Shaughnessy reported that the development plan for West Lakes Park was approved by the Plan Commission on February 24.

**It was moved by David Cerven, seconded by Paula Nellans to approve the Administrative Matters/Consent Agenda. Motion was approved 4-0.**

#### ***IV. ITEMS FOR DISCUSSION/ACTION***

- A. Proposal for Professional Services/Water Technology - Pool Expansion Design

On February 18, Barb Holajter, Jerry Rosko, Hal Lusk and Bob O'Shaughnessy met with Claude Rogers of Water Technology to begin the preliminary discussions of the pool expansion. The meeting was very positive as the needs of users and staff was expressed at this time. There will be other meetings planned as this process continues.

Included in the board meeting information was a proposal for professional services for the expansion. The proposal includes the development of a need analysis, along with conceptual drawings. The department has had a solid relationship with Water Technology and is confident that their design services will result in a good, workable guide for the expansion.

**It was moved by Hal Lusk, seconded by Paula Nellans that the Board of Parks and Recreation accept the Proposal for Professional Services for the expansion of the Munster Community Pool. The design and consultation services are based on an hourly rate and not to exceed \$7,500.00. Motion was approved 4-0.**

B. Forestry Consultant Agreement - IDNR/ALCOA Partnership

Included in the board meeting information was an agreement from Gina Darnell, Forester, for services related to and as a result of receiving grant funds for Heritage Park from the IDNR CUF/ALCOA Tree Planting program. The trees to be planted are replacements for the trees damaged by high winds in August 2008.

**It was moved by David Cerven, seconded by Paula Nellans that the Board of Parks and Recreation enter into an agreement with Gina Darnell, Forester, for the preparation of a tree planting plan, assist in the grant tree ordering, securing a planting contractor and assistance in the inspection of tree planting and training of contractors. The consultation and services are based on an hourly rate and not to exceed \$650.00. Motion was approved 4-0.**

C. Adjustment to Salary/Wage Schedule - Part-Time Employees

Superintendent of Recreation Holajter presented a memorandum in regards to adjustments requested for the following part-time positions: Pool Manager, Assistant Pool Manager, Swim Lesson Coordinator, Day Camp Director and Day Camp Coordinator.

**It was moved by Hal Lusk, seconded by Paula Nellans that the Board of Parks and Recreation accept the adjustment to the Salary/Wage Schedule for the following part-time positions: Pool Manager, Assistant Manager Swim Lesson Coordinator, Day Camp Director and Day Camp Coordinator.**

D. Group Policy for Shelter Rentals

Superintendent of Recreation Holajter presented a memorandum in regards to a proposed policy for shelter rentals. The problems that have occurred in the past include shelters and park areas being completely taken over by groups (in most cases - non-resident groups) unannounced. This is a problem when you there is a "rental" group scheduled following these large gatherings, and the amount of garbage that is accumulated. In the administration of the shelter rentals, the shelters are cleaned when a schedule is known.

The proposed policy was "fueled" by resident complaints, and would show the community that the department's priorities are with its residents first. Signage would be installed on the shelters defining the policy, which would give residents the opportunity to police these situations (similar to the ball field policy).

**It was moved by David Cerven, seconded by Hal Lusk that the Board of Parks and Recreation adopt the group policy for shelter rentals to require groups of 25 or more to reserve a park shelter in advance, pay a fee, and obtain a contract for use of the shelter. Motion was approved 4-0.**

E. Centennial Park - Recommended Rate for Bridge Rental

Tricia Hussey, Facility Manager, presented a memorandum in regards to the recommended rate for renting the bridge at Centennial Park. It is not anticipated that a large number of rentals will occur, but a fee is appropriate due to the maintenance/set up services that will be involved, in addition to the closing of the pedestrian paths in this area.

**It was moved by Hal Lusk, seconded by Paula Nellans that the Board of Parks and Recreation adopt the recommended rate for renting the bridge at Centennial Park. Motion was approved 4-0.**

F. Centennial Park - Recommended Park Usage Fee

Tricia Hussey, Facility Manager, presented a memorandum in regards to the recommended park usage fee at Centennial Park.

**It was moved by Paula Nellans, seconded by David Cerven that the Board of Parks and Recreation adopt the recommended park usage fee for Centennial Park. Motion was approved 4-0.**

G. Tee and Green Supplies - Centennial Park Golf Course

Mike Airoidi, Golf Superintendent presented a memorandum and quotations received in regards to the tee and green supplies needed for the Centennial Park Golf Course. These supplies include flags, flagstick markers, paint, cups and accessories, ball washers, spike brushes, club washers, hole cutters, tee towels, directional signs and benches. Items were spread out among different companies and have proven cost-efficient versus buying all items from one.

**It was moved by Hal Lusk, seconded by Paula Nellans that the Board of Parks and Recreation accept the quotations for tee and green supplies for Centennial Park as presented at a total cost of \$19,599.46.**

H. Park Board Members' Comments

Helen Brown asked for the cost of the trained dog at Centennial Park (\$4,950).

Matt Brozovic inquired about some of the trees at Cobblestones Park looking smaller than what was approved. Superintendent of Park Maintenance Rosko stated that he is working with Arzumanian Nursery in correcting the problems with landscaping.

Matt Brozovic also inquired as to how the neighbors bordering Heritage Park were reacting to the restoration project now. Director of Parks and Recreation O'Shaughnessy stated that comments are received periodically, but with the growth of the area proceeding the comments are not at the level that they once were.

I. Next Park Board Meeting/Signing of Documents

The next regular meeting of the Board of Parks and Recreation is scheduled for Tuesday, April 21, 2009 at 7:00 p.m. at the Munster Town Hall, Conference Room 'A'.

V. ***ADJOURNMENT OF REGULAR MEETING***

**It was moved by Dave Cerven, seconded by Paula Nellans to adjourn the Regular Meeting of the Munster Board of Parks and Recreation. Motion was approved 4-0.**

The regular meeting adjourned at 7:55 p.m.

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Park Board Secretary

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Director of Parks and Recreation