

MUNSTER BOARD OF PARKS AND RECREATION
5:00 p.m. Regular Meeting
Munster Town Hall, Main Meeting Room
Tuesday, December 20, 2022

MINUTES

Park Board Members present: Mike Sowards, President; Robyn Paulsen, Vice-President; David Cerven, Board Member; Dan Repay, Board Member.

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

Others present: Jim Kaspar, 8021 Kooy Drive
 Mike Dujmovic, 1833 Tulip Lane
 Leane Cerven, 8419 Baring

1. CALL TO ORDER

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

2. PUBLIC INPUT

Mr. Kaspar spoke about the advertising policy included in the meeting agenda and wanted confirmation that political advertising was not allowed.

3. ADMINISTRATIVE MATTERS

- a. Approval of previous meeting minutes
November 15, 2022 Minutes

It was motioned by Vice President Paulsen and seconded by Board Member Repay to approve the November 15, 2022 minutes. The motion carried by a vote of 4 in favor and 0 opposed and the minutes were approved.

- b. Confirmation of Voucher Register(s)

- i. Approval of Voucher Register 22-12A dated 12/20/22 totaling \$10,352.71
- ii. Confirmation of Voucher Register 22-12B dated 11/1-30/2022 totaling \$185,110.12
- iii. Confirmation of Voucher Register 22-12C dated 12/19/22 totaling \$1,961.50

It was motioned by Board Member Cerven and seconded by Board Member Repay to approve Voucher Registers, 22-12A, 22-12B and 22-12C. The motion carried by a vote of 4 in favor and 0 opposed and the voucher registers were approved.

- c. Reports

- i. Parks and Recreation Department December Board Report

The Town Council has engaged with a consulting firm to research grants that may be available for the landfill generator replacement. The Civic Foundation has committed to funding the Monday concert series for 2023. The Winter/Spring brochure is out to all residents. Over 400 people attended the first time Winter Fest event. Staff continues with general maintenance in the parks and facilities.

4. ITEMS FOR DISCUSSION/ACTION

- a. CSK Architects Professional Services Agreement

This item was tabled as the professional services agreement had not been received by the time of the board meeting.

b. Resolution 2022-03 Part Time Wage Rates

The Part Time Salary and Wage Schedule was presented for approval with the only change being to the part-time seasonal and summer maintenance wage which was brought up to \$14.00-\$17.00 to be in line with public works staff. The Director asked the Board to approve Resolution 2022-03.

It was motioned by Board Member Repay and seconded by Board Member Cerven to approve Resolution 2022-03 amending the salary/wage schedule for part-time employees. The motion carried by a vote of 4 in favor and 0 opposed and the Resolution was approved.

c. Fiber Optics Connection to Community Park

A request for proposals for fiber lines to be brought into Community Park was prepared and sent out for quotes from three local businesses. Only one quote was submitted by Midwestern Electric at a cost of \$81,400 with the proposed work being completed by March 10th. The Director recommended the Board award the project to Midwestern Electric per the RFP. The project will be funded by the 2022 GO Bond.

It was motioned by Board Member Repay and seconded by Vice President Paulsen to approve awarding the Fiber Optics Connection project in Community Park to Midwestern Electric in the amount of \$81,400. The motion carried by a vote of 4 in favor and 0 opposed and the project was awarded to Midwestern Electric.

d. Resolution 2022-04 Amending Schedule A

The Director asked the board to review and approve Resolution 2022-04 Amending Schedule A; Park Related Fees and Charges and Program Fees and Charges.

It was motioned by Board Member Repay and seconded by Board Member Cerven to approve Resolution 2022-04. The motion carried by a vote of 4 in favor and 0 opposed and the Resolution was approved.

e. Advertising Policy

Because of the many advertising opportunities offered by Munster Parks and Recreation, it was decided that having an advertising policy is a best practice. The policy as presented was prepared and reviewed by the Town Attorney. It will be attached to all advertising applications. It was recommended the Board approve the policy.

It was motioned by Board Member Cerven and seconded by Vice President Paulsen to approve the Advertising Policy as presented. The motion carried by a vote of 4 in favor and 0 opposed and the policy was approved.

f. Truck #147 Replacement

The Department's 1-ton dump truck was scheduled to be replaced in 2018. It is budgeted in the 2022 GO bond. Three quotes were sought with Bosak Ford submitting the lowest price of \$101,746.00 with the trade-in of a 2012 Ford F550 1-ton Dump truck. The Director recommended the Board approve the purchase.

It was motioned by Board Member Repay and seconded by Vice President Paulsen to approve the purchase of a 2023 Ford F-550 1-ton dump truck from Bosak Ford in the amount of \$101,746. The motion carried by a vote of 4 in favor and 0 opposed and the purchase was approved.

g. Fairway Mower Replacement

In the Town's 2022 GO bond it was budgeted to purchase a Fairway mower. The Golf Course Superintendent received three quotes with Revels Turf & Tractor being the lowest at \$72,594.42 after trade-in for a 2023 John Deere 7500A Precision Cut.

It was motioned by Board Member Repay and seconded by Board Member Cerven to approve the purchase of a John Deere 7500A Precision Cut fairway mower from Revels Turf and Tractor in the amount of \$72,594.42. The motion carried by a vote of 4 in favor and 0 opposed and the purchase was approved.

h. 2023 Z-Trak Mower Purchase

In early 2022 the board approved the purchase of two 2022 John Deere Z960M Z-Trak mowers. Staff was recently informed that Castongia will not be able to fulfill the order due to labor and supply issues; and they are no longer building 2022 machines. The order can be met with 2023 machines at a price increase of \$1,723.92 per unit and they will hold the trade-in pricing previously quoted. Also, in the 2022 GO bond it was budgeted to replace 2 additional mowers. The proposal to purchase four John Deere 2023 Z960M Z-Trak mowers was included in the agenda packet. Total purchase price for the four mowers after trade-in is \$28,121.76. The Director asked the Board to approve the purchase.

It was motioned by Board Member Repay and seconded by Board Member Cerven to approve the purchase of four John Deere 2023 Z960M Z-Trak mowers from Castongia's Inc. in the amount of \$28,121.76. The motion carried by a vote of 4 in favor and 0 opposed and the purchase was approved.

i. 2023 Meeting Schedule

The Director asked the Board to approve the 2023 Board of Parks and Recreation meeting schedule which was included in the agenda packet.

It was motioned by Board Member Repay and seconded by Vice President Paulsen to approve the 2023 Board of Parks and Recreation meeting schedule. The motion carried by a vote of 4 in favor and 0 opposed and the schedule was approved.

j. Resolution 2022-05

The Resolution was drafted to honor Board Member David Cerven's 32 years of service to the Board of Parks and Recreation and dedicate Centennial Park golf course hole #1 to honor him as he is retiring.

It was motioned by Vice President Paulsen and seconded by Board Member Cerven to approve Resolution 2022-05. The motion carried by a vote of 4 in favor and 0 opposed and the Resolution was approved.

5. ADJOURNMENT

Janice Uram, Secretary

Date

, President

Date