

MUNSTER BOARD OF PARKS AND RECREATION

**5:00 p.m. Regular Meeting
MUNSTER TOWN HALL
Tuesday, February 20, 2024**

MINUTES

Park Board members present: Dan Repay, President; Scot Pierce, Vice President; Robyn Paulsen, Board Member; Mike Sowards, Board Member; Dave Nellans, 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: Patricia Abbott, Controller
Dan Augdahl, Centennial Golf Superintendent
Caleb Warner, Centennial Director of Golf
Andrew Johnson, Troon Golf Regional Manager
Mack Pearson, CSK Architects
Tom Kuhn, CSK Architects
Munster High School Students (see Attachment A)

1. CALL TO ORDER

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

2. PUBLIC COMMENT

No one rose to claim the floor. No comments were received by email.

3. ADMINISTRATIVE MATTERS

a. Approval of Park Board Minutes

i. January 16, 2024 Minutes

It was motioned by Board Member Paulsen and seconded by Vice President Pierce to approve the January 16, 2024 Minutes. The motion carried by a vote 4 in favor and 0 opposed and the minutes were approved.

b. Confirmation/Approval of Park Vouchers

- i.** Approval of Voucher Register 24-2A dated 2/20/2024 totaling \$33,620.07
- ii.** Confirmation of Voucher Register 24-2B dated 1/1-31/24 totaling \$450,658.69
- iii.** Confirmation of Voucher Register 24-2C dated 1/19/24 totaling \$745.00

It was motioned by Board Member Paulsen and seconded by Vice President Peirce to approve Park Voucher Registers 24-2A, 24-2B and 24-2C. The motion carried by a vote of 4 in favor and 0 opposed and the Vouchers were approved.

c. Reports

i. February Board Report

HWC held two public input sessions on the 5-year master plan, and a study session with the Park Board. Work continues on the draft of the plan. A direct mail piece is being prepared to be sent in March reminding residents to re-register their vehicles for parking at Centennial Park. The water tower adjacent to Orchard Park is being refurbished causing some of Orchard Park not to be available in late summer. Athletic field use permits were sent out to the organizations that regularly use them. The Pennsy Greenway has been identified to be a park of the Great American Rail-Trail. A proposal has been received for a new landfill generator and is under review by Town staff. Registration for Winter/Spring programming is in full swing. The Summer Intern position has been posted. Access to our original Facebook page has been deemed unretrievable. So far only 500 followers have been gained back.

People's Bank will again sponsor the Summer Concert Series. The Summer Camp and Tennis court use permits have been submitted to the School Town. Pool management staff has been hired. Vendor applications are currently being accepted for six events. Daddy Daughter Date Night filled the day before the early-bird deadline. New kitchen light fixtures, roll towel dispensers and automatic air fresheners were installed at the social center. The picnic tables have been secured to the floor at the Lions and Rotary Shelters. The furnace in the pool manager's office was replaced. A company has been hired to evaluate and repair the leachate collection system at the landfill. During January the golf course was closed; staff worked on repairing the golf cart fleet and maintenance equipment.

- ii. Town Council Liaison Report
The Town Council Liaison had nothing to report.

4. ITEMS FOR DISCUSSION/ACTION

- a. Professional Services Proposal for Community Estates Park Grading Plan

The Director presented a proposal from SEH for work necessary to complete a grading plan for the new Community Estates Park based on a final punch list the Town gave the developer in December. The proposal was included in the agenda packet. The Director recommended the Board approve the Community Estates grading plan from SEH dated 2/4/2024 at a cost not to exceed \$19,500.

It was motioned by Board Member Paulsen and seconded by Vice President Pierce to approve the grading plan proposal from SEH in an amount not to exceed \$19,500. The motion carried by a vote of 4 in favor and 0 opposed and the proposal was approved.

- b. Fertilization Services Recommendation

A request for proposals for the park's 2024 fertilization and other services was sent out and only one proposal was received in return from Forever Green, which was included in the agenda packet. Staff has reviewed the proposal and recommended the Board approve it in the amount of \$19,603.49.

It was motioned by Board Member Sowards and seconded by Board Member Paulsen to approve the 2024 Parks Fertilization proposal dated February 2, 2024 in the amount of \$19,603.49. The motion carried by a vote of 4 in favor and 0 opposed and the proposal was approved.

- c. Pro Shop and Cart Storage Building Project Change Order #3

CSK Architects representative Tom Kuhn discussed proposed Change Order #3, which calls for installing slab on grade in lieu of structural grade beams and a structural concrete floor. This increased the contract sum by \$28,542.00 bringing the new contract sum to \$3,504,292.05. Mr. Pierson recommended the Board approve the Change Order.

It was motioned by Board Member Sowards and seconded by Vice President Peirce to approve CSK Architects Change Order #3 in the amount of \$28,542.00. The motion carried by a vote of 4 in favor and 0 opposed and the Change Order was approved.

- d. Centennial Park Golf 2023 Annual Report

The Centennial Park Director of Golf and Golf Superintendent reviewed and discussed with the Board the Centennial Park Annual Review. A copy was included in the agenda packet.

- e. Golf Course Utility Vehicle Purchase

In the 2023 GO Bond it was budgeted to purchase two utility vehicles for the Centennial Park golf course. The purchase proposals were solicited and received by the Centennial Golf Superintendent and were included in the agenda packet. The Golf Superintendent recommended the Board approve the purchase of two identical Cushman Hauler 800's as per the proposal from EZ-GO dated February 5, 2024 at a total cost of \$16,787.40.

It was motioned by Board Member Paulsen and seconded by Vice President Peirce to approve the purchase of two (2) Cushman Hauler 800's from EZ-GO per their proposal dated February 5, 2024 in the amount of \$16,787.40. The motion carried by a vote of 4 in favor and 0 opposed and the purchase was approved.

f. Community Park Batting Cage Nets Order Revision

The Board previously approved the purchase of 12 batting cage nets for Community Park from Batting Cages, Inc. at a cost of \$18,828.56 as stated in their proposal dated December 19, 2023. Between the time the Board approved the purchase, and the order was placed in January, there was a price increase totaling \$309.60. The Director recommended the Board approve the purchase of 12 batting cage nets at a revised total of \$19,138.16.

It was motioned by Board Member Sowards and seconded by Board Member Paulsen to approve the purchase of 12 batting cage net from Batting Cages, Inc. for a revised total of \$19,138.16. The motion carried by a vote of 4 in favor and 0 opposed and the purchase was approved.

5. **ADJOURNMENT**

President Repay called for a motion to adjourn.

It was motioned by Board Member Sowards and seconded by Vice President Peirce to adjourn the meeting. The motion carried by a vote of 4 in favor and 0 opposed and the meeting was adjourned at 5:46 p.m.



Janice Uram, Secretary

3-19-24
Date



Dan Repay, President

3-19-24
Date

**Attendance
Board of Munster Parks and Recreation
February 20, 2024**

Clara Dumaresq	9538 Cypress Avenue
Autumn Wagoner	8540 Calumet
Maddie Hershman	9311 Foliage Lane
Christian Silva	427 Fisher Place
Emma Kawalec	8808 Calumet
James Flatt	8930 W Delaware
Ren Riffice	9800 Crimson Tree Lane
Max Karahalios	8819 Crestwood
Austin Gorny	9229 Southwood Drive
Juliana Kisel	8115 Madison Avenue
Clair Pacuras	10290 Windsor Place
Dominic Montemayer	1851 Crestwood Avenue
Alyssa Gilliam	8514 Crestwood Avenue
Eden Cook	36 Timrick Drive
Ryan Cook	36 Timrick Drive
TomHyberger	8121 Meadow Lane
Brandon Hyberger	8121 Meadow Lane
Matthew Zuccarelli	1909 Magnolia Lane
Chris Bohn	8108 Forest Avenue