

MUNSTER BOARD OF PARKS AND RECREATION
5:00 p.m. Regular Meeting
MUNSTER TOWN HALL
Tuesday, December 21, 2021

MINUTES

Park Board Members present in person: David Cerven, President; Dan Repay, Board Member; Mike Sowards, Board Member; Ken Schoon, Town Council Liaison.

Park Board Vice President Robyn Paulsen was present via Zoom meeting technology.

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.

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

Others Present: Nancy Cieslak, 1430 Elliott Drive
Dennis McNeil, 2116 Briarwood Lane
Rusty Kunz, 8420 Hohman Avenue
Bob Mangus, 1324 Elliott Drive
David Nellans, 1535 Ridge Road
Tom Brown, 2971 Hart Street, Dyer

1. CALL TO ORDER

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

2. PUBLIC COMMENT

Mr. Nellans commented on behalf of the Munster Lion's Club that they would be appreciative of the Board's voting in favor of the Club using the Social Center for their regular meetings at no cost. Mr. Nellans cited the many things the Lion's Club does for the community.

No one else rose to claim the floor.

3. ADMINISTRATIVE MATTERS

a. Approval of Park Board Minutes

i. December 7, 2021 Minutes

It was motioned by Board Member Repay and seconded by Board Member Sowards to approve the December 7, 2021 minutes. The motion carried by a vote of 4 in favor and 0 opposed.

b. Confirmation/Approval of Park Vouchers

i. Approval of Voucher Register 21-12C dated 12/21/21 totaling \$22,885.41

ii. Confirmation of Voucher Register 12-21D dated 12/21/21 totaling \$13,555.00

It was motioned by Board Member Sowards and seconded by Board Member Repay to approve Park Voucher Registers 21-12C and 21-12D. the motion carried by a vote of 4 in favor and 0 opposed.

c. Reports

i. December Board Report

The fencing with wind screen was installed on the north side of the Centennial clubhouse to keep people out of the building danger zone. Additional shoring was also installed after discussions with the structural engineer. The Winter/Spring Recreation Guide is at the printer and will be in resident mailboxes soon. The Superintendent of Recreation completed 2 CEU's and renewed her CPRP certification. The trailer purchased to store the wedding chairs

that were in the clubhouse basement was picked up. The circulation pump at the clubhouse was rebuild by Arctic Engineering.

4. ITEMS FOR DISCUSSION/ACTION

a. Lions Club Request Letter

The Director presented a request letter from the Munster Lion's Club requesting that the normal rental fees be waived as was done in the past, for the use of the Social Center for their regular meetings twice a month on the first and third Wednesdays. Due to the closing of the Centennial Clubhouse they no longer have a place to meet.

It was motioned by Board Member Repay and seconded by Board Member Sowards to approve the use of the Social Center by the Munster Lion's Club for their regular meetings twice a month at no cost. The motion carried by a vote of 4 in favor and 0 opposed.

b. Landscape Maintenance Contract Award

Proposals for the parks landscape maintenance program were due December 15th. The only response was from Great Lakes Landscape Management who has been the contractor for the last few years. The program was added to and includes all of Community Park, Centennial Park except the golf course, West Lakes Park and John Friend Park. The Great Lakes offer was \$104,788 as a 1-year cost for 2022 and \$99,548.60 (5% discount) for three years, 2022-24. The Director recommended the Board accept the three-year proposal.

It was motioned by Board Member Sowards and seconded by Board Member Repay to accept the Great Lakes Landscape Management park maintenance program proposal in the amount of \$99,548.60 per year for three years, 2022, 2023 and 2024. The motion carried by a vote of 4 in favor and 0 opposed.

c. Shelter Use Terms and Conditions

The Director presented to the Board a Park Shelter Use Agreement for approval. It will go along with the Community Park Social Center and Pool use agreements the Board approved earlier in the year. The Director recommended the Board approve the agreement.

It was motioned by Board Member Repay and seconded by Board Member Sowards to approve the Park Shelter Use Agreement as presented. The motion carried by a vote of 4 in favor and 0 opposed.

d. 2022 Board of Parks and Recreation Meeting Schedule

The proposed schedule of the Board of Parks and Recreation meetings was included in the board packet. Effective 2022 the Park Board will now meet once a month on the third Tuesday at 5:00 p.m.

It was motioned by Board Member Sowards and seconded by Board Member Repay to approve the 2022 Board of Parks and Recreation meeting schedule as presented. 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 Board Member Repay and seconded by Vice President Paulsen to adjourn the meeting. The motion carried by a vote of 4 in favor and 0 opposed and the meeting was adjourned at 5:29 p.m.

Janice Uram, Park Board Secretary

Date

David Cerven, Park Board President

Date