Town of Munster
Department of Parks and Recreation
Board Report March 17, 2020

DIRECTOR/ADMINISTRATION

The Maintainer III interviews have been completed.

Regularly meeting with head park staff on Tuesday's.

Met with 3 landscape contractors to evaluate some work on the Community Park ballfields.

Attended a meeting about the Coronavirus on Wednesday; will be a weekly meeting for the foreseeable future

Solicited competitive quotes for park fertilization.

Toured the Centennial Park Golf Course with Billy Casper Golf Staff.

PARK MAINTENANCE

In addition to daily routine tasks, the following tasks were completed this month;

Four ball field storage boxes were brought back to the garage and refurbished and put back at Bluebird, cobblestones and Frank H. Hammond Parks.

The Social Center floors were scrubbed.

Staff removed a large spool of cable from Centennial Park and put into storage at the park maintenance garage.

69 cases of dog waste bags were unloaded and put into storage at the park maintenance garage and delivered to Centennial north storage room.

Staff has started regularly picking up debris and branches from all the parks.

Plow damaged sod from plowing has been picked up or put back into place where possible.

As the weather has been warming, trash cans are being added where needed throughout the parks.

The broken back door lock on the Kaske House was replaced.

Centennial Park

The office, banquet rooms and hallway of the clubhouse were painted. Damaged baseboards were also glued back into place.

The dumpster area was cleaned out; 5 new two-yard dumpsters were unloaded at the clubhouse.

The 2008 Ford F250 was delivered to the mechanics on Fisher Street for repairs.

Staff assisted with preparations for the Bridal Fair which included unloading and setting up 40 rented tables and moving all the hallway furniture to the basement.

Straw was spread at the dog park and holes were filled.

The PVC fence that blew down was repaired.

The Maintainer III attended a mosquito control seminar and received 4 continuing credit hours towards the applicators license.

All chainsaws were sharpened and tuned.

2 storm damaged pine trees were removed from the north gardens.

Water meters were re-installed and plumbing fixtures were re-assembled in the bathrooms in preparation for spring turn on.

HVAC filters and belts were replaced at the clubhouse.

The annual landfill leachate report was completed and submitted to IDEM.

The annual electric generator report was completed and submitted to the Energy Information Administration.

Organization of both maintenance offices continues.

RECREATION

The Superintendent successfully passed the Certified Park and Recreation Professional exam.

An Edison advertising package with the Times was agreed to. The package consists of 8 print ads per month plus a digital option up to 27,000 impressions.

The Chamber's 'Love your Business' event was attended. Bridal Fair and Community Market applications were given to multiple vendors.

Staff member attended an Instagram seminar.

In order to boost social media presence, the Department's Facebook and Instagram pages will feature a #hashtag contest each summer month **#MyMunsterSummer**

Interviewing and hiring encompassed most of the past month; 3 pool employees, 12 summer enrichment teachers, 2 summer camp counselors and 1 tennis staff were hired.

The Holiday Arts and Crafts jury met and accepted 75 vendors for the December event.

Recreation Supervisor chaperoned Field Museum small van trip.

Work has been diligent with School Town of Munster to iron out Summer Camp, Enrichment and Pint-Size Camp locations within Eads School.

CURRENT PROGRAMMING

Youth Education/Sports

CSRI Open Gym	19
Drawing/Cartooning w/ Nikki	2
Midwest Training and Ice	2
Skyhawk Programs	35
Spring Soccer	307
Tumblebear Gymnastics	13
Volleyball Skills/Drills	9
Wado-Ki Karate	27
Winter Swim Lessons – Session #2	79

Active Adult

Basic Excel	4
CPR Certification	0
Why pay an Attorney?	8

Adult Sports

Adult Open Basketball

Wellness/Fitness

Yoga and Breathing	8
ZUMBA	5

Continuing Education

Clinical Medical Assistant	4
EKG Certification	7

Keen-Agers

Yoga/Qi Gong	3

Trips/Travel

Cheesecake Factory	5
Four Winds Casino	22

FINANCIAL SUMMARY OF COMPLETED PROGRAMS

PROGRAM	R	NR	REVENUE	EXPENSE	VARIANCE
Basketball	13	1	$ 696.00	$ 340.00	$ 356.00
Bridal Fair	300		$ 8,905.85	$ 1,097.12	$ 7,808.73
Drawing/Cartooning	14	3	$ 2,005.00	$ 1,203.00	$ 802.00
Majestic Eagles	21	25	$ 530.50	$ 30.00	$ 500.50
Men's Open Soccer	4	0	$ 160.00	$ 20.00	$ 140.00
Should I stay or Should I go? (*)	15	6	$ 250.00	$ 25.00	$ 225.00
Soccer	9	3	$ 618.00	$ 180.00	$ 438.00
Swim Lessons #1	64	10	$ 5,083.34	$ 2,308.76	$ 2,774.58
T-Ball	11	1	$ 598.00	$ 260.00	$ 338.00
Tot Multi-Sport	9	0	$ 441.00	$ 140.00	$ 301.00
Tumblebear Gymnastics	19	2	$ 1,112.00	$ 882.00	$ 230.00
Valentine's BINGO	14	28	$ 216.00	$ 97.36	$ 118.64
Volleyball Skills/Drills	7	2	$ 139.00	$ 25.00	$ 114.00
Yoga and Breathing	7	4	$ 542.00	$ 352.30	$ 189.70
TOTAL:	**507**	**84**	**$ 21,296.69**	**$ 6,960.54**	**$ 14,335.15**

*$250 Brochure sponsorship

Park Rentals

12 Rentals were scheduled at the Social Center in March. This does not include the group that rents on a regular basis. 8 rentals are scheduled to date in April.

Facility	2020 to-date	2019
Heritage Park Weddings	5	7
MCP – Birthday Party	1	22
MCP – Private Party	-	18
Park Shelters	9	73
Social Center	61	144
Total	**76**	**264**

CENTENNIAL PARK

Centennial Park has held multiple room bookings that ran simultaneously on Saturdays and Sundays this month.

Event bookings ranged from baby showers to weddings, junior golf clinics, retirement parties, tastings and memorial lunches.

The bi-weekly Community Hospital exercise class continues.

Golf

2020 golf memberships total 56 through March 8 and cart memberships total 40.

The driving range was opened on March 7 during the nice weather. In 2 days, the range took in $1,430 which includes 2 membership sales.

Upcoming Events

Breakfast with the Bunny - April 4th
Adult Egg Hunt - April 9th
Easter Brunch (2 sittings) - April 12th
Mother's Day Brunch (2 sittings) – May 10th