

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

Don Miletic, Executive Director.

- **Strategic Plan** – Marketing Team is working on a trifold for the public, once the Park Board reviews and conducts meetings with the Executive Director. The plan is a roadmap for the Park District and for staff. We have discussed needs such as gym space, improvements to PLCC, Oakwood, Dog Park, and more.
- **Budgets** – Still in the budget process and capital items are still preliminary at best. We are working with many staff to compile numbers for our CIP. Staff have done a great job working on operating budgets, we will have a tentative budget for approval in April. Fiscal Year begins May 1. Final Budget in June.
- **Fundraisers** – The fundraiser season has started and many of the community groups continue to reach out to the Park District staff and commissioners for financial support. We will do the best we can to attend and contribute to the many groups. MNASR and Frisbie events were great. Maryville event was great, Chamber Gala is coming soon.
- **PLCC Fitness Updates** – We plan to submit plans for permitting to the City of Des Plaines before the Park Board meeting. We anticipating a 6-8 months review process from the city to get permits approved. It is a long process and not much we can do about it.
- **Tee Up System** – Staff are working with our vendor to get the connection with the database and the cloud. The system is still not where we would like, and continues to be a work in progress.
- **DiMucci Park** – Staff are working on the replacement of the playground and we anticipate completion by July 4.
- **Board Manual** – I have reviewed the Park Board Manual and will be presenting the new changes. Nothing major, some reporting and update to the Travel Ordinance.
- **IMRF Meeting** – We had a meeting with all Full Time employees to go over health benefits and discuss the state of the district.
- **Marketing** – We continue to use our Social Media, Website, and Park District APP as our major communication tool on a daily basis. The Spectrum and Playbook are printed versions that come out seasonally. Staff are really doing a great job keeping things up to date.
- **Staffing** – We are working on summer staffing and preparing for the nice weather. We do have two full time positions available. The department heads are reviewing the Organizational Chart to ensure we can maximize areas to provide the best customer service with the resources we have. Very proud of them for their forward thinking.
- **Board Reports** – Staff is now given more time to complete board report items as there can be challenges getting things done and turned in to staff for compiling.
- **Misc.** – Attended staff meetings, individual department meetings, capital meetings, tee up meetings, and general improvement initiatives from staff.

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

April Lohr, Superintendent of Administration

- Completed board meeting minutes, prepared for the March board meeting, and continued to train Julie Bohannon on the board packet assembly and board meeting minute dictation.
- Meet with Landmark Design and Development Services for the PLCC Fitness Center expansion. Reviewed construction plans for last minute edits before submission for permits.
- Meet with the Administrative Staff to start the Distinguished Agency Accreditation process. Self-Evaluation and Application must be received by April 1.
- Finished Capital Budgeting with the Administrative team.
- Edited first draft of the Strategic Plan. The first draft has been provided to the Board.
- The Community Report is close to completion. We await edits and feedback from the administrative staff before printing the first draft.
- Participated in the interviews for the Superintendent of Recreation position.
- Attended Frisbie Center Trivia Night. A great time was had by all.
- **Update on the new website:**
 - The soft launch went well. We have received great feedback from staff and the community.
 - Website editing training was arranged for program managers and supervisors on how to use and update pages on the website. The training was also recorded for future trainings as needed.
 - Website photographs have been updated, and we will continue to update parks as we move into the spring.
- **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 were granted a budget modification and extension on the DCEO 2M grant to utilize the remaining funds fully.
 - SemperFi has provided an installation date for the railings of March 18-20. The punch list is expected to be completed on or before March 31. Grant completion with the State may not happen until June 30, 2025.
- **Meetings:**
 - DPFOTP monthly board meeting was held on March 5, 2025.
 - PLCC construction plan review on March 7, 2025.
 - Weekly Administrative staff meetings.
 - Bi-monthly Marketing Department meetings.
 - Final capital budget review.
 - Monthly Safety Committee
- **Scholarship application update.**
 - So far, we have had 54 applicants. We continue to accept applications. 3 have been denied due to exceeding the federal financial qualification guidelines

DPPD Total Given Out	\$ 20,200.00
DPPD Total Redeemed	\$ 6,201.00
DPPD Total Unredeemed	\$ 13,999.00
DPFOTP Total Given Out	\$ 22,600.00
DPFOTP Total Redeemed	\$ 7,481.00
DPFOTP Total Unredeemed	\$ 15,119.00

Bonnie Cichanski, Marketing and Communications Manager

- Our new website went live, and response to the new design has been overwhelmingly positive! Edits are still being made. Promotional items have been ordered, and promotions begin in May. I am very excited about this!
- 2025 Camp Guide, Spring 2025 Spectrum, and Spring 2025 Playbook are complete and are being promoted via social media, signage, and email marketing.
- The March 1st e-blast was sent to a contact list of 13,824 emails, with an open rate of 40%, the national average is 20%. This E-blast featured Prairie Lakes Fitness Center's March Madness promotion, Soccer Academy registration, the Community Concert Band's March concert, a Floating Egg Hunt, School Days Off, Fairy Fest, a Spring Program Guide, and Summer Camp.
- Spring Brochure online e-blast sent on February 19 to 13,834 emails with an open rate of 39%.
- Beginning third draft of District-wide 16 page Stewardship Community Report.
- Finalizing Strategic Plan 8 page Report.
- Meeting and file preparation for Summer Spectrum and Summer Playbook.
- Meeting and purchasing for Prairie Lakes Fitness Center's March Madness Promotion. Members check in at every visit and are entered to win one of four baskets, including Stanley cups, Owala cups, District passes, and promotional giveaways. The social promo ends March 31.
- Continued marketing support for Golf Center, Couples Drive n' Dine.
- Attended bi-weekly Marketing meetings, Constant Contact webinar, Weblinx website training, IMRF meeting
- Leader for Wellness Team—A meeting is planned for mid-March, and the ongoing projects of monthly emails and book club are continuing.
- Ongoing updates for website page and rotators, electronic sign, web calendar additions, raffle baskets, district sign boards, business cards, name tags, board covers, and doorplates.

Colette Plantz, Marketing Supervisor

Graphic Design: NISC Swim Meet signage, Creative Corners Materials, Floating Egg Hunt, PLCC wristband poster, PLFC Expansion display, Athletics logos, Foot Golf flyer, graphics for social, lobby screens, 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 up from 3,333 to 3,377 Up 1.3 %

68 new follows/22 unfollows.

This month's reach: 5K – 41%

Page Views: 36.3K -50.3% / 34.3% by non-followers

Content Interactions: 1.1 +285%

Profile Visits: 742 +17%

Most Popular Instagram Post by views: Royal Ball recap Reel & PLFC expansion had around 2,400 views.

Facebook Analytics:

Current Followers: 8,377 from 8,250

New Follows: 62 +72.2% unfollows: 18

Page Reach: 24.6k +63.3%

Page Views: 81.6K +65%

Content Interactions: 1.1 +438%

Link Clicks: 332 -42%

Page Visits

Most popular Facebook post: Royal Ball Photo Album: Biggest reach → 8,927 Prairie Lakes Fitness Expansion: Most likes → 159

Paid Reach Overall: 7,405 • Link Clicks: 211 Amount Spent: \$40. Hiring Ad

Meetings: Marketing team meeting. IMRF meeting, Website training.

Sponsors/Advertising: Connected with Durbin Orthodontics and Millennium Bank for upcoming season.

Website Updates: Added photos to program and event pages, created spring events pages, added more feature photos. So much more to do!

Pull Photos: Summer Playbook, Strategic Plan, Stewardship brochure, tri-panel brochures for Lake Park Golf Course and Mountain View Adventure Center.

TV Screens in PLCC Lobby: Updated Rise Vision

Photography (program attendance, process photos, upload to smug mug and hard drives): Volunteer Appreciation, Drive n' Dine, Arndt Park Sled Hill, All Ice Rinks, Pickleball Clinic Class, IMRF staff photos, Feeder Basketball, 7 & 8 grade basketball, volleyball, swim school, NISC Swim Championships, PLCC gymnasium, Royal Ball, Pickleball League.

Videos: APAC memberships, Dance Idol recap, Drive and Dine recap, Wibit Night Promo, Shout out to our Snow Removal Team, Royal Ball recap, Shoreline room promo, Volunteer Appreciation recap, Volunteer Appreciation hype video, Ice Skating Rinks, March Madness PLFC monthly promo, Creative Corners Open House recap, NISC hype video, NISC Championship Swim Meet recap, Staff Promo for Spring Spectrum arrival 😊, Hiring Facility Maintenance,

Des Plaines Friends of the Parks

- The Friends Held Elections:
 - President Shawn Killian
 - Vice President Katherine Williams
 - Secretary Dharmesh Patel
 - Treasurer Trish Romza
- Friends will attend the Family Day event in May 31 and the Grand Opening of the Lake Opeka Shoreline June 11.
- The Friends board is considering a donation request for fishing poles for kids to be handed out at the Shoreline Grand Opening.

**DES PLAINES PARK DISTRICT
REVENUE FACILITIES REPORT
MARCH 2025 REPORT**

Brian Panek, Director of Revenue Facilities and Recreation

- Staff has continued to meet with Intrepid Data on the TeeUp upgrade. Intrepid is working on reporting functions at this time.
- PLCC renovation project with Landmark Design & Development is moving forward. Plans should be into the city for permitting by mid March.
- Prairie Lakes hosted for the first time the Northern Illinois Swim Conference meet. Gosia and Brianne did an amazing job running this event. Many compliments from patrons on the event.
- The Volunteer Recognition event was held 2/21. We are looking at ways to improve attendance for future years.
- The Royal Ball was held on 2/15. Lizzie and Nancy did amazing job making it an enchanting evening for all guests.
- Live at the Lake entertainment is all set with all contracts signed.
- In the process of booking all Fall Fest bands.
- Outdoor pool pass sales began 3/3.
- Toured aquatic facilities with Gosia and Brianne.
- Finalized concession pricing and offerings for Mystic, Lake Park and Mountain View.
- The Golf Center had a slower month than the past few Februarys mainly due to the extreme cold spell.
- Met with all staff on budgets for the fiscal year 25/26.
- Met with Jenn Boys to discuss needs while she is out of the office.
- Attended Liponi Foundation fundraiser.
- Attended Ace Pickle Ball grand opening.
- Attended Fall Fest kick off meeting.
- New signage is up at Prairie Lakes requiring all open gym participants to check-in at front desk and get a wristband.
- Staff has been reviewing the website and updating as needed. We have received many positive comments from patrons on the new website.
- Upcoming Events
 - 3/24-3/28 Spring Break camps at Prairie Lakes
 - 3/28 - H2O Night at Prairie Lakes Aquatic Center
 - 4/5 - Fairy Fest at Arndt Park
 - 4/5 - Floating Egg Hunt at Prairie Lakes Aquatic Center
 - 4/18 - H2O Night at Prairie Lakes Aquatic Center
 - 4/26 – Earth Day at Arndt Park

Joseph Weber, Superintendent of Revenue Facilities

- Fitness Expansion at PLCC review with Landmark and DPPD staff continues through construction documents in preparation for permitting.
- Reviewing options for lockers and locks in the fitness locker rooms.
- Reviewed the Strategic Plan & Stewardship Report and provided updates.
- Communicating the scope of work for Mystic Waters Big Slide restoration with vendors.
- Summer Spectrum pages for revenue review and edits were complete.

- Golf Center
 - Tee up system review of old data and testing in the new reporting system is under way. Requests for data reports have been fulfilled by DPPD and we have seen reports presented with data to mimic what will be provided in the future through the new TeeUp system. Testing at the kiosk, design, and development will be in the future.
 - Filled in for Deck Attendants with schedule vacancies.
 - Communicated expectations and daily additional duties with garbage and cleaning to attendants.
 - Training with Marcin and Dan. Learned problem areas, troubleshooting system, in-depth ballroom mechanics.
 - Monitoring staff and recommending operational changes as needed.
 - Interviewed and hired a vacant part-time manager position. Completed supervisor hiring needs through Paycom and troubleshooting with HR.
 - Updated the electronic sign with ball pricing and promotions.
- Lakeview Center
 - Maintained communication and visits with Lakeview Center staff Alec and Tyler in Dylan's absence.
 - Reviewed clubhouse project status and cleanup for spring with Alec.
 - Monitored Tyler and his building supervisor attendance and duties.
 - Responded to calls for rentals in the Shoreline Room in Dylan's absence. Rentals, boaters, yoga, golf lessons, and membership inquiries at LVC and rentals at Mt View.
 - Met with Alec for timeline on weed treatment and mulching at Lake Park.
- Held Revenue Facilities staff meeting on 2/18.
- Attended Kiwanis Food Fight and board meeting 2/20 meeting.
- Attended Volunteer night 2/21.
- Attended Alderman meeting 2/25.
- Attended TeeUp Intrepid Data Meetings 2/26, 2/27, & 2/28.
- Attended Liponi Dinner 3/1.
- Attended the weekly Admin meetings.
- Upcoming: Maine Township HS Job Fair –West 3/12, South 3/19, East 4/2; TeeUp weekly testing with Intrepid.

Dylan Kuffell, Revenue Facilities Manager

- The Shoreline Room is gaining more and more attraction and we now have two more events booked, a birthday party on June 14th and a baby shower on May 17th. Two other events are pending deposit for a family reunion on June 20th and a wedding shower on June 28th.
- Continuing to promote the banquet room and yoga studio with social media and posting Lakeview Center Tri-Folds/Handout at Facilities.
- On Saturday, April 12th from 11am-2pm we will host an “Open House” event at the Lakeview Center. The building will be open to the public for anyone to see the yoga studio and Shoreline Room. Free 30-minute shortened yoga instruction will take place, with all four of our yoga instructors present. There will be snacks, a raffle, and informative flyers will be handed out.
- Lake Park Supervisor staff have been rehired and we are preparing the clubhouse for opening day.
- Alec and Frank are working hard to get the clubhouse ready and have taken on painting the kitchen area, restroom doors, and basement walls and are excited to give it a fresh look for the spring. Old light switches have been replaced and new light fixtures in the main level restroom are being installed.
- Alec has fixed the damaged chain link fence along Touhy that a car drove through at the end of last season. Ken Rochau and his crew will repair netting.

- Adam and Peter have cleaned up tons of old wiring at the clubhouse and installed a new IT cabinet in the storage room, freeing up much needed closet space.
- All 14 of our park grills have been repaired and reinstalled by sanding out rust and repainting.
- Lakeview Center drainage continues to be a focus to avoid future issues by rodding out floor drains and running water often.
- Yoga programs have been running successfully and participants love the studio. We held 7 different classes during our 1st winter session with a total of 55 participants. Last week our second winter session began with 8 different classes being offered. There are 69 people total enrolled in the current sessions.
- Some minor repairs to paddle boats and swan boats will be done before we get them back on the water this spring.
- Summer boater registration hosted at the clubhouse on Saturday, March 15th.

Max Henley, Golf and Facility Supervisor: Golf Center

- Updated report for number of range balls hit per month.
 - February 2025: 788,086 balls hit
 - 27 degrees average
 - February 2024: 1,469,408 balls hit
 - 39 degree average
- Attended budget meeting for Golf Center.
- Attended TeeUp meetings with Intrepid Data on 2/5, 2/11, and 2/26.
- Updated All You Can Hit member spreadsheet: 67 Members
- Updated reports for Golf Center POS items.
- Worked with April on the Golf Center Web layout.
- Planning Golf Course maintenance for spring.
 - Estimated Opening for Course and Short Game: March 21
- Ordered new golf course supplies to help maintain course.
- Held interviews for Golf Center Part-Time Manager.
- Hired and cross-trained staff for various positions at the Golf Center.
- Hosting Maine East Vocational Group on Thursdays.
- Scheduled staff for rental building open and closing.

Jennifer Boys, Assistant Superintendent of Recreation

- Continue making corrections to Summer Spectrum documents and moving them to the Marketing Dept for design phase.
- Finalized arrangements for NISC Championship Meet hospitality for 100 staff and volunteers.
- Assisted with the shopping, catering, set up, decorating and worked the Volunteer Appreciation Dinner.
- Met with Brian, Annette, Trish and staff to review proposed budgets.
- Held a Fall Fest kick off meeting at the Chamber. Met Alyssa and provided an overview of the event. Also compared quotes for power providers for the event.
- Assisted Candice and Jenny with the Creative Corners Open House.
- Held CPR class for the Buildings staff.
- Met with Brian and staff to review details of upcoming leave.
- Met with Gosia and Brianna to discuss orders for summer uniforms, equipment, furniture, etc.
- Attend Optimist Club, Risk Management and Rec Department Staff, IMRF Full-Time Staff and Website Training Refresher meetings.

Tyler Fuchs, Assistant Superintendent of Recreation

- Hired and began training, new front desk, personal trainers and building supervisor staff.
- Softball registration is open, new co-rec league on Wednesday nights.
- Starting to book outdoor field rentals.
- Finished budget projections and meetings with Brian and Annette.
- Field rental agreement was updated, with approved fees.
- Held affiliates meeting with baseball, softball, soccer.
- Facility Maintenance job is open for hire. Looking to fill ASAP.
- Feeder basketball seasons coming to an end with DYTBL end of season tournaments.
- Assisted with Volunteer Appreciation dinner.
- Meetings; Safety Committee, Rec staff and IMRF.

Membership Report

February 2024				
PLAC	PLCC	Prairie Pass	ALC	Total
Aquatic Only	Fitness, Gym, Track	All Access	Health Club	
1,230	1,602	514	65	3,411

February 2025				
PLAC	PLCC	Prairie Pass	ALC	Total
Aquatic Only	Fitness, Gym, Track	All Access	Health Club	
1,216	1,760	627	69	3,672

Elizabeth Karras, Recreation Supervisor

- Coordinated a successful Royal Ball event for approximately 100 participants (2/15).
- Booked field trips and buses for upcoming School Days Off Spring Break (3/24-4/1).
- Created camper and staff schedules for School Days Off.
- Planned and coordinated birthday parties for approximately 50 total participants.
- Purchased supplies, booked entertainment, and planned activities for upcoming Fairy Fest event (4/5).
- Participated in Spring Spectrum social media marketing video.
- Prepared activities, raffle prizes, and promotional materials for upcoming Algonquin Middle School Family Literacy Night (3/18).
- Assisted with NISC Swim Meet by supervising the craft room and helping swimmers and family members make posters to support their teams.
- Attended monthly Recreation Staff Meeting and IMRF Full Time Staff Meeting.
- Completed youth programs: Kids Can Cook (2/8, 3/1).
- Upcoming youth programs: H2O Night (3/28), Kids Can Cook (4/26).
- Completed special events: Royal Ball (2/15).
- Upcoming special events: Fairy Fest (4/5), Earth Day (4/26).

Candice Morden, Recreation Supervisor

- Meetings Attended: Monthly Recreation Meetings, Budget Meeting, & IMRF Meeting.
- Met with marketing team to discuss ongoing projects that we will be working on for Creative Corners.
- Coordinated and attended Preschool open house and had approximately 30 families attend.
- Hosted Galentine's Preschool Staff event for team bonding.
- Provided tours to new interested families for Creative Corners Preschool program.
- Answered parent questions regarding summer camp and preschool program.
- Worked with HR department to post summer camp positions and begin onboarding returning seasonal staff for summer camp 2025.
- Communicated with MNASR for students who need additional support and inclusion services in preschool.
- Reached out to business and reserved field trip locations for Camp Opeka.
- Planned curriculum for Spanish Immersion Preschool and continuously subbing in program alongside Jenny.
- Collaborated with District 207 Transition program to have volunteers assist with Creative Corners Preschool program.
- Sent Jenny to School Age and Day Camp committee meeting to get field trip ideas for Camp Opeka.
- Interviewed candidates for camp counselor and camp director's positions.

Nancy Suwalski, Cultural Arts Manager

- Working with Fundraising committee on several upcoming dine and shares.
- Assisted with set up and attended the third annual Volunteer Appreciation banquet.
- Added information to Basecamp for website, Spring Showcase, and annual DPDA recital.
- Checked in on all winter programming: Dance, Acro, Aerial Silks, Artistry in Motion, and Music.
- Scheduled new music students for winter session lessons.
- Communicated/met weekly with Lauren to discuss Artistry in Motion.
- Communicated/met weekly with Natalie to discuss Dance Academy.
- Communicated/met with ALC Building Supervisors.
- Communicated/met weekly with Al to discuss the Community Concert Band and upcoming concert.
- Secured staff for Summer Dance & Arts Camp.
- Created content for posting on Dance Academy and Dance Idol Facebook and Instagram pages.
- Attended Recreation Staff and IMRF Meeting.
- Met with Lizzie, Jenn, Tyler and Luke to discuss after school programming.
- Finalized several dance competition registrations.
- Updated Dance Idol information in Basecamp.
- Made corrections to summer brochure program material.
- Attended 2025 budget meeting.
- Worked the check-in table at swim meet.
- Finalized Dance Idol revenue and expense report.
- Worked on developing a check-in system for supplies in the Recreation Department.
- Met with Jennifer Boys to discuss responsibilities during her absence.
- Attended Artistry in Motion's first full company competition in Batavia.
- Began creating the fall schedule for DPDA.
- Designed the artistry Motion's 20th Anniversary and Spring Showcase logo.
- Ordered the Spring Showcase T-shirts for Aim for the Stars, DP Poms, and Artistry in Motion.

Brianna Wabel, Aquatic Supervisor

- Prepared for upcoming Event- Floating Egg Hunt.
- Helped prep and work our NICS Warriors Swim Meet.
- Starting to prepare for outdoor pool swim lessons at Chippewa and Arndt.
- Help ran lifeguard class for summer staff.

Swim School	Membership Report
Punch Pass	153
EFT	474
Total	627

Luke Weismann, Athletics & Facilities Supervisor

- Theater Rentals: Big Noise Theatre: Don't Let The Pigeon Drive The Bus! The Musical ended on 3/2. Willows Academy 3/3 – 3/15, Des Plaines Community Concert Band concert on 3/16, Elk Grove Park District 3/17 – 3/23, & Alphabet Soup Productions 3/24 – 3/29. Ordered and replaced a new Snake wire and XLR cable.
- Rec League Basketball: 1st/2nd grade season ended on 2/22. 3rd/4th grade playoffs on 3/15. 5th/6th grade girls playoffs on 3/8. Our 5th/6th grade boys team ended up in 3rd place! NWPDBC: 7th/8th grade boys finished the season in 2nd place – Playoffs on 3/8 & 3/9! All-Star game is on 3/15 at RecPlex.
- Attending Youth Commission Fun Fair on 3/15.
- Attending Maine West Job Fair on 3/12.
- Attended IMRF Semi-Annual Meeting & Recreation Staff Meeting on 3/4.
- Attended New Website Training on 3/5 at ALC.
- Working on new webpage updates & Summer Spectrum pages.
- Help set up for Volunteer Appreciation Dinner on 2/21.
- Met with Orchard Place Elementary School with Lizzie on 2/26 to discuss future partnership
- Attended NISC Championship Meet on 3/8.
- Participated in Spring Spectrum Marketing social media video on 2/19.
- Met with Park District Affiliates on 2/18 with Tyler.
- Feeder Program: Lady Warrior's season ended and they got 3rd place in the DYTBL – We hosted a parents vs. kid's game on 2/15. Jr. Warriors season almost over.
- Attended North Elementary School's "Flip the Trip Club" on 2/25.
- Men's Basketball League ends 3/11.
- Pickleball League ends/playoffs 3/15.
- Spring Soccer: Met with referees to discuss rule changes, talking with Tyler & Patrick for field maintenance, ordering new coach & referee shirts, designing new player jerseys this season, player evaluations were on 3/3 & 3/8, Coaches meeting on 3/19.
- Sports Xplosion Summer Camp: In the process of hiring new camp staff & re-hiring counselors from last summer.
- Interviewing for Youth/Adult Tennis Instructors.

Malgorzata (Gosia) Zalewska, Aquatics Manager

- Held a lifeguard class for returning and new seasonal staff- certified 22 lifeguards.
- Warriors Swim Team had a home swim meet against Mount Prospect.
- Hosted Northern Illinois Swim Conference- Des Plaines Warriors placed third.
- Worked with Aurelio and his team for Mystic concession updates.
- Helped out with the Volunteer Dinner.
- Worked to complete Summer Spectrum pages.
- Bookings for outdoor pool parties and group reservations- Mystic groups: 48, Mystic parties: 3, and Chippewa Pool: 7
- Held interviews for new summer staff and for returners looking to fill a new role.
- MNASR, Scuba, Cumberland PTO, and others rented the facility.
- February parties booked at PLAC- Splash Pad parties: 11, Full facility: 6
- Upcoming March events and rentals: Starguard Class, Open Swim, Willows Academy Rentals, Village of Lincolnwood Splash Pad Rentals, and School Days of Splash Pad usage.

**DES PLAINES PARK DISTRICT
PARKS AND PLANNING REPORT
March 18, 2025**

Aurelio Marquez, Director of Parks and Planning

- Coordinated ice rink maintenance operations until weather conditions necessitated the closure of all rinks.
- Managed landscaping operations across the district and optimized the scheduling of spring landscaping to enhance efficiency.
- Organized and maintained garage storage for equipment and materials to ensure operational readiness.
- Oversaw the beginning of the resurfacing of soccer fields at Prairie Lakes.
- Led the hardscaping project at Dimucci-Lowenberg Park, including the removal of the playground in collaboration with Kids Around the World, and initiated the renovation of the new playground.
- Completed renovation of the Mystic Waters concession floor and associated room improvements.
- Managed the beginning design of new cabinets and countertops for Mystic Waters.
- Facilitated the receipt and coordinating installation of two new cabanas at Mystic Waters, ensuring timely delivery for the current season.
- Coordinating the fabrication of new railings at Lake Park with contractor.
- Confirmed the installation of topsoil at Craig Manor Park with Burke Engineering.
- Assisted with cross-departmental coordination for the setup of the Championship Swim Meet at the Prairie Lakes Aquatic Center.
- Organized and conducted training sessions for all Parks and Building Department staff, certifying personnel in the use of MT100, T770, and UW56 equipment.
- Finalized with the Director of Business the operating budget for Landscaping, Building Services, Mechanical Maintenance, and Special Projects for the upcoming year.
- Assigned and monitored the completion of Basecamp projects across all departments within the Park District.
- Attended meetings with current contractors to review services and prepare for the upcoming season.
- Facilitated and led bi-monthly staff meetings to ensure effective communication and alignment on departmental goals.
- Performed quality control inspections for Parks and Buildings.

Dennis Wodka, Special Projects Supervisor

- Maintained Facilities and Parks during seasonal snow operations.
- Continued with Mystic concession renovations. Floors resurfaced.
- Worked with Aquatics Department to plan and implement additional upgraded offerings for Mystic Waters.
- Began Aquatic lifeguard backboard restorations.
- Scheduled Lake Park club house patio safety net installation for late March.
- Completed weekly Basecamp assignments.
- Completed weekly playground Inspections.
- Completed picnic table restorations at Oakwood facility.
- Began preparations for Demucci-Lowenberg Park renovation.
- Assisted Aurelio with scheduling of playground removal through Kids Around the World.
- Confirmed Delivery of playground for Dimucci-Lowenberg Park.
- Checked on progress of Craig Manor storm water project.

- Vandalism – No vandalism to report this month.

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 at all buildings and parking lots.
- Dance Idol set-up as needed.
- Replaced lights in April's office at PLCC.
Replaced bearing housing and impeller on recirculating pump at ALC classroom heater.
- Replaced lights at Oakwood stairs to Patrick's office.
- Replaced exhaust fan/light assembly at Oakwood shop restroom.
- Replaced light switch relay/transformer at PLCC spinning room and racquetball court.
- Golf center ball pickers serviced weekly.
- Vehicles and equipment serviced as needed.
- Serviced bobcat 773 at Golf Center.
- Replaced all tires on truck #4.
- Service performed on vehicle #18.
- Service performed on vehicle #24.
- Service performed on vehicle #26.
- Service performed on vehicle #8.

Patrick Barton, Landscape Supervisor

- Daily Garbage Routes. Cleaning up garbage and debris in the parks.
- Ice rink maintenance – Ice rinks are currently closed for the season.
- Dormant pruning of trees and shrubs at Mountain View Mine.
- Tree removals at Rand Park/Mystic Waters.
- Tree pruning at Rand Park softball fields.
- Contact and meet contractors for seasonal mowing pricing.
- Contact and meet contractors for seasonal fertilizing pricing.
- Contact and meet contractors for seasonal tree care pricing.
- Begin topdressing soccer fields with sand to level divots and holes.
- Spread pre-emergent at Prairie Lakes, ALC, and Golf Center.
- Cut down perennials and deadhead plants at Golf Center.
- Clean out maintenance garage at Golf Center.
- Clean out Cold storage garage.
- Clean breakroom, bathrooms, and take out garbage and recycling at Oakwood.
- Install mulch Prairie Lakes.
- Planning phases for retaining wall at Dimucci-Lowenberg Park.
- Remove plants at Mystic Waters.
- Completed painting of offices and breakrooms at Oakwood Maintenance facility.
- Removal of Arndt Park ice rink due to Vandalism.
- Order of chemicals and materials needed for the 2025 landscape season.
- Plan mowing routes with designated contractual work for the 2025 landscape season.
- Approve timecards for full time staff.

Scott Sullivan, Assistant Landscape Supervisor

- Continuation of maintenance throughout Park District including but not limited to garbage removal, debris removal, and general grounds keeping.
- Measurement and material estimates for Dimmuci-Lowenburg hardscape seating wall project.
- Meetings with contractors for estimates regarding mowing and tree pruning services.
- Completion of Arndt Park ice rink removal due to vandalism.
- Bluett, West, and Cornell ice rink maintenance as needed weather permitting.
- Oakwood office and common area painting completion.
- Scheduled chainsaw safety class for spring training.
- Dormant pruning at Mountain View Mine.
- Removed aerators at PLCC ponds for annual maintenance.
- Began topdressing PLCC soccer fields for turf remediation project.
- Oakwood cold storage cleanup and organization for upcoming season.
- Snow removal on an as needed basis.
- Skid Steer training and safety.
- Budget meetings for fiscal year.
- Equipment and supply ordering for upcoming season.
- Began over seeding PLCC soccer fields for turf remediation project.
- Removal of problematic trees and stumps at Rand Park.
- Monitoring of all parks throughout Park District.
- Started seasonal mulching and weed control at PLCC and PLAC.

Ken Rochau, Building Services Supervisor

Golf Center

- Replaced the drive gear and shaft on the golf ball scrubber.
- Replaced 1st floor vestibule ceiling heater.
- Started painting inside of Golf Center with a fresh coat of paint.
- Added fresh cut grass air dispensers to the main bathrooms.
- Budget meeting with Annette, Brian and Aurelio.
- Snowplowing at the Golf Center.
- Marcin was certified in driving the new Bobcat, skid steer and other equipment at Oakwood.
- Ken and staff completed first aid and CPR training.
- Ken attended Safety Committee, Tee up and Parks staff meetings.

ALC

- Weekend cleaning of bathrooms and setups.
- Ran the power drain rod down the main sewer because of blocked toilets.
- Covered custodian vacation.

PLCC

- Weekend setups.
- Cummins generator yearly inspection and service.
- Repaired the drywall and painted the ceiling in the theater vestibule entrance.
- Removed some of the old pneumatic thermostats and added a flat blank cover, these are obsolete with the new electronic HVAC controls.
- Replaced a broken floor tile in the theater lobby.
- Covered custodian shifts while hiring new a new custodian.
- Saturday setups for swim meets at PLAC.
- Setup, all day cleaning and tear down of the swim championship meet on 3/1/25.

- Transport supplies back and forth from PLCC to LVC for Royal Ball and Volunteer Dinner.

Lodge Buildings

- Weekend rental cleaning and setups for Cumberland Terrace, West Park and Arndt Park.

Mystic Waters

- Finished painting the concession stand walls and doors.

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

Annette Curtis- Director of Business

- **Projects and Meetings:**

- Submitted Sales Tax.
- Ran installment billing for memberships, swim school, preschool & Dance.
- Provided updates and discussed format of Community Report with Bonnie Cichanski.
- Attended TeeUp meetings. Provided GL number structure and example reports.
- Completed FY 2026 Budget entry, sent to Executive Director for review.
- 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.
- Implemented sales tax on personal property per change in State code.
- Participated in Superintendent of Recreation interviews.
- Updated BSA purchase order approval process for staff changes.
- Began discussion for move to BSA Cloud solution.
- Trained staff for board report and Paycom JE preparation.
- Researched hand held credit card processing for LVC drop in yoga.
- As a member of the Search Committee, assisted History Center with Executive Director search. Reviewed resumes, invited 4 candidates to interview. Interview will be held on March 19th and March 21st.

- **Business Department Statistics: (October)**

- Payrolls:
 - Payrolls run: 2
 - Checks issued (Direct Deposit): 407
 - Live checks issued: 71
- Accounts Payable:
 - Checks issued: 67
 - EFT/ACH: 82
 - Purchase orders: 296
 - Invoices: 330
- Reservations (fields, gym, theater, pool and outside rentals):
 - New: 250
 - Confirmed: 218 (indoor pool, outdoor pool, fields, gym & rentals)
- Installment bills proofed & processed: (Quantity and Total Dollar Amount)
 - Prairie Lakes & Aquatics memberships: 1036; \$21,077.25
 - ALC Fitness memberships: 17; \$227.00
 - Swim School: 412; \$17,755.75
 - Golf Center memberships: 64; \$10,080.00
 - Preschool: 58; \$9,851.50
 - Dance: 258; \$15,748.43
 - Dance Competition: 117; \$19,840.81

Nicole Dale –Superintendent of Human Resources and Risk Management

- **Human Resources**

- Assisted with staff personnel problems & concerns.
- Paycom – Resolving accrual issues and checking the system is working properly. Ellie led a manager Paycom training and I discussed some expectations for employees at the IMRF meeting. Ellie & I received GL training and we are learning how to maintain the GL moving forward.
- Completed monthly IMRF and BLS reporting.
- Completed PDRMA's workers compensation payroll audit.
- Working with April on Distinguished Agency – she completed the application, we discussed the process and best way to divide and conquer the project.
- Hosted the IMRF meeting on 3/4 – held Open Enrollment meeting, went through safety training: Injury Prevention, PDMRA's Core 6, and Hazard Communication. Don discussed District updates.
- Open enrollment for retirees that are still on our plan and entered new rates into IMRF
- Finished entering budget projected year ends and requested for 2025-2026.

- **Recruitment**

- Superintendent of Recreation – holding off on hiring anyone at this time.
- Recruiting for Landscape I, Maintenance II – Pools, and Facility Maintenance I – PLCC
- Maine West Job Fair 3/12/25, Maine South Job Fair 3/19 and Maine East Job Fair 4/2 – Ellie and/or I will be attending each, along with supervisors.

- **Risk Management**

- Held Risk Management committee meeting
- Set up a Kick Off meeting with our risk management consultant, Seth, to discuss goals for this upcoming year.
- Working to complete CPR training online so that the Business Dept. can test out in person.
- Followed up on open property claims.

Peter Demski–IT Manager

IT Projects/Other

- Working on TeeUp reporting and data migration.
- Updated the networking MDF for Lake Park.
- Fixed the cable management for the Golf Center front desk stations.
- Building out adoption plan for new services and tools.
- Provided options and solutions for merchant services project.
- Solution created for TeeUp legacy systems support and migration.
- Updated certificates.
- Planning additional updates.

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

- Setup temporary printer for Golf Center offices.
- Provided setup assistance for the NISC Championship Swim Meet.
- Assisted with setting up events and staff training sessions.
- Provided development assistance for website.
- 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 and logging events.