

MUNSTER BOARD OF PARKS AND RECREATION
5:00 p.m. Regular Meeting
MUNSTER TOWN HALL
Tuesday, July 18, 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; Jill Higgins Superintendent of Recreation; Janice Uram, Recording Secretary, Emily Rakich, Park Intern.

Others Present: Wendy Mis, Clerk-Treasurer

Andrew Johnson, Regional Manager; Troon Golf
Caleb Warner, General Manager; Centennial Golf
Emily Banaszek, 8021 Forest Avenue
Angela Alexiou, 8416 Kraay Avenue
Mike Djumovic, 1833 Tulip Lane
Taylor Collins, 6841 Sunset Avenue
Ellie Davis, 8836 Woodward Avenue

1. CALL TO ORDER

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

2. PUBLIC INPUT

Mike Djumovic, 1833 Tulip Lane, expressed to the Board his concerns over the algae and scum growing on the wall at the entertainment stage and ultimately the smell as it gets worse if not cleaned off. Mr. Djumovic asked about any plans to stock the lake, noting there are a lot of large bullhead fish and not much of anything else as people are catching fish and not releasing them. He inquired about the rules for electric bikes on the pathways stating that those he has encountered seem to be going at an unsafe high speed.

No one else rose to claim the floor.

3. ADMINISTRATIVE MATTERS

a. Approval of Park Board Minutes

i. June 20, 2023 Minutes

It was motioned by Vice President Repay and seconded by Board Member Sowards to approve the June 20, 2023 minutes. The motion carried by a vote of 5 in favor and 0 opposed and the minutes were approved.

b. Confirmation/Approval of Park Vouchers

i. Approval of Voucher Register 7-23A dated 7/18/23 totaling \$43,137.55

ii. Confirmation of Voucher Register 23-7B dated 6/1-30/23 totaling \$495,389.82

iii. Confirmation of Voucher Register 23-7C dated 7/17/2023 totaling \$1,991.50

It was motioned by Board Member Sowards and seconded by Board Member Pierce to approve Voucher Registers 23-7A, 23-7B and 23-7C. The motion carried by a vote of 5 in favor and 0 opposed and the voucher registers were approved.

c. Reports

i. July Board Report

The July Board Report was included in the agenda packet. Discussion was had about the amount of time park staff spends dealing with pay to park issues on a daily basis.

4. ITEMS FOR DISCUSSION/ACTION

- a. Centennial Park Golf Buildings Change Order Authorization

The Director is seeking authorization from the Board to approve any change orders that might arise throughout the construction project. If or when any issues arise it would allow the Director to authorize the continuation of construction rather than put it to a stop until a formal change order is approved by the Board at the once-a-month meetings. Since the contract was approved at the Park Board level, the Director is seeking authorization to approve change orders in amounts up to \$50,000 upon informing board members of the change. The Director asked for a motion to approve his authorization of individual change orders to the Centennial Park Golf Buildings project contract in amounts not to exceed \$50,000 based upon reporting such changes to the Park Board. Once a decision is made it will go to the next Park Board meeting for Board confirmation and approval.

It was motioned by Vice President Repay and seconded by School Board Liaison Smith to approve authorizing the Director of Parks and Recreation to approve change orders to the Centennial Park golf buildings project in an amount up to \$50,000. The motion carried by a vote of 5 in favor and 0 opposed.

- b. Parks and Recreation Intern Presentation

The Park Intern gave a PowerPoint presentation highlighting her experiences working with the Department over the summer.

- c. Centennial Golf Mid-Year Report

The Centennial Golf General Manager gave a year-to-date financial report and comparison to the previous year.

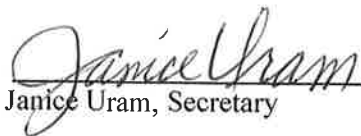
- d. Parks and Recreation Master Plan Professional Services Consultant

Proposals were sought from five professional services consultants for a new five-year comprehensive master plan. Administrative employees from the Department and the Town reviewed and graded the proposals. The highest score was for HWC Engineering. The Director distributed hard copies of the proposals to the Board for review prior to the August meeting at which the Board will be asked to make their recommendation and approval.

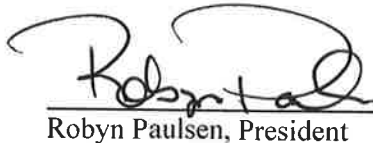
5. ADJOURNMENT

President Paulsen called for a motion to adjourn the meeting.

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.


Janice Uram, Secretary

8-15-23
Date


Robyn Paulsen, President

8-15-23
Date