

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

Don Miletic, Executive Director.

- **Prairie Lakes** – The PLCC Fitness Center Expansion Project has begun, and staff met with the contractor to map areas out for each phase of the project. The logistics of the project will cause some interruptions and changes with programming and facility operations. Overall, it will make the facility better.
- **Fall Fest** – We completed our 16th Fall Fest and it was great. Kudos to all staff. Over the many years we have been able to fine tune this event and have streamlined a few things. The DP Police Department are amazing; without them we would not be able to have this event. The cost of the Police Department can range from \$25,000 – \$30,000 for this event. Special thanks to Jennifer Boys for the many years and knowledge base for this event, along with Ken Rochau and Colette Plantz. All three will be retiring before next year's fest.
- **Dog Park** – The grand opening event was amazing, so many happy dog owners and appreciation for what the Park District provided. The budget for this project was \$250,000 and we will probably come in under \$100,000. Thanks to Special Projects Ryan Panenka for the building of dog amenities and to the Maintenance Department for inhouse work on landscaping.
- **DiMucci Park** – We may plan to have a grand opening for this park in October but if not, it will be early Spring. We are happy to see this park completed and so well used.
- **ALC** – The start of the HVAC project is moving forward for the dance wings. We hope to complete the room as soon as possible. Dance classes may see some interruptions, or cancelations due to construction.
- **Craig Manor** – The City of Des Plaines underground vault project at Craig Manor has come to a 90% completion rate and we will have some closing items that we need to deal with. The turf is not where we would like it so we will be asking for them to come back and aerate and overseed in the spring.
- **Staffing** – We are almost fully staffed and looking for a Mechanic I position. Seasonal staff have been off boarded from Paycom, and we are finally past summer.
- **Glow Golf** – The Glow Golf event is September 27, 2025. This will be our 11th year hosting for the DP Friends of the Parks. Over \$200K has been raised to help kids that need financial assistance to participate in our programs.
- **Tee Up** – Staff have been working hard on developing the phone app for the new system. Peter has been the main contact and oversight by other staff has been critical. We still plan to install the system on one floor and test for a period of time and then move to other two floors once we know things are working fine.
- **PLCC** – The electrical panel at Prairie Lakes is being monitored for surges and we will need to figure out what is going on with some of the power issues there. One of our VFD devices that controls the pool did not respond after the power surge.
- **Distinguished Agency Review** – Staff and I are going over each section of the document to include information for our accreditation process. This month we have some updates to some of our manuals to prepare for the final review next spring.
- **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
SEPTEMBER 2025**

Liz Vinakos, Superintendent of Administration

General

- Participated in site visits, building tours, and operations process overview with District staff to develop knowledge as part of onboarding.
- Distinguished Agency review project continues. Review and updating of materials as needed, finishing completion of risk management portion.
- Preparation of donation requests.
- Review and response for scholarship applications.
- Fall fest planning and including safety preparation, waiver completion, etc.
- Reviewing solar opportunities, and other grant initiatives.
- Routine discussions with special recreation association regarding support requests and aid assignments. Met for observation.
- Review of work order management software opportunities.

Risk Management and Safety

- Completion of initial 2025 risk management review submission process. Currently under review by PDRMA.
 - Remediation activities underway as well as goal completion tasks.
- Review of safety committee documentation and preparation with HR Coordinator.
- Review of COI process, moved to risk management department.
- Review of mapping of all first aid kits and AEDs, access granted to AED monitoring.
- Normally processing of all incidents, reviewing and inspections of all safety concerns.

Meetings

- Monthly Risk Management committee meeting, first attendance.
- Grant opportunities, safety training, inspection review.
- Attended required PDRMA training webinars.
- Attended preconstruction meetings for PLCC.
- Bi-annual IMRF staff meeting attendance.
- Blackhawk dog park grand opening.
- Fall Fest preparation.

Scholarship application update

- The Des Plaines Friends of the Parks and Des Plaines Park District Scholarship Funds offer financial aid to families with limited incomes within the Des Plaines Park District boundaries.
 - 2025 year-to-date assistance: 137 applicants. 14 applications have been denied due to exceeding the federal financial qualification guidelines.

Park District Scholarship Awards September 2025 (YTD)

Park District Amount Awarded	Park District Amount Redeemed	Park District Unused Funds
\$26,650.00	\$19,054.25	\$7,595.75

Friends of the Park Scholarship Awards September 2025 (YTD)

Friends Amount Awarded	Friends Amount Redeemed	Friends Unused Funds
\$30,579.25	\$25,809.50	\$4,769.75

FOIA (Freedom of Information Act)

September 2025 FOIA Requests

Total Requests	Average Time to Close (days)	Commercial Request?
1	pending	No

August 2025 FOIA Requests

Total Requests	Average Time to Close (days)	Commercial Request?
1	3	No

**DES PLAINES PARK DISTRICT
REVENUE FACILITIES AND RECREATION REPORT
SEPTEMBER 2025**

Brian Panek, Director of Revenue Facilities and Recreation

- **Revenue Facilities**

- Working with Brent Johnson, owner of Nilco on repairing of greens at Lake Park.
- Mountain View Adventure Center hosted the Des Plaines Chamber of Commerce – Women In Business event on 8/26. They had over 20 participants.
- Music studio at Lakeview Center is complete. Classes have started at LVC.
- Continue to meet in regards with TeeUP 1-2 times weekly. This past month worked on interface and POS design.
- Received quotes for indoor carpeting at the Golf Center.
- Fountain was repaired originally at Lake Park but have had issues since. This is being repaired and is under warranty.
- Working with Joe on signage to go up at gazebos at Lake Park to limit groups taking over use without a permit. These are meant for people to enjoy and want to keep open to the public the majority of the time.
- Dream Golf was closed for a couple of Sundays due to staffing and personal issues. They are back up to operating 7 days a week.

- **Aquatic Facilities**

- August was a very challenging month between weather and staffing, but Gosia and staff did an amazing job keeping the pools open through Labor Day weekend for the first time.
- Attended all 3 outdoor pools daily.
- Reviewed projects and needs for the 2026 summer pool season.

- **Recreation**

- Excited to announce that Christian Nesterowicz accepted the position of Athletic Supervisor.
- Met with Lauren Smith in regard to the AIM dance program while Nancy has been out. Dance has been going very well for participants and staff.
- Staff have been busy getting participant surveys completed for summer programs.
- Prairie Lakes expansion project has begun! Working with staff on owner items.
- Staff have been working hard on off boarding all seasonal staff.

- **Other Updates**

- Finalized volunteers for Fall Fest.
- Finalizing Glow Golf event.
- Attended multiple meetings including Admin meetings, Recreation Staff meeting, multiple Prairie Lakes renovation meetings, Aquatics staff meeting, Tee UP upgrades, IMRF staff meeting, Friends of the Park board meeting, and Fall Fest Planning Committee meeting.

- **Upcoming Events**

- 9/27 – Golf in the Dark at Lake Park Golf Course.
- 10/3 from 6-8pm Family Harvest Hoedown @ LVC
- 10/4 from 11am-3pm Oktoberfest @ Golf Center
- 10/18 from 10:30am-Noon Fishing Derby @ Lake Park
- 10/18 from 1-4pm Floating Pumpkin Patch @ PLCC
- 10/19 from 3-5pm Community Concert Band @ PLCC Theater
- 10/25 from Noon-3pm Trunk or Treat @ Prairie Lakes

Malgorzata (Gosia) Zalewska, Aquatics Manager

- Lap Pool was closed due to annual maintenance- worked through mechanical issues in order to reopen. Provided Arndt lap swim in the mornings to provide an alternative for members.
- Tritons Swim Team coaches were hired as the swimming season begins. Tritons will participate in their first ever dual meet this season!
- Warriors Swim Team has increased the number of participants by 26 for Fall/Winter season bringing the number to 176. Coaches have been hired and meet dates have been scheduled.
- Outdoor pools season has officially ended after Labor Day weekend. Staff evaluations and the process of off boarding staff have begun.
- Currently hiring a new front desk associate as one of our associates leaves us after many years.
- New Aqua class is starting during second session of programming in the fall led by Barbara Kieca.
- Swim School has opened more classes beginning at 4pm throughout the week to allow more families to learn one of the most vital life skills.
- Scuba rented lanes at Prairie Lakes Aquatic Center.
- Brianna Wabel held Flick N' Float at Chippewa Pool.
- August parties booked at PLAC- Splash Pad Parties: 8, Full Facility: 6
- Upcoming September events and rentals at Prairie Lakes Aquatic Center: Scuba, MNASR, Mongolian Talent Academy, and Alligator Aquatics.

Membership Snapshot- Year-over- Year Comparison

Membership Type	August 2024	August 2025
PLAC (Aquatic Only)	1,064	1,075
Prairie Pass (All Access)	611	707
Total Aquatic Members	1,675	1,782

Brianna Wabel, Aquatic Supervisor

- Hosted Flick N Float at Chippewa- 70 + Patrons attended.
- Planned for upcoming events (floating pumpkin and Water Wonderland).
- Increased swim school times now offering 3 times during weekdays.
- Prepared for Artistic Swim program starting in September.

Swim School	Membership Report
Punch Pass	120
EFT	500
Total	620

Joseph Weber, Superintendent of Revenue Facilities

- Prairie Lakes Fitness Expansion project: Preconstruction meeting was held on 9/3. Staff continue to review owner items and research solutions. Jenny and Rec staff did a nice job organizing the fitness equipment proposals for review.
- Distinguished Agency 1.General Management document uploads were complete for the first review. There are many items that provide clear direction of the district and evidence that the DPPD is in great organized manner for our constituents.

- Communicating regularly with Nilco on course conditions and needs.
- Nilco scheduled repairs at Golf Center:
 - Grass Tee Boxes reopened 8/18 week.
 - Greens were aerated and sand-filled 8/24 week.
 - Short Game bushes trimmed.
- Golf Center
 - July 2024 revenues of \$394k were nearly identical in July 2025. While August 2025 produced an August record of \$375k in revenue in 2025.
 - Daily time rounds have increased; these are presented in the monthly financials.
 - Tee up POS added golf ball sales when applicable.
 - Communicating with SmartRain Irrigation Management smart controllers and software.
 - Oktoberfest Golf Outing on 10/4 sponsorship by Sam Adams Oktobefest was acquired. Planning activities for event continues.
 - Bank runs, customer control, and staff training are ongoing.
 - Summer off boarding is complete. Hiring and training for off season is underway.
- Lake Park
 - Gazebo no permit signs were ordered and installed.
 - Sand traps are being altered in areas of run off due to machine dragging.
 - Live at the Lake completed for the summer season.
 - Fencing was installed near clubhouse. Gates are on order.
 - A new replacement motor for the lake fountain from Kasco and installation by Tigris is expected any day.
 - Coordinated work with Liebold for irrigation repairs.
 - Preparation for Fall operations and hosting Fall Fest are underway. Marking for refuse and planning for receiving the Carnival operations. Adding mulch and site maintenance.
 - Continuing to work on the coordination of Agent Orange Memorial at the Bandshell. Foundation pour is expected after Fall Fest. Event held at 11am on 10/11.
 - On site visits to park and golf course are completed regularly.
 - Furniture for patio clubhouse is getting rave reviews.
- Mountain View walk-throughs continue repairs were completed on problem turf on various holes.
- Fall Fest
 - Communication with Blue Star Security continues.
 - Volunteer requests were sent out for positions to community groups.
 - Abbott Lab parking prep meeting.
 - Scheduling shifts for staff through the weekend in areas.
- Kiwanis Peanut Day boxes are available with a suggested donation of \$50 per box.
- Attended: Tee up meeting 8/5, 8/12, 8/15, 8/19; Nilco Golf Course maintenance meeting 8/6, Fall Fest meeting with City 8/13, Fall Fest Chamber meeting 8/14, Kiwanis meeting 8/7 & 8/21; PLCC Fitness Pre Construction 9/3, Revenue Facilities Meeting, Admin meetings weekly.

Dylan Kuffell, Revenue Facilities Manager

- Passed underground storage tank inspection with Crowne.
- Met with fence installers for the new Lake Park Clubhouse fence location.
- Hosted the final three concerts for LATL series.
- Turf improvements were made to Mountain View mini golf course by Scharm flooring.
- Met with Tigris and Kasco to address issues with the fountain on Lake Opeka.
- Hosted Chamber Women in Business outing at Mountain View.

- The new music rooms are now complete and ready to go for instruction. Alec painted and installed new flooring and the rooms look great!
- Met with our new golf instructor ahead of fall lessons. We have 3 Saturday group lessons beginning September 6th, with a total of 20 beginner golfers signed up.
- August yoga sessions had a total of 81 participants. This total includes registered participants and drop-ins.
- Many tours were given at the Shoreline room, and more events continue to be booked. September is a busy month with Fall Fest weekend and Glow in the Dark Golf events but we are still able to fit in several bookings for the Shoreline Room. Upcoming events including one scheduled for May of 2026:

Saturday, Sept. 6	Celebration of Life
Sunday, Sept. 7	80th B-Day Party
Monday, Sept. 22	Tom Merlin Meeting
Sunday, Sept. 28	Celebration of Life
Friday, Oct. 3	Harvest Hoedown
Saturday, Oct. 18	Baby Shower
Sunday, Oct. 19	Wedding Reception
Saturday, Oct. 25	Baby Shower
Thursday, Dec. 4	District 62
Friday, May 22, 2026	Wedding Reception

Max Henley, Golf and Facility Supervisor: Golf Center

- Golf Center hit an all-time high in revenue for the month of August, after being below last year for the first seven months of the year.
- Hosting golf teams for fall season
 - Aptakisic Jr. High, Elk Grove, Elmwood Park, Maine East, Maine South Girls, Maine West, Northridge Prep, Notre Dame, Resurrection, St. Patrick, St. Viator, Taft, Wheeling and Willows Academy
- Working on TeeUp with IT.
- 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 a couple of tee boxes and greens.
 - Grass Tees reopened and are as popular as ever.
- Club Casa Golf Leagues running through Fall
 - Wednesday: 40 golfers
 - Thursday: 32 golfers
- Oktoberfest Event tickets on sale (10/4).
- Entered Winter Spectrum information.
- Hosted 2 Range Outings and 3 Course outings.
- Hired and cross-trained staff for various positions at the Golf Center.
- Scheduled staff for rental building open and closings.
- Attended IMRF Staff meeting.
- Attended meeting with Marketing for Revenue Facilities.

	2024	2025	Change
Range Balls Hit (Automated Tees)	2,118,158	2,000,610	-117,548
Golf Rounds	4,411	4,608	+197
Short Game Area	750	722	-28
Grass Tee Baskets	127	399	+272

April Lohr, Superintendent of Recreation and Marketing

Major Capital Projects & Facility Planning

- Fitness Expansion – Prairie Lakes Community Center (PLCC)
 - Attended preconstruction meeting with the team and Kandu Construction
 - Met with Aurelio and Joe on the final choice of lockers and locks
 - Fitness equipment orders are being finalized
 - Clean-up of all the rooms and closets scheduled for demo has been completed

Program Planning, Departmental Oversight, and Surveys

- Winter 2025 Spectrum/Playbook
 - Production has begun, and the first proofs should be ready by the end of September
- Programming
 - Preschool parent night was successful with 70% of parents attending. Preschool will start on September 8.
 - Dance DPDA will start a few weeks late on September 22 due to construction. Families have been notified.
 - Soccer has had a successful start to the season with an all-girls team added this year.
- Fall Special Events
 - Fall Fest prep is being finalized with all hands on deck.
 - New Family Harvest Hoedown, October 3 @ 6:00 pm - 8:00 pm (slow registration, marketing support added).
 - Trunk or Treat – October 25 @ 12:00 pm - 3:00 pm
 - Fishing Derby – October 10 @ 10:00 am - 12:00 pm
 - Día de Muertos – November 1 @ 1:00 pm - 3:00 pm
- Summer Camp Program Satisfaction Survey
 - 126 respondents provided feedback. Results to be presented in Camp Presentation.

Administrative Projects

- Distinguished Agency
 - Legal section review complete and in mentor review
 - Remaining sections due to the Executive Director September 9
- Grant Management
 - Final phase of \$2M DCEO Shoreline Grant underway; reimbursement delayed by state staffing.
- Awards
 - IPRA Outstanding Park Award submission for Lake Opeka completed.

Human Resources & Staffing

- Hired Shelley Holmes – Marketing Supervisor (August).
- Christian – Athletic Supervisor starts September 16, 2025.
- Recreation Assistant Haley Becker hired in August, supporting preschool prep and Dog Park event.

Leadership & Team Collaboration

- Music successfully transferred from PLCC to LVC, first classes beginning soon.
- Marketing and Revenue Facilities teams met to strategize programming and facility goals.
- AIM Dance shared space at PLCC during summer, transitioned back to ALC with cooler temps.

Des Plaines Friends of the Parks

- Met on September 3; next meeting October 1.
- GITD event scheduled for September 27.
- Working on sponsors, golfers, and food donations.

Bonnie Cichanski, Marketing and Communications Manager

Fall Marketing Rollout

- The Fall 2025 Spectrum has been delivered to all Park District facilities.
- The Fall 2025 Playbook has been distributed to households across the community.
- Promotions have included social media campaigns, printed signage at facilities, kiosks, the Des Plaines train station, and a district-wide e-blast.

Winter Marketing in Progress

- Development of the Winter 2025 Spectrum and Playbook has officially begun.

Blackhawk Dog Park Grand Opening

- Created and distributed event materials, including signage, invitations, e-sign graphics, and social media content.
- Ordered additional branded giveaways and table supplies to support the Dog Park Grand Opening.

Digital Promotions & Outreach

- Sent Fall Brochure e-blast on August 4, featuring an interactive flipbook; achieved a 40% open rate.
- Sent August e-blast on August 11, highlighting: Fall program registration, Live at the Lake events, Creative Corners Preschool registration, Des Plaines Soccer Academy, Des Plaines Dance Academy, Mountain View Adventure Center.
- Achieved a 46% open rate.

Fall Fest Marketing

- Promotions currently in development across platforms, including e-blasts, website banners, social media content, and event signage.

Team & Personnel Updates

- Hired new Marketing Supervisor, Shelly Holmes.
- Conducted facility tours during her first week and began onboarding and training.

Brochure Design & Sponsorship

- Coordinated updates to the Dance Academy Brochure.
- Redesigned the Sponsorship Brochure to better align with current partnership opportunities.

Ongoing Marketing Support

- Continued support for Golf Division promotions, including: Golf Center Des Plaines, Mountain View Adventure Center, Lake Park/Lakeview Center.

Meetings & Training

- Participated in weekly Administration Meetings, bi-weekly Marketing Team Meetings, and attended IMRF and LinkedIn Learning webinars for continued professional development.

Employee Wellness Initiatives

- Serving as Wellness Team Leader, overseeing: Monthly wellness emails, Book club programming, Planning for Fall Step Challenge and book club incentive prizes.

Ongoing Digital & Print Updates

- Regular updates made to the Park District website, electronic sign, district signage, business cards, name tags, and board meeting cover pages.

Colette Plantz, Marketing Supervisor

Graphic Design Projects

- Completed creative materials for the following:
 - Des Plaines Community Concert Band
 - Lakeview Center / Charcoal Delights partnership signage
 - *Flick n' Float* event collateral
 - Fall golf lesson promotions

Social Media Activity

- Total social media posts in August: **28**
- Continued monitoring of community channels for public sentiment and engagement.
- Responded to resident questions submitted via Facebook Messenger.

Instagram Analytics (Month-over-Month)

- **Followers:** 3,835 (↑ 2% from 3,762)
 - New Follows: 109
 - Unfollows: 33
 - Reach: 10,000 (↑ 92%)
 - Page Views: 52,000 (↑ 37%)
 - Content Interactions: 1,036
 - Profile Visits: 1,110 (↓ 9%)
 - Link Clicks: 19 (↓ 18%)
 - Top Performing Post: *DiMucci-Lowenburg Park Opening* – 20,234 views

Facebook Analytics (Month-over-Month)

- Followers: 8,962 (up from 8,840)
 - New Follows: 142 / Unfollows: 17 → Net Gain: +19%
 - Page Reach: 70,400 (↑ 63%)
 - Page Views: 192,400 (↑ 28.8%)
 - Content Interactions: 1.4K (↑ 22%)
 - Link Clicks: 1,463
 - Page Visits: 6,800 (↓ 13%)
 - Top Performing Organic Post:
 - *New Patio Furniture at Lake Park* – 20,000 reach, 203 likes
- Paid Campaigns Summary:
 - Reach: 33,741 (↑ 97%)
 - Views: 38,000
 - Total Ad Spend: \$376

- Top Performing Ad: *Final Weekend at Mystic Waters* – 24,617 views

Meetings & Training

- Attended Marketing Team meeting.
- Participated in Fall Fest signage planning session.
- Led onboarding and training sessions with new Marketing Supervisor, Shelly Holmes.

Website & Digital Display Updates

- Updated staff directory and event listings on Park District website.
- Refreshed **Rise Vision TV screens** at Prairie Lakes Community Center lobby.

Photography & Image Management

- Captured and uploaded photo sets from the following:
- DiMucci-Lowenburg Park opening.
- Staff portraits (Liz, James, Shelly).
- Lake Park patio enhancements.
- Young Marines program.
- Managed image storage and off-boarding organization via SmugMug and internal drives.

Video Production

- Completed and published videos for:
- DiMucci-Lowenburg Park Grand Opening
- Lake Park Golf Course & Marina patio furniture
- Young Marines program
- Weekend Promo / Event Highlights
- *Go Green Des Plaines* donation video
- Pickleball League Promo
- DPDA Registration Video
- Blackhawk Dog Park Grand Opening
- Summer 2025 Recap

Additional Creative Projects

- Photo pulls for the updated Sponsorship Brochure.
- Ongoing coordination of branding and layout updates.

Jennifer Boys, Assistant Superintendent of Recreation

Creative Corners Preschool

- Provided ongoing support to Candice in managing preschool operations.
- Addressed staffing vacancies, enrollment changes, and special events such as teacher nights.

Cultural Arts Operations

- Stepped in during Nancy's medical leave to maintain continuity across Dance and Music programs.
- Met with Natalie and Lauren to ensure Dance Academy operations remained on track.
- Oversaw the relocation of music equipment to Lakeview Center.
- Met with music instructors at the new location to review room use, equipment storage, and updated lesson procedures.

Fall Fest 2025

- Continued active participation in the planning committee.

- Assigned volunteers and worked with April to schedule Recreation Department staff for the event weekend.
- Coordinated supply orders and assembled event binders and reference materials.

Concessions Management

- Finalized end-of-season orders for golf and aquatic concessions.
- Completed inventory of surplus stock and redistributed supplies to other sites as needed.

Facility Coverage – ALC

- Provided evening and weekend coverage as a Building Supervisor at the ALC to support facility operations during staffing gaps.

Tyler Fuchs, Assistant Superintendent of Recreation

Athletics & Camp Operations

- Concluded a successful season of Summer Sports Camp, averaging 110+ participants per week.
- Coordinated with Luke Weismann through his resignation process, led recruitment and hiring of new Athletics Supervisor. Christian is set to begin in mid-September.
- Finalized soccer rosters for Pre-K–8th grade, with games beginning September 6. Program includes:
 - 300 youth participants
 - 30 volunteer coaches
 - Coach meeting held August 20
 - Coaching clinic held September 3

Adult & Youth Leagues

- Summer softball season concluded; Fall leagues launched with 20 teams in 16” and 6 teams in 12”.
- Oversaw field prep and scheduling for softball, baseball, and soccer, with game schedules provided to the Park District.
- Actively collecting field rental requests for external soccer use.
- Soccer field prep completed at Prairie Lakes, Terrace, and Algonquin sites.

Facility Maintenance & Expansion Prep

- Oversaw gym floor refinishing the week of August 25.
- Collaborated with Building Services for:
 - Floor stripping and waxing
 - Deep cleaning of fitness center and locker rooms
 - Reorganization of spaces in preparation for the fitness expansion project
- Visited West Chicago Park District to tour locker systems and fitness center layouts for benchmarking.

Meetings & Interdepartmental Collaboration

- Attended Safety Committee and Fitness Center Renovation planning meetings to support facility planning and risk mitigation.

Membership Snapshot – Year-over-Year Comparison (August 2024 vs. August 2025)

Membership Report

Membership Type	August 2024	August 2025	Change	Change %
PLAC (Aquatic Only)	1,064	1,075	+11	+1%
PLCC (Fitness, Gym, Track)	1,582	1,764	+182	+11.5%
Prairie Pass (All Access)	611	707	+96	+15.7%

Membership Type	August 2024	August 2025	Change	Change %
ALC (Health Club)	57	54	-3	-5.3%
Total Members	3,314	3,600	+286	+8.6%

Total membership increased by 8.6%, with the strongest growth in Prairie Pass (+15.7%) and PLCC Fitness (+11.5%). A slight drop in ALC membership (-5.3%) suggests that niche usage remains stable but could benefit from targeted retention efforts. Continued growth in bundled memberships indicates strong user preference for multi-access benefits.

Candice Morden – Recreation Supervisor

- **Meetings Attended**
 - Participated in the monthly Recreation Staff Meeting
 - Attended the IMRF Semi-Annual Meeting
- **Preschool Operations**
 - Led **preschool teacher training** for all Creative Corners staff in preparation for the upcoming school year.
 - Collaborated with lead staff to plan key annual events for 2025–2026, including safety drills and picture day.
 - Organized “**Meet the Teacher Night**” for all preschool families, scheduled for September 3–4.
 - Arranged Creative Corners participation at *Live at the Lake* to promote enrollment for the 2025–2026 year.
 - Coordinated with the Maintenance Department to clean and refresh preschool classrooms, including floor waxing and carpet cleaning.
 - Partnered with **MNASR** to ensure inclusion support for several students enrolled in the preschool program.
 - Provided **preschool tours** and answered parent inquiries related to both preschool and summer camp programming.
- **Summer Camp & Staffing**
 - Worked with Camp Discovery and West Park staff to successfully **wrap up summer camp**, including site cleanup and material organization.
 - Conducted **end-of-season evaluations** for summer camp directors.
 - Onboarded and trained new Recreation Assistant **Haley Becker**, who has since been assigned to the **IPRA Nature Committee Section** to support seasonal program planning.
 - Collaborated with Haley to begin exploring nature-based programming ideas for Spring 2026.
- **Community & Special Events**
 - Attended a **Fall Fest planning meeting** with Jennifer Boys at the Des Plaines Chamber of Commerce to support ongoing event coordination.

Jenny Fairman, Fitness Supervisor

Fitness Operations & Program Delivery

- Launched newly designed fitness and group fitness class landing pages on the Park District website to improve user experience.
- Finalized updates for the Winter Spectrum fitness classes and Fall Fitness Schedule, including class descriptions. Schedule is now available at the PLCC front desk and online.
- Partnered with Marketing to create a fall class registration campaign, including social media promotion of the new web content.
- Distributed satisfaction surveys to all summer fitness class participants and posted a facility satisfaction QR code at the PLCC front desk to gather user feedback.

- Reviewed and sorted group fitness and camp satisfaction survey responses with April.
- Communicated with members regarding annual gym, track, and racquetball court closure for maintenance (August 25–31).
- Conducted Fitness Machine Orientations and daily walkthroughs to uphold facility cleanliness and service standards.

Staff Development & Scheduling

- Coordinated CPR training for PLCC fitness and front desk staff—in-person session held on September 2.
- Adjusted the PLCC front desk schedule to accommodate Shawn Newman's retirement (August 28) and helped decorate for the celebration.
- Actively recruiting new group fitness instructors for upcoming fall classes to ensure schedule coverage and program continuity.

Facility Management & Fitness Expansion Planning

- Completed blueprint review for the Fitness Expansion Project with Aurelio and compiled a list of owner-supplied items.
- Participated in the Preconstruction OAC Meeting (September 3).
- Developed and submitted updated equipment lists for:
 - Aerobics Studio
 - Direct Fitness Solutions
 - Life Fitness
- Met with Mike from Direct Fitness Solutions to finalize equipment purchases and layout revisions.
- Attended the Fitness Equipment Selection Meeting to confirm final selections.
- Toured West Chicago Park District's ARC to explore locker system options with The Fitness Connection.
- Oversaw minor equipment repairs and preventative maintenance, including:
 - NuStep Recumbent Cross Trainer
 - Sourced and arranged replacement console and bracket for Life Fitness spin bike.

Meetings Attended

- IMRF Semi-Annual Meeting – August 22
- Transition Program Discussion with District 207 – August 22
- Recreation Staff Monthly Meeting – September 2
- ERC Events Committee – Holiday Party Planning Meeting – September 3

**DES PLAINES PARK DISTRICT
PARKS AND PLANNING REPORT
SEPTEMBER 2025**

Aurelio Marquez, Director of Parks and Planning

- Performed routine building inspections across various facilities.
- Completed the final prep and official opening of DiMucci-Lowenberg Park.
- Oversaw installation of amenities for the new Blackhawk Park dog park.
- Assisted with set up for the Blackhawk Dog Park grand opening event.
- Currently working on shutting down and winterizing all outdoor pools for the season.
- Collaborating with our Superintendent of Administration on the AIA contract for the general contractor selected for the Prairie Lakes project.
- Attended our monthly Risk Management meeting to stay up to date on safety protocols.
- Preparing and submitting materials for the Parks Department Distinguished Agency application.
- Led the pre-construction meeting for the Prairie Lakes renovation project.
- Worked with other departments to choose lockers for the Prairie Lakes locker room remodel.
- Coordinated the temporary closure of the PLCC gym for mechanical upgrades to the air handling system.
- Scheduled and oversaw brickwork and electrical connections for new A/C units at ALC.
- Led the Pre-Fall Fest meeting with all departments involved to align logistics and responsibilities.
- Took part in the meeting with Abbott regarding use of their parking lot for Fall Fest overflow.
- Secured equipment needed from Des Plaines Public Works to support Fall Fest operations.
- Scheduled and coordinated annual maintenance for the Prairie Lakes Aquatic Center lap pool.
- Sourced and acquired a new VFD (Variable Frequency Drive) for the lap pool system.
- Arranged installation of an electrical monitor at PLCC to track power quality and report issues.
- Met with our ComEd representative to discuss power issues we been having at PLCC.
- Finalized prep on all baseball fields — now on a regular grooming/maintenance schedule.
- Collaborating with DPPW at Craig Manor Park for new tree installation placement.
- Assisted with routine fire inspections across our facilities.
- Managing the warranty replacement process for a failed PLCC water heater.
- Overseeing repair work on the Mystic Waters plunge pool drain.

Dennis Wodka, Special Projects Supervisor

- Completed DiMucci-Lowenberg renovation project.
- Installed two memorial benches at Menominee Park.
- Assisted with fire sprinkler inspections
- Installed new park ID sign at Winnebago Park
- Attended Fall Fest pre-meeting.
- Built and installed Dog Park amenities for Blackhawk Park dog park.
- Installed Blackhawk Park dog park signage
- Replaced fence pickets on Centennial and Arndt Park fences.
- Re-secured windscreens along west fence at Arndt Park.
- Installed 10 Signs throughout District for Fall Fest 2025
- Ordered replacement playground parts for ALC Nature Lab and Hawaii Park.

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

Esteban Cardenas, Mechanical Maintenance Supervisor

- PLAC daily operations.
- Mystic Waters daily operations.
- Arndt Pool daily operations.
- Repaired spray park floor at Mystic Waters.
- Chippewa Pool daily operations.
- Chippewa Pool closed and winterized for season.
- Adjusted light timers district wide.
- Replaced building security lights timer at MVM.
- Replaced parking lot light bulbs as needed at PLCC.
- Serviced Bobcat 5600 cart.
- Serviced Toro Workman cart.
- Serviced Bobcat T56 track loader.
- Spears Co. replaced VFD for lap pool at PLAC.
- Service performed on vehicle #10.
- Service performed on vehicle #14.
- Service performed on vehicle #18.
- Service performed on vehicle #20.
- Service performed on Vehicle #24.

Patrick Barton, Landscape Supervisor

- Weekly mowing routes.
- Weekly garbage routes.
- Replace dog waste bags at various parks.
- Measure, line, paint, and setup soccer fields at PLCC.
- Drag and line ball fields.
- Remove weeds and grass from ball fields.
- Spray weeds at various parks.
- Remove fallen trees around district due to storm damage.
- Chip branches and debris from various parks due to storm damage.
- Fall Fest preparation.
- Lead morning stretches for landscape staff.
- Approved payroll for landscape staff.
- Check and clean turtle pond as needed.
- Repair broken irrigation heads at PLCC soccer fields.
- Raise low irrigation heads at PLCC soccer fields.
- Prime irrigation for PLCC soccer fields.
- Paint TOL plaque stands.
- Trim bushes and conduct cleanups at various parks.
- Remove weeds in planting beds and playgrounds.
- Code invoices for purchased items.

Scott Sullivan, Assistant Landscape Supervisor

- Daily mow route completion.
- Daily\weekly garbage route completion.
- Landscaping including weeding, removal of old declining landscape plantings, pruning, new fall plant installation, and mulch at ALC.
- Installation of new steppingstones at Blackhawk dog park.
- Coordinating weekly watering of all new plant and tree installations.
- Preparation and logistical planning for Fall Fest.
- Facilitating completion of all weekly baseball\softball field maintenance per scheduled games.
- Completion of general cleanup including litter removal, mowing, mulching, and new tree installation for Blackhawk dog park grand opening.
- Monitoring weed removal at various parks and implementing herbicide\manual removal to ensure an aesthetic appearance is maintained.
- Landscaping progression at DP Manor and Cumberland Terrace including tree and shrub pruning, re-edging beds, and general cleanup.
- Monitoring turtle pond at ALC for turtle health, water levels, and weeds.
- Coordination of soccer field layout and painting at Prairie Lakes facility.
- Layout and painting of two satellite soccer fields at Terrace and Algonquin schools.
- Installed new wildflower plantings at ALC nature lab implementing perennial native cultivars to attract butterflies, beneficial insects, and other pollinators to enhance the facilities nature themed experience.
- Removed large storm damaged tree at Mystic Waters as well as other various storm damage debris including Des Plaines history center, Mckay-Nealis, and Menomonee Parks.
- Pruned large tree at Willow Park for improved lighting at playground.
- Ongoing planning for landscape maintenance at all other district parks where required to maintain safe and aesthetically pleasing public spaces.
- Maintaining dialog with TOL customers pertaining to health and upkeep of memorial plantings as well as recommendations for treatment and replacements as needed.

Ken Rochau, Building Services Supervisor

Golf Center

- Installed new Tee up kiosks on 3rd floor for testing.
- Repaired the ball elevator in the ballroom.
- Replaced section of chain on the ball feed elevator.
- Ordered 2 new Golf Range nets that were damaged during the storm.
- Repaired chipped concrete on the front sidewalk.
- Repaired the grass tee machine.
- Delivered the Fall Spectrums.
- Ken attended Safety Committee, Safety inspections of Sports Camp.

ALC

- Weekend cleaning of bathrooms and setups.
- Installed new ceiling tiles, LED lights and fans in the lobby sitting area.
- Installed a TV for IT on the wall in the lobby.
- Touch-up painting in the sunken lobby.
- Stripped and waxed rooms 108,109,110,111 and 112.

PLCC

- Weekend setups.
- Repair walls and painted Colette's old office.
- Trane has completed midsummer inspection of the chiller.
- Gym and north racquetball court floors have been screened and refinished.
- Strip and wax the Mountain View rooms and kitchen.
- Added coverage for the PLCC custodian who is out with surgery for the next 6-8 weeks.
- Removed toys from inside a toilet in the main public bathroom.
- Rodded the sewer line in the front office bathroom.
- Cleaned the locker room showers and locker rooms.
- Cleaned out the meeting rooms storage closets for the start of construction.
- Cleaned out the multipurpose room closets for the start of construction.
- Moved all music equipment to LVC music rooms.

Lodge Buildings

- Weekend rental setups for Cumberland Terr, West Park and Arndt Park.
- Move camp supplies back to ALC basement.
- Deep clean of Arndt Park, Cumberland Terr and West Park.
- Strip and wax West Park floors.

Mountain View

- Repaired netting in batting cages.

DES PLAINES PARK DISTRICT VANDALISM REPORT August 1 – 30, 2025

EVENT	PARK	DATE	DAMAGES/CORRECTIONS	MATERIAL COSTS	LABOR COSTS
1	Arndt Park	8/11/25	Marker on electrical box x 3		30
2			Paint on bike rack -cleaned and painted		30
3			Sled Hill sign missing – replaced sign	100	30
1	Willow Park	8/11/25	Marker on light people at tennis Court		15
1	Central Park	8/13/25	Marker on memorial bench x2 - cleaned		15
			Butterfly Garden sign - cleaned		
1	Seminole	8/13/25	Marker on trash can lid x 3 - cleaned		30
			Sub-Totals	\$100	\$150
			Grand-Total	\$250.00	

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

Annette Curtis- Director of Business

- **Projects and Meetings:**
 - Submitted Sales Tax.
 - Ran installment billing for memberships and swim school.
 - Attended Tee up meetings to discuss system design.
 - Complete FY 2025 Audit and Board memo.
 - Began collecting information on Dance installment billing balances.
 - History Center- Participated in Executive Director interviews. Began FY 2026 Budget preparation.
 - Assisted with staff personnel problems & concerns.
 - Completed monthly IMRF and BLS reporting.
 - Attended PDRMA- Cyber update, Claims Contacts training.
 - Attended Safety Committee Meeting.
 - Participated in Athletic Supervisor 2nd round interviews. Christian Nesterowicz will be starting on September 15th.
 - Fall Fest planning is in full swing, sent out volunteer sign-up sheet, updated operations manual and held a planning meeting with Police/Fire.
 - Provided documentation for Distinguished Agency. Began review of Business Policies. The Revenue and Cash Management Policy and the Investment Policy are included for board review and approval.
 - Rolled out of Office 365, email and Microsoft office products.
- **Business Department Statistics:** (August)
 - Payrolls:
 - Payrolls run: 2
 - Checks/Direct Deposit Issued: 1,112
 - Accounts Payable:
 - Checks issued: 142
 - EFT/ACH: 149
 - Purchase Orders: 529
 - Invoices: 1049
 - Reservations (fields, gym, theater, pool and outside rentals):
 - New: 167
 - Confirmed: 238 (indoor pool, outdoor pool, fields, gym & rentals)
 - Installment Bills Proofed & Processed: (Quantity and Total Dollar Amount)
 - Prairie Lakes & Aquatics Memberships: 1062; \$22,787
 - ALC Fitness memberships: 19; \$271.25
 - Swim School: 434; \$19,098
 - Golf Center memberships: 88; \$13,920

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.
- Migrating legacy phone system and fax services.
- Migration of mailboxes and update to all district Office applications.
- District office recycling project for e-waste.
- Updates and replacement of security monitoring systems.
- PA Intercom system replacement in-progress at Prairie Lakes.
- Fall Fest preparation and assistance with cash handling and credit card processing.

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

- Speaker hardware cleanup at Prairie Lakes for construction/demolition prep.
- Set up 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.