

Town of Munster
Department of Parks and Recreation
Board Report February 16, 2021

DIRECTOR/ADMINISTRATION

The Jenbacher generator is back in operation as of February 5. Two separate pumps were needed to get the generator operational.

Athletic field permit applications were sent out to all of the regular park users.

Continued monitoring of the Indiana Department of Health guidelines as they apply to activities, programs and rentals. Lake County moved to yellow status on February 10th.

Working with Schererville on a Pensey Bike Ride (PBR) event for late August.

Attended the Illinois Park and Recreation Association virtual conference January 20-30.

Working with staff on a surplus equipment list for submission to the Board in March.

The Ale Fest event will not take place this year due to the decline in revenue the last few years. Indigo Golf is working with the promoter to instead offer monthly “pop-up” beer gardens in May through September.

Meeting with the Clerk-Treasurer and staff to clarify the purchasing policy for the kitchen hood at the clubhouse.

RECREATION

Staff are staying up-to-date with multiple webinars. This includes: parking lot programs, how to write better course descriptions, AARP Bike Riding, SNAP (Market), Farmer’s Market Forum and Aquatics. Webinars were led by Women in Parks and Recreation, Facebook, LERN, AARP, Purdue Cal Extension and Indiana Parks and Recreation.

Staff began working on the Summer Recreation Guide.

The Recreation Intern was posted to Indiana and Illinois Universities. At this time, two applications have been received. We will continue to spread the word and will look to perform interviews early March.

Recreation Staff are working on pool details to be submitted to the Park Board next month.

Due to 2020’s soccer league cancellations because of COVID, Land O’Frost agreed that the \$5,800 sponsorship money can be used for 2021 events. It is planned to be used for the Culture Festival, Field Day and Kiddie Karnival this summer.

The January virtual contest of BEST IN SNOW was a hit with over 20 submissions. All pictures were posted to Facebook for the public to vote. The winner was mailed a Target Gift Card.

Programs/events running this month: Koolaid and Kanvas, Online Video Calls, Wado-Ki Karate, Daddy Daughter Date Night x2, Vamanos Spanish, Valentine's BINGO, Madden e-Sports Virtual Tourney, Home Alone, CSRI Family Game Night, Soup Social w/ Skyler, CSRI Poppin' and Flix, Youth Book Club, Wine Tasting Tour and BLAST. Virtual Contest: All About Love.

Currently there are 100 Keen-agers for 2021. This will hopefully gradually increase as Seniors have been able to receive their COVID vaccination, and Lake County has moved into the yellow phase allowing more daily activity play.

Five February rentals are scheduled for the Community Park Social Center. At this time, 8 rentals are scheduled in March. Since rental capacity has increased to 100 people, it is hopeful that more reservations will be made.

The Virtual Part-Time Job Fair took place on January 20. There was over 25 interviews that day. 13 applicants were hired for sports and Munster Pool positions. Camp Counselors will not be hired until we finalize more details. Interviews will continue to be conducted as applications are received.

Bridal Fair vendors are beginning to trickle in. Due to COVID, this event was delayed until April (usually takes place in February). At this time, 18 are vendors secured. Staff reworked the placement map to include social distancing for the vendors and one-way traffic flow for customers. There is capacity for 43 vendors.

Daddy Daughter Date Night at Centennial Park was a success although only at half the regular capacity was allowed. Professional Photography by Artlynn, corsages, raffle prizes, decorations and food were the same as always, and mask use was enforced. Two sessions were run by staff to ensure social distancing was being enforced at Centennial Park.

Southland Center classes began with soccer and baseball. Five volunteers are running the programs, while 21 participants between ages 5 and 9 are learning basic concepts of these sports. Parents are unable to stay during class time due to current Illinois regulations.

Intro to Online Video Calls was conducted for the Keen-Ager group. Taught by a Recreation Supervisor, this class covered Zoom, Facetime, Facebook Messenger and other Video Communication Apps.

FINANCIAL SUMMARY OF COMPLETED PROGRAMS

PROGRAM	R	NR	REVENUE	EXPENSE	VARIANCE
Craft in a Box – February	8	0	\$160.00	\$10.00	\$150.00
Daddy Daughter Date Night	97	5	\$2,565.00	\$1,863.66	\$701.34
Koolaid and Kanvas	7	1	\$160.00	\$10.00	\$150.00
TOTAL:	112	6	\$2,885.00	\$1,883.66	\$1,001.34

PARK/CENTENNIAL MAINTENANCE

Superintendent

Completed employee evaluations.

Solicited quotes for HVAC preventative maintenance agreements at the Fisher Street and Centennial garages. Also solicited quotes for the fire sprinkler systems at the clubhouse and maintenance building. All quotes are on the board meeting agenda for approval.

Assisted the Golf Course Superintendent with picking up items purchased in the closing sale at Lansing Country Club.

Met with Impact at the dog park and helped find where their equipment was powered from to allow for repair work.

Met with an inspector that was checking building movement at the clubhouse.

Picked up the new service truck from Garber Chevrolet.

Working on plating 4 trailers and the new truck. After 2 trips to the BMV and help from the Police Department, the paperwork has been filed.

Met with the Director and contractors about the remodeling project at the View and the new range hood installation.

Park Maintenance

Staff snow plowed for the Public Works Department and plowed all park parking lots and bike paths.

A tree stump was removed from Grove park. Three dead ash trees and two maples at Frank Hammond were cut down. Low-hanging limbs were trimmed at Kiwanis Park.

Staff member painted in the pool managers office, staff room and first aid room. Cracks were repaired in the walls at the Social Center and the paint was touched up.

Parking blocks were removed from between the handicap parking spaces at Beech and Stewart Parks.

Refurbished 2 old Babe Ruth player benches and placed them at the Circle Park playground.

Spread 8 yards of dirt in a low spot on the south side of the Stewart Park playground.

The catch basins at Community Park were cleaned out.

Gathered all fire extinguishers to be inspected and serviced; 2 were condemned due to age.

New paddles and scraper bars were installed on the Toro snow blower. The rotary brooms were taken off the 2 John Deere 1445's and the snow blowers were installed.

Installed "Bike Path Rules" signs along the paths around town.

Inventoried and repaired all park barricades.

Centennial Maintenance

All Christmas decorations around the clubhouse and on the Parking lot light poles were taken down and put back in storage.

Dry wall cracks were repaired and paint touched up in the View and the banquet room.

Cut tree branches near the banquet kitchen door that were cracked from heavy snow.

Sharpend all chainsaw blades.

Damaged trash can lids were welded and repainted.

A memorial bench near the pro shop entrance was damaged and had to be removed for repair. The cast iron leg was taken to Eenigenburg Manufacturing to attempt repair.

Assisted golf staff in moving seasonal equipment to the clubhouse basement. Staff is in the process of going through items that are no longer of use to add to the planned surplus equipment sale.

Staff unloaded and unpackaged 200 new folding wedding chairs. Fifty of the old ones were taken to Heritage Park and put into the storage shed. It will no longer be necessary to move chairs from Centennial for the weddings that rent extra chairs.

Ten signs displaying the rules and warnings were installed on and around the landfill directing sledders. Some are still sledding where it is not allowed; they are also parking in the Fire Department only parking lot.

CENTENNIAL PARK

Sales/Banquets

The sales office had 20 in-person appointments to date.

There were 59 new leads; 20 phone calls, 39 online.

This month, one 2021 wedding, 2 baby showers, 2 shelter rentals were booked, and one celebration of life in the View space.

Two entertainment stage rentals were booked; a Boy Scout Pinewood Derby and a dance gallery recital.

Golf

As of February 9th, membership revenue is \$45K. 63 memberships are returning, 26 are new.

Other revenues through February 9th:

Range	\$2,925
Cart	\$14,045
Gift of Golf	\$2,173

Total Revenue through February 9th is \$21,076; 2020 YTD totaled \$22,132.

Course Maintenance

The Golf Course Superintendent and staff continue with preventative measures on equipment, ranging from oil changes to sharpening reels and bed knives on the mowers.

Course accessories are being painted.

The Superintendent is soliciting bids for a new course mower.

Staff assisted park maintenance staff in plowing Centennial's parking lots and paths.