

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

**DIRECTOR/ADMINISTRATION**

Most of the time spent in the last few weeks has been dealing with the issues at the Centennial Park Clubhouse. Canceling events, ensuring refunds, moving events to other locations, exploring next steps, removing some items, determining continuing operations for golf, and preparing for a lot of what ifs with Town and Indigo staff. Everyone has been super helpful at this time of uncertainty for the facility.

An area on the north side of the clubhouse will be fenced off as it is a dangerous area due to the uncertain and unpredictable movement of the building.

It has been decided to move most of the portable equipment in the Centennial Park clubhouse to the main level and store it away from the banquet room which is at the greatest risk of additional movement. This will allow for storing things inside, without paying rent and allow time to determine if there are any permanent fixes to the building. An auction to sell items will be considered in 2022 if it's determined the building will never reopen.

We have been working with Indigo staff to transition all outdoor reservations for Centennial Park to be made at the parks and recreation office for events moving forward.

Public Works completed traffic counts at Centennial Park for the month of October. The results of that count and a summary for October, and the count that was done in April were emailed the Board's information and comparison.

The current golf cart fleet arrived in May of 2020 during the time when the department did not have a Director. Staff is going through the process of adding the 35 carts to the Town vehicle list. Further, internal discussion has been had to prepare for a day when the electric carts are not able to be stored inside the Clubhouse basement. This entails considering a move to a gas fleet, constructing a new storage area, and charging them in the maintenance barn and storing other equipment outside. Thankfully the direction was given to continue using the clubhouse basement. Seeking other options will continue.

Landscape Maintenance: A request for proposal for landscape services for 2022 will be put out in the next month. The intent is to bring a recommendation to the Board in December or January.

**RECREATION**

Planning has started for the Winter/Spring Recreation Guide.

Due to the closeure of the Centennial Park Clubhouse, staff has made the calls to cancel the Bridal Fair (14 vendors were secured) and move the Keen Ager Holiday Party to the Center for Visual and Performing Arts.

Holiday Arts and Crafts Fair was cancelled by Munster High School. We were asked to partner with Munster Civic Foundation on Light the Night December 3. A Holiday Pop-up shop will be offered outdoors from 12-6pm. At this time, we have received confirmation for 2022's Holiday's Art and Craft with 50% capacity. Munster High will review this restriction again in June, 2022 if we can increase to full capacity or not.

Walk in the Woods had a great turnout with 1,050 in attendance, including those 2 and under allowed in free. Weather was chilly and rainy however attendance was similar to 2021. 175 pumpkins were carved by local groups, businesses, and residents. Requests were already made to offer it again next year.

Trunk or Treat was well-attended with over 1,500 in attendance. Vendor attendance was down 50% compared to 2021. Munster Girls Scouts won best trunk-or-treat vehicle with the McDonald's creation.

Bieker Woods Night Walk was very successful. Following Trunk or Treat, admission lines formed quick and over 1,300 walked the haunted trail created by the Munster Girl Scouts. The event received rave reviews on social media. A Michael Myers character was in attendance and was LOVED by all.

Programs/events to run this month: CSRI Poppin' Flick, Craft in a Box, Cupcakes and Competition, Home Alone Training, Ballet/Tap/Tumble, Tiny Tots, Intro to Sports, Shooting Stars Soccer, Volleykidz, Volleyball Skills & Drills, Wado-Ki Karate, Yoga 101, ZUMBA, CPR Certification, Mosaics and Mimosas, Turkey Toss Adult Quarterback Contest, Gobble Gobble BINGO, Oh Jackie O! show, out to lunch Harry Caray's 7<sup>th</sup> Inning Stretch and Premier Travel Show

Volleyball started with record attendance. Twelve are enrolled in the youth class and nine are enrolled in the teen class.

Old Joliet Prison was a hot tour filling up a month and a half before the trip. Trip goers were welcomed by a very knowledgeable tour guide and enjoyed an hour and a half learning and touring the historic halls of The Old Joliet Prison.

Four Winds Casino for November was cancelled due to the casino undergoing massive system updates on all computer systems and machines. We will resume these tours when all systems are once again operational.

We will begin taking 2022 Keen-Ager memberships on December 1. As a promo, for new members we are offering for them to purchase 2022 membership and get the rest of 2021 free. There have been a handful of takers.

Eighteen November rentals have been scheduled for the Community Park Social Center. On November 1, staff began accepting 2022 rentals. Twelve rentals were taken that day.

## FINANCIAL SUMMARY OF COMPLETED PROGRAMS

PROGRAM	R	NR	REVENUE	EXPENSE	VARIANCE
Baller Basics Basketball	24	4	\$ 1,070.00	\$ 320.00	\$ 750.00
Bieker Woods Night Walk	1,330		\$ 6,650.00	\$ 1,005.00	\$ 5,645.00
Car Maintenance 101	6	0	\$ 60.00	\$ 10.00	\$ 50.00
Cupcakes and Competitions	7	5	\$ 420.00	\$ 50.00	\$ 370.00
First Base Baseball	17	4	\$ 845.00	\$ 320.00	\$ 525.00
First Down Flag Football	17	5	\$ 900.00	\$ 320.00	\$ 580.00
Joliet Prison Tour	8	1	\$ 360.00	\$ 150.00	\$ 210.00
Mysterious Munchkin Halloween Party	6	3	\$ 135.00	\$ 48.85	\$ 86.15
Trick or Treat BINGO	41		\$ 204.00	\$ 48.22	\$ 155.78
Trunk or Treat	7	10	\$ 629.20	\$ 194.99	\$ 434.21
Walk in the Woods	1,019		\$ 3,549.00	\$ 999.44	\$ 2,549.56
Zumba	6	2	\$ 460.00	\$ 315.00	\$ 145.00
<b>TOTAL:</b>	<b>2,488</b>	<b>34</b>	<b>\$ 15,282.20</b>	<b>\$ 3,781.50</b>	<b>\$ 11,500.70</b>

### PARK/CENTENNIAL MAINTENANCE

#### Park Maintenance

In addition to daily trash and litter pick up, bathroom cleaning, Social Center set up, gas plant monitoring/maintenance and leachate pump operation/recording and mowing, the following tasks were completed;

- ✓ The flower planters at Rotary and Heritage parks and the pool were cleaned out
- ✓ All soccer goals were put away and trash cans were brought off the fields
- ✓ Winterized the ten ballfields in Community Park; thinned out trash cans throughout the park
- ✓ The Monon fountain was winterized and the downstairs bathroom at the Kaske house

Staff spent time clearing the paths and helped set up for the Halloween events at Heritage Park and Bieker Woods. Leftover pumpkins were hauled out of Heritage Park woods the day after the event.

A \$10,000.00 grant from The Little Calumet River Basin Development Commission will cover the cost of planting 35 new trees. The trees were purchased from and planted by Cummings Landscaping. 23 trees went to beech Park and 13 went to Centennial.

Discussion has been had with the Munster Garden Club about a project to landscape the White Oak Park entrance sign to look more in-line with the other welcome signs around town. The club is willing to cover the cost of plant materials while the Park Department would cover the cost of the hardscape. A bid from Allen Landscaping has been received and another has been solicited from Great Lakes Landscaping.

#### Centennial Maintenance

All employees attended the Public Works snowplow rodeo.

The upstairs mezzanine and the storage yard at the maintenance building were cleaned and organized.

Located five leachate control panels around the bottom of the landfill and cut a path to and around each one.

Worked with the water department to clean out the ejector pit at the maintenance building with the Vactor truck and free up a stuck float.

Moved the remainder of the blank 8x8 memorial bricks, about 30, from Fisher St. to Centennial yard and the beer garden fence from the clubhouse basement to the maintenance yard for winter storage

Pulled 13 dead trees and stumps throughout the park.

Winterized the north and stage bathrooms and the dog park water line.

Mowed the top of the landfill to define the boundaries for sledding. T-posts and snow fence will be installed.

Moved supplies and set up for two Centennial Clubhouse events that were relocated to the Social Center.

Repaired the main exterior door to the golf cart storage garage. This is the new and only entry point for all employees.

## **CENTENNIAL PARK**

Total revenue year to date through October is up 51% over last year at \$1,078,468. Food and beverage revenue is up 94% over last year at \$660,960.

Projected lost revenue through the end of 2021; October \$20,000, November \$40,646, December \$41,379 for a total of \$102,025.

## **Sales/Banquets**

In the two weeks since the clubhouse closure, \$61,636 in event deposits were refunded for the rest of 2021 through 2023.

Paid out \$20,000 to vendors that stepped in and provided catering and venues for customers' events that were displaced by the banquet facility closure.

## **Golf**

The course has continued to operate with the Golf Pro doing transactions at the door to not let anybody in the building. Play had been walking only until November 6 when staff was notified they were allowed to bring carts up from the basement.

Total revenue for November stands at \$8,734 through the 8<sup>th</sup>; 227 rounds were played of which 164 were public.

**Course Maintenance**

Staff has started the winterization of and shut down of all systems involved with the course.