MUNSTER BOARD OF PARKS AND RECREATION
5:00 p.m. Regular Meeting
MUNSTER TOWN HALL
Tuesday, October 21, 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, and Dan Repay and Kristen Smith were physically present at Town Hall, as was Town Council Park Board Liaison Chuck Gardiner. Also present in Town Hall were Parks and Recreation staff members Mark Heintz, Jill Higgins and Janice Uram.

   Others present: Nicole Bennett, Town Attorney

3. ***PLEDGE OF ALLEGIANCE***

4. ***PUBLIC HEARING***
   Mr. Frank Zischerk, 8015 Greenwood, asked if the upcoming bond issue will be for the full $5 million stated in the Declaratory Resolution or for the actual amount of the Project List attached, and also if the Project List is final or could it change prior to the bond issue.
   No electronic communications were received.

5. ***PUBLIC COMMENT***
   Mr. Frank Zischerk, 8015 Greenwood, inquired about the fee for photography listed in the fee schedule and if was new, and does it generate any revenue. And how it was enforced. He inquired about the HWC Professional Services Agreement that there was a not to exceed amount for the services but no overall spending cap.

6. ***ADMINISTRATIVE MATTERS***
   a. ***Approval of Park Board Minutes***
      September 16, 2025 Minutes
      Board Member Paulsen motioned with a second by Board Member Smith to approve the September 16, 2025 minutes. Board Members Guiterrez, Paulsen, Repay, Smith and Pierce voted in favor; none voted against, and the minutes were approved.
   b. ***Confirmation of Voucher Register(s)***
      i. Approval of Voucher Register 25-10A dated 10/21/25 totaling $42,536.89
      ii. Confirmation of Voucher Register 25-10B dated 9/1-30/25 totaling $87,864.79
      iii. Confirmation of Voucher Register 25-10C dated 10/6/25 totaling $3,504.50
      Board Member Paulsen motioned with a second by Board Member Repay to approve park voucher registers 25-10A, 25-10B, and 25-10C. Board Members Guiterrez, Paulsen, Repay, Smith and Pierce voted in favor; none voted against, and the voucher registers were approved.

c. Reports

i. Park Department October Board Report

A preconstruction meeting was held with the architect, general contractor and staff. The contractor anticipates being on-site within 2 weeks. Garriup Construction continues work on the project which has required significant coordination with nearby gas, electric and petroleum utilities. SEH continues work on redistributing electrical lines currently fed from the existing clubhouse. The DNR stocked Maynard Lake with 3,000 small fish. The Town recently received about 40 trees from donations and grants. The Department's Pumpkins, Witches and Hayrides event had strong participation. The Bieker Woods Night Walk was rained out. The Superintendent of Recreation successfully renewed her CPRP certification.

ii. Town Council Liaison Report

Councilman Gardiner reported that the newly formed Sustainability Committee will meet for the first time on Monday, November 10th at 4:00 p.m. The Civic Foundation is launching a grant program and will have an open meeting for those interested, on Monday, November 10th at 7:30 p.m.

7. *ITEMS FOR DISCUSSION/ACTION*

It was recommended that Board approve Park Bond Resolutions 2025-05, 2025-06 and 2025-07 to continue the process of completing park bond issue.

a. Resolution 2025-05 Confirmatory Resolution of the adoption of the Declaratory Resolution for Issuance of Bonds.
Board Member Repay motioned with a second by Board Member Smith to adopt Resolution 2025-05. Board Members Guiterrez, Paulsen, Repay, Smith and Pierce voted in favor; none voted against and Resolution 2025-05 was adopted.

b. Resolution 2025-06 Appropriation Resolution appropriating the sum of the bond issue.
Board Member Repay motioned with a second by Board Member Guiterez to adopt Resolution 2025-06. Board Members Guiterrez, Paulsen, Repay, Smith and Pierce voted in favor; none voted against and Resolution 2025-06 was adopted.

c. Resolution 2025-07 Bond Resolution authorizing the issuance of bonds.
Board Member Repay motioned with a second by Board Member Paulsen to adopt Resolution 2025-07. Board Members Guiterrez, Paulsen, Repay, Smith and Pierce voted in favor; none voted against and Resolution 2025-07 was adopted.

d. Resolution 2025-09 Authorizing disposal of surplus property.
It was recommended the Board approve the Resolution.
Board Member Guiterrez motioned with a second by Board Member Smith to adopt Resolution 2025-09. Board Members Guiterrez, Paulsen, Repay, Smith and Pierce voted in favor; none voted against and Resolution 2025-09 was adopted.

e. Resolution 2025-08 Amending the Parks and Recreation Schedule of Fees
It Was recommended the Board approve the Resolution
Board Member Repay motioned with a second by Board Member Smith to adopt Resolution 2025-08. Board Members Guiterrez, Paulsen, Repay, Smith and Pierce voted in favor; none voted against and Resolution 2025-08 was adopted.

f. Engineering General Services Contract
The Director presented a Professional Services Agreement from HWC Engineering. It has been recommended the Department engage an engineering firm through an on-call professional services contract. This will ensure successful park improvement projects, Master Plan projects and bond funded capital improvements. HWC Engineering is already familiar with many of the projects as they completed the Master Plan. Staff recommends the approval of the Professional Services Agreement with HWC Engineering as presented and authorize the Director to sign the Agreement.
Board Member Repay motioned with a second by Board Member Guiterrez to approve the Professional Services agreement with HWC Engineering and to authorize the Director to sign it. Board Members Guiterrez, Paulsen, Repay, Smith and Pierce voted in favor; none voted against and the Agreement was approved.

8. ADJOURNMENT
President Pierce called for a motion to adjourn.
Board Member Repay motioned with a second 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 5:32 p.m.

Janice Uram
Janice Uram, Secretary

11/18/25
Date

Scot Pierce
Scot Pierce, President

11/18/25
Date