

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

Don Miletic, Executive Director

- **Prairie Lakes** – The PLCC Fitness Center Expansion Project had a good amount of responses that we went over. We had one group that came in lower than the rest and we will be recommending them for the project. We will also have staff on site to check on the General Contractor and to help move things along.
- **Staffing** – I would like to welcome Liz Vinakos as the new Supt. of Administration. She will be working in the areas of Risk Management, HR, Projects, and anything else that comes along to help the departments and team move forward. She has already jumped in with two feet assisting others. We have also hired a new Marketing Supervisor; she will be replacing Colette who is set to retire next month.
- **Dog Park** – It has opened and we plan to try to have a ribbon cutting on September 6th at 10am. It has been well received and we continue to hear great things.
- **Dimucci Park** – Opened last week, had some delays due the synthetic turf installation and the hot weather has made it a challenge working outdoor for a prolong period of time. Many children are happy to see the park open. So am I.
- **ALC** – Aurelio and I met with a mechanical engineer that has worked with old school buildings and has provided us with some good news on the building for our future A/C needs. We had reports that the building would require massive upgrades and challenges to update with A/C. Now, we may have some challenges but not as many. Still a work in progress. The dance room does plan to be the first area that gets an updated HVAC system.
- **Craig Manor** – This part of town is an eye sore and we are working with the City to move all heavy equipment out of Craig Manor and return the Park to us. The underground vault was completed months ago and now the construction company is using it to store heavy equipment, and half the park is a dangerous site.
- **Tee Up** – I had a chance to review items with Peter and get Liz involved with this project. It is moving forward, still have some challenges ahead but we are making progress.
- **Fall Fest** – Before you know it the Fest will be here. It always takes a great deal of teamwork within the Park District along with all those from the History Center and the Chamber of Commerce. Again, we along with other groups have many new people learning the ropes and how things work.
- **Site Visits** – This past month I have been at multiple sites checking in on areas of operations. It is clear that the Park District is busy with this heat; also, this will be the first year Mystic Waters stays open until Labor Day. We will have one small pool and Mystic open for Labor Day weekend.
- **Camps** – We have completed another camp season and with this heat, it has been a challenge for our staff. They did a great job, led by Candice. We also had Sports Camp and Dance Camp that did wonderful as well.
- **Budgets** – I have been reviewing budgets with staff to determine if we need to contract out some areas instead of doing them in-house, saving us time and money.
- **Policies** – Reviewed Board Manuel and Ordinance Manual, there are a few items that need to be updated for Distinguished Agency. We are also working on updating overnight parking in park district lots.
- **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
ADMINISTRATION REPORT
AUGUST 2025**

Liz Vinakos, Superintendent of Administration

- Began employment on 07/28/2025 and have been moving through the onboarding process.
 - Staff has been assisting with providing access to all web sites and systems needed to perform job functions.
 - Have been set up as designated Safety Coordinator with PDRMA. ADA Compliance Officer policy update with Board for review.
 - Reviewed all open liability and worker's compensation claims with the HR Coordinator.
 - Completed new hire safety orientation, and harassment prevention training through PDRMA.
 - Met with the Superintendent of Recreation & Marketing to transition and train on Superintendent of Administration functions.
 - Reviewed all personnel, safety, administrative, and Park Board policies.
 - Completed OMA and FOIA training, certificates provided to Executive Director.
 - Reviewed current status of remediation efforts for the risk management review process and have time scheduled in the beginning of August to assist department on recommended action items.
 - Performed risk management duties for incident investigations and reporting/recording.
 - Assisted Business department on personnel meetings, investigations, and accommodations in the absence of the Superintendent of HR & Risk.
 - Met with Director of Parks and Planning to begin site visits.
 - Met with Administrative Assistant of Parks & Planning to review the compilation of the monthly Board packet.
 - Onboarded with the Executive Director for tours of parks and facilities and administrative responsibilities.
- **Meetings:**
 - Attended first weekly administrative meeting on July 31st.
 - New hire orientation with the Director of Business and HR Coordinator.
 - Meetings with employees, supervisors, and department heads.
 - **Scholarship application update.**
 - So far, we have had 132 applicants. Ten applications have been denied due to exceeding the federal financial qualification guidelines. Receipt of new applications has slowed.

DPPD Total Given Out	\$ 18,000.00
DPPD Total Redeemed	\$ 13,739.00
DPPD Total Unredeemed	\$ 4,261.00
DPFOTP Total Given Out	\$ 22,500.00
DPFOTP Total Redeemed	\$ 33,590.00
DPFOTP Total Unredeemed	\$ 2,910.00

**DES PLAINES PARK DISTRICT
REVENUE FACILITIES AND RECREATION REPORT
August 19, 2025**

Brian Panek, Director of Revenue Facilities and Recreation

- **Revenue Facilities**

- Turf on the driving range was repaired by Perfect Turf to prolong the life of the turf. Turf was last replaced in 2017.
- Grass tees were closed end of July for planned maintenance due. Plans are to have the grass tee opened back up by 8/15.
- We continue to meet regarding the TeeUp project at the Golf Center. This month has focused on POS, tee times, no-shows, and invoicing.
- Met with Conserv FS on solutions to improving course conditions on our golf courses.
- Working with staff on new patio logistics and rules at Lake Park Clubhouse.
- The Junior Open was held on 7/18 at Lake Park. Dylan and staff did a great job with the event this year with increased numbers from the past few years.
- The Des Plaines Fire Department hosted dive training at Lake Opeka.
- Submitted State Illinois Liquor License for the Shoreline Room.
- Work on converting rooms at LVC to Music rooms has started. Music classes will begin at LVC this September.

- **Aquatic Facilities**

- July was a very warm month. All 3 outdoor pools were very busy. Summer pool staff have done an amazing job this year.
- Attended all 3 outdoor pools on a daily basis.
- Worked with staff at Arndt Park Pool to make sure patrons are following rules to ensure enjoyment by all.
- Over \$500,000 was brought in at Mystic Waters for the month of July.
- Mystic and Arndt Pool will be open for the Labor Day weekend. Staff have been secured for these dates.
- Working with Gosia and Brianna on future software changes to help make swim school sign up easier for customers and staff.

- **Recreation**

- Working with camp staff on day to day items.
- Monitoring dance programs at PLCC. The move of classes from ALC to PLCC was smooth thanks to staff from PLCC and dance staff.
- Updated Athletic Supervisor job description as we look at filling that open position.
- Reviewing the Independent Contractor Agreements with April.
- Researched locker rooms and fitness center equipment at various vendors and fitness centers.
- Attended the bid opening for the Prairie Lakes Expansion project on 7/21.
- Go Green graciously donated many items to our Nature Camp for the kids to use in class and take home.

- **Other Updates**

- Secured Town & Country for beer truck and ordering for Fall Fest.
- Finalized all entertainment contracts for Fall Fest.
- Attended the July 4th parade.

- Attended multiple meetings including; Admin meetings, Recreation Staff meeting, multiple Prairie Lakes Renovation meetings, Aquatics staff meeting, Tee UP upgrades, Golf Committee Meeting for the Chamber, grand opening of Mi Tierrita Colombia, and Fall Fest Planning Committee meeting.

- **Upcoming Events**

- 8/20 – Live at the Lake @ Central Park. (Band-Sushi Roll, Food Truck-Kurbside Pizza)
- 8/22 – Movies in the Park hosted by Optimist Club – School of Rock.
- 9/12-14 – Fall Fest Des Plaines.
- 9/27 – Golf in the Dark At Lake Park Golf Course.

Malgorzata (Gosia) Zalewska, Aquatics Manager

- Wellness closure for maintenance occurred- was opened back up on time.
- Warriors had a swim meet against Buffalo Grove, Lincolnwood, and Arlington Heights.
- Warriors participated in Summer NISC Division A Championship and received 2nd place.
- Outdoor pool parties and group reservations had in July- Mystic Groups: 89, Mystic Parties: 38, Arndt Park Pool: 2, and Chippewa Pool: 7.
- MNASR and Scuba rented lanes at Prairie Lakes Aquatic Center.
- Brianna Wabel held H2O Night- 50 participants.
- July parties booked at PLAC- Splash Pad Parties: 13, Full Facility: 4.
- Upcoming August events and rentals at Prairie Lakes Aquatic Center: Scuba, MNASR, Discovery Camp, Sports Camp, and Dance Camp.
- Upcoming August events at Outdoor Pools: Flick N' Float at Chippewa Pool and Staff Appreciation at Mystic Waters.

Membership Snapshot- Year-over- Year Comparison

Membership Type	July 2024	July 2025
PLAC (Aquatic Only)	1,268	1,213
Prairie Pass (All Access)	678	709
Total Aquatic Members	1,946	1,922

Brianna Wabel, Aquatic Supervisor

- Hosted H2O night at Chippewa Pool
- Completed CPO class
- Warriors Swim Team Meet (Championship)

Swim School	Membership Report
Punch Pass	118
EFT	460
Total	578

Joseph Weber, Superintendent of Revenue Facilities

- Prairie Lakes Fitness Expansion project: Reviewing Bids, fitness equipment, and lockers. Bid opening was held on 7/21.
- Communicating regularly with Nilco on course conditions and needs.
- Nilco scheduled repairs at Golf Center:
 - Seeded and topsoil application to front and back Grass Tees 7/28-8/1.
 - Repairs to tee boxes continue.
 - Path filling was completed as needed.

- Golf Center
 - Tee up POS, Ticketing, and Tee time development meetings.
 - Reviewed Smart Rain Irrigation Management smart controllers and software.
 - Communicated with Bret from Nilco on conditions and planning at the course.
 - Scheduled Leibold for irrigation repair completed on 7/29 affecting the 1st fairway.
 - Oktoberfest Tournament scheduled for 10/4, planning is underway.
 - Bank runs, customer control, and staff training are ongoing.
 - Golf Center broke \$400k in revenue in June 2025.
 - Course monitoring and building site walkthrough are done regularly.
 - Fans were installed on the 3rd floor by the Buildings Department.
 - Repairs needed on dividers were completed.
 - Communicating with starters, front desk, attendants and pickers daily.
 - Received invaluable training on picking the range from Brian on 7/18.
- Lake Park
 - Live at the Lake has been dealing with the effects of challenging weather. Staff have done a nice job of pivoting.
 - Junior Open Golf Tournament was successfully hosted for 25 players on 7/18. Nice job by Dylan and Max hosting.
 - Sand was applied by Nilco to greens 7/25.
 - Tree of Life plantings and plaques updates were completed by Alec and crew.
 - New seed and topsoil were added to the construction site south of the Optimist Pavilion and is being watered regularly by a pump from the lake supply.
 - Des Plaines Fire Department Dive training was completed in Lake Opeka 7/7-7/11.
 - Continuing to work on the coordination of Agent Orange Memorial at the Bandshell.
 - On site visits to park and course are completed by me on this site regularly.
 - Worked on irrigation scheduling at control boxes.
 - Furniture for patio was received on 7/30.
- Mountain View walk-throughs continue.
- Fall Fest
 - Updates to Scope of Work with Blue Star Security and signed agreement.
 - Abbott Lab parking agreement updating.
 - Scheduling shifts for staff through the weekend in areas.
- Kiwanis Peanuts were received. These were ordered through Sams since Terri Lynn went out of business.
- Winter Spectrum documents have begun the Superintendent reviewing process.
- Attended: Fitness Expansion meeting 7/1, Tee up Tasks and development meeting 7/10, 7/11, 7/14, 7/22; Kiwanis meeting 7/17 Locker site visit 7/28, Live at the Lake 7/10, 7/16, 7/24.

Dylan Kuffell, Revenue Facilities Manager

- Hosted the Junior Open at Lake Park with a good turnout of 25 junior golfers.
- Seeing a lot of interest in the Shoreline room for September and October, with several dates already booked extending to October 25th. May through July, we've hosted 12 banquet events. Events are currently limited to weekends due to camp Opeka during the week.
- New clubhouse furniture has been installed and the new patio is now open to customers.
- Met with Joe, April, Jenn, and Nancy to plan for music lessons at the Lakeview Center.
- Assisted Camp Opeka staff with needs and access to the Lakeview Center on days with hot temperatures.

- Beginning the hiring process for fall staffing for Mountain View and Lake Park part time landscape maintenance.
- Mid-summer yoga has seen a decrease in attendance, however, our next sessions beginning in August are already seeing higher enrollment, similar to spring sessions.
- Despite some rain we were able to hold live at the lake concerts at the band shell and Central Park.
- Needs for the golf course at Lake Park have been addressed by Joe in communicating with Nilco. Including sand added to greens and adjusting the irrigation system so it is being watered properly. A few other minor details relating to mowing were addressed as well.
- Maintenance staff, Park security staff, and I have been focused daily on keeping the park grounds safe and tending to issues when they arise.

Max Henley, Golf and Facility Supervisor: Golf Center

- Hosted Youth Golf Camp
 - Session 4 (7/7-7/11): 7 golfers
 - Session 5 7/21-7/25): 6 golfers
 - Session 6 (8/4-8/8): 13 golfers
- 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.
- Working on TeeUp with IT.
- Attended TeeUp system meetings on 7/11 and 7/28.
- 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.
 - Grass Tee work started July 28th. Tees will be closed for about 2 weeks
- The Golf Scene came to shoot a spot to feature Golf Center on 7/14, currently airing on CHSN.
- Proofed Golf Center section in Fall Spectrum.
- Entered Winter Spectrum information.
- Hosted 2 range outings and a course outing.
- Hired and cross-trained staff for various positions at the Golf Center.
- Recruiting Fall staff for Deck Attendant, Front Desk, and Picker.
- Scheduled staff for rental building open and closings.

	2024	2025	Change
Range Balls Hit (Automated Tees)	2,090,632	2,118,088	+27,456
Golf Rounds	4,488	4,168	-320
Short Game Area	888	672	-216
Grass Tee Balls Hit	109,560	73,150	-36,410

April Lohr, Superintendent of Recreation and Marketing

Major Capital Projects & Facility Planning

- Fitness Expansion – Prairie Lakes Community Center (PLCC)
 - Attended bid opening on July 21 and conducted contractor interviews (Kandu Construction).
 - Met with internal stakeholders to review bids and select fitness equipment for the expanded space.
 - Scheduled final layout and purchase meeting with Direct Fitness (August 7).
 - Conducted site visits to evaluate locker systems for upcoming locker room renovation. Planning a visit to West Chicago Park District to see another vendor.
- PLCC Shutdown Planning.
 - Closure of track, courts, and main pool in August for maintenance.
 - Scheduling a deep clean of locker rooms and fitness floor to maintain facility standards during construction.
 - Fitness center will remain open and operational during shutdown.

Program Planning & Departmental Oversight

- Winter 2025 Spectrum
 - Finalized department-wide content review and quality assurance for brochure production.
 - Facilitated Fall and Winter program planning meetings with Recreation and Marketing teams to align program offerings with promotional timelines.
- Cross-Departmental Coordination.
 - Supported relocation planning of music and visual art classes to Lakeview Center with Cultural Arts and Revenue Facilities teams.
 - Led development of a Dance Marketing Plan to ensure alignment between program goals and marketing efforts. DPDA will be starting a few weeks later on September 22 to allow for the construction project for the air-conditioning units.
- Special Events
 - Supported successful 3-on-3 Basketball Tournament.
 - Summer Camps nearing completion with strong participation and positive feedback. Fall is packed with special events September – November.

Administrative Projects

- Distinguished Agency
 - Reviewed legal and board policy updates suggested by Distinguished Agency mentor.
 - Scheduled follow-up with the Administrative Team for August 19 to assess progress and compliance.
- Grant Management
 - Final phase of the \$2M DCEO Shoreline Grant underway. Awaiting final reimbursement check before closing out the project with the state.

Human Resources & Staffing

- Recruitment
 - Posted Athletics Supervisor position following Luke Weismann's departure to Lemont Park District.
 - Hired Shelley Holmes as Marketing Supervisor (start date: late August), replacing Colette Plantz who retires mid-September.
- Personnel Management
 - Provided operational leadership and coverage for Fitness Manager Tyler during his family leave.
 - Resolved staff performance and behavior issues; addressed field use conflicts between Sports Camp and Parks Department.

Leadership & Team Collaboration

- Facilitated various strategic meetings including:
 - Music & Art Class Relocation – coordination with Dylan, Joe, Nancy, and Jenn.
 - Fall Fest Planning – held at Des Plaines Chamber of Commerce on July 25.

Des Plaines Friends of the Parks

- Meeting August 6 and next meeting September 3.
- GITD on September 27.
- Working on Sponsors, Golfers, and food donations.

Bonnie Cichanski, Marketing and Communications Manager

Publications & Promotions

- **Fall Spectrum & Playbook**
 - *Status*: Both submitted to the printer.
 - *Details*: Fall Spectrum 76 pages; Fall Playbook 8 pages.
 - *Distribution*: Online Spectrum live on Monday, August 4. Printed versions delivered to facilities week of August 4; Playbooks mailed to households week of August 11.
- **Summer Spectrum**
 - Ongoing promotion via social media, signage, and targeted email campaigns.

Campaigns & Events

- **Fall Fest**
 - Launched promotional campaign including e-sign graphics and print ads in Des Plaines Journal, Daily Herald, and The Bugle.
- **July E-Blast - Sent July 1**
 - Featured: Live at the Lake, Bollywood Dance, Yoga in the Park, H2O Night, Community Concert Band, Movies in the Park, Des Plaines Soccer Academy, Prairie Lakes Fitness Center, and Summer Spectrum registration.

Facility & Branding Enhancements

- **Blackhawk Dog Park**
 - New signage completed.
 - Ordered new branded pet scoopers; past orders include collapsible water bowls and pet waste bags.
- **Prairie Lakes Electronic Sign**
 - New digital sign installed and staff training completed.
 - Content looks excellent and significantly enhances curbside communications.

Personnel & Strategic Projects

- **Marketing Supervisor Hiring**
 - First-round interviews completed; second-round assignments underway.
- **Brochure Development**
 - In progress: Dance Program Brochure and Sponsorship Brochure redesign.
- **Ongoing Marketing Support**
 - Continuous collaboration with Golf Center, Mountain View Adventure Center, and Lake Park/Lakeview Center.

Professional Development & Leadership

- **Internal Meetings & Training**
 - Participated in weekly Administration meetings, bi-weekly Marketing team meetings, Swim Team planning, IT coordination, and LinkedIn Learning webinars.
- **Industry Engagement**
 - Attended Women in Leisure Services event featuring Lisa Santoria on Mental Wellness in the Workplace – exploring a future staff engagement opportunity with her.
- **Employee Wellness Leadership**
 - Leading Wellness Team initiatives, including monthly emails, fall Step Challenge prep, book club activities, and related incentives.

Ongoing Communications Support

- **Regular updates and management of:**
 - Website content

- Districtwide sign boards & electronic messaging.
- Staff business cards, name tags, and board report covers.

Colette Plantz, Marketing Supervisor

Graphic Design & Visual Content

- Designed signage and marketing materials for:
 - Aquatics, Pools, and Golf Center App.
 - Live at the Lake, Dog Park, and Lake Park posters.
 - Soccer, Social Media & Screens, and App-Only Coupons

Social Media Management

Instagram

- Followers: 3,762 (+3% from last month)
- New Follows: 133 (+4%) | Unfollows: 27
- Reach: 6,000 (↓42%)
- Page Views: 63,000 (↑1%)
- Content Interactions: 1,221
- Profile Visits: 1,410 (↓6%)
- Link Clicks: 23 (↓20%)
- Top Post (by views): Turtles Released Back to Pond Habitat

Facebook

- Followers: 8,840 (↑146 new | ↓13 unfollows | Net Growth: +30%)
- Reach: 53,149 (↓36%)
- Page Views: 201,342 (↓1%)
- Content Interactions: 1,600 (↓23%)
- Link Clicks: 1,463
- Page Visits: 6,800 (↓13%)
- Top Organic Post (Reach): Emoji Day at Lake Park (15.6K)
- Top Organic Post (Likes): Blackhawk Dog Park (88 likes)
- Paid Reach: 26,349 (↑89%)
 - Total Ad Spend: \$363
 - Top Performing Ad: Carnival Fun at Arndt (16,600 reach)

Monitoring & Engagement

- Monitored social chatter for negative feedback.
- Engaged with community questions via Facebook Messenger.

Video Production

- **Completed Videos:**
 - Turtles Released | July App Reminder | July 4 Recap
 - Live at the Lake | Staff Appreciation | Mystic Café Upgrade
 - Junior Golf Open | H2O Chippewa | 3v3 BB Recap
 - Blackhawk Dog Park Opening | Fall Soccer | Fitness Center Promo

Photography

- Captured and archived photos of:
 - All Summer Day Camps, Swim Lessons, 3v3 Basketball Tournament, July 4th Parade, Junior Golf Open, Mystic Waters, H2O Night at Chippewa, Dog Park Ribbon Cutting.

TV Screen Content

- Updated **Rise Vision** screens at Prairie Lakes Community Center (PLCC)

Meetings Attended

- Marketing Team Meeting
- Recreation Department Meeting
- Swim Team Coach Coordination

Miscellaneous

- Pulled select photos for new Sponsorship Brochure development

Jennifer Boys, Assistant Superintendent of Recreation

Youth Camps

- **Summer Camp Operations**
 - Provided ongoing support to Camp Supervisor Candice Morden throughout the season.
 - Participated in and supported the Camp Olympics at Arndt Park. Successful event with excellent weather and enthusiastic camper participation.

Cultural Arts & Program Transition

- **Dance & Music Coverage**
 - Coordinated with Cultural Arts Manager Nancy Suwalski to ensure full operational coverage for dance and music programming during her upcoming medical leave.
 - Participated in the development of a Dance Marketing Plan alongside Nancy and Superintendent April Lohr.
 - Collaborated with Revenue Facilities staff at Lakeview Center to plan relocation of music classes to that site beginning Fall 2025.

Special Events

- **Fall Fest 2025**
 - Continued coordination with the Fall Fest planning committee on event logistics.
 - Worked with Annette to secure:
 - Certificate of Insurance (COI) for parking at 1350 Touhy
 - State of Illinois Special Event Liquor License
 - Facilitated KidZone planning with Nancy and Lizzie.

Operational Support

- **Program Guide Review**
 - Edited and finalized Winter 2025 Spectrum content submitted by recreation staff.
- **Concessions Oversight**
 - Ongoing inventory monitoring and concession supply ordering for all facilities.
 - Processed related vendor invoices to ensure timely payment.
- **Staffing & Training**
- **ALC Building Supervisor**
 - Interviewed and hired a new supervisor for the Administrative & Leisure Center.
 - Personally covered open shifts when necessary to ensure facility coverage.
- **Staff Certifications**
 - Served as CPR instructor and certified staff members of the Business Department.
- **Aquatics Staff Engagement**
 - Participated as a guest judge at the Aquatics Staff Appreciation Event.

Risk Management & Safety

- **Camp Safety Inspections**
 - Completed inspections of summer camp operations in coordination with Safety Committee Chair Peter.

Tyler Fuchs, Assistant Superintendent of Recreation

Was off in July for birth of Twins! Thanks to all my co-workers for assisting me while I was out.

Membership Report

Membership Type	July 2024	July 2025
PLAC (Aquatic Only)	1,268	1,213
PLCC (Fitness, Gym, Track)	1,614	1,772

Membership Type	July 2024	July 2025
Prairie Pass (All Access)	578	709
ALC (Health Club)	58	55
Total Members	3,618	3,749

Total membership grew by 3.6% from July 2024 to July 2025, driven by strong increases in PLCC (+9.8%) and Prairie Pass (+22.7%) memberships. Aquatic-only (PLAC) memberships declined slightly (-4.3%), while ALC held steady.

Candice Morden – Recreation Supervisor

Staff Engagement & Recognition

- **ERC Events Committee**
 - Led the planning and implementation of a successful Ice Cream Appreciation Event for all part-time and seasonal employees across multiple facilities.
- **CPR Instruction**
 - Co-facilitated CPR training for the Business Department staff alongside Assistant Superintendent Jennifer Boys.

Hiring & Staffing

- **Recreation Assistant Recruitment**
 - Conducted multiple interviews and successfully hired Haley Becker for the Recreation Assistant role.
 - Haley begins on August 18.
- **Staff Oversight**
 - Conducted daily check-ins at neighborhood camp sites with support from temporary Rec Assistant, Skylar.
 - Began formal performance evaluations for all Summer camp counselors and directors.

Summer Camp Leadership

- **Session 8 Enhancements**
 - Coordinated special camp experiences including face painters, bounce houses, and a rock wall.
 - Managed camper behavior issues in collaboration with staff and families to support positive outcomes.
- **Camp Olympics**
 - Planned and executed the **Second Annual Camp Olympics**, a large-scale event involving West Park, Arndt Park, and Camp Opeka, hosted at Arndt Park.
- **MNASR Coordination**
 - Initiated and scheduled a strategic planning meeting with MNASR to support campers requiring additional inclusion services.
- **Field Trip Management**
 - Finalized and processed all invoices for Camp Opeka field trips.

Preschool & Early Childhood

- **Creative Corners Promotion**
 - Scheduled preschool staff to attend Live at the Lake to promote enrollment for the 2025–2026 school year.
 - Hosted Creative Corners Preschool Open House on July 30, engaging several interested families.
- **Community Engagement**
 - Provided on-site preschool tours, answered questions regarding early childhood programs, and upcoming summer camps.

Program Support

- **Art Classes with Rhonda Popko**
 - Coordinated successful art class sessions throughout June and July.

Meetings Attended

- Monthly Recreation Department Meeting

- Camp Director Meeting

Jenny Fairman, Fitness Supervisor

Fitness Operations & Programming

- **Winter 2026 Program Development**
 - Completed one-on-one meetings with all PLCC Fitness Instructors to plan and finalize Winter Spectrum submissions.
 - Finalized **Fall Spectrum** fitness class offerings and submitted the Fall Fitness Schedule for both registration and website update.
 - Communicated proactively with participants regarding upcoming schedule changes.
 - Conducted daily fitness center walkthroughs to maintain high standards of cleanliness and readiness.
- **Team Integration & Onboarding**
 - Continued onboarding process to understand roles, workflows, and staff needs across the PLCC Fitness Team.

Facility Management & Expansion Planning

- **Fitness Expansion Project**
 - Reviewed equipment proposals from **Direct Fitness Solutions** and **Life Fitness**.
 - Met with **Commercial Specialties Inc.** to explore updated locker options.
 - Assisted with mirror replacement in the Strength Room (installed July 14).
 - Supported equipment repairs and preventative maintenance, including:
 - Pull down/row machine
 - Elliptical trainer
 - Matrix upright bike
 - Coordinated recalibration of spin bikes, completed by Life Fitness on July 17.
 - Sourced and arranged replacement console and bracket for a Life Fitness spin bike.
 - Actively learning front desk operations to support overall facility functions better.
 - Began compiling ideas for updated PLCC safety protocols.
- **Space & Scheduling Coordination**
 - Collaborated with Nancy Suwalski, Jennifer Boys, and April Lohr on the shared summer use of the Aerobics Studio and Racquetball Court for dance programs.

Industry Engagement & Best Practices

- **IPRA Facility Management Community**
 - Researched and compiled music licensing practices used by peer park districts for fitness facilities.

Marketing & Program Promotion

- **Cross-Department Collaboration**
 - Participated in monthly Recreation Team Marketing Meeting, sharing fall and winter program highlights for promotional planning.

Luke Weismann, Athletics & Facilities Supervisor

Facility & Event Support

- Provided logistics and on-site support for several major summer performances and events, including:
 - Stage School Productions: *Alice in Wonderland Jr.*, *Mean Girls Jr.*, *Moana Jr.*
 - Des Plaines Community Concert Band.
 - Premier Showcase and Dance & Arts Camp transition prep.
 - Big Noise Theatre Fall Show: *Annie* – in early planning stages.

Recreation & Program Planning

- Participated in Recreation Staff Meeting.
- Contributed content for Fall and Winter 2025 Spectrum Brochures.

Summer Camp – Sports Xplosion

- Participant Counts:

- Week 1: 117 | Week 2: 130 | Week 3: 119
- Week 4 (4th of July): 98 | Week 5: 116 | Week 6: 115
- Week 7: 97 | Week 8: 110 | Week 9: 120 | Week 10: 80
- **Administrative Oversight:** Ensured completion of all ePact health forms
- **Field Trips Included:** Santa's Village, Bowlero, Mountain View Mine Mini Golf, Prairie Lakes Aquatic Center, and Chicago Dogs Game.

Athletics Programming

- **Ongoing Summer Sessions:**
 - MMA | Hot Shots Sports | EVP Volleyball | Karate
 - Youth Tennis | Tumbling | Fencing
- **Basketball:**
 - *Lady Warriors Tournament Team* to compete in Chicago Summer Shootout (Romeoville – Aug 9)
 - *Men's Summer League:* Week 6 of 8 underway
 - *Youth Summer League (Grades 5–8):* Began July 14
- **Youth Soccer:**
 - Player Evaluations held at Prairie Lakes (July 28).
 - Coaches Meeting scheduled for Aug 12.
 - Mid Suburban Soccer League (MSSL) meeting scheduled for Aug 20.
 - Season kick-off for Pre-K/K – 8th Grade: Sept 6.

Nancy Suwalski, Cultural Arts Manager

Departmental Leadership & Coordination

- **Internal Communication & Collaboration**
 - Attended monthly Recreation Department Staff Meeting.
 - Maintains active communication and collaboration with key staff:
 - Lauren (Artistry in Motion)
 - Natalie (Des Plaines Dance Academy – DPDA)
 - Lizzie (Special Events, Live at the Lake, Dance & Arts Camp)
 - Al (Community Concert Band)
- **Basecamp & Brochure Management**
 - Entered all Winter Spectrum content.
 - Actively updated Basecamp with project and program information.
 - Collaborating with Julie on the development of a new DPDA Promotional Bi-Fold.

Dance & Arts Programming

- **Staffing & Communications**
 - Hired a new Dance Instructor for the 2025–2026 season.
 - Completed staff evaluations for DPDA team.
 - Sent weekly email updates to families involved in School of Dance, Artistry in Motion, and Dance & Arts Camp.
 - Continued daily/weekly social media posting for Dance Academy Facebook and Instagram pages.
- **Family Engagement & Recruitment**
 - Met with prospective families interested in both DPDA and Artistry in Motion.
 - Working with Lauren and Natalie to finalize Parent/Dancer Handbooks for both programs.
- **Fall Season Prep**
 - Finalized Fall DPDA class scheduling with Jennifer Boys and April Lohr; all summer dance programming successfully moved to PLCC.
 - Confirmed dates/times with Guest Choreographers for Artistry in Motion.
 - Ongoing planning for Dance Idol 2026.
 - Communicated with families regarding Extreme Heat Protocol during summer classes.

Music & Arts Relocation

- **Lakeview Center Transition**

- Collaborated with Jennifer, April, Dylan, and Joe to plan relocation of music classes to Lakeview Center for Fall 2025.
- Met with instructor Janet Thompson to review LVC space for her new fall art classes.
- Coordinated with Music Academy Staff to update schedules and ensure a smooth transition.

Camp & Special Events

- **Dance & Arts Camp**

- Attended Sessions 2 & 3 camp performances.
- Continued oversight and coordination of all camp-related communications and planning.

Elizabeth Karras, Recreation Supervisor

Special Event Planning & Coordination

- **Fishing Derby (Oct 18):** Collaborated with Dylan on event logistics and planning.
- **Fall 2025 Special Events:**
Met with Superintendent April Lohr to coordinate upcoming fall events, including:
 - Family Harvest Hoedown
 - Fishing Derby
 - Trunk or Treat
 - Día de los Muertos (Day of the Dead)
- **Fall Fest KidZone:** Contacted local entertainers and secured face painter and inflatable obstacle course.
- **Pumpkin Smash (Nov 8):** Partnered with Jill Gambino from the City of Des Plaines for joint planning.

Recreation Programming

- **Youth Programs:** Upcoming: *Kids Can Cook* fall session.
- **Birthday Parties:** Scheduled and coordinated August 2025 parties across facilities.

Camps & Community Engagement

- **Dance & Arts Camp:** Supported daily programming and facilitated camper activities.
- **Arndt Park Camp:** Assisted with the climbing wall program.
- **Live at the Lake – Art in the Park:** Coordinated and facilitated hands-on community art activities.

Administrative & Department Collaboration

- Attended monthly Recreation Department staff meeting.
- Continued cross-departmental coordination to ensure smooth operations of camps, events, and birthday rentals.

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

Aurelio Marquez, Director of Parks and Planning

- Managed daily operations of facility pools to ensure safety and efficiency.
- Coordinated repairs with Spear Corp. for malfunctioning control panels and display screen at Arndt and PLAC pools.
- Oversaw the successful opening of Blackhawk Dog Park, ensuring all operational elements were in place. Planning for more amenities to be built in house and installed.
- Coordinated the reopening of the renovated DiMucci-Lowenberg Park.
- Participated in site surveys with the IT department at Oakwood to plan for a surveillance system upgrade.
- Finalized selection of electrical contractor for AC power installation at the ALC facility.
- Supervised demolition and new ceiling grid installation in the ALC facility lobby.
- Attended planning meeting for the upcoming Fall Fest event scheduled for September.
- Conducted reference check and jobsite visit in Woodstock, IL to assess work quality of lowest bidder for the PLCC renovation.
- Met with locker fabricators to review design proposals and options for the PLCC renovation project.
- Coordinated end-of-season luncheon for early bird staff to recognize their contributions work ethics.
- Completed walkthrough of Mountain View facility with Revenue Facilities Manager to assess updates and safety concerns.
- Began risk management site reviews with the new Superintendent of Administration to streamline recordkeeping.
- Participated in a media interview with the Executive Director and the Journal to highlight our playground partnership with Kids Around the World.
- Oversaw plumbing repairs in the ALC crawl space to address a leak, enabling the start of demolition and installation of fiberglass insulation on all facility water lines in our crawl space.
- Continuing HVAC and RTU maintenance throughout our facilities.
- Completed the shoreline patio fence punch list and conducted a punch walk to confirm all punch list items where addressed.
- Holding bi-weekly staff meetings to coordinate interdepartmental operations.

Dennis Wodka, Special Projects Supervisor

- Continued with Dimucci-Lowenberg renovation
 - Began installation of artificial turf material for playground.
 - Completed grading of playground surface.
 - Completed swing set area for turf installation.
 - Continued with landscape restorations throughout park.
 - Poured concrete footings for new shelter
 - Poured new concrete to fill in sand box area.
- Installed small dog play feature in Blackhawk Dog Park.
- Installed DPDA banners at Central, Chippewa, MVM Parks.
- Prepared float for parade.
- Cleaned and prepared Centennial Park for Fourth of July parade.

- Performed weekly pavilion cleaning at Arndt and West Parks.
- Completed weekly Basecamp assignments.
- Completed weekly park inspections.
- Vandalism – See Vandalism Report.

Esteban Cardenas, Mechanical Maintenance Supervisor

- PLAC Daily Operations
- Mystic Waters Daily Operations
- Arndt Pool Daily Operations
- Chippewa Pool Daily Operations
- Arndt Pool Defender control panel replaced by SPEAR Co.
- PLAC Wellness Pool Defender control panel screen replaced by SPEAR Co.
- Installed water service at Blackhawk Park for dog wash station
- Installed shut-off valve for water hydrants at Rand ballfields
- Replaced square shade structure covers at Mystic waters
- Repaired drinking fountain at Lake Opeka golf course
- Serviced and replaced air filters at all RTU's at PLCC
- Replaced multiple outside light bulbs at MVM and adjusted timers as needed
- Serviced drinking fountains at West Park. Reinstalled fountain by basketball courts. Replaced cartridges and filters as needed.
- Service performed on vehicle #11. Replaced front brakes.
- Service performed on vehicle #5
- Service performed on vehicle #7
- Service performed on vehicle #17
- Service performed on vehicle #24
- Service performed on Vehicle #32

Patrick Barton, Landscape Supervisor

- Weekly lawn maintenance at parks.
- Daily trash and debris cleanups in parks.
- Daily weed treatment (pulling/spraying) at various parks.
- Lead daily stretching for landscape staff.
- Fill water tanks at garden plots four times per week.
- Replace dog bags at parks.
- Finish capstones for retaining wall at Dimucci.
- Lay sod and seed for damaged areas at Dimucci.
- Help Special Projects staff with completion of Dimucci.
- Setup watering systems for Dimucci sod and grass seed.
- Water new trees at Blackhawk Dog Park.
- Regular maintenance of turtle pond.
- Complete drainage and stone at entrance of Dog Park.
- Bi-weekly payroll for full time and part time staff.
- Order materials and supplies needed for ball field renovations.
- Begin ball field renovations for fall baseball and softball.
- Discuss and plan daily/weekly plans with Assistant Landscape Maintenance Supervisor.

- Remove damaged/old tree of life plaque.
- Trim bushes at various parks.

Scott Sullivan, Assistant Landscape Supervisor

- Daily garbage route completion.
- Daily watering route for all new landscape installs including new tree plantings at Blackhawk park for new dog park, garden plot water tank refills, new sod installation at Dimmuci-Lowenburg, and new plantings at Chippewa sign bed.
- Coordination of daily mowing routes including mowing, line trimming, edging, weeding, and blowing off of grass clippings and safety surface spillover from playgrounds of all parks across District not contracted to third party. (Marty's Landscape services)
- Installation of ten new trees at Blackhawk Dog Park.
- Installation of new stone landscape entrances and drainage at Blackhawk Dog Park.
- Continuation of landscape installation including new sod, mulch, and capstones for new retaining wall while navigating and accommodating contractors and special projects teams at Dimmuci Park.
- Ongoing maintenance of softball\baseball fields including dragging\grooming of surfaces, re-setting bases, weed mitigation, and lining fair\foul lines.
- Assisting periodically with projects at PLCC from Oakwood Landscape crew to facilitate completion of projects under the new independent PLCC crew.
- Training of new hires Salvador and Francisco in the scope of landscape responsibilities and safety policies.
- Coordination of herbicide spraying across various parks and facilities for the control of noxious weeds in and around landscape plantings.
- Use of Landscape seasonal labor to assist Special Projects in completing asphalt crack filling at Golf center, Oakwood, and PLCC facilities.
- Monitoring progress of Landscape crews on a daily basis to ensure a timely and safely completion of all regular and newly added projects as directed.
- Scheduling and logistical planning of upcoming Tree of Life memorial plantings set to take place in fall when conditions are most conducive to successful planting of trees to ensure good cultural practices are being adhered to.
- Periodically, in between new landscape projects that take priority, general landscape maintenance including weeding, pruning shrubs, and planting flowers at landscapes across park district.
- Aeration and overseeding at select areas throughout district to ensure an aesthetically pleasing turf management program for park patrons.

Ken Rochau, Building Services Supervisor

Golf Center

- Installed new yellow warning boards on 2nd floor with composite boards
- Replaced plastic station dividers on the 3rd floor
- Old School Eng. installed a new RTU# 2 for the bar area
- Had Old School Eng. help troubleshoot a problem with the building ground fault which shut down all of the power on 7/10/25
- Ken attended Safety Committee and walked in the 4th of July parade
- Painted the Fire Hydrants red in the dog park
- Repair and painted the bench on the 3rd hole
- Replaced all of the 3rd floor station fans
- Promoted David Chavez Solano from PT picker to Building Custodian I

- Training David in all the buildings
- Ken helped with end of season maintenance staff BBQ
- Repaired the server room lock

ALC

- Weekend Cleaning of bathrooms and setups
- Cleaned roof gutters
- Helped Will clean preschool room floors
- Help Annette finish her office by removing filing cabinets and putting together a table

PLCC

- Weekend Setups
- Cover for the Building custodian that was on vacation
- Pressure washed the coils on Air Handler S3 and replaced filters
- Adjusted the amp probe sensor on S3 to cool the Mountain view rooms and ordered a replacement
- Repaired the walls and painted in Collette's office
- Installed the Marley floor in the theater for dance classes

Lodge Buildings

- Weekend Rental Setups for Cumberland Terr
- Daily cleaning of West and Arndt park camps
- Cleaned the gutters at Cumberland Terr
- Cleaned the AC coils at Cumberland Terrace
- Setup Cumberland Terr for MNASR rental

Mountain View

- Matt replaced sensors on Cage #2 that was only throwing 3 balls at a time
- Weekly Batting cage checks of all cages
- Matt continues training batting cage staff on machine adjustments
- Repaired holes in nets

July 1st through 31st

EVENT	PARK	DATE	DAMAGES/CORRECTIONS	MATERIAL COSTS	LABOR COSTS
Graffiti	Arndt	7/7/25	Graffiti on sled hill boards	\$8.00	\$54.00
Vandalism	Arndt		Burnt Trash Can	\$360.00	\$54.00
Vandalism	PLCC	7/7/25	Burnt Trash Can	\$360.00	\$54.00
Graffiti	West	7/7/25	Graffiti	\$0	\$26.00
Vandalism	West	7/7/25	Burnt Trash Can	\$360.00	\$54.00
Vandalism	Woodlawn	7/7/25	Burnt Trash Can	\$360.00	\$54.00
Graffiti	ALC	7/18/25	Graffiti on playhouse & playground	\$10.00	\$54.00
Graffiti	Mystic	8/4/25	Graffiti on men's locker room wall	\$0	\$26.00
			Sub-Totals	\$1458.00	377.00
			Grand-Total	\$1835.00	

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

Annette Curtis- Director of Business

• **Projects and Meetings:**

- Submitted Sales Tax.
- Ran installment billing for memberships, swim school, & camp.
- Fall registration began August 11, 2025.
- Attended Tee up meetings to discuss system design.
- Received FY 2025 audit draft for review. Board presentation scheduled for the September board meeting.
- History Center- Participated in Executive Director interviews.
- Assisted with staff personnel problems & concerns.
- Completed monthly IMRF and BLS reporting.
- Participated in Marketing Supervisor 2nd round interviews. Michelle Holmes will be starting on August 25th.
- Hired David Chavez Solano, Building Custodian 1. He started on July 27th.
- Participated in Luke Weismann off boarding interview, his last day with DPPD is August 13, 2025.
- Hailey Becker will be starting as Assistant Recreation Supervisor on August 18, 2025.
- Fall Fest planning is in full swing, sent out volunteer sign-up sheet, updated operations manual and held a planning meeting with Police/Fire.
- Planning for roll out of Office 365, email and Microsoft office products.
- Participated in First Aid training on July 31, 2025.

Nicole Dale –Superintendent of Human Resources and Risk Management - out of office

Peter Demski–IT Manager

IT Projects/Other

- Working on developments for the TeeUp Project.
- Finalizing planning for legacy phone services migration.
- Server cluster planning and migration.
- Office/Microsoft 365 planning.
- Preparing for additional legacy hardware replacements.
- Participated in First Aid Training at ALC on 7/31/25.

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

- Troubleshooting and resolving issue with 'Megapod' in sensory room for MNASR.
- Troubleshooting and resolving issue with single door access controller.
- 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.