

**Town of Munster**  
**Department of Parks and Recreation**  
**Board Report**  
**December 21, 2021**

**DIRECTOR/ADMINISTRATION**

Centennial Park Clubhouse: The fencing on the north side of the building with windscreen was installed to keep people out of the danger zone next to the banquet rooms. Staff is operating the golf course at the door to the pro shop on the warmer days when golf is open.

Golf Carts to vehicle list: During the issues at Centennial Park, it was realized that the golf carts were never added to the Town's vehicle insurance list. This has since been corrected.

Centennial Park Shoring: After a few discussions with the structural engineer and the shoring company, additional shoring was installed at the Centennial Park clubhouse. The initial shoring was reviewed by the structural engineer was not sufficient and needed to accommodate more weight. There are now shoring towers under the main banquet floor beams both inside and outside the building. These are much stronger than what was initially installed. The poles in the garage door openings were also replaced with a stronger system in those locations as well. This was completed Dec. 9<sup>th</sup> & 10<sup>th</sup>.

Centennial Park architect request for proposals: I was drafting an update for an RFP for architectural services for a new pro shop at Centennial Park. In sharing with the Town Manager, Dustin informed me that it would be more efficient to put one together to seek professional services from a consultant for not only the pro shop building idea but also for the next steps with the space where the current pro shop stands. We will be working on this, along with the Town engineer and will bring it to you at a later meeting for consideration.

Cricket Pitch at West Lakes Park: The cricket pitch construction at West Lakes Park is on hold for winter. The concrete base and restoration in the area was completed before the colder temperatures set in, but we are now awaiting warmer temperatures so the artificial turf can be adhered to the surface. The manufacturer strongly recommends that the glue to adhere the turf should be done when the temperature is above 50 degrees for 36 hours. The project is likely on hold until March or April at this point.

Light the Night at Town Hall: Staff helped with the Light the Night event at Town Hall/Grove Park on Friday, Dec. 3rd. The first-time event sponsored by the Munster Civic Foundation with fireworks from Crazy Kaplans had a nice crowd. I would expect the Foundation will look to make this an annual event.

Munster Babe Ruth: Ron Stanko is the new President of Munster Babe Ruth taking over for Michael Khadivar. I met with Ron last week to go over any questions he has and make sure the line of communication is open between him and the department.

Landscape Maintenance request for proposals: These were sent out a few weeks ago and received last week. A recommendation is on today's agenda.

Munster Lions Club: The Munster Lions Club has reached out to inquire about using the Social Center for their meetings. They had been meeting twice a month at the Centennial Park clubhouse pre-covid, at no cost. We shared with them 1) that some of the dates they want are already scheduled with activity and 2) the non-profit rate of \$35/hour (Mon-Thurs) for use of the facility that the Board approved. With the Social Center being our only indoor programmable space for recreation under our direct control, it is difficult to give away this facility. I did urge them to consider finding other space in Town to allow us the most available time in this facility which is our main indoor recreational space. I expect they will request to use the facility at no cost which would need separate approval from the Board.

## **RECREATION**

The Winter/Spring Recreation Guide is at the printer and will be in mailboxes soon.

Superintendent was panelist at LERN Conference speaking on Summer Camps.

Superintendent completed 2.0 CEU's and renewed CPRP certification. CPRP will now be valid until 2024.

Superintendent and Recreation Supervisor attended the South Shore Convention and Visitor's Authority Partnership Summit.

The 2021 Tourism Jumpstart Grant Report was submitted to the South Shore Convention and Visitor's Authority for the \$20,000 grant received for fall events.

Staff collected supplies from Centennial Park Clubhouse for upcoming programs and events that are beneficial for future use. Supplies were moved to the Warming House.

Bond purchases were made for Munster Pool. Five 20-foot umbrellas, 6 lifeguard stand umbrellas and 1 guard stand were purchased for summer 2022.

Winterization has started at the pool. Staff pulled computers, money drawers and credit card machines. Staff is investigating ActivNet membership card printers and will look to purchase soon.

Oh, Jackie O! Lunch and a Show was well-received. Due to feedback, this performer was rebooked for early summer, 2022.

Canes and Cocoa was a success with 70 children enrolled (including a Girl Scout Troop). Rush University Medical Center sponsored this event. After the candy cane hunt, everyone warmed up inside with hot cocoa.

Out to lunch trips with Skyler are filling. Harry Caray's and Chicago History Museum Tour were previous trips taken this past month at full van capacity. It was shared with staff that Silver Sneakers and Golden Times are no longer offering trips, so seniors are eager to register with us. Trips are limited due to skyrocketing bus prices.

Programs/events to run this month: Craft in a Box, Cupcakes and Competition, BLAST Training, Koolaid and Kanvas, Keen-Ager Holiday Party, Ugly Sweater BINGO and Chicago History Museum Tour

We have started taking 2022 Keen-Ager memberships. At this time 24 have renewed.

Fourteen December rentals are scheduled for the Community Park Social Center. Staff met with Paulette.

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

<b>PROGRAM</b>	<b>R</b>	<b>NR</b>	<b>REVENUE</b>	<b>EXPENSE</b>	<b>VARIANCE</b>
Babysitting and Safety Training	5	1	\$ 280.00	\$ 150.00	\$ 130.00
Canes and Cocoa	58	11	\$ 395.00	\$ 265.00	\$ 130.00
Chicago History Museum Tour	4	5	\$ 380.00	\$ 220.00	\$ 160.00
Cupcakes and Competition	7	2	\$ 315.00	\$ 55.00	\$ 260.00
Gobble Gobble BINGO	32		\$ 160.00	\$ 121.24	\$ 38.76
Harry Caray's Out to Lunch Trip	5	4	\$ 295.00	\$ 16.49	\$ 278.51
Home Alone Training	8	0	\$ 280.00	\$ 140.00	\$ 140.00
Intro to Sports	12	0	\$ 480.00	\$ 10.00	\$ 470.00
Letters from Santa	21	5	\$ 130.00	\$ 30.00	\$ 100.00
Mosaic and Mimosas – 1	12	0	\$ 600.00	\$ 420.00	\$ 180.00
Oh, Jackie O! Lunch/Show	8	9	\$ 910.00	\$ 489.95	\$ 420.05
Sewing 101	8	2	\$ 500.00	\$ 300.00	\$ 200.00
Shooting Stars Soccer	21	2	\$ 940.00	\$ 42.63	\$ 897.37
Volleyball	21	3	\$ 1,350.00	\$ 1,080.00	\$ 270.00
Wado-Ki Karate	20	2	\$ 1,054.00	\$ 680.00	\$ 374.00
<b>TOTAL:</b>	<b>242</b>	<b>46</b>	<b>\$ 8,069.00</b>	<b>\$ 4,020.31</b>	<b>\$ 4,048.69</b>

#### **PARK/CENTENNIAL MAINTENANCE**

##### **Park Maintenance**

In addition to daily trash and litter pick up, bathroom cleaning, Social Center set up, gas plant monitoring/maintenance and leachate pump operation/recording and mowing, the following tasks were completed;

The dumpster corrals at Community Park were cleaned out and locked.

Requested quotes for 2 Z-Trac mowers and 1 front mower with a snowblower and rotary broom. Possibly switching to Kubota for the front mower.

A 6x12 enclosed trailer for wedding chair storage was ordered.

The batting cage nets were pushed to the side for the winter and the gates were bolted shut.

Banners were put up for Light the Night and holiday arts & crafts events.

Staff picked up a dead deer that had been processed and dumped at Heritage Park.

Two rolling coolers from Centennial were cleaned up and stenciled for use at the Social Center.

Baby changing stations were installed in the restrooms at the Social Center. The large mirror in the women's bathroom was resecured.

Quotes were requested for a new diving board stand, soccer goals and the temporary fence for the west side of the clubhouse.

A seasonal employee resigned.

Delivered the Town's air compressor to Centennial Park for use by Acorn Fence to install the security fence at the clubhouse.

Staff met on the landfill about designated sledding locations. It was determined there were no safe locations. "No Sledding on Hill" signs were ordered

Replaced several damaged outlet covers in the batting cages.

Delivered trash cans and barricades to Town Hall and Grove Park for the Light the night event. Cleaned up on Monday following the event.

Picked up the trailer from Valpo trailer purchased for storing the wedding chairs that were in the clubhouse basement. Applied for the title and registration.

Three new sets of KWIK-GOAL soccer goals were ordered and a new diving board stand.

Leaf mulching continues.

### **Centennial Maintenance**

Ice melt was moved from clubhouse basement to the maintenance garage.

Staff moved everything from the west half of the clubhouse basement to the east and upstairs.

All light timers were reset.

The circulating pump at clubhouse was rebuilt by Arctic Engineering.

The older boiler at Centennial keeps alarming. The larger new boiler should be able to handle the heating as everything is turned down now.

The irrigation system was winterized.

A bad outlet in the engine container was replaced and a roof leak was sealed up.

The t-posts for event banners were reset.

Tested all the light pole holiday decorations and made necessary repairs. Replaced a faulty pole socket. Put up the decorations with help from public works.

Worked with Midwestern Electric to troubleshoot light pole problems in the north parking lot. Located a buried quazite box that was full of water and shorted out

The safe was moved from the Centennial basement office was moved and remounted upstairs in the pro shop.

The generator engine is down again due to another leak at a wellhead. We are reviewing options to better secure all the wellhead enclosures. The engine should be back up on 11/23

Repositioned some light fixtures in the clubhouse basement to make room for more shoring.

Staff cleaned and organized the shop and tool room to make room for some items from the clubhouse basement.

Mowed the landfill hill and weed whipped around well heads.

## **CENTENNIAL PARK**

### **Golf**

The course continues to operate with sporadic play due to fluctuating weather conditions.

Total rounds through December 15 are 180. Green fee revenue was \$711. Annual memberships total \$11,750.

Total revenue December 1 through the 15<sup>th</sup> was \$13,510.

### **Course Maintenance**

Staff is doing preventative maintenance on equipment.

Clogged drains on the course are being repaired.