

MUNSTER BOARD OF PARKS AND RECREATION
5:00 p.m. Regular Meeting
MUNSTER TOWN HALL
Tuesday, November 21, 2023

MINUTES

Park Board Members present: Dan Repay, Vice President; Mike Sowards, Board Member; Scot Pierce, Board Member; Kristen Smith, School Board 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
Dustin Anderson, Town Manager

1. CALL TO ORDER

Vice President Repay 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. October 17, 2023 Minutes

It was motioned by School Board Liaison Smith and seconded by Board Member Pierce to approve the October 17, 2023 minutes. The motion carried by a vote of 4 in favor and 0 opposed and the minutes were approved.

b. Confirmation/Approval of Park Vouchers

- i. Approval of Voucher Register 23-11A dated 11/21/23 totaling \$41,370.89**
- ii. Confirmation of Voucher Register 23-11B dated 10/1-31/23 totaling \$201,005.25**
- iii. Confirmation of Voucher Register 23-11C dated 11/09/23 totaling \$1,991.50**
- iv. Confirmation of Voucher Register 23-11D dated 10/20/23 totaling \$745.00**

It was motioned by Board Member Sowards and seconded by School Board Liaison Smith to approve Park Voucher Registers 23-11A, 23-11B, 23-11C and 23-11D. The motion carried by a vote of 4 in favor and 0 opposed and the Voucher Registers were approved.

c. Reports

i. November Board Report

Staff has been preparing for the Light the Night event with the Munster Chamber and Civic Foundation. The public input survey for the Department's 5-year master plan is posted on the Town's website. Staff has been working hard on the Winter/Spring Recreation Guide to get it to the printer by the end of the month. The Superintendent of Recreation has been making final preparations for the Holiday Art and Crafts show; over 120 vendors will participate in this 20-day event. Maintenance staff planted six memorial trees and installed the respective plaques. A concrete pad was poured near the Lions shelter and a memorial bench was assembled and installed. The West Lakes Park sign was assembled and installed. All buildings, park restrooms and drinking fountains have been winterized. A pool maintenance company removed and replaced four feet of tile from around an expansion joint in the zero-depth area of the pool that were picked out by pool guests. The damaged vinyl split rail fence between the walking path and School Ditch was finally repaired with matching fencing. At the golf course, the majority of play will be members this time of year. The irrigation blow was completed in early November.

4. ITEMS FOR DISCUSSION/ACTION

- a. Resolution 2023-04 Part Time Salary & Wage Rates
The Director reviewed the proposed changes to the part-time salary and wage schedule and asked the Board to approve. Upon approval the resolution will be included in the Town Council's upcoming approval of the Town's salary and wage ordinance.
It was motioned by Board Member Sowards and seconded by School Board Liaison Smith to approve Resolution 2023-04. The motion carried by a vote of 4 in favor and 0 opposed and the Resolution was approved.
- b. Resolution 2023-05 Amending Schedule A; Winter/Spring Program Fees & Charges
The Director reviewed the proposed program fees and charges the Department's winter/spring program fees and charges and asked the Board to approve.
It was motioned by Board Member Sowards and seconded by Board Member Pierce to approve Resolution 2023-05. The motion carried by a vote of 4 in favor and 0 opposed and the Resolution was approved.
- c. Maintenance Buildings and Pool HVAC Preventative Maintenance Agreement
The HVAC preventative maintenance agreement for the pool buildings, the park and Centennial maintenance garages expires at the end of the year. Staff reached out to three vendors for a proposal as a bundled package for the three buildings. Mechanical Concepts submitted the lowest proposal at \$3,950 for the year, expiring on December 31, 2024. The Director recommended the Board approve the agreement.
It was motioned by Board Member Sowards and seconded by School Board Liaison Smith to approve the Preventative Maintenance Agreement with Mechanical Concepts in the Amount of \$3,950. The motion carried by a vote of 4 in favor and 0 opposed and the Agreement was approved.
- d. Pro Shop and Cart Storage Building Project Change Order #2
The Change Order from CSK Architects in the amount of \$56,105.05, is to provide a water main extension to a new fire hydrant closer to the new buildings as requested by the Fire Department.
It was motioned by Board Member Sowards and seconded by School Board Liaison Smith to approve Change Order #2 to the new pro shop and cart storage facility project in the amount of \$56,105.05. The motion carried by a vote of 4 in favor and 0 opposed and the Change Order was approved.
- e. Pro Shop and Cart Storage Building Construction Update (verbal report)
The Director reported that Staff continues to meet every other week with the contractor and architect for construction progress. All 57 of the foundation pilings were driven in and met necessary verification for load and verified by Advanced Engineering Services. The under-slab plumbing has been completed and the electrical is in progress. Foundation rebar is being set.
- f. Centennial Park Parking Management System Review
With 2023 being the first full season (April 1 to November 30), the Director gave the Board an overview of the system, shared feedback and outlined some next steps including the addition of a second pay kiosk in the north parking lot. Multiple reminders will be sent out in 2024 reminding folks to register their vehicles and information will be shared through social media and on the Town's website. Revenue from the parking fees will support Centennial Park's maintenance and staff and support management and maintenance of the golf course.
- g. Centennial Park Hours
It has been established that the parking meter program at Centennial would work better if the park had the same opening and closing time each day. The parking meter end time of 9:00 p.m. should match the park closing time; the dawn to dusk schedule does not allow this. With the ongoing development of Centennial Village and the "Live. Shop. Dine. At the Park" philosophy a later closing time would be a benefit to everyone involved, including the Police Department in enforcing hours. Staff involved are recommending the Board consider

changing the hours at Centennial Park from “dawn to dusk” to 6:00 a.m. to 10:00 p.m.
It was motioned by Board Member Sowards and seconded by School Board Liaison Smith to approve setting the Centennial Park operational hours at 6:00 a.m. to 10:00 p.m. The motion carried by a vote of 4 in favor and 0 opposed.

5. **ADJOURNMENT**

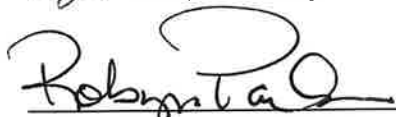
Vice President Repay called for a motion to adjourn.

It was motioned by Board Member Sowards and seconded by Board Member Pierce to adjourn the meeting. The motioned carried by a vote of 4 in favor and 0 opposed and the meeting was adjourned at 5:36 p.m.



Janice Uram, Secretary

12-19-23
Date



Robyn Paulsen, President

12-19-23
Date