

Town of Munster
Department of Parks and Recreation
Board Report
December 20, 2022

DIRECTOR/ADMINISTRATION

Centennial Park landfill generator: The Town Council has approved an agreement with Baker Tilly to research and support the pursuit of a Federal Renewable Energy Tax Credit as part of the 2022 Inflation Reduction Act. The hope is that this process can reduce the purchase of a replacement generator for the landfill by up to 30% of the cost. The replacement would be done rather than an overhaul of the current generator (which would not qualify for the tax credit).

Centennial Park parking: There is an update regarding the Centennial Park parking on the Town website. It's shown on the 'Centennial Park' page of the website which is one of the gray buttons right under the headline pictures on the main page. A year in review memo was also sent to the Town Council, Clerk-Treasurer and Town Manager earlier this month. That memo is shared as an addendum to this report.

Fiber Optics RFP: A new RFP was sent out and one proposal was submitted to bring fiber connections to Community Park. This item is on your agenda today seeking your approval.

Cricket Pitch: Saturday, April 15th has been set as the tentative ribbon cutting/cricket demonstration date for the cricket pitch. Further details will be shared as the date approaches.

Pool Concession Patio Expansion: A request for proposals has been sent to local contractors for changing the sand play area into an expanded concession patio area at the pool. Looking to have a recommendation to award at the February Park Board meeting.

Eagle Scout project: Working with Shail Patel on an Eagle Scout kiosk project at Bieker Woods.

Civic Monday Concerts to expand: The Munster Civic Foundation has committed to fund the Civic Monday concert series at Centennial Park for 2023. The commitment this year will cover a concert on every Monday in June, July, and August. The lineup will include additional funding to cover the cost of featuring the NWI Symphony on one of the nights.

RECREATION

Winter/Spring Recreation Guide was submitted to the printer. It will be in mailboxes soon!

Superintendent and Marketing Manager attended the South Shore Convention/Visitor's Authority Partnership Summit at Hard Rock Casino.

Superintendent, Recreation Supervisor and Marketing Manager attended the South Shore Convention and Visitor's Authority Holiday party.

Superintendent and Marketing Manager attended the December Chamber meeting at Rosebud Steakhouse.

Day Off School Camp was a success! Twenty-nine campers spent their day making friends while playing outside and participating in an activity table. Pizza was purchased from Little Cesars for lunch.

Holiday Arts/Crafts Fair ran well with 120 vendors. Saturday attendance was well received, however Sundays attendance was slow. Positive feedback was taken from vendors regarding the show. Vendors are glad to have it back after 3 years off.

The Keen-Ager Holiday Party had the highest registration of 65 people since before COVID. Holiday entertainment was provided by Chad Crooner Brown (vocalist). Vendors from the Holiday Arts/Crafts Fair donated items from their booth for the Keen-Ager raffle. Over 100 donations were collected.

A group of almost 100 watched Deb the Frog Lady in our Slither, Ribbit and Learn event. Deb introduced her amphibian friends and demonstrated how to care for them. Some were even able to be touched.

Clarendale of Schererville sponsored Gobble Gobble Bingo. 54 Keen Agers played Bingo and enjoyed a Pizza Hut lunch.

Over 400 people attended the Winter Fest at Town Hall. The event had visits with Santa and his Elf, games, a cookie walk and an inflatable snow globe. We had 15 vendors. It was a great event for our first time running it. Lots of positive feedback.

Programs/events to run this month: Babysitting Lessons and Safety Training, Cupcakes and Competition, Koolaid and Kanvas, "Who"mans and Waffles, Coffee and Canvas, Holiday Arts/Crafts Fair, Winter Fest, Keenager Holiday Luncheon, Princess Di Lunch/Show, Elf the Musical.

Preparation has already begun for Summer Camp 2023. At this time, the previous camp director is set to return.

Staff began renewing 2023 KeenAger Memberships on December 1. At this time, 79 memberships have been renewed.

December Rentals: 15 rentals have been scheduled for the Community Park Social Center. The Social Center will be closed from 12/23/2022-1/8/2023 for deep cleaning.

FINANCIAL SUMMARY OF COMPLETED PROGRAMS

PROGRAM	R	NR	REVENUE	EXPENSE	VARIANCE
BLAST	3	0	\$150.00	\$56.00	\$94.00
CPR	4	1	\$270.00	\$128.00	\$142.00
Cupcakes and Competition- October	10	1	\$220.00	\$89.42	\$130.58
Day of School Camp	29	0	\$580.00	\$386.13	\$193.87
Elf the Musical	7	25	\$3,216.00	\$2,698.55	\$517.45
Gobble Gobble BINGO	54		\$287.00	\$45.43	\$241.57
Hedy Lamarr Lunch and Show	12	10	\$810.00	\$620.68	\$189.32
Holiday Arts/Crafts Fair	9	110	\$21,313.81	\$3,000.00	\$18,313.81
Interview Preparation	1	3	\$60.00	\$36.00	\$24.00
Koolaid and Kanvas- October	15	2	\$476.00	\$244.98	\$231.02
Koolaid and Kanvas - November	6	1	\$196.00	\$86.49	\$109.51
Princess Di Lunch/Show	8	17	\$1,175.00	\$734.60	\$440.40
Servsafe Food Manager – November	1	1	\$360.00	\$252.00	\$108.00
Slither, Ribbit and Learn	72	26	\$980.00	\$462.00	\$518.00
TOTAL:	231	197	\$30,093.81	\$8,840.28	\$21,253.53

PARK MAINTENANCE

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

Leaf mulching in all parks is complete.

Drywall repairs were made in the social center. Christmas decorations were put up.

A dead memorial tree was removed at White Oak Park and the plaque relocated to another tree.

The new unit #130, a Stinger aerator/seeder was delivered and uncrated.

The concession stands were cleaned out and refrigerators and freezers were turned off.

The hydrochloric acid tank was removed from the pool pump house. The acid room floor was patched and epoxy was applied in preparation for the installation of the new acid delivery system.

The door for the Little Free Library at Stewart Park was replaced after being damaged by high winds.

Banners were put up and supplies delivered for Light the Night and Winter Fest.

Repairs are ongoing at the skate park.

The heater in the south men's bathroom was repaired.

All seasonal employees have been laid off, at least four plan to return in April.

Centennial Park Maintenance

A pallet of ice melt was moved into the shop.

The mower deck was taken off the 1575 and the snow broom and snow blower were prepped for the winter season.

Christmas decorations were put on the parking lot and walking path light poles.

The maintenance building ejector pump had to be pulled and the pit serviced, public works assisted with the Vactor truck.

The dog park sponsor banners were taken down.

The leachate tank on the golf course was pumped out.

The community garden in cobblestones Park was weeded and cleaned out.

Helped golf course staff replace a hydraulic cylinder on the equipment lift.

Cleaned and reorganized the shop for winter use.

Jenbacher Engine Production

	<u>Run Hours</u>	<u>MWh</u>	<u>Methane Flow</u>
11/02/22	56,549	41,120	3,110,438
12/07/22	56,961	41,338	3,829,048

CENTENNIAL GOLF

Pro-shop

Golf has been slow in the month of December. We still are pushing out a few memberships and last-minute gift cards for Christmas shoppers. With snow in the forecast and chilling temperatures it is expected the pro-shop will be closed for the rest of this month.

The very first Polar Bear event is scheduled for next month. Hopefully a few die hard golfers will enjoy this event.

December	<u>2022</u>	<u>2021</u>
Member Rounds	39	60
Public rounds	4	164
Green Fees	\$20	\$1,545
Driving Range	\$0	\$80

Grounds

It's winter mode for the Centennial Park Grounds Department.

Maintenance staff is doing preventative maintenance on all equipment. This includes grinding reels, oil changes and fixing anything that's broken.

The Superintendent finished mowing the wild areas on the golf course.

A snow mold application was made just before Thanksgiving.

Bulbs were planted in front of the pro shop.

Next is painting the tee markers and ball washers.

Staff marked all irrigation lines where the proposed new pro shop and cart barn would go. A couple lines will need to be moved if this happens.

Working with vendors on a new fairway mower and the ordering of product for 2023.



To: Town Council, Clerk-Treasurer, Town Manager
From: Mark Heintz – Director of Parks and Recreation
Date: December 5, 2022
Re: Centennial Park parking review

The Centennial Park subcommittee, who originally met to recommend the pay to park system at Centennial Park met in October to review the parking system's first season. Overall, it was deemed a success despite some of the challenges it brought about after implementation. Following are some notes on the system and its future.

REVIEW

- ❖ The Centennial Park pay to park solution was implemented June 21, 2022 and ran through October 31, 2022.
- ❖ The agreement with Asta Parking Inc. presented no risk to the Town since they absorbed the upfront costs of system equipment (meters, LPR cameras, signage, app, etc.).
- ❖ Revenues from the parking fees were split between the Town (80%) and Asta (20%) after expenses for the system were subtracted.
- ❖ Total revenue collected through the parking system for 2022 was \$51,915.26. The average per day was \$339.32. June 27th saw the highest collection day of \$1,172 while Oct. 25th saw the lowest day at \$2.
- ❖ Overall, there were 7,926 transactions performed at the meter and 8,373 performed using the app in 2022.
- ❖ Shared revenues were lower than originally anticipated due to the revenues covering the cost of the system before the shared split came into play.
- ❖ There was a lot of learning to the system in 2022. Confirming residency for the free vehicle registration for residents was very time consuming. 3,590 households registered for the free passes with 97 denied as they didn't live in Munster. Approximately 6,000 vehicles were entered in the parking system for the resident, dog park member and golf course member passes.
- ❖ Enforcement was never completed in 2022 due to a few reasons. Initially it was due to the software being stylized for the Munster system. Once it was ready, the Town only had about a month left and decided that since no towing company/contract was yet in place, that it would complete 2022 as an initial introductory season to the system.
- ❖ A few people complained about not having access to the internet to sign up and wanted to do it in person. At the beginning, people were directed to the Lake County Library where they could gain access to the internet or to ask a child or a neighbor to help them. Later in the year, the parks purchased a tablet with an internet connection to allow for people who had no other options to complete the form/info at the park office. This still didn't work the greatest as some people did not have an email address for any confirmation of their vehicle registration however did allow for plates to be added to the system.

- ❖ Changing of a registered vehicle during the season with the system is problematic and time consuming. Sending in new updated information to Asta to have them change it was the first solution. As the season approached the ending, some vehicles were just allowed to add another vehicle to their household.
- ❖ Verification of 2 vehicles per household was not able to be confirmed and it is suspected that some residents registered more than their 2 vehicles per household.
- ❖ The \$120 fee for a non-resident annual pass was used by a handful. If the park is used daily, the fee was seen as fair for the amount of visits someone takes. However, some thought it was a year from date of purchase and not only the current calendar year (expiring 12/31) each year.
- ❖ Daily golfers and driving range visits seemed to decrease after the parking issue even though their parking fees could be validated inside the pro shop. The parking fees made the ability to park and pay for the driving range at the machine less convenient as people now must visit the pro shop for the parking validation. Most golfers have to enter the pro shop to pay greens fees, so they weren't as effected.
- ❖ A QR code was sent a few days prior to each park facility renters for their guests to use when they reserved the shelter or a space for a wedding. This worked but hosts didn't always tell their guests ahead of time so some would pay before being told that they didn't have to.
- ❖ A master list of exempt vehicles was sent to Asta which included Town vehicles, staff vehicles and contractor vehicles (HVAC, landscape maintenance, electricians, portapotties, fertilizer contractor, private ambulance services, IT contractor, etc). This will have to be updated as vehicles/license plate numbers change.
- ❖ Overall, the majority of residents are happy with the system. Most complaints about the system came from non-residents who didn't like that the system was implemented.
- ❖ Throughout the season we've updated the Town website to inform people how to use the system. There is currently a letter on the Town website informing that the system is 'off' until April 1, 2023.
- ❖ A lot of time answering questions was done by many departments and staff to explain how the system works with LPR's, registering a vehicle, paying fees, changing vehicle information, etc.

FUTURE

- ❖ The 2023 season will run from April 1, 2023 through October 31, 2023.
- ❖ Revenues are expected to grow in 2023 from 2022 due to 1) a full season from April - October and 2) not having to subtract initial implementation equipment purchases like meters, LPR's, signage, etc.
- ❖ Asta has been asked to come up with a system to verify residency so parks staff doesn't have to manually check each household against any databases it could find through Lake County (assessor's office and GIS) or the Town (parks registration software and utility bill addresses). People may have to upload certain document to prove their residency if it cannot otherwise be verified.
- ❖ The Park Board will consider a change (possibly adding March and November) to the months fees are charged and possibly the hours of operation of the park after a full season of fees is experienced.
- ❖ A change in Town ordinance is likely necessary after a contract is finalized with a towing contractor as it will not be one of the current ones already being used by the Town and fees may be different. Staff has asked the Town attorney to help draw up those documents as necessary and is awaiting a response. Hoping to have that finalized prior to the beginning of the 2023 parking season.