

MUNSTER BOARD OF PARKS AND RECREATION
12:00 p.m. Regular Meeting
CENTENNIAL PARK CLUBHOUSE
Tuesday, February 2, 2021

MINUTES

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

Park staff present in person at Centennial Park Clubhouse: Mark Heintz, Director of Parks and Recreation. Park staff present virtually via Zoom meeting technology: Kevin Dark, Superintendent of Operations; Jill Higgins, Superintendent of Recreation; Janice Uram, Administrative Assistant; Andrew Johnson, Centennial Park General Manager.

Others present virtually via Zoom meeting technology: Bill Rehanek, Indigo Golf Senior Vice President, Operations; Dan Augdahl, Centennial Park Golf Course Superintendent; Abigail Steffen, Munster High School Student.

1. *CALL TO ORDER*

Vice President Cerven called the meeting to order at 12:00 p.m.

2. *PUBLIC COMMENT*

There was no public comment. No emails were received by the Director.

3. *ADMINISTRATIVE MATTERS*

a. *Approval of Park Board Minutes*

i. January 19, 2021 Minutes

It was motioned by Vice President Paulsen and seconded by Board Member Sowards to approve the January 19, 2021 minutes. The motion carried by a vote of 5 in favor and 0 opposed.

b. *Confirmation/Approval of Park Vouchers*

i. Confirmation of Voucher 21-1F dated 01/29/2021 totaling \$48,172.78

ii. Approval of Voucher 21-2A dated 02/02/2021 totaling \$2,130.20

iii. Confirmation of Voucher 21-1B dated 1/21-31/2021 totaling \$122,835.17

It was motioned by Board Member Sowards and seconded by Vice President Paulsen to approve Voucher Registers 21-1F, 21-2A and 21-1B. The motion carried by a vote of 4 in favor and 0 opposed and 1 abstained.

4. *ITEMS FOR DISCUSSION/ACTION*

a. 2021 Park Fertilization Proposals

A request for proposals was sent to several companies; only three were returned. The proposals were reviewed by staff and the vendors evaluated and based on past experience it is recommended the Board accept the proposal from Forever Green of Crown Point, Indiana, in the amount of \$20,267.55. This was the lowest proposal.

It was motioned by Board Member Repay and seconded by Board Member Sowards to accept the proposal for 2021 park fertilization services from Forever Green in the amount of \$20,267.55. The motion carried by a vote of 5 in favor and 0 opposed.

b. Centennial Park Clubhouse Update

The Director gave an overview of two proposed projects for Board consideration and approval at Centennial Clubhouse that are aimed at greater flexibility and better efficiency at the facility and providing for the generation of additional banquet revenue.

The first project is a banquet room kitchen update starting with upgrading the ventilation hood that is currently not big enough for the cooking demands of banquets at the facility. The cost of the work to complete the project is estimated at \$35,000 and included contractors for HVAC, roofing, fire suppression, plumbing, electric and some carpentry. The Director recommended the Board approve the banquet room kitchen update with the upgraded ventilation hood in the amount of \$35,000.

The second project is to convert the View restaurant space into a dedicated banquet rental room for smaller occasions. Updates will include closing of the serving window, removing permanent counters, glass doors flooring, electrical and carpentry. The work is estimated at \$51,000 including a 10% contingency. It is projected that the space could be rented twice a week at \$1,000 per rental. The Director recommended the Board approve the conversion of the View restaurant space into a dedicated banquet rental room project in the amount of \$51,000.

It was motioned by Board Member Repay and seconded by Vice President Paulsen to approve the banquet room kitchen update with the upgraded ventilation hood in the amount of \$35,000. The motion carried by a vote of 5 in favor and 0 opposed.

Following discussion, second project, conversion of the View restraint space to a dedicated banquet rental room, was tabled to research the viability of

c. Indigo Golf Partners Annual Report

The Centennial Park General Manager gave a PowerPoint presentation of the 2020 financials and gave an overview of the year's operations. The Board concluded that Indigo Golf Partners' staff did a great job despite the challenges the year brought.

5. **ADJOURNMENT**

President Cerven called for a motion to adjourn.

It was motioned by School Board Liaison Ostojic and Seconded by Vice President Paulsen to adjourn the meeting. The motion carried by a vote of 5 in favor and 0 opposed. The meeting was adjourned at 1:05 p.m.

Janice Uram, Park Board Secretary

Date

David Cerven, Park Board President

Date