

**MUNSTER BOARD OF PARKS AND RECREATION**  
**5:00 p.m. Regular Meeting**  
**MUNSTER TOWN HALL**  
**Tuesday, August 20, 2024**

***MINUTES***

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

**1. *CALL TO ORDER***

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

**2. *PUBLIC COMMENT***

No one from the public was present. No comments were received electronically.

**3. *ADMINISTRATIVE MATTERS***

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

**i. July 16, 2024 Minutes**

***It was motioned by Board Member Paulsen and seconded by Vice President Pierce to approve the July 16, 2024 minutes. The motion carried by a vote of 4 in favor and 0 opposed.***

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

- i. Approval of Voucher Register 24-8A dated 8/20/24 totaling \$40,211.89**
- ii. Confirmation of Voucher Register 24-8B dated 7/1-31/24 totaling \$142,233.70**
- iii. Confirmation of Voucher Register 24-8C dated 8/5/24 totaling \$1,246.50**
- iv. Confirmation of Voucher Register 24-8D dated 8/19/24 totaling \$2,021.50**

***It was motioned by Vice President Pierce and seconded by Board Member Paulsen to approve Park Voucher Registers 24-8A, 24-8B, 24-8C and 24-8D. The motion carried by a vote of 4 in favor and 0 opposed and the voucher registers were approved.***

**c. *Reports***

**i. August Board Report**

Staff continues to work through the grading issues at Community Estates Park. Repairs are complete and the Frank Hammond Park track has been paved. Town staff met with NICTD's contractor about details for an architectural fence near the trailhead area and also, the need for restoration work that needs to be completed. Staff has been reviewing shelter rental policies and rules after some input for residents of Cobblestones. Munster Pop Warner contacted the Director about getting more park space as their registration numbers have increased this season. The porta potties at West Lakes Park have been vandalized on numerous occasions this year. The fall recreation guide is at the printer. The final soccer deadline has passed and there are 462 players enrolled. The Sunday Concert Series has come to an end as has the Monday Civic Concerts. Canine Cannonball ran with 39 dog park members registered. There were 37 social center rentals in July, 4 weddings, 13 shelter rentals and 7 private pool parties. Park Maintenance staff worked weekend clean up for Babe Ruth, Little League and Girls softball tournaments, helped set up for the Lions Club stead fry and the National Night Out event. Fresh playground mulch was spread at all playgrounds. The pool has been drained and winterized. At Centennial, staff worked with Cabeno to get the landfill flare operational, several handrail sections on the Pennsy bridge were replaced, the bushes were trimmed in the formal gardens and gravel and crushed limestone were added to the fitness stairs. The golf season is beginning to wind down. The plan is to start aerating tees and fairways in September.

ii. Town Council Liaison Report

The Town Council Liaison was not present at the meeting.

**4. ITEMS FOR DISCUSSION/ACTION**

a. Social Center Monitoring

It was discovered that the monitoring system at the social center was not working. Alert Alarm was engaged to upgrade the old equipment and provide monitoring of the system in the amount of \$36.00 per month. The Director asked the Board to approve the monitoring fee as it is a recurring charge.

***It was motioned by Board Member Sowards and seconded by Vice President pierce to approve the \$36.00 monthly monitoring fee by Alert Alarm. The motion carried by a vote of 4 in favor and 0 opposed and the monitoring fee was approved.***

b. Frank Hammond Track Change Order

the Board previously approved the repair and repaving project for the Frank Hammond Park track at a cost not to exceed \$64,000. Toward the end of the crack sealing project, staff was informed that the work would slightly exceed the approved amount by \$1,543.50, making the project total \$65,543.50. The Director recommended the Board approve the increased total.

***It was motioned by Board Member Paulsen and seconded by Vice President Pierce to approve an increase of \$1,543.50 for the Frank Hammond track repaving project and a total project amount of \$65,543.50. The motion carried by a vote of 4 in favor and 0 opposed.***

c. Kid's Fest Event Report

The event was postponed to July 21<sup>st</sup> due to inclement weather. It was the 2<sup>nd</sup> year for the event. Attendance was around 1,200 and the weather was perfect. Ticket sales ended at 3:00 p.m. due to long lines. 22 staff members helped from the pool, camp and tennis, and one volunteer from MHS. There were 7 food vendors and 19 art/craft and business vendors. Staff worked with 8 outside vendors for the event. Revenue was \$12,580 and expenses were \$7,744, bringing actual revenue to \$4,835.

d. Summer Camp Report

Camp ran for 9 weeks this year instead of the usual 8 which resulted in higher revenue. A couple of new field trips and new Friday entertainment were very popular. An average of 50 campers per week participated in the Friday lunch out. Feedback was outstanding. Total revenue was just over \$50,000.

e. Resolution 2024-04 Amending Schedule A; Fall Program Fees & Charges

The Board reviewed the proposed fall program fees and charges. President Repay asked for a motion to approve the Resolution 2024-04 Amending Schedule A.

***It was motioned by Board Member Paulsen and seconded by Vice President Pierce to Approve Resolution 2024-04 Amending Schedule A; Fall program fees and charges. The motion carried by a vote of 3 in favor and 1 opposed and the Resolution was approved.***

f. Soccer Jersey Order

Staff priced out a new vendor for soccer jerseys for the fall season. The new vendor requires a 50% deposit to order the jerseys which the Board must approve. The Director recommended the Board approve payment in the amount of \$3,794.30 to Hashmark Network to order the jerseys. The total cost is \$7,588.60.

*It was motioned by Board Member Sowards and seconded by Vice President Pierce to approve paying a 50% deposit in the amount of \$3,794.30 to Hashmark Network for the purchase of fall soccer jerseys. The motion carried by a vote of 4 in favor and 0 opposed.*

**5. ADJOURNMENT**

President Repay called for a motion to adjourn.

*It was motioned by Board Member Paulsen and seconded by Vice President 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.*

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Janice Uram, Secretary

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Date

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Dan Repay, President

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Date