

MUNSTER BOARD OF PARKS AND RECREATION
5:00 p.m. Regular Meeting
TOWN HALL MAIN MEETING ROOM
Tuesday, March 19, 2019

MINUTES

Park Board Members Present: Dan Repay, Vice President; David Cerven, Secretary; Mike Sowards, 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; Barb Holajter, Superintendent of Recreation; Don Tillar, General Manager Centennial Park; Janice Uram, Administrative Assistant.

1. CALL TO ORDER

President Paulsen called the meeting to order at 5:00 p.m.

2. PUBLIC INPUT

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

3. ADMINISTRATIVE MATTERS

a. Approval of Park Board Minutes

March 5, 2019 Minutes

Secretary Cerven motioned with a second by Board Member Sowards, to approve the March 5, 2019 minutes. The motion carried by a vote of 5 in favor and 0 opposed.

b. Confirmation of Park Vouchers

- i. Park Vouchers Approved Register #19-3D Totaling: \$26,125.26
Fund 204 Parks & Recreation \$19,185.26
Fund 419 Park Bonk Proceeds \$6,940.00
- ii. Park Vouchers Confirmed Register #19-3E Totaling: \$45,252.03
Fund 204 Parks & Recreation
Employee Payroll (\$30,254.52+\$14,997.51)

Board Member Repay motion with a second by Secretary Cerven, to approve Park Voucher Registers 19-3D and 19-3E. The motion carried by a vote of 5 in favor and 0 opposed.

c. Reports

i. March Board Report

The staff welcomed Don Tillar as the new Centennial Park Golf Course General Manager. The View Restaurant will open for the season on April 1. Fourteen new dumpsters were unloaded and placed throughout Community Park. The pool concession stand floor has been seal-coated. The new furniture for Centennial Park Clubhouse lobby is being delivered piece by piece. The golf course has been open with 58 golfers having played on March 11.

ii. April Event & Activities Calendar

The calendar was included in the board packet.

iii. Daddy Daughter Date Night Event Report

The event was a big success with 221 dads and daughters in attendance, an increase of 35 over last year. Total revenue was approximately \$2,800, an increase of \$600 over last year. Attendees enjoyed a catered dinner, dancing raffles and dessert and candy bar.

iv. Bridal Fair Event Report

An estimated 100 brides attended the event along with spouses-to-be, wedding party members, friends and family, bringing the total attendance to about 500. Fifty-three vendors included bakeries, catering, photographers, stylists, jewelers dress boutiques, florists, etc. More grooms attended than in previous years, and Dunhill Tuxedo sponsored billboard advertising for the event.

4. ITEMS FOR DISCUSSION/ACTION

a. Introduction of Don Tillar, Centennial Park General Manager (BCG)

The Director introduced the new General Manager to the Board. Mr. Tillar discussed his past experience and plans for the upcoming golf season at Centennial.

b. Park and Recreation Inclusion Report

The inclusion report was included in the board packet. The report is periodic from the NRPA and takes the definition of inclusion to a deeper level as far as parks and recreation are concerned. It is reported that almost 40% of park agencies have a formal policy and approximately 15% are creating one within the next year. The Director would like to see the Department put a plan in writing.

c. Frank H. Hammond Park

After a meeting and discussion, it was agreed the school and Park Department would work together, share ideas, vendors, etc. As the project moves forward, the Board will need to decide what to do; remove the existing park playground and share the new school playground, install a 2-3 to 5 age playground possibly with some sensory features, make the area a green space. Meetings with the school will be on-going as decisions are made.

d. Active Network Online Technology Fee Increase

The current technology fee customers pay when registering on line is 3 percent. This was set in 2016 when the Department opened on line registration for the first time. On line registration totals have steadily increased over the past 3 years with no customer complaints about the fee. The cost to the Department has been over \$17,000 the three years. With the upcoming budget cuts, the Director would like the Board to consider passing 100% of the fees on to the customer. The Director recommended the Board approve increasing the customer portion of the mandatory online technology fee from 3% to 5% effective immediately.

Board Member Sowards motioned with a second by Secretary Cerven to approve the increase the ActiveNet mandatory online technology fee from 3% to 5% effective immediately. The motion carried by a vote of 5 in favor and 0 opposed.

e. Memorial Tree Price Increase

The current memorial tree cost is \$500 including a choice of tree, a personalized plaque, and planting by park staff. This cost has remained unchanged for many years. At this point in time the expense of purchasing and planting, and maintenance of the tree exceeds the revenue, and any additional maintenance expense comes out of the

operational budget. A fee increase is necessary to cover all applicable costs and will allow for surplus funds for on-going expenses. The Director recommended the Board approve an increase in the cost of the tree memorial program to \$650 effective immediately.

Vice President Repay motioned with a second by Board Member Sowards, to approve the increase in the cost of the tree memorial program to \$650.00. The motion carried by a vote of 5 in favor and 0 opposed.

5. ADJOURNMENT

President Paulsen called for a motion to adjourn.

Board Member Sowards motioned with a second by Secretary Cerven, to adjourn the meeting. The meeting was adjourned at 5:50 p.m.

David Cerven, Park Board Secretary

Date

Robyn Paulsen, Park Board President

Date