

**MUNSTER BOARD OF PARKS AND RECREATION**  
**5:00 p.m. Regular Meeting**  
**MUNSTER TOWN HALL**  
**Tuesday, July 15, 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, Scot Pierce, Dan Repay 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 Jill Higgins and Janice Uram.

Others present: Wendy Mis, Clerk Treasurer  
Nicole Bennett, Town Attorney  
Dan Augdahl, Centennial Golf Course Superintendent

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

No one from the public was present. No electronic communications were received.

**5. ADMINISTRATIVE MATTERS**

**a. Approval of Park Board Minutes**

*Board Member Paulsen motioned with a second by Board Member Repay to approve the June 17, 2025 Minutes. Board Members Paulsen, Repay and Pierce voted in favor and none voted against, and the minutes were approved.*

**b. Confirmation of Voucher Register(s)**

- i. Approval of Voucher Register 25-7A dated 7/15/25 totaling \$127,313.32
- ii. Confirmation of Voucher Register 25-7B dated 6/1-30/25 totaling \$84,399.44

*Board Member Paulsen motioned with a second by Board Member Repay to approve park voucher registers 25-7A and 25-7B. Board Members Paulsen, Repay and Pierce voted in favor and none voted against, and the voucher registers were approved.*

**c. Reports**

- i. Parks and Recreation Department Report  
July Board Report

The July Board Report was included in the Agenda Packet for the Board's review. The Golf Course Superintendent was present to answer any questions about the bunker rake purchase on the agenda and gave the golf course part of the board report verbally.

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

### a. Intern Presentation

The Park Department's summer intern, Steven Hernandez, gave a Power Point presentation highlighting his responsibilities and experiences had during his time with the Department. Steven's last day of work is August 1.

### b. Concessions Management RFP

Included in the agenda packet was a draft of the Request for Proposals for the concessions management at Community Park. Discussion was had it was decided no changes were necessary.

***Board Member Repay motioned with a second by Board Member Paulsen to approve the draft of the RFP for concessions management at Community Park as presented and authorize staff to share it. Board Members Paulsen, Repay and Pierce voted in favor and none voted against.***

### c. Centennial Bunker Rake Purchase

The Golf Course Superintendent solicited proposals for the replacement of a 2011 bunker rake for the golf course and reviewed them with the Board. It was recommended the Board approve the purchase of a John Deere TruFinish1220 Utility Rake from Revels Turf and Tractor in the amount of \$28,830.94 after trade in of the 2011 equipment.

***Board Member Repay motioned with a second by Board Member Paulsen to approve the purchase of a 2025 John Deere TruFinish 1220 Utility Rake from Revels Turf and Tractor in the amount of \$28,830.94 after trade in. Board Members Paulsen, Repay and Pierce voted in favor and none voted against and the purchase was approved.***

## 7. ***ADJOURNMENT***

President Pierce called for a motion to adjourn.

***Board Member Repay motioned with a second by Board Member Paulsen to adjourn the meeting. The motion carried and the meeting was adjourned at 5:27 p.m.***

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Janice Uram, Secretary

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Date

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Scot Pierce, President

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Date