

**MUNSTER BOARD OF PARKS AND RECREATION**  
**5:00 p.m. Regular Meeting**  
**MUNSTER TOWN HALL**  
**Tuesday, October 15, 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; Kevin Dark, Superintendent of Operations; Jill Higgins, Superintendent of Recreation; Janice Uram, Recording Secretary.

Others Present: Wendy Mis, Clerk-Treasurer  
Jerry Musch, 10229 Sutton Place

**1. CALL TO ORDER**

President Repay called the meeting to order at 5:00 p.m. A quorum was present.

**2. PUBLIC COMMENT**

No one rose to claim the floor. No electronic comments were received.

**3. ADMINISTRATIVE MATTERS**

**a. Approval of Park Board Minutes**

**i. September 17, 2024 Minutes**

*It was motioned by Board Member Paulsen and seconded by School Board Liaison Smith to approve the September 17, 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 24-10A dated 10/15/24 totaling \$62,348.55**

**ii. Confirmation of Voucher Register 24-10B dated 9/1-30/24 totaling \$55,409.92**

**iii. Confirmation of Voucher Register 24-10C dated 10/07/24 totaling \$775.00**

*It was motioned by Board Member Paulsen with clarification on Voucher 24-9A, pg. 3 for duplication, and seconded by School Board Liaison Smith to approve Park Voucher Registers 24-9A, 24-9B and 24-9C. The motion carried by a vote of 3 in favor and 0 opposed and the Voucher Registers were approved.*

**c. Reports**

**i. October September Board Report**

The developer completed the grading work on the neighbor's backyard along with the swale between the neighbor and the park. The Pro Shop and Cart Storage Garage project is wrapping up. A punch list was created for any outstanding issues for the various contractors. Clarke Energy is preparing for the new gas to energy generator installation in early 2025. The department has received notice the Munster Civic Foundation will again sponsor several concerts at Centennial Park in 2025. Facility Rentals for 2025 open November 1<sup>st</sup>. Pumpkins, Witches and Hayrides had a beautiful weather day with more than 1,000 in attendance. Vendor applications are still being accepted for the Holiday Arts and Crafts fair. Maintenance staff made repairs to the poured in place rubber surfacing at Community Park. All the fascia boards on the Community Park dugouts were pressure-washed and are being primed and re-painted. There was a problem with beavers in Hart's Ditch and White Oak and Twin Creek parks. Several memorial trees were planted along with an additional twenty at Stewart, Grove, Beech and Briar Creek parks. A catch basin was installed at the dog park.

During the week of October 7<sup>th</sup> new pipe and sprinklers will be installed in house by golf course maintenance staff.

- ii. Town Council Liaison Report  
The Town Council Liaison had nothing to report.

#### **4. ITEMS FOR DISCUSSION/ACTION**

- a. Resolution 2024-05 Naming of the Munster Lions Club Social Center  
As was agreed at a previous Board of Parks and Recreation meeting to officially change the name of the Community Parks Social Center to the Community Park Lions Club Social Center the Director presented Resolution 2024-05 confirming the name change and recommended the Board's approval.  
***It was motioned by Board Member Paulsen and seconded by School Board Liaison Smith to approve Resolution 2024-05 Naming the Community Park Munster Lions Club Social Center. The motion carried by a vote of 3 in favor and 0 opposed and the Resolution was approved.***
- b. Resolution 2024-06 Transferring Funds  
As part of the commuter rail construction project's Manor Avenue stop, the NICTD paid the Town of Munster Board of Parks and Recreation \$396,782.08 in return for the sale and/or easement of property approved with Resolution 2023-02. To ensure the funds are used for future capital improvements and projects it is recommended the funds be transferred from the park fund to a land escrow fund. Resolution 2024-06 facilitates that transfer. The Director recommended the Board adopt the Resolution.  
***It was motioned by Board Member Paulsen and seconded by School Board Liaison Smith to adopt Resolution 2024-06 Transferring Funds. The motion carried by a vote of 3 in favor and 0 opposed and the Resolution was adopted.***
- c. Buy Board Purchasing Cooperative Interlocal Participation Agreement  
The town participates in cooperative purchasing agreements like Omnia Partners and Sourcewell. Another purchasing cooperative called Buy Board has an agreement in place with Yamaha. Since it is anticipated new golf carts will be purchased in 2025, joining this cooperative would give the Department the best pricing for the purchase. The Participation Agreement was reviewed by Attorney Wickland and found satisfactory. The Director recommended the Board approve the Buy Board national purchasing cooperative interlocal participation agreement as presented.  
***It was motioned by Board Member Paulsen and seconded by School Board Liaison Smith to approve the Buy Board national purchasing cooperative interlocal participation agreement. The motion carried by a vote of 3 in favor and 0 opposed and the agreement was approved.***
- d. Briar Creek Park Playground Proposals  
The Briar Creek playground is scheduled to be replaced per the Department's Repair and Replacement Schedule and was budgeted for in the 2023 GO Bond. Proposals for two different equipment options were solicited from Sinclair Recreation, the local sales representative for Game Time Equipment and priced out through the purchasing cooperative Omnia Partners. The proposals each have the option for different safety surfacing options. Diagrams and specifications for each option were included in the agenda packet. Park Staff Recommended the purchase of playground option #1 with the engineered wood fiber for Briar Creek Park using the Omnia Partners purchasing cooperative in the amount of \$162,625.  
***It was motioned by Board Member Paulsen and seconded by School Board Liaison Smith to approve the purchase of playground option #1 with the engineered wood fiber safety surface for Briar Creek Park using the Omnia Partners Purchasing cooperative in the amount of \$162,625. The motion carried by a vote of 3 in favor and 0 opposed and the purchase was approved.***

e. Cobblestones Park Playground Proposals

The Cobblestone Park playground is scheduled to be replaced per the Department's Repair and Replacement Schedule and was budgeted for in the 2023 GO Bond. Proposals for two different equipment options were solicited from Sinclair Recreation, the local sales representative for Game Time Equipment and priced out through the purchasing cooperative Omnia Partners. The proposals each have the option for different safety surfacing options. Diagrams and specifications for each option were included in the agenda packet. Staff recommended the purchase of playground option #1 for Cobblestones Park playground using the Omnia Partners purchasing cooperative in the amount of \$124,991.29.


***It was motioned by Board Member Paulsen and seconded by School Board Liaison Smith to approve the purchase of playground option #1 for Cobblestones Park using the Omnia Partners purchase agreement in the amount of \$24,991.29. The motion carried by a vote of 3 in favor and 0 opposed and the purchase was approved,***

5. ADJOURNMENT

  
Janice Uram, Secretary

  
Date

  
Dan Repay, President

  
Date