

MUNSTER BOARD OF PARKS AND RECREATION
5:00 p.m. Regular Meeting
CENTENNIAL PARK CLUBHOUSE
Tuesday, October 19, 2021

MINUTES

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

Park Staff present in person: Mark Heintz, Director of Parks and Recreation, Kevin Dark, Superintendent of Operations; Jill Higgins, Superintendent of Recreation; Janice Uram, Park Board Secretary.

Others present: Wendy Mis, Clerk-Treasurer via Zoom meeting technology.

1. CALL TO ORDER

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

2. PUBLIC COMMENT

Town Council Liaison Schoon asked the Board to evaluate the times and locations of the Park Board meetings. He suggested all the meetings take place at Town Hall. No one from the public was present. No one was present virtually and no emails were received.

3. ADMINISTRATIVE MATTERS

a. Approval of Park Board Minutes

i. , 2021 Minutes

It was motioned by Board Member Repay and seconded by Board Member Sowards to approve the, October 5, 2021 minutes. The motion carried by a vote of 5 in favor and 0 opposed.

b. Confirmation/Approval of Park Vouchers

i. Approval of Voucher Register 21-10C dated 10/19/21 totaling \$14,234.26

It was motioned by Board Member Repay and seconded by Board Member Sowards to approve Voucher Register 21-10C. The motion carried by a vote of 5 in favor and 0 opposed.

c. Reports

i. October Board Report

The Director reported that the Town is once again planning one General Obligation Bond which will include Park Department capital improvements and equipment purchases. The ARPA funds have been received and the Town Council has approved \$500,000 to be budgeted to the Park Department. The Department is now fully staffed with the recent hiring of two Maintainer II's. The Board's recommendation for the Community Resources Phase 2 Development was forwarded to the Plan Commission. Fall soccer has wrapped up after a very successful season concluding on October 16. Park Maintenance staff continues with daily trash and litter pick up, bathroom cleaning, social center set-up, gas plant monitoring and maintenance, leachate pumping and mowing throughout the parks. Golf course maintenance staff are now aerating tees; fairway aeration is scheduled to start. Irrigation lines will be blown out the last week in October.

ii. Community Market Event Report

The market took place for 8 weeks at Community Park. Attendance remained low for the majority of the scheduled dates despite increased marketing. Most vendors were pleased with the event. A virtual vendor who delivered online orders to the market for customer pickup was very successful. Market revenue was almost \$6,500.

iii. Pumpkins, Witches & Hayrides Event Report

Attendance was well over 2,000 who came to enjoy hayrides, games, entertainment, bounce houses, and pony rides. The weather was perfect. The event was a huge success with revenue at about \$13,600. The Munster High School students who volunteered to work the event were very helpful. Food and business vendors were pleased with the turn out.

4. ITEMS FOR DISCUSSION/ACTION

a. Resolution 2021-05 Amending Part-time Salary & Wage Rates

The Director recommended the Board approve Resolution 2021-05 amending the salary/wage schedule for part-time employees and the attached Exhibit A-1. Discussion was had about staffing the Park Attendant position in next year's budget.

It was motioned by Board Member Repay and seconded by Board Member Sowards to approve Resolution 2021-05 and Exhibit A-1 with a change to the Park Attendant Position wage rate to \$0.00. The motion was denied by a vote of 2 in favor and 3 opposed.

Discussion was had and President Cerven called for a motion to approve Resolution 2021-05 as presented.

It was motioned by Vice President Paulsen and seconded by School Board Liaison Ostojic to approve Resolution 2021-05 and the attached Exhibit A-1 as presented. The motion carried by a vote of 3 in favor and 2 opposed and the Resolution was approved.

b. Social Center Usage Fees

Staff has reviewed and evaluated the usage and rates for park facilities and as they have not been changed since 2019, recommends the Board approve increasing the hourly rental rates for the Social Center to \$70.00/hour for Munster residents and \$105/hour for non-residents, and lowering the rate for Munster non-profits to \$35/hour. The clean-up and damage security deposit will remain the same.

It was motioned by Board Member Repay and seconded by Vice President Paulsen to approve increasing the hourly rental rate for the Social Center to \$70.00/hour for Munster residents and \$105/hour for non-residents of Munster, and lowering the Munster Non-Profit rate to \$35/hour. The motion carried by a vote of 5 in favor and 0 opposed.

5. ADJOURNMENT

President Cerven called for a motion to adjourn.

It was motioned by Board Member Repay and seconded by Vice President Paulsen to adjourn the meeting. The motion carried by a vote of 5 in favor and 0 opposed and the meeting was adjourned at 5:50 p.m.

Janice Uram, Park Board Secretary

Date

David Cerven, Park Board President

Date