

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

DIRECTOR/ADMINISTRATION

After numerous calls and emails regarding the dissatisfaction with the contractor, sales company and manufacturer of the Circle Park playground structure, an entire new slide is in transit. Installation has been promised as soon as the contractor receives the slide.

Continue to work on updating the agreements with Billy Casper Golf who is now officially Indigo Golf Partners. Awaiting the changes to be sent for review and consideration. Anticipating presentation to the Board in December for approval.

Reached out to the Indiana DNR division of water about the possibility of us tapping a water well somewhere in or nearby to Centennial Park to help either with irrigation or to resupply water to Clayhole and/or Maynard Lakes. This year's below average rainfall has depleted a lot of water for irrigation of the park and golf course.

Staff met with the Civic Foundation about ideas for future events or programs in Munster to highlight the Foundation and build community pride.

Working with NIPSCO on securing the rebate for the LED lighting upgrade project. Looking for to get an exception if possible since the work was not pre-approved via their rebate program, The expected rebate is more than \$10,000.

Met with Munster Soccer Club about future field use at West Lakes Park. Based on their input and the desire for a cricket pitch by some residents, it seems feasible in a shared capacity and if the Board would like to see it occur.

Continue to work on the pay to park information. Town staff will be meeting with Total Parking Solutions in December to further understand the system and discuss issues from each department's perspective.

Sought proposals for striping and signage for accessible parking spaces at all parks with lots. Only one proposal was submitted from Site Services in Highland. Working with them to bring the parks up to current code with ADA requirements over the winter and into next spring.

The Governor's announcement on November 11th has caused the Department to change gears yet again. The new guidelines have forced the cancellation of the Holiday Boutique craft show. The Department will be evaluating all facility use and adjusting on the fly to balance having activities and events while following the Governor's and any other local orders. This of course, affects banquets at Centennial Park as well.

RECREATION

Staff are working hard on the Winter/Spring Recreation Guide; it will be in resident's mailboxes mid-December.

Superintendent of Recreation attended the NRPA Virtual Conference. Sessions taken included: social media, aquatics, leadership, teen programming, e-sports, adult programming, special events and more.

We began taking 2021 rentals on November 2. Nine rentals were taken in that week.

Walk in the Woods ran smooth with over 1,125 in attendance.

The Virtual Halloween Costume Contest had 15 contestants. Winners included Beetlejuice, Headless Horseman, Dolphin Trainer, John Cena and more.

A lot of hard work was being placed into our Holiday Boutique scheduled for November 28/29. Due to recent Governor orders and capacity restrictions, this event had to be cancelled.

Youth programs: Tumblebear Gymnastics (16), Wado-Ki (24), Scavenger Hunt (27), Craft in a Box – November (13), Craft in a box – December (5).

On December 22, MPR will be partnering with local Girl Scout Troops to offer a socially distanced Santa event at Munster Town Hall from 1-3pm. The Girl Scout Troops will offer a goodie bag to each child and will be caroling.

Upcoming Events

Socially Distanced Visit from Santa
Canes & Cocoa

FINANCIAL SUMMARY OF COMPLETED PROGRAMS

PROGRAM	R	NR	REVENUE	EXPENSE	VARIANCE
Craft in a Box – November	12	1	\$260.00	\$20.00	\$240.00
Halloween BINGO	22		110.00	28.48	81.52
Optimize your Health	8	0	250.00	20.00	230.00
Start your Engines – Car Maintenance	4	2	60.00	10.00	50.00
Tumblebear Gymnastics	12	4	892.00	672.00	220.00
Wado-Ki Karate	18	4	39.004	25.00	369.00
Walk in the Woods	1,125		1,667.80	570.98	1,096.82
TOTAL	1,201	11	\$3,633.80	\$1,366.46	\$2,267.34

Park Rentals

15 rentals were scheduled at the Social Center during the month of November. This does not include the 1 group that rents on a regular basis. There are 4 rentals scheduled so far for December (3 have already cancelled due to COVID).

Facility	2020 to-date	2019
Heritage Park Weddings	12	7
MCP – Birthday Party	6	22
MCP – Private Party	2	18
Park Shelters	33	73
Social Center	87	144
Total	140	264

MEMBERSHIPS

Memberships	2020 to-date
Dog Park – 1 Dog	177
Dog Park – 2 Dogs	35
Dog Park – 3 Dogs	6
Keen Ager – Individual	143
KeenAger – Couples	64
Pool	51
Total	476

PARK MAINTENANCE

Planted four memorial trees; 2 new and 2 replacements. An additional 4 were picked up and are ready to be planted. Plaques were ordered for the new trees.

Babe Ruth fields were aerated and seeded. All of A field was done, and only the infield of B.

Meeting with P.D. and the electrician about installing cameras at Centennial.

Walked Bieker Woods with Recreation staff. It was decided to move the pumpkin walk to Heritage Park because Bieker woods needs too much work. Heritage Park trails were cleared and logs were cut and placed around the trails to place pumpkins on. A table, chairs and wobble lights were delivered on the day of the event.

Picked up one pallet of pumpkins from Great Lakes Landscaping and four pallets from Elzinga Farms for the Pumpkin Walk.

The vanity light ballasts in the Social Center men's and women's bathroom were converted to LED. Both were missed by AOM Engineering during the upgrade project.

The gutters at the Social Center were cleaned out for the first time.

The Monon fountain and the downstairs bathroom at the Kaske house were winterized.

All heaters in community park were turned on including Triple Play Cafe and the dead bolts were locked.

Meetingt with Great Lakes Landscaping about replacing the playground timbers at briar Creek and the retaining wall at the Community Park east playground, as well as adding drainage for the Community playground.

All batting cage nets were dropped and slid over for winter storage. Several of the nets need to be replaced.

All tennis, pickleball and volleyball nets were taken down for winter storage.

Completed installation of the low temp alarms in the community park bathrooms, concession stand and the pool pump house.

Community Park ballfield irrigation systems were winterized. All loose or damaged ballfield gates are being repaired, loose or missing bolts clamps and latches.

Meeting with the Director and Sportsfields, and C&T Landscaping about infield and warning track restorations. Waiting on quotes.

Meeting with Dave's Tree Service about three large trees in Community Park and another three large trees in Heritage Park. It was determined all six trees will be taken down and the stumps ground out.

The floor of the Heritage Park gazebo was repaired. Bolt holes in the joists were worn out; they were drilled out and larger bolts were installed.

A garbage can fire at The Monon Trailhead caused smoke damage to the pergola. Two coats of primer were applied to cover the damage until the entire structure can be repainted in the spring either by staff or a contractor

Enough staff were finally available to go together and take down the 20' umbrellas and the concession stand awning at the pool.

Leaf mulching continues in all parks.

CENTENNIAL PARK

Maintenance

Another irrigation break was repaired. All zones were ran manually, and damaged heads were found and replaced.

Umbrellas on the golf terrace were taken down and put away for the winter; tables and chairs were moved to the side and neatly stacked.

The area in and around the pump station was weed whipped and cleaned up.

Cracks on the golf terrace were cleaned out and recalked.

The old irrigation trailer in the basement was cleaned off and put back in use for other tasks. The parts from the trailer were organized and shelved in the basement.

Cleaning and organizing the basement has started; working to allocate space the best way for all.

Added east and west signs to the shelter display cases. Renters will place their permits in the case for visibility and proof of rental.

The Jenbacher was shut doen because of oil leaks by filters, Clark was notified.

Outdoor bathroom doors that were damaged by kicking were straightened and repaired; bathrooms were winterized.

Floor cracks in the basement were caulked and small golf course equipment from the maintenance garage was brought down for winter storage.

A 4" irrigation line burst during winterization and was repaired by Thomas Irrigation, winterization was completed last week.

Received the quote from Schneider Electric to install two town owned cameras at the outdoor bathrooms and storage rooms.

Two staff members returned to work on 11/9 after quarantining for 10 and 14 days due to COVID-19.

Sales/Banquets

The first week of November there were 35 leads in the sales office; 16 were call/walk-in; 19 were via Salesforce.

There were 21 in-office appointments. Booked 1 anniversary party and 1 engagement party for 2020, and 2 Friday weddings and 1 Friday anniversary party for 2021.

Banquet revenue for the first week of November was almost double the previous week.

A YTD recap of banquets/events impacted by COVID shows the cancellation of 29 events (revenue loss about \$164K), and 22 events postponed. Dinner events cancelled included Breakfast with the Bunny, Easter Brunch and Mother's Day Brunch at a revenue loss of about \$10K.

Golf

Total golf rounds the first week of November were 763. The beautiful weather over the recent weekend brought golfers out in force. There were only 215 rounds the previous week. The weather contributed to a big increase in range revenue, and in green and cart fee revenue.

The 2021 golf membership drive started on September 1. Through October 30, 29 memberships have been sold, 19 of them are new for total revenue of \$12,975.

Course Maintenance

All greens and Tees have been aerated.

3 fairways will be aerated along with the range tee.

Greens, Tees and Fairways have all been fertilized.

Irrigation blowout took place the 1st week of November.

Seasonal workers have been reduced and remaining staff are working less hours.

Product has been purchased for snow mold application.

Staff have started preventative maintenance on equipment on cold days.