

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

Don Miletic, Executive Director

- **Prairie Lakes** – The Team has continued working on the updates to the facility with daily visits of the site to oversee what has been accomplished. As with any remodel, there are always some items that will come up that need addressing. We continue to push through some of the changes and are on schedule for an opening in early 2026.
- **Fall Fest** – We continue to receive bills from Fall Fest expenses to determine the appropriate split between all the agencies. We are still waiting for the fees from the police department to determine what our final net proceeds will be.
- **ALC** – I have been overseeing the HVAC project at ALC. The upgrade to the units will make a significant improvement over the sleeve units. Daily oversight on construction and cleanup to make sure programs were not affected. There was also some safety bollards placed in front of the units to protect them from damage. We are also looking at ways to cool the lobby and gym in this building. If all goes well this will be completed before next summer. Still investigating the need for additional electricity.
- **Craig Manor** – The City project is just about completed, still waiting on the basketball hoop to be installed along with the removal of the portable bathrooms that were placed on our property. This project was delayed for over 4 months. The residents must be relieved that their neighborhood is almost back to normal.
- **Staffing** – We continue to look at options when replacing positions that come available. The team reviews all staff's input and evaluates staff that can manage additional responsibilities along with wanting to grow within the Park District. Longevity does not guarantee if staff are placed, it depends on output and relationships with others.
- **Tee Up** – Directed staff to contact vendors for actual tee manufacturing to reverse engineer a computer chip as we are running low on these. We are looking at options for the new system to ensure it runs smoothly once it is switched over.
- **Lake Park** – The water levels are significantly lower, but we did not have any issues with algae bloom this year. This is due to the 30 aerators that we have in the lake, along with the fountain. The new gate was installed, worked with staff to modify the large gate and have a plan to secure the outdoor furniture over the winter months.
- **Distinguished Agency Review** – Staff has been working hard to update all their areas for our upcoming review. The review that happens every five years is a great process for those that have not gone through it and for newcomers to learn all our policies and procedures.
- **Frisbee Center** – There has been some talk about new logos and branding for the center. The Board has had many discussions and will determine which areas will be the most important focus in the coming years.
- **Solar Grants** – We have started to move forward with some concepts of where to use solar at the Park District. There are very few grants, but we will try to secure some for the future.
- **Ordinance Change** – We have noticed a decline in reckless behavior with E-vehicles, E-Bikes, and E-Scooters at our parks. Staff cannot police all areas but are doing an excellent job keeping people safe.
- **Misc.** – Attended staff meetings, individual department meetings, Executive Director meetings, capital meetings, Frisbie meetings, and general improvement initiatives from staff.

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

Liz Vinakos, Superintendent of Administration

General

- Majority of work has been spent on Distinguished Agency documentation. We have been reviewing and updating policies, procedures, reports as needed. Reviewing assessment one by one for completion.
- Completed reconciliation of all administrative policies and procedures. Organized and standardized templates. Began marking procedural documents for update. Will be conducting audit of all hard copy binders across the sites.
- Preparation of donation requests.
- Review and response for scholarship applications.
- Reviewing solar opportunities, and other grant initiatives. Meeting with key individuals to begin to assess viability of project at District.
- Developing procedural documents, as well as utilizing brochures from special recreation association, to develop training and guidelines for inclusion at the District.
- Review of work order management software opportunities.
- Assist Directors as needed.

Risk Management and Safety

- Review of risk management review – Essentials of Risk Management- progress. Provided additional documentation to PDRMA to prepare for final review and scoring.
 - Remediation activities are progressing for 2025 needs. 2026 goals will be created after financial assessment review.
- Review of COI process, moved to risk management department. Begun developing training on COI process for staff.
- Review of mapping of all first aid kits and AEDs, access granted to AED monitoring. Begun tracking process.
- Normal processing of all incidents, reviewing and inspections of all safety concerns.

Meetings

- Monthly Risk Management committee meeting took place on September 23rd. Reviewed safety inspections and entered all RMI remediations in basecamp, staff has been completing these items.
- Attended weekly construction meetings for PLCC.
- Attended MNASR partner training offsite.
- Registered for the risk management institute conference, electrical safety as well as other safety training programs.
- Attended weekly administrative meetings.
- Met with HR & Risk Superintendent to review all risk activities during her leave.

Scholarship application update

- Scholarship requests have closed and reconciliations have begun. Please see total awards as of October. I will post the final numbers after reconciliation.

Park District Scholarship Awards October 2025 (YTD)

Park District Amount Awarded	Park District Amount Redeemed	Park District Unused Funds
\$28,221.00	\$20,932.75	\$7,228.25

Friends of the Park Scholarship Awards October 2025 (YTD)

Friends Amount Awarded	Friends Amount Redeemed	Friends Unused Funds
\$30,579.25	\$26,015.50	\$4,563.75

October (MTD) 2025 FOIA Requests

Total Requests	Average Time to Close (days)	Commercial Request?
2	3	1

September 2025 FOIA Requests

Total Requests	Average Time to Close (days)	Commercial Request?
2	5	1

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

Brian Panek, Director of Revenue Facilities and Recreation

- **Revenue Facilities**
 - Secured range balls at the same cost as this past year.
 - Greens repairs at Lake Park continue to be made and conditions have improved. Work continues to get to optimal level.
 - Fence and gate have been installed at the Lake Park Clubhouse.
 - Installed a sign at Charcoal Delights for the Shoreline Room to help with the marketing for more parties.
 - Continue to meet regarding TeeUP 1-2 times weekly.
 - Working with Range Automation on securing rubber tees for the Golf Center.
 - Ordered and staff installed new e-bike signs throughout our major parks and pathways.
- **Aquatic Facilities**
 - Mystic closed on 9/1 for the season. Revenues were up \$55,525.65 from last year.
 - Reviewed projects and needs for the 2026 summer pool season, including drop slide pool repairs, painting, sound system, cameras, electrical, and drainage.
 - Revenues were up a modest \$1,392.95 between Arndt and Chippewa compared to last year.
- **Recreation**
 - Working on updating procedures and policies for independent contractors.
 - Finalized fitness equipment for the new fitness center.
 - Selected lockers, flooring, and cabinets for the fitness center remodel.
 - Meeting weekly with Kandu and staff on renovation project.
 - Dance classes have gone smoothly and without any interruption with the work going on with the air conditioning installs. No classes had to be cancelled due to the work being completed.
- **Other Updates**
 - The Glow Golf event on 9/27 was a huge success. We had perfect weather and 20 groups participated. The new patio and tent were great additions.
 - Optimist Club will once again be selling trees at Lake Park 11/22-12/20.
 - Working with all frontline facility staff on customer service improvements and proper uniforms.
 - Made updates to the Distinguished Agency for the Recreation section.
 - Reviewed Winter Spectrum and Winter Playbook.
 - Attended multiple meetings including Admin meetings, multiple Prairie Lakes renovation meetings, Aquatics staff meeting, Tee UP upgrades, Friends of the Park board meeting, Chamber Board meeting, Chamber Golf Committee meeting, and Fall Fest Planning Committee meeting.
- **Upcoming Events**
 - 10/25 from Noon-3pm Trunk or Treat @ Prairie Lakes
 - 10/30 from 11am-Noon and 1-1:30pm Preschool Halloween Parade @ ALC
 - 10/31 from 11am-Noon and 1-1:30pm Preschool Halloween Parade @ ALC
 - 11/1 from 1-3pm Dia de Los Muertos event @ the Des Plaines Library
 - 11/7 from 6-9pm Middle School H2) Night @ Prairie Lakes Aquatic Center
 - 11/13 from 11am-2pm Des Plaines Garden Club Annual Holiday Luncheon @ Manzo's

Malgorzata (Gosia) Zalewska, Aquatics Manager

- In preparation for the annual maintenance of the Splashpad coming up in October signs were put up, website updated, and members notified.
- Summer staff evaluations were completed, added to Paycom, and all seasonal employees inactivated.

- Two new front desk associates were hired- MaryJo who has been a consistent lap swimmer at the Aquatic Center and Arndt Park Pool along with Cristina!
- The additional Swim School 4:00pm slot time has been going very well and is increasing enrollment in the program.
- Three fitness programs have been utilizing the Prairie Lakes Aquatic Center party room due to PLCC Construction.
- Scuba, Mongolian Talent Academy, and Alligator Aquatics rented lanes at Prairie Lakes Aquatic Center.
- September parties booked at PLAC- Splash Pad parties: 10, full facility: 8
- Upcoming October rentals at Prairie Lakes Aquatic Center: Scuba, MNASR, Mongolian Talent Academy, and Alligator Aquatics.
- Upcoming events at Prairie Lakes Aquatic Center: Floating Pumpkin Patch on October 18th (Enrolled: 83 participants) and Water Wonderland on December 20th (Enrolled: 19 participants)

Membership Snapshot- Year-over- Year Comparison

Membership Type	September 2024	September 2025
PLAC (Aquatic Only)	1,223	1,101
Prairie Pass (All Access)	594	700
Total Aquatic Members	1,817	1,801

Brianna Wabel, Aquatic Supervisor

- Held Manager and Front Desk Meeting
- Planned for upcoming events (floating pumpkin and Water Wonderland)
- Progress Report Week for Swim School
- Mystic Water walk through-2026 Plan
- Helped and worked Fall Fest

Swim School	Membership Report
Punch Pass	88
EFT	465
Total	553

Joseph Weber, Superintendent of Revenue Facilities

- Prairie Lakes Fitness Expansion project:
 - Weekly construction meetings held on Wednesdays.
 - Owner items for Fitness Equipment & Lockers have been ordered.
 - Finishings for cabinets, countertops, flooring, and doors are also being selected.
- Distinguished Agency, minor updates were completed for General Management.
- Communicating regularly with Nilco on course conditions and needs.
- Nilco scheduled repairs:
 - Tee Boxes 1-9 have been shut down for repair 9/22.
 - Sand was received for top dressing.
 - Sprinkler head work continues due to wear and tear throughout the golf season.
 - Adjustments to the irrigation systems are being completed for good grass-growing weather.
- Golf Center

- NEW Oktoberfest Golf Outing was a success with 24 participants on 10/4. Thanks to our Sam Adams Oktoberfest Sponsor, and Club Casa for the meal. I took second place in a Stein Hoist with extremely high-level competition.
- Liebold project planning and proposals for course repairs are being received.
- Tee up POS added golf ball sales when applicable.
- Communicating with SmartRain Irrigation Management smart controllers and software.
- Bank runs, customer control, and staff training are ongoing.
- Lake Park
 - Agent Orange foundation was poured, and monument was installed. Staff will assist with the unveiling event on 10/11 at 11am.
 - Met with Jen from Tigris on Lake Opeka treatment/management.
 - Prepared site and managed course operations for Friends of the Park Golf in the Dark.
 - Durabilt installed gates at the clubhouse entry to the patio and the practice green.
 - Sand traps continue to be altered in areas of run off due to machine dragging.
 - A replacement motor for the lake fountain from Kasco was installed by Tigris.
 - Coordinated work with Liebold for irrigation repairs.
 - On site visits to park and course are completed regularly.
- Mountain View walk-throughs continue.
- ERC Events continue to coordinate event details and will be sending out invitations by the end of the month for the 12/5 Staff Holiday Party.
- Fall Fest
 - Completed site set up and coordination.
 - Assisted with breakdown and relocation of items for storage.
- Kiwanis Peanuts Day boxes are available with a suggested donation of \$50 per box.
- Attended: Tee up meeting 1-2x/week, Kiwanis meeting 9/4, 9/18, & 10/2; PLCC Fitness Construction meetings weekly, Revenue Facilities meeting, Admin meetings weekly, Recreation and Revenue meeting 10/3.

Dylan Kuffell, Revenue Facilities Manager

- New Fountain motor was installed on the lake by Tigris and is working properly.
- The Lakeview Center music rooms are now in use with Monday and Wednesday music lessons taking place. A participant of the Bucket Drum class I spoke with, gave great feedback of the rooms and said positive things about the Lakeview Center.
- Registration was opened for the Fishing Derby at Lake Park on October 18th.
- Yoga sessions on Mondays, Wednesdays, Thursdays and Sundays continue to show high registration numbers and drop-ins. Our current sessions extend into October so an exact number of total participants will be provided in next month's report.
- Prepared the park grounds and set up for Fall Fest.
- Hosted Glow Golf event at Lake Park on September 27th.
- Attended ERC Events meetings to plan our holiday party.
- Alec and maintenance staff are now focused on grass repair and park areas that need attention after Fall Fest and constant foot traffic throughout Lake Park this summer.
- Alec and I are working on Risk Management Remediations for Lake Park facilities.
- Shoreline Room events in September were a success. One of the groups who held a celebration of life event loved the space and plans to book another event in the spring. Booked Shoreline Room rental list:

Saturday, Oct. 11	Gus- Charcoal Delights
Saturday, Oct. 18	Baby Shower
Sunday, Oct. 19	Wedding Reception
Saturday, Oct. 25	Baby Shower
Thursday, Dec. 4	District 62
Friday Dec. 5	DPPD Holiday Party
Friday, May 22, 2026	Wedding Reception

Max Henley, Golf and Facility Supervisor: Golf Center

- Finishing high school golf season: 18 golf teams hosted during fall season
 - Aptakasic Jr. High, Elk Grove (2), Elmwood Park, Maine East, Maine South Girls, Maine West (2), Northridge Prep, Notre Dame, Regina, Resurrection, St. Patrick, St. Viator, Taft, Wheeling (2) and Willows Academy
- Hosted 3 High School Night matches
- Working on TeeUp with IT
 - Attended Meeting on 9/23
- Working with Joe and NILCO on Golf Course maintenance
 - Overall improvement on the course. NILCO is still working on trouble areas on a couple of tee boxes
 - Greens have been in the best shape in a couple of years, and receive compliments weekly
- Hosted 1 Range Outings and a 2 Course outings
- Hired and cross-trained staff for various positions at the Golf Center
- Scheduled staff for rental building open and closings
- Attended Des Plaines Chamber Golf Outing as the “Pro” for Beat the Pro

	2024	2025	Change
Range Balls Hit (Automated Tees)	1,596,092	1,333,937	-262,155
Golf Rounds	2,617	2,555	-62
Short Game Area	458	672	+214
Grass Tee Baskets	10	802	+792

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.
 - Demolition of the east wing meeting rooms was completed.
 - Demolition of the fitness studio, Prairie, and Willow rooms was completed.
 - Fitness equipment orders have been completed.
 - Multiple-purpose room flooring, cabinets, and cubbies have been decided.
 - Locker rooms – lockers were ordered.
 - Fitness rubber flooring was decided.

- Front desk cabinets were decided.
- New fitness studio elevation change worked through, and a solution was decided.
- Footings for the fitness hallway expansion for locker room access pass initial inspection.
- Change orders are being worked through
- Air Conditioning - ALC 101 and 102
 - Units and vents have been installed.
 - Electrical work continues.
 - Classes should not be affected.

Program Planning, Departmental Oversight, and Surveys

- 2026 Spectrum/Playbook
 - Winter Spectrum is in the proofing stage with a new proofing process to create efficiency, being rolled out to staff.
 - Spring/Camp 2026 Spectrum/Playbook content entry has begun. Focusing on new special events, additional sports, and nature programming.
- Programming
 - Preschool nature special programming this month with the Go Green group.
 - Dance DPDA started successfully with no issues. Staff have stepped up in Nancy's absence.
 - Soccer is finishing up a successful season, including the all-girls team added this year.
 - Basketball evaluations have been completed.
- Fall Special Events
 - Fall Fest weekend leadership support.
 - Oversaw sign installation and placement for clear festival communication.
 - Worked with Jenn, Annette, Liz, and Bonnie to complete the Operational Manual and Fall Fest guides.
 - Upcoming Fall Events
 - Fishing Derby, Lake Park – October 10 @ 10:00 am - 12:00 pm
 - Trunk or Treat, Prairie Lakes – October 25 @ 12:00 pm - 3:00 pm
 - Día de Los Muertos, Library – November 1 @ 1:00 pm - 3:00 pm
 - Winter Wonderland, Prairie Lakes – December 5 @ 4:00 pm - 7:00 pm
 - Families New Year's Eve Party, ALC – December 31 @ 2:00 pm - 4:00 pm
- Program Satisfaction Survey
 - Soccer surveys to be sent out this week.
 - Special event surveys sent out directly after events.

IPRA Registration Opened

- Registration is open, and early bird registration ends in December. IPRA is a week later this year, January 29, 30, and 31. I have instructed all recreation staff to book hotels asap as they tend to go fast.

Administrative Projects

- Distinguished Agency
 - Legal section 2nd review with mentor.
 - Remaining sections are being finalized by the DPPD leadership team.
- Grant Management
 - Final phase of \$2M DCEO Shoreline Grant underway; reimbursement delayed by state staffing.
 - Extension approved for the request in February 2025.
 - Final payment was made to Semper Fi, closing out the project.
- Awards
 - IPRA Outstanding Park Award submission for Lake Opeka completed, awaiting decision.

Human Resources & Staffing

- Colette Plantz – retired on September 26 with a going-away party thrown by staff.

- Christian – Athletic Supervisor started September 16 and is accumulating, jumping right in to learn all responsibilities.
- Building Supervisor ALC – still looking for part-time assistance for evenings and weekends.

Des Plaines Friends of the Parks

- Met on October 1; next meeting November 5.
- GITD event on September 27 was a success. Fun was had by all. Financial numbers will be finalized soon.
- Final after-event clean-up, inventory, and organization took place on October 1.
- Thank you letter to all participants and sponsors, will be out this month.
- Friends will be participating in the Trunk or Treat event and the Halloween contest judging.

Bonnie Cichanski, Marketing and Communications Manager

Publications & Promotions

- Winter 2025–2026 Spectrum & Playbook
 - Production is underway for the Winter Spectrum (64 pages) and Playbook (8 pages).
 - Coordination with Recreation staff continues to ensure timely, high-quality content delivery.
- **Fall Spectrum Promotions**
 - Ongoing promotion through e-blasts, social media, and print signage at all facilities to maintain engagement and visibility.

Event Marketing & Support

- Blackhawk Dog Park Grand Opening
 - Volunteered on-site: coordinated table décor, managed giveaway distribution, greeted attendees, and supported photo opportunities.
 - Ordered branded promotional items in support of the event.
- **Fall Fest 2025**
 - Sent Fall Fest e-blast on September 13, achieving a 40% open rate.
 - Provided full marketing and on-site support:
 - Created and installed signage
 - Volunteered all three days at the event
 - Captured photos and video content during Sunday festivities
 - Assisted with event clean-up on Monday at Lake Park
- **September E-Blast (Sent September 10)**
 - Featured highlights included: Fall Fest, Creative Corners Preschool, Family Harvest Hoedown, Fitness Classes, Oktoberfest, Community Concert Band (October), Fall Art Classes, Summer Wrap-Up Video, and Fall Registration.
 - Achieved a 44% open rate.

Team Development & Recognition

- Marketing Team Update
 - Welcomed new Marketing Supervisor Shelly Holmes to the team. Shelly has made an excellent start, contributing to the ERC Committee and bringing fresh perspectives to department planning.
- Retirement Recognition
 - Planned and executed a retirement celebration for Colette Plantz, honoring her 10 years of dedicated service to the Park District.

Strategic Projects & Communications

- Sponsorship Brochure
 - Redesign project is in progress, aimed at strengthening partner outreach and increasing sponsorship visibility.
- Fitness Marketing Support

- Developed Constant Contact templates for the Fitness team and conducted internal training on usage.
- Ongoing Marketing Support
 - Continued cross-promotional efforts for Golf Center, Mountain View Adventure Center, and Lake Park/Lakeview Center.

Meetings & Professional Development

- Attended regular Administration meetings with the Executive Director.
- Participated in bi-weekly Marketing meetings, Facilities meetings, and IPRA C&M Showcase planning.
- Engaged in LinkedIn Learning webinars for professional growth and trend awareness.

Wellness Leadership

- Wellness Team Initiatives
 - Led the continuation of monthly wellness emails, book club, and fall-themed activities.
 - Launched the Fall Step Challenge: “Parks & Rec Trek”, including themed crafts and prize coordination for Book Club participants.

Ongoing Branding & Infrastructure

- Maintained updates and quality control for:
 - District website and e-sign messaging
 - Facility sign boards
 - Business cards, staff name tags, and board report covers

Shelly Holmes, Marketing Supervisor

Graphic Design Projects

- Created promotional materials and signage for the following:
 - Family Harvest Hoedown
 - Fishing Derby
 - Construction Notices
 - Pool Closure Signage
 - Social Media Event Graphics

Social Media Management

- Posting Activity
 - Maintained consistent posting across platforms with a total of **28 posts** in September.
 - Actively monitored community pages and social media groups to track potential negative chatter or misinformation and respond as appropriate.

Instagram Analytics

- Audience Growth
 - Current Followers: **3,906** (up from 3,835 | **+2%**)
 - New Follows: 114 | Unfollows: 38
- Engagement & Reach
 - Reach: **10.5K** (**+18%**)
 - Page Views: **89.4K** (**+75%**)
 - Content Interactions: **1.8K** (**+72%**)
 - Profile Visits: **1.5K** (**+51%**)
 - Link Clicks: **49** (**+4,800%**)
- Top Performing Post
 - *Fall Fest Day 1 Opening* – **9,704 views**

Facebook Analytics

- Audience Growth
 - Current Followers: **9,049** (up from 8,962 | **+1%**)
 - New Follows: 76 | Unfollows: 25
- Engagement & Reach

- Reach: **62.6K** (-7%)
 - Page Views: **214.8K** (+17%)
 - Content Interactions: **2.1K** (+55%)
 - Link Clicks: **1.5K** (-21.4%)
 - Page Visits: **5.9K** (+29%)
- Top Performing Organic Posts
 - *Biggest Reach: Fall Fest Day 2 Promo – 12.4K reach*
 - *Most Liked: E-Bike & E-Scooter Prohibited – 175 likes*
- Paid Reach Summary
 - Total Paid Reach: **24,621** (-20%)
 - Amount Spent: **\$192.58**
 - Top Performing Ad: **Junior Warriors Basketball**
 - Reach: **8,000** | Views: **15.7K**

Photography & Videography

Photo Coverage

- Captured and archived high-quality images for:
 - *Fall Fest*
 - *Staff Portraits* (Chris N.)
 - Uploaded to SmugMug and District Drives

Video Productions

- Created and published the following video content:
 - *Fall Fest Promo*
 - *Lifeguard Appreciation*
 - *Lady Warrior Feeder Basketball*
 - *Blackhawk Dog Park Grand Opening*
 - *Fall Fest Daily Promos & Recaps* (Days 1–3 + Final Recap)
 - *Craftersnoon Bag Charms Promo*
 - *Family Harvest Hoedown Promo*
 - *Park Spotlight: Centennial Park*
 - *PLCC Renovation Update with Jenny Fairman*

Website & Digital Platforms

- Website Maintenance
 - Updated staff directory and added multiple event updates.
- PLCC Lobby TV Screens
 - Refreshed and managed digital displays via Rise Vision platform.

Department & Team Collaboration

- Participated in the following meetings:
 - Marketing Team Meeting
 - Facility Team Meeting
 - ERC (Employee Recreation Committee) Meeting
- Winter Spectrum & Playbook Prep
 - Pulled and organized photos for publication use.

Jennifer Boys, Assistant Superintendent of Recreation

Creative Corners Preschool Support

- Continued support for preschool operations by assisting Recreation Supervisor Candice Morden with ongoing participant behavior issues and staffing concerns to ensure smooth classroom management and program continuity.

Cultural Arts Oversight

- Provided interim leadership for the Cultural Arts Division during Nancy Suwalski's leave.

- Met regularly with Natalie and Lauren to manage daily operations of the Des Plaines Dance Academy (DPDA).
- Successfully launched the DPDA program year with minimal operational issues.
- Oversaw music program registrations, purchased accessories for the new Lakeview Center music space, and addressed inquiries from music instructors.

Special Events

- **Fall Fest 2025**

- Supported event logistics throughout the weekend, including setup, teardown, and vendor payments.
- Led a post-event committee wrap-up meeting to review successes and outline changes for next year's event.

Facility & Operational Oversight

- **Concessions Management**

- Continued monitoring operations at Lake Park and Mountain View Adventure Center, including redistribution of surplus pool inventory for off-season use.

- **Administrative & Leisure Center (ALC)**

- Coordinated with Tyler Fuchs and Max to supplement weekend staff coverage using cross-departmental team support.
- Ongoing search for a permanent weekend staff member is in progress.
- Collaborated with Tyler to coordinate treadmill replacement in the ALC Health Club through Direct Fitness Solutions.

- **Facility Rentals**

- Secured Maine Township Hockey as a gym renter at ALC for dry land training every Wednesday through December.

Additional Notes

- Took personal vacation time, returning refreshed and ready to support ongoing fall initiatives.

Tyler Fuchs, Assistant Superintendent of Recreation Report

Athletics Supervision & Staffing

- New Staff Onboarding
 - Welcomed Chris, the newly hired Athletics Supervisor, and began onboarding him into programs, responsibilities, and key contacts.
 - Guided Chris through basketball evaluations, equipment inventory, and gym reservation procedures through the D62 IGA.
- Athletic Program Launch
 - All Fall Athletic Programs successfully launched, including soccer, basketball, and Jr./Lady Warriors travel teams.
 - Introduced Chris to partner organizations and vendors to ensure smooth program handoff and relationship building.

Program Operations & Coordination

- Soccer Season Kickoff
 - All levels of soccer began on September 6. Managed referee scheduling and league coordination.
- Gymnastics & Dance Contracts
 - Finalized planning for gymnastics programs at Maine West.
 - Submitted signed contract for Des Plaines Poms to utilize the Maine West dance studio.
- Jr. & Lady Warriors Tryouts
 - Lady Warriors tryouts were held on September 20, forming teams for grades 6–8.
 - Jr. Warriors tryouts scheduled for October 3, open to grades 4–8.
- Theater Rental Coordination

- Oversaw facility arrangements for Premier Showcase and Big Noise Theatre, both active through October.
- Big Noise is currently producing *Annie*.

Facility & Equipment Planning

- Fitness Equipment Procurement
 - Continued work with multiple vendors (Direct Fitness Solutions, Life Fitness, The Fitness Connection) to finalize equipment selections for the PLCC Fitness Expansion.
 - Participated in internal planning and pricing reviews to support the renovation process.

District Engagement

- Volunteered throughout Fall Fest (Sept 12–14), assisting with event operations and staff coverage.
- Participated in the following committees and planning meetings:
 - Safety Committee
 - Events Committee
 - PLCC Fitness Renovation Team

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

Membership Type	September 2024	September 2025	Change	Change %
PLAC (Aquatic Only)	1,120	1,105	–15	–1.3%
PLCC (Fitness, Gym, Track)	1,573	1,753	+180	+11.4%
Prairie Pass (All Access)	611	699	+88	+14.4%
ALC (Health Club)	58	58	0	0%
Total Members	3,362	3,615	+253	+7.5%

Membership Trends & Insights

*Total membership grew by 7.5%, driven by strong increases in **Prairie Pass (+14.4%)** and **PLCC Fitness (+11.4%)**.*

ALC usage remained steady.

*Growth in bundled memberships highlights continued demand for **flexible, multi-access options** across the district.*

Jenny Fairman, Fitness Supervisor

Fitness Operations & Program Delivery

- **Class Relocation for Construction**
 - Successfully transitioned all fall fitness classes from the Aerobics Studio to alternate spaces due to the start of demolition.
 - Updated room reservations and schedules, with classes now held in the Multipurpose Room, Mountain View Rooms, Racquetball Court, and PLAC Party Room.
- **Instructor & Participant Communication**
 - Communicated new room assignments and equipment needs to fitness instructors.
 - Coordinated movement of required fitness equipment to designated rooms and storage areas.
 - Notified all class participants of location changes via email and in-person communication
 - Created and posted daily fitness class schedule signage at each location.
- **Construction Communication**
 - Partnered with Marketing to create a social media update video on the PLCC Fitness Expansion.
 - Sent Constant Contact email to fitness members regarding construction start and facility changes.
- **Facility Oversight**
 - Conducted daily walkthroughs to ensure cleanliness, safety, and customer service standards were upheld during the transition.

Staff Development & Scheduling

- **New Hire: Personal Trainer**
 - Hired Zack Norman as a personal trainer, who began offering sessions on September 29. Zack will serve both general fitness clients and athletes.
- **Upcoming Training**
 - Planning Customer Service Training for all PLCC front desk staff and building supervisors, scheduled for mid-October.

Facility Management & Expansion Planning

- **Pre-Construction Prep**
 - Assisted with clearing out the Prairie Room, Willow Room, Cycling Room, Multipurpose Room, and Aerobics Studio in preparation for demolition.
- **Equipment Layout & Purchasing**
 - Measured current equipment dimensions for layout development.
 - Participated in Weekly Construction OAC Meetings.
 - Supported final equipment selection and pricing coordination with Direct Fitness Solutions, Life Fitness, and The Fitness Connection.
- **Internal Project Coordination**
 - Attended:
 - Internal Locker Selection Meeting on September 8
 - Internal Fitness Expansion Project Meeting on September 29
 - Finalized locker system and equipment selections for the new space.

District Involvement

- **Fall Fest 2025**
 - Volunteered all three days (Sept 12–14), supporting KidZone, the beer tent, and general event patrol shifts.
- **Employee Recreation Committee (ERC)**
 - Attended ERC Holiday Party Planning Meeting on October 1.
 - Currently designing event decorations for the staff celebration.
- **Wellness Participation**
 - Participating in the district-wide Parks and Rec Trek Step Challenge.

Chris Nesterowicz, Athletics Supervisor Report

Onboarding & Department Integration

- **Start Date:** Officially began the role of Athletics Supervisor on September 16, 2025.
- Spent initial weeks visiting park district facilities and program sites to gain familiarity with spaces, staff, and operational needs.
- Observed and connected with participants during adult softball league games at Rand Park.

Youth Athletics Programming

- **Basketball Evaluations & Planning**
 - Facilitated basketball evaluations for both the Lady Warriors Feeder program and Recreation League.
 - Actively monitoring registrations and rosters for both feeder and recreation teams.
 - Jr. Warriors tryouts scheduled for October 3, 2025.
 - Confirmed league registration with DYTBL for the feeder program.
- **Basketball Season Prep**
 - Developed a comprehensive season planning checklist, including:
 - Marketing & outreach
 - Volunteer coach recruitment
 - Jersey and equipment ordering
 - D62 gym space requests
 - Team scheduling

- **Soccer Program Support**

- Responded to coach requests and minor issues throughout the ongoing fall soccer season to maintain strong customer service and program consistency.

Collaboration & Outreach

- Met with **Assistant Superintendent Tyler Fuchs** to explore expanded marketing strategies for athletic programs both within Des Plaines and neighboring communities.

Looking Ahead

- Settling into daily responsibilities and continuing to build familiarity with park district systems and processes.
- Excited and motivated to support the growth and visibility of Des Plaines Park District athletic programs through high-quality programming and strategic community engagement.

Candice Morden – Recreation Supervisor

Meetings & Department Involvement

- Attended key internal meetings, including the Monthly Recreation Department Meeting, ERC Events Committee Meeting, and Early Childhood Committee Meeting to align program planning and staff engagement.

Creative Corners Preschool Operations

- **Program Launch & Communication**

- Successfully hosted Meet the Teacher Night on September 3 and 4, with approximately 70% family attendance.
- Supported a smooth start to the Creative Corners Preschool year, which began on September 8.
- Provided facility tours and responded to inquiries from prospective families regarding early childhood programming.

- **Family & Inclusion Support**

- Coordinated with MNASR to ensure adequate inclusion support for students requiring accommodation.
- Met with multiple families of struggling students to discuss individual needs and develop support strategies for classroom success.

- **Staff Training & Operations**

- Trained preschool staff in the use of Class Dojo for consistent weekly communication with families.
- Scheduled Preschool Picture Days with Photomonkee for October 15 & 16, in coordination with Recreation Assistant Haley Becker.

- **Enrollment Snapshot**

- **Preschool Prep:** 24 students (Full)
- **Terrific 3's:** 21 students
- **Fabulous 4's & 5's:** 32 students
- **Nature Explorers:** 11 students
- **Spanish Immersion:** 7 students

Youth Programming & Contractor Support

- Met with Independent Program Contractors to review and collect updated contractual paperwork ahead of fall programming.
- Collaborated with Haley Becker and program staff to plan new nature programming for the Spring 2026 season.

Administrative & Strategic Planning

- Participated in the PDRMA Legal Update Webinar covering summer camp safety and legal trends in youth programming.

- Initiated budget planning for the 2026–2027 fiscal year, including Creative Corners and Summer Camp pricing.
- Met with ePACT software representatives to review waiver functionality and upcoming platform enhancements for the district’s third year of usage, beginning January.

Elizabeth Karras, Recreation Supervisor

Special Events Coordination

Fall Fest 2025 – KidZone Management

- Coordinated full KidZone entertainment lineup including live music and dance performances, a magic show, a giant bubble performer, a petting zoo, inflatables, and an interactive craft station.
- Provided on-site support for event setup and takedown, contributing to the overall success of the three-day festival.

Trunk or Treat Planning

- Proactively reached out to local community groups, organizations, and businesses to secure participation.
- Confirmed 20 registered groups, including multiple Des Plaines Park District departments, local nonprofits, and Chamber-affiliated businesses.
- Engaged with Jane Hogan from the Des Plaines Chamber of Commerce to explore sponsorship opportunities for the event.

Upcoming Events Preparation

- Purchased supplies and giveaways for the **Fishing Derby**.
 - Collaborated with the Marketing Department to develop and schedule promotional content.
 - Continued active planning for additional upcoming events:
 - *Día de los Muertos* (in partnership with Des Plaines History Center & Public Library)
 - *Pumpkin Smash*

Youth Programming & Community Outreach

- **Program Delivery**
 - Completed one session of Kids Can Cook, with additional fall sessions scheduled.
 - Coordinated ingredient and supply purchases to support ongoing and upcoming sessions.
 - Prepared and promoted additional youth programs:
 - *Crafternoons*
 - *Homeschool Hangouts*
- **School Days Off**
 - Secured field trip bookings for Thanksgiving Break programming.
 - Updated field trip schedules and descriptions on the Park District website to align with current offerings.
- **Birthday Party Services**
 - Coordinated and facilitated one private birthday party for approximately 20 guests.

Community Engagement

Fire Department Open House

- Represented the Park District at the event, distributing branded giveaways and promoting fall and winter programs to community members.

Cultural Collaboration

- Maintained ongoing coordination with the Des Plaines History Center and Des Plaines Public Library for a successful Día de los Muertos cultural celebration.

Department Involvement

- Participated in the monthly Recreation Department Meeting, providing updates on youth programs and event planning initiatives.
- ERC Events Committee – Holiday Party Planning Meeting – September 3

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

Aurelio Marquez, Director of Parks and Planning

- Performed routine building inspections across various facilities.
- Overseeing the closing and winterizing of all exterior pools.
- Mystic Water meeting with recreational department for upgrades and maintenance of park.
- Attending weekly OAC meetings for Prairie lakes community center renovation project.
- Working with risk management department on correcting and updating PDRMA regulations.
- Working with mechanical maintenance on maintaining all equipment for the winter season for all departments.
- Working with building services on maintain all roof top units that are affected by construction project at PLCC.
- Led the Post-Fall Fest meeting with all Parks departments to plan better for next year.
- Coordinating with risk management to finish and submitting all materials for the Parks Department Distinguished Agency application portion.
- Coordinated a monitoring meter on our distribution panel at PLCC to track power quality and report issues. Waiting for a meeting with subcontractor to go over report results.
- Overseeing ALC insulation of all our water lines, to be energy efficient.
- Overseeing repair work at Mystic Waters plunge pool drain.
- Coordinated work with ComEd at Kutchen Park to remove a dying tree that was causing a safety hazard with power lines.
- Attended our monthly Risk Management meeting to stay current on safety procedures.
- Scheduled grading work on the PLCC soccer fields, near the basketball court, to level out where the silt bags had settled.
- Coordinated wall penetrations for new air conditioning duct work install.

Dennis Wodka, Special Projects Supervisor

- Completed my second Fall Fest set up and feels like we had a very smooth event again.
- Built and installed amenities at the new Blackhawk dog park.
- Reinstalled all picnic benches, trash receptacles and anchored in place.
- Assisted Landscaping in weekly assignments.
- Completed annual fire sprinkler inspection at our District's facilities.
- Installed new window well cover at Lake View Center at entrance.
- Completed weekly Basecamp assignments.
- Completed weekly park inspections
- Vandalism – No vandalism to report

Esteban Cardenas, Mechanical Maintenance Supervisor

- PLAC daily operations.
- Whirlpool at PLCC drained, cleaned and filled every Monday.
- HVAC systems checked at all buildings on Mondays, Wednesdays and Fridays.
- Winterization of Mystic Waters started.

- Replaced lights timer at Lake Park bandshell.
- Major service performed on PLAC lap pool heater.
- Replaced VFD controller for lap pool motor.
- Perforated walls at ALC dancerooms for A/C unit installations.
- Fall Fest set up, operations during event and break down.
- Replaced motor for A/C unit and serviced unit at Lake Park clubhouse.
- Service performed on vehicle #7.
- Service performed on vehicle #11.
- Service performed on vehicle #23.
- Service performed on vehicle #25.
- Service performed on Vehicle #27.

Patrick Barton, Landscape Supervisor

- Weekly mowing routes.
- Weekly garbage routes.
- Replace dog waste bags at various parks.
- Paint soccer lines at PLCC, Algonquin School, and Terrace Elementary.
- Drag and line ball fields.
- Remove weeds and grass from ball fields.
- Spray weeds at various parks.
- Trim trees at various parks.
- Chip branches and debris from various parks.
- Coordinate Fall Fest crossing guards and garbage cleanup.
- Lead morning stretches for landscape staff.
- Approve 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.
- Water trees and plants at ALC, Blackhawk, and Craig Manor.

Scott Sullivan, Assistant Landscape Supervisor

- Schedule and coordinate daily/weekly mow routes.
- Daily garbage routes.
- Began landscape cleanup at Golf Center including pruning shrubs and weeding.
- Landscape cleanup at Seminole park including weeding, pruning shrubs and trees, and cutback of dormant perennials.
- Began construction of new replacement retaining wall at Rand/Mystic Waters.
- Cleanup of debris at Golf Center dumpsters.
- Overseen completion of landscape maintenance at Cherokee Park including pruning of shrubs and trees, dormant perennial removal, and overall cleanup.

- Scheduling of softball/baseball field maintenance, i.e., grooming, dragging, and weed removal for all scheduled games.
- Consistent monitoring of all parks across district for landscaping issues and any hazards.
- Cleanup and reorganization of landscape department fleet vehicles and cold storage facility machinery/tools.
- ALC turtle pond monitoring and maintenance.
- Coordination of daily watering routes including 10 new trees at Craig Manor Park, 10 new trees at Blackhawk dog park, 12000 square feet of new sod at Dimmuci-Lowenburg park, and new fall plantings at ALC.
- Ordered iron treatments for TOL trees due to deficiencies diagnosed by myself and The Morton Arboretum Plant Clinic.

Ken Rochau, Building Services Supervisor

Golf Center

- Fall Fest setup and tear down.
- Replaced the ballroom conveyor.
- Repaired the chains on the ball feed elevator, received quotes on replacement parts.
- Staff volunteer for shifts during Fall Fest.
- Passed yearly elevator inspections.
- Replaced broken heater bulbs on station 223.
- Started replacement of 3rd floor new heaters.
- Changed RTU filters and belts.
- Ken attended Safety Committee and did park inspections of Golf in the Dark.

ALC

- Weekend cleaning of bathrooms and setups.
- Added backpack hooks in room 110.
- Replaced the circulating pump, old piping and flow meter switch for the whirlpool.
- Removed the aerial silks so they can be cleaned then reattach them to the gym ceiling.

PLCC

- Weekend setups.
- Staff is still covering for PLCC maintenance staff.
- Laid and removed the Marley dance floor in the theater.
- Removed and disposed of a lot of old items from the east wing before construction starts.
- Removed the broken mirror from the PLCC strength room.
- Setup for Premier Showcase rental.
- Working with Old School Eng with knowledge of the HVAC in the building to install new control system for the gym and the theater wing.
- Changed air handler filters for all construction areas and checking filters weekly.
- Purchased covers for digital thermostats on the gym walls.

Lodge Buildings

- Weekend rental setups for Cumberland Terr, West Park and Arndt Park.
- Daily cleaning of the West Park concession bathrooms.
- Brought supplies to Blackhawk dog park for Grand Opening.

Mountain View

- Weekly inspections and adjustments of the batting cages.
- Continuing training of staff.

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

Annette Curtis- Director of Business

- **Projects and Meetings:**

- Submitted Sales Tax.
- Ran installment billing for memberships, swim school, dance.
- Attended Tee up meetings to discuss system design.
- Continued working on Dance invoicing for AIM.
- FY 2025 Audit has been filed with State Comptroller, Cook County Clerk, Speer Financial and GATA.
- SAMS website annual update has been completed.
- History Center- Met Dennis Murray, Executive Director. Created a new chart of accounts structure.
- Assisted with staff personnel problems & concerns.
- Completed monthly IMRF and BLS reporting.
- Fall Fest, calculated payment with Fantasy Amusement and deposited check. Working on split with Chamber and History Center.
- Provided documentation for Distinguished Agency. Continued review of Business Policies.
- Rolled out of Office 365, email and Microsoft office products. First staff training on October 15th.
- Welcome back Nicki!

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

- Payrolls:
 - Payrolls run: 2
 - Checks/Direct Deposit Issued: 627
- Accounts Payable:
 - Checks issued: 76
 - EFT/ACH: 103
 - Purchase Orders: 370
 - Invoices: 651
- Reservations (fields, gym, theater, pool and outside rentals):
 - New: 230
 - Confirmed: 162 (indoor pool, outdoor pool, fields, gym & rentals)
- Installment Bills Proofed & Processed: (Quantity and Total Dollar Amount)
 - Prairie Lakes & Aquatics Memberships: 1075; \$23,017
 - ALC Fitness memberships: 19; \$271.25
 - Swim School: 487; \$20,486.11
 - Golf Center memberships: 87; \$13,760
 - Preschool: 86; \$14,977
 - Dance: 20; \$10,215.99

Peter Demski–IT Manager

IT Projects/Other

- Working on developments for the TeeUp project.
- Completed migration of legacy analog phone numbers.
- Completed Office 365 mailbox migration.
- Completed updates to internal networking infrastructure.
- Attended Lakeview Center safety inspection with Liz Vinakos on 10/10.
- Attended meetings with KANDU on 9/24 and 10/1.
- Attended Risk Management meeting on 9/25.

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

- Migration planning of legacy systems and updating systems.
- Implementation of additional security awareness capabilities within Outlook.
- Cleanup of computer equipment from seasonal facilities.
- Physical wiring migration at Prairie Lakes for construction.
- 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.