

MUNSTER BOARD OF PARKS AND RECREATION
12:00 p.m. Public Hearing
TOWN HALL MAIN MEETING ROOM
Tuesday, December 3, 2019

MINUTES

Park Board Members Present: Robyn Paulsen, President; Dan Repay (arrival at 12:05 p.m.), Vice President; David Cerven, Secretary; Mike Sowards, Board Member; Joe Simonetto, Town Council Liaison.

Park Staff Present: Greg Vitale, Director of Parks and Recreation; Jill Higgins, Superintendent of Recreation; Don Tillar, Centennial Park General Manager; Janice Uram, Administrative Assistant.

Others Present: Dave Nellans, Town Council Member

1. *CALL TO ORDER*

The meeting to order at 12:00 p.m. by President Paulsen.

2. *PUBLIC INPUT*

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

3. *ADMINISTRATIVE MATTERS*

a. *Approval of Park Board Minutes*

i. November 19, 2019 Minutes

Board Member Sowards motioned with a second by Secretary Cerven, to approve the November 5, 2019 minutes. The motion carried by a vote of 3 in favor and 0 opposed.

b. *Confirmation of Park Vouchers*

i. Park Vouchers Confirmed Register #19-11E Totaling: \$35,6602.63

Fund 204 Parks & Recreation

Employee Payroll (\$24,464.22+\$11,138.41)

ii. Park Vouchers Approved Register #19-12A Totaling: \$26,253.66

Fund 204 Parks & Recreation \$16,100.74

Fund 419 Park Bond Proceeds \$9,360.00

iii. Park Vouchers Confirmed Register #19-12B Totaling: \$116,519.28

Fund 204 Parks & Recreation \$116,519.28

Fund 419 Park Bond Proceeds \$37,848.94

Secretary Cerven motioned with a second by Board Member Sowards, to approve Park Voucher Registers, 19-11E, 19-12A and 19-12B. The motion carried by a vote of 3 in favor and 0 opposed.

4. *ITEMS FOR DISCUSSION/ACTION*

a. NICTD Construction Agreement

The Board reviewed the construction agreement previously approved by the Town Council and the Redevelopment Commission. After much discussion it was agreed to also approve the construction agreement.

Vice President Repay motioned with a second by Board Member Sowards to approve the NICTD Agreement Regarding construction of Rail Project. The motion carried by a vote of 4 in favor and 0 opposed.

b. Park Bond Update

No bids were received for the General Obligation Bond or the Park Bond. Per Bond Counsel, The Town has the authority to solicit proposals directly from any bank of their choosing, and accept any reasonable offer to issue both the bonds. The Town is actively soliciting bids with some interest from two banks. A decision could be made by the end of this week. This will affect the closing date as indicated in the 2019 Park Department Bond Issue Planning Calendar. The Director will keep the Board informed.

c. Frank H. Hammond School and Park Playground Agreement

The Director asked the Board to approve the final Frank H. Hammond School and Park Playground Agreement. The draft was reviewed by the Board in September. The Agreement has been approved and signed by the School Corporation.

Board Member Sowards motioned with a second by Vice President Repay to approve the Frank H. Hammond School and Munster Parks and Recreation Playground Agreement. The motion carried by a vote of 4 in favor and 0 opposed.

d. Circle Park Playground Report

The budget for this playground is \$87,000. The director reviewed several designs and the Playcraft design is the top choice. The playground includes a lot of ground play allowing access by those with limited mobility. There is a price increase of 5 percent on December 8. Zenon Company quoted a price of \$51,307 for the Playcraft design, including a 6-swing structure and a bench. The price does not include installation; the Director will solicit prices once the playground is ready to be installed. With Board approval the Director would like to purchase the playground before the price increase at the quoted price of \$51,307.

Board Member Sowards motioned with a second by Vice President Repay to approve the purchase of the Circle Park playground from Zenon Company in an amount not to exceed \$53,000. The motion carried by a vote of 4 in favor and 0 opposed.

e. Resolution 2019-11 Amending Schedule A; Parks and Recreation Program Fees and Charges, Munster Community Pool 2020 Season, Schedule of Fees

The Superintendent of Recreation reviewed all the fees and charges and the schedule of fees with the Board and recommended approval of Resolution 2019-11.

Vice President Repay motioned with a second by Secretary Cerven, to approve Resolution 2019-11, a Resolution Amending Schedule A; Parks & Recreation Program Fees and Charges and, Parks & Recreation Schedule of Fees, Exhibit E and Exhibit F. The motion carried by a vote of 4 in favor and 0 opposed.

f. Landscape Maintenance Contract Recommendation

Proposals were solicited for the Park Department Landscape maintenance agreement. Nine prospective companies attended a mandatory pre-bid meeting on November 6; only 6 submitted proposals. Great Lakes Landscaping submitted the lowest proposal for the Work at Centennial and Community Park at a total cost of \$66,928. Cutting Edge was the lowest proposal for the West Lakes and Heritage Park work at a total cost of \$7,000. The agreements shall be for one year with the option to extend the contract with the same terms for two additional years. The Director recommended the Board separately approve the landscape maintenance proposals as follows:

Centennial Park to Great Lakes Landscaping in the annual amount of \$52,410. *Secretary Cerven motioned with a second by Board Member Sowards, to approve the Great Lakes Landscaping maintenance proposal for Centennial Park in the annual amount of \$52,410. The motion carried by a vote of 4 in favor and 0 opposed.*

Community Park to Great Lake Landscaping in the annual amount of \$14,518. *Secretary Cerven motioned with a second by Board Member Sowards, to approve the Great Lakes Landscaping maintenance proposal for Community Park in the annual amount of \$14,518. The motion carried by a vote of 4 in favor and 0 opposed.*

West Lakes Park to Cutting Edge Lawn and Landscape in the annual amount of \$6,810. *Secretary Cerven motioned with a second by Board Member Sowards, to approve the Cutting Edge Lawn and Landscape maintenance proposal for West Lakes Park in the annual amount of \$6,810. The motion carried by a vote of 4 in favor and 0 opposed.*

Heritage Park to cutting Edge Lawn and Landscape in the annual amount of \$1,350. *Secretary Cerven motioned with a second by Board Member Sowards, to approve the Cutting Edge Lawn and Landscape maintenance proposal for Heritage Park in the annual amount of \$1,350. The motion carried be a vote of 4 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 12:55 p.m.

David Cerven, Park Board Secretary

Date

Robyn Paulsen, Park Board President

Date

