MUNSTER BOARD OF PARKS AND RECREATION
5:00 p.m. Regular Meeting
MUNSTER TOWN HALL
Tuesday, March 15, 2022

MINUTES

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

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

Others present: Chuck Gardiner, Town Council President
Marina Gronkiewicz, 1706 Ridge Road
Olivia Paprstein, 1235 Azalea Drive

1. CALL TO ORDER
President Sowards called the meeting to order at 5:00 p.m.

2. *PUBLIC COMMENT*
No one rose to claim the floor. No emails were received by the Director.

3. *ADMINISTRATIVE MATTERS*

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

i. February 15, 2022 Minutes
It was motioned by Board Member Cerven and seconded by Vice President Paulsen to approve the February 12, 2022 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 22-3A dated 3/15/22 totaling $18,059.74
ii Confirmation of Voucher Register 22-3B dated 02/1-28/22 totaling $89,322.76
iii. Confirmation of Voucher Register 22-C dated 02/21/22 totaling $1,246.50
It was motioned by Board Member Repay and seconded by Vice President Paulsen to approve Voucher Registers 22-3A, 22-3B and 22-3C. The motion carried by a vote of 5 in favor and 0 opposed.

c. ***Reports***

i. March Board Report
The March Board Report was included in the agenda packet for the Board's review.

4. ITEMS FOR DISCUSSION/ACTION

a. Centennial Park Subcommittee Recommendation
The Director presented a Memorandum of Recommendation from the Centennial Park Subcommittee for Board approval. The Memorandum outlines the recommended framework to approve a pay to park management solution for Centennial Park with Asta Parking, Inc. Discussion was had. The Director as Subcommittee Secretary recommended the Board approve the recommendation allowing the Town Council, staff and legal team to finalize details to implement this system. The Board voted to approve the Memorandum with the following amendments: 1. Give two annual parking passes per residence per year rather than one, 2. Include in the contract language for an "out clause" for termination of the agreement for any reason with 30- day notice to the other party, and 3. That funds received

from parking fees be placed in a fund, preferably non-reverting, created for park improvements, operations, maintenance, special events, programs and management of the Town's park system.
It was motioned by Board Member Repay to approve the Memorandum of Recommendation with the three amendments to implement a pay to park system at Centennial Park. The motion was seconded by Board Member Cerven. Board Members Paulsen, Repay Cerven and Ostojic voted in favor; Board Member Sowards voted against.

b. 2022 Z-Trak Mower Purchase Correction
At the March 15, 2022 meeting the Board approved the purchase of two 2022 Z-Trak mowers. By mistake the wrong summary and recommendation memo was attached along with the Castongia purchase proposal. The Director presented the correct summary and recommendation memo and asked the Board to again approve the purchase of two Z-track mowers from Castongia Tractor in the amount of $8,563.04.
It was motioned by Board Member Repay and seconded by Board Member Cerven to approve the purchase of 2 Z-Trak mowers from Castongia Tractor in the amount of $8,563.04. the motion carried by a vote of 5 in favor and 0 opposed.

c. 2022-2023 Fertilization Award Recommendation
The 2021 fertilization proposal from Forever Green included the agreement that the contract could be extended for 2022 and 2023. The Director has received in writing from Forever Green confirmation of holding the cost at the 2021 rate of $20,267.55 for 2022 and 2023 and recommended the Board approve.
It was motioned by board Member Repay and seconded by Board Member Cerven to approve the contract for park fertilization services for 2022 and 2023 with Forever Green in the amount of $20,267.55 per year. The motion carried by a vote of 5 in favor and 0 opposed.

d. 2022 Utility Vehicle Replacement
It was budgeted in the 2021 G.O. Bond to replace the utility vehicle at Community Park. A proposal from Sourcewell for the purchase of a 2022 John Deere Gator TX through Castongia Tractor in the amount of $14,525.82 after the trade-in of a 2008 Yamaha G234Max has been received. The Director recommended the Board approve the purchase.
It was motioned by Board Member Cerven and seconded by Board Member Repay to approve the purchase of a 2022 John Deere Gator TX through Castongia Tractor in the amount of $14,525.82 after trade-in. the motion carried by a vote of 5 in favor and 0 opposed.

e. 2022 Department Vehicle Replacement
The Park Department 2014 Jeep Patriot was scheduled to be replaced per the Repair and Replacement Schedule in 2021. It is budgeted for purchase in the 2021 G.O. Bond. Proposals, including the trade in of the Jeep Patriot, were sent to five vendors for a 2022 Ford Explorer 4-Dr XLT. One quote was received from Bosak Ford in Chesterton, Indiana in the amount of $27,775.00 after trade-in. The Director recommended the Board approve the purchase.
It was motioned by Bard Member Repay and seconded by board Member Cerven to approve the purchase of a 2022 Ford Explorer 4-Dr XLT from Bosak Ford in the amount of $27,775.00 after trade-in.

f. Pool Private Security Services
Due to the many issues at the pool last year, it was decided to explore the possibility of using a private security service. Proposals for one, unarmed, uniformed security officer to be present at the pool during public hours were sent out to seven private security services. Two proposals were received with the lowest hourly rate being $24.62 per hour. The

Director recommended the Board's approval of the use of a private security officer at the pool. Discussion was had and it was decided to table the decision and recommended further discussion with the Police Chief about more police presence at the pool.
It was motioned by Board Member Repay and seconded by Board Member Cerven to table approving private security services at the pool. The motion carried by a vote of 5 in favor and 0 opposed.

g. Pro Shop RFP Architect Summary and Recommendation
RFP's were sent in January requesting a cover letter, company information and portfolio, and a proposal for a phase 1 pro shop at Centennial Park, and were Due March 3rd. Four firms submitted proposals which were included in the Board's agenda packet. After reviewing the four proposals the Director recommended the Board approve engaging with CSK Architects to provide architectural/engineering professional services for this project.
It was motioned by Board Member Repay and seconded by Board Member Cerven to approve engaging CSK Architects to provide architectural/engineering professional services for the Phase 1 pro shop at Centennial Park. the motion carried by a vote of 5 in favor and 0 opposed.

h. Centennial Park Pathway Addition Concepts
The Director presented two conceptual ideas for adding pathways to Centennial Park at the north side of the north parking lot and at the west side of the park near the north entrance. Both address frequent congestion points in the park. With the Board's approval, staff would like to add the ideas to the future project list. The Board was in agreement.
It was motioned by Board Member Cerven and seconded by Board Member Repay to approve the conceptual ideas as presented for additional pathways at Centennial Park. The motion carried by a vote of 5 in favor and 0 opposed.

5. ADJOURNMENT
President Sowards called for a motion to adjourn.
It was motioned by Board Member Cerven and seconded by Board Member Repay to adjourn the meeting. The motioned carried by a vote of 5 in favor and 0 opposed. The meeting was adjourned at 6:05 p.m.

_____ _____
Janice Uram, Secretary Date

_____ _____
Mike Sowards, President Date