Town of Munster
Department of Parks and Recreation
Board Report November 20, 2018

DIRECTOR/ADMINISTRATION

Two of the door lock systems at Community Park were damaged by vandals on or around November 14. The offenders attempted to pry the punch pads off of the walls.

Staff is currently finalizing designs and pricing for the for the Sunnyside Park sensory playground addition as well as playgrounds at West Lakes Park and at Orchard Park.

The Munster Parks and Recreation Department has unveiled a new text marketing platform to get the word out on department happenings. Those interested are asked to text Munster to 36000 to opt in.

The bid specifications for the Parks and Recreation Department LED replacement program are being created at this time. The staff will start advertising in the next couple of weeks.

The Town of Munster has implemented a new digital timeclock system to replace the old mechanical timeclocks and paper timesheets. The Parks and Recreation Department is currently training on the system. So far, it is going great.

The Parks and Recreation staff is hard at work gathering information for the upcoming Winter/Spring brochure.

The Parks and Recreation office will be closed on November 22 and 23 for Thanksgiving. Online program registration is available 24/7.

The Parks and Centennial maintenance employees received some early snow plow training after an unexpected snowfall on November 15. The official snow plow training is set for December 5 at Public Works.

Maintenance

Park Staff planted 4 memorial trees with plaques. Installation were at Grove, Beech and the Lion's area at Community Park.

Black dirt and seed were spread at Cobblestone Park in the goal mouth area of the lacrosse field.

There was a vehicle accident in the front year of the Kaske House in Heritage Park. Three landscapers have been contacted to repair the landscaping.

Winterizing has continued in the parks. The Monon Trailhead fountain and the drinking fountain were both drained. The big fountain has been covered with a pool cover. All ball field irrigation and Triple Play Café winterization has been completed. All drinking fountains have been winterized.

Soccer goals have been moved off the fields and chained.

Town of Munster mechanics installed a running board on the park van. This was installed as a safety concern for passengers stepping in and out of the van.

Other maintenance accomplishments include;

- Daily routines; social center cleaning, bathroom cleaning, litter pick-up, trash cans emptied, check for vandalism
- Trimmed trees and bushes in most parks
- Pulled flowers from Heritage Park gazebo
- Removed all volleyball and pickleball nets
- Replaced 3' of irrigation line in centerfield of softball D
- Retrieved a dead squirrel from the pool
- Cleaned fence lines around all tennis courts
- Pool umbrellas were taken down and stored away
- Mulching leaves in all parks
- Batting cage nets have been taken down and stored
- Trimmed Heritage Park trees that encroached on the St. Paul church patio

Recreation

Recreation staff is busy programming for Winter/Spring 2019. New programs include: Personal & Home Protection Planning, Blind Wine Tasting, Out to Lunch Series and Munster Cinema for Adults and Keen Agers; More than a Chuckle, wellness program; Gridiron Flag Football, Hip Hop Dance, Itty Bitty Ballet & Gymnastics, Jazz/Pom Dance and Tiny Tots Dance "Mommy & Me", for Youth.

Superintendent of Recreation and Administrative Staff attended the annual LERN Conference. This conference focuses on brochures, programming and best practices to increase program attendance and profitability. The Superintendent will present learned, new ideas at the weekly staff meeting.

Recreation Supervisor and Administrative Staff attended South Shore Art's Grant luncheon where a check was presented for the Music in the Park with Arts Summer Concert Series.

Both Recreation Supervisors attended LERN's webinar, Social Media: 7 biggest mistakes. Multiple iPhone apps were discussed to better filter pictures and text images for a better presentation on Facebook and Instagram.

Superintendent of Recreation attended a Collette Vacations travel webinar. New trips for 2019 and 2020 include; Sicily, London, Canadian Rockies, Portugal & It's Islands, Caribbean Cruising with New Orleans, National Parks of the Pacific Northwest, Sedona Red Rocks and The Grand Canyon, and Woodstock's 50th Anniversary Celebration;

The Munster Community Market committee has met twice to determine new parameters and ways to rebrand the market from the top down. Every option is being explored. Work on the vendor packet, sponsorships, and a presentation for market vendors continues.

Fall soccer has finished and is included in the financials. Photography RFP's were evaluated; Fox Photography was selected.

October trips were to the Jewelry, Fashion & Accessories Show, the Lyric Opera and Union League Club, and "Little Shop of Horrors" at Drury Lane. November trips include, Little

Traveler in Geneva, Chicago's Art, Four Winds Casino and a park van trip to White Chocolate Grill. November multi-day trips include: 5 to Hawaii and 1 spending Thanksgiving in New York City.

Keen-Agers continue to register for 2019 Membership. Currently, there are 277 members. A promotion to sign up now for 2019, to receive the rest of 2018 free has helped increase membership. There has been an increase in active, "younger" members aged mid-late fifties. Upcoming programs include: Mary Todd Lincoln, and the annual Holiday Luncheon. The Recreation Supervisor is working on securing sponsorships for upcoming Winter/Spring programs.

SOCIAL CENTER & HERITAGE PARK

13 rentals were scheduled at the Social Center during the month of October. This does not include the two groups that rent the Social Center on a regular basis. There are 11 rentals scheduled so far for November.

Facility	2018 to-date	2017
Social Center	138	140
Heritage Park	8	9

FINANCIAL SUMMARY OF COMPLETED PROGRAMS

PROGRAM	R	NR	REVENUE	EXPENSE	VARIANCE + OR (-)
"Little Shop of Horrors"	7	26	$ 3,017.00	$ 1,922.21	$ 1,094.79
"Little Switzerland" & The Cheese Capital	10	26	$ 451.00	$ 35.00	$ 416.00
"Pooch"apalooza	800		$ 3,047.00	$ 608.35	$ 2,438.65
2018 Sunday Market	N/A		$ 8,455.00	$ 540.00	$ 7,915.00
Adult Beginner Tennis	8	4	$ 748.00	$ 330.00	$ 418.00
Adult Drill and Play	4	4	$ 920.00	$ 600.00	$ 320.00
Cash for Clutter - FALL 2018	39	26	$ 2,004.99	$ 472.83	$ 1,532.16
Fall Soccer	274	57	$ 20,454.00	$ 6,427.30	$ 14,026.70
Halloween BINGO	13	41	$ 420.00	$ 248.18	$ 171.82
Hot Shots Sports - Session #1	40	10	$ 3,235.00	$ 2,062.75	$ 1,172.25
Jewelry, Fashions & Accessories Show	11	14	$ 950.00	$ 660.00	$ 290.00
Midwest Training and Ice	3	0	$ 104.00	$ 10.00	$ 94.00
Out to Lunch: Mon Ami Gabi	3	6	$ 345.00	$ 54.00	$ 291.00
Out to Lunch: White Chocolate Grill	6	2	$ 260.00	$ 74.95	$ 185.05
Susan's School of Dance – October	3	1	$ 299.00	$ 208.00	$ 91.00
Tennis Lessons 4-8	5	3	$ 375.00	$ 100.00	$ 275.00
Tennis Lessons 9-13	8	0	$ 315.00	$ 119.00	$ 196.00
Tumblebears Gymnastics	23	4	$ 1,399.00	$ 1,134.00	$ 265.00
Volleyball Skills/Drills	8	0	$ 136.00	$ 15.00	$ 121.00
Wado-Ki Karate	13	7	$ 365.00	$ 15.00	$ 350.00
Yoga and Breathing	16	2	$ 680.00	$ 442.00	$ 238.00
ZUMBA	12	1	$ 725.00	$ 270.00	$ 455.00
TOTAL:	**806**	**734**	**$ 48,704.99**	**$ 16,348.57**	**$ 32,356.42**

CENTENNIAL PARK

Banquets
The November 14th Italian reserve dinner was a big success.

Holiday party bookings are at par with prior year and are continuing.

Pop warner football had their banquet at Centennial this month, the first time back in over a year; roughly $4500 in revenue

Banquet sales for the first half of 2019 are sluggish. Marketing has made this a priority and implemented a "Boots on the Ground" marketing campaign to aggressively pursue events like memorials/celebration of life and Quinceaneras.

Sale of Turkey Dinners a la Chef Matt Brackins ended the week before Thanksgiving. The orders will be made ready for pick-up the day before the holiday complete with heating instructions. Revenue is about $500.

Golf
October revenue was down from prior year, however golf rounds and revenue were up. The bottom line is up $15,000 for the month of November, and up $50,000 for the year.

The golf course has been open. The first green will be covered as of this report, and pending weather conditions.

$13,000 in golf memberships have been renewed. This is on goal for the December 31st target of $30,000. The budget is set at $62,000; the balance will be renewed January thru April of 2019.

Maintenance
The activity on park grounds continues to be steady. Staff has been very busy preparing the grounds and facility for winter.

Centennial Park's winterization procedures that have been completed are as follows:

- Shelter and stage bathrooms were cleaned and shut down; water lines were drained, and anti-freeze was added to all traps.
- Storage areas were cleaned and removed of all cleaning supplies and paint.
- Additional drinking fountains/fixtures throughout park winterized; all flow valves were removed, and all lines blown out.
- Pond fountains; power shut off and removed from lake.
- Safety signage was installed around lake.
- Made sure all outside heaters were functional including the stage area and the ball shack on the driving range.
- Clubhouse patio and balcony furniture was removed and stored in the basement.
- Irrigation system was shut down and blown out.
- Holiday lights were checked and repaired as necessary; 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 will be added.
- Preventative maintenance was performed on all clubhouse roof exhaust vents, including belt replacements, bearing checks, and greasing as necessary.

- Replacement of all primary and secondary HVAC filters.

Each of these tasks plays important role in the park maintenance process, and must occur to ensure our facility, grounds, and components safely endure the winter months. It helps maintain functional standards in the spring.