

MUNSTER BOARD OF PARKS AND RECREATION
5:00 p.m. Regular Meeting
MUNSTER TOWN HALL
Tuesday, August 19, 2025

MINUTES

1. *CALL TO ORDER*

President Pierce called the meeting to order at 5:05 p.m. with a quorum.

2. *ROLL CALL*

Board Members Jose Gutierrez, Robyn Paulsen, Scot Pierce, and Dan Repay were physically present at Town Hall, as was Town Council Park Board Liaison Chuck Gardiner. Kristen Smith was present via Zoom however she could not be seen and was therefore unable to vote. 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
Dave Nellans, Town Council
Tom Kuhn, CSK Architects

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 Repay motioned with a second by Board Member Gutierrez to approve the July 15, 2025 Minutes. Board Members Gutierrez, 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 25-8A dated 8/19/25 totaling \$64,870.97
- ii. Confirmation of Voucher Register 25-8B dated 7/1-31/25 totaling \$120,708.87
- iii. Confirmation of Voucher Register 25-8C dated 7/21/25 totaling \$775.00
- iv. Confirmation of Voucher Register 25-8D dated 8/4/25 totaling \$1,785.00

Board Member Gutierrez motioned with a second by Board Member Repay to approve park voucher registers 25-8A and 25-8B, 25-8C and 25-8D. Board Members Gutierrez, Repay and Pierce voted in favor and none voted against, and the voucher registers were approved.

c. *Reports*

i. Park Department September Board Report

Three responses were received from companies seeking to manage the golf course beginning in 2026. A review committee will do the interviews and make a recommendation to the Park Board. SEH is continuing plans for electrical

redistribution at the clubhouse. DNR will be conducting fish sampling at Maynard Lake and will recommend stocking species. The Fall Recreation Guide was sent to the printer and should be delivered to resident mailboxes soon.

6. ITEMS FOR DISCUSSION/ACTION

a. Westlakes Park Washroom/Storage Building Award

A Bid Talley Sheet and Letter of Recommendation from CSK Architects was included in the agenda packet. Six bids were received with the low bid being \$721,000. The project came in higher than anticipated. In order to award the bid as presented, some projects will need to be reprioritized to dedicated the funding to this project. The Director outlined a plan that included budget funds for the project and delaying development of another park. The Director recommended the Board approve the funding plan as presented and accept and award the recommended bid to Grimmer Construction in the amount of \$721,000.00.

Board Member Gutierrez motioned with a second by Board Member Repay to approve the financing plan for the Westlakes Park Washroom/Storage Building project as presented. Board Members Gutierrez, Repay and Pierce voted in favor and none voted against.

Board Member Repay motioned with a second by Board Member Gutierrez to accept and award the bid by Grimmer Construction for the Westlakes Park Washroom/Storage Building Project in the amount of \$721,000.00. Board Members Gutierrez, Repay and Pierce voted in favor and none voted against.

b. Kids Fest Event Report

Attendance for the event was around 1,000. The weather was scorching. Purchasing a wrist band allowed children to do all activities. Eighteen staff from the pool, summer camp and the tennis program helped with the event. One volunteer from MHS Honor Society also helped. The event was very successful.

c. Summer Camp Report

In cooperation with the School Town of Munster Summer Camp ran smoothly at Eads School. Camp ran for 9 weeks with 959 campers, 1 camp Director, 3 Coordinators, 15 Counselors and 2 subs. Parent feedback was that the camp is outstanding.

d. Resolution 2025-03 Amending Schedule A; Fall Program Fees and Charges

The Director recommended the Board approve the fees and charges for Fall programming.

Board Member Repay motioned with a second by Board Member Gutierrez to approve Resolution 2025-03. Board Members Gutierrez, Repay and Pierce voted in favor and none voted against.

e. Capital Improvement Project List Discussion

Discussion was had and it was agreed that the project list as presented was good. No other action was necessary.

7. **ADJOURNMENT**

President Pierce called for a motion to adjourn.

Board Member Repay motioned with a second by Board Member Gutierrez to adjourn the meeting. The motion carried by a vote of 3 in favor and 0 opposed. The meeting was adjourned at 5:47 p.m.

Janice Uram, Secretary

Date

Scot Pierce, President

Date