

**MUNSTER BOARD OF PARKS AND RECREATION**  
**12:00 p.m. Regular Meeting**  
**MUNSTER TOWN HALL**  
**Tuesday, December 7, 2021**

***MINUTES***

Park Board Members present in person: David Cerven, President; Robyn Paulsen, Vice President; Dan Repay, 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; Andrew Johnson, Centennial Park General Manager.

Others Present: Robert Cashman, 1632 Wilson Street

**1. *CALL TO ORDER***

President Cerven called the meeting to order at 12:00 p.m.

**2. *PUBLIC COMMENT***

Mr. Cashman inquired about how many kwh the landfill generator produces. The Director indicated he would gather some information and send it to Mr. Cashman.

**3. *ADMINISTRATIVE MATTERS***

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

**i. November 16, 2021 Minutes**

***It was motioned by Vice President Paulsen and seconded by Board Member Repay to approve the November 16, 2021 minutes. The motion carried by a vote of 4 in favor and 0 opposed.***

**b. *Confirmation/Approval of Park Vouchers***

**i. Confirmation of Voucher Register 21-12A dated 12/07/21 totaling \$23,690.43**

**ii. Approval of Voucher Register 21-12B dated 11/1-30/21 Totaling \$60,294.10**

***It was motioned by Vice President Paulsen and seconded by Board Member Repay to approve Voucher Registers 21-12A and 21-12B. The motion carried by a vote of 4 in favor and 0 opposed.***

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

**a. Resolution 2021-06 Amending Schedule A Park Related Fees**

The Director reviewed the winter/spring program fees and charges with the Board and recommended they approve Resolution 2021-06.

***It was motioned by Board Member Repay and seconded by Vice President Paulsen to approve Resolution 2021-06 Amending Schedule A Park Related Fees. The motion carried by a vote of 4 in favor and 0 opposed.***

**b. Centennial Park Golf Course Pro Shop Architect RFQ invitation draft**

The Director presented a draft Request for Qualifications for Architect/Engineering Services for the building of a new pro shop at Centennial Park. Discussion was had and the Board asked the Director to instead put together a Request for Proposals to provide architectural design and construction services. The Director agreed and will prepare and present to the Board at the next regular meeting.

**c. Pool Boiler Replacement**

The pool boiler/heater is original and is 20 years old. Over the recent summer it failed more than once, and repairs were costly. Replacement of the boiler was discussed by staff and upon getting quotes for the full replacement of the unit, the Superintendent of

Operations was informed by a contractor that the manufacturer will be increasing prices 20 percent in 2022. The estimated replacement cost is approximately \$40,000. One quote has been received and two others are expected any day. In the interest of time the Director recommended the Board approve the purchase and installation of a replacement boiler at a not to exceed cost of \$42,000 and give the Director authority to execute the proposal with the lowest and most responsive quote. The project will be paid out of park bond proceeds.

***It was motioned by Board Member Repay and seconded by Vice President Paulsen to approve the purchase and installation of a replacement boiler at a not to exceed cost of \$42,000 and give the Director authority to execute the proposal with the lowest and most responsive quote. The motion carried by a vote of 4 in favor and 0 opposed.***

**5. ADJOURNMENT**

President Cerven called for a motion to adjourn.

***It was motioned by Vice President Paulsen and seconded by School Board Liaison Ostojic to adjourn the meeting. The motion carried by a vote of 4 in favor and 0 opposed and the meeting was adjourned at 12:27 p.m.***

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Janice Uram, Park Board Secretary

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Date

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David Cerven, Park Board President

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Date