

MUNSTER BOARD OF PARKS AND RECREATION

5:00 p.m. Regular Meeting

Munster Town Hall, Main Meeting Room

May 16, 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 Schoon, 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: Dustin Anderson, Town Manager
Wendy Mis, Clerk-Treasurer (Virtually)
Tom Kuhn, CSK Architects
John Kobe, 7905 Monroe Avenue
Annika Pierre, 1523 Tulip Lane

1. **CALL TO ORDER**

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

2. **PUBLIC INPUT**

Mr. Kobe expressed concern about fertilizer that remains in the bare spots in the grass and on the concrete areas inside the dog park and that dogs may ingest it. He also advised that he has personally seen people dropping dogs and kids over the park fence to gain entry – three times in a one week period. And lastly asking that the area that floods at the bottom of the park be addressed.

The Director read an email sent by a resident expressing dismay that admission coupon books are no longer being sold at the pool.

3. **ADMINISTRATIVE MATTERS**

- a. Approval of Previous Meeting Minutes
April 18, 2023 Minutes

It was motioned by Vice President Repay and seconded by Board Member Sowards to approve the April 18 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 23-5A dated 5/16/23 totaling \$77,684.94
- ii. Confirmation of Voucher Register 23-5B dated 4/1-30/2023 totaling \$107,340.30
- iii. Confirmation of Voucher Register 23-5C dated 5/11/23 totaling \$1,725

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

- c. Reports

- i. May Board Report

A lot of staff office time was absorbed over the last month dealing with Centennial parking issues. Impact and Heritage Technology have finally cleared up most wi-fi issues at Community Park and access to program the doors again at all press boxes, washrooms and the Social Center. Installation of two new tot swings has been completed at Frank Hammond Park. Pickle ball courts were striped over the tennis courts at Beech, Grove and West Lakes Park to provide additional play opportunities. A request for proposals was sent out and posted on the Town's website seeking a consultant to compile a 5- year parks and recreation master plan. Pool Pride Day had 15 volunteers help power wash and place deck chairs out

before opening day. The Car Show celebrated 25 years with over 200 cars on display. Spring soccer had 463 players, 75 volunteer coaches, 32 teams and 8 referees and a successful season. Spring tennis started with 41 players and 5 staff.

4. ITEMS FOR DISCUSSION/ACTION

a. Surplus Equipment Disposal

Following an annual inspection of the Department's portable AED units, it was determined that 2 of the units need to be replaced. This has been done, and the Director asked the Board to dispose of 2 Lifepak CR Plus units that are no longer usable.

It was motioned by Vice President Repay and seconded by Board Member Sowards to approve the disposal of 2 Lifepak CR Plus AED units. The motion carried by a vote of 5 in favor and 0 opposed.

b. Pool Sound System Upgrades

It was budgeted in the 2022 GO bond to upgrade the pool sound system. Proposals were sought and 2 were received. Tri Electronics of Hammond submitted the lowest proposal for the project at \$24,325. The Director recommended the Board accept the proposal.

It was motioned by Vice President Repay and seconded by Board Member Pierce to accept the proposal from Tri Electronics for the pool sound system upgrade in the amount of \$24,325. The motion carried by a vote of 5 in favor and 0 opposed and the proposal was accepted.

c. Golf Course Buildings Update

CSK Architects continues to work on the design specs for the new pro shop, golf cart storage buildings and shelter have proposed a schedule to move forward with advertising for bids, pre-bid meeting and bid due date, with a potential consideration to award date of June 20th. A copy of the schedule was included in the agenda packet.

d. Resolution 2023-02 Warranty Deed with NICTD

It was motioned by Board Member Sowards and seconded by Vice President Repay to adopt Resolution 2023-02 Warranty Deed with NICTD. The motion carried by a vote of 5 in favor and 0 opposed and the Resolution was adopted.

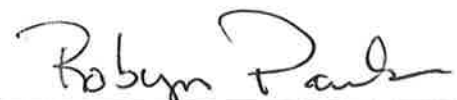
e. Resolution 2023-03 Perpetual Easement Agreement with NICTD

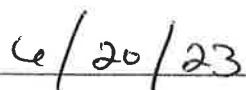
It was motioned by Board Member Sowards and seconded by President Paulsen to adopt Resolution 2023-03 Perpetual Easement Agreement NICTD. The motion carried by a vote of 5 in favor and 0 opposed and the Resolution was adopted.

5. ADJOURNMENT


Janice Uram, Secretary


Date


Robyn Paulsen, President


Date