

**MUNSTER BOARD OF PARKS AND RECREATION**  
**5:00 p.m. Regular Meeting**  
**MUNSTER TOWN HALL**  
**Tuesday, June 18, 2024**

*MINUTES*

Park Board members present: Dan Repay, President; Mike Sowards, Board Member; Kristen Smith School Board Liaison; Dave Nellans, Town Council Liaison.

Park Staff present: Mark Heintz, Director of Parks and Recreation; Kevin Dark, Superintendent of Operations; Jill Higgins, Superintendent of Recreation.

Others Present: Catherine Puckett, HWC Engineering  
Diana Kapustina, 317 Carnaby Place  
Spencer Wedgeworth, 8528 Forest Avenue  
Meilee Alvarez, 8031 Hohman Avenue  
Christian Scheer, 963 Murray Street  
Charles Smith, 8131 Greenwood Avenue  
Jacob Simpson, 8250 Columbia Avenue  
Yumna Jawad, 1838 Bluebird Lane  
Abdullah Khan, 1838 Bluebird Lane  
Jeremy Much, 10229 Sutton Place  
Charisse Hagerman, 10229 Sutton Place  
Juveia Ali, 8040 Jackson Avenue  
Munazzah Ali, 8040 Jackson Avenue

**1. CALL TO ORDER**

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

**2. PUBLIC INPUT**

Jeremy Musch, 10229 Sutton Place, commented that the Master Plan suggests the tennis courts at Cobblestones Park be removed. Mr. Musch lives near the park and visits almost daily seeing the use of the park is recommending the courts be re-purposed as dedicated pickle ball courts.

The meeting was closed to further public comments

**3. ADMINISTRATIVE MATTERS**

**a. Approval of Park Board Minutes**

**i. May 21, 2024 Minutes**

*It was motioned by Board Member Sowards and seconded by School board Liaison Smith to approve the May 21, 2024 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 24-6A dated 6/18/24 totaling \$42,490.98**

**ii. Confirmation of Voucher Register 24-6B dated 5/1-31/24 totaling \$229,92734**

**iii. Confirmation of Voucher Register 24-6C dated 6/17/24 totaling \$1,991.50**

*It was motioned by Board Member Sowards and seconded by School board Liaison Smith to approve Voucher Registers 24-6A, 24-6B and 24-6C. The motion carried by a vote of 3 in favor and 0 opposed and the Voucher Registers were approved.*

c. **Reports**

i. June Board Report

The Superintendent of Operations is spending a lot of time coordinating the landfill work pertaining to the leachate system at Centennial Park. It is also absorbing a lot of staff time to ensure it operates as originally intended. The Lions Club is seeking to make some additional improvements to the kitchen at the Social Center. The developer is expecting the missing part of the Pennsy Greenway trail through Centennial Village to be paved soon. The pickleball courts at White Oak Park were repaired and repainted. A link has been placed on the Town's website to park event calendars for June, July and August. The part-time office clerk has been hired and started on June 7<sup>th</sup>. The Pool has opened, and average attendance has been 228 people. Session 1 of swim lessons has started with 30 kids enrolled. Playground and landscaping mulch at several parks had to be cleaned up and replaced after a heavy rainstorm. New round banquet tables for the Social Center were delivered and unboxed. Clean-up from the construction around the Monon Trailhead has started. Irrigation line repairs and sprinkler head trimming are ongoing as PVC lines are breaking more frequently as the system ages.

ii. Town Council Liaison Report

The Town Council Liaison had nothing new to report.

4. **ITEMS FOR DISCUSSION/ACTION**

a. Parks and Recreation Master Plan Discussion

Katherine Puckett from HWC Engineering was present to review the recommendations for the Master Plan. Discussion was had and recommendations were made. Katherine will email the final document with changes and be present virtually at the July 16 meeting for the Board's approval of the final document. Once approved the Board the document will be sent to INDR for approval.

b. Pro Shop and Cart Storage Project Change Order #5

The Director recommended the Board approve Change Order #5 to the Pro Shop and Cart Storage Facility project in the amount of \$35,020.85 which covers adding insulation in the ceiling in the cart storage building and walls and install gas piping for wiring to be run between the two buildings.

***It was motioned by School Board Liaison Smith and seconded by Board member Sowards to approve Pro Shop and Cart Storage Project Change Order #5 in the amount of \$35,020.85. The motion carried by a vote of 3 in favor and 0 opposed and the change order was approved.***

c. 2024 Car Show Event Report

There were 154 cars judged by 15 judges, and 67 cars parked on the grass for show. Feedback for the event was great and the Recreation Supervisor who planned the event was interviewed by the local radio station who had been at the show during the day.

d. 2024 Cash for Clutter Event Report

There were 103 vendors for this event which ran very smoothly. Two food vendors were at the event.

e. Frank Hammond Park Track Improvements

The track is scheduled to be resurfaced in 2025. To take advantage of reduced mobilization fees since streets in the area are being paved this summer by the town, a proposal was sought from the contractor doing the work for resurfacing the track. The proposal was included in the agenda packet and the Director recommended the Board approve the proposal in an amount not to exceed \$64,000.

***It was motioned by Board Member Sowards and seconded by School Board Liaison Smith to approve the proposal as presented from Milestone Contractors of Griffith, Ind. in an amount not to exceed \$64,000. The motion carried by a vote of 3 in favor and 0 opposed and the proposal was approved.***

- f. **Playground Safety Surfacing Improvements**  
Safety surfacing is due to be added to the playgrounds. The last major addition was in 2021. A proposal from Superior Groundcover was included in the agenda packet which includes supplying the playground mulch, delivery to a central location, loading into blower trucks and delivery to the sites. They will blow the material into the playgrounds, spreading it throughout the playground area, and general cleanup. It is a total of 1,200 cubic yards of material, approximately 15 semi-truck loads, at a cost of \$44,400. The Director recommended the Board approve the proposal.

***It was motioned by Board Member Sowards and seconded by School Board Liaison Smith to approve the proposal from Superior Ground cover in the amount of \$44,400. The motion carried by a vote of 3 in favor and 0 opposed and the proposal was approved.***

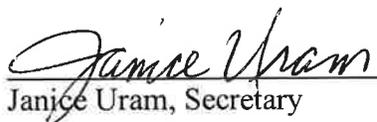
- g. **Community Estates Park Encroachment Agreement**  
The encroachment agreement from Wolverine Pipeline included in the agenda packet that was previously reviewed and approved by Attorney Westland is a more specific version of the agreement. It basically states that the Park Department will not be building anything on top of the defined easement as we move forward with the grading project and eventually the playground. The Director recommended the Board approve the agreement.

***It was motioned by Boar Member Sowards and seconded by School Boar Liaison Smith to approve the Encroachment Agreement from Wolverine Pipeline for easement at Community Estates Park. The motion carried by a vote of 3 in favor and 0 opposed and the Agreement was approved.***

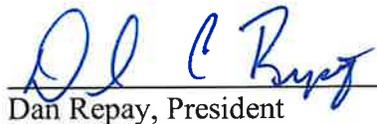
5. **ADJOURNMENT**

President Repay called for a motion to adjourn.

***It was motioned by Boar Member Sowards and seconded by School Boar 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 5:57 p.m.***

  
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Janice Uram, Secretary

7-16-24  
Date

  
\_\_\_\_\_  
Dan Repay, President

7-16-24  
Date