

**Town of Munster**  
**Department of Parks and Recreation**  
**Board Report January 15, 2019**

**DIRECTOR/ADMINISTRATION**

The winter/spring brochure has been delivered to residents, and registrations continue to be steady. Kudos to the Marketing Coordinator for her efforts in reducing the cost of printing and mailing the brochure, and still releasing a quality product.

Over the last few weeks, FT department staff were evaluated by their direct supervisors using the new merit-based evaluation forms.

On January 8, The Director of Parks and Recreation was interviewed by a consultant regarding the Hammond-Munster Salvation Army Strategic Plan.

The public sale for the surplus pool chaise lounges was due on January 7. A total of 8 bids were received.

Bids for the LED Upgrade were publicly opened on January 7. Since then, staff has been meeting with the contractors to determine the best fit.

The Director of Parks and Recreation will be on air at WJOB radio for the “Town of Munster” segment on January 15 to discuss and promote department events and activities.

**MAINTENANCE**

Park Maintenance Staff delivered 2 yards of limestone screening and 3 yards of mulch to River’s Edge. The disc golf club spreads the limestone and mulch around at specific areas of the course.

Christmas decorations at the Social Center were taken down and stored. A new 9 ft. tree replaced the old one donated by a resident.

Park Staff unloaded the playground equipment off 3 semi-trucks. One load was the complete playground for Orchard Park. The other loads were the pieces of sensory amenities for Sunnyside Park.

Staff continues to remove leaves and debris from the ballfield fences in Community Park.

Due to the recent high winds, staff removed a hanging tree branch in Bieker Woods next to the school administration building. There was a safety concern.

**RECREATION**

A grant check for \$3,562.50 was received from South Shore Arts and the Indiana Arts Commission, for the Music in the Park with Art concert series.

Recreation supervisor has joined the Munster Chamber of Commerce Scholarship Committee. This committee awards a scholarship to a Munster High School senior attending an Indiana college or university.

Superintendent of Recreation and Marketing Coordinator attended Arts on the Table, hosted by South Shore Arts, to collaborate on bringing more art to the region. This was a good networking opportunity and contacts should result in future programming.

The Superintendent of Recreation and a Recreation Supervisor attended the January Chamber of Commerce meeting. This is another good networking event.

Adult Open Basketball brought in over \$300 during the school holiday break. Fridays will be added to the schedule to give participants additional play time and bring in additional revenue.

Planning has begun for Daddy/Daughter Date Night. The photographer, DJ, photo booth and florist have been secured.

Staffing for the summer has started. Re-hire letters were sent to previous camp, pool and enrichment staff. Open positions are posted on several websites, at the Social Center and on social media.

January trips include, Four Winds Casino and “Out to Lunch” at Woodgrain Pizzeria (park van trip). Multi-day trips booked so far in 2019 include a trip to Panama, an Alaskan Cruise, Sedona Red Rocks, Greece, Italy and the British Isles.

January events include, Part-Time Job Fair, and Winter Wonderland Luau. Upcoming in February are, Daddy Daughter Date Night and the Bridal Fair.

Keen Agers currently number 171. The monthly newsletter has been revamped and will now be printed on white paper to save costs; some will be sent via email. January programs include, Game Time Monday, and Chair Yoga.

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

There are 10 rentals scheduled so far for January. This does not include the two groups that rent the on a regular basis.

<b>Facility</b>	<b>2019 to-date</b>	<b>2018</b>
Social Center	28	141
Heritage Park	1	8

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

<b>PROGRAM</b>	<b>R</b>	<b>NR</b>	<b>REVENUE</b>	<b>EXPENSE</b>	<b>VARIANCE + OR (-)</b>
Lawry's & Chicago Christmas Lights	16	24	\$292.00	\$30.00	\$262.00
Adult Open Basketball	60		\$ 1,360.00	\$25.00	\$1,335.00
Tween Time: Holiday Minute to Win It	6	0	\$60.00	\$32.96	\$27.04
Mary Todd Lincoln	6	4	\$500.00	\$330.35	\$169.65
2018 Keen-Ager Holiday Luncheon	8	43	\$1,810.00	\$2,107.89	\$(297.89)
<b>TOTAL:</b>	<b>66</b>	<b>101</b>	<b>\$4,022.00</b>	<b>\$2,526.20</b>	<b>\$1,495.80</b>

## **CENTENNIAL PARK**

### **Banquets**

Post-Holiday, very few things are scheduled. Management has been very mindful of labor costs and spending until events are scheduled and the golf season begins.

A Quinceanera is scheduled for the upcoming weekend. Staff will be attentive to the event as this is a brand image to be captured in 2019 marketing of Centennial Banquets.

### **Golf**

Golf rounds and revenue for 2018 will finish up over the previous year.

Membership sales and renewals continue to be strong. To date, membership sales amount to approximately \$35,000; up \$10,000 over prior year. Many Lansing members have moved over to Centennial.

The Golf Pro is launching indoor golf lessons set to begin in February. There has been a good response to the advertising, and there is good reason the classes will run at maximum enrollment.

### **Maintenance**

Outside activities at Centennial Park have been slow. Colder temperatures and extremely high winds make it very frigid in park open spaces.

Along with daily trash and debris clean up, every area of the park is checked for weather damage, vandalism, and safety problems.

All winter signs have been posted including sledding and ice fishing warnings.

The dog park is checked daily. New mulch and straw are added as needed for safety, and to help control mud and ice issues.

Staff has turned their attention to much needed work inside the Clubhouse. Some of those activities are as follow.

- Drywall repairs of any cracks, chips, or dings.
- Wall washing and prep for painting.
- Priming and painting walls as needed.
- Lighting check with bulb and ballast replacement as needed.
- Floor tile and grout repairs.
- Cleaning and organizing maintenance areas.
- Replacing shelf stock of needed materials for upcoming season such as paints, filters, bulbs, V-belts, filters, tiles, and irrigation supplies.