

MUNSTER BOARD OF PARKS AND RECREATION

5:00 p.m. Regular Meeting

MUNSTER TOWN HALL

Tuesday, January 21, 2025

MINUTES

Park Board members present: Dan Repay, President; Scot Pierce Vice President; Robyn Paulsen, Board Member; Jose Gutierrez, Board Member; Kristen Smith, School Board Liaison; Chuck Gardiner, 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
Dave Nellans, Town Council Member
Nicole Bennett, Town Attorney
J. Sudac, 108 Carnaby Place
Esther Graham, 8075 Beech Avenue
Sam Landmesser, 1554 Park West Circle
Jeremy Musch, 10229 Sutton Place
Rolan Raffin, 10230 Windsor Place

1. *CALL TO ORDER*

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

2. *PUBLIC COMMENT*

Jeremy Much, 10229 Sutton Place, thanked the Board for moving forward with the addition of Pickle Ball courts at Cobblestone Park and shared that the neighborhood is excited about the project. Parking is a concern for everyone once the courts are installed, and with all the field use by Pop Warner.

Roland Raffin, 10230 Windsor Place, is President of the Cobblestones HOA and on behalf of expressed that the neighborhood residents are looking forward to the addition of the Pickle Ball courts. They are committed to working with the Board on a parking plan that serves everyone involved.

3. *ADMINISTRATIVE MATTERS*

a. *Approval of Park Board Minutes*

i. December 17, 2024 Minutes

President Repay called for a motion to approve the December 17, 2024 minutes.

It was motioned by Board Member Paulsen and seconded by Vice President Pierce to approve the December 17, 2024 Minutes. The motion carried by a vote of 5 in favor and 0 opposed and the minutes were approved.

b. *Confirmation/Approval of Park Vouchers*

i. Approval of Voucher Register 25-1A dated 1/21/25 totaling \$41,682.92

ii. Confirmation of Voucher Register 25-1B dated 12/1-31/24 totaling \$450,391.50

iii. Confirmation of Voucher Register 25-1C dated 1/20/25 totaling \$775.00

President Repay called for a motion to approve Park Voucher Registers 24-12A, 24-12B and 24-12C.

It was motioned by Board Member Paulsen and seconded by Vice President Pierce to approve Park Voucher Registers 24-12A, 24-12B and 24-12C. The motion carried by a vote of 5 in favor and 0 opposed and the Voucher Registers were approved.

c. **Reports**

i. Town Council Liaison Report

Councilman Gardiner reported that the Town Council was pleased to appoint Jose Guterrez as the new member of the Board of Parks and Recreation filling the vacancy left by Mike Soward's resignation. Councilman Gardiner also advised the Council and Clerks office is exploring a new card for departmental charges.

4. **ITEMS FOR DISCUSSION/ACTION**

a. Election of Board of Parks and Recreation Officers

Board Member Paulsen motioned to appoint Board Member Pierce as Park Board President with a second by School Board Liaison Smith. The motion carried by a vote of 5 in favor and 0 opposed.

Board Member Repay motioned to appoint Board Member Guterrez as Park Board Vice President with a second by Board Member Paulsen. The motion carried by a vote of 5 in favor and 0 opposed.

Board Member Repay motioned to reappoint Janice Uram as Park Board Recording Secretary with a second by School Board Liaison Smith. The motion carried by a vote of 5 in favor and 0 opposed.

The 2025 Board of Parks and Recreation Officers as appointed:

President, Scot Pierce

Vice President, Jose Gutierrez

Recording Secretary, Janice Uram

President Pierce presided over the remainder of the meeting.

b. 2024 Parks and Recreation Annual Report

The Director reviewed the report, which was included in the agenda packet, and asked the Board to accept and approve the Report as required by the State.

It was motioned by Board Member Paulsen and seconded by Board Member Repay to accept and approve the Parks and Recreation Department 2024 Year in Review/Annual Report. The motion carried by a vote of 5 in favor and 0 opposed and the Report was accepted and approved.

c. Pro Shop and Cart Storage Building Project Change Order #9

Change Order #9 is for providing additional grading around the Pro-Shop to improve the storm water runoff and to revise six (6) electric receptacles to GFI type in the card storage building. The Director recommended the Board approve the Change Order as presented.

It was motioned by Board Member Repay and seconded by Board Member Paulsen to approve CSK Architects Change Order #9 in the amount of \$6,636. The motion carried by a vote of 5 in favor and 0 opposed and the Change Order was approved.

d. Portable Restroom Proposals

Proposals for 2025-2027 services were sent to 4 vendors; 3 responded. Premier Porta Potty out of Gary, came in with the lowest quote. The Director recommended the Board approve the quote.


It was motioned by Board Member Repay and seconded by Board Member Paulsen to accept the proposal for porta potty services from Premier Porta Potty for the years 2025-2027. The motion carried by a vote of 5 in favor and 0 opposed.

- e. Fertilization Proposal
Forever Green Lawn Care by letter, offered to hold their pricing from 2024 for fertilizer, weed and crabgrass control, and grub control in the parks for the next three years (2025-27). They have been providing these services for over five years. The Director recommended the Board approve the proposal.
It was motioned by Vice President Gutierrez and seconded by Board Member Repay to approve the proposal from Forever Green to hold 2024 pricing for the next three years, 2025-2027. The motion carried by a vote of 5 in favor and 0 opposed.
- f. Replacement Golf Car Purchase Revision
Due to the recent theft of 10 golf cars from Centennial Golf Course, the purchase agreement the Board approved in November for 40 new cars. The total purchase price has changed since we will be trading in less cars. The revised dollar amount for the BuyBoard contract, with Golf Cars Plus, which is included in the agenda packet, is \$287,640. The Director recommended the Board approve the contract.
It was motioned by Board Member Repay and seconded by Board Member Paulsen to approve BuyBoard Contract #706-23 with Golf Cars Plus in the amount of \$287,640. The motion carried by a vote of 5 in favor and 0 opposed and the contract was approved.
- g. Cobblestones Park Pickleball Court Layout Option Discussion
Discussion was had about options for reconfiguring the tennis courts at Cobblestones Park exclusively into pickleball courts. SEH, the Town's engineer provided sketches of two options for court placement. The concern that staff has is adding this type of new facility will complicate the already limited parking space at and around the park. The Director will seek recommendations from SEH. The development of any ideas may have to wait until 2026 to ensure adequate funding.
- h. Surveillance System for Golf Buildings
It has been deemed necessary to add a surveillance system to the new golf buildings at Centennial Park. VST Security Solutions, who installed the systems at the pool and maintenance garage, visited the site and submitted a proposal for 32 cameras, installation, wiring equipment and hardware in the amount of \$24,990. The purchase will be paid from settlement funds. The Director recommended the Board approve the proposal.
It was motioned by Board Member Repay and seconded by Board Member Paulsen to approve the proposal by VST Security Solutions as described in the amount of \$24,990. The motion carried by a vote of 5 in favor and 0 opposed and the proposal was approved.

5. ADJOURNMENT

President Pierce called for a motion to adjourn the meeting.

It was motioned by Board Member Paulsen and seconded by Vice President Gutierrez. The motion carried by a vote of 5 in favor and 0 opposed and the meeting was adjourned at 5:49 p.m.



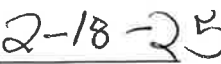
Janice Uram, Secretary



Date



Scot Pierce, President



Date