

**MUNSTER BOARD OF PARKS AND RECREATION**  
**5:00 p.m. Regular Meeting**  
**MUNSTER TOWN HALL**  
**Tuesday, October 17, 2023**

***MINUTES***

Park Board Members present: Robyn Paulsen, President; Dan Repay, Vice President; Mike Sowards, Board Member; Scot Pierce, Board Member.

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  
Dustin Anderson, Town Manager

**1. CALL TO ORDER**

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

**2. PUBLIC COMMENT**

No one from the public was present.

**3. ADMINISTRATIVE MATTERS**

**a. Approval of Park Board Minutes**

**i. September 19, 2023 Minutes**

*It was motioned by Vice President Repay and seconded by Board Member Sowards to approve the September 19, 2023 minutes. The motion carried by a vote of 4 in favor and 0 opposed and the minutes were approved.*

**b. Confirmation/Approval of Park Vouchers**

**i. Approval of Voucher Register 23-10A dated 10/17/23 totaling \$39,190.28**

**ii. Confirmation of Voucher Register 23-10B dated 9/1-30/23 totaling \$313,026.59**

**iii. Confirmation of Voucher Register 23-10C dated 10/16/23 totaling \$4,494.80**

*It was motioned by Vice President Repay and seconded by Board Member Sowards to approve Voucher Registers 23-10A, 23-10B and 23-10C. The motion carried by a vote of 4 in favor and 0 opposed and the Vouchers were approved.*

**c. Reports**

**i. October Board Report**

Staff met with representatives for the developer of Community Estates Park to coordinate the final requirements needed to complete at the site to make it usable park space. The Munster Civic Foundation agreed to donate \$40,000 to the cost of the Civic Monday Concert Series and the Symphony in 2024, and two new Friday Night Live concerts. HWC Engineering will be meeting with the master plan steering committee and to inventory the parks on October 24<sup>th</sup>. Pumpkins, Witches & Hayrides took place on October 7<sup>th</sup>; the event was a big success. The electrical upgrades have been completed at the social center. The bushes and flagstone in front of the Kaske House were removed and rough grading was done. September was a slow month at the golf course. Aeration of the greens was completed on October 3<sup>rd</sup>.

**4. ITEMS FOR DISCUSSION/ACTION**

**a. 2024 Pool Season**

The Director presented to the Board two options for the 2024 pool season dates of operation, Option 1 has the pool closing on August 11<sup>th</sup> before the start of school as has been past

practice and Option 2 has the pool open on weekends after school starts through Labor Day weekend. After considering the two options as detailed in the agenda packet, Parks and Recreation staff recommended Option 1 as the range of dates for the next pool season and asked the Board to approve. Fees for 2024 will remain the same as 2023. Staff recommended the Board approve the fees.

***It was motioned by Vice President Repay and seconded by Board Member Pierce to approve Option 1 with the option to extend the hours of operation through Labor Day weekend if staffing and weather predictions allow, and to approve the fees for 2024. The motion carried by a vote of 4 in favor and 0 opposed.***

- b. Pro Shop and Cart Storage Building Change Order #1

The landscaping portion of the HCCI contract was removed and will reduce the overall contract sum by \$156,005. The landscaping will be contracted directly with Hubinger landscaping. The Director recommended the Board approve Change Order #1, a copy of which was in the agenda packet.

***It was motioned by vice President Repay and seconded by Board Member Sowards to approve Change order #1 to the HCCI Pro Shop and Cart Storage facility contract. The motion carried by a vote of 4 in favor and 0 opposed.***

- c. Pro Shop and Cart Storage Building Project Landscaping Award

The project was bid out with no response. Hubinger agreed to the same pricing as quoted in the Hasse Construction contract. The Director recommended the Board award the Centennial Park Pro Shop and Cart Storage Building landscaping contract to Hubinger Landscaping in the amount of \$148,100.

***It was motioned by Board Member Sowards and seconded by Vice President Repay to award the Centennial Park Pro Shop and Cart Storage Building landscaping contract to Hubinger Landscaping in the amount of \$148,100. The motion carried by a vote of 4 in favor and 0 opposed.***

- d. Pro Shop and Cart Storage Building Construction Update


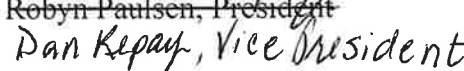
The Director reported site work continues, including removal of old asphalt pathways and the retaining walls. The first two test pilings were installed. The work was supervised and reviewed by Advanced engineering Services and all load verification was reported as satisfactory. The remaining piles are scheduled to be installed by the end of the month. Staff continues to meet every other week with the contractor and architect regarding the project progress.

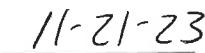
## 5. **ADJOURNMENT**

***It was motioned by Board Member Sowards and seconded by Board Member Pierce to adjourn the meeting. The motion carried by a vote of 4 in favor and 0 opposed and the meeting was adjourned at 5:34 p.m.***

  
Janice Uram, Secretary

  
Date

  
Robyn Paulsen, President  
  
Dan Repay, Vice President

  
Date