

MUNSTER BOARD OF PARKS AND RECREATION
5:00 p.m. Regular Meeting
MUNSTER TOWN HALL
Tuesday, October 18, 2022

MINUTES

Park Board Members present: Mike Sowards, President; David Cerven, Board Member; Dan Repay, Board Member; Ron Ostojic, School Board Liaison.

Park Staff present: Mark Heintz, Director of Parks and Recreation; Kevin Dark, Superintendent of Operations; Jill Higgins, Superintendent of Recreation.

Others present: Wendy Mis, Clerk-Treasurer; Virtually
Tom Vander Woude, Planning Director
Gary Warfel, Saxon Partners
Mike Djumovic, 1833 Tulip Lane

1. *CALL TO ORDER*

President Sowards called the meeting to order at 5:00 p.m.

2. *PUBLIC COMMENT*

No one rose to claim the floor. No emails were received by the director.

3. *ADMINISTRATIVE MATTERS*

a. *Approval of Park Board Minutes*

i. October 18, 2022 Minutes

It was motioned by Board Member Cerven and seconded by Board Member Repay to approve the October 18, 2022 Minutes. The motion carried by a vote of 4 in favor and 0 opposed and the minutes were approved.

b. *Confirmation/Approval of Park Vouchers*

i. Approval of Voucher Register 22-10A dated 10/18/22 totaling \$31,132.05

ii. Confirmation of Voucher Register 20-10B dated 9/1-30/2022 totaling \$139,826.45

iii. Confirmation of Voucher Register 22-10C dated 10/17/22 totaling \$1,961.50

It was motioned by Board Member Cerven and seconded by Board Member Repay to approve Voucher Registers 22-10A, 22-10B and 22-10C. The motion carried by a vote of 4 in favor and 0 opposed and the Vouchers were approved.

c. *Reports*

i. October Board Report

Two proposals were received for the fiber optics project at Community Park. Thirty-three percent of the full-time maintenance staff are currently out on some form of injury leave. The turf at the cricket pitch was finally reinstalled last week. Notification was received that work on the Hart Ditch bank between White Oak and Twin Creek Parks will be starting soon. Bark In the Park was a hit and Pumpkins Witches and Hayrides was a success as well. 2023 Keenager memberships will be accepted starting December 1. Landscaping was completed around the new White Oak Park sign. Golf course rounds have slowly dropped since Labor Day. As leaves are starting to fall blowing and mulching are now part of the daily routine for maintenance staff. The irrigation blowout at the golf course is scheduled for the first week of November.

ii. Pumpkins, Witches and Hayrides Event Report

Attendance for the event was well over 2,500 for the 4-hour event. Offered were 12 games, a balloon artist, a character meet and greet, stage entertainment, a magician, face painting, bounce houses, pony rides, pumpkin patch, hayrides, food and business and art & craft

vendors, trick or treating and a costume contest. Volunteers from Munster High School and Marian Catholic were very helpful at the event. Revenue was almost \$5,000.

4. ITEMS FOR DISCUSSION/ACTION

a. Centennial Soil Boring Recommendation

Earlier in the year the Board approved engaging with CSK Architects to put together a contractual proposal for a new pro shop and cart storage facility. They have recommended soil borings be done at the site before submitting the contract and have sought proposals from several companies for the work. CSK has recommended the Board accept the proposal from Alt & Witzig for the work, a copy of which was included in the agenda packet. The Director recommended the Board approve the proposal from Alt & Witzig and authorize the Director to sign on their behalf.

It was motioned by Board Member Repay and seconded by Board Member Cerven to approve the proposal from Alt & Witzig to do the soil borings and authorize the Director to sign on their behalf. The motion carried by a vote of 4 in favor and 0 opposed and the proposal was approved.

b. Revised Request for Conditional Preliminary Approval from Saxon Partners

The original request was brought to the Board in May and another in August which were both unanimously approved. After discussion with the Planning Commission on the August plan it was decided that the most favorable option was to return to the same design/request that was approved in May. Since the Board last approved the August design, it was recommended the Board again approve the May design, a copy of which was included in the agenda packet, which is dated October 12.

It was motioned by Board Member Repay and seconded by School Board Liaison Ostojic to approve the Saxon Partners Revised Request for Conditional Preliminary Approval dated October 12, 2022. The motion carried by a vote of 4 in favor and 0 opposed and the request was approved,

c. Activity Participant Code of Conduct Policy

Recurring issues between participants at one of the regular recreational activities that continues to escalate. Over the course of time this has taken up a lot of staff time trying to resolve the situation. The Recreation Superintendent and staff has prepared an "Activity Participant Code of Conduct" policy for the Board's consideration. They recommended the Board approve the Policy so that it may be referred to when necessary to achieve desired outcomes for all participants.

It was motioned by Board Member Cerven and seconded by School Board Liaison Ostojic to approve the Activity Participant Code of Conduct. The motion carried by a vote of 4 in favor and 0 opposed and the Code of Conduct was approved.

5. **ADJOURNMENT**

President Sowards called for a motion to adjourn.

It was motioned by Board Member Cerven and seconded by School Board Liaison Ostojic to adjourn the Meeting. The motion carried by a vote of 4 in favor and 0 opposed and the meeting was adjourned at 5:30 p.m.

Janice Uram, Secretary

Date

Mike Sowards, President

Date