

MUNSTER BOARD OF PARKS AND RECREATION
5:00 p.m. Regular Meeting
MUNSTER TOWN HALL
Tuesday, July 16, 2024

MINUTES

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

Park Staff present: Mark Heintz, Director of Parks and Recreation; Jill Higgins, Superintendent of Recreation; Janice Uram, Recording Secretary.

Others Present: Patricia Abbott, Clerk-Treasurer
Faith Kuhns, Munster Parks and Recreation Summer Intern
Catherine Puckett, HWC Engineering (Virtually)
Reggie Korthals, OHM Advisors
Jeremy Musch, 10229 Sutton Place

1. CALL TO ORDER

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

2. PUBLIC COMMENT

There was no public input. No emails were received by the Director.

3. ADMINISTRATIVE MATTERS

a. Approval of Park Board Minutes

i. June 18, 2024 Minutes

It was motioned by Board Member Paulsen to approve the June 18, 2024 minutes with a change to the vote count in item f. from 4 to 3. The motion was seconded by Vice President Pierce. 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 24-7A dated 7/16/24 totaling \$45,181.16
- ii.** Confirmation of Voucher Register 24-7B dated 6/1-30/24 totaling \$112,860.63
- iii.** Confirmation of Voucher Register 24-7C dated 7/1/24 totaling \$1,246.50
- iv.** Confirmation of Voucher Register 24-7D dated 7/15/24 totaling \$745

It was motioned by Board Member Sowards and seconded by Vice President Pierce to approve Voucher Registers 24-7A, 24-7B, 24-7C and 24-7D. The motion carried by a vote of 5 in favor and 0 opposed and the minutes were approved.

c. Reports

i. July Board Report

As there were several presentations on the agenda, the Director asked the Board for any questions rather than reviewing the entire report. There were none.

ii. Town Council Liaison Report

The Town Council Liaison had nothing new to report.

4. ITEMS FOR DISCUSSION/ACTION

a. Resolution 2024-03 Parks and Recreation Master Plan Adoption

The final version of the Master plan was presented by Catherine Puckett from HWC Engineering. She highlighted some changes since the last version and answered questions. President Repay called for a motion to approve Resolution 2024-03 adopting the plan.

It was motioned by Board Member Sowards and seconded by Board Member Paulsen to approve Resolution 2024-03 Munster Parks and Recreation Master Plan Adoption. The motion carried by a vote of 5 in favor and 0 opposed and the Master Plan was adopted.

b. Pro Shop and Cart Storage Project Change Order #6

The Director presented Change Order #6 which covers installation of a gas line from the new meter location to the new buildings and to install the conduit for the new electric service wiring to be installed by Nipsco. The Director recommended the board approve the Change Order as presented in the amount of \$100,361.25.

It was motioned by Vice President Pierce and seconded by School Board Liaison Smith to approve Change Order #6 in the amount of \$101,361.25. The motion carried by a vote of 5 in favor and 0 opposed and the change order was approved.

c. 2024 Pool Season

The Superintendent of Recreation advised the Board that pool staff was surveyed to determine availability to work weekends through Labor Day and that 60 percent of the employees indicated they are not available. This along with the cost of operations does not allow for the pool to remain open beyond the published closing date of August 11.

d. Parks and Recreation Summer Intern Presentation

The Intern gave a PowerPoint presentation highlighting her responsibilities and involvement with the Department during her employment. The Intern's last day will be August 2.

e. MS4 Stormwater Program Coordinator Presentation; Reggie Korthals

Reggie Korthals gave introduction to the MS4 stormwater permit issued to the Town and discussed how the Park Department can make a difference and help with compliance.

f. Humane Indiana Paws in the Park Request

Humane Indiana sent a request letter seeking permission from the Board to allow them to offer a beer garden at their Paws in the Park event as they did last year. The Director recommended the Board approve the request as outlined in his memorandum to the Board which was included in the agenda packet.

It was motioned by Board Member Sowards and seconded by Board Member Paulsen to approve Humane Indiana's request to have a beer garden at their Paws in the Park event as outlined in the Director's memorandum. The motion carried by a vote of 5 in favor and 0 opposed and the request was approved.

5. **ADJOURNMENT**

President Repay called for a motion to adjourn.

It was motioned by Board Member Sowards and seconded by Board Member Paulsen to adjourn the meeting. The motion carried by a vote of 5 in favor and 0 opposed and the meeting was adjourned at 5:46 p.m.

Janice Uram, Secretary

Date

Dan Repay, President

Date