

**MUNSTER BOARD OF PARKS AND RECREATION**  
**5:00 p.m. Regular Meeting**  
**Munster Town Hall, Main Meeting Room**  
**March 21, 2023**

**MINUTES**

Park Board Members present: Robyn Paulsen, President; Dan Repay, Vice President; Mike Sowards, Board Member; Kristen Smith, School Board Liaison, Ken School, 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, Recording Secretary.

Others present: Wendy Mis, Clerk-Treasurer (Virtually)  
Mack Pierson, CSK Architects

**1. CALL TO ORDER**

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

**2. PUBLIC INPUT**

No one rose to claim the floor. No emails were received by the Director.

**3. ADMINISTRATIVE MATTERS**

- a. Approval of Previous Meeting Minutes  
February 21, 2022 Minutes

*It was motioned by Board Member Sowards and seconded by Vice President Repay to approve the February 21, 2023 minutes. The motion carried by a vote of 4 in favor and 0 opposed and the minutes were approved.*

- b. Confirmation of Voucher Register(s)

- i. Approval of Voucher Register 23-3A dated 3/21/23 totaling \$14,003.82
- ii. Confirmation of Voucher Register 23-3B dated 2/1-28/23 totaling \$53,314.42
- iii. Confirmation of Voucher Register 23-3C dated 3/20/23 totaling \$1,961.50

*It was motioned by Vice President Repay and seconded by School board Liaison Smith to approve Voucher Registers 23-3A, 23-3B and 23-3C. The motion carried by a vote of 4 in favor and 0 opposed and the Vouchers were approved.*

- c. Reports

March Board Report

Resident license plate registration started March 1. Pay to park will begin on April 1. Progress continues on the design project for the Centennial Park golf buildings. The fiber optics installation project at Community Park is complete. Construction work on the expansion of the pool concession area has started. The West Lakes Park cricket pitch ribbon cutting is scheduled for April 15<sup>th</sup>. A cricket demonstration will be part of the event. Recreation staff are planning the Summer Recreation Guide. The final soccer registration deadline has passed. 461 players are registered. The Leprechaun flashlight hunt was a success with 31 enrolled. The bathroom doors at the east press box were replaced with doors that swing out rather than in. The EIA-860 Annual Electric Generator Report was completed and sent to the US Energy Information Administration. Golf season started this month and has been slow due to the poor weather conditions. The greens were rolled up and changed out.

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

a. Tow Service Provider Agreement

The Town and the tow service provider have come to an agreement on the final version of the Towing contract, which was prepared by the Town's attorney and a copy of which was included in the agenda packet. The Director recommended the Board approve the agreement.

***It was motioned by Vice President Repay and seconded by School Board Liaison Smith to approve the Tow Service Provider Agreement as presented. The motion carried by a vote of 4 in favor and 0 opposed and the Agreement was approved.***

b. Centennial Park Irrigation Relocation

To prepare for the construction of the golf buildings, proposals were solicited for re-routing the irrigation lines in the area of the new buildings. The proposals were sought from contractors who specialize in golf course irrigation systems. Two contractors submitted proposals with Hollembeak Construction coming in with lowest bid at \$25,411.18. The Director recommended the Board accept the bid and award the project to Hollembeak Construction in the amount of \$25,411.18 and authorize him to execute the contract.

***It was motioned by Board Member Sowards and seconded by Vice President Repay to award the irrigation re-routing project to Hollembeak Construction in the amount of \$25,411.18 and authorize the Director to execute the contract. The motion carried by a vote of 4 in favor and 0 opposed.***

#### **5. ADJOURNMENT**

\_\_\_\_\_  
Janice Uram, Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robyn Paulsen, President

\_\_\_\_\_  
Date