

**Town of Munster**  
**Department of Parks and Recreation**  
**Board Report**  
**August 20, 2024**

**DIRECTOR/ADMINISTRATION**

Community Estates Park: Staff continues to work through the grading issues at Community Estates Park with the developer's representative, the Town's engineer and the park neighbor to ensure the area is properly graded so drainage works correctly for all involved.

Frank Hammond Park track: Milestone completed the repairs and repaving of the track on August 8<sup>th</sup>. Perm-a-seal has been authorized to get the track lines painted as weather and their schedule permits.

Monon Trailhead: Town staff met with NICTD's contractor about the details for an architectural fence that will go in along the north side and a little on the west side of the trailhead area where the sidewalk was elevated to match the crossing at the train tracks. Also mentioned was the need for restoration work that still needs to be completed at the Monon Trailhead in the grass area on the south side of the property. The paver repairs have been completed to the Town's satisfaction.

Shelter Rentals: We've been reviewing our shelter rentals, policies and rules after some input from a resident of Cobblestones subdivision. We want to ensure that loud and offensive music is not a common occurrence from shelter rentals. We also want to ensure that shelter rentals at some of our smaller shelters abide by the seating capacity as the capacity for people to attend an event at a smaller shelter such as Cobblestones, Beech, Grove, West Lakes, etc. The larger capacity shelters should be where larger functions should be held due to being better prepared for parking, trash, seating, space, not being so close to neighboring homes, etc. This is something that may be brought to the Board in the future if it cannot be implemented at the staff level.

Job Description Updates: The Town Council engaged a consultant to update job descriptions for the Town which will be used for a salary survey comparison too. Department staff were interviewed for this process and the admin of the department reviewed and updated comments employees made to the consultant.

Munster Pop Warner: Chuck Mamich, President of Munster Pop Warner contacted me to see about getting more park space as their registration numbers have increased from 5 to 6 teams this fall. They all practice at Cobblestones Park. A portapotty was added to the park for that use. I told them the Board was entertaining removing the tennis courts which would generate some additional space. In the future, we may want to consider not permitting the baseball field for fall ball practice at that location so football can use that outfield space too. They like being at one site for all their practices. Little League and Softball were asked if they needed the fields for the fall that were already permitted to them, but no solution presented itself that wouldn't upset one group or another.

Babe Ruth drainage: Sportsfields completed the work on the two Babe Ruth fields at Community Park on August 2<sup>nd</sup> which should stop the flooding of dugouts and help the areas in front of dugouts drain better.

Portapotty Damage: The portapotties at West Lakes Park have been vandalized on numerous occasions this year. The vendor informed us in early August they would not put another unit back in the park until something changed. That was after a unit was completely flattened at the site. Surveillance cameras were purchased and installed to point at the portapotties to hopefully discourage vandalism and hopefully catch video of the offender.

Pro Shop progress: Progress continues on the new Pro Shop and Cart Storage Garage. Work has fallen behind slightly as a few situations have resulted in some delays (roofer's strike, tile delays, hydro-excavation, etc. Even after Hasse has their work completed, there are other things that the Town will need to complete to make the facility ready and operational for the Town including landscaping, irrigation, fiber optics/networking equipment/cabling, moving golf operations over, having Indigo coordinate their IT needs, etc. Delaying an official move until the winter off season would be optimal but possibly cannot wait that long.

Site Plan Review Committee: The Director is on the Town's site plan review committee and an initial concept plan was submitted by the School Town's consultant for the tennis courts at Community Park for the Aug. 15<sup>th</sup> review meeting. That plan draft is included in this report for your information. Nothing has been heard about a formal agreement. It is believed the Town and School Town attorneys are working on drafting that document.



PHASE 3 - NEW TENNIS FACILITY - OPTION B

DLA Architects ■ Client-Focused ■ Relationship-Based ■ Creative ■ Visionary



## **RECREATION**

The final touches are being added to the Fall Recreation Guide and it will be sent to the printer soon.

Superintendent attended IPRA Webinar: Challenging Conversations Don't Have to Weigh You Down

Since last report for Munster Pool, there has been an average attendance of 206 people. The pool was closed early 2 days because of rainy weather. After the July report, there have been 16 saves. 978 season passes have been sold this year. The financials and 2025 recommendations will be included next month.

Session #3 and #4 of swim lessons has completed with 69 kids enrolled. Private lessons were re-opened late July to accommodate more people.

Summer Camp is complete. Wednesday field trips consisted of: Fair Oaks Farm, AMC Theatres and Washington Park Zoo. Friday fun days have included: Talent Show, Face Painters and 'Animals Around the World' show. Friday full day camper lunches consisted of KFC, Jersey Mikes and Domino's. Extremely thankful for the 5 head staff and 16 counselors that have helped to make this a great summer. A review of the summer will be shared at this meeting.

Pint Size Camps ran at South Side Christian Church this summer. Campers enjoyed many themed camps with special visits from entertainers like Mickey Mouse, a Clown, and more. Meijer donated a \$100 gift card to cover some supply costs.

Safety Bingo ran with 53 Keen Agers in attendance. This partnership with the Munster Police Department included a lunch sponsored by Park Place of St John and coffee donated by Biggby of Highland.

The final Soccer deadline has passed, and we have 462 players enrolled. Teams are currently being put together however due to lack of volunteer coaching; it's taking a bit longer than coaching; We will have 40 teams.

Sunday Concert Series has come to an end with 'John David Daily' and 'Dueling Pianos'. The average attendance was 275.

The CIVIC Concert Series has come to an end with 'The Dancing Noodles', 'The Unstoppables', 'Together', 'Kaleidoscope Eyes' and 'Billy Elton'. The average attendance was 300.

Session #2 of tennis ran with 84 people and 14 staff. The weather was kind to us in July, not many rain cancellations.

Bark in the Park ran with 25 pet vendors and 4 Food Vendors. Fetch Portraits attended with their Selfie Station, Lucky Dog Adventures ran their Lure Coursing, and there were demos from Landheim Training Center, Team Canine NWI, and the Munster Police Department K9 unit.

Touch A Truck was a hit with 20 vehicles participating. In addition to the trucks, a Kona Ice vendor was on-site, and a Monster Truck bounce house was available.

Nerf Wars had 25 kids attend. The intern created games and a playing field for the kids to play on and compete. There were 4 additional staff who helped as team captains.

Kid's Fest had a beautiful day. With about 1,200 in attendance, 412 wristbands were sold. The wristbands included 7 special activities, while there were over 20 free stations.

Incredible Bat's Show took place on July 31 and had over 60 people in attendance. Families got to see not only bats, but sloths, skunks, armadillo and more.

Movie in the Park on July 16 had an attendance of 400. The night was perfect to watch Wonka. Movie in the Park on August 13 was a breezy one with 175 in attendance.

Canine Cannonball ran with 39 registered dog park members. Fetch portraits took some pictures of the event and Bone Appetit gave out dog treats and doggie ice cream.

#### July Rentals (37):

|                 |    |
|-----------------|----|
| Social Center   | 12 |
| Weddings        | 4  |
| Shelter         | 13 |
| Private Pool    | 7  |
| BD Party @ Pool | 1  |

### **FINANCIAL SUMMARY OF COMPLETED PROGRAMS**

| <b>PROGRAM</b>                          | <b>R</b>     | <b>NR</b>    | <b>REVENUE</b>      | <b>EXPENSE</b>      | <b>VARIANCE</b>    |
|---|--------------|--------------|---------------------|---------------------|--------------------|
| Afternoon Sports Camps - July           | 17           | 5            | \$1,150.00          | \$412.51            | \$737.49           |
| ASL                                     | 7            | 2            | \$325.00            | \$160.00            | \$165.00           |
| Bark in the Park                        | 500          |              | \$4,315.70          | \$286.66            | \$4,029.04         |
| Babysitting Lessons/Safety Training     | 4            | 1            | \$260.00            | \$112.00            | \$148.00           |
| Canine Cannonball                       | 29           | 10           | \$390.00            | \$123               | \$267.00           |
| Chicago Architectural Tour              | 13           | 20           | \$1,026.00          | \$300.00            | \$726.00           |
| Chicago White Sox Training Camp         | 65           |              | \$1,625.00          | \$25.00             | \$1,600.00         |
| Hispanic Heritage Dance Classes         | 3            | 8            | \$755.00            | \$495.00            | \$260.00           |
| Incredible Bats Show                    | 53           | 13           | \$945.00            | \$557.58            | \$387.42           |
| Kid's Fest                              | 1,200        |              | \$12,580.20         | \$7,744.56          | \$4,835.64         |
| Lavender Hill Farms                     | 7            | 17           | \$1,728.00          | \$1,237.98          | \$490.02           |
| Navy Pier w/ Chicago Flyover Experience | 10           | 15           | \$2,564.00          | \$1,714.59          | \$849.41           |
| Nerf Wars                               | 17           | 8            | \$250.00            | \$20.48             | \$229.52           |
| Pint Size Camps                         | 56           | 4            | \$2,760.00          | \$2,239.02          | \$520.98           |
| Safety Bingo                            | 53           |              | \$266.00            | \$92.81             | \$173.19           |
| Splash and Splatter Squirt Gun Painting | 6            | 2            | \$240.00            | \$153.71            | \$86.29            |
| Susan's Summer Partnership              | 9            | 0            | \$805.00            | \$483.00            | \$322.00           |
| Summer Camp                             | 765          | 160          | \$151,095.00        | \$98,212.18         | \$52,882.82        |
| Tennis Lessons - July                   | 59           | 25           | \$7,725.00          | \$3,817.56          | \$3,907.44         |
| <b>TOTAL:</b>                           | <b>1,055</b> | <b>2,108</b> | <b>\$190,804.90</b> | <b>\$118,187.64</b> | <b>\$72,617.26</b> |

## **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

Staff has taken over daily cleaning of the Social Center and both maintenance garage offices, bathrooms and break rooms from Purcell Commercial Cleaning.

Bike rack fencing was delivered to and then picked up from the Babe Ruth fields for their tournament.

Staff worked weekend cleanup for Babe Ruth, Little League, and Girls Softball tournaments.

Staff helped to set up for The Lions Club Steak Fry and The National Night Out Against Crime. One staff member worked during each event to keep up with garbage and litter.

Staff worked with the Munster Historical Society and Diane Kitchell pulling weeds around the Kaske house and placing flagstone around the east and north sides of the porch.

Superior Groundcover spread fresh playground mulch with blower trucks at all playgrounds except Briar Creek and Cobblestones, which are scheduled for replacement.

The vinyl dumpster enclosure fence for the pool was replaced with chain link and redwood color slats.

The pool has been drained and winterized.

New vertical window blinds were purchased and installed at the Social Center.

### Other tasks;

- ✓ an automatic light sensor that failed was replaced in the West Community Park bathroom
- ✓ graffiti was cleaned up at the skate park and the south bathrooms
- ✓ a broken spring toy was removed from Briar Creek playground
- ✓ the summer concert series sign was taken down; event banners were swapped out
- ✓ several exterior GFCI outlets were replaced at the pool

## **CENTENNIAL MAINTENANCE**

Staff worked with Cabeno Environmental and John Zink Company got the landfill flare operational so it can be used during the Jenbacher engine replacement.

Several handrail sections on the Pennsy railroad bridge over Hart's ditch were replaced. Replaced about thirty bolts and nuts that had been removed.

Several dead pine trees were removed around the irrigation pump station and throughout the park.

Trimmed the bushes in the formal gardens and pressure washed the vinyl fence.

Gravel and crushed limestone were added and compacted to the fitness stairs .

Other tasks;

- ✓ manual operation of the temporary leachate pumps continues
- ✓ repaired four irrigation breaks at the park
- ✓ did oil change and lube on both Centennial Gators, units 210 and 211
- ✓ Replaced the tires on 210
- ✓ Repaired two ground lights along the sidewalk leading to the entertainment stage

### **Jenbacher Engine Production**

|         | <u>Run Hours</u> | <u>MWh</u> | <u>Methane</u> |
|---------|------------------|------------|----------------|
| 6/12/24 | 63,185           | 44,625     | 15,237,400     |
| 7/9/24  | 63,272           | 44,662     | 15,238,200     |
| 8/12/24 | 63,630           | 44,850     | 16,230,509     |

### **CENTENNIAL GOLF**

#### **Pro shop**

The golf season is beginning to wind down. Centennial Park golf course has had an exciting year meeting new members and newer clients throughout this season.

Centennial Park will begin to sell returning and new membership rates to prepare for next season.

One of our very own Diane Kowalczyk, received citizenship award this past week at the National Night Out. Staff would like to congratulate and thank her for a job well done.

#### **Grounds**

Staff continues to mow the wild areas on the golf course. To help protect birds that have nested there, the mowing was delayed until now. This is a mandatory process for a landfill.

April to June was very wet at Centennial Park. June was near normal but had a couple streaks of warm dry periods. The fairways struggle in these conditions. Hole 4 and the green side of 9 are the worst.

With the clogged methane lines on the course, there has been some methane damage again this season. An above ground methane line was installed near tee 6 to try and bypass a clog. Greens and tees are in good shape.

The crew this season has been very good with a mix of new workers and 2 experienced veterans.

As fall approaches, the plan is to start aerating tees and fairways in September. This will all be done in the house. Again, CS Turf has been hired to deep tine aerate the greens on the 1st Tuesday in October.

An air compressor is being lined up to blow out the irrigation system the last week of October.

The North pump motor has been fixed and is back working.