

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

Don Miletic, Executive Director

- **Summer Operations** – It has been a hot and busy summer. The pools have been very busy, the camps have been very active, staff are doing the best to stay safe and keep our participants safe from the heat.
- **Prairie Lakes** – The PLCC Fitness Center Expansion Project is officially out for bid and since we had many RFI for this, we have pushed back the anticipated bid openings for July 15, maybe later. We do still plan to have construction start end of August or early September if bids are approved.
- **Tee Up System** – Peter and team have really taken control of things and are making sure that we are moving forward. I
- **Staffing** – We have hired a new Supt. of Admin, she has worked at another park district in business services and HR. This will be an added help for projects and areas within the business department. In addition, we have been able to hire a Landscape I position. As you know, we have been having a lot of contractual mowing done and this has helped us greatly. We continue to look for a Mechanical I position. I am working with staff to make sure they can try to get these staff on board, but as you know, the summer is busy and just trying to get through the summer. We are midway through.
- **Dog Park** – Well, it's coming along. We have added some additional trees; the main entry area has pavers so that it does not get muddy. Once Dimucci Playground is done, staff will be looking at building some agility items, for dogs to play on. However, from visiting other dog parks and talking to other dog owners, they are interested in open space for the animals to run around. This site is just that.
- **Dimucci Park** – We are beginning to finish off with Turf at this park and then some landscaping. It will have some great equipment, just taking longer as we decided to add turf. We will also put in a new layer of blacktop coating for the half-court basketball.
- **Craig Manor** – This site looks like a war zone. I have stopped over there and there is still a lot more work that needs to be done by the city contractors. The street is ripped up, half our park is not completed, and we still need the basketball court installed. I am trying to find out more information from the City, but the delay to August 1 is not realistic. This may go on for a few more months.
- **ALC** – The goal to install AC throughout the building is not realistic, it would require major work, if not shutdown of the building for a period of time. We did decide to move forward with commercial grade split units for the dance wings. This should be done by end of August, just before we start up with all classes in September. We do plan to finish the gym, lobby and preschool wing later, but that will require more dollars.
- **4th of July** – The parade was a hit, started late but we did get through it. I was so happy to see and hear all the people excited about our float and dog park.
- **Site Visits** – This past month has been filled in by visiting projects such as the Dog Park, along with Chippewa parking lot, and meetings with other Park Districts. In addition working with staff on other projects such as ALC electric upgrade and Clubhouse patio furniture.
- **Policies** – Reviewed administrative policies from staff and made suggested changes. Staff will be working on updating their areas as we go through Distinguished Agency next year.
- **Misc.** – Attended staff meetings, individual department meetings, Executive Director meetings, capital meetings, Frisbie & MNASR meetings, and general improvement initiatives from staff.

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

Brian Panek, Director of Revenue Facilities and Recreation

- **Revenue Facilities**

- Multiple golf events were held in June, including; Dad & Me Father's Day Tournament, Frisbie Center Golf Outing, and IJGA Golf tournament, along with other smaller outings. Staff did a great job organizing all these events for our patrons.
- We continue to meet regarding the TeeUp project at the Golf Center. Plan for implementation of the new system is early November.
- New range balls were delivered for fall and winter needs.
- Continue to advertise at Golf Center Des Plaines on ESPN 1000 during major golf tournaments, Comcast television, and social media. We have added the Golf Scene once again, after Chicago Sports was picked up on Comcast this month.
- Course conditions continue to improve, despite the dry and hot weather. Staff is working on repairing a few irrigation heads at each golf course.
- The Shoreline Room hosted its first wedding.
- Attended the Shoreline grand opening at Lake Opeka.

- **Aquatic Facilities**

- June was a slow start to all 3 outdoor pools due to colder than usual temperatures, however the last 2 weeks of warmth brought large crowds to all 3 pools.
- All 3 pools surpassed last year's revenues.
- The cabana rentals at Mystic have been a success so far with people very happy about the added amenity.
- I have been at all 3 pools on a daily basis. I am happy to say our aquatics staff as a whole are very impressive. Gosia and Bri have done a great job hiring and training around 300 seasonal employees.
- Evaluating procedures to get customers processed quicker at entry gate.
- Wellness pool at Prairie Lake Aquatic Center was closed for painting. It is now back open.

- **Recreation**

- All camps have started throughout the park district. Supervisors and staff have been busy with scheduling and dealing with typical everyday camp needs.
- Attended the Des Plaines School of Dance Recital.
- Working with staff on following the extreme heat procedures at the ALC that were put in place last year for dance classes.
- Working on filling staffing needs while a few staff are out for extended periods of time.
- New this year to Camp Opeka are weekly field trips. Candice put this into place this summer and parent/camper response has been nothing but glowing about this value add.
- Bid packets are on the street for the Prairie Lakes Expansion Project.

- **New Program Updates**

- Met with April and Joe on new program ideas following up from staff input.
- Focus is gearing toward nature and cultural classes and special events.
- We are also looking at programming the new Shoreline Room with special events for families and adults moving forward.
- These classes/programs will start this fall and into the future. We are very excited as a staff in what we will be able to offer on top of all we do already.

- The new Nature Camps at the ALC have been hugely successful. Candice and her staff have done an amazing job with this new program.
- Attended multiple meetings including; Distinguished Agency Mentor meeting, Chamber Board meeting, Admin meetings, Summer Camp trainings, Recreation Staff meeting, multiple Prairie Lakes Renovation meetings, Tee UP upgrades, and Fall Fest Planning Committee meeting.
- **Upcoming Events**
 - 7/16 – Live at the Lake @ Central Park (Band-Farkus, Food Truck-Curious Crow)
 - 7/17 – Live at the Lake (Band-Classical Blast, Food Trucks-Serna's Grill & Kona Ice)
 - 7/18 – Lake Park Junior Open
 - 7/18 – H2O Middle School Glow Night at Chippewa Pool
 - 7/20 – Yoga in the Park at Lake Park
 - 7/22 – Movies in the Park hosted by Optimist Club – School of Rock
 - 7/24 – Live at the Lake (Band-HiFi Superstar, Food Truck-Dave's BBQ)
 - 7/25 – Movies in the Park hosted by Optimist Club – Sonic the Hedgehog 3
 - 7/26 – Carnival Fun at Arndt Park Pool
 - 7/31 – Live at the Lake (Band-The Simple Remedy, Food Trucks-Da Local Boy & Kona Ice)
 - 8/3 – Des Plaines Concert Community Band @ Lake Park
 - 8/7 – Live at the Lake (Band-Fortunate Sons, Food Trucks-Taquizas Ernesto & Kona Ice)
 - 8/8 – Flick N Float at Chippewa Pool (Paw Patrol)
 - 8/8 – Movies in the Park hosted by Optimist Club – Captain America: Brave New World
 - 8/14 – Live at the Lake (Band-Johnny Rusler & the Beach Bum Band, Food Trucks-Serna's Grill & Kona Ice)

Malgorzata (Gosia) Zalewska, Aquatics Manager

- Warriors had a Swim Meet against Park Ridge
- Outdoor pool parties and group reservations had in June- Mystic Groups: 35, Mystic Parties: 32, Arndt Park Pool: 2, and Chippewa Pool: 5
- MNASR and Scuba rented lanes at Prairie Lakes Aquatic Center
- Helped Brianna Wabel with H2O Night
- June parties booked at PLAC- Splash Pad Parties: 12, Full Facility: 6
- Upcoming July events and rentals at Prairie Lakes Aquatic Center: Scuba, MNASR, Discovery Camp, Sports Camp, and Dance Camp
- Upcoming July events at Outdoor Pools: H2O Night- Glow Night at Chippewa Pool and Carnival Fun Fair at Arndt Park Pool

Brianna Wabel, Aquatic Supervisor

- Hosted H2O night at Arndt Park Pool
- Started Arndt Park Camp Swim Lessons
- Started Chippewa Swim Lessons
- Prep for upcoming events – Carnival Fair and H2O night
- culture committee meetings

Swim School	Membership Report
Punch Pass	115
EFT	450
Total	565

Joseph Weber, Superintendent of Revenue Facilities

- Prairie Lakes Fitness Expansion project: Reviewing bid agreement and fitness floor and equipment plan. Bid walkthrough was held on 6/18.
- Communicating regularly with Nilco on course conditions and needs.
- Nilco scheduled repairs at Golf Center:
 - Seed and topsoil was applied to Tee Box #1 & #9 6/23.
 - Scoring, seeding, and sand completed on all Greens 6/23.
 - Placed mulch around trees 6/19 and stone on pathway 6/24.
 - Fungicide and fertilization of the greens 6/26.
- Golf Center
 - IJGA hosted a tournament with 111 youth golfers on 6/27.
 - Max is looking into the use of Webtrac reservations as a way to limit no-shows for tee times.
 - NEW Oktoberfest tournament scheduled for 10/4, planning is underway.
 - School/group use by Aptakisic Jr High, Glenbrook United, St Pats, Elk Grove, Maine South, Maine West, MNASR, St. Viator
 - Youth Golf Camp registration by week 6/2=9, 6/16=10, 6/23=14
 - Bank runs, customer control, and staff training is ongoing.
 - Golf Center broke \$400k in revenue in June 2025.
 - Course monitoring and building site walkthrough are done regularly.
- Lake Park
 - Live at the Lake is underway starting 6/12 – 8/14 (no 7/3 event) at the Bandshell. Future Central Park shows are scheduled for Wednesdays 7/16 & 8/20.
 - Working on coordination of Agent Orange Memorial at the Bandshell, event is scheduled 10/11.
 - Tree of Life plantings and plaque care continues by Alec, Dylan, and crew.
 - Prepared tents and seating for the Senior Center golf outing.
 - Park maintenance schedules continue.
 - The Lakeview Center is home to Camp Opeka, which began on 6/9.
 - Dylan managed hosting the first wedding & reception using the Shoreline Room on 6/28.
 - City of Des Plaines liquor license was reviewed.
 - Des Plaines Fire Department dive training in Lake Opeka 7/7-7/11
 - On site visits to park and course are completed by me on this site regularly.
- ERC Events committee has planned for the ice cream employee appreciation delivery for 7/8.
- Assisted with décor for Tyler's baby shower.
- Reviewing Fall Spectrum pages.
- Distinguished Agency document uploading for mentor reviews continues.
- Attended Kiwanis meeting 6/5 & 6/19
- Attended Tee up tasks meeting 6/9, Fitness meeting 6/10, Shoreline Grand Opening 6/11, Live at the Lake Bandshell 6/12 & 6/19, Frisbee Center Golf 6/13, Dad & Me 6/15, Life Fitness & Midwest Commercial vendor meetings 7/1, City of Des Plaines Parade 7/4.
- Attended the weekly Admin meetings.

Dylan Kuffell, Revenue Facilities Manager

- Live at the Lake series is underway. So far concerts have been great, aside from the first Central Park date cancellation due to weather.
- Hosted the Shoreline Grand Opening on June 11th.
- Hosted the Frisbee Sr. Center Shootout golf outing on June 13th.
- Lake Park Golf Course greens are in great shape and I've gotten positive feedback and comments from members and many other golfers on the overall course conditions.

- Helped Max run the Dad & Me outing at the Golf Center on Father's Day.
- Held our first wedding in the Shoreline Room which was a success. We've had multiple weekends in June with back to back days of rentals and staff have done well with turning the room over from event to event. I have received positive emails from groups complimenting how beautiful the Shoreline Room is, as well as compliments on my bartender, building staff, and Alec's maintenance staff.
- Youth sailing lessons continue to fill up with our final beginner session beginning July 7th.
- The Lake Park Junior Open, scheduled for July 18th is open for registration. We currently have 11 golfers signed up.
- Alec and staff have been keeping up with park grounds, shoreline, and building maintenance, keeping the park in good shape as best as we can with all the foot traffic we get on daily basis.
- Alec assisted with the new dog park at Blackhawk by relocating benches from Lake Park and installing them at the dog park. He also brought fire hydrants for install at the dog park.
- The fence along Touhy Avenue that a car crashed into last winter has been fixed.
- More Live at the Lake banners were installed, with banners placed at the outdoor pools. This was Alec's idea to promote Live at the Lake at the pools since they are always packed, more people will see concert dates.

Max Henley, Golf and Facility Supervisor: Golf Center

- Hosted Dad & Me on June 15th
 - 53 golfers
- Hosted IJGA Tournament on June 27
 - 111 golfers
- Hosted Youth Golf Camp
 - Session 1: 9 participants
 - Session 2: 10 participants
 - Session 3: 14 participants
- Hosted Summer Golf Camps for Elk Grove Boys, Maine South Girls, Maine West Boys, Maine West Girls, and St. Patrick High School
- Scheduled groups for Summer and Fall dates
 - Elk Grove, Elmwood Park, Maine West, Maine South, MNASR, Northridge Prep, Taft, Notre Dame, Resurrection and Wheeling
- Attended Summer staff training on June 5
- Attended TeeUp system meetings on 6/9, 6/12 and 7/2
- Working with Joe and NILCO on golf course maintenance
 - Reporting green speeds and course conditions
 - Overall improvement on the course. NILCO is still working on trouble areas on some tee boxes and greens
- Hosted 2 Range Outings
- Hired and cross-trained staff for various positions at the Golf Center
- Scheduled staff for rental building open and closings

	2024	2025	Change
Range Balls Hit (Automated Tees)	2,090,632	2,041,517	-49,115
Golf Rounds (Daytime)	2,060	1,811	-249
Golf Rounds (Night)	2,281	2,309	+28
Short Game Area	886	677	-209
Grass Tee Baskets (Small/Large)	500/1114	484/785	-16/-329

April Lohr, Superintendent of Recreation and Marketing

- Fitness Expansion: Met with Joe, Aurelio, and Brian several times to go over the construction bid documents. Worked with Aurelio to ensure the final bid documents were accurate and posted to BHFx. Bid opening was moved up to July 14 to accommodate new information. Tyler, Brian, Jenny, and I met with Brian from the Midwest Commercial Fitness to discuss equipment needs and layout options. Ongoing discussions on turf ideas and where best to add it with the most impact are ongoing.
- PLCC Digital Sign Capital Project: Replacement of the PLCC digital sign was completed. Bonnie will begin to add event content from the ease of the online portal or the app on her phone, making updates easier and faster.
- Dog Park: Blackhawk Dog Park is almost complete. The rules signage has been installed, and the website has been updated.
- Fourth of July Parade: The parade was a huge hit despite the rain. We had a great turnout, and people were excited about the dog park.
- Spectrum and Playbook: Fall production is well underway, with both scheduled for completion by late July. Additionally, Winter content has begun, and production will begin in August.
- Program Planning: On 7/10, the recreation staff will meet and discuss new cultural events and nature programming to be added to our Fall lineup. Meetings will resume monthly on the first Tuesday of each month.
- Program Updates: Summer camps are going strong. The 3-on-3 basketball tournament is scheduled for 7/19. Summer dance programs begin 7/7, and we will be focused on monitoring and communicating any potential temperature hazards to families that could impact the safety of participants, given that the air conditioning units are not able to keep up with temperatures and dew points that are excessive. We continue to explore more permanent long-term solutions.
- Dedicated to Excellence: I have completed the legal section. Our mentor, Louise Egofski, Executive Director of the Lemont Park District, will review this month. All other team members have also been working on their evidence entry.
- DCEO Grants Shoreline (\$2M):
 - The final reimbursement has been submitted, and once final payment is received, we will send the final closeout of the project to the state.
- Hiring Updates: Job descriptions for the Marketing Supervisor and Recreation Assistant roles have been posted, and we have received a great number of applications.
- Staff Training: Part-Time/Seasonal Staff Training was held on 5/22 and 6/5.
- Team Meetings: Brian, Joe, and I met to discuss the staff's ideas for new programming and prioritize what was realistic in the short term and what programs may take longer to implement. Tyler, Jenn, and I met to finalize the coverage needs while Tyler is on leave awaiting the arrival of his first two children on July 9. Between Luke, Jenny, Jenn, and I, we will be covering daily operations and issues that may arise.
- Scholarship Program Update: 132 children from 63 families have been approved for scholarships. 12 families were ineligible.

DPPD Total Given Out	\$ 25,152.00
DPPD Total Redeemed	\$ 15,910.00
DPPD Total Unredeemed	\$ 9,242.00
DPFOTF Total Given Out	\$ 29,316.50
DPFOTF Total Redeemed	\$ 21,961.50
DPFOTF Total Unredeemed	\$ 7,355.00

Des Plaines Friends of the Parks

- Meeting 7/2 next meeting 8/6.
- The Friends Board decided on golf shoe bags as part of the sag bags for the GITD event, which is scheduled for Saturday, 9/27.
- Board members are still working on donations, and food is being finalized.

Bonnie Cichanski, Marketing and Communications Manager

Print & Digital Publications

- Began design and layout for Fall 2025 Spectrum (76 pages) and Fall Playbook (8 pages).
- Continued promotion of the Summer 2025 Spectrum and Summer Playbook through social media, email marketing, and facility signage.

Campaigns, Events & Promotions

- Designed 4th of July Parade float panels, patches, and researched new float design concepts.
- Created branding and signage for the Blackhawk Dog Park, and began research on future promotional materials.
- Supported the Shoreline Grand Opening at Lake Park with event signage, displays, and on-site materials.
- Designed raffle baskets for H2O Nights and supported promotional signage for the event series.
- Created and completed a reciprocal ad for Park Ridge Park District to support regional visibility.
- Provided full marketing support for Live at the Lake, including social media content, print banners, onsite signage, and paid ads.

Email Marketing Performance

- July 1st e-blast promoted Live at the Lake, Summer Fun at Lake Park, Bollywood Dance, Movies in the Park, Community Concert Band, H2O Night, Yoga, Soccer Academy, Prairie Lakes Fitness, and registration reminders.
 - Sent to 14,516 recipients | Open rate: 43%
- June 6th e-blast highlighted the Shoreline Grand Opening.
 - Sent to 13,733 recipients | Open rate: 48%

Collateral & Branding Projects

- Continued design of updated Dance brochure and Sponsorship brochure.
- Ongoing support for Golf Division marketing, including:
 - Golf Center and Mountain View opening promotions
 - Trifold and scorecard redesigns
 - Lake Park trifold refresh
 - Lakeview Center print ad

Internal Collaboration & Strategic Meetings

- Participated in weekly Administration meetings with the Executive Director.
- Attended biweekly Marketing team meetings, Bluefire Design check-ins, Fall Playbook planning session, and LinkedIn Learning webinars.

Wellness & Staff Engagement

- Serving as Wellness Team lead, with ongoing support for internal communication (monthly staff wellness emails) and coordination of the DPPD Book Club.

Ongoing Communication Tasks

- Maintained and updated:
 - Park District website
 - Electronic signs and district signboards
 - Business cards, name tags, board packet covers, and doorplates

Colette Plantz, Marketing Supervisor

Graphic Design & Promotion

- Designed and distributed promotional graphics and signage for multiple program areas and events, including: Aquatics, App Coupons, Basketball, Soccer, Yoga, July 4 Parade, Live at the Lake, Shoreline Park It, and lobby/social screen content.

Social Media Management & Engagement

- Posted regularly to promote Park District programs and events across platforms.

- Monitored local community pages for resident feedback, including response to negative or misinformed chatter.
- Responded to community questions via Messenger to ensure timely customer service.

Instagram Performance (Month-over-Month)

- Followers: 3,679 (+0.3%)
- New Follows: 125 (+24%) | Unfollows: 25
- Reach: 10,000 (+65%)
- Page Views: 65,000 (+71%) [63% followers / 37% non-followers]
- Content Interactions: 1,200 (+18%)
- Profile Visits: 1,305 (+37%)
- Link Clicks: 238 (+1.2K%)
- Most viewed post: Mystic Waters upgrades

Facebook Performance (Month-over-Month)

- Followers: 8.72K (up from 8.57K)
- Net Follows: +76% (169 new, 26 unfollows)
- Page Reach: 79,600 (+101%)
- Page Views: 222,800 (+108%)
- Content Interactions: 1,500 (-5.4%)
- Link Clicks: 820 (+20%)
- Page Visits: 6,600 (+52%)
- Top organic post by reach: Mystic Upgrades (5.6K views)
- Most liked post: Shoreline Ribbon Cutting photos (72 likes)
- Paid Reach: 7,255 (+174%)
- Total Ad Spend: \$613 | Top performing ad: 3v3 Basketball Tournament (16.6K reach)

Meetings & Collaboration

- Attended Marketing Team Meeting to coordinate messaging, campaigns, and seasonal needs.

Website Management

- Updated outdated program content, cleaned up redundant pages, and added images to various event and program listings to enhance user experience.

Photography & Video Content

- Captured, edited, and archived photos for events and programs including:
 - Creative Corners (Little Leafers Camp), Dad & Me Golf, H2O Night, Spring Soccer, Landscape Team, Mystic Signage, LATL x2, Park It: Shoreline, Open Gym
- Produced and uploaded videos for:
 - Creative Corners Nature Camp, Mystic Waters, Live at the Lake (x3), Shoreline Park It (including boat view), DPDA Recital, Aerial Silks Showcase, H2O Night, Dad & Me Golf, Mystic Upgrades, App Coupon Demo, July 4 Parade and Turtles at Home.

Other Projects

- Updated PLCC lobby screens via Rise Vision.
- Pulled and organized photos for the upcoming Fall Playbook.

Jennifer Boys, Assistant Superintendent of Recreation

Facility Support & Operations

- Continued inventory management for concessions across all facilities, including order placement and invoice processing to ensure uninterrupted service.
- Participated in internal discussions regarding temperature control at the Administrative & Leisure Center (ALC) to support a comfortable and safe environment for patrons and staff.

Event Coordination & Community Engagement

- Partnered with April on coordination of 4th of July parade logistics, including float and vehicle decorations, refreshment orders and delivery, and communication with parade walkers.

- Managed parade walker registration and staffing information, and ensured timely updates to participants regarding the rain delay and revised schedule.

Program Supervision & Staff Coverage

- Stepped in to supervise camps and preschool programs during Candice's time off.
- Postponed a field trip due to inclement weather and successfully coordinated rescheduling for the following week.
- Continued to assist Jenny Fairman with camp support and staffing needs throughout the week.

Inclusion Services Coordination

- Maintained communication with MNASR to ensure staffing and support for campers requiring inclusion services.

Time Off

- Enjoyed scheduled vacation time with family, ensuring responsibilities were covered during absence.

Tyler Fuchs, Assistant Superintendent of Recreation

Sports Programming & Staffing

- Sports Camp launched successfully with an average of 120 campers per week, an increase of 20+ participants compared to 2024.
- Staffing levels are sufficient, thanks to strong hiring and preparation efforts by Luke.
- Actively assisting with planning for upcoming basketball programs, including youth camp, adult 3-on-3, and summer league in July.

Fitness Expansion Project Planning & Vendor Coordination

- Met with Direct Fitness Solutions (Mike Munson) to review version 2 of the proposed layout; provided feedback on improvements.
- Met with Life Fitness and Midwest Commercial Fitness to discuss equipment options and facility design; Midwest to deliver a proposal in the coming week.
- Participated in bid walkthrough at PLCC with potential contractors for the expansion project.
- Attended the IPRA Fitness Committee Meeting and facility tour in Highland Park with Jenny, a valuable benchmarking opportunity.

Facility Operations & Maintenance

- Completed preventative maintenance on fitness equipment; only minor repairs required.
- Working with Jenny to assess and address aging spin bike functionality, with long-term planning underway for replacement strategy.

Community Engagement & Events

- Staffed the rock climbing wall at Taste of Des Plaines.
- Participated in Lake Opeka Shoreline Park It! event for the grand opening.

Interagency Collaboration & Internal Readiness

- Met with Mount Prospect Park District staff (with April and Jenny) to discuss a potential exchange of services agreement and conducted a facility tour.
- Preparing the recreation team for temporary leave during the birth of twins to ensure continuity of operations.
- Participated in the District Safety Committee meeting.

Membership Snapshot – Year-over-Year Comparison

Membership Type	June 2024	June 2025
PLAC (Aquatic Only)	1,231	1,079
PLCC (Fitness, Gym, Track)	1,601	1,742
Prairie Pass (All Access)	593	688
ALC (Health Club)	52	52
Total Members	3,477	3,561

Total membership increased by 2.4% (net gain of 84 members). Prairie Pass (All Access) grew by 16%, showing strong demand for full-facility access. PLCC (Fitness, Gym, Track) rose by 8.8%, reflecting continued interest in fitness offerings. PLAC (Aquatic Only) dropped by 12.4%, possibly due to facility closures or seasonal outdoor options. ALC (Health Club) remained flat.

Candice Morden – Recreation Supervisor

Summer Camp Operations & Staff Support

- Completed training for general camp locations at Prairie Lakes in early June and led CPR/First Aid certification for camp, aquatic, and sports staff.
- Conducted daily check-ins at Neighborhood Camp sites to monitor quality and staff support.
- Collaborated with staff and supervisors to address and resolve challenges during camp sessions 1–4.
- Visited Arndt Park and Chippewa pools on swim days to ensure staff and participant adherence to safety protocols.
- Managed behavioral concerns with both parents and staff to help ensure a successful camp experience for all participants.
- Worked through Paycom-related staffing issues across various camp sites.

Parent Communication & Inclusion

- Provided preschool tours and responded to parent inquiries about early childhood programming and summer camps.
- Coordinated with MNASR to ensure appropriate support for campers needing inclusion services.
- Continued arrangements for the Creative Corners Preschool Open House on Wednesday, 7/30.
- Encouraged preschool staff to attend Live at the Lake to promote the 2025–2026 Creative Corners program.

Field Trips & Program Highlights

- Finalized and processed invoices for Camp Opeka’s first-ever summer field trip series.
- Organized and supported successful trips to Bowlero, Mt. View Adventure Center, The Forge, and Brookfield Zoo.

Administrative & Department Engagement

- Participated in the monthly Recreation Department meeting.
- Ordered and distributed supplies to Preschool Camp, Arndt Park, West, Opeka, and Discovery locations.

Nancy Suwalski, Cultural Arts Manager

Program Oversight & Event Execution

- Led multiple staff trainings for Dance & Arts Camp and provided support during camp sessions, including attending the Session 1 performance with nearly 90 campers and a full audience.
- Purchased supplies, reviewed safety protocols, and communicated the Excessive Heat Plan to over 300 families enrolled in the 5-week summer dance program.
- Coordinated and attended the Artistry in Motion end-of-season banquet, celebrating company dancers and families.
- Supported the Annual DPDA Dance Recital, which featured over 300 dancers across six shows, drawing more than 1,300 audience members. “Game Night 2025” capped off nine months of training with outstanding performances and production value.
- Attended the Aerial Silks Showcase, “Ascending Through Realms,” highlighting 30+ students of all levels before an audience of 200+. The event marked several program firsts and showcased the continued growth of the aerial program.

Administrative & Marketing Support

- Updated internal platforms (Basecamp and DanceBug) with current information for Community Concert Band, DPDA, and Dance Idol 2026.
- Managed and created content for Dance Academy and Dance Idol’s social media accounts.

- Updated materials for the Fall Program Brochure to ensure accuracy and promotion of cultural arts offerings.
- Met with new families interested in DPDA and Artistry in Motion programming to provide orientation and enrollment guidance.

Collaboration & Staff Development

- Conducted staff meeting for Artistry in Motion Dance Company.
- Helped train new ALC Building Supervisors.
- Maintained regular collaboration with Lauren (Company Director), Natalie (Dance Assistant Supervisor), and Lizzie (Recreation Supervisor) to support program execution and upcoming events.

Jenny Fairman, Fitness Supervisor

Fitness Operations & Programming

- Published the summer fitness class schedule for PLCC, promoting enrollment and drop-ins; schedule also submitted for website update.
- Conducted daily fitness center walkthroughs to ensure cleanliness and operational readiness.
- Continued onboarding and staff integration, gaining insight into team responsibilities and workflow.
- Supporting a smooth transition from the Recreation Assistant role through close collaboration with Tyler, Candice, and April.

Facility Management & Expansion Planning

- Provided oversight during camp swim days and assisted with summer camp supply coordination and delivery.
- Proactively learning front desk workflows to support broader facility operations.
- Met with equipment vendors and consultants (Direct Fitness Solutions, Life Fitness, Midwest Commercial Fitness) to evaluate layout, flooring, and equipment options for the PLCC Fitness Expansion Project.
- Participated in the contractor walkthrough for the bid process (6/18).
- Preventative maintenance completed by The Fitness Connection (6/10).

Industry Engagement & Strategic Partnerships

- Attended IPRA Fitness Committee Meeting and facility tour in Highland Park (6/26), featuring insights from Mike Munson (Direct Fitness Solutions) relevant to PLCC's expansion.
- Met with Mount Prospect RecPlex leadership to explore potential partnership and service exchange opportunities (6/25).

Customer Support & Community Engagement

- Responded to parent inquiries and ongoing support needs related to summer camp programs.
- Participated in 4th of July parade planning and float decorating (7/3–7/4).
- Designed signage and led coordination of Ice Cream Appreciation Day (7/8) with ERC Events Committee.
- Represented DPPD at Lake Opeka Park It! event at the Creative Corners Preschool table (6/11).
- Participated in monthly Recreation team meeting.
- Sourced and coordinated the replacement of a Life Fitness spin bike computer console to maintain equipment reliability.

Luke Weismann, Athletics & Facilities Supervisor

Event Support & Transition to Summer Programming

- Provided facility and logistical support for major spring performances and rentals, including Rising Stars, Russian Ballet, and Stage School productions of Alice in Wonderland Jr., Mean Girls Jr., and Moana Jr.
- Supported transition into Dance & Arts Camp following spring stage performances.

Camp Operations & Participation Trends.

- Oversaw Sports Xplosion Summer Camp, ensuring completion of all ePACT medical and emergency forms.
- Camp registration numbers remained strong across the first five weeks:
 - Week 1: 117 participants
 - Week 2: 130 participants
 - Week 3: 119 participants
 - Week 4: 98 participants (shortened due to 7/4)
 - Week 5: 116 participants
- Attended and supported field trips to Santa's Village, Bowlero, Prairie Lakes Aquatic Center, and Chicago Dogs Game (7/9).

Youth & Adult Sports Programs

- Closed out the Men's Spring Basketball League on 6/3 and launched the Summer Men's League with 4 teams on 6/30.
- Ongoing summer sessions for MMA, EVP Volleyball, Karate, Youth Tennis, and Fencing are progressing well, with planning underway for fall sessions.
- Coordinated several key summer athletic events and leagues:
 - Lady Warriors Tournament Team competed at the Chicago Summer Shootout (6/28)
 - Warrior Basketball Camp for boys and girls begins 7/7 at Willows Academy
 - Youth Basketball Summer League (Grades 5–8) begins 7/14
 - Men's 3v3 Basketball Tournament scheduled for 7/19

Department Collaboration & Planning

- Participated in the monthly Recreation Department Meeting.
- Engaged in ongoing meetings with MSSL (Mountainside Soccer League) to prepare for the Fall Soccer season.

Elizabeth Karras, Recreation Supervisor

Program Delivery & Youth Engagement

- Successfully planned and facilitated four birthday party rentals, serving approximately 100 participants.
- Completed Kids Can Cook youth program and prepared for upcoming session.
- Served as backstage manager for the Des Plaines Dance Academy (DPDA) recital performances, ensuring smooth show operations.
- Decorated the Prairie Lakes Theater lobby for the annual DPDA recital, enhancing the event experience for families and performers.
- Trained front desk staff on box office ticketing procedures to support smooth patron entry and customer service.

Camp Leadership & Management

- Co-directed Dance & Arts Camp alongside Natalie Sanchez for a strong first session with 90 participants.
- Coordinated camp activities and addressed behavioral concerns, maintaining a safe and inclusive environment.

Community Events & Facility Support

- Worked with Tyler and Luke to operate the climbing wall for the Taste of Des Plaines community event.
- Facilitated Art in the Park activities at the first three Live at the Lake concerts, enhancing community engagement through hands-on art experiences.
- Coordinated with Service Sanitation to secure portable restrooms for Central Park concert dates.

Team Collaboration & Departmental Engagement

- Participated in the monthly Recreation Department meeting, contributing updates on youth and arts programs.

**DES PLAINES PARK DISTRICT
PARKS AND PLANNING REPORT
JULY, 2025**

Aurelio Marquez, Director of Parks and Planning

- Conducted site walkthroughs at Prairie Lakes with general contractors and subcontractors to ensure accurate proposals for the renovation project.
- Participated in the PLCC Bid Packet Review meeting; received updated bid documents and coordinated distribution through BHFX to all participating general contractors.
- Managed the intake, organization, and submission of RFIs for the PLCC renovation project to the project architect.
- Had a facility walkthrough with Botany Bay to review and discuss the chemical systems used for boiler and chiller tower pipe maintenance.
- Continued implementation and coordination of the Verizon vehicle tracking system across the fleet.
- Supervised the final phase of Dog Park fencing installation to ensure proper completion.
- Oversaw the installation of permeable pavers at the dog park entrance to improve site functionality and aesthetics.
- Collaborated with the Executive Director to coordinate dog park amenities, including the placement of donated fire hydrants from the City of Des Plaines, relocation of tables from Lake Park clubhouse, and strategic tree planting for shaded areas.
- Monitored and recorded chemical readings at Arndt Pool and made necessary system adjustments.
- Received training on the operation and maintenance of Mystic Pool equipment.
- Conducted site walkthroughs with electrical subcontractors at ALC to obtain proposals for Bard wall-mounted air conditioner power installations.
- Coordinating crack filling throughout our parks and facility parking lots and pathways.
- Oversaw HVAC and RTU maintenance throughout our facilities.
- Coordinating Dimucci-Lowenberg final stages for our grand opening.
- Managing the repairs of our defender systems at PLAC and Arndt pool locations.
- Coordinated with departments to have the wellness pool at PLAC repainted, ensuring that the yearly maintenance was completed correctly.
- Coordinated installation of parking bumpers at Chippewa parking lot.
- Participated in the July 4th parade.

Dennis Wodka, Special Projects Supervisor

- Continued with Dimucci-Lowenberg renovation
 - Completed installation and assembly of entire new playground.
 - Began filling playground area with $\frac{3}{4}$ stone to final grade.
 - Prepared swing set area for turf installation.
 - Began landscape restorations throughout park.
- Assisted with organizing equipment for Touch a Truck at Lake Park.
- Assisted with Blackhawk Dog Park fence installation.
- Installed picnic tables and fire hydrants in Blackhawk Park fields.
- Assembled and installed message/rules board at Blackhawk Dog Park
- Relocated vehicles and equipment as needed.
- Performed weekly pavilion cleaning at Arndt, Blackhawk, and West Parks.

- Completed weekly Basecamp assignments.
- Completed weekly park inspections.
- Vandalism – No vandalism to report this month.

Esteban Cardenas, Mechanical Maintenance Supervisor

- PLAC Daily Operations
- Mystic Waters Daily Operations
- Arndt Pool Daily Operations
- Whirlpool at PLCC drained, cleaned and filled every Monday
- Wellness Pool Repaint. Stripped old paint from pool surface. Acid washed pool surface. Repainted pool.
- Wellness pool high dusting as needed. Light repairs as needed. Replaced wiring for sound baffles.
- A/C checked at all buildings on Mondays, Wednesdays and Fridays
- Replaced Popcorn Machine receptacle at Mystic Concession building
- Repaired Water Hydrant at Rand Park East Ballfield
- Unclogged toilet at Chippewa Ballfield restroom. Removed toilet and rodded sewer line.
- Removed and replaced air compressor for Fire Sprinkler system at Arndt pool building
- Repaired Irrigation system at Lake Opeka Golf course 10th hole fairway
- Spear Corp. installed new chemical controller for Spraypark at Mystic waters
- Cleaned all A/C units at Mystic Concession
- Installed water service at Blackhawk Park for Dog Park
- Replaced engine on Permagreen Spreader/Sprayer
- Service performed on vehicle #4
- Service performed on vehicle #10
- Service performed on vehicle #18
- Service performed on vehicle #20
- Service performed on Vehicle #26

Patrick Barton, Landscape Supervisor

- Mow, week whack, blow off at parks throughout the district.
- Cleanup garbage and debris throughout the district.
- Clean bathrooms, breakroom, and take out garbage at Oakwood.
- Lead daily stretching exercises for landscape staff.
- Order tools and supplies for various projects.
- Finish top cap cuts for retaining wall at Dimucci-Lowenberg – fully installed after turf.
- Fill water tanks at garden plots -4x weekly per contract.
- Drag and line softball and baseball fields for games, practice, and rentals.
- Line soccer fields at Terrace School
- Crack fill parking lots – Oakwood, Golf Center, Prairie Lakes
- Topdress and overseed/fertilize soccer fields at PLCC.
- Trim trees and bushes at various parks throughout the district.
- Regular watering of new plantings at Mystic, Arndt, and PLCC.
- Continuous weeding of parks, playgrounds and garden beds throughout the district.
- Remove sod and mulch under tables at Blackhawk Dog Park
- Install new trees at Blackhawk Dog Park.
- Coordinate weekend schedule with crew members who are working.

- Rake in swing set bays where safety surface has been kicked out.

Scott Sullivan, Assistant Landscape Supervisor

- Continuation of maintenance throughout district including mowing, line trimming, debris removal, daily garbage removals, and weeding of landscape beds.
- Installation of capstone at dimmuci-lowenburg to new seating wall construction to be completed soon.
- PLCC soccer field project installing additional sand to improve drainage, topsoil for improved turf health, and fertilization.
- Garden plot monitoring and filling of water tanks for irrigation at a minimum of four days a week.
- Ongoing weed maintenance and watering of new landscape installation at Mystic Waters water park.
- Trimmed trees, removed old landscape plantings, installed topsoil, overseeded, and general cleanup of dimmuci-lowenburg in anticipation of re-opening.
- Daily watering of all new landscape installations at Arndt, Chippewa, Mystic Waters, and Centennial parks.
- Coordination of asphalt crack filling at Oakwood, Golf Center, and PLCC parking lots.
- Weekly dragging, line painting, and maintenance of all softball/baseball fields across district.
- Full cleanup of Cornell Park including tree and shrub trimming, weeding, and mulching.
- Installation of new TOL plaques.
- Monitoring of TOL trees for diseases, ongoing adoptions, and tree warranties.
- Daily coordination of landscape department employee daily tasks and logistics to ensure proper workflow and timely completion of park projects.

Ken Rochau, Building Services Supervisor

Golf Center

- Installed the new ball scrubber.
- RTU # 7 replacement of 2 condenser fans and capacitors.
- Pressure wash all RTU coils, changed filters and belts.
- Replaced 1st and 2nd floor deck fans.
- Received quotes on replacing RTU # 2.
- Replaced the plastic station dividers on 1st and half of 2nd floor.
- Installed a new edge warning composite board on 3rd floor decks.
- Cover shifts for the building custodian I position until we hire a new custodian.

ALC

- Weekend Cleaning of bathrooms and setups.
- Change aerial silks in the gym.
- Setup for Aerial Silks recital.
- Pressure washed RTU coils, changed filter and belts.

PLCC

- Weekend setups.
- Dance recital setup, support and take down.
- Paint removal and painting of the wellness pool with Mechanical Dept.
- Help with removing and reinstalling ceiling tiles for the fitness expansion walk through.
- Help covering shifts while PLCC Custodian is on vacation.

Lodge Buildings

- Weekend Rental Setups for Cumberland Terr.
- Daily camp cleaning at West and Arndt Fieldhouses.
- Daily cleaning of Concession stand bathrooms at West Park.

- # Mountain View

- DES PLAINES PARK DISTRICT
VANDALISM REPORT
April 1st through 30th

EVENT	PARK	DATE	DAMAGES/CORRECTIONS	MATERIAL COSTS	LABOR COSTS
	Apache	4/21/25	White Marker on Can Lid		\$15.00
	DP Manor	4/28	Black Marker on 2-5 Slide		\$15.00
	Lake Park	4/28	Charcoal Drawing on Concrete on Path		\$60.00
	West	4/28	Spray Paint at Baseball Lamp Post		\$15.00
	Willow	4/28	Spray Paint on Sidewalk		\$30.00
			Sub-Totals	\$	\$
			Grand-Total	\$145.00	

**DES PLAINES PARK DISTRICT
BUSINESS DEPARTMENT OPERATIONS REPORT
JULY, 2025**

Annette Curtis- Director of Business

- **Projects and Meetings:**
 - Submitted Sales Tax.
 - Ran installment billing for memberships, swim school, & camp.
 - Completed Fall Spectrum proofing.
 - Attended Tee up meetings to discuss system design.
 - Complete audit preparation, for fieldwork on July 7th.
 - Distributed preliminary FY 2025 financial statements to staff for their review.
 - Fiscal year 2026 Budget and Appropriation Ordinance and related documentation was accepted by Cook County.
 - History Center- Finalizing the 2025 budget and restarting the executive director search
 - Began transition for Nicki's leave.
- **Business Department Statistics: (March)**
 - Payrolls:
 - Payrolls run: 2
 - Checks/Direct Deposit Issued: 1,113
 - Accounts Payable:
 - Checks issued: 70
 - EFT/ACH: 103
 - Purchase Orders: 611
 - Invoices: 692
 - Reservations (fields, gym, theater, pool and outside rentals):
 - New: 336
 - Confirmed: 301 (indoor pool, outdoor pool, fields, gym & rentals)
 - Installment Bills Proofed & Processed: (Quantity and Total Dollar Amount)
 - Prairie Lakes & Aquatics Memberships: 1034; \$22,015.50
 - ALC Fitness memberships: 17; \$239.25
 - Swim School: 414; \$18,258.85
 - Golf Center memberships: 86; \$13,600
 - Summer camp: 709; \$36,448.58

Nicole Dale –Superintendent of Human Resources and Risk Management

- **Human Resources**
 - Assisted with staff personnel problems & concerns.
 - Paycom – still looking into a prenote file, added ODRISA rule to scheduling, working direct deposit return process.
 - Completed monthly IMRF and BLS reporting.
 - Distinguished Agency – gathered information for the Legal section.
 - Training with Annette in preparation of my leave of absence: Payroll & IMRF Monthly Reporting.
 - Audit – assisted with gathering information for the audit (7/7-7/11).
 - Updated/added several administrative policies: Employee Relations Committee, Resignation of FT staff, Vehicle Tracking Policy, Abused & Neglected Child Reporting Act, Boundary Violation Policy, Electronic Communication with Minors & Vulnerable Adults, Overnight Events & Programs, Vehicle

Reversing/Backing, Safety Shoe Reimbursement, Uniform Purchase & Reimbursement, Credit Card Purchases.

- Participated in the 4th of July Parade.
- Ellie is doing a wonderful job assisting staff with Paycom questions – making sure payroll is accurate.

- **Recruitment**

- Recruiting for Building Custodian I and Maintenance II – Pools.
- Recruiting for Marketing Supervisor in anticipation for Colette's retirement.
- Conducted 2nd round interviews for Superintendent of Administration. Hired Liz Scott, starting 7/28.
- Hired Salvador Nunez as our new Landscape I employee, starting 7/14.

- **Risk Management**

- Held risk management committee meeting.

PDRMA Risk Management Review – on-site visit with Risk Management Consultant set for July 2nd. We went through all the paperwork which will be submitted to them shortly, and then visited Oakwood Garage, Lake Park Garage, Lake View Center, Arndt Pool, and Arndt Camp.

Peter Demski–IT Manager

IT Projects/Other

- Working on developments for the TeeUp Project.
- Working out plan for migration steps for legacy phones numbers.
- Coordinated with team and vendor for the replacement and install of new PLCC sign.
- Participated in the training on 6/30 for the new PLCC sign.
- Upgrading server infrastructure.

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.
- **Event:** Brief (<30 min) Power Outage on 6/3 at ALC. Systems in place prevented district-wide outage.

IT Services Provided

- Assisted with setting up events and staff training sessions.
- Setup new workstations, printers, phones, and tablets.
- Supported users by troubleshooting and fixing computers, phones, and printers.
- 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 and provided support for issues.
- Continuous monitoring metrics of networking equipment and logging events.