

**MUNSTER BOARD OF PARKS AND RECREATION**  
**5:00 p.m. Regular Meeting**  
**MUNSTER TOWN HALL**  
**Tuesday, December 16, 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 Jose Gutierrez, Robyn Paulsen, Scot Pierce, Dan Repay and Kristen Smith were physically present at Town Hall, as was Town Council Park Board Liaison Chuck Gardiner. Also present in Town Hall were Parks and Recreation staff members Mark Heintz, Jill Higgins and Janice Uram.

Others present: Wendy Mis, Clerk Treasurer  
Joe Hofferth, Town Councilman  
Nicole Bennett, Town Attorney

**3. *PLEDGE OF ALLEGIANCE***

**4. *PUBLIC COMMENT***

Frank Zischek, 8015 Greenwood, inquired as to weather the condition of the golf course was part of the decision to change the golf management company at Centennial.

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

**5. *CONSENT AGENDA***

*a. Approval of Park Board Minutes*

- i. November 18, 2025 Minutes

*b. Confirmation of Voucher Register(s)*

- i. Approval of Voucher Register 25-12A dated 12/16/25 totaling \$18,970.21
- ii. Confirmation of Voucher Register 25-12B dated 11/1-30/25 totaling \$249,374.93
- iii. Confirmation of Voucher Register 25-12C dated 12/15/25 totaling \$775.00

*Board Member Gutierrez motioned with a second by Board Member Paulsen to approve the consent agenda. Board Members Gutierrez, Paulsen, Repay, Smith and Pierce voted in favor; none voted against, and the Consent Agenda was approved as presented.*

*c. Reports*

- i. Park Department October Board Report

The 2025 Park Bond issue has concluded with a closing and funds transfer to the Town in Early December. The Winter/Spring Recreation Guide is currently at the printer and will be delivered soon to Munster residents. The Holiday Arts and Crafts fair was a success with 122 vendors and over 2,000 in attendance. The Keen

Ager Holiday Party was well attended by 85 Keen Agers. Those in attendance each received by a raffle a gift donated by each of the vendors at the Holiday Art and Craft Fair. There were 291 rentals in 2025 at the social center, shelters, the pool and for weddings. The West Lakes Park volleyball posts were resent because they were heaving; a new net was ordered. The maintenance staff Maintainer III passed the Certified Playground safety Inspector exam. Golf performance in 2025 was up over the previous year, however operating expenses rose by 50%. Late November and early December brought more snow compared to last year and golf has ended more abruptly than last year. The fungicide application to the course was applied prior to the snow.

ii. Town Council Liaison Report

The Civic Foundation grant committee is working with the Park Department on a grant they requested. The Foundation has received an \$80k grant over the next two years from the Legacy Foundation to use to get public input on why they like the Town of Munster and what can be done to keep communication between the Town and residents more in the forefront. The first Sustainability Committee meeting including residents met recently. The Director of Parks and Recreation provided an update at the meeting on what sustainability practices are being used by the Department and some ways to promote them.

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

a. Centennial Park Golf Course Management Recommendation

An RFP for the professional golf management services was posted this past summer. Three companies submitted proposals by the August due date. A selected committee reviewed the proposals and through a rating process, two of the firms were selected for in-person interviews. Based on review of the interviews and additional review and input from the Park Board Attorney, the committee recommends the Park Board award the golf management services as detailed in the RFP to Orion Golf, pending legal negotiations and budget approval by staff and the Attorney.

*Board Member Repay motioned with a second by Board Member Smith to award the Centennial Park Golf Management professional management services to Orion Golf pending legal negotiations and budget approval by staff and the Park Board Attorney. Board Members Guitierrez, Paulsen, Repay, Smith and Pierce voted in favor and none voted against.*

b. Mountain Bike Trail Proposal

Representatives from Region Comp Mountain Bike Team gave a presentation about potentially putting a small mountain bike trail in Bieker Woods.

c. Centennial Park Fountains Equipment Purchase

As work on the electrical redistribution plan including the fountains continues, it was noted that it would be advantageous to purchase new fountains and associated equipment. A request for quotes was sent to three suppliers and sealed quotes were opened on December 11. After review, SEH, along with staff recommends awarding the purchase of the fountains and equipment to Aquatic Control in an amount not to exceed \$70,912.47 per SEH's recommendation #185709 included in the agenda packet.

***Board Member Repay motioned with a second by Board Member Paulsen to approve the purchase of new fountains and associated equipment from Aquatic Control in an amount not to exceed \$70,912.47. Board Members Guterrez, Paulsen, Repay, Smith and Peirce voted in favor; none voted against.***

- d. Resolution 2025-09 Amending the Parks and Recreation Schedule of Fees  
Exhibit A to the Resolution sets the Department's Winter/Spring program fees and charges.  
***Board Member Repay motioned with a second by Board Member Gutierrez to adopt Resolution 2025-09. Board Members Guterrez, Paulsen, Repay, Smith and Peirce voted in favor; none voted against.***
- e. 2026 Board of Parks and Recreation Meeting Schedule  
***Board Member Repay motioned with a second by Board Member Paulsen to approve the dates presented for the 2026 Park Board meetings. Board Members Guterrez, Paulsen, Repay, Smith and Peirce voted in favor; none voted against.***
- f. HWC Professional Services Agreement Addendum 2026 Rates  
In October 2025 the Board approved a professional Services agreement with HWC Engineering, Inc. for on-call services. At that time, it was noted that the hourly rates for each successive year would still need to be approved as an update to that agreement. The hourly billing and reimbursable expense rates for 2026 were included in the agenda packet.  
***Board Member Paulsen motioned with a second by Board Member Smith to approve the HWC Professional Services Agreement Addendum 2026 rates. Board Members Guterrez, Paulsen, Repay, Smith and Peirce voted in favor; none voted against.***

## **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 by a vote of 5 in favor and 0 opposed and the meeting was adjourned at 5:46 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