

MUNSTER BOARD OF PARKS AND RECREATION
5:00 p.m. Regular Meeting
Munster Town Hall, Main Meeting Room
Tuesday, January 17, 2023

MINUTES

Park Board Members present: Mike Sowards, President, Robyn Paulsen, Vice President; Dan Repay Board Member; Scot Pierce, Board Member; Kristen Smith, School board Liaison, Ken School, Town Council Liaison.

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

Others present: Ann Szafasz, 1418 MacArthur
Milan Pamucar, 8838 Oakwook Avenue
Emily Lyza, 125 Salisbury Drive
Lily Mason, 216 Leicester Road
Sarah Espiritu, 8766 Jefferson Avenue
Nicholas Roberts, 9130 Walnut Drive
Jenna Skipper, 340 Glastonbury Street
Ken Skipper, 340 Glastonbury Street

1. CALL TO ORDER

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

2. PUBLIC INPUT

No one rose to claim the floor.

3. ADMINISTRATIVE MATTERS

a. Approval of Meeting Minutes

Minutes of the regular meeting held on December 20, 2022 Minutes

It was motioned by Board Member Repay and seconded by Vice President Paulsen to approve the December 20, 2022 minutes. The motion carried by a vote of 5 in favor and 0 opposed and the minutes were approved.

b. Confirmation of Voucher Register(s)

i. Approval of Voucher Register 23-1A dated 1/17/23 totaling \$50,716.49

ii. Confirmation of Voucher Register 23-1B dated 12/1-31/22 totaling \$245,915.97

iii. Confirmation of Voucher Register 23-1C dated 1/17/23 totaling \$1,961.50

It was motioned by Vice President Paulsen and seconded by Board Member Repay to approve Voucher Registers 1-23A, 1-23B and 1-23C. The motion carried by a vote of 5 in favor and 0 opposed and the Voucher Registers were approved.

4. ITEMS FOR DISCUSSION/ACTION

a. Election of Officers

President Sowards called for the nomination of officers. School Board Liaison Smith nominated Board Member Paulsen for President and Board Member Repay for Vice President.

The nomination was seconded by Board Member Paulsen and carried by a vote of 5 in favor and 0 opposed naming Board Member Paulsen as President and Board Member Repay as Vice President.

Board Member Repay nominated park staff member Janice Uram as Board Recording Secretary. ***The nomination was seconded by Board Member Sowards and carried by a vote of 5 in favor and 0 opposed naming Janice Uram as Recording Secretary.***

Newly elected President Paulsen presided over the meeting from this time.

- b. Parks and Recreation Department 2022 Year in Review/Annual Report
The Director reviewed the 2022 Annual Report for the Board and asked that they accept it. ***It was motioned by Board Member Sowards and seconded by Vice President Repay to accept as official the Parks and Recreation Department 2022 Year in Review & Annual Report. The motion carried by a vote of 5 in favor and 0 opposed and the Annual Report was accepted by the Board.***
- c. Professional Services Agreement with CSK Architects
The Director presented to the Board an updated architectural/engineering professional services proposal from CSK Architects for the new golf facilities which was prepared following soil borings and geotechnical report. The proposal includes a full range of services at a lump sum cost of \$235,000. CSK will secure a civil engineering firm that can complete the required work, and in the proposal, recommended a \$30,000 allowance to cover that cost bringing the total project proposal to \$265,000. The Director recommended the Board approve the CSK Architects Proposal #22001 dated January 6, 2023, at a not to exceed cost of \$265,000 and authorize the Director to sign the contract. ***It was motioned by Vice President Repay and seconded by Board Member Sowards to approve CSK Architects Proposal #22001 dated January 6, 2023 and authorize the Director to sign the contract. The motion carried by a vote of 5 in favor and 0 opposed and the proposal was approved.***
- d. Centennial Park Improvements Next Steps Recommendation
With the approval of the CSK Architects Contract the Director recommended the Board consider “next steps” for the capital improvement of Centennial Park. It was suggested to form a subcommittee comprised of park board members, town council members, the clerk treasurer and controller, the deputy town manager and the park director and operations superintendent. The subcommittee would make recommendations on funding, the existing clubhouse, and any other improvements at the park. Board Member Sowards and Board Member Price agreed to represent the park board on the subcommittee. ***It was motioned by Vice President Repay and seconded by Board Member Sowards to approve the creation of the Centennial Park capital improvements subcommittee. The motion carried by a vote of 5 in favor and 0 opposed.***
- e. Community Park Social Center Electrical Upgrades
To ensure that the Social Center does not experience electrical issues that would disrupt or cause the cancellation of rentals staff is recommending electrical upgrades at the facility. Three proposals were received with Midwestern Electric being the lowest at \$42,750. The project includes updated electrical panels, addition of outlets in key areas, installing a backup generator and the electric for the neighboring storage garage. The project was budgeted in the 2022 GO Bond. The Director recommended the Board award the project to Midwestern Electric for a total cost of \$42,750. ***It was motioned by Vice President Repay and seconded by Board Member Price to award the electrical upgrade project to Midwestern Electric for a total cost of \$42,750. The motion carried by a vote of 5 in favor and 0 opposed and Midwestern Electric was awarded the project.***

5. ADJOURNMENT

President Paulsen called for a motion to adjourn.

It was motioned by Board Member Sowards and seconded by School board Liaison Smith to adjourn the meeting. The motion carried by a vote of 5 in favor and 0 opposed and the meeting was adjourned at 5:35 p.m.



Janice Uram, Secretary



Date



Robyn Paulsen, President



Date