

MUNSTER BOARD OF PARKS AND RECREATION
5:00 p.m. Regular Meeting
MUNSTER TOWN HALL
Tuesday, September 19, 2023

MINUTES

Park Board Members present: Dan Repay, Vice President; Mike Sowards, 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; Janice Uram, Recording Secretary.

Others Present: Wendy Mis, Clerk-Treasurer
Matt Reardon, HWC Engineering
Clover Sarkady, 9612 Greenwood Ave.
Keira Trimolt, 216 Sunnyside Ave.
Kai Washington, 1545 Park West Circle
Marissa Sanchez, 9407 Verbena Dr.
Ariyah Jamerson, 1717 Inner Circle
Olivia Richey, 8820 Northcote Ave.

1. CALL TO ORDER

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

2. PUBLIC

No one rose to claim the floor.

3. ADMINISTRATIVE MATTERS

a. Approval of Park Board Minutes

i. August 15, 2023 Minutes

It was motioned by Board Member Sowards and seconded by School Board Liaison Smith to approve the August 15, 2023 minutes. The motion carried by a vote of 3 in favor and 0 opposed and the minutes were approved.

b. Confirmation/Approval of Park Vouchers

i. Approval of Voucher Register 23-9A dated 9/19/23 totaling \$67,126.47

ii. Confirmation of Voucher Register 23-9B dated 8/1-31/23 totaling \$104,925.42

It was motioned by Board Member Sowards and seconded by School Board Liaison Smith to approve Voucher Registers 23-9A and 23-9B. The motion carried by a vote of 3 in favor and 0 opposed and the Voucher Registers were approved.

c. Reports

i. September Board Report

Staff met with the developer of Community Estates Park to go over a punch list of final requirements the Town wants completed at the site. A list of items, machinery and equipment, and projects to be completed was submitted for inclusion in the Town's 2024 GO bond issue. Pilings will be going in at the golf building construction site very soon. Cash for Clutter was a success with 104 Vendors as well as Bark in the Park where more than 25 raffle prizes were donated and given out. Fall Soccer started on September 9th with 36 teams. A HVAC system was installed at the Kaske House. The pool has been winterized. Flammable liquid storage cabinets and spill kits were purchased and placed in the Community Park storage garages and at the Fisher and Centennial maintenance buildings to be compliant with

MS4. Irrigation repairs were made, and one line moved for the installation of another pay to park meter. Three drains in the lower Centennial south parking lot were dug out and stone was replaced for better drainage during heavy rain. Lack of rain throughout this year has been an issue at the golf course. Tees and fairways will be aerated within the next couple of weeks.

4. ITEMS FOR DISCUSSION/ACTION

- a. Professional Services Agreement Parks and Recreation Master Plan

The Director presented the Engineering Agreement prepared by HWC for the Department's five-year master plan and recommended the Board approve the agreement. The agreement was reviewed and edited by the Town Attorney.

It was motioned by Board Member Sowards and seconded by School Board Liaison Smith to approve the Professional Services Agreement from HWC Engineering and authorize the Director to execute the agreement. The motion carried by a vote of 3 in favor and 0 opposed.

- b. 2023 Pool Season Report

The Director reviewed the 2023 pool season report with the Board. The report was included in the agenda packet. The pool was open for 11 weeks this summer; total revenue was \$4,593.50

- c. Golf Course Building Construction Update

The Director reported that the construction site has been enclosed with fencing and a walking path to the driving range was configured. Existing landscaping has been removed and retaining wall stored. A designated cart path was graveled. Staff will be meeting with the contractor and architect every other week. Excavation has started. Light poles have been removed and stored. Test pilings will be done this week.

5. ADJOURNMENT

Vice President Repay 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 3 in favor and 0 opposed and the meeting was adjourned at 5:32 p.m.

Janice Uram, Secretary

Date

Robyn Paulsen, President

Date