

**MUNSTER BOARD OF PARKS AND RECREATION**  
**5:00 p.m. Regular Meeting**  
**TOWN HALL MAIN MEETING ROOM**  
**Tuesday, December 18, 2018**

***MINUTES***

Park Board Members Present: Michael Sowards, President; Robyn Paulsen, Vice President; Dan Repay, Secretary; David Cerven, Board Member; Ron Ostojic, School Board Liaison; Joe Simonetto, Town Council Liaison.

Park Staff Present: Greg Vitale, Director of Parks and Recreation; Jerry Rosko, Superintendent of Park Maintenance; Janice Uram, Administrative Assistant.

Others Present: Dave Nellans, Town Council Member.

**1. CALL TO ORDER**

**2. PUBLIC INPUT**

There was no public input. No one from the public was present

**3. ADMINISTRATIVE MATTERS**

**a. Approval of Park Board Minutes**

December 4, 2018 Minutes

***Board Member Cerven motioned with a second by Vice-President Paulsen to approve the December 4, 2018 minutes. The motion carried by a vote of 5 in favor and 0 opposed.***

**b. Confirmation of Park Vouchers**

i. Park Vouchers Confirmed Register #18-12C Totaling: \$45,118.33

Fund 204 Parks & Recreation

Employee Payroll (\$14,340.28+\$30,778.05)

ii. Park Vouchers Confirmed Register #18-12D Totaling: \$1,128.32

Fund 204 Parks & Recreation

Employee Payroll (\$1,048.13+\$80.19)

iii. Park Vouchers Approved Register 18-12E Totaling: \$58,418.61

Fund 204 Parks & Recreation \$27,753.34

Fund 419 Park Bond Proceeds \$26,791.25

***Board Member Cerven motioned with a second by Secretary Repay to approve Park Voucher Registers, 18-12C, 18-12D, and 18-12E. The motion carried by a vote of 5 in favor and 0 opposed.***

**c. Reports**

i. December Board Report

Five vendors participated in the pre-bid meeting for the LED lighting upgrade; 3 were from out of state. Park tours were set up after the meeting. To date there is only 1 bid on the pool chaise lounges up for public sale. Park maintenance staff continues with winter maintenance of all park equipment, both winter and summer. The Community Market Committee continues to work hard on re-branding the market. The annual Holiday Art and Crafts Fair was a huge success

with 151 vendors and thousands of people in attendance. Rock Along with Santa was very successful with 56 participants. The Keen Ager Holiday party was a big hit with attendees. Winter maintenance has started inside the clubhouse at Centennial.

ii. January Event & Activity Calendar

The calendar was included in the board packet.

**4. ITEMS FOR DISCUSSION/ACTION**

a. Sunnyside Park Sensory Addition Installation

Five proposals were submitted for the installation of the Sunnyside Park sensory play addition equipment. The Director reviewed the proposals with the Board and recommended the approval of Greenup Playground & Site Amenity Installation of Plainfield, Illinois. The proposed cost for the installation is \$15,968. Greenup has installed playgrounds for the park department previously.

***Board Member Cerven motioned with a second by Vice President Paulsen to approve the installation of the Sunnyside Park sensory play addition equipment by Greenup Playground & Site Amenity Installation in the amount of \$15,968. The motion carried by a vote of 5 in favor and 0 opposed.***

b. Holiday Art and Crafts Fair Event Report

The fair this year was very successful with a revenue increase over last year of approximately \$1,600. Returning vendors are a big reason for the fair's success. The event is the second most attended park event.

c. Community Park Security Cameras

A proposal was received from Schneider Electric for the installation of a security camera above each of the four doors to the Community Park bathrooms. The cost of the installation is \$13,718, including licensing and support for the Milestone System monitoring. The system has 100MB bandwidth which may or may not be adequate if additional cameras are installed, which would then require additional equipment right at the park, at an even higher cost than that of the cameras. The Director asked for the Board's recommendation on how to proceed. After discussion, the Board asked the Director to look into the possibility of a less expensive system and

d. Munster High School Tennis Courts

A Board member had discussion with members of Munster High School athletics about repair of 6 tennis courts that were not part of the repair work done a couple of years ago. The Director was advised and since the courts are used by the Department for tennis lessons, and by the general public, a familiar vendor of the Department was asked to evaluate the courts. Permaseal estimated the cost at \$69,920. The Department has been asked to contribute \$25,000 with the School Town paying the balance. It was also asked that the Department head the project. The Director asked the Board to contribute the \$25,000, as was done for the previous repair project. These repair costs were not budgeted, however they can be paid from bond funds for "Other Park Improvements".

***Secretary Repay motioned with a second by Board Member Cerven, to authorize the contribution of \$25,000 to the repair of six tennis courts at Munster High School. The motion carried by a vote of 5 in favor and 0 opposed.***

e. 2019 Board of Parks and Recreation Meeting Dates

A calendar of the 2019 meeting dates was included in the board packet. It was agreed to continue to regularly meet the first and third Tuesday of the month.

f. Election of 2019 Board of Parks and Recreation Officers

Board Member Cerven nominated each Board Member to move forward an office, therefore Vice-President Paulsen would move to President, with Secretary Repay moving to Vice President and Board Member Cerven moving to Secretary. Current President Sowards would move to Board Member. Secretary Repay seconded the nomination. The 2019 slate of officers and board members will be as follows:

Robyn Paulsen	Board of Parks & Recreation President
Dan Repay	Board of Parks & Recreation Vice President
David Cerven	Board of Parks & Recreation Secretary
Mike Sowards	Board of Parks & Recreation Member

**5. ADJOURNMENT**

The next regular Board of Parks and Recreation will be scheduled by vote at the meeting today.

***President Sowards called for a motion to adjourn. Vice President Paulsen motioned for adjournment, Secretary Repay seconded the motion and the meeting was adjourned at 5:55 p.m.***

\_\_\_\_\_  
David, Park Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robyn Paulsen, Park Board President

\_\_\_\_\_  
Date