Town of Munster
Department of Parks and Recreation
Board Report November 17, 2015

DIRECTOR/ADMINISTRATION

Congratulations to the staff on completing a busy month of special events. Among the programs were the Bieker Woods Night Walk, Munster Ale Fest, Pumpkins, Witches and Hayrides, the Big Wheel 500 and the Monster Dash. The events were well organized and well attended.

A special thank you goes to the seasonal Parks Department and Centennial Golf maintenance staff who have left us for the year or who will soon be leaving. No matter the weather, they all worked extremely hard. We hope to see many of them again next year.

The RFP specifications for the Centennial food and beverage service are almost complete. A draft should be ready by the end of November.

There was a pre-RFP meeting for the department's landscaping on November 9. For the first time in years, the task was put out to a number of competing companies. This year, all contracts will be bundled into 1 to hopefully save money. The proposals are due by the end of November.

The Director of Parks and Recreation was a Community Reader at Eads School on November 10. He read a story and discussed his job to a 2nd and 3rd grade class.

With the exception of lighting which will be added in the spring, West Lakes construction will be completed within the next 2 weeks. The park will require two more seasons of maturation before it is playable.

On November 13, Golf Visions presented a Centennial Golf Course management proposal to the Director of Parks and Recreation and the Town Manager. The information will be shared with the board as soon as it is compiled and all follow-up questions are answered.

On October 21, the Director of Parks and Recreation attended the IPRA Northern District meeting in Valparaiso. The meeting was attended by about 25 other park and recreation professionals.

PARKS

Community Park warming house remodeling has begun. New outside panelboards have been painted red and staff is in the process of replacing the old rotted blue siding.

Staff trimmed bushed at West Lakes Park and Monon Trailhead. Bushes at West Lakes included the rain garden area. Trimmed bushes at Monon were around the pergola.

Soccer season has ended. Goals have been removed from the fields and have been chained up on-site.

Mulch has been laid on Heritage Park trails. Weeds have also been trimmed back along the walkways. One of the biggest trees in the woods fell on the trail and was cut up and hauled away.

Winterizing continues. All ball field irrigation lines have been blown out. Buildings at the pool have also been winterized.

Skate Park rails have been painted. The old black rails have been spruced up with a new red coloring.

Mowing/leaf mulching continues. Staff is still cutting grass and mulching leafs in all parks.

Two memorial trees and two bench plaques have been installed by staff. One tree was planted at Bluebird Park in the memory of Josh Crum. Community park was the site of another memorial tree in the name of Antonia Jovokovich. The two bench plaques were installed on existing benches at West Lakes Park in the names of Niki Quasney and Joanne Darrington.

Giannini Cement works poured pads at Town Hall and Community Park. The two pads at Town Hall were for bike racks and the two pads in Community Park were for benches that were built as part of an Eagle Scout badge requirement.

RECREATION

Recreation Supervisor and Administrative Assistant attended South Shore Arts Grant Award Ceremony. The department was awarded the first of two checks for the Music in the Parks concert series held at Centennial Park, on Friday evenings, during the summer.

Trips since the last report included Accessorize Yourself!, Chicago Churches Tour, a free Travel Show with Mayflower Tours and multi-day trips to West Virginia Fall Foliage and Door County. Upcoming tours include Four Winds Casino, House of Treasures, "Illumination" A Tree & Lights Extravaganza, and Lawry's, Zoo Lights & Chicago Christmas Lights.

Bieker Woods Night Walk was held on Saturday, October 24. This event is a partnership with the Boy Scout Troop #533 and Girl Scouts of Greater Chicago and Northwest Indiana Munster Mints Service Unit. Over 1,000 people attended the haunted walk through the woods.

NFL Flag Football received high praise in reviews from parents of participants.
"Great Exposure to football without the violent side. Great combination of instruction and play." - Ted Stankiweicz
"Coaches took compassionate interest in kids." - Heather Conner
"The chemistry between the kids and coaches was fantastic. My boys learned the game and had a blast at the same time. My child's self-esteem was boosted. They are not very athletic but they found their niche here. I also liked the fact that they learned the strategy and then applied it during the second half. The coaches were very supportive and encouraging of all." - Guadalupe Brantley

Recreation staff is busy working on 2016 Winter/Spring Recreation Guide. The guide will include new advertisers, programs and activities as well as old favorites. Applications have been mailed or emailed for our 2016 Arts & Crafts Fairs as well as Business Fairs and our Brochure Advertising List and Sponsors.

Upcoming Special Events include: 29th Annual Holiday Arts & Crafts Fair, Keen-Ager Holiday Party and Rock along with Santa. The Holiday Arts & Crafts Fair has over 130 vendors and counting.

Currently 381 people, aged 50+, have become new Keen-Agers or renewed their memberships. 2016 memberships are currently being accepted. The Keen-Ager Halloween Bingo was held on Thursday, October 29. There were 51 participants. Symphony of Dyer provided the meal.

Eleven rentals are scheduled at the Social Center the month of November. This does not include the two not-for-profit groups that rent the Social Center on a regular basis. There are seven rentals scheduled at the Social Center for December so far.

SOCIAL CENTER HERITAGE PARK

Facility	2015 to-date	2014
Social Center	114	106
Heritage Park	9	17

FINANCIAL SUMMARY OF COMPLETED PROGRAMS

PROGRAM	R	NR	REVENUE	EXPENSE	VARIANCE + OR (-)
Accessorize Yourself	5	21	$ 1,065.00	$ 885.00	$ 180.000
Active Aging-How to Stay Active*	11	3	$ 250.00	$ 50.00	$ 200.00
Babysitter Lessons & Safety Training	4	0	$ 148.00	$ 100.00	$ 48.00
Basics of a Living Trust	16	4	$ 250.00	$ 50.00	$ 200.00
Bieker Woods Night Walk	1009		$ 4,151.00	$ 3,536.48	$ 614.52
Body Blast	6	1	$ 360.00	$ 200.00	$ 160.00
Chicago Churches Tour	8	20	$ 216.00	$ 25.00	$ 191.00
CPR Certification	5	0	$ 300.00	$ 150.00	$ 150.00
Dribble, Kick and Goal	11	0	$ 440.00	$ 215.17	$ 224.83
Fall Soccer	289	60	$ 21,105.00	$ 8,789.25	$ 12,315.75
Fall Tennis Lessons (Youth/Adult)	15	4	$ 1,225.00	$ 966.88	$ 258.12
Halloween Bingo	19	32	$ 220.00	$ 102.18	$ 117.82
House of Treasures	4	10	$ 531.00	$ 400.00	$ 131.00
Intro to Sports	10	2	$ 500.00	$ 157.88	$ 342.12
NFL Flag Football	9	2	$ 955.00	$ 546.57	$ 408.43
Pumpkins, Witches, & Hayride Oh My!	700+		$ 8,567.00	$ 3,958.44	$ 4,608.56
Tot Athletics	7	1	$ 165.00	$ 25.00	$ 140.00
Wado-Ki Karate	14	2	$ 300.00	$ 25.00	$ 275.00
Yoga and Breathing	18	1	$ 975.00	$ 633.75	$ 341.25
ZUMBA (Tu/Th)	11	2	$ 1,165.00	$ 630.00	$ 535.00
TOTAL	**1317**	**1020**	**$ 42,888.00**	**$ 21,446.60**	**$ 21,441.40**

*$250 Business Ad for Free Program

CENTENNIAL PARK

Golf Course

Golf had an average October, with total revenues reaching $15,955. Cooler temperatures and shorter days are causing play to slow down. This happens in October and November.

The Golf Shop is starting to clear out merchandise with fall specials. The Golf Pro met with sales reps from different merchandise companies to take advantage of special pre-book pricing and terms which will help make a larger profit on merchandise. The shop did a total of $2,317.65 in sales for the month.

The Driving Range went to mats only (grass tee closed for the season) on November 2nd. The range is starting to slow down due to daylight and cooler temps. The Driving Range did a total of $2,649 in revenue.

Golf Course rounds for the month totaled 993; For the year, the course is at 11,699.

Weather plays a huge part in our success. This November the course and shop took in more money the first five days then all November of 2014.

	2014	2015
Jan	$1,800.00	$7,087.00
Feb	$6,117.00	$7,900.00
Mar	$11,906.00	$21,035.00
Apr	$47,906.00	$42,126.00
May	$43,756.00	$38,923.00
Jun	$47,986.00	$44,443.00
Jul	$47,924.00	$49,100.00
Aug	$45,595.00	$46,320.00
Sept	$34,059.00	$34,321.00
Oct	$16,539.00	$15,955.00
	$303,588.00	**$307,210.00**

Merchandise	**October**
Golf Balls	$543.92
Headwear	$396.29
Clothing	$715.85
Misc. (clubs, tee, bags)	$661.59
	$2317.65
Driving Range	**October**
Tokens (pur. in shop)	$1,109.00
Debit keys/Memberships	$185.00
Cash Machine Dispenser	$1,355
	$2,649.00

Golf Course Rounds	**Oct.**
Junior	4
Senior	103
League	12
Members	481
9 Hole Non-Resident	195
9 Hole Resident	171
Replay	27
	993

Golf Course Maintenance

The 2015 golf season appears to be winding down. The golf course maintenance department has completed the following tasks.

The golf course cart paths received repair work from ABC Asphalt during the week of October 19. Staff had marked pre-determined areas and ABC came in to saw cut and do an overlay to these areas. The path on number one had an area that was cut out and dug out. New stone was added to this area in order to complete the process.

Fairway aeration on the golf course was completed. The fairways were solid tined.

The golf course fairways were verti-cut. Vertical mowing will assist in thatch removal and allow for more upright turf growth. The fairways looked a little beat upon completion of this process but after some rain and cooler temperatures, the fairways are rebounding nicely.

The maintenance department installed a new drain line with multiple inlets between the red and white tees on hole number 9. This area has always been oversaturated and received a large amount of water from a drain pipe that comes from the bike path on the exterior of the golf course.

The irrigation system was blown out with compressed air during the week of November 2. All irrigation heads were run through 2 times and all drain lines were open for a period of time in order to force out all water that was in the irrigation system.

The Golf Course Superintendent had some soil testing done on two golf course greens. The Superintendent will be assessing the results and has at the time of this report, found some issues that will need to be addressed in moving forward next season.

The maintenance department has lost a key employee after 7 seasons. Juan Torres has accepted another position. He was a valuable employee and will be deeply missed.

Grounds

The activity on park grounds is staying steady with the warm temperatures holding.

Some of Centennial Park's winterization procedures that have been finished this month are as follow:

- ✓ Shelter and stage bathrooms have been cleaned; shut down, water lines drained and anti-freeze was
- ✓ added to all traps.
- ✓ Storage areas cleaned and removal of damageable supplies and paint.
- ✓ Additional Drinking fountains/fixtures throughout park winterized with all flow valves removed.
- ✓ Pond fountains: power shut off and removed from lake.
- ✓ Safety signage was installed around lake.
- ✓ Made sure all outside heaters were functional to include stage area and ball shack on the driving range.
- ✓ "The View", Pro Shop, and Clubhouse patio furniture removed. (Stored in Clubhouse basement).
- ✓ Irrigation system was shut down and blown out.
- ✓ Holiday light were checked and repairs made where necessary, items should be installed before
- ✓ Thanksgiving.
- ✓ Snow removal equipment has been serviced and prepped for winter.
- ✓ Final mowing of sled hill, staff checked for rocks and ruts, additional signage was added at this time.
- ✓ Preventative maintenance was performed on all clubhouse roof exhaust vents, to include belt replacements, bearing checks, and greasing as necessary.
- ✓ Replacement of all secondary HVAC filters

Each item is a very important step in our maintenance process and must occur to ensure our facility, grounds, and its components safely endure the winter months. As a result, we are helping maintain functional standards in the spring.

Clubhouse/Special Events

Munster Ale Fest was a success; preliminary numbers have been included for you to review.

Flooring quotes have been requested for ballroom, restaurant, pro shop, and office replacements.

Events for 2016 and 2017 continue to book. After a few cancellations for next year, we currently have 4 Saturdays left for next wedding season.