

**MUNSTER BOARD OF PARKS AND RECREATION**  
**5:00 p.m. Regular Meeting**  
**MUNSTER TOWN HALL**  
**Tuesday, August 15, 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.

Others Present: Wendy Mis, Clerk-Treasurer (virtually)  
Mary Swardson, 1921 Holly Lane  
Charlie Olmstead, 10324 Paddington Cresent  
Reese Dickeson, 434 South Street  
Susan Linnell, 235 Maple Lane

**1. *CALL TO ORDER***

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

**2. *PUBLIC***

Mary Swardson, 1921 Holly Lane; as a season pass holder for the pool, Ms. Swardson indicated she, and many others she has spoke with, would like to see the pool open until later in the season, at least on weekends once school starts and until the Labor Day Holiday. She also recommended a mailbox for the public to write comments, suggestions and praises for the lifeguards. Ms. Swardson also indicated the weeds at Bluebird Park are really bad.

**3. *ADMINISTRATIVE MATTERS***

**a. *Approval of Park Board Minutes***

**i. July 18, 2023 Minutes**

***It was motioned by Vice President Repay and seconded by School Board Liaison Smith to approve the July 18, 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 23-8A dated 08/15/23 totaling \$36,656.27**

**ii. Confirmation of Voucher Register 23-8B dated 07/01-31/23 totaling \$160,069.63**

**iii. Confirmation of Voucher Register 23-8C dated 08/07/23 totaling \$1,246.50**

***It was motioned by Board Member Sowards and seconded by School Board Liaison Smith to approve Voucher Registers 23-8A, 23-8B and 23-8C. The motion carried by a vote of 5 in favor and 0 opposed and the Voucher Registers were approved.***

**c. *Reports***

**i. August Board Report**

The August Board Report was included in the agenda packet. A board member asked that moving forward comment be included comparing enrollment, attendance, etc., for events, activities, classes versus the previous year. It was agreed to do so.

#### **4. ITEMS FOR DISCUSSION/ACTION**

a. Kids Fest Event Report

The Superintendent of Recreation reported that the first Kid's Fest event was well attended and a great success. Wristbands purchased allowed attendees the opportunity to participate in all of the activities. Because of the high attendance, more vendors will be added next year.

b. Summer Camp Report

In conjunction with the School Town of Munster summer camp ran smoothly at Frank H. Hammond School. Each week of camp was themed and had a dress up day to coincide, campers went weekly on a field trip, to the pool twice a week and were entertained on Friday's with a foam party, glow dance party and show and tell and more. Monday's were treat days with ice cream trucks. Camp evaluations and social media posts to the camp page were all extremely positive and complimentary.

c. Resolution 2023-04 Amending Schedule A; Fall Program Fees & Charges

Upon review by the Board there were no questions regarding the fall program fees and charges.

***It was motioned by Board Member Sowards and seconded by Vice President Repay to approve Resolution 2023-04 Amending Schedule A. The Motion carried by a vote of 5 in favor and 0 opposed and the Resolution was approved.***

c. Parks and Recreation Master Plan Consultant Award

Five proposals were submitted. A review team of five Town staff members graded the proposals; the scores were included in the agenda packet. Based on those scores, staff identified HWC Engineering as the preferred consultant to complete the master plan for the Department. Staff is recommending the Board approve the selection of HWC Engineering as the preferred consultant, and to grant approval for the Director to negotiate and define the exact scope of work for the plan in an amount not to exceed \$70,000.

***It was motioned by Vice President Repay and seconded by Board Member Pierson to approve HWC Engineering as the consultant for the Parks and Recreation 5-year Master Plan and allow the Director to negotiate and define the scope of work for the plan in an amount not to exceed \$70,000. The motion carried by a vote of 5 in favor and 0 opposed.***

d. Golf Buildings Construction Update

The temporary construction fencing has been installed and Hasse Construction has moved on site. The Architect met with Nipsco regarding gas and electric lines, trees and landscaping have been removed. AES has added additional monitoring of the clubhouse building as the pylons are being driven in. All parties involved have met. As of this meeting there is no official construction schedule.

e. Pool Slide Improvements

As part of the ongoing efforts to improve and update the pool, there is a need for capital maintenance improvements to the slides. Two proposals were received for crack repair, sanding, repairs, cleaning and gel coating the interior of both slides. The lowest proposal was from SlideRite in the amount of \$27,100. They have previously done work at the pool and are able to complete the work this year upon approval of the proposal. The Director recommended the Board accept the proposal from SlideRite for the repairs to the pool slides in the amount of \$27,100. The project will be paid for with surplus bond funds.

***It was motioned by Board Member Sowards and seconded by School Board Liaison Smith to accept the proposal from SlideRite for the pool slide repair project in the amount of \$27,100. The motion carried by a vote of 5 in favor and 0 opposed.***

5. **ADJOURNMENT**

President Paulsen called for a motion to adjourn.

*It was motioned by Board Member Sowards and seconded by Vice President Repay to adjourn the meeting. The motion carried by a vote of 5 in favor and 0 opposed and the meeting was adjourned at 5:29 p.m.*

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Janice Uram, Secretary

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Date

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Robyn Paulsen, President

\_\_\_\_\_  
Date