

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

**Don Miletic, Executive Director.**

- **Budgets** – Staff have had many reviews of the budget and tonight we will be presenting the Tentative Budget & Appropriation that allow us to operate in our new Fiscal Year May 1. The final budgets will be approved in June and we will have to look into what the tariffs will do for many of our projects or day-to-day items.
- **Frisbie Senior Center** – Now that many major projects are completed, I am back on the board and working on yet another refinancing of the Center with Steve. This will make the fifth time I believe in the past 20 years. Working on ways to utilize the wonderful space at the Center down the road and have a partnership that offers more than just Senior Programming. TBD.
- **Prairie Lakes** – As we move forward with improvements at PLCC, please take a moment to visit our park and see how great the grounds are. The fields, pathways, and ponds look amazing and we are trying to figure out ways to clean the entire littered area by the train tracks. Not our property but still looks bad. Sad that people do this and we want to find a solution to clean it up.
- **Tee Up System** – This project has seen many challenges, I have reached out to our old vendor that I used to build the system that is from Japan and we worked together on this 20 years ago. The last thing I want is to be hands on for the next generation Tee Up system, but I may have to be.
- **Craig Manor** – There have been some complaints about the project that the city is doing at Craig Manor Park, this is a great partnership and in the end will save homes from flooding. The city is in control of the contractor and the timeline, there still is much to do out there and they are behind schedule. We were hoping for a May 1 opening, however, this does not seem feasible.
- **Strategic Plan** – A review with the Park Board and staff has been completed for the 2025 - 2030 Strategic Plan and will be on the agenda for approval in May. The plan is still in draft form and need to be finalized.
- **Community Report** - This report highlights all the grants and projects we have done in the last five years, which ties into the last strategic Plan from 2019 -2024. A nice wrap up of the largest grant revenues by any Park District in the state. We are putting the finishing touches on this draft and which will be available soon at our facilities and on line for residents and customers to read at their convenience.
- **Staffing** – March through May are very busy months as staff prepare for the summer hiring season and programming events, activities, class, mowing, projects etc. We continue to cross-train and evaluate all staff areas of responsibility to provide growth and opportunities. At this time we have 55 full-time employees and other parks our size have 65 -79 full-time employees.
- **Elections** – Glad to see the elections over and congrats to Jim and Jana for a hard fought battle. Just kidding! I did read a good article in the Journal about how local governments should be nonpartisan. It shows how important it is to separate viewpoints and have our park board keep focused on the Park District Mission and Vision, not politics. It is like this for 99% of Park Districts and is why we have been the best thing in Des Plaines. The article in the Journal touched on key points to this last election, and was spot on.
- **Lake Park** – As the weather gets warmer, expect Lake Park and its facilities to be busier than ever. We have plans to increase staff for cleanup and ensure rules are being followed as much as possible. There are times that staff are not able to address every situation, but do a great job overall.
- **Misc.** – Attended staff meetings, individual department meetings, capital meetings, Tee Up meetings, and general improvement initiatives from staff.

# DES PLAINES PARK DISTRICT ADMINISTRATION REPORT APRIL 2025

## April Lohr, Superintendent of Administration

- Assisted with March board meeting minutes and helped prepare for the April board meeting.
- Met with IT and Marketing to discuss future digital storage capacity needs for projects and file shares.
- Meet with BHFX on a digital project bid room to maintain all documentation throughout the bid and project process. To ensure all paperwork stays together and is transparent to all bidders. This service would also allow us to reach a broader audience of contractors for projects.
- Administrative staff completed the self-evaluation for the Distinguished Agency Accreditation process. The DAA committee is examining our self-evaluation. We should find out this month if we have been accepted into the program. Once we are accepted, the Administrative team will begin evidence collection.
- IT and I meet with PowerDMS, a document sharing software for the Distinguished Agency process. PowerDMS will help guide our evidence gathering for the standards required for accreditation.
- The Strategic Plan is in for final edits. We hope to present for approval at the May board meeting.
- The Community Report is complete and will be posted in April on our website.
- Storage reorganization of marketing materials has begun as we prepare to lose the marketing storage closet.
- **DCEO Grants Disconnect/ Shoreline (\$631K) & Shoreline (\$2M):**
  - The remaining grant fund balance is \$72,304.53. We should be able to remit a request for the remaining balance reimbursement at the end of Q2.
  - SemperFi, Aurelio, and I met to walk through the punch list items for the project completion. Grant completion with the State may not happen until June 30, 2025, due to the delay of final invoices for the project.
- **Meetings:**
  - DPFOTP monthly board meeting was held on April 2, 2025.
  - Weekly Administrative staff meetings.
  - Bi-monthly Marketing Department meetings.
  - Monthly Safety Committee
  - Safety training lunch
  - SemperFi punch-list shoreline walk-through
  - IT Marketing storage future needs
- **Scholarship application update.**
  - So far, we have had 65 applicants. Seven applications have been denied due to exceeding the federal financial qualification guidelines. We continue to accept applications. So far, 58 families and 120 children have been provided scholarship dollars to participate in recreation and camp programs.

DPPD Total Given Out	\$ 21,728.00
DPPD Total Redeemed	\$ 10,437.00
DPPD Total Unredeemed	\$ 11,291.00
DPFOTP Total Given Out	\$ 24,956.00
DPFOTP Total Redeemed	\$ 14,476.25
DPFOTP Total Unredeemed	\$ 10,479.75

## Des Plaines Friends of the Parks

- The date was set for Glow in the Dark Golf, September 27, 2025.
- Glow Golf inventory and organization will take place next month during the board meeting.
- Friends have agreed to supply fishing poles for the Shoreline Park It on June 11, 2025.
- The Friends also agreed to provide water safety badges for the swim lesson students who participate in water safety week. They are expecting 650 participants.

### **Bonnie Cichanski, Marketing and Communications Manager**

- The 2025 Summer Spectrum and Summer 2025 Playbook design have begun. Spectrum will be 84 pages, and Playbook will be eight pages.
- 2025 Camp Guide, Spring 2025 Spectrum, and Spring 2025 Playbook are complete and are being promoted via social media, signage, and email marketing.
- March 10th e-blast sent to a contact list of 13,801 emails, with an open rate of 39%, the national average is 20%. This E-blast featured Spring Registration and the Spectrum flipbook.
- Finalizing District-wide 12-page Stewardship Community Report, including meetings to go over changes.
- Finalizing the Strategic Plan 8-page report.
- New signage design for Mystic Waters has begun-character design for each area at Mystic.
- New website edits are still being made. Promotional items have been ordered, and promotions begin in May.
- New logo created for Des Plaines Park District Swim School- duck theme, duck giveaways ordered for swim school level advancement.
- Prairie Lakes Fitness Center March Madness promotion 4 prize bags created; Arbor Day prize bag created, prizes and basket filler supplies ordered. Station supplies ordered. Promotional giveaways ordered: Dog park water bowls, dog bone bags, Shoreline Park It kites, lens wipe bags, Swim School ducks.
- Continued marketing support for Golf: Golf Center, Mountain View opening, trifold, and scorecard redesign, Lake Park trifold redesign, Lakeview Center ad.
- New website edits are still being made. Promotional items have been ordered, and promotions begin in May.
- Attended biweekly Marketing meetings, LinkedIn Learning webinars, Weblinx website training, IMRF meeting.
- Leader for Wellness Team – Meeting held in March, ongoing projects of monthly emails and book club continuing.
- Ongoing updates for website page and rotators, electronic sign, district sign boards, business cards, nametags, board covers, and doorplates.

### **Colette Plantz, Marketing Supervisor**

- **Graphic Design:** Family Day, Earth Day, Kiwanis Cup, Prairie Lakes Gymnasium Rules, 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 to 3,411 from 3,377 Up .3 %
  - **52 new follows/20 unfollows.**
  - This month's reach: 4.3K – 9.6%
  - Page views: 22.8K -35% [63.3% followers/ 36.5% by non-followers]
  - Content interactions: 407
  - Profile visits: 533 -26%
  - Most popular Instagram post by views: Youth Basketball Photos 1,400 views.
- **Facebook Analytics:**
  - Current followers: 8,429 from 8,377
  - **New follows: 77 +72.2% unfollows: 13**
  - Page reach: 25,100 +63.3%
  - Page views: 67K +65%
  - Content interactions: 397 -64%
  - Link clicks: 907 +242%
  - Page visits: 2.2K -35%
  - Most popular Facebook post: Royal Ball photo album: Biggest reach 2.2 K LVC Yoga Open House: Most likes 24
- **Paid reach overall: 9,155 • Link clicks: 359 Amount spent: \$79.11. Top response: Warriors Off-season Prep**
- **Meetings:** Marketing team meeting.
- **Sponsors/Advertising:** Completed Durbin Orthodontics agreement for 2025.
- **Website updates:** Added photos to program and event pages, cleaning up pages with outdated information.
- **Pull Photos:** Summer playbook, Summer Spectrum, archived photos for Shoreline Park It!

- **TV screens in PLCC lobby:** Updated Rise Vision
- **Photography (program attendance, process photos, upload to SmugMug and hard drives) :** Early Childhood art classes, IMRF meeting, PLCC rooms, Middle School travel basketball games, Swim Meet, Pickleball League, Youth Volleyball, Swim School
- **Videos:** App coupon promo, Floating Egg Hunt, Fairy Fest, Early Childhood art class, Men's Basketball League, Photography class, Creative Corners Preschool,

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

**Brian Panek, Director of Revenue Facilities and Recreation**

- Lake Park Golf Course and Mountain View Adventure Center opened up for the season on March 28<sup>th</sup>.
- Golf Center Golf Course and Short Game Area opened up for the season on March 14<sup>th</sup>.
- Created job description for new Fitness Supervisor at Prairie Lakes.
- Completed Recreation section of Distinguished Agency initial documents.
- Evaluating current positions and responsibilities to create a more efficient Recreation Department.
- All Fall Fest bands have been booked.
- Worked with Annette and business department on updating POS to include sales tax on items required by law.
- Met with Candice to review summer camp budgets and staffing levels.
- David Guzzarde was hired on as the Facility 1 Maintenance at Prairie Lakes.
- Met with Michael Amadei of District 62 in regards to IGA.
- Staff attended multiple job fairs. Hiring for all summer positions have been ahead of pace from previous years. Pools positions are 94% filled at this time.
- Met with April to review annual print advertising plan.
- Attended Mayor's Annual Address to Businesses.
- Attended Galaxy Hot Pot & Grill Ribbon Cutting.
- Attended Chamber of Commerce event at Land & Lake.
- Upcoming Events
  - 4/18 – H2O Night at Prairie Lakes Aquatic Center
  - 4/26 – Earth Day at Arndt Park
  - 5/3 – Pirates and Princesses at Prairie Lakes Aquatic Center
  - 5/10 – Picklepalooza at Chippewa Park
  - 5/18 – Des Plaines Concert Band at Prairie Lakes Theater
  - 5/23-24 – AIM Spring into Dance at Prairie Lakes Theater
  - 5/31 – Kiwanis Cup at Lake Park
  - 5/31 – Family Day at Lake Park

**Joseph Weber, Superintendent of Revenue Facilities**

- Prairie Lakes Fitness Expansion project permits were submitted to the City for review. On March 21, the City acknowledged receipt and provided a 15-30 day review process. On April 14, Landmark Design and Development will be monitoring the response daily for status.
- Distinguished Agency preliminary reviews of General Management were completed.
- Met with Nilco owner Brent and Manager Bret on 4/2 to review the contract and expectations of maintenance and communication of schedules, projects, and equipment at Golf Center and Lake Park.
- Opened Election locations on Monday and assisted judges and staff for Tuesday polling at Arndt and Lake Park.
- Solicited a sponsorship for tree donation for Earth Day.
- Reviewing Spectrum proofs for summer and staff submittals for fall activities and facilities.
- Golf Center
  - Walked the course with Max before opening 3/14. Reviewing course conditions as needed.
  - TeeUp system box specs were requested from Intrepid and Medals, received the TeeMech system and Test TeeUp from Intrepid for parts needed.
  - Reviewing mechanicals of the TechMech system, troubleshooting, and learning pinch-points.
  - Walked the range to review conditions of the turf and underlay with Marcin.

- Monitoring staff and recommending operational changes as needed.
- Interviewed for part-time manager position.
- Scheduled and opened for ice machine cleaning by Easy Ice at Lake Park and Mountain View.
- Lake Park
  - Walked the course with Dylan and Alec before opening on 3/28.
  - Reviewed signage for the fishing area near clubhouse to allow for fish hatching and sanctuary area and the safety of this busy multi-use area.
  - Reviewed plan for Lakeview Center venting with Aurelio.
  - Scheduled and opened for ice machine cleaning by Easy Ice.
- Mountain View Adventure Center
  - Walked the course and batting cage start-up with Dylan for opening on 3/28.
  - Identified project needs and work orders.
- Held Revenue Facilities staff meeting on 4/1.
- Attended Kiwanis Cup planning meeting 4/8

### **Dylan Kuffell, Revenue Facilities Manager**

- Attended food service safety training and passed the exam to renew certification.
- Completed pre-season walk through of Lake Park course as well as Mountain View mini golf course and batting cages with Joe to assess improvements needed.
- Held a supervisor staff meeting for Lake Park staff.
- A majority of the food trucks needed for Live at the Lake series have been booked with a couple dates to finalize.
- Opened Lake Park and Mountain View for the 2025 season on March 28<sup>th</sup>.
- Another Shoreline Room rental for a baby shower on July 12<sup>th</sup> has been booked. More tours of the space continue to be scheduled with July date inquiries coming in often.
- Mountain View reservations are being booked for the summer. 8 reservations plus 5 dates for our park district camp visits so far.
- Lake Park Golf Course now has 24 Annual Course members, compared to a total of 15 members in 2024.
- Class rosters for our Spring Yoga Open House are almost full. Anyone from the public is still welcome to walk through the building on April 12<sup>th</sup> without participating in yoga.
- I've hired a 5<sup>th</sup> yoga instructor to instruct Saturday morning classes. Starting in June we will have at least 1 yoga session offered all 7 days of the week. Drop-ins for yoga are now available for instructors to accept last minute participants to help fill classes.
- All sailing camp sessions are full with a waitlist on several of them.
- Attended Maine South job fair.
- Lake Park mulching is being done by Alec and Frank. Grass is starting to green and tulips are popping on the North and South corner.
- We've added Steve Krotz back onto our seasonal maintenance crew to assist Alec with landscaping and other projects at Lake Park.
- Alec has contacted other returning seasonal staff to help with landscaping, building maintenance, and event set up/clean up during the busy summer season.
- Alec attended pesticide training and received his sprayer certification.
- Along with prepping the clubhouse for opening day including menu board installation and general cleaning/supply stocking, Alec has been working on new placements of Foot Golf holes and fixing water drainage issues on the golf course.

### **Max Henley, Golf and Facility Supervisor: Golf Center**

- Updated report for number of range balls hit per month.
  - March 2025: 1,723,102 balls hit
    - 46.53 degrees average
  - March 2024: 1,879,343 balls hit
    - 44.03 degree average
- Updated All You Can Hit member spreadsheet: 78 Members.
- Updated reports for Golf Center POS items.
- Planning and working with Joe and NILCO on Golf Course maintenance.
  - Course opened March 14 (2024 Opening Date: February 8)
  - Reporting green speeds and course conditions
    - Green speeds: 6.66 avg.
- Installed new golf course signage to help maintain course.
- Scheduled groups for spring and summer dates.
  - MNASR, Northridge Prep, OLPH, Maine West and Maine South
- Held interviews for Golf Center part-time manager.
- Attended IMRF Staff Meeting.
- Attended Maine West and Maine South Job Fairs.
- 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 closings.

### **Tyler Fuchs, Assistant Superintendent of Recreation**

- Soccer and baseball fields were prepped for season. Work will continue for softball and baseball fields as they begin their season.
- Des Plaines baseball and softball held their evaluations in March at Prairie Lakes and ALC.
- Interviewed and hired David for Facility Maintenance 1 position at PLCC. He started April 1.
- Jr. Warrior and Lady Warriors finished their DYTBL seasons with end of season tournaments.
- Adult softball league registration is open. We will start season first week of May.
- Hosted youth commission bingo night and spring fun fair at Prairie Lakes.
- New personal trainer started, Todd has begun taking clients as of March.
- Finished up first season of our pickleball league indoors.
- Wrapped indoor practices at d62 gyms.
- Working with overnight cleaning crew on daily and weekly checklist items being missed.
- Booked ~100 soccer game requests for spring season so far.
- Safety committee meeting, recreation and business safety lunch, recreation staff meeting.



## Membership Report

March 2024				
PLAC	PLCC	Prairie Pass	ALC	Total
Aquatic Only	Fitness, Gym, Track	All Access	Health Club	
1,270	1,579	578	61	3,488

March 2025				
PLAC	PLCC	Prairie Pass	ALC	Total
Aquatic Only	Fitness, Gym, Track	All Access	Health Club	
1,264	1,771	625	60	3,720

### Elizabeth Karras, Recreation Supervisor

- Planned and coordinated Spring Break School Days Off programs (Kruisin' Kids and Leisure Lizards) for approximately 45 participants per day.
- Created new training materials for Dance & Arts Camp for summer 2025.
- Planned 4 birthday parties for approximately 80 total participants.
- Collaborated with a local educator/homeschool mom to create Homeschool Hangouts program.
- Coordinated the first Homeschool Hangouts program, Hello Spring, for 8 participants.
- Scheduled upcoming birthday parties for May and June.
- Confirmed community group participation for upcoming Earth Day event (4/26).
- Purchased supplies and planned activities and games for Earth Day.
- Prepared activities and crafts for Fairy Fest (4/5).
- Completed youth programs: School Days Off, Homeschool Hangouts.
- Upcoming youth programs: Kids Can Cook, H2O Night, and Homeschool Hangouts.
- Upcoming special events: Fairy Fest, Earth Day.

### Candice Morden, Recreation Supervisor

- Meetings Attended: Monthly Recreation Meetings, Preschool Lead Staff Meeting, Recreation & Business Safety Lunch.
- Worked with photo class instructor in Jenn's absence.
- Read daily registration report to check for accommodations for upcoming programming.
- Certified staff in CPR and First Aid through HSI.
- Provided tours to new interested families for Creative Corners Preschool program.
- Answered parent questions regarding summer camp and preschool program.
- Onboard returning seasonal staff for summer camp 2025.
- Communicated with MNASR for students who need additional support and inclusion services in preschool.



- Worked alongside Jenny to attend job fairs at Maine South, Maine West and Maine East.
- 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.
- Schedule, plan and coordinate summer camp staff training dates.
- Attended Youth Fun Fair at PLCC to promote Park District programs and summer camp offerings.
- Interviewed candidates for camp counselor and camp director's positions for upcoming summer camp season.

#### **Nancy Suwalski, Cultural Arts Manager**

- Collaborating with the Fundraising Committee on Chipotle and Lou Malnati's fundraising events.
- Assisted Lizzie with organizing Kruisin' Kids and Lizard Lizards activities during spring break.
- Coordinating with Lizzie on event details for Earth Day on Saturday, April 26.
- Updated information on Basecamp for website content, Spring Showcase, and the annual DPDA recital.
- Organized and participated in the Artistry in Motion Parent/Dancer information meeting for Season 21.
- Scheduled new music students for spring session lessons.
- Communicated with and met ALC Building Supervisors.
- Met with Al to discuss plans for the Community Concert Band's upcoming performance.
- Coordinated with Sheryl regarding the dog obedience class.
- Collaborating with camp staff to finalize themes for each session.
- Created and managed content for Dance Academy and Dance Idol's Facebook and Instagram pages.
- Attended Artistry in Motion's full company competition and convention, Dupree, in Lombard, which resulted in multiple scholarships and specialty awards.
- Updated the Dance Idol Summer Finale details in Dancebug.
- Revised materials for the summer brochure program.
- Currently working on materials for the fall brochure.
- Partnering with Julie R. on various marketing requests for DPDA and Artistry in Motion.
- Submitted several work orders to The Fitness Connection for Health Club equipment maintenance.
- Purchasing props for the annual DPDA recital, "Game Night 2025."
- Collaborated with Lauren, Artistry in Motion Company Director, on various tasks.
- Partnered with Natalie, Dance Assistant Supervisor, on a variety of tasks.
- Scheduled a repair with Central Flooring to weld seams on the marley floor in Studio 101.

#### **Brianna Wabel, Aquatic Supervisor**

- Hosted and Help with NICS Meet.
- Hired staff for swim lessons at Arndt and Chippewa.
- Helped with Lifeguard class.
- Created new marketing items for swim school kids- move up awards.

Swim School	Membership Report
Punch Pass	155
EFT	480
Total	635

### **Luke Weismann, Athletics & Facilities Supervisor**

- Theater Rentals included: Elk Grove Park District and Alphabet Soup Productions. Had all 3 pianos tuned on 3/19.
- Finalizing Summer Spectrum-about to start fall pages.
- Youth contractual athletics are starting first weeks of April.
- Attended Recreation & Business Safety Lunch on 4/3.
- Hiring a new youth tennis instructor.
- Sports Xplosion Summer Camp: Interviewing, hiring staff, & ordering supplies.
- Spring Soccer: referee meeting on 4/10, first games for rec league start on 4/12. Lil Kickers started on 4/5 (82 kids for Pre-K/K). 2nd-5th grade (170 kids) 6th-8th grade MSSSL League: practices started 4/1 - first games on 4/12 (48 kids).

### **Malgorzata (Gosia) Zalewska, Aquatics Manager**

- Held a lifeguard class for returning and new seasonal staff- certified 17 lifeguards.
- Attended Maine West and Maine South job fairs to recruit staff for upcoming summer season.
- Attended Gold Medal Food Expo, PDRMA Aquatic Risk Management Training, and Starguard Lunch and Learn.
- Worked with Brianna Wabel and the Des Plaines Fire Department to set up training at outdoor pools with staff and to do final inspection.
- Bookings for outdoor pool parties and group reservations- Mystic Groups: 63, Mystic Parties: 3, and Chippewa Pool: 8
- Held interviews for new summer staff and for returners looking to fill a new role.
- MNASR, Village of Lincolnwood, DP School Days off, Willows Academy, Scuba, and Warriors Swim Team rented the facility.
- Held Wibit Night and Public Swim with Wibits for spring break.
- March parties booked at PLAC- Splash Pad parties: 11, Full facility: 7
- Upcoming March events and rentals: Starguard Class, Wibit Night, H2O Night, and Floating Egg Hunt

**DES PLAINES PARK DISTRICT  
PARKS AND PLANNING REPORT  
APRIL 15, 2025**

**Aurelio Marquez, Director of Parks and Planning**

- Coordinated the daily operations and planning for maintaining parks and facilities.
- Managed updates from department supervisors, covering everything from special projects to mechanical maintenance, landscaping, and building services.
- Completed a certification course to become a Playground Safety Inspector.
- Earned my certification as a Pool & Spa Operator.
- Attended the semi-annual Illinois Municipal Retirement Fund (IMRF) meeting to keep up with retirement benefits and policy changes.
- Attended the Mayor's Annual Address.
- Attended recreation & business safety lunch.
- Attended a meeting for a distinguished agency regarding self-assessment procedures.
- Met with subcontractors to gather proposals for insulating mechanical and domestic water lines under the ALC building.
- Made sure parks and facilities, including West Park, Arndt Park, MVAC, and PLCC, were de-winterized.
- Supported the spring cleanup and got parks, soccer fields, and facilities ready across the District.
- Led seasonal training and set up equipment for Parks staff in preparation for the summer season.
- Worked closely with mechanical maintenance on key infrastructure projects, including equipment servicing and chiller startup training at PLCC.
- Managed the procurement of new equipment for mechanical maintenance and building facility needs.
- Facilitated and reviewed projects, such as the hardscape seating wall installation at Dimucci-Lowenberg Park.
- Received Dimucci-Lowenberg Park new playground set, and completed demolition of old piers from previous playground sets.
- Coordinated the removal of vandalism at our Mountain View skate park.
- Collected and reviewed proposals for new fencing at Blackhawk Park as part of our new dog park.
- Actively participated in Safety Committee meetings and interdepartmental communications to enhance team coordination and operations.
- Coordinated the partial reopening of the playground area at Craig Manor Park for resident use, while the city continues its sewer vault upgrade project.

**Dennis Wodka, Special Projects Supervisor**

- Began DiMucci Lowenberg Park renovations
  - Assisted with Kids Around the World in removal of old playground.
  - Removed existing safety surface and repurposed spoils at Garden Plots.
  - Removed all existing concrete footings and disposed of.
  - Received delivery of new playground equipment and staged at playground.
- Performed repairs at Mountain View Mine in preparation of facility opening.
- Began installation of windscreens throughout District.
- Weekly playground inspections.
- Ordered replacement components for Playground repairs.
- Checked on progress of Craig Manor Project.
- Removed vandalism damage at Arndt Park.
- Resolved Fire Alarm issues at ALC and Oakwood facilities.

- Vandalism – See Vandalism 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.
- Replaced water heater #2 at PLCC.
- Began pressure testing pool piping at Mystic Waters.
- Attended job fair at Main West High School.
- Attended IMRF semi-annual meeting.
- Purchased new tow-behind turning plow for landscape department.
- Purchased new utility locating and camera system.
- Removed old and installed new ice maker at Mystic Waters concession.
- Removed and replaced broken toilet in the north restroom at Lake Park south garage.
- De-winterized Lake Park south garage and bandshell.
- De-winterized Arndt Park pool building and outside restrooms.
- De-winterized MVM building and restrooms.
- Service performed on vehicle #7
- Service performed on vehicle #11
- Service performed on vehicle #13
- Service performed on vehicle #19

### **Patrick Barton, Landscape Supervisor**

- Ice rink removal from Arndt, Bluett, Cornell, and West Park.
- Daily garbage routes, paper picking, and dog bag replenishment at all parks.
- Spring cleanup and mulch for Arndt Park and field house.
- Spring cleanup and mulch Golf Center.
- Spring cleanup and mulch for ALC.
- Spring cleanup, pruning and mulch at Mountain View Mine before opening.
- Install aeration pumps and began the startup of the pumps.
- Set up park lists for contractual spring cleanups, mowing, and fall cleanup at various parks.
- Set up park lists for contractual fertilization and weed control.
- Aerate, top dress with sand, and over seed soccer fields at Prairie Lakes.
- Coordinate seasonal training for soccer field setup and field painting at Arndt Park, Chippewa Park, Terrace School, and Algonquin School.
- Setup and paint soccer fields at Prairie Lakes.
- Clean out ponds at Prairie Lakes.
- Biweekly payroll approval for Landscape staff.
- Plan and order products for Dimucci seat wall around the playground.
- Create new mowing route to accommodate contracted mowing and increase efficiency.
- Extensive cleanup of Blackhawk Park to prepare for dog park.
- Snow removal at various facilities and parks.
- Setup trucks and trailers with proper equipment to prepare for mowing and enhancement work throughout the landscape season.
- Finalize landscape plans for Mystic Waters.
- Startup irrigation at Prairie Lakes for soccer fields.

### **Scott Sullivan, Assistant Landscape Supervisor**

- Began spring mulching at PLCC/PLAC, ALC, Golf Center, Arndt Park and facilities.
- Spring cleanup at MVM for seasonal opening.
- Continuation of PLCC soccer field remediation including use of the Turfco spreader to apply sand, topdressing and aerate to improve drainage and soil structure the fields.
- Thorough cleaning of Blackhawk Park in anticipation of new dog park implementation.
- Deconstructed outdoor ice rinks at Bluett, Cornell, and West parks for seasonal storage.
- Seasonal training for soccer field layout and painting procedures.
- Layout and painting completion of PLCC, Arndt, Terrace, Chippewa, and Algonquin soccer fields.
- Spring cleanup of Arndt Park field house in preparation of Fairy Fest activities.
- Monitoring of scheduled contracted tree pruning across various parks throughout district.
- Preparation of tools and materials to be used in upcoming hardscape seating wall installation at Dimmuci-Lowenburg Park to be completed by May 2025.
- Began installation of aerators at PLCC/MVM ponds for season.
- Continuation of daily/weekly garbage/debris removal at all parks throughout District.
- Startup of irrigation at PLCC for soccer fields and began repairs of rotary sprinkler heads in anticipation of irrigation needs.
- Ongoing pruning and maintenance of shrubs, perennials, and trees throughout Park District.
- Setup chainsaw training for Landscape Department to be conducted in April for continuous education.

### **Ken Rochau, Building Services Supervisor**

#### **Golf Center**

- Finished painting the inside of the building.
- RTU filter change.
- Started building new back wall drink ledge on the 3<sup>rd</sup> floor.
- Staff evaluations.
- Installed a new elevator in the ball soaker tank.
- Installed a new motor in the ball scrubber.
- Cleaned around the Nilco garage and the ball warehouse.
- Repaired the main floor drinking fountain.
- Repair bottom cable on 9<sup>th</sup> hole net line and some of the netting.
- Order district wide garbage bags.
- Ken attended Safety Committee, IMRF meeting and staff meetings

#### **ALC**

- Weekend cleaning of bathrooms and setups.
- Setup and weekend support for the Gem Show.
- Installed new 6' X 8' entryway mats in the north and east vestibules.

#### **PLCC**

- Weekend setups.
- Daily custodial staff coverage while trying to hire a new custodian.
- Marcin and Esteban installed a new hot water heater.
- Preseason prep of water treatment for the cooling tower.
- Repaired the washing machine soap feeder.
- Installed new coat racks in the track lobby.
- Painted walls around new room signage.
- Chiller tower has been prepped for chiller start up.

#### **Lodge Buildings**

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

- Setup for Frosted Fairy Festival at Arndt Park.

Mountain View

- Installed new drive belts in the batting cage ball hopper.
- Removed tarps from the batting cages.
- Prep all hitting stations in the batting cages for 3/28/25 opening.

Lake Park

- Repair netting along Touhy.
- Replace bottom cables along netting.

**DES PLAINES PARK DISTRICT  
VANDALISM REPORT  
March 1<sup>st</sup> through 31<sup>st</sup>**

EVENT	PARK	DATE	DAMAGES/CORRECTIONS	MATERIAL COSTS	LABOR COSTS
	MVM Skate	3/11	Spray paint on garbage cans x2		\$270.00
		3/11	Marker on picnic table		
		3/11	Spray paint on ramps & decks x6		
		3/11	Marker on shade structure post	\$30.00	
	West Park	3/11	Spray paint on concrete	\$20.00	\$30.00
	Cumberland	3/10	Spray paint on spring toy	\$20.00	\$60.00
	Arndt Park	3/10	Replaced bent sign x2	\$60.00	
			Replaced missing pavilion sign	\$30.00	
			Pressure washed dumpster enclosure		
				\$90.00	\$120.00
			Sub-Totals	\$250.00	\$480.00
			<b>Grand-Total</b>	<b>\$730.00</b>	

**DES PLAINES PARK DISTRICT  
BUSINESS DEPARTMENT OPERATIONS REPORT  
APRIL 15, 2025**

**Annette Curtis- Director of Business**

- **Projects and Meetings:**

- Submitted Sales Tax.
- Ran installment billing for memberships, swim school, preschool & Dance.
- Completed FY 2026 Budget Agenda item 9- A for board review, created Board meeting presentation.
- Reviewed Employee, Crisis and Safety manuals and Administrative Policies and Procedures.
- Created AI Policy providing staff with direction on using AI technology.
- Prepared staff reviews for Business Office.
- Continued implementation of expenditure tracking for 5.3<sup>rd</sup> card activity, adding GL numbers to the system. Reviewing current policies and procedures for purchase approval.
- Began planning for move to Office 365. With a fall end of life deadline, Exchange (emails) will be the first to move. Attended Microsoft 365 Copilot introduction webinar.
- As a member of the Search Committee, assisted History Center with Executive Director search. Reviewed resumes, invited 3 candidates to second round interview held on April 4<sup>th</sup>, 2025.
- Attended PDRMA Finance Committee meeting.

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

- Payrolls:
  - Payrolls run: 2
  - Checks Issued (Direct Deposit): 434
  - Live Checks Issued: 463
- Accounts Payable:
  - Checks issued: 64
  - EFT/ACH: 99
  - Purchase Orders: 420
  - Invoices: 428
- Reservations (fields, gym, theater, pool and outside rentals):
  - New: 443
  - Confirmed: 220 (indoor pool, outdoor pool, fields, gym & rentals)
- Installment Bills Proofed & Processed: (Quantity and Total Dollar Amount)
  - Prairie Lakes & Aquatics Memberships: 1046; \$21,417.25
  - ALC Fitness memberships: 19; \$247.50
  - Swim School: 438; \$18,782.00
  - Golf Center memberships: 73; \$11,520.00
  - Preschool: 57; \$9,732.50
  - Dance: 259; \$15,935.43
  - Dance Competition: 117; \$20,070.30



## Nicole Dale –Superintendent of Human Resources and Risk Management

### Board Meeting Board Meeting April 15, 2025

- **Human Resources**
  - Assisted with staff personnel problems & concerns
  - Paycom – Outstanding item is double checking accruals, actively working on double checking everyone's time off. Created Custom Fields including driver's license number & expiration date, criminal background check date, sex offender check date, I-9 verification date, accrual seniority date. Finalizing General Ledger changes.
  - Completed monthly IMRF and BLS reporting
  - Updating District manuals: Employee, Crisis and Safety, along with Administrative Policies and Procedures
  - New Hire Orientation and Benefits with David Guzzarde, Facility Maintenance I
  - Created an Immigration Inspection Procedure for front desk staff so they know how to handle ICE agents
  - Worked on performance reviews and reviewing performance reviews
  - Open Enrollment – made all the proper rate changes within Paycom, our COBRA vendor and IMRF (for retirees). Updated changes on carrier websites.
- **Recruitment**
  - Recruiting for Landscape I and Maintenance II – Pools
  - David Guzzarde was hired as our Facility Maintenance I at PLCC, started 4/1/25
  - Maine West Job Fair 3/12/25, Maine South Job Fair 3/19 and Maine East Job Fair 4/2
- **Risk Management**
  - Held risk management committee meeting
  - Had a Kick Off meeting with our PDRMA rep to discuss goals for this upcoming year. Attending a Safety Coordinator Update Webinar series on 4/8 to learn more about the Risk Management Review for this summer.
  - Held a business, admin & recreation safety lunch on 4/3 covering Office Ergonomics.
  - Presenting at the Parks Spring Kick-Off Training on 4/9 to cover statement of admission & emergency action plans
  - Followed up on open property claims

## Peter Demski–IT Manager

### Board Meeting Report – IT Department by 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.