

**MUNSTER BOARD OF PARKS AND RECREATION**  
**5:00 p.m. Regular Meeting**  
**MUNSTER TOWN HALL**  
**Tuesday, February 18, 2025**

***MINUTES***

**1. *CALL TO ORDER***

President Pierce called the meeting to order at 5:00 p.m. with a quorum.

**2. *ROLL CALL***

Board Member Jose Gutierrez was present virtually. Board Members Robyn Paulsen, Dan Repay, Kirsten Smith and Scot Pierce were physically present at Town Hall, as was Town Council Park Board Liaison Chuck Gardiner. Also present at Town Hall were Parks and Recreation staff members Mark Heintz, Kevin Dark, Jill Higgins and Janice Uram.

Others present: Wendy Mis, Clerk Treasurer  
Nicole Bennett, Town Attorney  
Johnathan Peterson, Town Council  
Dan Augdahl, Centennial Golf Course Superintendent  
Andrew Johnson, Troon Golf Regional Manager  
Caleb Warner, PGA Director of Golf  
See Attachment A

**3. *PLEDGE OF ALLEGIANCE***

President Pierce opened the meeting with the Pledge of Allegiance.

**4. *PUBLIC COMMENT***

Johnathan Peterson, 10240 White Oak Lane, on behalf of Munster residents and friends of the NWI Cricket Association, praised how the cricket pitch at West Lakes Park distinguishes Munster as a community. Mr. Peterson, along with those involved with the use of the cricket pitch, are encouraging the Board to approve the development of the washroom building at the Park.

**5. *ADMINISTRATIVE MATTERS***

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

**i. January 21, 2025 Minutes**

***Board Member Paulsen moved with a second by Board Member Smith to approve the January 21, 2025 minutes. Board Members Gutierrez, Paulsen, Repay, Smith and Pierce voted in favor; none voted against. Motion passed and the minutes were approved.***

**b. *Confirmation/Approval of Park Vouchers***

- i. Approval of Voucher Register 25-2A dated 2/18/25 totaling \$171,947.70**
- ii. Confirmation of Voucher Register 25-2B dated 1/1-31/25 totaling \$190,256.53**
- iii. Confirmation of Voucher Register 25-2C dated 2/17/25 totaling \$2493.00**

***Board Member Paulsen motioned with a second by Board Member Smith to approve Park Voucher Registers 25-2A, 25-2B and 25-2C. Board Members Gutierrez, Paulsen, Repay, Smith and Pierce voted in favor; none voted against. The motion passed and the Voucher Registers were approved.***

**c. *Reports***

**i. February Board Report**

The Report was included in the agenda packet. The Director answered some questions.

- ii. Town Council Liaison Report  
Councilman Gardiner reported that at their meeting yesterday the Council approved giving stipends to employees with certifications. It will reward further education of all employees.

6. **ITEMS FOR DISCUSSION/ACTION**

- a. Lease Agreement with School Town of Munster  
The lease agreement as presented has been approved by the Council and the School Board and now comes before the Park Board. The agreement calls for the lease of parts of Community Park for the construction of new tennis courts for the high school.  
***Board Member Repay motioned with a second by Board Member Paulsen to approve the Lease Agreement between. Board Members Guterrez, Paulsen, Repay and Pierce voted in favor; Board Member Smith abstained; none voted against. Motion passed and the Lease Agreement was approved.***
- b. 2025 Ford Explorer Purchase  
Per the Repair & Replacement Schedule the Park Department vehicle is scheduled to be replaced. I was decided by staff not to get another van as an SUV suits the Department's needs. Proposals were solicited and only two were returned. Bosak Ford of Burns Harbor submitted the lowest price for a 2025 Explorer Active in the amount of \$21,359 after trade in of the existing van. The Director recommended the Board approve the purchase.  
***Board Member Repay motioned with a second by Board Member Smith to approve the purchase of a 2025 Ford Explorer Active in the amount of \$21,359. Board Members Guterrez, Paulsen, Repay, Smith and Pierce voted in favor; none voted against. Motion passed and the purchase was approved.***
- c. Centennial Park Golf Management Presentation  
Centennial Park Staff presented the 2024 Centennial Park year in review.
- d. Professional Services Agreement with CSK Architects  
Staff have been working with CSK Architects to develop a conceptual plan for a restroom and storage facility at West Lakes Park to better serve the users of that facility. The conceptual plan and the professional services agreement to furnish architectural and engineering services were included in the agenda packet. The proposed Scope of Work is for a lump sum fee of \$26,000. The Director recommended the Board approve the agreement and authorize him to sign it.  
***Board Member Repay motioned with a second by Board Member Smith to approve the Professional Services Agreement submitted by CSK Architects for a lump sum of \$26,000 and authorize the Director to sign it. Board Members Guterrez, Paulsen, Repay, Smith and Pierce voted in favor; none voted against. Motion passed and the purchase was approved.***
- e. Professional Services Agreement with HWC Engineering  
Discussion was had on a professional services proposal from HWC Engineering for further developing plans on what to do with the Clubhouse area at Centennial Park after the building is demolished. The item was tabled. The Director will be asking HWC to revise the proposal and submit a new one for consideration at the next Park Board meeting based upon the input from discussion.

7. **ADJOURNMENT**

President Pierce called for a motion to adjourn the meeting.

***Board Member Paulsen motioned with a second by Board Member Repay to adjourn the meeting.***

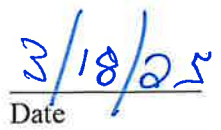
***Board Members Guterrez, Paulsen, Repay, Smith and Pierce voted in favor; none voted against.***

***The Motion passed and the meeting was adjourned at 5:51 p.m.***

  
Janice Uram, Secretary

  
Date

  
Scot Pierce, President

  
Date

## **Attachment A**

### **Attendance Munster Board of Parks and Recreation February 18, 2025**

Sebastian Alejandre	3122 Belmont
Hamza Salem	771 Hohman Avenue
Jisele Ruiz	1435 Tulip Lane
Emily Dywan	8504 Madison Avenue
Brooklyn Kuna	10325 Margo Lane
Subir Bandyopadhyay	1147 Tamarack Place
Atul Kumar	10248 Whitehall Garden
Gurbir Cheema	9003 Liable Road
Ritesh Parikh	514 Jenna Drive
Soumita Bandyopadhyay	1147 Tamarack Place
Marcus Carodine	8108 Woodlawn Avenue
Ryan Bouktache	1530 Melbrook Drive
Jackson Serbentas	8114 Linden Avenue
Kobe Shelton	940 Camellia Drive
Adrian Valdez III	8672 Oakwood Avenue
Laura Alexiou	8415 Kraay Avenue