

**MUNSTER BOARD OF PARKS AND RECREATION**  
**5:00 p.m. Regular Meeting**  
**TOWN HALL MAIN MEETING ROOM**  
**Tuesday, February 18, 2020**

***MINUTES***

Park Board Members Present: Dan Repay, President; David Cerven, Vice President; Robyn Paulsen, Member; Ron Ostojic, School Board Liaison; Ken Schoon, Town Council Liaison.

Park Staff Present: Greg Vitale, Director of Parks and Recreation; Kevin Dark, Superintendent of Operations; Jill Higgins, Superintendent of Recreation; Abby Kresal, Recreation Supervisor; Janice Uram, Administrative Assistant.

Others Present: Munster High School Government Class Students  
(list attached)

**1. *CALL TO ORDER***

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

**2. *PUBLIC INPUT***

There was no public input.

**3. *ADMINISTRATIVE MATTERS***

**a. *Approval of Park Board Minutes***

February 4, 2020 Minutes

***Vice President Cerven motioned with a second by Board Member Paulsen, to approve the February 4, 2020 minutes. The motion carried by a vote of 4 in favor and 0 opposed.***

**b. *Confirmation of Park Vouchers***

i. Park Vouchers Approved Register 20-2C Totaling: \$28,511.73

Fund 204 Parks & Recreation \$9,144.38

Fund 419 Park Bond Proceeds \$19,367.35

ii. Park Vouchers Confirmed Register 20-2D Totaling: \$38,749.48

Fund 204 Parks & Recreation

Employee Payroll (\$27,212.45+\$11537.03)

***Vice President Cerven motioned with a second by Board Member Paulsen, to approve Park Voucher Registers, 20-1G, 20-2A and 20-2B. The motion carried by a vote of 4 in favor and 0 opposed.***

**c. *Reports***

i. February Board Report

Playground demolition and installation bids for Circle Park, Eads and Elliott Elementary schools are due on February 25<sup>th</sup>. Recent inspection determined the Centennial Park clubhouse will need two new air conditioning condensers. Staff continues to solicit vendors for the Bridal Fair; 41 are registered to date with 21 being new to the event. Daddy Daughter Date Night filled 4 days prior to the event; an after-dinner option was offered allowing 30 additional people.

ii. March Event & Activities Calendar

The calendar was included in the Board Packet.

#### **4. ITEMS FOR DISCUSSION/ACTION**

- a. Introduction of Abby Kresal, Recreation Supervisor, and Kevin Dark, Superintendent of Operations

The Director introduced new employee Abby Kresal as Recreation Supervisor, and recently promoted to Superintendent of Operations, Kevin Dark. Kevin began employment with the Town in 1989 and has 21 years of service with the Park Department.

- b. Purchase of Park Maintenance Department Truck

The budget is \$36,000 for the purchase a new full-size pickup truck with a service body, lift gate and plow, replacing a 2010 three-quarter ton pickup truck with a plow. Working with the Town mechanic, a list of specifications was completed and sent to several local vehicle dealers. The 2010 pickup and a spare 2010 GMC 2500 will be traded on the purchase. The GMC is spare due to reorganization of the Department. Garber Chevrolet of Highland, Indiana submitted the lowest quote of \$35,500 for a 2020 Chevrolet 2500 pickup truck with a service body, lift gate and plow; this includes \$22,00 for trades and a \$10,550 municipal discount. The director recommended the Board authorize the purchase of the 2020 Chevrolet 2500 pickup truck with a service body, lift gate and plow from Garber Chevrolet at a cost of \$35,500.

***Board Member Paulsen motioned with a second by School Board Liaison Ostojic, to approve the purchase of a 2020 Chevrolet 2500 pickup truck with a service body, lift gate and plow from Garber Chevrolet at a cost of \$35,500. The motion carried by a vote of 4 in favor and 0 opposed.***

- c. Update on 8105-8250 Castle Drive Properties

Development of the Castle Drive property is underway and a per acre value has been established. In September of 2018 the Park board voted to accept cash for the parcel of the property owned by the Park Department. The Developer will need to issue a check in the amount of \$12,750 prior to signing off on the final plat subdivision. The Park Board will eventually need to determine how the funds will be used and seek approval thereof. The Planning Commission meeting agenda for the preliminary hearing on the subdivision and preliminary plat of the property was included in the board packet.

- d. Presentation of the 2019 Parks and Recreation Year-End Report

Highlights of the 2019 Year-End Report include; an eighteen percent increase in Summer Camp Participation, the Community Market was successfully rebranded, Pumpkins Witches Hayrides event had an all-time high attendance and over \$8,800 in revenue. The Holiday Arts and Crafts Fair had 149 vendors participate and a revenue of \$24,516. Facility rental revenue totaled \$78,600. Total revenue for 2019 was \$765,580.46, 20 percent of which came from online sales. The Centennial Dog Park received new play equipment, covered seating areas and several shade trees were planted. Fitness stairs were installed at Centennial Park to eliminate and prevent future erosion. The Department partnered with the School Town of Munster and Frank H. Hammond PTO to install a new multi-child-use playground. A new ninja warrior style obstacle course playground was installed in the park. A new playground was added to Orchard Park. A new "airport" themed playground was added to West Lakes Park. Over 100 trees were planted in the parks using budged funds and grants

from the Rotary Club of Munster and the Little Calumet River Basin Development Commission.

- e. Eads and Elliott Elementary Schools Playground Design and Update and Purchase Recommendation

The final design for both playgrounds and signage were included in the Board Packet. The board of the School Town of Munster authorized the purchases at their February 10, 2020 meeting. Purchase approval by the Park Board is also required. Munster Parks and Recreation has agreed to pay \$65,000 toward the purchase and installation of the playgrounds. The Director recommended the Board authorized the purchase of the Elliott School playground in the amount of \$77,719.60, of which \$65,000 shall be paid by the Munster Parks and Recreation Department.

***Vice President Cerven motioned with a second by Board Member Paulsen, to authorize the purchase of the Elliott School playground for a total of \$77,719.60 and the payment of \$65,000 of the total by the Munster Parks and Recreation Department. The motion carried by a vote of 4 in favor and 0 opposed.***

The Director recommend the Park Board authorize the purchase of the Eads School playground, Eads School shared playground sign and the Elliott School shared playground sign in the amount of \$75,644, with 100 percent of the costs being paid by the School Town of Munster and \$0 being paid by the Munster Parks and Recreation Department.

***Vice President Cerven motioned with a second by Board Member Paulsen, to authorize the purchase of the Eads School playground, Eads School shared playground sign and the Elliott School shared playground sign in the amount of \$75,644, with 100 percent of the costs being paid by the School Town of Munster and \$0 being paid by the Munster Parks and Recreation Department. The motion carried by a vote of 4 in favor and 0 opposed.***

- f. Ale Fest Event Financials

The 2019 event financial spreadsheet was included in the Board Packet. Net profit for the event was \$4,526.62.

## 5. **ADJOURNMENT**

President Repay called for a motion to adjourn.

***Vice President Cerven motioned with a second by Board Member Paulsen, to adjourn the meeting. The motion carried and the meeting was adjourned at 5:48 p.m.***

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Mike Sowards, Park Board Secretary

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Date

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Dan Repay, Park Board President

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Date

Attendance  
Board of Parks and Recreation  
Regular Meeting  
February 18, 2020

Name	Address	E-mail Address
1. Antonio Medina	311 Norwich Ct	antonio.medina@iceland.com
2. Sam Lesh	8444 Walnut Drive	slash@iceland.com
3. Robert Zenglin	8109 Van Buren Ave	9002782@student.munster.us
4. Ben Dodge	1349 Fitzgerald Dr.	dodgeben9@gmail.com
5. John Stanko	1936 Chestnut Ct	jstanko@gmail.com
6. Madi Griegel	1834 Oriole Drive	mgriegel15@gmail.com
7. Ronnie Nowak	1542 MacArthur Blvd	Ronnie.nowak@gmail.com
8. Will Melby	8050 Kooy Drive	400236@student.munster.us
9. Ponghy Simpson	3141 Fairbanks Pl.	700241@student.munster.us
10. Michael Peters	9123 Beech Ave,	7002768@student.munster.us
11. Konan Meyer	1122 Cornwallis Ave	7002755@student.munster.us
12. Hannah Foster	7945 Schreiber Drive	7003243@student.munster.us
13. Emily Ralston	8611 Rolling Avenue	7002762@student.munster.us
14. Steven Biegel	9840 New Devon	9003016@student.munster.us
15. Peter Gallagher	1910 Brookside Drive	7001711@student.munster.us
16. Samantha Buehler	1112 Franklin Parkway	800551@student.munster.us
17. Brenden Olson	209 Kniskrbridge Pl	7002996@student.munster.us
18. Jacobus Barnard	108 Exeter Road	7003698@student.munster.us
19. Aidan Smith	6531 Forest Avenue	9003010@student.munster.us
20. Emily Malave	10240 Whitehall Gdn.	7002997@student.munster.us

Alia Oodallah 8021 Tapperaue.  
Justin Anderson K. Man. Christian Center  
Anthony Wallace Kemp

9000484@student.munster.us

NAME	ADDRESS	EMAIL
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Maria De los Angeles Herrera	1032 Camellia	Maria.herrera.mh2002@gmail.com
Noemi Mena	8009 Hohman ave	emmythejedi@gmail.com
Giovanni Pantagua	9625 Northcote Ave	Giolp teen@gmail.com
Skylar Van Ermen	324 Leicester rd	7002894@student.munster.us
Max. Baker	316 Saint Andrews Dr.	4000815@student.munster.us
Josh Zatorski	8016 Monaldi Dr.	9002850@student.munster.us
Gina Venturini	10326 Fox Run	9003007@student.munster.us

Attendance  
Board of Parks and Recreation  
Regular Meeting  
February 18, 2020

Name	Address	E-mail Address
1. Mihala Bryant	8315 Greenwood Ave. Munster IN	mihala.bryant@ymail.com
2. Julianna Nelson	8028 Schroeder Dr. Munster IN	julianna@nelson.tc
3. Autumn Zader	9206 Greenwood Ave, Munster IN	900390310@student.munster.us
4. DANIEL KRUSE	7641 Holman Ave	70009100@student.munster.us
5. Brenden Guthrie	8606 Jefferson Ave	8000653@student.munster.us
6. Alyssa Megan	6530 Alexander Ave	9001020@student.munster.us
7. Patricia Proctor	1916 Melbrook Ct.	patricia.proctor622@gmail.com
8. Sophia Porter	443 Fisher Street munster, IN	SophiaPorter06@gmail.com
9. Kristina Sosic	1024 Azalea Dr.	700735@student.munster.us
10. Caleb Grennan	8517 Parkview Ave	Takedum237@outlook.com
11. Max Gusa	316 Saint Andrews Dr.	9000875@student.munster.us
12. Bradley Bryson	8241 Koo y Dr.	7002848@takeda.munster.us
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