

**MUNSTER BOARD OF PARKS AND RECREATION**  
**5:00 p.m. Regular Meeting**  
**Munster Town Hall, Main Meeting Room**  
**February 21, 2023**

**MINUTES**

Park Board Members present: Robyn Paulsen, President; Dan Repay, Vice President; Mike Sowards, 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: Wendy Mis, Clerk-Treasurer (Virtually)  
See attached Exhibit A

**1. CALL TO ORDER**

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

**2. PUBLIC INPUT:**

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

**3. ADMINISTRATIVE MATTERS**

- a. Approval of previous meeting minutes  
January 17, 2023 Minutes

*It was motioned by Vice President Repay and seconded by School Board Liaison Smith to approve the January 17, 2023 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 23-2A dated 2/21/23 totaling \$16,552.74
- ii. Confirmation of Voucher Register 23-2B dated 1/23-31/23 totaling \$67,404.46
- iii. Confirmation of Voucher Register 23-2C dated 02/06/23 totaling \$1,246
- iv. Confirmation of Voucher Register 23-2D dated 2/20/23 totaling \$715.00

*It was motioned by Board Member Sowards and seconded by School Board Liaison Smith to approve Voucher Registers 23-2A, 23-2B, 23-2C and 23-2D. the motion carried by a vote of 5 in favor and 0 opposed and the Voucher Registers were approved.*

- c. Reports

February Board Report

Resident vehicle registration will begin on March 1. Pay to park will resume on April 1. Athletic field permits have been sent to all the local organizations. The repaving project for the Community Park pool parking lot has been put on hold as additional funds need to be budgeted. Staff is looking at bringing some attention to a historical railroad mile marker along the Pennsy trail. Staff has started working to update the Repair and Replacement Schedule for the next board meeting. Vendor applications were updated and emailed to past vendor in preparation for 2023 events. Pool management and head guards have been hired for 2023. Daddy Daughter Date Night brought over 200 dads and daughters. Twenty new picnic tables were assembled. Two new Social Center signs were installed on the east and west sides of the building. New Munster Parks and Recreation decals were applied on all of the park maintenance vehicles. The office and break room at the Fisher Street garage were painted and a new floor was installed in the office.

#### 4. ITEMS FOR DISCUSSION/ACTION

- a. Centennial Park Golf Annual Report  
The Centennial Golf General Manager gave a report on the 2022 financials and a year in review Presentation.
- b. Centennial Park Golf Buildings Update  
CSK Architects were present with proposed renderings of the golf buildings, and had discussion with the Board and answered questions.
- c. Pool Concession Patio Expansion  
Proposals were sent to nine different contractors for this project. Four were received with Gariup Construction coming in with the lowest bid at \$79,700. This amount is within the budgeted amount in the GO bond. The Director recommended the Board approve the proposal for the expansion of the pool concession patio submitted by Garriup Construction in the amount of \$79,700 and authorize him to sign the contract.  
*It was motioned by Vice President Repay and seconded by Board Member Sowards to approve the proposal for the expansion of the pool concession patio submitted by Garriup Construction in the amount of \$79,700 and authorize the Director to sign the contract. The motion carried by a vote of 5 in favor and 0 opposed.*
- d. Pool Picnic Table Purchase  
Due to the approval of the expansion of the concession area, there is a need to purchase additional picnic tables. Pricing was sought for 20 new square picnic tables. Three proposals were received with Pilot Rock RJ Thomas coming in at \$22,240. The Director recommend the Board approve the purchase.  
*It was motioned by Board Member Sowards and seconded by School Board Liaison Smith to approve the purchase of 20 picnic table from Pilot Rock RJ Thomas In the amount of \$22,240. The motion carried by a vote of 5 in favor and 0 opposed and the purchase was approved.*
- e. Community Park Storage Building Replacement  
Proposals for the demolition of the current storage building, construction of the replacement structure including the concrete base and flooring, were solicited by staff. Four proposals were received, with K & K Builders coming in with the lowest bid in the amount of \$43,229. This amount is below the GO Bond budgeted amount. The Director recommended the board approve awarding the Community Park storage building replacement project to K & K Builders in the amount of \$43,229 and authorize the Director to sign necessary documents.  
*It was motioned by Board Member Sowards and seconded by School Board Liaison Smith to approve the award of the Community Park storage replacement project to K & K Builders in the amount of \$43,229 and authorize the Director to sign necessary documents. The motion carried by a vote of 4 in favor and 0 opposed with 1 abstaining.*


#### 5. ADJOURNMENT


President Paulsen called for a motion to adjourn.

*It was motioned by Vice President Repay and seconded by Board Member Sowards to adjourn the meeting. The motion carried by a vote of 5 in favor and 0 opposed and the meeting was adjourned at 5:45 p.m.*

  
Janice Uram, Secretary

  
Date

  
Robyn Paulsen, President

  
Date

## Attachment A

February 21, 2023 Regular Meeting  
Others Present:

Andrew Johnson, Troon Golf  
Caleb Warner, Troon Golf  
Tom Kuhn, CSK Architects  
Mack Pearson, CSK Architects  
Lauren Robinson, 1903 Maplewood Lane  
Janessa Garcia, 1124 Camellia Drive  
Tyler Spain, 8059 Greenwood Avenue  
Alex Latinovich, 1041 Fran Lin Parkway  
Ryan Grogan, 1915 Wren Drive  
Gabrielle Scott, 8553 Madison Ave.  
Danish Akbar, 1407 Brandywine Drive  
Daniela Morales, 8958 White Oak Avenue  
Maya Madrigal, 7931 Linden Avenue  
NiAmya Marshall, 1724 Camellia Drive  
Andrew Guelcher, 1822 River Drive  
Varya Christopher, 9024 Chestnut Lane  
Ana Christopher, 9024 Chestnut Lane