

**MUNSTER BOARD OF PARKS AND RECREATION**  
**5:00 p.m. Regular Meeting**  
**MUNSTER TOWN HALL**  
**Tuesday, May 18, 2021**

***MINUTES***

Park Board Members present virtually via Zoom meeting technology: Robyn Paulsen, Vice President; Mike Sowards, Member; Ken Schoon, Town Council Liaison.

Park Board Members present in person at Town Hall: David Cerven, President; Mark Heintz, Director of Parks and Recreation.

Park staff present in person at Town Hall: Mark Heintz, Director of Parks and Recreation; Jill Higgins, Superintendent of Recreation; Janice Uram, Park Board Secretary.

Park staff present virtually via Zoom meeting technology; Kevin Dark, Superintendent of Operations;

**1. *CALL TO ORDER***

President Cerven called the meeting to order at 5:03 p.m.

**2. *PUBLIC***

There was no public input. No one from the public was present; no emails were received by the Director.

**3. *ADMINISTRATIVE MATTERS***

**a. *Approval of Park Board Minutes***

**i. May 4, 2021 Minutes**

***It was motioned by Board Member Sowards and seconded by Vice President Paulsen to approve the May 4, 2021 minutes. The motion carried by a vote of 3 in favor and 0 opposed.***

**b. *Confirmation/Approval of Park Vouchers***

**i. Confirmation of Voucher Register 21-5C**

**ii Approval of Voucher Register 21-5D**

***It was motioned by Vice President Paulsen and seconded by Board Member Sowards to approve Voucher Registers 21-5C and 21-5D. The motion carried by a vote of 3 in favor and 0 opposed.***

**c. *Reports***

**i. May Board Report**

New brown trash totes replaced the old plastic drums in the parks and along the trails. The Director continues to work with the Town Attorney, Town Manager and the Council on revising ordinances to absorb the park rules the board recently approved. The well balancing of the landfill is going well. The Summer Intern will start on May 24. The Superintendent has been in contact with the Resident who attended the park board meeting asking to use the Social Center for a photo club. Munster pool training will take place May 24-28. Summer camp is 90% full and begins June 1. Spring Soccer was welcomed back by eager coaches and players with 345 participants making up 32 teams. 22 rentals are scheduled at the Social Center in May and 14 are scheduled in June. Maintenance staff has finished repairing and turning on the irrigation at Community Park. Staff is catching up on the mowing as the growing slows and more seasonal employees are hired. In recent weeks, the Centennial banquet sales office had 30 appointments in office and 53 online booking inquiries and 30 phone inquiries. April food and beverage revenue exceeded \$70,000. 3,858 rounds of golf were played in April.

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

a. Playground Safety Surfacing Purchase

All areas of 17 of our playgrounds need surfacing to bring them up to a safe fall zone level. In the past the playground mulch was purchased, and staff would pick it up from the location and deliver to each playground and then spread it, making for a very time-consuming job. Proposals were solicited to supply and install the 1,405 cubic yards of engineered wood fiber, approximately 18 semi-truck loads. Superior Groundcover submitted the best proposal at \$44,960. This is a capital purchase and will be funded from surplus bond funds.

***It was motioned by Vice President Paulsen and seconded by Board Member Sowards to approve Superior Groundcover to supply and install playground mulch in 17 parks. The motion carried by a vote of 3 in favor and 0 opposed.***

b. Park Maintenance Utility Vehicle Purchase

The Board previously approved the purchase of a new Gator utility vehicle. Notification was received that the vehicle will not be available until at least October due to production delays; staff needs the vehicle as soon as possible. The supplier has in stock the same model with slightly different options for an additional cost of \$138.59. The Director presented the quotation made through Sourcewell for the in-stock vehicle and recommended the Board approve the purchase of a John Deere Gator XUV835M in the amount of \$28,323.65, and also recommended the Board approve of cancelling the purchase of the previously approved vehicle.

***It was motioned by Vice President Paulsen and seconded by Board Member Sowards to approve the canceling the purchase of the previously approved vehicle and to approve the purchase of a John Deere Gator XUV835M through Sourcewell in the amount of \$28,323.65. The motion carried by a vote of 3 in favor and 0 opposed.***

#### **5. ADJOURNMENT**

President Cerven called for a motion to adjourn.

***It was motioned by Vice President Paulsen and seconded by Board Member Sowards to adjourn the meeting. The motion carried by a vote of 3 in favor and 0 opposed and the meeting was adjourned at 5:25 p.m.***

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Janice Uram, Park Board Secretary

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Date

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David Cerven, Park Board President

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Date