

MUNSTER BOARD OF PARKS AND RECREATION
5:00 p.m. Regular Meeting
MUNSTER TOWN HALL
Tuesday, April 20, 2021

MINUTES

Park Board Members present virtually via Zoom meeting technology: David Cerven, President; Robyn Paulsen, Vice President; Ron Ostojic, School Board Liaison; Ken School, Town Council Liaison.

Present in person at Town Hall: Mark Heintz, Director of Parks and Recreation; Jill Higgins, Superintendent of Recreation; Janice Uram, Administrative Assistant

Park staff present virtually via Zoom meeting technology; Kevin Dark, Superintendent of Operations; Andrew Johnson, Centennial Park General Manager.

Others present virtually via Zoom meeting technology: Wendy Mis, Clerk-Treasurer; Patricia Abbott,

1. CALL TO ORDER

President Cerven called the meeting to order at 5:00 p.m.

2. PUBLIC COMMENT

There was no public comment. No one was present in person or virtually. No emails were received by the Director.

3. ADMINISTRATIVE MATTERS

a. Approval of Park Board Minutes

i. April 6, 2021 Minutes

It was motioned by Vice President Paulsen and seconded by School Board Liaison Ostojic to approve the April 6, 2021 minutes. The motion carried by a vote of 3 in favor and 0 opposed.

b. Confirmation/Approval of Park Vouchers

i. Confirmation of Voucher Register 21-4C dated 04/09/2021 totaling \$40,811.40

ii Approval of Voucher Register 21-4D dated 04/20/21 totaling \$8,837.85

It was motioned by Vice President Paulsen and seconded by School Board Liaison to approve Voucher Registers 21-4C and 21-4D. The motion carried by a vote of 3 in favor and 0 opposed.

c. Reports

i. April Board Report

The Summer Recreation Guide is complete and has been sent to the printer. Park Maintenance staff has been busy with daily trash and litter pick up in all the parks, bathroom cleaning, Social Center set up and clean up, gas plant monitoring/maintenance and leachate pump operation/recording. Mowing is in full swing at all parks. The pool has been drained out and rinsed. The shrub beds at the Monon Trailhead were cleaned out and mulched. Staff met with a dog park member about drainage issues at the dog park. Indigo Golf announced the new Director of Golf at Centennial Park. Golf maintenance staff continue to work on the drainage project on hole 1. The Superintendent of Operations is experiencing a challenge with wage rates in hiring seasonal maintenance workers.

4. ITEMS FOR DISCUSSION/ACTION

a. West Lakes Park Cricket Pitch Proposal

The Director presented a Proposal for Engineering Services by SEH for the construction of a Cricket Pitch in West Lakes Park. The Director recommended the Board approve the proposal in the amount of \$11,000 and authorize him to sign it.

It was motioned by Vice President Paulsen and seconded by School Board Liaison Ostojic to approve the Proposal for Engineering Services by SEH in the amount of \$11,000 for the construction of a Cricket Pitch in West Lakes Park and authorize the Director to sign the agreement. The motion carried by a vote of 3 in favor and 0 opposed.

b. Commercial Enterprises Permit Application

Pursuant to the Board's approval of Resolution 2021-02 concerning the creation of rules governing the use of the parks and facilities, The Director presented a Permit Application for submission by any commercial/business enterprise such as food trucks or fitness instructors, wanting to use space in the parks. The application outlines the rules and guidelines for use, fees, and the submission process. The director recommended the Board approve the Permit Application form and the corresponding fees for such uses.

It was motioned by School Board Liaison Ostojic and seconded by Vice President Paulsen to approve the Permit Application Form and the corresponding fees for such uses. The motion carried by a vote of 3 in favor and 0 opposed.

c. Clayhole Lake and Park Master Planning Professional Services RFQ

The recent General Obligation bond issue scope of work provided for acquiring a Master Plan for the development of Clayhole Lake. The Director included in the board packet a draft RFQ for landscaping and engineering services for the Board to review. Discussion was held and it was decided to table this project indefinitely.

5. ADJOURNMENT

President Cerven called for a motion to adjourn.

It was motioned by Vice President Paulsen and seconded by School Board Liaison Ostojic to adjourn the meeting. The motion carried and the meeting was adjourned at 5:45 p.m.

Janice Uram, Park Board Secretary

Date

David Cerven, Park Board President

Date