

**MUNSTER BOARD OF PARKS AND RECREATION**  
**5:00 p.m. Regular Meeting**  
**MUNSTER TOWN HALL**  
**Tuesday, January 20, 2026**

***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, Scot Pierce, and Kristen Smith were physically present at Town Hall. Also present at 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  
Dave Nellans, Town Councilman  
Nicole Bennett, Town Attorney  
Frank Zischerk, 8015 Greenwood

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

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

**5. CONSENT AGENDA**

*a. Approval of Park Board Minutes*

i. Minutes of the Regular Board of Parks and Recreation Meeting January 20, 2026.

*b. Confirmation of Voucher Register(s)*

i. Approval of Voucher Register 25-1A

*ii. Confirmation of Voucher Register 25-1B*

*iii. Confirmation of Voucher Register 25-1C*

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

*c. Reports*

i. Town Council Liaison Report

The Council wanted to remind all that on Thursday, January 21, at 6:00 p.m., there is a Coffee with Council event at which NICTD will give a presentation on the West Lake Corridor train project.

**6. ITEMS FOR DISCUSSION/ACTION**

a. Election of Officers and Recording Secretary

*Board Member Gutierrez motioned with a second by Board Member Smith to retain the current officers; Scot Pierce, President, Jose Gutierrez, Vice President and Janice*

*Uram, Recording Secretary. Board Members Gutierrez, Smith and Pierce voted in favor and none voted against.*

b. 2025 Parks and Recreation Annual Report

The Director reviewed the report with the Board and asked that they approve it to go on file with the State.

***Board Member Smith motioned with a second by Board Member Smith to approve the 2025 Parks and Recreation Annual Report. Board Members Gutierrez, Smith and Pierce voted in favor and none voted against.***

c. Munster Soccer Club Food Truck Request

The Club is requesting the Board allow them to engage a food truck to set up on game days at West Lakes Park. They would like to be able to offer fans the chance to have refreshments while attending the games. Munster Soccer Club will take care of all necessary, permits, insurance, etc., and at the end of the day clear all the trash in the area. The season starts April 11, and runs to the end of May. Discussion was had and the Board was in agreement to allow Munster Soccer Club to proceed.

d. TIPS Cooperative Purchasing Agreement

The Town participates in several cooperative purchasing agreements. TIPS (the Interlocal Purchasing System), has an agreement in place with Byrne & Jones Construction which specializes in sports courts construction such as tennis and pickleball courts. Participation in this cooperative will give us another purchasing tool for future projects. It was recommended the Board approve the interlocal agreement to join TIPS as presented.

***Board Member Gutierrez motioned with a second by Board Member Smith to approve the interlocal agreement to join TIPS as presented. Board Members Gutierrez, Smith and Pierce voted in favor and none voted against.***

e. Cobblestones Park Improvement Discussion

The new proposed design allows for a greater recreational opportunity by continuing to offer a tennis option while adding a pickleball option as well. The estimate to complete this work is \$437,400 by the company who will be doing work on the School Town's new tennis courts this spring. If the project is awarded in February, a \$20,000 discount would be granted bringing the project total to \$417,000. There is \$400,000 budgeted in bond funds; the remaining \$17,000 can be taken from surplus bond funds. It was recommended the Board approve the 4+1 design for new courts at Cobblestones Park and allow a formal proposal for construction to be brought to the Board for consideration at the next Park Board meeting.

***Board Member Smith motioned with a second by Board Member Gutierrez to approve the design for the tennis and pickleball courts at Cobblestones Park as presented and allow for a formal construction proposal to be presented to the Board. Board Members Gutierrez, Smith and Pierce voted in favor and none voted against.***

f. Golf Management Contract Status

The Town attorney, the Clerk-Treasurer and the Director worked diligently to review *Board Member Gutierrez motioned with a second by Board Member Smith to authorize the Director to execute the golf management contract on behalf of the Board and for the Board to ratify it at the February Board of Parks and Recreation meeting. Board Members Gutierrez, Smith and Pierce voted in favor and none voted against.*

g. Equipment Purchase

The Town is seeking to replace two ZTrak mowers and two John Deere utility tractors. A Proposal, which was included in the agenda packet, was received through the Sourcewell cooperative purchasing program. The equipment will be purchased directly from Deere & Company, locally delivered to Castongia Tractor. The quote for the four pieces of equipment less trade-in for two ZTrak Mowers and two John Deere utility tractors is \$80,296.88. The cost of this equipment was budgeted for in the 2025 Park Bond. It was recommended the Board accept the proposal from Deere & Company to be delivered by Castongia Tractor for the purchase of four pieces of equipment per Quote ID #14754676 as presented.

*Board Member Smith motioned with a second by Board Member Gutierrez to accept the proposal, with quote ID 14754676, to purchase two Ztrak mowers and two John Deere utility tractors from Deere & Company in the amount of \$80,296.88. Board Members Gutierrez, Smith and Pierce voted in favor and none voted against.*

**7. ADJOURNMENT**

President Pierce called for a motion to adjourn.

*Board Member Gutierrez motioned with a second by Board Member Smith to adjourn the meeting. The motion carried by a vote of 3 in favor and 0 opposed and the meeting was adjourned at 5:59 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