

MUNSTER BOARD OF PARKS AND RECREATION
5:00 p.m. Regular Meeting
MUNSTER TOWN HALL
Tuesday, June 17, 2025

MINUTES

1. CALL TO ORDER

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

2. ROLL CALL

Board Members Jose Gutierrez, Robyn Paulsen, Scot Pierce, Dan Repay and Kirsten Smith were physically present at Town Hall, as was Town Council Park Board Liaison Chuck Gardiner. Also present at Town Hall were Parks and Recreation staff members Mark Heintz, Jill Higgins, and Janice Uram.

Others present: Wendy Mis, Clerk Treasurer
Nicole Bennett, Town Attorney
Dave Nellans, Town Councilman
Nubia Territt, 7809 State Line Avenue
Neida Reyes, 7809 State Line Avenue
Sebastian Flores, 411 Mayfair Court
Charlotte Regan, 1013 Heather Lane

3. PLEDGE OF ALLEGIANCE

4. PUBLIC

No one from the public rose to claim the floor. No electronic communications were received.

5. ADMINISTRATIVE MATTERS

a. Approval of Park Board Minutes

i. May 20, 2025 Minutes

Board Member Repay moved with a second by Board Member Paulsen to approve the June 17, 2025 minutes. Board Members Gutierrez, Paulsen, Repay, Smith and Pierce voted in favor; none voted against, and the minutes were approved.

b. Confirmation/Approval of Park Vouchers

i. Approval of Voucher Register 25-6A dated 6/17/25 totaling \$66,033.41

ii. Confirmation of Voucher Register 25-6B dated 6/1-31/25 totaling \$89,333.19

iii. Confirmation of Voucher Register 25-6C dated 6/2/25 totaling \$1,246.50

iv. Confirmation of Voucher Register 25-6D dated 6/16/25 totaling 4775.00

Board Member Paulsen moved with a second by Board Member Repay to approve Voucher Registers 25-6A, 25-6B, 25-6C and 25-6D. Board Members Gutierrez, Paulsen, Repay, Smith and Pierce voted in favor; none voted against, and the minutes were approved.

c. Reports

i. June Board Report

The Board Report is included in the Agenda Packet. The Director did inform the Board of the need to schedule a Work-Study Session in the very near future to discuss moving forward

with the Centennial Park project, the financial planning of and priorities for capital expenditures.

ii. Town Council Liaison Report

The Town Council at the last meeting approved the creation of a Sustainability Committee.

6. **ITEMS FOR DISCUSSION/ACTION**

a. Pro Shop and Cart Garage HVAC Preventative Maintenance Agreement

The Director presented a preventative maintenance agreement from Arctic Engineering for routine maintenance on the HVAC units at the Centennial Park pro shop and cart storage buildings and recommended the Board approve the agreement.

Board Member Gutierrez moved with a second by Board Member Repay to approve the Preventative Maintenance Agreement with Arctic Engineering. Board Members Guterrez, Paulsen, Repay, Smith and Pierce voted in favor; none voted against, and the Agreement was approved.

b. Humane Indiana Beer Garden Request

As they have the past 3 years, Humane Indiana has requested approval to have a beer garden at their 2025 Paws in the Park event on September 20. If approved they are prepared to meet all the requirements necessary and secure the necessary permits. The Director recommended the Board approve the request.

Board Member Paulsen moved with a second by Board Member Gutierrez to approve Humane Indiana's request to have a beer garden at the Paws in the Park event. Board Members Guterrez, Paulsen, Repay, Smith and Peirce voted in favor; none voted against, and the request was approved.

c. Golf Course Management RFP

The Director presented a draft of the Request for Proposals for the Golf Course Management Services at Centennial Park Golf Course. Pending the Board's review, the Director requested approval of the RFP and authorization to post and share it. Discussion was had.

Board Member Repay moved with a second by Board Member Paulsen to approve the Golf Course Management RFP as presented and authorized the circulation thereof. Board Members Guterrez, Paulsen, Repay, Smith and Peirce voted in favor; none voted against, and the RFP was approved.

d. Park Vehicle Purchase

The need for an additional small pickup has been identified based on current staff load and to get employees to necessary job sites. Proposals were sought for a 2025 Ford Ranger XL from three dealers. Paul Heuring Ford of Hobart had the lowest proposal at \$37,764.15. The Director recommended the Board approve the purchase.

Board Member Repay moved with a second by Board Member Guterrez to approve the the purchase of a 2025 Ford Ranger XL from Paul Heuring Ford in the amount of \$37,764.15. Board Members Guterrez, Paulsen, Repay, Smith and Peirce voted in favor; none voted against, and the purchase was approved.

7. **ADJOURNMENT**

President Pierce called for a motion to adjourn.

Board Member Repay move with a second by Board Member Paulsen to adjourn the meeting. The motion carried and the meeting was adjourned at 5:30 p.m.

Janice Uram, Secretary

Date

Scot Pierce, President

Date