

MUNSTER BOARD OF PARKS AND RECREATION
5:00 p.m. Regular Meeting
Munster Town Hall, Main Meeting Room
April 18, 2023

MINUTES

Park Board Members present: Dan Repay, Vice President; Mike Sowards, Board Member; Scot Pierce, Board Member (Virtually)*; Kristen Smith, School Board Liaison, Ken Schoon, Town Council Liaison. President Robyn Paulsen was absent.

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

Others present: Dustin Anderson, Town Manager
Wendy Mis, Clerk-Treasurer
Mack Pierson, CSK Architects
Jacob Moffett, 1209 Indian Path

*Board Member Pierce was present virtually via Zoom meeting technology however he was not visible. Not knowing he had to be visible to count as present, Board Member Pierce motioned to approve the previous meeting minutes, voted to approve them, the park voucher registers, Resolution 2023-01 and to adjourn the meeting. Upon adjournment, his vote was nullified. There was a quorum without Board Member Pierce's vote.

1. CALL TO ORDER

Vice President Repay 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

March 21, 2023 Minutes

It was motioned by Board Member Pierce and seconded by School Board Liaison Smith to approve the March 21, 2023 minutes. The motion carried by a vote of 4 in favor and 0 opposed, with board members Sowards, Smith, Repay and Pierce all voting in favor.

b. Confirmation of Voucher Register(s)

i. Approval of Voucher Register 23-4A dated 4/18/23 totaling \$60,869.57

ii. Confirmation of Voucher Register 23-4B dated 3/1-31/23 totaling \$50,138.15

iii. Confirmation of Voucher Register 23-4C dated 4/17/23 totaling \$715.00

It was motioned by Board Member Sowards and seconded by School Board Liaison Smith to approve voucher registers 23-4A, 23-4B and 23-4C. The motion carried by a vote of 4 in favor and 0 opposed, with board members Sowards, Smith, Repay and Pierce all voting in favor.

c. Reports

i. April Board Report

As of April 12, there are more than 2,500 license plates registered to park at Centennial Park. The first round of violations was sent out. The final connections to our network are being made at Community Park following the fiberoptic cable installation. The pool concession patio expansion project has been completed. An invoice was submitted for damage done in the accident at the Monon Trailhead. The Summer Recreation Guide is complete, and at the printer. Summer Camp registration is in full force with six of the eight weeks full. The Munster Pool has 21 lifeguards and 20 admissions workers hired. The Park Maintenance Superintendent completed the EIA-923 form for the Energy Information Administration which reports the annual output of the methane generator. The brick on the Centennial east shelter corner columns continues to crack. Work continues getting the golf course ready for play. The grass range will be opening within the next week.

4. ITEMS FOR DISCUSSION/ACTION

a. Community Estates Park Land Development

The Director presented a concept sketch developed by a landscape architect for the Community Estates Park land that was dedicated to the Park Board/Town in November. The Department will work on developing a more detailed plan and ways to fund the project. The Director looked to the Board for feedback.

b. Centennial Park Golf Buildings Update

The Planning Commission has approved the building design for the golf buildings with 2 conditions; adding more brick and wood tones to the exterior to match the clubhouse. The modifications will be made to the design plan. The notice seeking bids is scheduled to run on May 5 and 12, and anticipated bid award is in June. Construction estimate is 12-16 months.

c. Resolution 2023-01 Amending Schedule A

Resolution 2023-01 was presented for approval of the change in memorial program fees and the new summer program fees and charges. The Director recommended the board approve the resolution.

It was motioned by Board Member Sowards and seconded by School Board Liaison Smith to approve Resolution 2023-01. The motion carried by a vote of 4 in favor and 0 opposed, with board members Sowards, Smith, Repay and Pierce all voting in favor.

d. Capital Plan Survey Results and Discussion

The Director reviewed with the Board the results of the survey about capital improvements the Board completed and submitted following the recent work/study session. In the results of the survey “needs” were identified vs. “wants”. The Director reviewed spending on past capital projects and projections for future expenditures to just maintain the park system. It was recommended to consider a new 5-year master plan to put together projects and cost estimates and define how much funding is needed. Discussion was had and the Board agreed and approved the Director putting together a proposal to send to qualified planning firms.

5. ADJOURNMENT

Vice President Repay called for a motion to adjourn.

It was motioned by Board Member Sowards and seconded by School Board Liaison Smith to adjourn the meeting. The motion carried by a vote of 4 in favor and 0 opposed, with board members Sowards, Smith, Repay and Pierce all voting in favor. The meeting was adjourned at 5:44 p.m.



Janice Uram, Secretary

5/15/23

Date



Robyn Paulsen, President

5-15-2023

Date