

MUNSTER BOARD OF PARKS AND RECREATION
5:00 p.m. Regular Meeting
TOWN HALL MAIN MEETING ROOM
Tuesday, July 16, 2019

MINUTES

Park Board Members Present: Robyn Paulsen, President; Dan Repay, Vice President; David Cerven, Secretary; Ron Ostojic, School Board Liaison.

Park Staff Present: Greg Vitale, Director of Parks and Recreation; Jill Higgins, Superintendent of Recreation; Janice Uram, Administrative Assistant, Alexandria Milne, Parks and Recreation Intern.

1. *CALL TO ORDER*

President Paulsen called the meeting to order at 5:01 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*

June 18, 2019 Minutes

Secretary Cerven motioned with a second by Vice President Repay, to approve the Jun3 18, 2019 minutes. The motion carried by a vote of 4 in favor and 0 opposed.

b. *Confirmation of Park Vouchers*

i. Park Vouchers Confirmed Register #19-6E Totaling: \$78,311.31\$

Fund 204 Parks & Recreation

Employee Payroll (\$63,535.58+\$14,775.73)

ii. Park Vouchers Approved Register #19-7A Totaling: \$84,848.80

Employee Payroll (\$68,785.79+\$16,063.01)

iii. Park Vouchers Confirmed Register #19-7B Totaling: \$706.41

Fund 204 Parks & Recreation

Employee Payroll (\$600.00+\$106.41)

iv. Park Vouchers Approved Register #19-7C Totaling: \$49,140.23

Fund 204 Parks & Recreation \$17,671.48

Fund 419 Park Bond Proceeds \$30,888.00

v. Park Vouchers Confirmed Register #19-7D Totaling: \$1,196,460.47

Fund 204 Parks & Recreation \$70,091.57

Fund 419 Park Bond Proceeds \$118,823.80

Secretary Cerven motioned with a second by Vice President Repay, to approve the Jun3 18, 2019 minutes. The motion carried by a vote of 4 in favor and 0 opposed.

c. **Reports**

i. July Board Report

The Director acknowledged to the Board appreciation for the hard work by park staff during the July 3rd event. The Munster High School and Grove Park tennis court resurfacing projects started on July 15. Safety netting is being installed between the two south softball fields at Community Park with the high school, Munster Girls Softball and the Park Department sharing the cost. A 32 game, 3 field USSSA softball tournament took place at Community Park June 28 thru 30. The NSA Women's World Series will also take place on July 20 and 21. Park mowing has slowed down for the summer which is giving staff time to focus on some other projects. The Department is extremely backed-up due to limited staffing. Two HVAC compressor at Centennial clubhouse have blown due to recent power outages. Irrigation system repairs at both Community and Centennial Park are a daily maintenance headache across the board. The Monon Trailhead fountain pump has broken down and the cost of repair is in the \$9,000 range requiring careful consideration of the repair. The second and final session of Summer Enrichment came to a close and was very successful with a total of 19 class offerings and 272 participants. Summer Camp continues with much higher than average enrollment. The new Community Market welcomes new vendors every week. Swim lessons are going strong with over 90 swimmers participating in July. Wedding season is in full swing with 11 weddings and receptions in June, and 9 in July. Banquet inquiries have exceeded 2,000 since the first of the year. The golf course is performing well and is ahead of budget year to date.

4. ITEMS FOR DISCUSSION/ACTION

a. Parks and Recreation Intern Presentation

The Intern gave a presentation highlighting her involvement, accomplishments and learning experience with the Parks and Recreation Department.

b. Event Reports; Touch A Truck, Ride A Bike

The Touch A Truck was very successful. The extra sensory friendly time was well received and there were many requests to extend the time. The plan will be to do that next year. The Ride A Bike event was also very successful with approximately 125 kids participating. The remaining helmets from last year's donation were distributed. 12 Bikes were given away. The Police Department were on bikes supervising the event, also helping out.

c. Summer Enrichment Program Report

The program ran very well this year except for teacher issues; five withdrew employment at the last minute, forcing the hire of some that were less qualified. The four-week program provided 36 classes and had enrollment of 545 students.

d. Community Park Sand Volleyball Court Removal

Included in the 2020 Master Plan is to remove the sand volleyball court and convert the area to green space. The project is budgeted at \$28,000. The cost of maintenance time far exceeds the use, which is almost never. Four proposals were received, with Olthoff, Inc. coming in the lowest at \$22,737.92. There is additional expense involved for the termination and removal of the electrical feeds and demo of the light poles. Midwestern Electric offered the best cost of \$5,280. The Director

recommended the Board authorize the Community Park sand volleyball removal project to Olthoff Incorporated in the amount of \$22,737.92, and the electrical termination to Midwestern Electric in the amount of \$5,280.

Vice President Repay motioned with a second by Secretary Cerven, to authorize the Community Park sand volleyball removal project to Olthoff Incorporated in the amount of \$22,737.92, and the electrical termination to Midwestern Electric in the amount of \$5,280. The motion carried by a vote of 4 in favor and 0 opposed.

- e. Special Meeting to Award the Centennial Hill Erosion Project
The bid opening for the project is on July 19, which would put the awarding of the bid by the Board at the August 6 board meeting. Because of the project timeline, contractors at the pre-bid meeting asked about awarding the bid sooner to allow the completion of the project before the fall growing season. The Director asked the Board to consider a Special Meeting to award the bid. After discussion it was agreed the Board would be able to meet on Tuesday, July 23 at 12:00 p.m., at Town Hall. Notice of the meeting date and time will be broadcast to the public and news media via the required notifications.

5. ADJOURNMENT

President Paulsen called for a motion to adjourn.

Secretary Cerven motioned with a second by Vice President Repay, to adjourn the meeting. The meeting was adjourned at 5:55 p.m.

David Cerven, Park Board Secretary

Date

Robyn Paulsen, Park Board President

Date