

OUR MISSION
*Enhancing our community by providing quality
recreational opportunities, facilities, parks and open space*

DES PLAINES PARK DISTRICT • REGULAR PARK BOARD MEETING

David L. Markworth Board Room • 2222 Birch Street, Des Plaines, IL

TUESDAY, November 18, 2025

Regular Meeting 6:00 p.m.

AGENDA

1. CALL TO ORDER and ROLL CALL
2. NEW BUSINESS
 - A. **Action Item 2 – A:** Approval of Ordinance #25-07_Authorizing Sale of Surplus Property
 - B. **Action Item 2 – B:** Approval of Resolution #25-08_Truth in Taxation
 - C. **Action Item 2 – C:** Approval of Ordinance #25-09_2025 Tax Levy Abatement
3. COMMENTS FROM THE COMMUNITY
4. APPROVAL of the CONSENT AGENDA
 - A. REGULAR BOARD MEETING MINUTES – October 21, 2025
 - B. EXECUTIVE SESSION MEETING MINUTES – October 21, 2025
 - C. SPECIAL MEETING MINUTES –None
 - D. VOUCHER BILLS

October 10, 2025	\$	510,505.71
October 24, 2025	\$	1,313,026.39
 - E. PAYROLL

October 03, 2025	\$	269,253.23
October 17, 2025	\$	265,614.03
October 31, 2025	\$	263,952.89
5. MONTHLY REPORTS
 - A. Executive Director
 - B. Director of Facilities & Recreation
 - C. Director Parks & Planning
 - D. Director of Business
6. UNFINISHED BUSINESS
 - A. **Algonquin Rd. Bridge – Discussion Only**
7. CORRESPONDENCE
8. COMMISSIONER COMMENTS
9. EXECUTIVE SESSION

Pursuant to the Open Meetings Act: To consider matters related to Real Estate, Personnel, Litigation, the Setting of a Price for Lease of Property Owned by the Park District, Land Acquisition, Approval of Closed Session Minutes, Semi-Annual Review of Executive Session Minutes.
10. RETURN TO OPEN SESSION:
 - A. **Action Item 10-A:** Approve Items Discussed in Executive Session
11. ADJOURNMENT

NOTICE: If a special accommodation is needed to attend or to participate in a Des Plaines Park District Board Meeting, please contact the Board Secretary, Donald Miletic, 847-391-5700

AGENDA ITEM 2

NEW BUSINESS





Agenda Item: 2 - A

November 18, 2025

TO: Park Board of Commissioners

FROM: Donald Miletic, Executive Director

SUBJECT: Approval of Sale of Surplus Property Ordinance #25-07

Dear Park Board of Commissioners:
The following items are being listed as surplus.

In an effort to free up storage space within all departments a list of items that can be sold or disposed has been prepared. These items are no longer in use. Firstly, an attempt will be made to sell each of these items internally and secondly, an attempt will be made to sell each item in the open market. All eligible unsold items will be scrapped.

Surplus Property Description	Model	Serial number	Estimated Value	Mileage
2000 GMC	Sonoma	1GTCS19W1YK255146	\$100	89882
2005 GMC	2500 Heavy Duty	1GTHK24G85151193	\$1300	82500
2014 Ford Bus	E 450 Super Duty	1FDXE4FS3EDA37975	\$13000	22187
2012 Chevy Bus	Express Cutaway 3500	1GB3G3CG01111069	\$13000	37945

Suggested Motion:

“I move that the Des Plaines Park District Board of Commissioners approve Ordinance #25-07 for the sale of surplus property.”



ORDINANCE NO. 25-07
AUTHORIZING THE SALES OF PERSONAL PROPERTY
OWNED BY THE DES PLAINES PARK DISTRICT

WHEREAS, Chapter 70, Section 1205/8-22 of the Illinois Compiled Statutes, provides that whenever a park district owns any personal property that in the opinion of three-fifths of the members of the board is no longer necessary, useful to, or in the best interests of the Park District, three-fifths of the Park Board may authorize the conveyance or sales of that personal property in any manner that they may designate, with or without advertising the sales; and,

WHEREAS, in the opinion of a least three-fifth of the members of the Park Board of the Des Plaines Park District it is no longer necessary, useful to, or in the best interests of the said Park District to retain ownership of the property hereinafter described; and,

WHEREAS, it has been determined by three-fifths of the members of the Park Board of the Des Plaines Park District that such personal property be sold in the manner hereinafter described:

NOW THEREFORE BE IT ORDAINED BY the Park Board of the Des Plaines Park District:

SECTION ONE: Pursuant to Chapter 70, Section 1205/22 of the Illinois Compiled Statutes, the Park Board of the Des Plaines Park District finds that the following described personal property now owned by said park district is no longer necessary or useful to said park district and said park district would be best served by the property's sale:

Surplus Property Description	Model	Serial number	Estimated Value	Mileage / Hours
2000 GMC Truck	Sonoma	1GTCS19W1YK255146	\$100	89882
2005 GMC	2500 Heavy Duty	1GTHK24G85151193	\$1300	82500
2014 Ford Bus	E 450 Super Duty	1FDXE4FS3EDA37975	\$13000	22187
2012 Chevy Bus	Express Cutaway 3500	1GB3G3CG01111069	\$13000	37945

SECTION TWO: The Executive Director for the Des Plaines Park District is hereby authorized to direct the sales of the aforementioned personal property by using resale distributors, internet sales, or professional parks and recreation organizations to obtain the best possible price for the above mentioned items. If personal property is not sold and has no useful life or is not working properly, said property will be recycled.

SECTION THREE: Upon payment aforesaid in full of (at least) the agreed sale price set forth herein for the aforesaid items of personal property, the Executive Director is authorized on behalf of the Des Plaines Park District to convey and transfer ownership.

SECTION FOUR: This ordinance shall be in full force and effect from and after its passage, by a vote of at least three-fifths of the members of the Des Plaines Park Board, and approval in the manner provided by law.

AYES: _____

NAYES: _____

PASSED AND APPROVED this 18th day of November, 2025.

PRESIDENT

SECRETARY



Agenda Item 2 - B

November 18, 2025

TO: Park Board of Commissioners

FROM: Annette Curtis, Director of Business

SUBJECT: 2025 Tax Levy Estimates - Truth in Taxation Resolution #25-08

At least 20 calendar days prior to adoption of its tax levy ordinance, the Truth in Taxation Law requires the District to provide an estimate of the amount of money which it expects will be levied for 2025, and extended in 2026 (exclusive of election costs and debt service levies). If the proposed 2025 aggregate tax levy is more than 105% of the 2024 aggregate extended tax levy, then the District must comply with additional public notice and hearing requirements.

To determine the amount of real estate taxes to be levied, the District works within the constraints of the Property Tax Extension Limitation Law (PTELL or “Tax Cap Law”); State Statutes on tax rate ceilings for specific tax levies; Cook County’s Maximum Allowable Levies/Rate Ceiling law; reviews current fund balance levels; identifies upcoming changes in budgets; and adheres to Board policy to levy the tax rate ceiling in the fund.

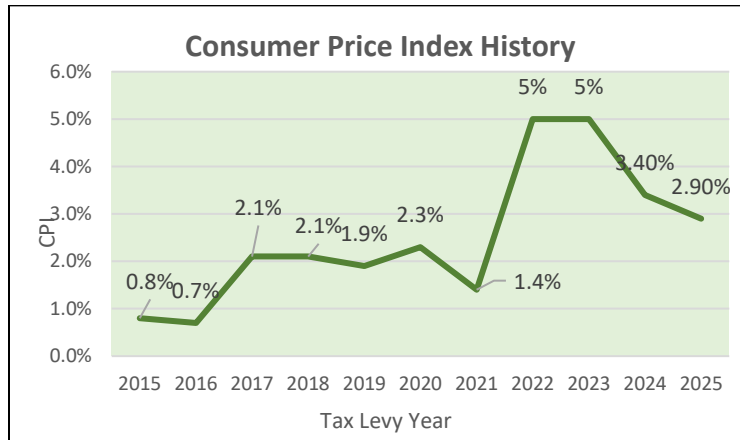
The Tax Cap Law limits the increase in the aggregate tax levy amount to the lesser of 5% or the increase in the Consumer Price Index (CPI). For 2025, the CPI which was measured on December 31, 2024 at 2.9%. The Special Recreation fund tax levy is excluded from the aggregate tax levy for PTELL calculations. In addition, PTELL allows for the capture of new property (new property, expiring tax incentives, reclaimed/recovered TIF increment, etc.) coming on the tax rolls. Previously, the additional tax levy growth from new property needed to be captured in the year it came on the tax rolls or it was forfeited. During the 2022 Spring Session PTELL was updated to include an option for taxing bodies to forgo increasing their annual tax levy without losing the opportunity to capture future growth forever. This new optional mechanism, is subject to specific restriction such as a 3-year recapture limitation and a 5% cap on the increase over the district’s tax extension for the prior year. In order to recapture, the district must certify with the county clerk not more than 60 days after the taxing district files its levy ordinance for the levy year in which the district did not extend the maximum amount permitted under PTELL.

The District has received the Preliminary 2024 Agency Tax Rate Report from Cook County. This report calculates the equalized assessed value (EAV) of the property within the district, the 2024 tax rate and the 2024 tax levy extension. This information is utilized to calculate the following year’s levy request and is the basis for the Truth in Taxation calculation.



The attached resolution proposes an aggregate funds levy of \$8,247,692, which reflects an increase of 1 % over the 2024 extension, therefore, the District will not be subject to the additional public notice and hearing requirements this year. The proposed increase in the 2025 overall tax levy includes an increase of \$8,881 in the Special Recreation Fund. Attached is Exhibit A which provides detail on the 2025 proposed tax levies, by taxing fund.

The CPI increase for the 2025 tax levy is 2.9%. The graph below shows historical information on the CPI.



Staff reviews fund balances levels in each taxing fund (see table below); along with, current and future budgetary requirements to determine how the aggregate tax levy increase allowed under the Tax Cap Law should be allocated amongst the capped funds. Based on this review, for the 2025 tax levy, staff recommends a level 1% increase across all funds. During the FY 2027 budget process transfers from the Corporate fund may be utilized to assist with Mystic Waters.

Fund	(A) Fund Balance	(B) Budgeted Expenditures		(A)/(B) Policy %
	04/30/26	04/30/27		
Corporate	5,831,496	6,281,167	●	93%
Recreation	6,622,318	6,618,376	●	100%
Audit	25,061	35,000	●	72%
Tort Immunity	552,430	353,637	●	156%
Special Recreation	1,016,335	1,500,345	●	68%
IMRF	796,526	399,000	●	200%
Social Security	513,271	616,350	●	83%
Museum	117,610	123,000	●	96%
Bonds	1,250,473	2,054,284	●	61%

Non-Capped Funds include the Special Recreation and the G.O. Bond fund. The Special Recreation fund was levied at a 1.00% increase equal to the rate ceiling. The G.O. Bond levy is not part of the Truth in Taxation calculation. The actual tax levy amounts for G.O. Bonds are obtained from the tax levy section of the ordinances issued for the Series 2018B, Series 2021A,



and Series 2026 bonds which will be issued January 2026. The debt service tax levy for the Series 2018C Alternate Revenue Source Bonds will not been included since the District will be abating this levy.

At this time, I ask the Park Board of Commissioners to make the following motion:

Motion: “I move that the Park Board of Commissioners approve the 2025 Truth in Taxation Law Resolution #25-08.”



DES PLAINES PARK DISTRICT
TRUTH IN TAXATION LAW RESOLUTION #25-08

RESOLVED, by the Board of Park Commissioners of the Des Plaines Park District, Cook County, Illinois (“Park District”) that, based upon the most recently ascertainable information, the following determinations are hereby made in accordance with the “Truth in Taxation Law”:

1. The amount of real estate taxes, exclusive of election costs, public building commission leases and debt service levies, extended by the Park District, plus any amount abated by the Park District before extension, upon the preliminary 2024 real estate tax levy of the Park District (2025 tax bill) is \$9,054,158.
2. The amount of real estate taxes, exclusive of election costs, public building commission leases and debt service levies, proposed to be levied by the Park District for 2025 (2026 tax bill) is \$ 9,144,700.
3. Based on the foregoing, the estimated percentage increase in the proposed 2025 aggregate levy over the amount of real estate taxes extended upon the preliminary 2024 aggregate levy is 1.00%, and that, accordingly, no public hearing or publication is required under the Truth in Taxation Law.

AYES:

NAYS:

ABSENT:

Passed this 18th day of November, 2025.

President, Board of Park Commissioners

Attested and filed this 18th day of November, 2025.

Secretary, Board of Park Commissioners



November 18, 2025

TO: Park Board of Commissioners

FROM: Annette Curtis, Director of Business

SUBJECT: 2025 Tax Levy Abatement Ordinance #25-09

On July 17, 2018, the Board approved Ordinance 18-11 authorizing the issuance of \$1,460,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2018C for the purpose of paying for various capital improvements within the District, including but not limited to a portion of the costs of design and construction of an Indoor Pool addition, that meets ADA accessibility standards, at Prairie Lakes Community Center.

This bond ordinance includes a direct annual tax levy to provide additional funds (in addition to any “Pledged Revenues”) to ensure sufficient funds are available for payment of the principal and interest due on the bonds. The District has designated/committed to use a portion of its Special Recreation tax levy as its “Pledged Revenues” for payment of this debt; therefore, it does not need to levy the tax provided in the bond ordinance. The attached abatement ordinance directs the County to not levy this tax for 2025.

Following approval by the Board, this ordinance will be filed with the Cook County Clerk prior to the end of December.

At this time, I ask the Park Board of Commissioners to make the following motion:

Motion: “I move that the Park Board of Commissioners approve Ordinance #25-09, An Ordinance abating taxes levied for year 2025 for the General Obligation Park Bonds (Alternate Revenue Source), Series 2018C of the District.”



STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

I, Donald J. Miletic, HEREBY CERTIFY that I am the duly elected, qualified, and acting Secretary of the Des Plaines Park District, County of Cook, State of Illinois. I DO FURTHER CERTIFY that the attached Ordinance, entitled "AN ORDINANCE abating taxes levied for year 2025 for the General Obligation Park Bonds (Alternate Revenue Source), Series 2018C of the District." is a true and correct Ordinance adopted by the Board of Commissioners of the Des Plaines Park District, at a meeting held on the 18th day of November, 2025, that the Tax Abatement Ordinance 25-09 passed, as aforesaid, and was adopted by roll call vote on the 18th day of November 2025 A.D.

I DO FURTHER CERTIFY that the original, of which the attached is a true copy, is entrusted to my care and safekeeping, and that I am the keeper of the same. I DO FURTHER CERTIFY that I am the keeper of the records, journals, entries, Ordinances and Resolutions of the said Des Plaines Park District, Cook County, Illinois.

IN WITNESS THEREOF, I have hereunto set my official hand this 18th day of November 2025 A.D.

Donald J. Miletic
Secretary
Des Plaines Park District
Board of Commissioners

ORDINANCE NO. 25-09

AN ORDINANCE abating taxes levied for year 2025 for the General Obligation Park Bonds (Alternate Revenue Source), Series 2018C of the District.

WHEREAS, the Board of Park Commissioners (the “Board”) of the Des Plaines Park District, Cook County, Illinois (the “District”), did adopt an ordinance (the “Ordinance”) authorizing the issuance of its \$1,460,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2018C (the “Outstanding Bonds”); and

WHEREAS, said Ordinance was in full force and effect forthwith upon passage, approval, and publication, and thereafter a certified copy thereof was duly filed in the Office of the County Clerk in Cook County; and

WHEREAS, said Ordinance did authorize the issuance of the Outstanding Bonds, and did provide for the levy of a direct annual tax upon all taxable property within the District in and for the year 2025, in an amount sufficient to pay the principal of and interest on the Outstanding Bonds when due in 2026; and

WHEREAS, principal and interest on the Outstanding Bonds due in 2026 are being paid from other available funds thereby eliminating the need for the 2025 tax levy to pay the Outstanding Bonds; and

WHEREAS, the Board of the District hereby finds and determines that it is advisable and necessary to provide for abatement of the tax heretofore levied for the year 2025 to pay the Outstanding Bonds;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE DES PLAINES PARK DISTRICT, COOK COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. Abatement. That it shall be and it is found and determined that the Board of the District has provided for the levy of a direct annual tax upon all taxable property within the District in and for the year 2025 in an amount sufficient to provide the funds to pay when due the principal of and interest on the Outstanding Bonds heretofore issued by the District. It is further found and determined that the Board deems it advisable and in the best interests of the District to provide for abatement of the taxes heretofore levied for the year 2025 pursuant to the Ordinance as follows:

Levy Year	Collection Year	Total Levy Abatement
2025	2026	\$168,345

Section 2. Filing. A copy of this ordinance, duly certified by the Secretary of said District, which certificate shall recite that this ordinance has been adopted by the Board of said District and is in full force and effect, shall be filed with the County Clerk of Cook County, Illinois, shall constitute authority for the County Clerk for the year 2025, to abate the said levy in the amounts and in said year as shown above in Section 1 associated with the Outstanding Bonds.

Section 3. Severability. If any section, paragraph, or provision of this ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this ordinance.

Section 4. Publication. The Secretary is hereby authorized and directed to publish this ordinance and to file copies thereof for public inspection in his/her office.

Section 5. Conflicting Ordinances. All ordinances, resolutions, and parts of ordinances and resolutions, in conflict herewith, are hereby repealed.

Section 6. Headings. The headings or titles of the several sections shall be solely for convenience of reference and shall not affect the meaning, construction, or effect of this ordinance.

Section 7. Effective Date. This ordinance shall be in full force and effect from and after its adoption and publication.

ADOPTED this November 18, 2025, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED this November 18, 2025.

President, Board of Park Commissioners
Des Plaines Park District

ATTEST:

Secretary, Board of Park Commissioners
Des Plaines Park District

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk, County of Cook, Illinois, and as such official I do further certify that on the 18th day of November, 2025, there was filed in my office a duly certified copy of Ordinance No 25-09 entitled:

AN ORDINANCE abating taxes levied for year 2025 for the General Obligation Park Bonds (Alternate Revenue Source), Series 2018C of the District.

duly adopted by the Board of Park Commissioners of the Des Plaines Park District, Cook County, Illinois, on the 18th day of November, 2025, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this 18th day of November, 2025.

County Clerk of Cook, Illinois

(SEAL)

AGENDA ITEM 3

COMMENTS *from the* COMMUNITY



AGENDA
ITEM 4

APPROVAL
of the
CONSENT
AGENDA





Agenda Item: 4 A - E

November 18, 2025

TO: Park Board of Commissioners
FROM: Donald J. Miletic, Executive Director
SUBJECT: Approval of Consent Agenda

The following items are listed for the consent agenda:

CONSENT AGENDA

- A. REGULAR BOARD MEETING MINUTES – October 21, 2025
- B. EXECUTIVE SESSION MEETING MINUTES – October 21, 2025
- C. SPECIAL MEETING MINUTES –NONE

D. VOUCHER BILLS:

October 10, 2025	\$ 510,505.71
October 24, 2025	\$ 1,313,026.39

E. PAYROLL:

October 03, 2025	\$ 269,253.23
October 17, 2025	\$ 265,614.03
October 31, 2025	\$ 263,952.89

Suggested Motion

“I move that the Des Plaines Park District Board of Commissioners approve the Consent Agenda for November 18, 2025, as listed.”



**DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
OCTOBER 21, 2025**

I. CALL TO ORDER/ROLL CALL

President James Grady called the Regular Meeting of the Des Plaines Park District Board of Commissioners to order at 6:00pm. Commissioners answering present to the roll call in person were Commissioner Erin Doerr, Commissioner Eli Williams, Commissioner Jana Haas and President James Grady.

Staff in attendance were Executive Director, Donald Miletic; Director of Business, Annette Curtis; Director of Facilities and Recreation, Brian Panek; Superintendent of Administration, Liz Vinakos and Administrative Assistant, Julie Bohannon.

Guests: **NONE**

II. CHANGES TO THE AGENDA: NONE

III. PRESENTATIONS: NONE

IV. COMMENTS FROM THE COMMUNITY: NONE

V. APPROVAL OF THE CONSENT AGENDA

The following items are listed for the consent agenda:

- A. MINUTES – September 23, 2025
- B. EXECUTIVE SESSION MINUTES – September 23, 2025
 - B.1 SPECIAL MEETING MINUTES – NONE
- C. VOUCHER BILLS:

September 11, 2025	\$ 252,165.11
September 26, 2025	\$ 305,527.19
- PAYROLL:

September 05, 2025	\$ 263,437.37
September 19, 2025	\$ 260,037.00

Commissioner Williams made a motion to accept the consent agenda.

Seconded by Commissioner Haas

Discussion: None

**Roll call: Commissioner Doerr, Aye; Grady, Aye; Williams, Aye; Haas, Aye
Ayes: 4, Nays: 0, Absent: 0
Motion Carried: 4-0-0**

VI. M-NASR REPORT:

Director Miletic discussed items in the MNASR Report.

Discussion: None

VII. MONTHLY REPORTS

A. EXECUTIVE DIRECTOR:

Executive Director Miletic reviewed items contained in the written report. In addition, he reviewed the following:

- There was a roof leak at LVC discovered after the recent rain. Redford Roofing is looking into making the necessary repairs.
- Staff are working hard on the Fall Fest wrap up, and winterizing the parks.
- A request was made to have the City of Des Plaines and the Park District repeal the annex for 300 N. River Rd. The City has already approved their portion. Our property attorney advised that is okay to proceed with the repeal. An ordinance will be provided for Park Board review.
- We are looking at new fencing at Oakwood for traffic safety and to better secure the facility.
- A revision to the employee smoking policy is underway.

Discussion: President Grady inquired what happens to unused scholarship funds. Executive Director Miletic replied that if the recipient does not use the funds, the recipient will lose the awarded funds, and the funds will return to the scholarship account.

B. REVENUE FACILITIES AND RECREATION: Director Brian Panek reviewed items contained in his written report B., in addition to:

- Glow Golf event went great.
- Youth basketball registration is up from 220 last year to 250 this year.
- The fishing derby had 44 participants and the floating pumpkin event was very successful.
- Stated marketing is making a push promoting facilities and events. We have had many group rentals coming in.
- The winter Spectrum has gone to the printer.
- Fitness equipment has been ordered for the new expansion.
- The program survey process has changed. The staff are now sending out surveys while the program is still in session in order to gain helpful recommendations they can put into place prior to the ending of the program.
- Mystic Waters revenue was up from prior year.

Discussion: President Grady asked what the Mongolian Academy is. Director Panek explained that it is one of the groups who rents out the Aquatic Center. Commissioner Williams is happy to hear that Mystic Waters revenue is up and that there are new marketing strategies. Commissioner Doerr asked if we could keep Mystic Waters open past Labor Day weather permitting. Director Panek said it is not possible to keep Mystic Waters open due to staffing, but going forward will remain open until Labor Day Depending on staffing levels. Commissioner Williams asked when the PLCC renovations will be completed. Director Brian Panek advised late January 2026. Commissioner Haas asked for a site visit and Executive Director Miletic said to call him any time she would like to come by.

C. PARKS & PLANNING DEPARTMENT: Executive Director Don Miletic reviewed items in Director Marquez's report in his absence and in addition mentioned the following:

- Overseeing ALC insulation of all our water lines, to be energy efficient.
- Overseeing repair work at Mystic Waters plunge pool drain. \$57,000.00 was the cost.
- Staff are working on fall landscaping.
- Coordinated work with ComEd at Kutchen Park to remove a dying tree that was causing a safety hazard with power lines.
- HVAC in ALC dance rooms is complete and thermostats will be locked at 70 degrees to proactively prevent premature damage to the equipment.

Discussion: NONE

D. BUSINESS DEPARTMENT: Director Annette Curtis reviewed items in her report and in addition:

- Nicki is back!!! So nice to have her back. Meeting to bring her up to date on various topics, and situations.

Catching up on Distinguished Agency - gathering information, reviewing and updating job descriptions, policies, procedures, etc.

Working on Flexible Benefits & Commuter Open Enrollment Updated our FOIA binders and postings at each facility with current information.

- Audit has been filed with all agencies: Website, Audit Availability posted in the Journal and Topics, GATA, Cook County Clerk and Treasurer for Debt Disclosure, State Comptroller, Speer Financial for EMMA reporting, GFOA, Fire Marshall information was shared with Aurelio.
- Office Evolution continues: help staff training on Office 365 features including Teams meetings, Forms which are surveys. Great discussion. Began the conversion to BSA Cloud.
- History Center has a new Executive Director- Dennis Murray. The finance committee is working on the FY 2026 budget. The History Center requested an increase contribution from the city for 2026- \$100,000.
- Rectrac will be updated on Oct 29th- six hour timeline, operations have been notified as everything will be down. This security update will address the ticketing issue we faced a few weeks ago. Numerous Rectrac users were impacted.

Discussion: President Grady asked for a run through of what a 1st amendment audit is. Director Curtis stated that any person has the right to walk through and take video in public areas of the District's buildings and view all public documents posted visibly, such as the organization chart and budget. The Park District has all required documentation posted and in is compliance. The auditors, however, are not allowed to enter private employee areas. President Grady asked if that means they can walk into the gym or other spaces during programming. Director Curtis clarified that yes, they can go into the gym if it is open use, however if a group is renting the space, or if it is paid entry like the pool, they are not allowed to enter unless they are participating or paying.

D.2 FINANCIAL REPORTS:

Commissioner Haas moved to approve the Financial Reports for October 21, 2025, and place a copy on file.

Seconded by: Commissioner Doerr

Discussion: None

Roll call: Commissioner Haas, Aye; Doerr, Aye; Grady, Aye; Williams, Aye;

Ayes: 4, Nays: 0, Absent: 0

Motion Carried: 4-0-0

VIII. UNFINISHED BUSINESS:

A. Algonquin Road Bridge – Discussion Only

Discussion: The City finalized and provided an update. Phase I design is currently an underpass at Algonquin Rd. Our attorney has advised us that as the Park District, we have three options. The first is to remain silent, the second is to pass a resolution for the underpass, and the third is to pass a resolution against the underpass. The decision will be left with the Park Board.

Commissioner Williams asked if our land would be taken. Executive Director Miletic confirmed yes, there will be a portion. Executive Director Miletic also stated that there may need to be changes to the traffic flow for safety, such as not allowing left turns out of Prairie Lakes and cut throughs will be addressed with additional speed bumps. In addition, there may be an effect on our park use in the area.

IX. NEW BUSINESS: NONE

X. CORRESPONDENCE: NONE

XI. COMMENTS FROM THE COMMUNITY: NONE

XII. COMMISSIONER COMMENTS:

President Grady: has received a lot of positive feedback on the dog park and paw wash station. Is glad to hear we have had so many successful events. President Grady wanted to state that he felt the Algonquin underpass is not a good idea.

Commissioner Doerr: is hosting a table at Trunk-or-Treat for the Youth Commission. Noted positive feedback on the dog park and that the park is appreciated.

Commissioner Hass: Commented that the District's fall plantings are gorgeous. Commended the ALC dance room air conditioning install and how nice it looks.

Commissioner Williams: said he is looking forward to Trunk-or-Treat and is excited to see all the costumes. Stated that he attended the City Board meeting and appreciated updated feasibility study.

XIII. EXECUTIVE SESSION:

Commissioner Doerr made a motion to go into executive session to consider matters related to Real Estate, Personnel, Litigation, Review of Closed Session Minutes or the setting of a price for lease of property owned by the Des Plaines Park District at 6:51 pm.

Seconded by Williams

All in Favor, Opposed

Ayes: 4, Nays: 0, Absent:0

Motion Carried: 4-0-0

XIV. CLOSE AND RETURN TO OPEN SESSION:

Commissioner Doerr made a motion to close the Executive Session and return to open session at : 8:07pm.

Seconded by Commissioner Haas

All in Favor, Opposed

Ayes: 4, Nays: 0, Absent: 0

Motion Carried: 4-0-0

14-A1 Commissioner Haas made a motion to appoint Alan Osinski to fill the vacancy of the open Park Board Seat.

Seconded by Commissioner Williams.

**Roll Call: = Haas yes, Williams yes, Doerr yes and President Grady yes
Approved 4 - 0**

XV. ADJOURNMENT

Commissioner Williams made a motion to adjourn the Park Board Meeting at 8:09pm

Seconded by Commissioner Doerr

All in Favor, Opposed

Ayes: 4, Nays: 0, Absent:0

Motion Carried: 4-0-0

APPROVED

President

Secretary



Agenda Items: 4 D - E

November 18, 2025

TO: Park Board of Commissioners
FROM: Annette Curtis, Superintendent of Business
SUBJECT: Voucher & Payroll Expenditures

Since the last Des Plaines Park District Board Meeting the following disbursements have been issued:

VOUCHER BILLS:

October 10, 2025	\$ 510,505.71
October 24, 2025	\$ 1,313,026.39

PAYROLL:

October 03, 2025	\$ 269,253.23
October 17, 2025	\$ 265,614.03
October 31, 2025	\$ 263,952.89



AGENDA

ITEM 5

MONTHLY REPORTS

- A. Executive Director*
- B. Director of Facilities and Recreation*
- C. Parks & Planning*
- D. Director of Business*



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

Don Miletic, Executive Director.

- **Prairie Lakes** – The project is continuing to move forward, on schedule for the first phase completion of the fitness studio and multipurpose room. The fitness center is expected to be closed for the month of December and parts of January. Many staff are involved with these updates. After this project is completed, we will focus on updating four common area bathrooms in the building.
- **ALC** – The Park District received a donation of a large fish aquarium from a family that was moving. It has been a fun attraction for the kids, and a new winter home for our turtles. In addition, I have been able to teach some of the preschool kids about the nature components at the Admin Center.
- **Staffing** – The replacement of the Cultural Arts Manager will include someone that will oversee dance and theatre. The theatre area of the park district has not been something we have done in-house and it will be something our kids can expand on in the future. We promoted Michael Keane to Foreman from Landscape II. We have also promoted our Foreman Alec Logan to a Landscape Supervisor, overseeing Lake Park and PLCC.
- **Tee Up** – We have started to implement stations on the third floor to be used for testing, with the plan to let some of our customers and staff test the new system out.
- **Craig Manor** – After 10 months, the city project is finished. The park will need some attention in the spring and we will need to work with the city to address some of the turf.
- **Lake Park** – The Foxtail on the Lake celebrated its second-year anniversary and we are looking forward to many more years of revenue stream from them. I am working with contractors to expand the balcony by 14 feet. The Shoreline Room has had some rentals, and we continue to promote this space.
- **Distinguished Agency Review** – The initial review by our mentor has started and we are on track for our upcoming recertification.
- **Veterans Day** – Ceremony was good and spoke to the American Legion about our donation. We will be honoring some veterans thru the month of November including our own Park Board President.
- **Solar Grants** – A potential project of solar car ports at PLCC, which will be funded by incentives and issuance of Park Bonds to make this a reality, is being reviewed with staff. The breakeven is within the first six years with long-term savings back to the Park District of 3.4 million dollars over the next 19 years. This would require a consultant group to oversee the paperwork and manage the solar panels.
- **Tax Levy** – We are proposing a 1% increase in the 2025 Tax Levy for next year. We are about 40% taxes of our overall budget. We use fees and services to pay for enterprise funds.
- **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
NOVEMBER 2025**

Liz Vinakos, Superintendent of Administration

General

- Review of Distinguished Agency items with Mentor. Updated documentation and preparing for evaluation. Focused on completing updated documentation for Parks and Facilities for 2025 assessment.
- Reviewing administrative procedures and updated multiple processes to prepare for implementation.
- Organized and developed process for certificates of insurance and update tracking as needed.
- Routine work with special recreation association as needed.
- Working with recreation team on updating of agreements across District. Building matrix and tracking to standardize forms.
- Routine tasks as needed for employee recognition and scholarship processing.
- Board meeting preparation.

Risk Management and Safety

- Attended the IAPD Safety Committee workshop for 2025. Presented key learning to staff after session.
- Conducted onsite ergonomics training with Supt. of HR & Risk with task observation training with Parks and Facilities.
- Worked with Supt. of HR & Risk on completion of annual risk management SMART goal.
- Conducted staff training on certificates of insurance, updated process and flow chart for the entire process.
- Attended electrical safety training as well as safety committee training.
- Processing, review, tracking for claims.

Meetings

- Met with PDRMA risk consultant and risk management team for final review of Essentials of Risk Management process.
- Monthly Risk Management committee staff meeting conducted.
- Attended multiple meetings for distinguished agency review.
- IAPD Legal Symposium
- ERC Committee meeting
- Routing weekly project meetings and administrative meetings

Scholarship application update

- Scholarships are closed for 2025, reconciliation is in process. The last reported numbers are below.

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

FOIA (Freedom of Information Act) reporting.
On behalf of the FOIA Officer

November (MTD) 2025 FOIA Requests

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

October 2025 FOIA Requests

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

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

Brian Panek, Director of Revenue Facilities and Recreation

- **Revenue Facilities**

- Golf Center has switched over to yellow balls for the winter.
- Working with Joe on needs for course and ground improvements for next year. This includes some new equipment that will be budgeted.
- Reviewed fees for all of golf and pools.
- Winterization has occurred at Golf Center and Lake Park.
- Fence and gate have been installed at the Lake Park Clubhouse.
- Continue to meet on TEEUP project at the Golf Center. Working on app, chips, and implementation plans.
- Met with Peter on PA system upgrade at the Golf Center.
- Optimist Club has started setting up and will once again be selling trees at Lake Park starting 11/22.
- Applied for the 2025 GRAA Top Stand Alone Range.
- Ordered and staff installed new e-bike signs throughout our major parks and pathways.
- Staff did a great job with the inaugural October Fest Golf Outing held at the Golf Center.

- **Aquatic Facilities**

- Met with Peter and staff at Mystic on PA system upgrade for next season.
- Prairie Lakes Aquatic Center held our Floating Pumpkin Patch. Families had a fun time swimming and making crafts.
- Reviewed pricing and updates to all areas of aquatics for next season.

- **Recreation**

- Trunk or Treat was another success this year. We will be looking to bring in more businesses and a Food Truck for next year.
- Attended the Creative Corners Halloween parades.
- Meeting weekly with Kandu and staff on renovation project.
- Emails went out to members on fitness center shutdown for renovation. They will be able to use RecPlex or ALC while we are closed at no cost.
- We have begun interviews for the new Cultural Arts Supervisor. Interviews started on 11/6.
- Met with Lauren Smith and Natalie Sanchez regarding dance programs moving forward.
- Met with all dance staff; individual one-on-one meetings are also being held during the transition to hire a new Cultural Arts Supervisor.
- Reviewing invoices for dance program with Recreation Staff and Business Department.
- Go Green had to reschedule and will be visiting our preschools on 11/19.
- Staff are working hard on bringing in new programs to the Park District over the next year.
- Met with marketing department on request and timeline for staff to market their facilities and programs.

- **Other Updates**

- Attended the American Legion Veterans Day ceremony.
- Attended Agent Orange dedication at Lake Park.
- Attended Fishing Derby at Lake Park.
- Attended the Floating Pumkin Patch.
- Attended the Trunk or Treat at Prairie Lakes.
- 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**

- 12/6 Winter Wonderland at Prairie Lakes from 4-7pm.
- 12/14 Des Plaines Community Concert Band at Prairie Lakes Theater from 3-5pm.
- 12/20 Water Wonderland (New!) at Prairie Lakes Aquatic Center from 1-3:30pm

Malgorzata (Gosia) Zalewska, Aquatics Manager

- Warriors Swim Team had an away meet with McHenry, and they brought home a win! Congratulations to one of our swimmers, Robert Laszlo, for setting another new record (Boys 11-12 500 Free). Big shout out to all swimmers as we had a total of 25 swimmers beat their personal records!
- Helped Bonnie collect and input information for Wellness Committee's Step Challenge.
- Completed Safety Inspection for PLCC with Tyler for Risk Management Committee.
- Splash Pad closed for maintenance and the mechanical crew did an amazing job as they worked hard to get it back up and running.
- Researched surrounding Aquatic Facilities to make a better judgement when submitting proposal for 2026 pool pass fees and admission fees.
- Helped with Trunk or Treat as well as the Floating Pumpkin Patch Event, overseen by Brianna- had a great turn out.
- 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.
- October parties booked at PLAC- Splash Pad Parties: 13, Full Facility: 8
- Upcoming November rentals at Prairie Lakes Aquatic Center: Scuba, MNASR, Mongolian Talent Academy, Alligator Aquatics, and School Days Off.
- Upcoming events at Prairie Lakes Aquatic Center: H2O Night on November 7th (Enrolled: 23 participants), Public Swim, and Water Wonderland on December 20th (Enrolled: 26 participants)

Membership Snapshot- Year-over- Year Comparison

Membership Type	October 2024	October 2025
PLAC (Aquatic Only)	1,207	1,109
Prairie Pass (All Access)	596	702
Total Aquatic Members	1,803	1,811

Brianna Wabel, Aquatic Supervisor

- Hosted Floating Pumpkin Patch Event- 75 Attended
- Participated in Trunk or Treat
- Prepared for two upcoming events, H2O Family Night and Water Wonderland

Membership Type	October 2024	October 2025
EFT	382	496

Punch Pass	40	47
Total Swim School	422	543

Joseph Weber, Superintendent of Revenue Facilities

- **Prairie Lakes Fitness Expansion project:**
 - Weekly construction meetings are held on Wednesdays.
 - Reviewing drawings, changes, and submittals through Procore by contractors when applicable.
 - Reviewed floor electric location.
 - Reviewed changes to soffits with the architect and general contractor due to sprinkler, fire access, and ductwork.
 - Reviewed paint colors and location.
 - Reviewed and determined finishes in millwork, countertops, benches, lockers, shower tile, partitions, and flooring.
- **Communicating regularly with Nilco on course conditions and needs.**
 - Shut down grass tees 10/21.
 - Winterized sprinkler lines 10/29.
 - Communicated end-of-season procedures and contract requirements.
 - I am preparing Fall, Winter, Spring operation checklists to start the 2026 season off successfully.
- **Revenue Facilities:**
 - Marketing material and changes were proposed.
 - SID Budget by supervisor/manager were reviewed.
 - Spectrum Spring 2026 submittals were completed.
 - Facility fee changes were proposed.
- **Golf Center**
 - Managed B & G Sprinkler repair around the parking lot.
 - Held an Irrigation 101 training with Nilco, Esteban, and building service staff, replacing two types and sizes of sprinklers 10/15.
 - Scheduled and reviewed pump shutdown with Liebold Irrigation 10/29.
 - Reviewing Irrigation Scheduler replacements with SmartRain and Toro VP Satellite.
 - Researching Groundsmaster 3500D Fairway Mower for replacement.
 - Meeting with AvDevs on software development for TeeUp.
 - Interviewed multiple TeeUp hardware chip engineers and moved into discovery phase with one.
 - Completed weekly site walkthroughs in the Range, Facility, and on the Golf Course.
 - Max and I have been developing a plan for a new Special Event to be held in the Summer of 2026.
 - Max will be overseeing Golf Lessons at Golf Center and Lake Park moving forward. Slight changes to weekday lessons will take place in the spring.
 - Monitoring maintenance work, bank runs, customer control, and staff training are ongoing.
- **Lake Park**
 - Reviewing proposals for Corporate Outing promotions, HS class council event, and catering companies.
 - Fishing Derby at Lake Park hosted over 40 kids. Planning for the Fishing Derby on May 9 at Mountain View is underway.
 - Completed weekly site walkthroughs with Dylan at Mountain View, LVC & Shoreline, and LP Clubhouse.
 - Alec started the installation of the new Shoreline Room bathroom floors. These look great!
 - Irrigation pump shutdown 10/30.

- Winterization of Splashpad & Bandshell was completed 11/5.
- Paddle boats removal will begin 11/12.
- Golf Course will remain open through 11/16 with scheduled fair weather.
- Mountain View
 - Reviewed batting cage and mini golf cash controls and procedures with Dylan. Recommended batting token button be added on the MVAC cashier POS.
 - Shut down for the season 10/30.
 - Repairs by the Special Projects department on the patio have begun.
- ERC Events invitations have been sent out. RSVP by 11/21 for the Holiday Party on 12/5.
- Finished the DPPD middle school Girls Soccer season as champions in a league hosted in Mt. Prospect. Coaches were proud of their resilience after a near meltdown following a 0-1 score in the first half. The girls had fun and developed well throughout the season. Congrats Orange Crush!
- If you “bet your bottom dollar” that the Annie Musical run by Little Noise Theater would be a smashing success...you’d be right. Performances were hosted at PLCC Theater on 10/9 & 10/11.
- Kiwanis Peanuts Day boxes are available with a suggested donation of \$50 per box.
- Kiwanis Shoes for Kids at Target 11/12 6-7pm.
- Attended: Tee up meeting 1-2x/week, Kiwanis meeting 10/2; PLCC Fitness construction meetings weekly, Revenue Facilities meeting, Admin meetings weekly, Recreation and Revenue meeting 11/4.

Dylan Kuffell, Revenue Facilities Manager

- Helped with the Oktoberfest Golf Outing at the Golf Center on October 4th.
- Hosted our first Fishing Derby at Lake Park on October 18th.
- Attended ERC Events meetings to plan our holiday party.
- The yoga studio held 14 different sessions in September and October where we had 161 total participants. 70 participants were enrolled in a full 5- or 6-week session, along with 91 drop-in participants.
- I have brought on a new yoga instructor to incorporate Children’s Yoga classes at the Lakeview Center, which will begin in January of 2026.
- Alec is in the process of a restroom floor renovation of the Shoreline Restrooms. Both men’s and women’s restroom flooring was removed, and new marble style flooring is being installed.
- Maine school district 207 has provided volunteers through their transition program to assist with general park and building cleanup. Alec works with them twice a week in assigning tasks and teaching them new skills such as Tulip plantings, mulching, and cleaning tasks.
- Alec provided decoration ideas and set up for the Oktoberfest Outing at the Golf Center.
- Updated Shoreline Room rentals list:

Date	Event Type
Thursday, Dec. 4	District 62 Holiday Party
Friday Dec. 5	DPPD Holiday Party
Saturday Dec. 13	Baby Shower
Friday, May 22, 2026	Wedding Reception
Saturday, June 20, 2026	Celebration
Saturday, October 10, 2026	Wedding Reception

Max Henley, Golf and Facility Supervisor: Golf Center

- Hosted Oktoberfest Golf Event on 10/4, we had 24 participants.
- Working on TeeUp with IT.
 - Attended Meeting on 10/14 and 10/30
- Working with Joe and NILCO on Golf Course maintenance.
 - NILCO is working on winterizing the course
 - Working with Joe on an off-season maintenance plan and Spring plan.
- Entered Spring information for Spectrum.
- Hosted 1 Range Outing and a 1 Course outing.
- Hired and cross-trained staff for various positions at the Golf Center.
- Scheduled staff for rental building open and closings.
- Attended Microsoft Information meeting with IT.
- Attended Trunk or Treat event.

	2024	2025	Change
Range Balls Hit (Automated Tees)	1,255,192	1,118,888	-136,304
Golf Rounds	2,225	1,792	-433
Short Game Area	278	190	-88
Grass Tee Baskets	0	414	+414

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.
 - Fitness equipment boards were created for the lobby and the website.
 - Finalized selection of locker room epoxy flooring and shower tiles.
 - Change orders are being worked through.

Program Planning, Departmental Oversight, and Surveys

- 2026 Spectrum/Playbook
 - Winter Spectrum has been sent to the printer and is expected in facilities between November 17-21.
 - Spring/Camp 2026 Spectrum/Playbook content entry has begun. Focusing on new special events, additional sports, and nature programming.
- Human Resources, Staffing and Coverage
 - Posted the Cultural Arts Supervisor position. We received several applications and are in the process of scheduling interviews.
 - Jenn Boys is currently overseeing the dance program.
 - Jenny Fairman (Fitness Supervisor) and Shelly Holmes (Marketing Supervisor) have stepped up to fill some of the younger beginner dance classes due to an instructor vacancy.
 - Lizzie Karras (Recreation Supervisor) has taken over the POMS dance class due to an instructor vacancy.

- Covering for Tyler, who is on leave with twins.
- Programming
 - Preschool nature special programming this month with the Go Green group.
 - Dance classes are underway and preparing for the Winter Spectacular performance in January.
 - Soccer completed a successful season.
 - Basketball has started.
 - Día de los Muertos event was well attended as a collaboration with the History Center, Library, and the Park District.
- Upcoming Events
 - Winter Wonderland, Prairie Lakes – December 5 @ 4:00–7:00 pm
 - Families' New Year's Eve Party, ALC – December 31 @ 2:00–4:00 pm
 - Des Plaines Community Concert Band, PLAC Theater – December 14 @ 3:00–5:00 pm
 - Royal Ball, LVC, Shoreline Room – February 21 @ 6:30–8:30 pm
- Program Satisfaction Survey
 - Fall Program Surveys are being sent out.
 - A fitness cancellation questionnaire is being developed to gain knowledge on how we might improve member retention.
 - Special event surveys are sent out directly after events.

Administrative Projects

- Distinguished Agency
 - Legal section has been finalized for now.
- Grant Management
 - Final reimbursement was received.
 - Closeout paperwork for the Shoreline project was received by the State of Illinois.
- Awards
 - IPRA Outstanding Park Award submission for Lake Opeka completed, awaiting decision.

Des Plaines Friends of the Parks

- Met on November 5; next meeting December 3.
- Friends participated in the Halloween decorating contest.
- Committed to volunteering at Winter Wonderland.

Bonnie Cichanski, Marketing and Communications Manager

Seasonal Publications & Promotions

- Finalized and launched the 2025–26 Winter Spectrum and Playbook.
 - Digital guide posted online with supporting signage, electronic sign, and e-blast on November 6.
 - Print copies will be available in facilities the week of November 17; Playbook mailed to all households that same week.
 - Created and shared themed social videos to enhance Winter registration visibility.
- Developed and produced Veterans Day marketing materials, including signage and promotions.

Email Marketing & Engagement

- Sent the **October e-blast** on October 9, highlighting Fall programs and events:
 - Lady Warriors Tryouts, Bring a Friend to Dance Week, Floating Pumpkin Patch, Community Concert Band, Trunk or Treat, Fishing Derby, Lakeview Center Yoga, and Fall Registration.
 - Achieved a **43.4% open rate**, reflecting strong engagement.

Branding & Design Initiatives

- Began rebranding Prairie Lakes Fitness Center logo to align with facility expansion and refreshed identity.

- Continued work on the Sponsorship Brochure redesign for 2025 community engagement and fundraising.
- Supported golf facility marketing, including gift certificate promotions and collateral for Golf Center, Mountain View, and Lakeview Center.

Event Support & Community Involvement

- Volunteered at both the 1st Annual Fishing Derby and the Floating Pumpkin Patch, helping to enhance the attendee experience.
- Participated in community outreach by judging District 62's holiday card artwork, hosted by the Frisbie Center.

Collaboration & Meetings

- Attended regular weekly Administration meetings with the Executive Director.
- Participated in biweekly Marketing team meetings, Facility and Fitness planning meetings, and Aquatics operations meetings.
- Joined professional development webinars, including the IPRA C&M Showcase, LinkedIn Learning, and represented DPPD at the PR Council of Des Plaines.
- Led efforts for seasonal Fall lobby décor at key facilities.

Wellness & Staff Engagement

- Continued leadership of the DPPD Wellness Team, including:
 - Monthly wellness emails
 - Fall Book Club activities
 - Completion of the Fall Step Challenge ("Parks & Rec Trek"), with results announced, shirts distributed, and prizes prepared.

Ongoing Marketing Operations

- Managed routine updates for:
 - Website and electronic signage
 - District-wide signboards
 - Printed materials (business cards, name tags, board packet covers)

Shelly Holmes, Marketing Supervisor

Marketing & Communications – Monthly Summary

Key Activities & Accomplishments | October 2025

Social Media Analytics

Instagram Performance

- Followers increased to 3,939 (+1.6%)
- 59 new follows, 33 unfollows
- Monthly reach: 5.6K (↓52.2%)
- Page views: 51.4K (↓44.8%)
- Content interactions: 730 (↓60.2%)
- Profile visits: 789 (↓50.1%)
- Link clicks: 38 (↓22.4%)
- Top post: Staff Spotlight – Lizzie Karras (1.1K views)

Facebook Performance

- Followers grew to 9,073 (+0.27%)
- 38 new follows, 18 unfollows
- Monthly reach: 36K (↓46.5%)
- Page views: 101.8K (↓55.4%)
- Content interactions: 731 (↓65.9%)
- Link clicks: 376 (↓76%)
- Page visits: 3.5K (↓42.6%)
- Top organic post by reach: Agent Orange (6K reach, 75 likes)
- Paid reach totaled 28,496 | Ad spend: \$79.95

- Top ad: Youth Basketball (17.2K reach / 28.4K views)

Graphic Design Projects

- Designed materials for:
 - Splash Pad Rules & Bather Load signage
 - Des Plaines Community Band Concert
 - Trunk or Treat
 - Homeschool Hangouts
 - Lakeview Center Yoga
 - School Days Off
 - H2O Night

Social Media Content & Monitoring

- Posted a total of 22 times promoting programs, events, and services
- Continued monitoring of community platforms to address concerns and identify sentiment trends

Website & Digital Signage Updates

- Updated event information and promotional banners on the website
- Updated TV screens in PLCC Lobby with content for:
 - Des Plaines Community Band
 - Fishing Derby
 - Trunk or Treat

Photography & Video Production

- Captured and archived photos for:
 - Youth Soccer
 - Oktoberfest
 - Trunk or Treat
 - Swim School
 - Preschool Halloween Parade
- Produced and shared videos featuring:
 - Golf in the Dark
 - Staff Highlights: Max Henley, Lizzie Karras, Candice Morden, Chris Nesterowicz
 - Crafternoons (Ghost edition)
 - Fishing Derby recap
 - Trunk or Treat recap

Meetings Attended

- Participated in:
 - Marketing Team Meeting
 - Facility Meeting
 - ERC Meeting

Other Tasks & Contributions

- Pulled seasonal photography for Winter Spectrum and Playbook
- Continued coordination of ongoing projects, signage, giveaways, and updates to:
 - Website
 - Electronic signage
 - District signboards
 - Business cards, name tags, and board packet covers

Jennifer Boys, Assistant Superintendent of Recreation

Creative Corners Preschool

- Supported Candice with preschool operations, including participant behavior and family communication.
- Participated in Halloween trick-or-treat programming across all Creative Corners classrooms.
- Assisted with classroom logistics and preparation for upcoming winter sessions.

Cultural Arts Support

- Provided transitional oversight for all Cultural Arts areas: dance, music, Artistry in Motion, and Community Concert Band.
- Met regularly with Natalie and Lauren to ensure continuity in DPDA operations.
- Collaborated with the Business Department to update program charges for DPDA and AiM.
- Continued to furnish and organize music program rooms at Lakeview Center as needs evolved.
- Met with April and DPDA staff to offer support during department changes.
- Participated in interviews for the Cultural Arts Supervisor position.

Special Events

- Assisted with guest check-in at Trunk or Treat, ensuring smooth flow and customer experience.
- Met with Lizzie to review logistics and staffing plans for the upcoming Winter Wonderland event.

Concessions Operations

- Successfully closed out concession operations at Lake Park and Mountain View through October.
- Reallocated surplus pool inventory to concessions to optimize end-of-season usage.

ALC Facility Operations

- Hired a new Building Supervisor to strengthen weekend closing coverage.
- Facilitated Customer Service training for ALC Building Supervisor staff.
- Continued to monitor facility conditions and worked with Building Services to resolve issues promptly.

Tyler Fuchs, Assistant Superintendent of Recreation Report

Athletics & Program Oversight

- Continued onboarding support for Chris, the new Athletics Supervisor, focusing on operations and program continuity.
- Worked with staff to begin planning Spring 2026 athletic programs.
- Successfully wrapped up the Youth Soccer Recreation League (Pre-K–8th Grade). Notably, the 6th Grade Girls Team won the championship in the cooperative league with MPPD and RTPD.
- Concluded both youth baseball and softball seasons, as well as adult softball leagues at Rand Park.
- Supported gymnastics programming at Mountain View—3 out of 4 classes reached full capacity.

Theater Rentals & Scheduling

- Oversaw coordination for theater rentals at Prairie Lakes, including:
 - Big Noise Theatre
 - Rising Stars
 - The Launch
- Completed scheduling meetings for Feeder Basketball, with games scheduled to begin in November.

Marketing & Promotions

- Collaborated with Chris and the marketing team on promotion of basketball and other athletic programs.
- Met with marketing and staff to discuss upcoming fitness promotions and member engagement strategies.

Facilities & Equipment Management

- Continued coordination with fitness equipment vendors for the purchase of new machines to support the PLCC Fitness Center Renovation Project.
 - Equipment purchases have been finalized.
- Secured indoor practice space at District 62 schools for the winter athletic season.

Events & Interdepartmental Collaboration

- Attended and supported the Trunk or Treat special event.
- Participated in internal meetings, including:
 - Safety Committee
 - Events Committee
 - PLCC Fitness Renovation

- Winter Wonderland Planning

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

Membership Type	October 2024	October 2025	Change	Change %
PLAC (Aquatic Only)	1,207	1,109	–98	–8.1%
PLCC (Fitness, Gym, Track)	1,580	1,767	+187	+11.8%
Prairie Pass (All Access)	596	702	+106	+17.8%
ALC (Health Club)	57	61	+4	+7.0%
Total Members	3,440	3,639	+199	+5.8%

Membership Trends & Insights

In October 2025, total membership increased by 5.8% compared to the previous year, with a net gain of 199 members. Prairie Pass experienced the highest growth at 17.8%, followed by PLCC at 11.8%, reflecting strong demand for all-access and fitness membership options. ALC saw a modest increase, while PLAC (Aquatic Only) declined by 8.1%, indicating a possible shift away from single-use aquatic memberships.

Jenny Fairman, Fitness Supervisor

Fitness Operations & Program Delivery

- Successfully completed the Fall fitness session with 228 registered participants and over 400 drop-ins, despite room relocations due to construction.
- Launched the Holiday fitness session with 236 registered participants, with classes held in alternate locations including the Multipurpose Room, Mountain View Rooms, Racquetball Court, and PLAC Party Room.
- Updated all room reservations and schedules to reflect temporary space assignments; coordinated room setups and equipment movement.
- Provided clear communication to instructors and participants regarding room changes and program adjustments via email and in-person updates.
- Developed Spring 2026 programming and submitted content for the Spectrum.
- Created a membership cancellation survey to identify retention challenges and gather insight into churn.
- Analyzed feedback from summer fitness surveys to inform future equipment needs and program offerings.
- Conducted daily walkthroughs to monitor fitness area cleanliness and customer service standards; completed new member fitness machine orientations.

Construction & Membership Communication

- Sent Constant Contact notification to all Prairie Pass and Fitness Center members regarding the temporary closure of the Fitness Center starting December 1.
- Collaborated with the Business Office to establish billing adjustments during the closure:
 - EFT members: Skipped December 15 charge
 - Paid-in-full members: Memberships extended by one month
 - Daily fees: Reduced rates began November 1
- Coordinated with Mount Prospect Park District to allow personal trainers access to RecPlex for training sessions during the PLCC closure.

Fitness Expansion Planning

- Participated in weekly OAC construction meetings.
- Partnered with the Marketing team to discuss a new Prairie Lakes Fitness logo and early planning for a grand opening event.
- Organized and submitted equipment lists and photos for lobby storyboards showcasing the new space.
- Coordinated equipment trade-in and relocation logistics with Direct Fitness Solutions.
- Ordered storage fixtures for the new fitness studio.

Staff Development & Training

- Co-led a Customer Service Training session on October 13 for PLCC front desk, building supervisors, and Lake Park staff.
- Provided content updates for the District Customer Service Manual.

Recreation Program Support

- Assisted the Des Plaines Dance Academy by teaching Saturday morning Discover Dance and AiM ballet classes during the interim absence of an early childhood instructor.

Employee Relations Committee (ERC)

- Ordered decorations and attended planning meetings for the Staff Holiday Party.
- Participated in the October 22 planning session.

District Engagement & Events

- Represented the fitness team at Trunk or Treat on October 25 with an Incredibles-themed display to promote the fitness expansion.
- Supported the Creative Corners Halloween Parades on October 30–31.
- Participated in the district-wide “Parks and Rec Trek” Step Challenge.

Meetings Attended

- Office 365 Evolution Meeting (10/15)
- Winter Wonderland Planning Meeting (10/22)
- Certificates of Insurance Internal Training (11/4)
- Recreation Staff Monthly Meeting (11/4)

Chris Nesterowicz, Athletics Supervisor Report

Basketball Program Management

- Finalized team rosters for the Youth Basketball League (Grades 1–6), with a total of 191 participants.
- Hosted a Basketball Coaches Meeting to ensure all volunteer coaches were aligned on league expectations, rules, and procedures.
- Maintained frequent communication with parents, providing information on:
 - Uniform distribution, practice times, coach assignments, and game schedules
 - Parent Code of Conduct
 - League rules and facility access procedures for Algonquin Middle School and Prairie Lakes
- Researched new jersey vendors to improve durability and long-term use.
- Ordered team uniforms for the Lady Warriors and Jr. Warriors Feeder Basketball Programs.

Soccer Program Wrap-Up

- Closed out the fall soccer season with responsive follow-up to coaches and participants.
- Collected equipment and distributed awards to all coaches to recognize their efforts.
- Developed and distributed a post-season soccer survey to gather participant feedback and identify opportunities for future program improvements.

League Oversight & Registration Monitoring

- Continued to monitor Futsal and Men’s Basketball League registrations as winter season deadlines approached.
- Ensured timely communication with returning and prospective participants.

Marketing & Outreach

- Collaborated with the Assistant Superintendent on targeted marketing strategies, including boosted social media content and outreach to District 62 families.
- These efforts led to a 30% increase in basketball registration compared to the previous year.

Ongoing Projects & Planning

- Monitoring upcoming deadlines for in-house and contracted league registrations.
- Reviewing and updating Independent Contractor Agreements (ICA) to comply with revised revenue policies.

- Developing a new Volunteer Coach Packet to streamline onboarding and orientation for future athletic volunteers.
- Reviewing facility rental contracts and ensuring all Certificates of Insurance (COI) are current and compliant.

Candice Morden, Recreation Supervisor

Meetings & Department Involvement

- Attended key internal meetings, including the Monthly Recreation Department meeting and Employee Relations Committee (ERC) Events Committee meeting.
- Continued collaboration across departments to ensure alignment on event planning, staff support, and community engagement.

Creative Corners Preschool Operations

Program Communication & Coordination

- Held monthly meetings with lead preschool teachers to review program updates, address classroom needs, and plan upcoming preschool-wide events.
- Conducted facility tours and responded to inquiries from prospective families. Two new students enrolled during October.
- Organized Creative Corners Picture Days with *Photomonkee* on October 15–16, providing families the opportunity to purchase professional portraits.

Family & Inclusion Support

- Conducted classroom observations to assess students' support needs and coordinate with MNASR for inclusion services where necessary.
- Ensured timely communication between MNASR staff and classroom teachers for student accommodations.

Staff Training & Operations

- Sent all eight preschool staff to a Preschool Roundtable Training hosted by Schaumburg Park District (October 22). Training focused on science curriculum, dramatic play environments, and classroom bulletin boards; feedback from staff was highly positive.
- Conducted annual safety drills for all preschool classes, including fire, tornado, and intruder procedures for *Terrific 3's*, *Fabulous 4's & 5's*, *Nature Explorers*, and *Spanish Immersion* programs.

Enrollment Snapshot

- Preschool Prep – 24 students (Full)
- Terrific 3's – 22 students
- Fabulous 4's & 5's – 31 students
- Nature Explorers – 11 students
- Spanish Immersion – 8 students

Programming & Marketing Collaboration

- Hosted a successful Creative Corners Trick-or-Treat event in the ALC Gymnasium (October 30–31) with assistance from administrative staff, distributing candy.
- Partnered with Haley Becker to expand spring 2026 *Nature Programming*—introducing seven new early childhood and youth programs led by Alexis Mitchell.
- Collaborated with Shelley Holmes (Marketing Supervisor) to produce a staff spotlight video and coordinate photos for the Halloween Parade campaign.

Administrative & Strategic Planning

- Completed budget development for the FY2026–2027 cycle, including Creative Corners and Summer Camp pricing proposals, pending administrative review and approval.

Elizabeth Karras, Recreation Supervisor

Special Events & Community Engagement

- Successfully coordinated the Trunk or Treat event, welcoming over 600 participants.
Responsibilities included:
 - Coordinating with community groups, affiliates, sponsors, and internal departments
 - Communicating logistics to trunk participants
 - Designing the event layout map, creating signage, and procuring event supplies
- Partnered with Dylan to host the inaugural Fishing Derby with over 40 participants. Prepared yard signs, prizes, and managed participant communication.
- Collaborated with the Des Plaines History Center and Public Library to co-host the Día de los Muertos event, including preparing craft examples and organizing materials for over 40 attendees.

Youth Programs & Birthday Parties

- Planned and hosted one birthday party for approximately 20 guests and scheduled six additional parties for the November–January timeframe.
- Purchased ingredients and supplies and facilitated the Kids Can Cook program.
- Finalized staff schedules for upcoming School Days Off programs during Thanksgiving Break.
- Continued planning for upcoming youth offers, including:
 - Kids Can Cook
 - Crafternoons
 - School Days Off
- Met with April, Jenn, Tyler, Jenny, and Chris to discuss plans for the Winter Wonderland special event and secured entertainment booking.

Marketing & Department Participation

- Participated in the Staff Spotlight video project for the Marketing team to highlight internal staff stories.
- Attended the monthly Recreation Department meeting to share updates and coordinate program planning.

Upcoming Special Events

- Pumpkin Smash
- Winter Wonderland

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

Aurelio Marquez, Director of Parks and Planning

- Performed routine building inspections across various facilities.
- Managed weekly owner/contractor project meetings for PLCC.
- Finalized locker and partitions for PLCC project.
- Attended weekly admin meetings.
- Held bi-weekly staff meetings.
- Finalized the ALC A/C HVAC addition project.
- Finalized the ALC water line insulation project and coordinated with NICOR an energy efficient rebate for the Park District.
- Attended the Des Plaines Park District Solar Project Meeting for PLCC
- Collaborated final selections of materials for the PLCC renovation project
- Approved submittals and RFI's for the PLCC Renovation Project to ensure we remained within our deadline.
- Organized the repair of the deep plunge pool drain at Mystic Waters with the help of Mechanical Maintenance.
- Coordinated the demolition and rebuilding of our pump house roof at Mystic Waters.
- Overseeing all winterizing of the District's water features for the season.
- Oversaw training for Parks and Facilities Foreman in winterizing Lake Park facilities by Mechanical Maintenance.
- Oversaw the repairs of Lakeview Center boiler.
- Assigned Parks Department Supervisors to attend PDRMA's HELP 1 – Essentials of Human Resources Curriculum class.
- Attended certificate of insurance teams meeting.
- Coordinated the yearly renovation of the splash pad at PLAC with necessary lighting repairs.

Dennis Wodka, Special Projects Supervisor

- Made maintenance repairs to amenities at the dog park.
- Excavated, poured concrete pad and installed new memorial bench and pad at the 1st hole at the Golf Center.
- Installed new E-bike/scooter signs throughout the District.
- Installed four new bollards at ALC parking lot.
- Dennis Wodka completed and passed CPSI training. We now have two CPSI Certified inspectors dedicated to playground safety.
- Removed and replaced damaged decking panels at MVM Skate Park.
- Removed and relocated picnic tables to Oakwood for seasonal refurbishing.
- Removed, labeled and stored ballfield windscreens for winter season.
- Itemized and prioritized necessary safety hazards at MVM.
- Began planning and coordinating repairs at MVM to begin when MVM closes for the season.
- Completed weekly Basecamp assignments.
- Completed weekly park inspections

- Completed the demolition and rebuilding of the pump house roof at Mystic Waters.
- 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.
- Attended PDRMA's HELP 1 – Essentials of Human Resources Curriculum class.
- PLAC splashpad yearly shutdown completed. High dusting, deep clean pool boiler, painted walls and repaired light fixture.
- Replaced motor on PLCC Roof Top Unit S3. Mountain View rooms supply.
- Replaced swimsuit dryer in PLAC women's locker room.
- MVM tool room exhaust fan and motor replaced.
- Oakwood garage utility sink and faucet replaced.
- Genie personnel lift inspected by National Lift.
- Oakwood vehicle lifts inspected by P.R. Streich & Sons
- Winterization of Mystic Waters completed. All buildings and pools are winterized.
- Chippewa pool and Chippewa concession building winterized for the season.
- West Park drinking fountains and snap valves winterized for the season.
- Blackhawk drinking fountain, snap valve and dog park water service winterized for the season.
- Apache Park drinking fountain winterized for the season.
- Central Park drinking fountain and concession building winterized for the season.
- Seminole Park drinking fountain, snap valves and concession building winterized for the season.
- Lake Park south garage, bandshell, drinking fountains, snap valves and splash pad winterized for the season.
- Mystic Waters cabanas leveled, and electrical service installed.
- Mystic Waters irrigation system repaired. Replaced 6 sprinkler heads.
- Mystic Waters deep pool return pipe repaired by Clear Pipe Inc. Pipe was lined from surge tank to pool floor.
- Serviced Bus #15. State safety test performed.
- Serviced Bus #21. State safety test performed.
- Serviced Bus #22. State safety test performed.
- Serviced Vehicle #18. State safety test performed.

Patrick Barton, Landscape Supervisor

- Blow off playgrounds and parking lots then mow/mulch leaves at parks and schools.
- Check trash and paper pick at parks and schools.
- Water new trees and plants at Parks.
- Install tree of life trees and plaques.
- Complete drainage project at Mystic Waters.
- Complete retaining wall at Mystic Waters.
- Cut down perennials and remove annuals at various parks to prepare for winter months ahead.
- Install tulip/daffodil/hyacinth bulbs at Arndt, Central, Golf Center, PLCC, Chippewa, and ALC.
- Drain turtle pond at ALC and remove pumps and cables from enclosure.
- Prune trees at various parks – removing dead/unhealthy branches and low hanging branches.
- Approved payroll for all landscape employees.
- Order new tools and supplies as needed for landscaping staff.
- Clean Oakwood breakroom and bathrooms weekly.
- Lead landscape staff in daily stretching in the morning.
- Code invoices and complete credit card statement.
- Drag and line ball fields for final games of the season.

- Paint soccer fields for games.
- Attended PDRMA's HELP 1 – Essentials of Human Resources Curriculum class.

Scott Sullivan, Assistant Landscape Supervisor

- Daily garbage routes throughout park district.
- Daily\weekly mow routes progressively turning to fall leaf removal throughout with an emphasis on higher volume park and facilities.
- Completion of installation of all Tree of Life plantings and plaques for the year as well as regular watering for establishment.
- Installation of soil and new sod for all damaged areas on PLCC soccer fields.
- Removal and storage of all soccer goals for end of season at PLCC.
- Progression of fall cleanups across district including pruning and cutback of all perennial plantings.
- Began installation of drainage pipe at Mystic Waters to mitigate pooling water along edges of pool deck.
- Finished demo of old damaged retaining wall and completed installation of new updated wall at Mystic Waters\ Rand Park.
- Began installation of fall bulb plantings at PLCC, ALC, Arndt sign bed, and Chippewa sign bed for early spring flowers.
- Garden plot fall cleanup and turnover for end of 2025 season and to facilitate ease of preparation for spring 2026 season.
- End of year Softball\Baseball season grooming and dragging\prep for winter.
- Mystic waters end of season cleanup with an emphasis on leaf removal from lazy river.
- Assisted with relocation of turtles to inside tank for winter. Winterized turtle pond including draining, water plant removal, and pump storage and cleanup.
- Removal of hazardous limbs at Winnebago Park.
- Monitored conditions at all parks throughout Park District for hazards and aesthetics.
- Cleanup of Golf Center debris dumpsters.
- Delivery of decorative pots at Golf Center for improved front entrance appearance.
- Attended PDRMA's HELP 1 – Essentials of Human Resources Curriculum class.

Ken Rochau, Building Services Supervisor

Golf Center

- Finished the installation of the 3rd floor heaters.
- Installed new safety fall protection netting on 2nd and 3rd floor decks.
- Installed 2 new nets that had storm damage on the southeast side of the driving range.
- Replaced all the ball feed tubing on 1st 2nd and 3rd floors.
- Completed a checklist of minor repairs from the DP Fire inspection.
- Elevator has passed its yearly inspection.
- Ordered a new ballroom elevator.
- Repair and deep clean ball soaker tank and ball scrubber.
- Purchased 5" return tubing for the ball return system.
- Removed the pond fountain and winterized.
- Replaced the inducer fan motor, fan and squirrel cage for RTU 1.
- Removed fire extinguisher cabinets which were not up to fire code and repaired the walls, painted and reinstalled the fire extinguishers.
- Installed the rope around the pond for safety for the winter months.
- Cleaned the wind dividers for installation and replaced broken tarps.
- Ken attended Safety Committee and did the inspection for Glow in the Dark Golf and the Golf Center driving range.

ALC

- Weekend cleaning of bathrooms and setups.
- Moved games in the Teen Center to make room for new HVAC ductwork.
- Removed the leaves from the gutters and cleared the drains.
- Made sure all classroom heaters were working.
- Dan and Matt helped Don pick up a new larger turtle and fish tank.
- Replaced the chlorine pump on the whirlpool.

PLCC

- Cover for custodian while out on leave.
- Installed the Marley floor for a dance recital rental.
- Created a new storage area for the Marley dance floor in the theater.
- Moved dance bars and supplies from PLCC to ALC.
- Weekly air handler filters changes for the construction areas.
- Repaired the small floor scrubber.
- Repaired the showers in the men's locker room.
- Painted the entrance walls leading into PLAC.
- Set up and take down for Trunk or Treat.
- Cleaned the cooling tower and added the layup treatment.
- Bi yearly kitchen hood fire inspection from Fredricksen Fire.

Lodge Buildings

- Weekday and weekend rental setups for Cumberland Terr, West Park and Arndt Park.
- Cleaning of the concession bathrooms at West Park.
- Set up for Coast Guard and Camera Club monthly meetings.

Mountain View

- Weekly batting cage inspections of machines and ball delivery systems.
- Winterized the pitching machines.

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

Annette Curtis- Director of Business

- **Projects and Meetings:**

- Submitted Sales Tax.
- Ran installment billing for memberships, swim school, dance.
- Staff began Rectrac entry for Camp, Preschool, and Spring activities.
- Winter registration is in progress.
- Attended Tee up meetings to discuss system design. MP Consulting was brought on to develop the PCB board needed to communicate with software and tee mech.
- Attended COI presentation.
- Discussed and finalized the 2025 Levy request, prepared required, Truth in Taxation Resolution.
- Began FY2027 Budget preparation, discussed projected FY2027 fund balances with Don.
- Prepared annual Bond Abatement Ordinance for Series 2018C.
- Continued working on Dance invoicing for AIM, reviewing fees and charges for programs.
- Reviewed 2025 EMMA Disclosure information prepared by Speer. Speer completed required filing on November 7.
- History Center- Finance committee met to discuss and begin implementation of cash handling controls. Dennis Murray, Executive Director, will be leading the implementation.
- Series 2025 Bond issue's principal and interest payment was made by November 1, 2025.
- Series 2018A, 2018B and Series 2018C principal and interest are due December 1, 2025.
- Attended PDRMA Program Council meeting. Changes to plan coverage and FY 2026 Budgeted were voted on.
- Attended IAPD's Legal Symposium.
- Met with Business office staff for 6 month check in, discussed progress of goals developed during the annual review.
- Began discussion with BSA to transition to the cloud version.
- Fall Fest, received Police service invoice. With all expenditures in, will be calculating split with Chamber and History Center.

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

- Payrolls:
 - Payrolls run: 3
 - Checks/Direct Deposit Issued: 796
- Accounts Payable:
 - Checks issued: 91
 - EFT/ACH: 107
 - Purchase Orders: 530
 - Invoices: 656
- Reservations (fields, gym, theater, pool and outside rentals):
 - New: 455
 - Confirmed: 213 (indoor pool, outdoor pool, fields, gym & rentals)
- Installment Bills Proofed & Processed: (Quantity and Total Dollar Amount)
 - Prairie Lakes & Aquatics Memberships: 1082; \$23,150

- ALC Fitness memberships: 21; \$289.25
- Swim School: 496; \$21,811.40
- Golf Center memberships: 77; \$12,320
- Preschool: 84; \$14,717.00
- Dance: 199; \$13,985.25

Nicole Dale –Superintendent of Human Resources and Risk Management-

• **Human Resources**

- Assisted with staff personnel problems & concerns.
- Paycom – working to set up new pay code for unpaid FMLA time, working on IMRF VAC deduction code tier 1 vs tier 2.
- Completed monthly IMRF and BLS reporting.
- Flexible Spending and Commuter Benefit Open Enrollment with Flexible Benefits for 2026 plan year.
- Sent out PDRMA's Sexual Harassment Training to all active staff to complete by 11/30.
- Held an Employee Relations Committee meeting.
- Sent out a health insurance broker survey to other park districts. Annette and I will review and meet with a few vendors.
- Working on updating job descriptions and sending them out to staff to sign via Paycom.
- Distinguished Agency – working on gathering information for Personnel section.
- Updated FOIA postings at each facility.
- Ellie is conducting an internal I-9 audit.
- Attended DP Chamber HR Roundtable – Topic: AI.
- Attended IAPD Legal Symposium.

• **Recruitment**

- Recruiting for Cultural Arts Supervisor & began first round interviews.

• **Risk Management**

- Attended risk management committee meeting
- Working with Liz on our SMART goals for the PDRMA Risk Management Review. Sending out Ergonomic Assessments and training staff. We are meeting with our rep on 11/11 for a wrap-up meeting.
- Signed up staff for Risk Management Institute on 11/21/2025 – Liz, Alec, Candice, Jenny, Chris, Adam and me.

Peter Demski–IT Manager

IT Projects/Other

- Working on developments for the TeeUp Project.
- Updated RecTrac registration software.
- Attended KANDU meetings on 10/8, 10/15, 10/22, 10/29 and 11/5.
- Attended the PDRMA HELP 1 class on 10/22 and 10/23.
- Attended COI training on 11/4/25.

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

- Resolved hardware problems with MNASR equipment in ALC Sensory Room.
- Cleanup of computer equipment at from seasonal facilities.
- Updated and replaced Fuel computer system.
- 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.

REVENUE AND EXPENDITURE REPORT
DES PLAINES PARK DISTRICT
OCTOBER 31, 2025

	ACTIVITY FOR MONTH 10/31/2025	ACTIVITY FOR MONTH 10/31/2024	YTD BALANCE 10/31/2025	YTD BALANCE 10/31/2024	2025-26 ORIGINAL BUDGET
Fund 11 - CORPORATE:					
TOTAL REVENUES	186,342.98	193,638.37	617,969.58	3,014,003.36	6,548,850.00
TOTAL EXPENDITURES	468,856.64	262,897.29	2,292,314.02	2,158,106.16	5,982,064.00
NET OF REVENUES & EXPENDITURES	(282,513.66)	(69,258.92)	(1,674,344.44)	855,897.20	566,786.00
Fund 21 - RECREATION:					
TOTAL REVENUES	246,050.18	316,795.44	2,864,297.16	3,758,236.76	6,512,174.00
TOTAL EXPENDITURES	440,637.45	330,542.07	2,766,244.25	2,621,399.46	6,303,215.00
NET OF REVENUES & EXPENDITURES	(194,587.27)	(13,746.63)	98,052.91	1,136,837.30	208,959.00
Fund 22 - AUDIT:					
TOTAL REVENUES	21.13	487.62	473.85	10,725.01	21,900.00
TOTAL EXPENDITURES	0.00	0.00	31,665.00	27,130.00	34,350.00
NET OF REVENUES & EXPENDITURES	21.13	487.62	(31,191.15)	(16,404.99)	(12,450.00)
Fund 23 - TORT IMMUNITY:					
TOTAL REVENUES	1,541.69	5,976.90	10,998.68	112,503.93	281,765.00
TOTAL EXPENDITURES	0.00	0.00	140,257.40	120,061.17	321,488.00
NET OF REVENUES & EXPENDITURES	1,541.69	5,976.90	(129,258.72)	(7,557.24)	(39,723.00)
Fund 24 - SPECIAL RECREATION:					
TOTAL REVENUES	2,762.56	19,023.15	22,828.70	420,340.77	900,258.00
TOTAL EXPENDITURES	98,404.96	90,013.84	261,080.77	267,648.80	951,850.00
NET OF REVENUES & EXPENDITURES	(95,642.40)	(70,990.69)	(238,252.07)	152,691.97	(51,592.00)
Fund 25 - ILLINOIS MUNICIPAL RETIREMENT:					
TOTAL REVENUES	3,160.23	9,632.81	20,456.45	171,403.78	199,826.00
TOTAL EXPENDITURES	35,698.82	20,292.32	155,380.76	121,080.69	380,000.00
NET OF REVENUES & EXPENDITURES	(32,538.59)	(10,659.51)	(134,924.31)	50,323.09	(180,174.00)
Fund 26 - SOCIAL SECURITY:					
TOTAL REVENUES	374.62	9,544.10	6,971.25	223,751.79	656,501.00
TOTAL EXPENDITURES	51,963.30	35,145.35	327,597.44	307,473.43	587,000.00
NET OF REVENUES & EXPENDITURES	(51,588.68)	(25,601.25)	(320,626.19)	(83,721.64)	69,501.00
Fund 27 - MUSEUM:					
TOTAL REVENUES	170.02	2,393.99	1,892.79	56,579.09	132,360.00
TOTAL EXPENDITURES	0.00	0.00	59,000.04	55,686.00	123,000.00
NET OF REVENUES & EXPENDITURES	170.02	2,393.99	(57,107.25)	893.09	9,360.00
Fund 38 - GO BONDS SERIES:					
TOTAL REVENUES	0.00	35,504.87	11,546.99	961,591.20	2,057,554.00
TOTAL EXPENDITURES	896,658.11	0.00	943,112.21	65,526.00	2,000,691.00
NET OF REVENUES & EXPENDITURES	(896,658.11)	35,504.87	(931,565.22)	896,065.20	56,863.00
Fund 44 - CAPITAL:					
TOTAL REVENUES	19,288.94	6,730.53	147,907.01	1,114,742.82	3,611,682.00
TOTAL EXPENDITURES	226,243.74	517,080.18	812,780.16	4,128,408.01	8,264,594.00
NET OF REVENUES & EXPENDITURES	(206,954.80)	(510,349.65)	(664,873.15)	(3,013,665.19)	(4,652,912.00)
Fund 51 - MYSTIC WATERS AQUATIC CENTER:					
TOTAL REVENUES	2,484.96	(860.24)	1,329,649.78	1,270,778.93	1,326,100.00
TOTAL EXPENDITURES	60,630.45	26,647.84	1,103,343.54	1,025,908.73	2,434,650.00
NET OF REVENUES & EXPENDITURES	(58,145.49)	(27,508.08)	226,306.24	244,870.20	(1,108,550.00)

	ACTIVITY FOR MONTH 10/31/2025	ACTIVITY FOR MONTH 10/31/2024	YTD BALANCE 10/31/2025	YTD BALANCE 10/31/2024	2025-26 ORIGINAL BUDGET
Fund 52 - LAKE PARK GOLF COURSE:					
TOTAL REVENUES	53,837.44	50,478.66	540,369.87	476,684.31	795,850.00
TOTAL EXPENDITURES	64,121.18	47,785.11	427,098.90	367,124.91	938,523.00
NET OF REVENUES & EXPENDITURES	(10,283.74)	2,693.55	113,270.97	109,559.40	(142,673.00)
Fund 53 - MT. VIEW ADVENTURE GOLF:					
TOTAL REVENUES	19,030.83	26,417.39	294,914.43	362,514.13	379,800.00
TOTAL EXPENDITURES	25,254.60	111,183.55	145,157.64	250,848.96	411,162.00
NET OF REVENUES & EXPENDITURES	(6,223.77)	(84,766.16)	149,756.79	111,665.17	(31,362.00)
Fund 54 - GOLF CENTER DES PLAINES:					
TOTAL REVENUES	230,640.86	229,631.83	2,269,842.09	2,345,372.28	3,674,867.00
TOTAL EXPENDITURES	156,345.41	101,342.76	1,017,637.95	885,630.85	3,205,129.00
NET OF REVENUES & EXPENDITURES	74,295.45	128,289.07	1,252,204.14	1,459,741.43	469,738.00
TOTAL REVENUES - ALL FUNDS	765,706.44	905,395.42	8,140,118.63	14,299,228.16	27,099,487.00
TOTAL EXPENDITURES - ALL FUNDS	2,524,814.66	1,542,930.31	10,482,670.08	12,402,033.17	31,937,716.00
NET OF REVENUES & EXPENDITURES	(1,759,108.22)	(637,534.89)	(2,342,551.45)	1,897,194.99	(4,838,229.00)

CASH BALANCE BY FUND
DES PLAINES PARK DISTRICT
OCTOBER 31, 2025

FUND ACCOUNT	DESCRIPTION	ACTIVITY FOR	BALANCE	END BALANCE
		MONTH		
		10/31/2025	10/31/2024	10/31/2025
Assets				
11 100-000	CASH & INVESTMENTS	(291,124.45)	6,479,137.37	5,154,519.60
21 100-000	CASH & INVESTMENTS	(212,540.95)	6,873,330.76	6,495,634.86
22 100-000	CASH & INVESTMENTS	21.13	30,675.19	6,320.33
23 100-000	CASH & INVESTMENTS	1,541.69	568,405.20	462,895.09
24 100-000	CASH & INVESTMENTS	(95,642.40)	1,090,867.25	829,675.23
25 100-000	CASH & INVESTMENTS	(108,559.05)	1,060,162.10	851,192.10
26 100-000	CASH & INVESTMENTS	(51,588.68)	321,794.19	112,599.31
27 100-000	CASH & INVESTMENTS	170.02	95,829.28	51,142.31
38 100-000	CASH & INVESTMENTS	(896,658.11)	2,909,422.92	1,136,224.60
44 100-000	CASH & INVESTMENTS	(253,078.78)	2,130,237.24	5,792,328.22
51 100-000	CASH & INVESTMENTS	(58,145.49)	722,462.93	746,147.46
52 100-000	CASH & INVESTMENTS	(13,940.62)	434,764.03	459,944.82
53 100-000	CASH & INVESTMENTS	(7,691.48)	766,958.76	853,267.06
54 100-000	CASH & INVESTMENTS	94,214.02	6,353,343.73	7,014,379.27
TOTAL ASSETS		(1,893,023.15)	29,837,390.95	29,966,270.26
Total - All Funds:		(1,893,023.15)	29,837,390.95	29,966,270.26

Des Plaines Park District
Comparative Statement of Cash and Investments

Account Description	Number/ Investment	Maturity Date	Interest Rate	10/31/25	10/31/24
Payroll Account	1401268817			\$ 290,849.86	\$ 258,653.80
MaxSafe	9265819863		4.380%	2,698,935.23	3,086,526.33
Total Village Bank & Trust				2,989,785.09	3,345,180.13
Voucher Account	574600995		4.130%	7,899,728.23	10,397,928.98
Refund Account	576006175		4.130%	(\$2,195.39)	\$3,252.99
OSLAD Grant - Lakeview Center			0.040%	-	333,540.87
OSLAD Grant - ALC	8100806036		0.040%	-	200,135.10
Total Old National Bank				7,897,532.84	10,934,857.94
Illinois Funds Money Market	7139141183		4.175%	8,620,075.16	7,733,823.99
Money Market	1272		3.990%	1,500,447.53	972,761.75
CD Total				5,495,000.00	3,778,000.00
Total Illinois Park District Liquid Asset Fund				6,995,447.53	4,750,761.75
Checking Account	300000924		3.550%	538,307.89	277,040.66
Certificate of Deposit #6541	06/30/21	06/30/26	3.941%	692,111.68	660,511.46
Certificate of Deposit #6542	09/30/21	09/30/26	3.455%	747,413.29	713,518.66
Certificate of Deposit #6543	12/31/20	12/31/25	4.329%	746,797.26	714,275.82
Certificate of Deposit #6544	03/31/21	03/31/26	3.941%	738,799.52	707,420.54
Total Millenium Bank				3,463,429.64	3,072,767.14
				<u>\$ 29,966,270.26</u>	<u>\$ 29,837,390.95</u>



Investment Holdings

For the Month Ending **October 31, 2025**

Des Plaines Park District - DES PLAINES PARK DISTRICT - 1272

Trade Date	Settlement Date	Security Description	Maturity Date	Rate	Investment Amount	Accrued Interest	Est. Value at Maturity
Illinois Trust CD Program							
11/20/24	11/20/24	CD - First State Bank Of Dequeen, AR	11/20/25	4.60	239,000.00	10,421.71	249,994.00
03/27/25	03/27/25	CD - Harmony Bank (Formerly Texas Brand Bank), TX	12/22/25	4.37	242,000.00	6,345.24	249,822.90
03/27/25	03/27/25	CD - Dundee Bank, NE	12/22/25	4.30	242,000.00	6,243.60	249,697.59
02/19/25	02/19/25	CD - T Bank, TX	02/19/26	4.43	239,000.00	7,396.89	249,587.70
09/03/24	09/03/24	CD - First Internet Bank Of Indiana, IN	03/02/26	4.56	234,000.00	12,395.21	249,932.52
03/27/25	03/27/25	CD - Toga-Franklin Savings Bank, PA	03/27/26	4.30	239,000.00	6,166.20	249,277.00
03/27/25	03/27/25	CD - Bank Of China, NY	03/27/26	4.40	239,000.00	6,309.60	249,516.00
03/27/25	03/27/25	CD - The First National Bank Of Tom Bean, TX	03/27/26	4.30	239,000.00	6,166.20	249,277.00
03/27/25	03/27/25	CD - Eastbank, Na, NY	03/27/26	4.30	239,000.00	6,166.20	249,277.00
03/27/25	03/27/25	CD - Mission National Bank, CA	03/27/26	4.35	239,000.00	6,237.90	249,396.50
04/24/25	04/24/25	CD - Nano Banc, CA	04/24/26	4.35	239,000.00	5,440.36	249,396.50
04/28/25	04/28/25	CD - First Priority Bank, OK	04/28/26	4.26	239,000.00	5,216.22	249,181.40
11/20/24	11/20/24	CD - Gbank, NV	05/19/26	4.40	234,000.00	9,760.04	249,373.48
05/27/25	05/27/25	CD - Riverbank, AR	05/27/26	4.30	239,000.00	4,448.67	249,277.00
05/28/25	05/28/25	CD - North American Banking Company, MO	05/28/26	4.35	239,000.00	4,471.92	249,396.50
06/17/25	06/17/25	CD - First Western Trust Bank, CO	06/17/26	4.35	239,000.00	3,902.25	249,396.50
06/17/25	06/17/25	CD - American Commercial Bank & Trust, IL	06/17/26	4.35	239,000.00	3,902.25	249,396.50
07/30/25	07/30/25	CD - Solera National Bank, CO	07/30/26	4.48	239,000.00	2,757.47	249,707.20
07/30/25	07/30/25	CD - Farmers & Merchants Union Bank, WI	07/30/26	4.40	239,000.00	2,708.23	249,516.00
08/19/25	08/19/25	CD - Bank Of Montgomery, LA	08/19/26	4.40	239,000.00	2,132.01	249,516.00
09/03/25	09/03/25	CD - Financial Federal Savings Bank, TN	09/03/26	4.30	239,000.00	1,661.21	249,277.00
09/22/25	09/22/25	CD - Nexbank, Ssb, TX	09/22/26	4.05	240,000.00	1,065.21	249,720.00
09/23/25	09/23/25	CD - Loyal Trust Bank, GA	09/23/26	4.00	240,000.00	1,025.75	249,600.00

Total	\$5,495,000.00	\$122,340.34	\$5,738,532.29
--------------	-----------------------	---------------------	-----------------------

**DES PLAINES PARK DISTRICT
REAL ESTATE & REPLACEMENT TAXES
October 31, 2025**

Month	FISCAL 2024/25		FISCAL 2025/26	
	Real Estate Taxes	Corporate Replace Tax	Real Estate Taxes	Corporate Replace Tax
May	\$ 126,490.04	\$ 152,072.57	\$ -	\$ 128,865.18
June	16,592.87	-	-	-
July	2,359,644.83	136,068.29	-	92,901.38
Year-to-date	2,502,727.74	288,140.86	-	221,766.56
August	2,420,968.08	25,379.44	58,491.61	15,962.37
September	-	-	5,630.71	-
October	188,685.99	103,766.97	-	96,182.93
Year-to-date	5,112,381.81	417,287.27	64,122.32	333,911.86
November	-	-		
December	6,772.54	30,449.58		
January	8,905.32	86,167.84		
Year-to-date	5,128,059.67	533,904.69	64,122.32	333,911.86
February	1,549,561.54	-		
March	3,327,280.24	35,503.82		
April	379,805.58	33,691.11		
Year-to-date	10,384,707.03	603,099.62	64,122.32	333,911.86

	Board Approved	County Extended		
2021 Levy Requested	9,432,024.00	9,843,757.00	98.31%	of extended
2021 Levy Receipts		9,677,405.00	102.60%	of approved
	Board Approved	County Extended		
2022 Levy Requested	10,004,197.40	10,284,829.23	97.30%	of extended
2022 Levy Receipts		10,006,796.17	100.03%	of approved
	Board Approved	County Extended		
2023 Levy Requested	10,453,763.00	10,790,847.00	100.71%	of extended
2023 Levy Receipts		10,867,851.78	103.96%	of approved
	Board Approved	County Extended		
2024 Levy Requested	11,103,868.00	-	#DIV/0!	of extended
2024 Levy Receipts		5,500,718.96	49.54%	of approved

**DES PLAINES PARK DISTRICT
GOLF CENTER REVENUE REPORT
October 31, 2025**

	October 2025	October 2024	2025/2026 YTD	2024/2025 YTD	2025/2026 Budget	
Driving Range						
Pre-Paid Cards	\$ 115,825.49	\$ 129,550.25	\$ 1,260,561.89	\$ 1,275,831.23	\$ 2,100,000.00	60%
Grass Tees	\$ 6,188.00	\$ -	\$ 74,990.00	\$ 66,157.00	\$ 85,000.00	88%
Short Game Area	\$ 1,710.00	\$ 2,354.50	\$ 29,727.00	\$ 34,549.00	\$ 44,000.00	68%
Range Memberships	\$ 12,650.66	\$ 15,866.66	\$ 84,010.68	\$ 100,425.96	\$ 180,000.00	47%
Group/School Fees	\$ 480.00	\$ -	\$ 19,762.70	\$ 20,741.51	\$ 42,000.00	47%
Other Range Fees	\$ 598.00	\$ 525.00	\$ 5,612.00	\$ 4,486.00	\$ 6,500.00	86%
Total Driving Range Revenue	\$ 137,452.15	\$ 148,296.41	\$ 1,474,664.27	\$ 1,502,190.70	\$ 2,457,500.00	60%
Greens Fees						
Greens Fees	\$ 36,496.00	\$ 46,285.00	\$ 432,892.36	\$ 455,536.00	\$ 550,000.00	79%
Leagues/Special Events	\$ 4,872.00	\$ 3,818.50	\$ 37,098.00	\$ 35,191.50	\$ 55,000.00	67%
Course Memberships	\$ -	\$ -	\$ 5,950.00	\$ 4,107.33	\$ 11,000.00	54%
Golf Center Pull Carts	\$ 2,080.00	\$ 2,894.00	\$ 23,684.00	\$ 27,680.00	\$ 34,000.00	70%
Total Greens Fees	\$ 43,448.00	\$ 52,997.50	\$ 499,624.36	\$ 522,514.83	\$ 650,000.00	77%
Rentals						
Pro Shop	\$ 3,512.00	\$ -	\$ 21,072.00	\$ 21,994.00	\$ 42,396.00	50%
Restaurant	\$ 11,960.00	\$ -	\$ 71,760.00	\$ 69,000.00	\$ 144,955.00	50%
Golf Tec Rent	\$ 8,424.31	\$ -	\$ 49,719.96	\$ 48,351.98	\$ 100,266.00	50%
Total Rentals	\$ 23,896.31	\$ -	\$ 142,551.96	\$ 139,345.98	\$ 287,617.00	50%
Miscellaneous						
Investment Interest	\$ 23,344.40	\$ 27,137.92	\$ 129,090.50	\$ 155,151.77	\$ 238,000.00	54%
Bank Reconciliation	\$ -	\$ -	\$ -	\$ -	\$ -	
Mat Lease Fees	\$ 2,500.00	\$ 1,200.00	\$ 11,875.00	\$ 8,400.00	\$ 23,750.00	50%
Park District Programs	\$ -	\$ -	\$ 12,320.00	\$ 17,769.00	\$ 18,000.00	68%
Insurance Claims	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Miscellaneous	\$ 25,844.40	\$ 28,337.92	\$ 153,285.50	\$ 181,320.77	\$ 279,750.00	55%
Grand Totals	\$ 230,640.86	\$ 229,631.83	\$ 2,270,126.09	\$ 2,345,372.28	\$ 3,674,867.00	62%
	October 2025	October 2024	2025/2026 YTD	2024/2025 YTD		
Total Number of Rounds	1,792	2,289	20,785	22,324		
# of Balls Hit Automatic Tees	1,118,888	1,255,192	10,531,957	11,361,333		
# of Balls Hit Grass Tees	30,090	-	364,125	363,095		
Total Ball Hits	1,148,978	1,255,192	10,896,082	11,724,428		

**DES PLAINES PARK DISTRICT
LAKE PARK REVENUE REPORT
October 31, 2025**

	October 2025	October 2024	2025/2026 YTD	2024/2025 YTD	2025/2026 Budget	
CLUB HOUSE						
Passes/Fees						
Green Fees	\$ 12,400.00	\$ 12,217.00	\$ 157,150.00	\$ 158,991.25	\$ 170,000.00	92%
Memberships	\$ -	\$ -	\$ 3,700.00	\$ 2,400.00	\$ 2,900.00	128%
Investment Interest	\$ 1,458.12	\$ 2,004.09	\$ 8,613.40	\$ 11,070.24	\$ 11,700.00	74%
Bank Reconciliation	\$ -	\$ -	\$ -	\$ -	\$ 700.00	0%
FootGolf Fees	\$ 1,327.00	\$ 1,406.00	\$ 15,590.00	\$ 17,885.00	\$ 15,000.00	104%
Total Passes/ Fees	\$ 15,185.12	\$ 15,627.09	\$ 185,053.40	\$ 190,346.49	\$ 200,300.00	92%
Instruction/Leagues						
Special Events	\$ 340.00	\$ -	\$ 835.00	\$ 350.00	\$ 300.00	278%
Instruction - Golf	\$ (75.00)	\$ -	\$ 7,066.00	\$ 6,977.76	\$ 7,400.00	95%
Youth Golf Leagues	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0%
Boating Lessons	\$ -	\$ -	\$ 6,447.00	\$ 7,626.60	\$ 7,000.00	92%
Total Instruction/Leagues	\$ 265.00	\$ -	\$ 14,348.00	\$ 14,954.36	\$ 15,700.00	91%
Pro shop						
Club/Cart Rentals	\$ 442.00	\$ 499.00	\$ 6,328.00	\$ 7,113.00	\$ 7,500.00	84%
Equipment Sales	\$ 100.50	\$ 84.00	\$ 879.50	\$ 701.00	\$ 1,200.00	73%
Soccer Ball Rentals	\$ 30.00	\$ 45.00	\$ 532.60	\$ 822.00	\$ 750.00	71%
Total Pro Shop	\$ 572.50	\$ 628.00	\$ 7,740.10	\$ 8,636.00	\$ 9,450.00	82%
Rentals						
Optimist Pavilion	\$ 644.90	\$ 548.00	\$ 21,626.30	\$ 16,875.00	\$ 25,000.00	87%
Total Rentals	\$ 644.90	\$ 548.00	\$ 21,626.30	\$ 16,875.00	\$ 25,000.00	87%
Boats/Mooring						
Boat Rentals	\$ 3,278.00	\$ 3,902.00	\$ 63,258.50	\$ 61,031.00	\$ 70,000.00	90%
Mooring/Launching	\$ 4,165.00	\$ 2,380.00	\$ 19,342.00	\$ 10,995.00	\$ 24,000.00	81%
Total Boating/Mooring	\$ 7,443.00	\$ 6,282.00	\$ 82,600.50	\$ 72,026.00	\$ 94,000.00	88%
Food Service Sales						
Clubhouse Beverages	\$ 280.75	\$ 377.00	\$ 8,198.19	\$ 7,552.50	\$ 8,000.00	102%
Clubhouse Ice Cream	\$ 201.00	\$ 258.00	\$ 4,529.00	\$ 5,307.00	\$ 6,000.00	75%
Clubhouse Snacks	\$ 184.25	\$ 218.25	\$ 2,548.45	\$ 3,198.00	\$ 5,000.00	51%
Clubhouse Sandwiches	\$ 66.50	\$ 139.75	\$ 1,266.50	\$ 1,673.75	\$ 2,500.00	51%
Vending Machines	\$ 339.00	\$ 439.25	\$ 4,236.50	\$ 3,393.00	\$ 4,000.00	106%
Clubhouse Alcohol	\$ 891.50	\$ 930.00	\$ 16,956.60	\$ 18,251.00	\$ 19,000.00	89%
Total Food Service Sales	\$ 1,963.00	\$ 2,362.25	\$ 37,735.24	\$ 39,375.25	\$ 44,500.00	85%
TOTAL CLUB HOUSE	\$ 26,073.52	\$ 25,447.34	\$ 349,103.54	\$ 342,213.10	\$ 388,950.00	90%
LAKEVIEW CENTER						
Passes/Fees						
Yoga Fees	\$ 2,741.50	\$ 1,525.00	\$ 12,209.95	\$ 2,565.00	\$ 35,000.00	35%
Total Passes/ Fees	\$ 2,741.50	\$ 1,525.00	\$ 12,209.95	\$ 2,565.00	\$ 35,000.00	35%
Rentals						
Other Rentals	\$ 630.88	\$ 500.00	\$ 3,531.35	\$ 500.00	\$ 6,700.00	53%
Lakeview Center Building	\$ 20,861.43	\$ 23,004.20	\$ 158,317.03	\$ 130,941.59	\$ 250,000.00	63%
Shoreline Room Rental	\$ 1,750.00	\$ -	\$ 9,350.00	\$ 462.50	\$ 37,500.00	25%
Total Rentals	\$ 23,242.31	\$ 23,504.20	\$ 171,198.38	\$ 131,904.09	\$ 294,200.00	58%
Food Service Sales						
Shoreline Beverages	\$ 350.00	\$ -	\$ 1,264.40	\$ -	\$ 4,000.00	32%
Shoreline Food Services	\$ -	\$ -	\$ -	\$ -	\$ 3,500.00	0%
Shoreline Mixed Drink	\$ 824.00	\$ -	\$ 4,064.00	\$ -	\$ 10,000.00	41%
Beer	\$ 244.00	\$ -	\$ 1,223.00	\$ -	\$ 15,000.00	8%
Wine	\$ 208.00	\$ -	\$ 984.00	\$ -	\$ 5,000.00	20%
Beverage Package	\$ 154.11	\$ 2.12	\$ 222.60	\$ 2.12	\$ 20,000.00	1%
Total Food Service Sales	\$ 1,780.11	\$ 2.12	\$ 7,758.00	\$ 2.12	\$ 57,500.00	13%
TOTAL LAKEVIEW CENTER	\$ 27,763.92	\$ 25,031.32	\$ 191,166.33	\$ 134,471.21	\$ 386,700.00	49%
F52 GRAND TOTAL	\$ 53,837.44	\$ 50,478.66	\$ 540,269.87	\$ 476,684.31	\$ 775,650.00	70%
	October 2025	October 2024	2025/2026 YTD	2024/2025 YTD		
Number of Golf Rounds	726	815	9,465	10,172		
Number of Foot Golf Rounds	111	123	1,147	1,446		
Total Number of Rounds	837	938	10,612	11,618		

**DES PLAINES PARK DISTRICT
MT. VIEW REVENUE REPORT
October 31, 2025**

		<u>October 2025</u>	<u>October 2024</u>	<u>2025/2026 YTD</u>	<u>2024/2025 YTD</u>	<u>2025/2026 Budget</u>	
Mt. View Adventure Center Revenues							
53-01.02-402-000	Investment Interest/Other	\$ 2,841.33	\$ 3,320.64	\$ 15,885.18	\$ 20,837.38	\$ 30,800.00	52%
53-01.03-403-001	Insurance Claims	\$ -	\$ -	\$ -	\$ -	\$ -	
53-74.01-403-000	Miscellaneous Income	\$ -	\$ -	\$ -	\$ -	\$ -	
53-74.01-450-009	Bank Reconciliation	\$ -	\$ -	\$ -	\$ -	\$ -	
53-74.01-450-001	Admissions	\$ 11,569.00	\$ 15,236.00	\$ 215,566.50	\$ 259,927.00	\$ 260,000.00	83%
53-74.01-450-008	Group Reservations	\$ 615.00	\$ 4,083.50	\$ 7,423.00	\$ 10,353.50	\$ 13,000.00	57%
53-75.00-440-000	Batting Cages	\$ 3,086.00	\$ 2,656.00	\$ 35,820.00	\$ 46,633.00	\$ 48,000.00	75%
Total Mt. View Revenues		\$ 18,111.33	\$ 25,296.14	\$ 274,694.68	\$ 337,750.88	\$ 351,800.00	78%
Concession Sales							
53-74.04-460-001	Beverage	\$ 300.00	\$ 391.50	\$ 5,981.75	\$ 7,250.00	\$ 8,300.00	72%
53-74.04-460-002	Ice Cream	\$ 393.00	\$ 531.00	\$ 10,711.00	\$ 12,684.00	\$ 13,200.00	81%
53-74.04-460-003	Snacks	\$ 226.50	\$ 198.75	\$ 3,527.00	\$ 4,829.25	\$ 6,500.00	54%
Total Concession Sales		\$ 919.50	\$ 1,121.25	\$ 20,219.75	\$ 24,763.25	\$ 28,000.00	72%
Grand Totals		\$ 19,030.83	\$ 26,417.39	\$ 294,914.43	\$ 362,514.13	\$ 379,800.00	78%
		<u>October 2025</u>	<u>October 2024</u>	<u>2025/2026 YTD</u>	<u>2024/2025 YTD</u>		
Total Number of Rounds		1,276	1,668	24,034	28,037		

AGENDA

ITEM 6

UNFINISHED BUSINESS



AGENDA ITEM 7

CORRESPONDENCE



AGENDA ITEM 8

COMMISSIONER COMMENTS



AGENDA ITEM 9

EXECUTIVE SESSION

Pursuant to the Open Meetings Act:

*To consider matters related to Real Estate Personnel, Litigation,
the setting of a price for lease of property owned by the Park District,
Land Aquisition, approval of closed-session minutes, or
semi-annual review of Executive Session minutes.*



AGENDA ITEM 10

RETURN
to open
SESSION



AGENDA ITEM 11

ADJOURNMENT

