

MUNSTER BOARD OF PARKS AND RECREATION
5:00 p.m. Regular Meeting
MUNSTER TOWN HALL
Tuesday, November 19, 2024

MINUTES

Park Board members present: Dan Repay, President; Scot Pierce Vice President; Mike Sowards, Board Member; Kristen Smith, School Board Liaison; 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: Wendy Mis, Clerk Treasurer
Dylan Payne, 10411 Quail Court
Nathen Olsen, 7407 Van Buren Avenue, Hammond
Ashlan S., 8326 Greenwood Avenue
Cole Pluard, 8626 baring Avenue
Caitlyn Companik, 2729 40th Street
Grace Peters, 2130 N. Delaware Parkway
Kandice Gallagher, 1201 Beatrice Lane
Lizzy McGough, 9218 Greenwood Avenue
Maryann Chrisman, no address given
Jamie Pauly, 9526 Southwood Drive
Moira Frost, 1640 Tulip Lane

1. CALL TO ORDER

President Repay called the meeting to order at 5:00 p.m. A quorum was present.

2. PUBLIC COMMENT

There was no public comment. No electronic communications were received.

3. ADMINISTRATIVE MATTERS

a. Approval of Park Board Minutes

i. October 15, 2024 Minutes

It was motioned by Board Member Sowards and seconded by Vice President Peirce to approve the October 15, 2024 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 24-11A dated 11/19/24 totaling \$209,761.58

ii. Confirmation of Voucher Register 24-11B dated 10/1-31/2024 totaling \$108,860.99

iii. Confirmation of Voucher Register 24-11C dated 11/18/24 totaling \$775.00

It was motioned by Vice President Pierce and seconded by Board Member Sowards to approve Park Voucher Register 24-11A, 24-11B and 24-11C. 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

The grading project at Community Estates Park is now complete. Nipsco has been on site at the pro shop project installing the electric transformer and getting power to it. The Town Council is likely to award the Bridges over Ditches project engineering services at one of their next meetings. The Director attended the IPRA State Conference in French Lick from November 4 to 7. Staff are working diligently to complete the Winter/Spring recreation guide by the first week of December. The Holiday Arts and Crafts Fair is full with 121 vendors. A small crew of staff is mulching leaves in all the parks. All drinking fountains were winterized. Irrigation systems at Centennial Park, the ten ballfields and the Westlakes

Park soccer fields are winterized. A contractor replaced some deteriorated bricks at the Social Center and tuckpointed all the bad areas. All soccer goals were put away and the wear areas on the fields were aerated and seeded. Calumet Painting repaired and repainted the Monon Trailhead pergola and then repaired and stained the swivel panels and the exposed rafter tails on the Centennial entertainment stage. Over two acres of grass at Centennial Park was damaged by grub worms; the area was treated and aerated and seeded. The bathrooms and all drinking fountains at Centennial Park were winterized.

ii. Town Council Liaison Report

The Town Council Liaison reported that the Council voted in agreement with the Park Board to tear down the Centennial Park Clubhouse. The Park Department will take the lead on seeking proposals from some engineering firms.

4. ITEMS FOR DISCUSSION/ACTION

a. 2025 Centennial Parking Recommendation

Upon completion of the 3rd season of the pay to park program at Centennial Park, discussion was had by park staff. Based on feedback from residents, the volume of phone calls and complaints to the park office, it was agreed to propose the Board approve increasing to four (4) vehicles each Town of Munster household can register. The Director recommended the Board approve this change.

It was motioned by Vice President Pierce and seconded by School Board Liaison Smith to approve increasing the Town of Munster resident parking at Centennial Park to four(4) vehicles. The motion carried by a vote of 4 in favor and 0 opposed.

b. Hubinger Landscape Change Orders

The Director presented to the Board two change orders to the original Hubinger Landscaping contract for the pro shop and cart storage building project. The changes were found necessary for the benefit of the project including safety, drainage and long-term maintenance. The Change Order dated 9/6/24 is for \$13,587 and The Change Order dated 9/30/24 is for \$1,753.00, at a total of \$15,340, bringing the original contract total to \$163,440. It was recommended the Board approve the change orders.

It was motioned by Board Member Sowards and seconded by Vice President Price to confirm change orders dated 9/6/24 and 9/30/24 adding \$15,587 to the original Hubinger Landscaping contract for a new contract total of \$163,440. The motion carried by a vote of 4 in favor and 0 opposed and the change orders were approved.

c. Pro Shop and Cart Storage Building Project Change Order #8

The Director presented to the Board CSK Architect's Change Order #8 to the pro shop and cart storage building project in the amount of \$26,578.30, providing for additional fencing and a gate, a credit for incorrect tile installation and providing booster pumps on the two water services. It was recommended the Board approve the change order.

It was motioned by Board Member Sowards and seconded by School Board Liaison Smith to approve Change Order #8 from CSK Architects in the amount of \$26,578.30. The motion carried by a vote of 4 in favor and 0 opposed and the Change Order was approved.

d. 2025 Landscape Maintenance Agreement Extension

Great Lakes Landscape Management, the current landscape maintenance contractor for Centennial Park, Community Park, West Lakes Park and John Friend Park, has extended the current contract rate for the 2025 season. The current contract rate \$99,548.06. Staff recommends accepting the offer from Great Lakes Landscape Management to hold their pricing and to extend the current contract with them for these same services for the 2025 season.

It was motioned by Vice President Pierce and seconded by School Board Liaison Smith to accept the Great Lakes Landscape Management offer to extend the

current landscape maintenance contract in the amount of \$99,548.60 for the 2025 season. The motioned carried by a vote of 4 in favor and 0 opposed and the contract was approved.

e. Resolution 2024-07 Part-Time Salary and Wage Rates

The Director recommended the Board approve Resolution 2024-07 which sets part-time salary and wage rates for 2025. There are no changes to the rates.

It was motioned by Board Member Sowards and seconded by School Board Liaison Smith to approve Resolution 2024-07. The motion carried by a vote of 4 in favor and 0 opposed and the wage rates were approved.

e. NIPSCO Easement

Nipsco is installing new poles and wires in three locations, one of which is connected to the Evergreen Park property. Nipsco will pay \$1,000 for the easement. The Director recommended the Board approve the easement in exchange for \$1,000 and authorize the Director to sign the necessary documents.

It was motioned by Board Member Sowards and seconded by Vice President Pierce to approve the Easement for Electric Facilities in exchange for \$1,000 and authorized the Director to sign necessary documents.

f. Replacement Golf Cart Purchase

The golf car fleet is scheduled for replacement per the Repair and Replacement Schedule in 2025. This was budgeted for \$300,000 in the 2024 G.O. Bond. The proposal for the purchase from Golf Cars Plus, a Yamaha Golf Car company, under a BuyBoard contract was included in the agenda packet. The purchase price of \$271,640 includes supplying the units, a trade-in credit for the existing fleet and certain maintenance services on the new units through November of 2029. The Director recommended the Board approve the proposal.

It was motioned by School Board Liaison Smith and seconded by Vice President Pierce to approve the purchase of 40 new golf cars from Golf Cars Plus through Yamaha Golf Car Company's BuyBoard Contract #706-23 in the amount of \$271,640 including trade in of the current fleet. 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 Pierce to adjourn the meeting. The motion carried by a vote of 4 in favor and 0 opposed and the meeting was adjourned at 5:28 p.m.

Janice Uram, Secretary

Date

Dan Repay, President

Date