

**Town of Munster**  
**Department of Parks and Recreation**  
**Board Report**  
**November 19, 2024**

**DIRECTOR/ADMINISTRATION**

Community Estates Park: The site has been completed for now by adding the swale (done by the developer) along the west side of the property. The Town had the rest of the southern half of the property graded (Kroosywk) and seeded (Great Lakes Landscaping) to have a smoother park space for drainage, future use and mowing purposes.

Pro Shop project: NIPSCO was on site on November 7<sup>th</sup> to install the electric transformer and bring power to the transformer. We are waiting for a different department from NIPSCO to connect the meter when we can energize the building. Once that occurs, we can close out the checklist with the contractor. Most of the landscaping has been completed except for where some fencing still must be installed. The golf maintenance staff completed installation of irrigation lines on the driving range tees box area. Park staff is working to install three TV monitors which can be used for menu boards, message boards or current events. They are also working to get the new ice machine and coffee machine connected and operational. The golf staff has been slowly moving in other equipment, supplies and furniture. We are working with IT to get everything ready in the building. Power is needed to make sure all phones, network connections, and computers will work before moving in. Four ‘accessible’ parking spaces were striped and signed last week for the Pro Shop. Staff met with a signage company for some interior building signage and a supply company to get some branded carpet runners ordered.

Bridges over Ditches project: The Town Council is likely to award the engineering services at one of their next meetings for this project after a call for proposals was completed and scored. Everything seems to be on track for a spring letting which should set up a fall opening of the connection in 2025.

Playground proposals: Playground equipment was ordered for Briar Creek Park and Cobblestones Park after approval last month. Equipment should arrive by the end of December and the weather will dictate if a winter install can occur or if it will have to wait until the spring.

West Lakes Park washrooms: Shared some information with CSK Architects to get an initial concept drawing of a facility. Once that concept is completed we will ask for a professional services proposal.

Indiana Park and Recreation Association state conference: The Director attended the IPRA state conference in French Lick from November 4-7. Continuing education units were received to keep up with professional certification.

Golf Cart Order: We’ve been working with the BuyBoard Purchasing Cooperative and Yamaha to clarify the proposal which is on the Board’s agenda today for ordering new golf carts for next year.

2025 Landscape Maintenance agreement: We have an action item on today's agenda to consider extending the landscape maintenance agreement with Great Lakes Landscaping, who indicated they'd be willing to hold their price for 2025, for the sites they maintain for us.

Resolution 2024-07: That resolution was drawn up to define the salary and wage rates for part-time parks department employees for 2025. The ranges are the same as they were in 2024. Upon your approval, it will be shared with the Town Council for inclusion in their salary ordinance in December.

## **RECREATION**

Superintendent attended multiple webinars: Creating an environment of success, Creating Micro-Cultures to engage teams and achieve results and School Age/Day Camp Committee Meeting. In addition, Superintendent also participated in the Munster Chamber Luncheon and the South Shore Convention and Visitor's Authority Partnership Summit.

Staff are working diligently to complete the Winter/Spring Recreation Guide by first week of December.

Recreation Supervisor met with Mayflower Tours representative to discuss 2025 offerings. Overnight trips are quite popular right now with 7 traveling to New York, 1 to Ireland and 6 to Yellowstone soon.

The Office Clerk withdrew employment due to family medical reasons. The job has been posted to the public.

Facility Rentals opened for 2025 on November 1. Thus far, 11 Social Center rentals and 4 Shelter Rentals have been reserved.

Bieker Woods Night Walk ran in partnership with the Munster Girl Scouts. 996 tourists walked through the woods, and it was a nice night. Two vendors and Boy Scouts were also on-site selling food.

Spooky BINGO ran with 55 Keen Agers in attendance. Ignite Medical Resorts sponsored a pizza lunch.

Jumpstart Hoops and Rookie Rundown are running at max capacity.

The Holiday Arts and Crafts Fair is full with 121 vendors. Currently, there are 16 vendors on the waitlist. The permit to School Town of Munster for the 2025 event has already been approved, therefore applications will be given out for the event weekend.

Social Center Christmas Break cleaning was scheduled with Park maintenance. The Social Center will be closed for deep cleaning December 23-January 12.

Thirteen November rentals were scheduled for the Social Center.

## FINANCIAL SUMMARY OF COMPLETED PROGRAMS

PROGRAM	R	NR	REVENUE	EXPENSE	VARIANCE
Bieker Woods Night Walk		996	\$4,980.00	\$3,372.40	\$1,607.60
Coffee and Canvas – Oct.	3	3	\$180.00	\$115.48	\$64.52
Coffee and Canvas – Nov.	2	3	\$150.00	\$97.48	\$52.52
Day off School Camp	12	0	\$300.00	\$92.87	\$207.13
Dolly Date	8	2	\$184.00	\$117.08	\$66.92
Ducks of Northwest Indiana	4	0	\$40.00	\$24.00	\$16.00
EKG Certification	2	2	\$3,996.00	\$3,596.40	\$399.60
Home Alone	3	0	\$105.00	\$60.00	\$45.00
Learn the Basics of Coding	8	3	\$565.00	\$385.00	\$180.00
‘Let it go’ – Ladies Empowerment Walk	0	5	\$125.00	\$87.50	\$37.50
Spooky Bingo		55	\$299.00	\$52.98	\$246.02
Susans School of Dance – Fall Programs	3	0	\$280.00	\$168.00	\$112.00
Wado-Ki Karate	24	9	\$596.00	\$20.00	\$576.00
<b>TOTAL:</b>	<b>69</b>	<b>1,078</b>	<b>\$11,800.00</b>	<b>\$8,189.19</b>	<b>\$3,610.81</b>

### **PARK MAINTENANCE**

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

A small crew is mulching leaves in all parks.

All drinking fountains and the downstairs bathroom at the Kaske house were winterized.

Event banners for Light the Night and the Holiday Arts & Crafts show were put out.

Irrigation systems at Centennial Park, the ten Community Park ball fields, and West lakes soccer fields were winterized.

Preparation and clean up for the Bieker Woods Night Walk.

The trees were trimmed at the Monon Trail Head in preparation for repairs and painting of the pergola.

Some of the last remaining ash trees were cut down and the stumps removed at Sunnyside and West Lakes Parks.

ICS of Lynwood replaced some deteriorated bricks at the Social Center and tuckpointed all the bad areas.

All soccer goals were put away and the wear areas on the fields were aerated and seeded.

Priming and painting of the dugout fascia boards was completed.

Two new benches were installed near the playground at Grove Park.

New kitchen equipment was moved from Fisher St. garage to the new pro shop.

Dave's Tree service removed four large elm trees at Heritage Park.

Calumet Painting repaired and repainted the Monon Trailhead pergola and then repaired and stained the swivel panels and the exposed rafter tails on the entertainment stage.

### **CENTENNIAL MAINTENANCE**

Just over two acres of grass at Centennial Park was damaged by grub worms. Forever Green treated the areas and maintenance staff aerated and seeded about two weeks later.

Moved storage racks and office furniture from the clubhouse to the new pro shop.

Arctic Engineering has started draining down the clubhouse boiler system and Rask Fire safety is doing the same with the fire suppression system.

The new plants around the pro shop and cart barn were watered by hand for about two weeks as the irrigation system was down.

An irrigation leak behind the retaining wall was finally found during winterization and temporarily capped.

The bathrooms on Centennial North and all drinking fountains were winterized.

### **Jenbacher Engine Production**

	<u>Run Hours</u>	<u>MWh</u>	<u>Methane</u>
9/12/24	63,916	45,001	16,580,293
10/9/24	64,105	45,100	16,922,952
11/14/24	64,600	45,362	17,851,158

# Untitled Map

Write a description for your map.

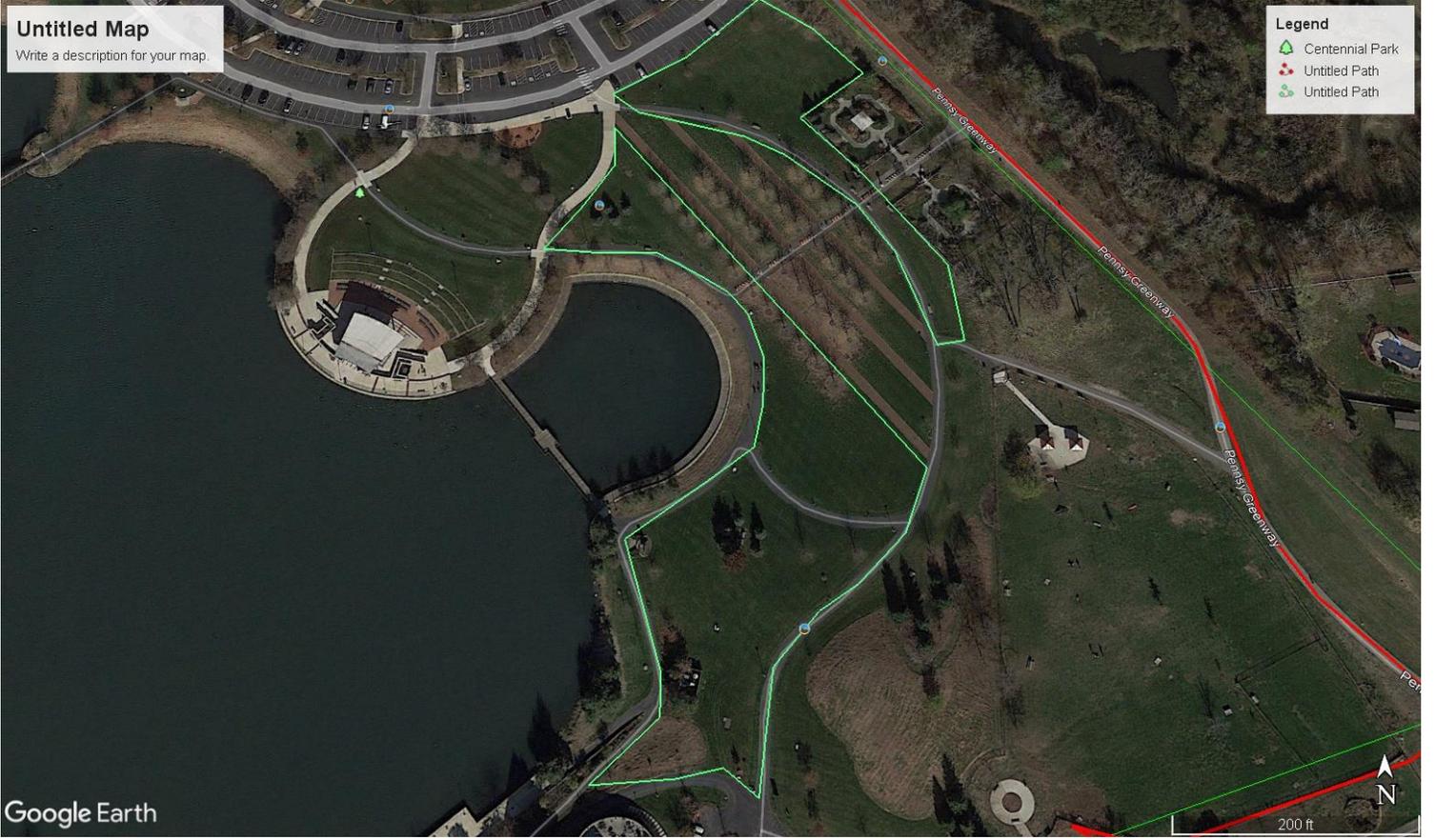
## Legend

-  Centennial Park
-  Untitled Path
-  Untitled Path

Google Earth

200 ft

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## **CENTENNIAL GOLF**

<u>October</u>	<u>2024</u>	<u>2023</u>
Member Rounds	797	550
Public Rounds	1,075	506
Green Fees	\$16,287	\$7,762
Range Fees	\$3,695	\$890
Cart Fees	\$7,251	\$2,706
Pro Shop	\$1,996	\$1,725

### **Pro shop**

As we continue to have exceptional golf weather, Centennial Park Golf Course will continue to be open weather permitting. The staff has slowly been reduced to about five staff members working for the rest of the season weather permitting. Golf membership has started to slowly increase for the 2025 season. Staff will continue to promote purchasing a membership to all clients.

Golf Staff has prepared for the big move into the new pro-shop building.

### **Grounds**

October brought warm temperatures to Centennial Park Golf Course, with 28 of the 31 days experiencing warmer-than-usual conditions. Drought conditions persisted throughout the month, with several stretches lasting more than a week without any rainfall.

Aerification of the greens was successfully completed and has healed up nicely. The fairways and tees were both completed this week.

In the last week of October, maintenance staff winterized the irrigation system by blowing out the water from the over 5 miles of pipeline and 600 sprinkler heads. United Rental provided the air compressor, which performed well. The entire golf course was blown out on Monday, Tuesday, Thursday and Friday, while the parks team handled their side on Tuesday and Wednesday. Approximately \$600 was saved by staff picking up and returning the equipment.

Lalo led a crew in completing the installation of irrigation on the practice tee, followed by seeding and expanding the tee area. This work saved over \$4,000. A company was originally hired for this task and delays prevented them from finishing until mid-November. Staff instead borrowed a trencher from Briar Ridge for free and completed the installation as a team. This saved over \$1,000 in rental fees. The area was prepped and seeded to match the existing turf. This entire project took over 40 man-hours to complete.

Once the fence around the construction site is removed, a transition will be made to using the mats for the winter. Additionally, the area leading up the hill from hole 9 to the putting green, was restored by repairing damage caused by the installation of a new methane line. This effort required over 30 man-hours.

The crew has been reduced to the Golf Course Superintendent and the mechanic, and two part-time maintenance staff; one who only works one day per week. They will both finish around Thanksgiving.

The winter preventative maintenance on the equipment has started.

Before transitioning to indoor work for the season, a fungicide treatment will be applied to the course ahead of the first snowfall.