

**DES PLAINES PARK DISTRICT
EXECUTIVE DIRECTOR REPORT
FEBRUARY 2025 REPORT**

Don Miletic, Executive Director.

- **Strategic Plan** – The Administrative Team has been working on drafts of the strategic plan and we hope to present a draft to the Park Board in April. Cleaning up a few things and making sure all staff have input to the goals, objectives, and initiatives that we will use as a road map
- **Budgets** – Met with staff about capital budgets and started review operational budgets that have been inputted.
- **Frisbee Senior Center** – The Frisbie Center raised \$2500 on a Super Bowl event and the Trivia Night is coming March 1 so they hope to have another successful fundraiser.
- **Dance Idol** – It was a big success, many children showing off their hard work at this event. It was our 17th Dance Idol, thanks to Nancy Suwalski and many staff that made it happen.
- **Staffing** – We are interviewing for some openings here at the Park District. It is a good time as we are prepping for our busy season coming soon.
- **Tee Up System** – There have been meetings about our new system, staff are engaged and we are moving slowly. It is still not at the stage we would like. IT projects never go as expected, always something.
- **Distinguished Agency Program** – DPPD staff, April and Nicki will be leading the charge for gathering all the information needed for this program. It is a long six-month process with all departments working together.
- **Office Spaces** – With some of the changes in organizational chart, we have staff with multiple offices, and it is not me. Yes! The goal is cross train as many staff in the next 3 to 5 years so we can have adequate coverage if there is a vacancy.
- **Salary Admin**—We plan to present options for next year’s salary numbers for staff. In addition, we are working with our insurance broker to finalize health care costs. It was a better year with increases, and next year, we plan to shop new brokers to test the market.
- **Shoreline Ribbon Cutting** – We plan to have a ribbon cutting on June 11 at 11am. Please make your calendars for this day to attend. Senator Murphy and State Rep Moylan will be there along with others in the community. A celebration of a major accomplishment that has needed to be redone for over 20 years.
- **Grants** – We did receive just over \$700,000 of one of our grants, which means we are almost complete in collections of the 14.2 million dollars in grant dollars we received in the past three years. We have around \$70,000 left to collect.
- **Dog Park** – The Permits were approved and we are reviewing fencing vendors. We hope to this added feature in the near future. Date to be determined, dependent on weather and supply chain.
- **Misc.** – Attended staff meetings, individual department meetings, capital meetings, tee up meetings, and general improvement initiatives from staff. Enhancing our community by providing quality recreational opportunities, facilities, parks, and open space is what we are!

**DES PLAINES PARK DISTRICT
ADMINISTRATION REPORT
FEBRUARY 2025**

April Lohr, Superintendent of Administration

- Completed board meeting minutes, prepared for the February board meeting, and trained Julie Bohannon and James Schneider to take over the board packet assembly and board meeting minute dictation.
- Meet with Stantec for a walk-through of the Shoreline punch list items remaining from SemperFi.
- Meet with the Business Staff and IT to better organize operating system filters to provide a seamless experience for customer registration, whether starting with our website pages or starting in the registration software to find additional information on programs or to register.
- Began Capital Budget meetings with the Administrative team.
- Continuing to prepare for plans on the PLCC renovations.
- Continued working with the administrative team to develop the new Strategic Plan. The team discussed elements that could highlight the new pared-down public document. I provided some other park district examples as a reference.
- The IPRA Conference was a big success, with many enlightening and educational sessions. The staff conference dinner, held at Osteria Via Soto in River North, provided a wonderful experience for the most prominent team we have had at the conference to share their conference session experiences.
- Booked reservations for the MNASR Liponi Gala, Frisbie Center Trivia Night, The Mayor's Address, and the Des Plaines Chamber of Commerce Garden Ball.
- Met with Marketing and Creative Corners Preschool leaders to strategize on additional avenues to promote and recruit families. Many great ideas were shared, and the Marketing Team is working on expanding the preschool's digital reach on social media, the website, and the newsletter.
- **Update on the new website:**
 - A soft launch is scheduled for February 18, and a full-blown marketing campaign website launch is scheduled for May.
 - Recreation staff will receive login credentials the week of February 9 to review their webpage content.
 - Working with Adam, Bonnie, and Colette to update pictures and create registration links from the website to the registration software for ease of use and better customer service.
- **DCEO Grants Disconnect/ Shoreline (\$631K) & Shoreline (\$2M):** The project is near completion.
 - Of the \$2M grant, \$1,927,695.471 has been received.
 - The remaining grant fund balance is \$72,304.53. We are waiting for SemperFi to complete the punch list, including the fishing node railings. Grant completion is expected on or before March 31.
- **Meetings Attended:**
 - Held DPFOTP Park Monthly Board Meeting on February 5.
 - Participated in Shoreline walk-through with Stantec.
 - Preschool/Marketing meeting.
 - Weekly Administrative staff meetings.
 - Bi-monthly Marketing Department meetings.
 - Round one capital budget review.
- **Scholarship application update.**
 - Dual Agency Scholarships went live on January 2. Forty-six scholarships were processed, and only three were denied due to income limits exceeding the federal guidelines.
 - Ana Rocio Alvarado and D62 staff came in to register and translate for families on February 7.

DPPD Total Given Out	\$ 18,500.00
DPPD Total Redeemed	\$ 4,301.00
DPPD Total Unredeemed	\$ 14,199.00
DPFOTP Total Given Out	\$ 19,500.00
DPFOTP Total Redeemed	\$ 6,597.00
DPFOTP Total Unredeemed	\$ 12,903.00

Bonnie Cichanski, Marketing and Communications Manager

- The 2025 Camp Guide, spring 2025 Spectrum, and Spring 2025 Playbook have all been sent to the printer. Spectrum is 76 pages long and includes the inserted camp guide. The playbook is eight pages long and will be delivered to households the first week of March.
- Winter 2024-25 Spectrum continues to be promoted via social media, signage, and email marketing.
- January 21st e-blast sent to a contact list of 13,896 emails, with an open rate of 43%, national average is 20%. This E-blast featured Prairie Lakes Fitness Center, Royal Ball, Spring Soccer, Flick n' Float, Dance Idol parking announcement, Hiring Summer Staff, Creative Corners Open House, and Winter registration.
- Summer Camp Guide online e-blast sent to 13,896 emails with an open rate of 39%.
- Beginning the second draft of the district-wide stewardship report, we will be meeting in February to discuss this piece.
- Attended IPRA conference, entered into four categories in the C & M Showcase. Categories included printed promotional pieces, printed program guides, logo designs, and large-format printing.
- Attended CPR Training, Excel Lunch and Learn training
- Continued marketing support for Golf Center, Couples Drive n' Dine.
- Journal/Herald ads for Winter Registration, January Fitness.
- Attended bi-weekly Marketing meetings, Creative Corners Marketing Meetings, Bluefire Design meeting
- Constant Contact webinar.
- Leader for Wellness Team – Meeting planned soon, ongoing projects of monthly emails and book club continuing.
- Ongoing updates for website page and rotators, electronic sign, web calendar additions, district sign boards, business cards, name tags, board covers, and doorplates.

Colette Plantz, Marketing Supervisor

- **Graphic Design:** Displays for IPRA conference, Don Rosedale, Dance Idol PLCC, Swim Meet, Galentine's, Golf programs, CC Open House, Flick n' Float, etc graphics for social, lobby screens & hallway posters, misc.
- **Social Media:** Posted regularly on Park District events and programs. Monitor community social accounts, especially to see if negative chatter is being posted.
- **Instagram Analytics:**
 - Current Followers 3,333 up from 3,325 Up .9 % 50 new follows/28 unfollows.
 - This month's reach: 9.4K +106.6%
 - Profile Visits: 737 +25%
 - Most Popular Instagram Post: Summer Camp Video 1K
- **Facebook Analytics:**
 - Current Followers: 8,250 from 8,225
 - Page Reach: 17k +8%
 - Link Clicks: 914 +20.3%
 - Content Interactions 239 -30%
 - Most popular Facebook post: Chili Open Photos Reach 1.1K
- **Paid Reach Overall: 16,227 • Link Clicks: 1,100 Amount Spent: \$187. (Shoreline room post)**
- **Meetings:** Marketing team meeting. Creative Corners
- **Sponsors/Advertising:** Raising Cane's Restaurant Des Plaines.
- **Misc.:** Website updates-added feature photos on the new website. Continuing to learn and update new website getting ready for launch
- **Pull Photos:** Spring Spectrum and Playbook and Lake View Brochure
- **TV Screens in PLCC Lobby:** Updated Rise Vision
- **Photography (program attendance, processing photos, uploading to SmugMug and hard drives):** Youth BB, Volunteers, Dance Idol volunteers, Don Rosedale retirement, edited Chili Open.
- **Videos:** Lifeguards, Summer camp, Park District App,

Des Plaines Friends of the Parks

- The Friends voted to provide Scholarships for Camp Swim Lessons at Arndt for the Summer
- Friends will be attending the Family Day event in May.
- The Friends will be holding elections for positions in March.

**DES PLAINES PARK DISTRICT
FACILITIES AND RECREATION
REPORT FEBRUARY 2025 REPORT**

Brian Panek, Director of Facilities and Recreation

- Staff have met with Intrepid Data multiple times within the last month for the TeeUp upgrade.
- Chili Open was a great success this year. We had 172 participants.
- Making progress on PLCC renovation project with Landmark Design & Development.
- Working with Joe Weber on a seamless transition of new role.
- Dance Idol was a huge success. The planned lower number of dancers made for a smooth and high quality event.
- Met with aquatics staff on hosting the conference swim meet on March 1st. This is the 1st time we are hosting.
- Summer Camp and Preschool registration is now open.
- We officially received our business and liquor license for Lakeview Center.
- Continue to work on Strategic Plan update.
- New Yoga Studio at LVC is progressing. For the 1st winter session we had 7 classes with a total of 54 participants. More offerings and instructors are being offered next session as demand increases.
- Meeting with all staff on budgets.
- Installed Scent Air machine at the Golf Center.
- Continuing to book musical acts for Fall Fest and Live at the Lake.
- Reviewed and 1st round interviews scheduled for the Superintendent of Recreation position.
- Working with staff on Prairie Lakes Expansion project.
- Scheduled Des Plaines Chamber of Commerce Women in Business mini golf outing next summer at Mountain View Adventure Center.
- Attended Chamber of Commerce Board meeting.
- Attended Chamber of Commerce grand opening for Ostera's Oyster Bar.
- Attended Friends of the Park meeting.
- Upcoming Events
 - 2/21 - Volunteer Recognition Event
 - 2/26 - Creative Corners Open House
 - 3/1 – Conference Swim Meet
 - 3/1 – Liponi Foundation Dinner
 - 3/1 – Frisbie Center Trivia Night
 - 3/6 – Mayor's Address to Businesses
 - 3/16 – Community Concert Band at PLCC

Joseph Weber, Superintendent of Revenue Facilities

- Fitness Expansion at PLCC review with Landmark and DPPD staff continues through Construction. Documents in preparation for permitting.
- Summer Spectrum Pages for Recreation and Revenue review and edits.
- Golf Center Tee Up system kiosk functionality testing, review of data, schedules for tee times, processing billing and payment. Further discussing rollout details when applicable.
- Meeting staff and familiarizing myself with Revenue Facility operations.
- Continue to meet with vendors and communicate scope of work for Mystic Waters Big Slide Restoration.
- Booked Summer Concert Series vendor band and food truck.
- Met with Max to create activities and decoration/supply for Drive & Dine.
- Visited Lakeview Center and met with Dylan and Alec on site about program operations.
- Reviewed latest version of future Strategic Plan updates with Admin and staff.

- Completed reviews of Recreation Supervisors budgets and prepared for final budget reviews with Business.
- Familiarizing myself with Revenue and Expense reports and budget requests for the Revenue Department.
- Capital Improvement requests were completed and reviewing with Administration mid February.
- Attended IPRA/IAPD Conference 1/23-1/25.
- Attended Dance Idol 2/1 event.
- Attended Kiwanis 2/6 meeting.
- Attended Tee up Intrepid Data Meetings 1/27, 1/30, 2/5, 2/7, and 2/11.
- Attended Golf Center Drive & Dine 2/8.
- Attended Community Relations 2/13 meeting.
- Attended Royal Ball 2/15 as a distinguished lord.
- Attended the weekly Admin meetings.
- Upcoming: Kiwanis Food Fight drop off, Maine Job Fair –West 3/12, South 3/19, East 3/19

Dylan Kuffell, Revenue Facilities Manager

- Gave tours of the shoreline room and booked a bridal shower.
- Alec is painting areas inside the Lake Park clubhouse.
- Maintenance staff are repairing and repainting all grills at Lake Park.
- Contacted returning golf course staff for the spring season.
- Interviewed and hired shoreline room bartender.
- Booked inflatables through RAH entertainment for Family Day. Currently in contact with a food vendor for a Family Day food truck.
- Added new yoga sessions running on Tuesdays and Sundays.
- Updated summer spectrum documents and uploaded to basecamp.
- Mailed summer boating registration letters to returning marina users.
- Made edits to posters, handouts, and brochures for marketing team to update.
- Finished budget projections for Lake Park, Mountain View, and Lakeview Center.
- Attended IPRA Conference.
- Removed rocks thrown on the frozen lake with Alec.

Max Henley, Golf and Facility Supervisor: Golf Center

- Couples Dine and Drive Event held on February 8th
 - 32 people attended
- Updated report for number of range balls hit per month.
 - January 2025: 606,279 balls hit
 - 25 degrees average
 - January 2024: 700,332 balls hit
 - 29 degrees average
- Reviewed budget for Golf Center.
- Attended TeeUp meetings with Intrepid Data on 1/30 and 2/5.
- Updated All You Can Hit member spreadsheet: 70 Members
- Attended IPRA Conference.
- Completed Spectrum proof for spring.
- Completed Spectrum entry for summer.
- Created social media post for Super Bowl.
- Updated reports for Golf Center POS items.
- Created report to track errors on hit stations.
- Planning golf course maintenance for spring.
- Ordered new golf course signage to help maintain course.
- Hired and cross-trained staff for various positions at the Golf Center.

- Hosting Maine East Vocational Group on Thursdays.

Jennifer Boys, Assistant Superintendent of Recreation

- Begin review of Summer Spectrum documents and made updates/edits as needed.
- Finalized arrangements for Dance Idol including hospitality, Rec Dept staff schedule, ordering supplies; and worked the event with Nancy. It was a very successful weekend.
- Attend IAPD/IPRA conference sessions and exhibit floor.
- Assisted with shopping, set up, decorating and worked the Royal Ball event.
- Met with Joe to review budgets for Early Childhood, Summer Camps, Cultural Arts, Neighborhood Pools and Special Events.
- Work with Gosia to plan hospitality and concessions for Championship swim meet on 3/1.
- Held CPR class for the Marketing Department.
- Attend Optimist Club, Risk Management and Rec Department Staff meetings.
- Meetings; safety committee, attended conference, fitness expansion; field maintenance.

Tyler Fuchs, Assistant Superintendent of Recreation

- Working with affiliates for gym reservations for off season.
- Updating softball registration information and sent out to captains for summer.
- Working through budgets with staff.
- Continue to hold volleyball rentals and basketball rentals weekly.
- Attended and helped with Dance Idol event.
- Men's basketball league for winter started.
- Pickleball league started first season with 15 teams.
- Spring spectrum finished up, reviewing summer and submitting programs.
- Looking to hire front desk and personal training staff.
- Building services finished painting gym.
- Carpet was installed in theater vestibule.

Membership Report

January 2024				
PLAC	PLCC	Prairie Pass	ALC	Total
Aquatic Only	Fitness, Gym, Track	All Access	Health Club	
1,259	1,605	597	67	3,528

January 2025				
PLAC	PLCC	Prairie Pass	ALC	Total
Aquatic Only	Fitness, Gym, Track	All Access	Health Club	
1,298	1,783	609	69	3,759

Elizabeth Karras, Recreation Supervisor

- Assisted with preparation for Dance Idol and worked as backstage manager during the event.
- Scheduled and planned 6 birthday parties for approximately 110 participants total.
- Met with Jenn and Nancy to discuss plans for upcoming Royal Ball event (2/15).
- Prepared for Royal Ball by creating new signage and purchasing supplies.
- Met with Jenn, Nancy, Tyler, Luke, Gosia, and Brianna to discuss upcoming Volunteer Appreciation Dinner (2/21).
- Created invitations and purchased decorations for Volunteer Appreciation Dinner.
- Attended monthly recreation department meeting (2/4).
- Completed youth programs: Kids Can Cook (1/11).
- Upcoming youth programs: Kids Can Cook (2/8).
- Upcoming special events: Royal Ball (2/15).

Candice Morden, Recreation Supervisor

- Meetings Attended: Monthly Recreation Meetings, Rec Staff Meeting, Preschool Staff Meeting Book Club Meeting, ERC Events meeting, Character at Camp Grant Webinar, Budget Entry Workshop, PLCC Expansion meeting, Comcast training meeting.
- Provide tours to new interested families for Creative Corners Preschool program.
- Work with ERC Events Committee to plan, decorate and implement District holiday party.
- Work with Recreation Assistant, Jenny to clean, organize and donate Spanish Immersion classroom.
- Attended previous board meeting to help celebrate Jenny Fairman's Dedicated to Excellence award.
- Worked and coordinated efforts with ALC custodian Will to ensure a well maintained building.
- Worked with Lizzie to help decorate PLCC for Winter Wonderland.
- Attended and helped with Family New Year Eve event.
- Coordinate with the Des Plaines Public Library to have them come out for programming visits in preschool. Visit Library regularly to pick up books for Spanish classes.
- Collaborate with coworkers on Strategic Plan and submit work papers for strategic goals.
- Performed daily check-ins with preschool instructors to ensure smooth day to day operations.
- Plan curriculum for Spanish Immersion Preschool and continuously subbing in Spanish Immersion Preschool program alongside Jenny.
- Complete budget for program areas for the 2025 fiscal year.
- Worked with MNASR to ensure students at Creative Corners Preschool programs have scheduled assistance.

Nancy Suwalski, Cultural Arts Manager

- Checked in on all winter programming; Dance, Acro, Aerial Silks, Artistry in Motion, and Music.
- Scheduling new music students for winter session lessons.
- Securing staff for Summer Dance & Arts Camp.
- Created content for posting on the Dance Academy and Dance Idol Facebook and Instagram pages.
- Finalized details for the 17th Annual Dance Idol competition held January 31-February 2.
- Set up for Dance Idol weekend.
- Dance Idol included; 3 days, 16 studios, 527 dancers, 277 dances and 18 master classes.
- Coordinated with all Dance Idol vendors; DanceBUG, Indestructo, Siegler photographics, Giuseppe's, Jamba Juice, Dairy Queen, behind the scenes videographer, 6 judges, sound, and performance lighting.
- Worked with the IT Department on preparing the adjudication set up.
- Created several marketing and signage pieces for Dance Idol weekend.

- Attended Recreation Staff meeting.
- Updated website as needed.
- Continue to work with Katrina Williams, Artistry Costume committee chair, on organizing competition costumes.
- Finalized several dance completion registrations.
- Organized and distributed Artistry apparel for dance families.
- Entered summer brochure program material.
- Entered FY 2025/26 budget.

Brianna Wabel, Aquatic Supervisor

- Budgets for Swim School and events.
- New program Artistic Swim Started- 10 enrolled out of 12.
- Attended my first IPRA – Learned a lot of valuable information to help make me a stronger manager.

Swim School	Membership Report
Punch Pass	177
EFT	410
Total	587

Luke Weismann, Athletics & Facilities Supervisor

- Theater: Big Noise Theater “Don’t Let The Pigeon Drive The Bus The Musical (2/1-3/2).
- Meeting Attended: Recreation Staff, Skyhawks Sports, Theater Upgrades, Dance Idol & Volunteer Appreciation Dinner.
- Winter contractual programs running smoothly. Working with Tyler on adding new programs for the fall.
- Pickleball League & Men’s Basketball League are off to a good start.
- Futsal is over 2/14. Starting to prepare for spring soccer season!
- Basketball; Rec League has a few weeks left in the season. NWPDBC League is going good so far. All Star game is on 3/15 and preparing playoff bracket/awards.

Malgorzata (Gosia) Zalewska, Aquatics Manager

- Held a lifeguard class to get current lifeguards and managers certified through Starguard.
- Attended a Swim Team Administration meeting to set Swim Meet dates for the Summer at Chippewa Pool .
- Worked with the Recreation team and head coach of the Swim Team, Brian Johnson to plan for the upcoming Northern Illinois Swim Conference on March 1st.
- Tritons Swim team started up in January with a total of 22 swimmers.
- Leisure Lizards utilized Splash Pad during break.
- Worked with Kayla from D207 to get dates for job fairs at Maine West, Maine East, and Maine South.
- Warriors swim team had a home swim meet against Buffalo Grove .
- Bookings for outdoor pool parties and group reservations opened up- Mystic Groups: 10, Mystic Parties: 1, and Chippewa Pool: 2
- Held interviews for new summer staff and for returners looking to fill a new role.
- MNASR, Scuba, Forest PTO, and others rented the facility.
- Held Wibit Night: 55 participants.
- January parties booked at PLAC- Splash Pad Parties: 14, Full Facility: 9
- Upcoming February events and rentals: Starguard Class, Cumberland School PTO rental, and Westbrook Elementary rental.

**DES PLAINES PARK DISTRICT
PARKS AND PLANNING OPERATIONS REPORT
FEBRUARY 2025**

Aurelio Marquez, Director of Parks & Planning

- Conducted site visits at Mystic Waters with HVAC contractors for Request for Proposal (RFP).
- Inspected all mechanical rooms at pool locations for compliance and maintenance.
- Continued punch list walkthrough for the Lake Opeka project, pending weather.
- Met with recreational staff to discuss upcoming field maintenance across all locations.
- Coordinated recreational schedules with pool maintenance operations.
- Collaborated with water slide contractor on gel coating for Mystic Waters slides.
- Conducted ALC mechanical/plumbing walkthrough of underground water lines.
- Participated in BS&A training with the Director of Business.
- Attended weekly staff meetings with Parks Department heads.
- Engaged in monthly risk management meetings.
- Coordinating schedule for Dimucci-Lowenberg Park playground renovation.
- Attended my first Illinois Park and Recreation Association (IPRA) conference.
- Participated in a capital review meeting with the Director of Business.
- Performed quality control inspections for Parks operations and ongoing projects.

Dennis Wodka, Special Projects Supervisor

- Completed renovation of theatre vestibule at PLCC. Removed existing floor grating, filled void with concrete, leveled floor, installed new carpet tile and base trim.
- Worked on PLCC admin office build-out. Worked with Aurelio to build wall in PLCC admin office to expand usable office space.
- Maintained Facilities and Parks during seasonal snow operations.
- Began Mystic Concession building, demolition phase of concession renovation.
- Attended IPRA annual conference for the first time. Thank you to the Commissioners and District for the opportunity to attend and experience.
- Completed weekly Basecamp assignments.
- Completed weekly playground inspections.
- Assisted with removal of holiday lights at PLCC.
- Continued with picnic table restorations at Oakwood facility.
- Assisted with Dance Idol 2025 setup/tear down at PLCC.
- Assisted in park renovation schedule for Demucci-Lowenberg Park.
- Confirmed new playground order and delivery for Dimucci-Lowenberg Park.
- Ordered Icon shelter for Craig Manor Park.
- Checked on progress of Craig Manor storm water project.
- Completed District wide fire extinguisher inspections/maintenance for 2025.
- Vandalism – See attached report.

Esteban Cardenas, Mechanical Maintenance Supervisor

- PLAC daily operations.
- Whirlpool at PLCC drained, cleaned and filled every Monday.
- Heat and A/C checked at all buildings on Mondays, Wednesdays and Fridays.
- Snow removal operations and salting as needed.
- Attended IPRA Conference.
- Replaced heater in women's locker room at Chippewa pool.
- Disconnected electrical service for Optimist trailer at Lake Park.
- Final installation of new water heater at PLCC. Now up & running.
- Replaced water filter assembly at ALC Board Room.
- Replaced electrical starter for whirlpool jets pump at ALC.
- Removed all electric in cabinets at Mystic Waters concession for cabinet replacement.
- Replaced bearing housing on circulating pump for West Park fieldhouse heater.
- Replaced cables on light fixtures at PLAC Splashpad.
- Serviced and replaced all air filters on air handlers and roof top units at PLCC.
- Golf center ball pickers serviced weekly.
- Performed annual major service on small landscape equipment as needed (edgers, trimmers, blowers, tillers, etc.).
- Vehicles and equipment serviced as needed.
- Replaced all tires on truck #17.
- Service performed on vehicle #3.
- Service performed on vehicle #5.
- Service performed on vehicle #7.
- Service performed on vehicle #11.
- Service performed on vehicle #27.
- Service performed on vehicle #25.

Patrick Barton, Landscape Supervisor

- Ice rink maintenance.
- Tree removals at Rand Park.
- Tree removal at North Golf Cul-De-Sac.
- Tree removal at Frisbie Senior Center.
- Pick up garbage and debris throughout parks.
- Replace dog bags in parks.
- Snow removal.
- Attended IPRA conference.
- Cut down grasses in north parking lot of PLCC.
- Deadhead hydrangeas.
- Dormant pruning at various parks.
- Finalize budget requests.
- Code invoices.
- Finalize payroll for employees.
- Interviews for landscape 2 open position. Internal hire – David Grant from Landscape 1.

Scott Sullivan, Assistant Landscape Supervisor

- Removal of large dead\dying tree @ North-cul-de-sac Park and removal of debris.
- Ice rink maintenance at West, Cornell, Arndt, and Bluett parks.
- Tree removal at Frisbee Senior center.
- Stump grinding\removal @ Sioux, Rand, and Mystic Waters.
- Attended IPRA landscape conference.
- Snow removal as needed.
- Fiscal year budget revision.
- Met with contractor about scheduled tree pruning at various parks.
- Meeting with Recreation Department concerning ballfield maintenance for upcoming season.
- Tree and stump removal at Rand Park.
- Continuation of fall\winter cleanup including dormant pruning and cutback of ornamental grasses at PLCC.
- Ongoing organization and cleanup of cold storage facility at Oakwood.
- Maintenance of hand tools ie: cleaning and sharpening of chainsaws and other equipment.
- Coding of invoices as needed.
- Scheduling of upcoming spring\summer projects and maintenance.
- Ongoing garbage removal and monitoring of all parks throughout District.

Ken Rochau, Building Services Supervisor

Golf Center

- Repaired the outside ball return chute.
- Order a new golf ball scrubber and dryer.
- Purchased a new 5 gang golf ball picker.
- Patched and painted Joe Weber's new office.
- Budgeting and capital meetings.
- Marcin attended IPRA Conference.
- Ken attended Safety Committee, staff meeting and Tee Up meetings.

ALC

- Weekend cleaning of bathrooms and setups.
- Replaced damaged ceiling tiles in preschool wing.

PLCC

- Weekend setups.
- Finished painting the track.
- Painted the PLAC party room and life guard office.
- Drywall repairs and touch up painting in multipurpose room and gym office.
- Drywall taped, primed and painted the new office in the east wing for Brian P.
- Dance Idol setup, weekend support and take down.

Mystic waters

- Repaired the cracks in the ceiling of the concession stand.
- Primed the ceiling of the concession stand.
- Installed new retrofit LED can lights.

Lodge Buildings

- Rental setups at Cumberland, West and Arndt Parks.

DES PLAINES PARK DISTRICT

VANDALISM REPORT

JANUARY 1st through 31st

EVENT	PARK	DATE	DAMAGES/CORRECTIONS	MATERIAL COSTS	LABOR COSTS
	Rand	12/31	Marker on Bleachers at 3 locations	\$10	\$25
			Spray Paint on Chain Link Fence		
	ALC	1/30	Marker on Merry go Round	\$10	\$50
	Apache	1/30	Marker on Garbage Can Lid	\$10	\$25
			Sub-Totals	\$30	\$100
			Grand-Total	\$100.00	

**DES PLAINES PARK DISTRICT
BUSINESS DEPARTMENT OPERATIONS REPORT
FEBRUARY 2025**

Annette Curtis- Director of Business

- **Projects and Meetings:**

- Completed necessary paperwork for Bond Series 2025.
- Submitted sales tax.
- 1099NEC sent out by January 31, 2025.
- Ran installment billing for memberships, preschool & dance.
- Attended Excel staff training, organized by Adam Murrill and presented by James Schneider.
- Provided updates and discussed format of Community Report with Bonnie Cichanski.
- Attended Tee Up meetings.
- Capital: reviewed ½ of the 5 year Capital Budget, second meeting to finish scheduled for February 11, 2025. Operational Budget meetings scheduled throughout February 2025.
- Began open enrollment discussions with Vista National.
- Paycom: working on CSV file import from Paycom to BSA, finalizing hiring and onboarding steps.
- Continued implementation of expenditure tracking for 5.3rd card activity, adding GL numbers to the system. Reviewing current policies and procedures for purchase approval.
- Continued Strategic Plan- updating objectives and developing WP's for goals.
- Attended PDRMA's legal update, agenda included I-9 verification steps, Pickleball and reporting.
- Attended IAPD/IPRA Conference. Focus on AI and its influence on the industry.

- **Business Department Statistics:**

- Payrolls:
 - Payrolls run: 2
 - Checks Issued (Direct Deposit): 62
 - Live Checks Issued: 458
- Accounts Payable:
 - Checks issued: 107
 - EFT/ACH: 148
 - Purchase Orders: 410
 - Invoices: 410
- Reservations (fields, gym, theater, pool and outside rentals):
 - New: 226
 - Confirmed: 157 (indoor pool, outdoor pool, fields, gym & rentals)
- Installment bills proofed & processed: (Quantity and Total Dollar Amount)
 - Prairie Lakes & Aquatics memberships: 1061; \$21,389.00
 - ALC Fitness memberships: 15; \$206.50
 - Swim School: 396; \$17,141.25
 - Golf Center memberships: 65; \$10,400.00
 - Preschool: 55; \$9,709.50
 - Dance: 259; \$15,794.43
 - Dance Competition: 119; \$18,500.52

Nicole Dale –Superintendent of Human Resources and Risk Management

• Human Resources

- Assisted with staff personnel problems & concerns
- Paycom –W2's sent out by 1/31, 1095Cs will be sent out 2/7. Working on double checking that the accrual function is working properly, working with our rep to fix an error with staff that were part time and became full time.
- Completed monthly IMRF and BLS reporting
- Submitted 1099 electronic file to IRS through the FIRE system
- Completed 2024 OSHA 300 & 300A forms, posted at our facilities, and reported online.
- Strategic Plan – finished reviewing WPs and reviewing final draft.
- Attended Excel lunch & learn training 1/29
- Working with Vista National on Open Enrollment 2025-2026 plan year – reviewing plan options and updating spreadsheets with new rates
- IPRA Conference – attended Thursday-Saturday: Employment Law, A&F Section Meeting, Tips for Avoiding Claims of Harassment/Discrimination, Your IMRF Benefits, Part Time Staff: The Crux of Our Success, Navigating the AI Landscape, Keynote Speaker, Managing Employee Leaves of Absence and Accommodations, Leading when Promoted from Within, Journeying Together: Navigating Professional Development as Mentor and Mentee.

• Recruitment

- Recruiting for Superintendent of Recreation – first round interviews scheduled the week of 2/10
- David Grant promoted to Landscape II.
- Recruiting for Landscape I to fill David Grant's previous role.
- Completed second round interviews for Mechanical Maintenance II – calling references for top candidate.
- Offered Mechanic I to Zachary Brzezinski, currently IMRF part time. He will begin in the role upon graduation in May.
- Julie Bohannon promoted to full time as Administrative Assistant.

• Risk Management

- Held risk management committee meeting.
- Completed Dance Idol Safety Inspection.
- Followed up on open claims – open WC claim for employee who twisted ankle while making ice.

Peter Demski–IT Manager

IT Projects/Other

- Assisted with setup of Dance Idol event and provided support.
- Worked on TeeUp business system infrastructure.
- Participated in training programs and attended IPRA Conference 2025.
- Worked on IT district budgeting.
- Configuration of logging resources.
- Upgrading networking equipment.

Back-up Systems/Other

- ALC & GC Daily backups – Completing through Veeam/New HP Immutable Backup for network systems, data files, and e-mail. Avg. nightly backups complete (**ALC about 2hrs/GC about 30min – Completed Nightly Backups**).
- Off-site Backups through Wasabi Cloud Storage (SNI).
- Full Sentinel One Anti-Virus Network Scans scheduled weekly – Sundays nights.
- Weekly/Monthly server maintenance & security patches & storage evaluation.

IT Services Provided

- Upgraded networking components and routing of equipment.
- Assisted with setting up events and staff training sessions.

- Provided development assistance for website.
- Supported digital signage development changes to resolve issues.
- Setup new workstations, printers and phones.
- Supported users by troubleshooting and fixing computers and phones.
- Computer and security updates and patches.
- Created user accounts for new hires and assisted with onboarding.
- Migrated and disabled user accounts and access for inactive or terminated employees.
- Provided TeeUp hitting station reports.
- Verified sites were functional over the weekends.
- Continuous monitoring metrics of networking equipment.