

**Town of Munster**  
**Department of Parks and Recreation**  
**Board Report September 18, 2018**

**DIRECTOR/ADMINISTRATION**

The final work on the West Lakes Park soccer fields is coming to an end. Two rounds of weed killer were recently applied followed by aeration and seeding a few weeks later. Finally, seed blankets will be added to the bare areas.

The annual Police and Fire charity softball tournament will be held at Community Park on September 16. The staff has been preparing the area and working with Officer Ghrist to make sure that the facility will be ready.

The Director of Parks and Recreation and the Superintendent of Centennial Park Maintenance has been meeting with the Town's Management Analyst regarding the gas plant. She is attempting to determine whether starting a maintenance agreement will be financially beneficial.

The Director of Parks and Recreation was grateful to be a Community Reader at Eads School on September 11 where he read to a pair of 5<sup>th</sup> grade classes.

The Director of Parks and Recreation recently met with playground representatives to discuss potential plans for a number of playgrounds.

The Superintendent of Park Maintenance and the Director of Parks and Recreation have been working with the Lion's Club to add additional trees to the grove at Community Park.

**Maintenance**

Park Maintenance staff covered all picnic tables at Community Park Lion's and Rotary shelters with red stain to cover graffiti that was on all of the tables.

Staff repaired the rock-climbing wall at Frank Hammond playground. Repairs were made to the interior framework of the structure.

12 picnic tables and 12 trash cans were delivered to the high school for the Booster Club annual tailgate party.

The pool is closed for the season. The water has been drained and winterizing procedures have started.

The restoration company is finishing work on Community Park north and south bathrooms. These repairs were a result of the recent fires set by vandals.

Soccer fields have been set up for Munster Soccer Club and Park Department programs. This includes initial layout and striping. Park Maintenance Staff will re-stripe each field every week. Field locations are, Eads School (1), Grove Park (2), Community Park (1), White Oak Park (2), Stewart Park (3), and West Lakes Parks (1).

A broken swing seat was replaced at Circle Park.

All windows, woodwork and blinds were cleaned in the Social Center.

Current on-going projects by outside contractors:

- ✓ Heritage Park brick driveway repair
- ✓ LED lighting upgrades
- ✓ Restoration of Community Park bathrooms
- ✓ Lawn service aeration of West Lakes soccer fields
- ✓ Landscaper spreading black dirt and grass seed at West Lakes soccer fields

**Recreation**

Administrative Staff attended a FREE Webinar from LERN on 5 Must Do Customer Service Techniques.

Administrative Staff attended the August Munster Chamber Meeting. The final Music in the Park w/Art concert series and Shakespeare theater production were promoted.

Recreation Supervisors attended Northern District IPRA Meeting. Concepts were introduced regarding “play areas” for kids in lieu of having a traditional “playgrounds”. There was discussion about the “prescription of nature”, and how important outdoor spaces are to the community.

Summer ended with a 3-event day: the Summer Arts & Crafts/Business Fair, “Pooch”apalooza and the Sunday Market. There were 13 artists/crafters, 14 businesses, 16 dog vendors, police K9 demonstration and doggie contests.

The 2018 Sunday Market season is coming to a close. Overall there were 14 season vendors, 5 10 week vendors, and various weekly vendors each week. Franklin Pest Solutions sponsored the live music that was offered bi-weekly. The last music week is Sunday, September 23<sup>rd</sup>.

August movie concession sales brought in \$63 with a \$2 donation to Munster Parks. Hamlet concession sales totaled \$93. Cash for Clutter brought in about 65 sellers. The Big Wheel 500 is upcoming.

Pumpkins, Witches, Hayrides...oh my! preparations are underway. The straw bales, pumpkins, bounce houses, petting zoo, and food vendor applications have gone out. This event is Saturday, October 6<sup>th</sup>.

Fall soccer has started. Interviews were held, and referees were hired. 70 coaches are volunteering their time to coach 28 teams. The soccer jersey order was pulled from Roselynn Fashions and placed locally.

33 traveled to see Dancing Horses in Wisconsin. 36 went gambling at Four Winds Casino. Upcoming trips include: Another Stretch of Route 66, “Little Switzerland” & the Cheese Capital in New Glarus, WI, and a park van trip to All Seasons Orchard. 2 people are traveling to the state of Washington, 2 to Frankenmuth for Oktoberfest, 3 to the Canadian Rockies, and 1 to the Galapagos Islands.

More fun for Adults is coming up. A tour of Byway Brewing, a pumpkin carving contest, and a shark feeding tour at the Shedd Aquarium.

The pool season came to a close with the Canine Cannonball event. 35 dog park members brought their dogs for a swim in the pool. This event is always well received and sold out.

The search begins for a Head Manager and Assistant Managers for the 2019 pool season. End of season financials are forthcoming.

There are currently 259 KA members, up from last month. A targeted mailer is being sent out to help boost enrollment numbers for 2019.

Upcoming KA/adult programs include: All Seasons Orchard and an “Out to Lunch” series, with trips to Mon Ami Gabi French restaurant in Oakbrook, IL and White Chocolate Grill in Naperville, IL, with shopping following lunch.

### **SOCIAL CENTER & HERITAGE PARK**

18 rentals were scheduled at the Social Center during the month of August. This does not include the two groups that rent on a regular basis. To date, there are 15 rentals scheduled for September.

<b>Facility</b>	<b>2018 to-date</b>	<b>2017</b>
Social Center	124	140
Heritage Park	8	9

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

<b>PROGRAM</b>	<b>R</b>	<b>NR</b>	<b>REVENUE</b>	<b>EXPENSE</b>	<b>VARIANCE + OR (-)</b>
Arts/Crafts Fair, "Pooch"apalooza, Sunday Market (weekend of 8/19)	800 - 1000		\$ 3,047.00	\$ 608.35	\$ 2,438.65
Hawaiian Luau	4	4	\$ 200.00	\$ 22.07	\$ 177.93
Quilt Gardens	4	18	\$ 169.00	\$ 25.00	\$ 144.00
Summer Camp	696	365	\$ 130,143.00	\$ 60,398.35	\$ 69,744.65
Summer Fireworks Cruise	12	28	\$ 350.00	\$ 25.00	\$ 325.00
Summer Tennis Programs	134	29	\$ 14,190.00	\$ 7,988.44	\$ 6,201.56
Susan's School of Dance Summer Classes	21	5	\$ 2,230.00	\$ 1,338.00	\$ 892.00
Swim Lessons	165	74	\$ 16,940.00	\$ 5,652.62	\$ 11,287.38
Tumblebears Gymnastics	16	3	\$ 943.34	\$ 784.00	\$ 159.34
Yoga and Breathing	8	1	\$ 390.00	\$ 253.50	\$ 136.50
<b>TOTAL:</b>	<b>1,560</b>	<b>1,027</b>	<b>\$ 168,602.34</b>	<b>\$ 77,095.33</b>	<b>\$ 91,507.01</b>

### **CENTENNIAL PARK**

The General Manager search continues with 35+ resumes and 8 solid candidates from that pool. Expecting to fill the position in October. The Centennial team is very strong and does not miss a beat working with Bill Rehanak in interim GM role.

Concessions are down about \$10K through August, primarily due to weather this summer. Rain interrupting pool days and a number of games.

Overall revenue through July up \$50K over previous year, and behind budget by about \$50K.

### **Banquets**

August banquets sales in have been a challenge, so rental minimums will be lowered for August of 2019, in order to make the month more attractive. September and October bookings are very strong, and the forecast is to catch back up to plan.

Banquets currently booked to 103% of previous year, with holiday parties just now starting to book. Forecast is to achieve budget and grow over previous year by 15%.

### **Golf**

The weather has significantly impacted playable days (rain and heat), and golf rounds have been flat. The overall market is down to previous year by an average of 15%. Very encouraging that Centennial is keeping pace with prior year.

Golf Course continues to be in excellent condition with many positive comments, especially on bunker project and effort to keep natural areas more player friendly.

## **Maintenance**

Staff continues to spend several hours per day on daily general park maintenance; empty trash cans, cleaning of restrooms and shelters, liter pick up throughout park and dog park. Vandalism repairs are also made.

The irrigation system continues to be very time consuming. 2 - 4" main lines had to be repaired so far this month. One repair was in the middle of 3 control valves, which made for a very difficult repair. One control valve was replaced, and adjustment and/or replacement was done on numerous heads. This system is supplied by lake water which is often very sandy and silty. One satellite control box face plate had to be replaced.

Continued landscape maintenance includes; hand watering annual flowers and new dog park sod, spot spraying for weeds throughout the park, trimming and removal of dead branches, limbs and bushes, cut back and trim of "no mow" areas away from walking paths, and trimming around irrigation heads and control valves.

The landfill was mowed and weed whipping was done around the wells.

The outside restrooms and floors were power washed, along with the shelter areas both inside and out.

Quarterly service was performed on the HVAC system.

The clubhouse basement restroom tile was re-grouted.

On-going replacement of light bulbs and ballasts throughout the facility and park, and parking lots.

The new dog park shelters are now available for use. Staff hand mowed the new sod and applied fertilizer and a wetting agent to help retain moisture. The temporary fencing has been removed; members can now enjoy the new amenity. It looks great!