

MUNSTER BOARD OF PARKS AND RECREATION
5:00 p.m. Regular Meeting
MUNSTER TOWN HALL
Tuesday, November 18, 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 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
Munster High School Students (see Attachment A)

3. *PLEDGE OF ALLEGIANCE*

4. *PUBLIC COMMENT*

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

5. *CONSENT AGENDA*

a. Approval of Park Board Minutes

- i. October 21, 2025 Minutes

b. Confirmation of Voucher Register(s)

- i. Approval of Voucher Register 25-11A dated 11/18/25 totaling \$36,084.35
- ii. Confirmation of Voucher Register 25-11B dated 10/1-31/25 totaling \$82,708.60
- iii. Confirmation of Voucher Register 25-11C dated 11/17/25 totaling \$775.00

Board Member Paulsen motioned with a second by Board Member Gutierrez to approve the consent agenda. Board Members Gutierrez, Paulsen, Smith and Pierce voted in favor; none voted against, and the Consent Agenda was approved as presented.

c. Reports

- i. Park Department October Board Report

Anticipating approval of the permit to begin construction of the West Lakes Park restroom building this month. Work continues on the Bridges Over Ditches project. The review committee for the golf course management RFP's has met and completed interviews with the selected firms. A recommendation is anticipated for the December 16th Park Board meeting. SEH concluded their design of the electrical redistribution work. A request will be put out for quotes for the fountains and equipment. The Town received a second tree grant from the Little Calumet River Basin Development Commission. The Town Council approved the 2025 park bond issue. The new Grateful for my Guy Mother/Son dance was well attended.

The Halloween themed bingo for the Keen Agers ran with 62 in attendance where Burns Kish sponsored lunch. 2026 facility rentals opened to the public on November 3, with 18 reservations having been taken; 12 of those on the first day. Maintenance staff has been down an employee since September 30th due to injury. The Monon Trail Head, all drinking fountains and irrigation systems have been winterized. Leaf mulching continues in all parks. The new General Manager was appointed at the Centennial Park Golf Course. Greens, tees and fairways have been aerated and fertilized.

ii. Town Council Liaison Report

The newly formed Sustainability Committee had their first meeting which went very well. Requests for Civic Foundation grants can be turned in through January of 2026. On Wednesday, November 19 at 6:00 p.m., the Town Council will hold an informational meeting for the public to learn about the various boards and commissions that exist in the Town. Residents can learn about the role each one plays in the operation of the Town and ways residents can get involved. The resident survey regarding the Town's communication efforts can still be completed through November 21.

6. ITEMS FOR DISCUSSION/ACTION

a. 2026-2028 Landscape Maintenance Contract

Based upon the review and comments from the Park Board Attorney as to which proposals were responsive and responsible, staff recommended awarding the contract to Great Lakes Landscape Management at an annual cost of \$106,680.

Board Member Paulsen motioned with a second by Board Member Gutierrez to award the 2026-2028 Landscape Maintenance Contract to Great Lakes Landscape Management at an annual cost of \$106,680. Board Members Gutierrez, Paulsen, Smith and Pierce voted in favor; none voted against.


7. ADJOURNMENT

President Pierce called for a motion to adjourn.

Board Member Paulsen motioned with a second by Board Member Gutierrez to adjourn the meeting. The motion carried by a vote of 4 in favor and 0 opposed and the meeting was adjourned at 5:18 p.m.


Janice Uram, Secretary

12/16/25
Date


Scot Pierce, President

12/16/25
Date

**Attendance
Munster Board of Parks and Recreation
November 18, 2025**

Frank Zischerk	8015 Greenwood Avenue
Jake Greiner	1313 Brandywine Drive
Juliana Olivencia	10320 Cherrywood Lane
Aryan Patel	546 Jenna Drive
Aidan Prado	7613 Tapper
Zohnder Christian	7819 Hohman Avenue
Niko Iatrides	209 Westminster Place
Naseeb Mohammed	503 Jenna Drive
Katie Vitale	8645 Moraine Avenue
Abigail Cohs	6724 Falcon Drive
Grace Wang	1315 Cedarcrest Drive
Ayla Fragoso	1127 Murifield Drive
Nicole Odeguard	2533 New Castle Drive
Emma Kynka	364 Manistee Avenue
Fatima Damaehi	1615 Santa Ana Court
Hina Kahn	10256 Pad. Coes.
Krishna Patel	10347 New Devon Street
Xavier Rodriquez	8707 Kraay Avenue
Jenna Krieg	1312 Fran Lin Parkway
Krishna Chauhan	1722 Timberwood Lane
Aditi Tumuluri	1912 Briarwood Circle
Jurnee Banks	5534 Walsh Avenue
Emma Meyers	124 Knightbridge Place
Ruby Smith	1241 Elliott Drive
Marija Pavlic	1115 Azalea Drive
Addison McKeever	1009 Heather Lane
Eve Szafacz	1418 MacArthus Boulevard