

**MUNSTER BOARD OF PARKS AND RECREATION**  
**5:00 p.m. Regular Meeting**  
**MUNSTER TOWN HALL**  
**Tuesday, March 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 Members Robyn Paulsen, Dan Repay, Kirsten Smith and Scot Pierce and Jose Gutierrez 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, Jill Higgins and Janice Uram.

Others present: Wendy Mis, Clerk Treasurer  
Nicole Bennett, Town Attorney  
Moira Frost, 1640 Tulip  
Devin & Kristin Romand, 453 Lucy Lane  
Zak Boswell, 10204 Royal Court  
Demetrios Manousopoulos, 1419 Brandywine Drive

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

Ms. Moira Frost inquired about the progress of the playground repairs at Centennial park.  
Mr. & Mrs. Romand expressed their concerns about the potential relocation of the playground in Community Estates.  
Mr. Zac Boswell inquired about the possibility of adding onto the design for the Westlakes Park restrooms and storage facility to include some shelter space for team gatherings and meetings.

No one else rose to claim the floor. No electronic communications were received.

**5. ADMINISTRATIVE MATTERS**

**a. Approval of Park Board Minutes**

- i. February 18, 2025 Minutes  
***Board Member Paulsen moved with a second by Board Member Gutierrez to approve the February 18, 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 25-3A dated 3/18/25 totaling \$32,287.73
- ii. Confirmation of Voucher Register 25-3B dated 2/1-28/25 totaling \$62,318.75
- iii. Confirmation of Voucher Register 25-3C dated 3/3/25 totaling \$2,021.50
- iv. Confirmation of Voucher Register 25-3D dated 3/17/25 totaling \$775.00  
***Board Member Repay moved with a second by Board Member Paulsen to approve the Park Voucher Registers 25-3A, 25-3B, 25-3C and 25-3D. Board Members Gutierrez, Paulsen, Repay, Smith and Pierce voted in favor; none voted against. Motion passed and the Voucher Registers were approved.***

c. **Reports**

i. March Board Report

Registration for the parking season started on March 1. Notice signs have been installed at both park entrances. Reminder post cards were sent to all Munster residents. SHE continues to work on a plan for the demo of the clubhouse. The new generator for the landfill is almost ready. Commissioning should commence before the week is done. The playground at Cobblestones Park has been completed with only the safety surfacing to be installed. The installer will then move to begin Briar Creek's playground. Staff walked the Community Estates subdivision with SEH to identify a potential location to add a playground and a pathway connection to run north to Superior Avenue as a concept. Summer camp registration was on March 13 and opened at 8:30 a.m. Within 30 minutes camp was 95% full.

ii. Town Council Liaison Report

6. **ITEMS FOR DISCUSSION/ACTION**

a. Professional Services Agreement with HWC Engineering

The agreement relates to developing a conceptual design for Centennial Park that would replace the existing clubhouse. The Agreement will provide more detail than in the Master Plan and will address topography along with the design of new park amenities. HWC will also work with SEH, who is preparing demolition plans, throughout the project. The Director recommended the Board accept the agreement with HWC Engineering for the Scope of Services to be provided for conceptual design related to new park amenities at Centennial Park as presented.

***Board Member Repay moved with a second by Board Member Smith to approve the Professional Services Agreement with HWC Engineering. Board Members Guterrez, Paulsen, Repay, Smith and Pierce voted in favor; none voted against. Motion passed and the agreement was approved.***

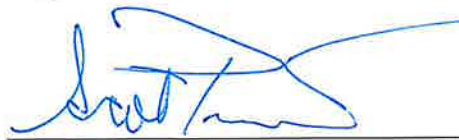
7. **ADJOURNMENT**

President Piere called for a motion to adjourn.

***Board Member Paulsen moved with a second by Board Member Gutierrez to adjourn the meeting. The motion carried and the meeting was adjourned at 5:36 p.m.***

  
Janice Uram, Secretary

  
Date

  
Scot Pierce, President

  
Date