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

MONDAY, MARCH 16, 2026

- **Regular Meeting 6:00 p.m.**

AGENDA

1. CALL TO ORDER and ROLL CALL
2. CHANGES TO THE AGENDA
3. PRESENTATIONS
   A. None
4. COMMENTS FROM THE COMMUNITY
5. APPROVAL OF THE CONSENT AGENDA
   A. **Regular Board Meeting Minutes – February 17, 2026**
   B. **Executive Session Meeting Minutes – February 17, 2026**
   C. **Special Meeting Minutes - None**
   D. **Voucher Bills:**

February 13, 2026	$ 476,093.41
February 27, 2026	$ 477,308.50

   E. **Payroll:**

February 06, 2026	$ 252,313.23
February 20, 2026	$ 237,929.70

6. M-NASR REPORT
7. MONTHLY REPORTS
   A. **Executive Director**
   B. **Director of Facilities & Recreation**
   C. **Director Parks & Planning**
   D. **Director of Business**
   E. **Director of Administration & HR**
8. UNFINISHED BUSINESS
   A. **Algonquin Bridge - Discussion Only**
9. NEW BUSINESS
10. CORRESPONDENCE
11. COMMISSIONER COMMENTS
12. 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.
13. RETURN TO OPEN SESSION:
14. ADJOURNMENT

Agenda Item 1

Call to Order & Roll Call

- *President Grady*
- *Vice President Doerr*
- *Treasurer Haas*
- *Commissioner Williams*
- *Commissioner Osinski*

Agenda Item 2

Changes to the Agenda

Agenda Item 3

Presentations

None

Agenda Item 4

Comments from the Community

3 minutes per speaker. Speaker should state full name and address.

Agenda Item 5

Approval of the Consent Agenda

- *Regular Board Meeting Minutes*
- *Executive Session Meeting Minutes*
- *Special Meeting Minutes*
- *Voucher Bills*
- *Payroll*

Agenda Item 5 – A,B,C,D,E

Action requested

DATE: March 16, 2026

TO: Board of Commissioners

FROM: Don Miletic, Executive Director

SUBJECT: **Approval of the Consent Agenda**

Dear Park Board of Commissioners,

The following items are listed for the consent agenda:

CONSENT AGENDA

A. REGULAR BOARD MEETING MINUTES – February 17, 2026
B. EXECUTIVE SESSION MEETING MINUTES – February 17, 2025
C. SPECIAL MEETING MINUTES –None

D. VOUCHER BILLS:

a. February 13, 2026 $ 476,093.41
b. February 27, 2026 $ 477,308.50

E. PAYROLL:

a. February 06, 2026 $ 252,313.23
b. February 20, 2026 $ 237,929.70

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

"I move that the Des Plaines Park District Board of Commissioners approve the Consent Agenda for March 16, 2026, as listed."

DES PLAINES PARK DISTRICT
REGULAR PARK BOARD MEETING MINUTES
FEBRUARY 17, 2026

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, Commissioner Alan Osinski and President James Grady.

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

Guests in attendance are included on the sign in sheet.

II. CHANGES TO THE AGENDA - NONE

III. PRESENTATIONS - NONE

IV. COMMENTS FROM THE COMMUNITY

- James Carl: Mr. Carl discussed previously purchased costumes for dance and inquired as to who bought the costumes, as he presented answers from the 2022 community survey to the Board of Commissioners. He asked if the Park District has used forensic accounting for looking into the dance program, as well as recommending the creation of a flow chart regarding purchasing procedures. He also asked for extended speaking time.
- Ryan Panenka: Stated that he came to the meeting tonight with care and compassion for the community. Asked how we can support more businesses in Des Plaines. Discussed local business owners and how much pride there is in the community. Asked how can we use local businesses more for Fallfest and other events? Offered suggestion of a tiered sponsorship opportunity as well as promotions between acts at FallFest. Board was provided statement with his ideas.
- Susan Chavez: Stated that she wanted to talk about responsibilities. Stated that residents feel a disconnect with emails being unanswered. Stated that things are being reduced, and there is a strain. Stated that decisions should put residents first and more strength in leadership is needed. Moving forward hopes the Park District will respond and engage with the community, resident feel unheard and have been going to her.

V. APPROVAL OF THE CONSENT AGENDA

A. REGULAR BOARD MEETING MINUTES – January 20, 2026
B. EXECUTIVE SESSION MEETING MINUTES – December 16, 2025
C. SPECIAL MEETING MINUTES – None
D. VOUCHER BILLS:

January 02, 2026	$ 313,429.43
January 16, 2026	$ 781,016.09
January 28, 2026	$ 534,330.91

E. PAYROLL:

January 09, 2026	$ 252,447.14
January 23, 2026	$ 254,255.67

Motion by Commissioner Osinski to approve the Consent Agenda for February 17, 2026 as listed.
Second by Commissioner Doerr

Discussion: NONE

Roll call: Commissioner Haas, Aye; Doerr, Aye; Grady, Aye; Williams, Aye; Osinski, Aye
Ayes: 5, Nays: 0, Absent: 0
Motion Carried: 5-0-0

VI. M-NASR REPORT: Executive Director Miletic stated that information the report from M-NASR Executive Director, Trisha Breitlow is included in the Board packet. Reminded everyone that the Liponi Spring Gala will be held on March 7th, 2026.

VII. MONTHY REPORTS

A. Executive Director: Executive Director Don Miletic stated that the monthly report is in the Board packet. He stated that next month's Board meeting will need to be moved from March 17th to another day that week due to conflict with the elections taking place on March 17th. Executive Director Miletic also discussed that there will be a grand opening for Prairie Lakes Fitness on March 14th at 10:00am.

Discussion: President Grady stated that the state of Illinois has an ordinance that prohibits government Board meetings from being held on the same day as an election. Commissioner Doerr stated that she has received good feedback regarding the fitness center. Executive Director Miletic replied that everything is working, looks great, and that locker rooms will hopefully be open next week.

B. Facilities and Recreation: Director Panek stated that his department report is provided to the Board and opened the discussion up to questions.

Discussion: Commissioner Williams commented that Director Panek had handed over the reigns to overseeing the bands for special events. Director Panek replied that yes, staff member Lizzie Karras (Recreation Supervisor) will be overseeing Live at the Lake, and is very excited about the opportunity. Director Panek will still be handling Fall Fest. Commissioner Haas asked if [Live at the Lake] is still going to be at two locations. Director Panek replied yes. President Grady stated that he heard the Golf Center was slammed. Director Panek replied that the Golf Center has been doing really well, with approximately $14,000 in revenue from the yesterday. He also stated that there has been standing water on the green due to rains and some flooding. Director Panek also stated that he will be working out of Prairie Lakes to train. Commissioner Williams asked how Bingo and Bonding went. Director Panek stated it is a first time event and will hopefully be offered one to two times a year for grandparents to spend time with their grandkids. Commissioner Haas stated that it might be a good idea to partner with the Gen Center.

C. Director of Parks and Planning: Director Aurelio Marquez was not in attendance.

Discussion: President Grady asked staff if there was anything from Aurelio's area. Executive Director Miletic stated that staff has been working hard on shifting and being ready for budgets, as well as getting landscaping ready. Pertaining to the Parks and Planning report, Commissioner Williams referenced ComEd voltage dips. Executive Director Miletic stated that the Park District had equipment set up to monitor during the summer when outages were seen at the pool. It was discovered that ComEd needed to replace a transformer. Commissioner Doerr asked if this had to do with wifi outages, Executive Director Miletic stated no.
Commissioner Haas asked if the awards from conference will be part of a marketing plan from the Park District. Executive Director Miletic stated that yes, they have already sent it to the Daily Herald and they are getting ready to post. Commissioner Doerr made mention of the vandalism report. She asked if there is a threshold for filing a police report. Executive Director Miletic stated that if the vandalism is graffiti, then staff will notify the police to investigate. If we are able to catch the vandal, then the Park District will take the accused to court in some situations.

D. **Business Department**: Director Curtis asked the Board if they had any questions on her report.

Discussion: President Grady asked the Board if there were any questions on the financials. None were voiced.

D.2 FINANCIAL REPORTS:

Commissioner Haas moved to approve the Financial Reports for February 17, 2026, and place a copy on file for audit.

Seconded by: Commissioner Williams
Discussion: None

Roll call: Commissioner Haas, Aye; Osinski, Aye; Doerr, Aye; Grady, Aye; Williams, Aye.
Ayes: 5, Nays: 0, Absent: 0
Motion Carried: 5-0-0

VIII. UNFINISHED BUSINESS:

A. Algonquin Road Bridge – Discussion Only
Discussion: NONE

IX. NEW BUSINESS

A. Action Item 9 – A: Approval of the Interlocal Agreement Between the City of Des Plaines, the Des Plaines Park District, and the Des Plaines Community Senior Center for the Provision and Funding of services.

Commissioner Doerr moved to have the Park District Board of Commissioners approve the Interlocal Agreement between the City of Des Plaines, the Des Plaines Park District, and the Des Plaines Community Senior Center (GenCenter) for the provision and funding of services.

Seconded by: Commissioner Osinski

Discussion: Director Miletic stated that the annual agreement with what is now the Gen Center, is to budget funds to pay the center $42,000 a year to maintain services. Stated this agreement has been going on since 2006 when the Senior Center was going to close because there were no funds to operate. He met with the city to put a plan together to fund the Gen Center. Commissioner Doerr asked if the contribution goes up? Executive Director Miletic stated that usually it increases each year by CPI.

Roll call: Commissioner Haas, Aye; Osinski, Aye; Doerr, Aye; Grady, Aye; Williams, Aye.
Ayes: 5, Nays: 0, Absent: 0
Motion Carried: 5-0-0

X. COORESPONDENCE

A. Nicor-Notice regarding the Nicor efficiency rebate provided to the Park District
B. School District 62 – Thank you for the scholarship assistance program partnership
C. Jim Fitz Memorial – Annual Golf Outing thank you.

Discussion: Executive Director Miletic stated that Nicor rebate was received by the Park District as part of an energy efficiency partnership. The Park District insulated old pipes and was provided cash back from Nicor. Director Curtis stated the amount received was $6,700.
President Grady asked about the garden plots. Director Curtis stated that right now there are 80 plots reserviced and we will most likely sell out. The reservations opened on February 1st. Commissioner Doerr asked if it is the same people who reserve each year. Director Curtis stated that staff ask those who already have a plot if they would like to continue, then they open it to others. Commissioner Haas stated that [garden plots] is a nice

enhancement to those who need help. Asked if there is a limit? Director Curtis stated usually one plot per family. Commissioner Osinski asked that regarding the District 62 letter, what programs was it for? Superintendent Vinakos stated that the Park District works with the staff at District 62 to help families who need financial assistance receive scholarships. The school comes to the Park District for a day, and helps register each family, mostly for summer camp.

XI. COMMISSIONER COMMENTS:

President Grady opened Commissioner Comments.

Commissioner Doerr: Commissioner Doerr stated that conference was amazing. They learned about legal, FOIA updates, it is a good refresher and experience for staff and those who need educational credits. Applauded those who take the time to attend, thanked staff. Stated that she ran into Alderman Moylan who was glowing about the Park District and wants to do more. Kiwanis 5k, it is great to see groups utilize the Park District. In addition, Commissioner Doerr stated that when people say we [the commissioners] aren't reachable, we are part of the community and can be found at many activities.

Commissioner Haas: Commissioner Haas stated that she visited the new GenCenter, and it is bright and cheery and stated that grand opening may be in a couple weeks? Told the community to go visit, they are a good partner. Stated FYI, Thursday American Legion had a fundraiser for food. Stated on Thursday the 7th, the self-help closet was award money at the Des Plaines Elk's Club. Is grateful for the support.

Commissioner Williams: Commissioner Williams stated the IPRA was great, it was a good refresh. Looking forward to the Prairie Lakes Fitness grand opening. Stated to the community regarding Mr. Carl's comments, staff can easily give answer regarding billing questions. For Mr. Panenka, asked to email the Board his ideas. Stated that the goal of Park Districts is to enhance lives through parks and recreation, not necessarily through businesses. But maybe there can be more done through sponsorships and mixing with programming. Usually the Chamber is a place for focus on businesses, but asked for the ideas to be given to the Board. Commissioner Williams stated that in regards to comments by Susan Chavez, he thinks there is a disconnect, speaking for himself. Stated he has never ignored an email. He also stated that she should not bear any burden from community members as she stated. Said he is happy to always give a best of ability reply to emails, or will state that he cannot reply because it is a personnel issue.

Commissioner Osinski: Commissioner Osinski gave a shout out to Aurelio, the team did a great job [on Prairie Lakes]. Stated it is never convenient to do construction any time of year. There is always challenges when opening up walls. Must be done safely and protect the people. Gave a shout out to Joe Wber on social media. Likes to see marketing integrating staff. Was at Lake Park on Sunday, it was clean and packed. It was great to see everyone.

President Grady: President Grady stated that he goes to the new fitness center a couple times a week. Trainers can show you how to use the equipment. Stated that he did respond to Mr. Carl's prior questions in writing, stated communication is important, and there are certain times when they are unable to talk. Wished everyone a safe and happy spring time.

XII. EXECUTIVE SESSION:

Motion by Commissioner Haas at 6:43 pm to go into executive session to consider matters related to Real Estate, Personnel, Litigation, Review of Closed Session Minutes, or setting of a price for lease of property owned by the Des Plaines Park District.

Seconded by: Commissioner Doerr

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

Ayes: 5, Nays: 0, Absent: 0
Motion Carried: 5-0-0

XIII. CLOSE AND RETURN TO OPEN SESSION:

Commissioner Haas made a motion to close the Executive Session and return to open session at 8:19 pm.

Seconded by Commissioner Williams
All in Favor, Opposed
Ayes: 5, Nays: 0, Absent: 0
Motion Carried: 5-0-0

Commissioner Haas moved to have the Park District Board of Commissioners to approve the Position Titles & Grades & Salary Structure for 2026/27.

Seconded by Commissioner Osinski

Discussion: None

All in Favor, Opposed
Ayes: 5, Nays: 0, Absent: 0
Motion Carried: 5-0-0

Commissioner Doerr moved to have the Park District Board of Commissioners approve the Full-Time Salary Administration 2026/27.

Seconded by Commissioner Haas

Discussion: None

All in Favor, Opposed
Ayes: 5, Nays: 0, Absent: 0
Motion Carried: 5-0-0

Commissioner Osinski moved to have the Park District Board of Commissioners approve the Health, Dental, Vision & Life Insurance for 2026/27.

Seconded by Commissioner Doerr

Discussion: None

All in Favor, Opposed
Ayes: 5, Nays: 0, Absent: 0
Motion Carried: 5-0-0

Commissioner Williams moved to have the Park District Board of Commissioners approve the First Amendment to Executive Director Agreement.

Seconded by Commissioner Osinski

Discussion: None

All in Favor, Opposed
Ayes: 5, Nays: 0, Absent: 0
Motion Carried: 5-0-0

Commissioner Williams moved to have the Park District Board of Commissioners approve Resolution #26-02 Approving the First Amendment to the Executive Director Employment Agreement.

Seconded by Commissioner Haas

Discussion: None

All in Favor, Opposed
Ayes: 5, Nays: 0, Absent: 0
Motion Carried: 5-0-0

XIV. ADJOURNMENT

Commissioner Doerr made a motion to adjourn the Park Board Meeting at 8:19 pm

Seconded by Commissioner William
All in Favor, Opposed
Ayes: 5, Nays: 0, Absent:0
Motion Carried: 5-0-0

APPROVED

_____ _____

Park Board President Secretary

AGENDA ITEM 5 – D, E

DATE: March 16, 2026

TO: Board of Commissioners

FROM: Annette Curtis, Director of Business

SUBJECT: **Voucher & Payroll Expenditures**

Dear Park Board of Commissioners,

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

D. VOUCHER BILLS:

a.	February 13, 2026	$ 476,093.41
b.	February 27, 2026	$ 477,308.50

E. PAYROLL:

c.	February 06, 2026	$ 252,313.23
d.	February 20, 2026	$ 237,929.70

Agenda Item 6

M-NASR Report

- *No new report, will resume on a bi-monthly basis*

Agenda Item 7

Monthly Reports

- *Executive Director*
- *Director of Facilities & Recreation*
- *Director of Parks & Planning*
- *Director of Business*
    - *Financials*
- *Director of Administration & HR*

DES PLAINES PARK DISTRICT
EXECUTIVE DIRECTOR REPORT
MARCH 16 2026

Don Miletic, Executive Director

- **Prairie Lakes –** The grand opening of our fitness center was well received. This is the first major upgrade to the PLCC side since the construction of the facility in 1993. The project was a challenge like any renovation projects, but the outcome was so well received. With the addition of Prairie Lakes Aquatic Center in 2020, we have truly modernized the entire facility. We continue to provide the best recreation in the area, as we get compliments daily. Looked as a leader in the industry.
- **Summer Operations –** The staff are working hard to figure the needs for the summer. Some areas of the Park District will need to hire additional staff for inclusion aides. We see a great need for one-on-one aides in summer camps and for swimming classes.
- **Marketing** – The marketing approach for the Park District primarily focuses on our brochure, website, and Park District App. We have had many customers who refer others and we are seeing a new, younger community engaging in Des Plaines. As many of you get your information from your phone, we will continue to do the same for our customers. Over the past few years our spending has changed from $18,000, to $5,000 last year to this year $0 dollars at the Journal & Topics. Our social media along with signage across the District is where staff believe most of our dollars should be a focus in the future. Things can change, but right now we are busy and see little benefit with some forms print marketing.
- **Blackhawk Dog Park –** We were given the favorite dog spot award from the Chamber of Commerce for Blackhawk Park. This honor was seen as one of our biggest needs in the community; hundreds of residents use this site weekly. Our dog park is one of the biggest hits around the northwest suburbs. No advertising needed, and large crowds are seen during different times of the day. I love stopping in and chatting with some of the dog owners. We will need to shut down periodically to do maintenance and regrow turf, as the use there is very high.
- **Special Events –** Staff did a great job with our Royal Ball and our Drive and Dine event; the pictures on social media says it all. We continue to have great turnout at events. Don't forget our floating easter egg event coming soon. Check out our website for all upcoming events.
- **CIP –** Our Capital Improvement Plan does have projects listed each year and planned out for the next five years. We do change things around as needed. For example, the expansion of the fitness center was discussed for years prior, and it finally was completed this current year. There are many factors in our planning, funding, timing, and environment, along with staffing. This is why we present our plan every year with our budget. Sometimes we can get to every project other times not. Nothing different from other park districts in the industry.
- **All Staff Meeting –** We had our all staff meeting that discussed some of the items we have going on, along with review of new and updated policies and procedures. This is done twice a year with staff and we continue to update our staff on the State of the Park District and appreciate their efforts in making sure our residents get great service. The promotions that we discussed are in place and staff continue to take on new responsibilities.
- **Grants –** We are reviewing this upcoming OSLAD Grant cycle, now that we have collected over 14 million in grants. It is time to put our hat back in for some other upcoming projects. Staff will review which projects will be competitive for the upcoming grant year.
- **Misc. –** Attended staff meetings, individual department meetings, Executive Director Meetings, GENCenter, capital meetings, and general improvement initiatives from staff.

AGENDA ITEM: 7- B

DES PLAINES PARK DISTRICT
REVENUE FACILITIES AND RECREATION REPORT
MARCH 16 2026

Brian Panek, Director of Revenue Facilities and Recreation

Revenue Facilities

- Continue to meet on TEEUP project at the Golf Center. Updating App, testing system, reviewing interfaces, and working on timeline of rollout.
- Reviewed budgets for Golf Center, Lake Park, and Mountain View Adventure Center.
- Drive and Dine and Bingo & Bonding were both held in February by Revenue Department staff.
- Goldfinch Golf, a local golf company, shot some promo video and pictures at the Golf Center.
- Golf Center had a very successful month of February with the warmer weather. Revenues were up $29,613.33 from last February and up 177,803 balls hit.

Aquatic Facilities

- Working closely with Annie on pool operations, including payroll, hiring, staffing, and ordering of supplies.
- Reviewed aquatics budget.
- Prairie Lakes Aquatics Center once again hosted the Conference swim meet on 2/28. This was the 2nd time we have hosted it. Brian Johnson and Annie Milchewski, along with many other staff and volunteers did a great job running the event.
- Able to secure Maine West pool for the summer while we are making repairs at PLAC.

Recreation

- Prairie Lakes Fitness Center opened on February 10th. Staff in all departments worked diligently for a smooth opening. Patrons have been very happy with the updates.
- 4 new treadmills have been ordered for the fitness center.
- The free orientations for the fitness center that Jenny organized with our personal trainer have been very well received.
- Royal Ball was a smashing success on 2/21. Lizzie did an amazing job improving on the event from last year.
- Staff sent out survey for Prairie Lakes Fitness Center to our users.
- Finalizing RFP for Prairie Lakes Community Center Custodial Contract.
- Dance numbers have stayed consistent. As of 2/9/26 we have 188 registrations, compared to 183 on 1/12/26.

Other Updates

- Staff are working on all hiring for summer 2026 and started attending job fairs at Maine Township high schools.
- Attended NRPA Director's School from March1-6.
- Attended the Des Plaines Chamber of Commerce Garden Ball.
- Attended multiple meetings including Admin meetings, multiple Prairie Lakes renovation meetings, Aquatics staff meeting, Tee UP upgrades, Recreation/Facilities meeting, and Chamber Board meeting.

Upcoming Events

- 3/27 Glow Yoga at Lakeview Center from 6-9pm.
- 3/28 Floating Egg Hunt at Prairie Lakes Aquatics Center from 9am-noon.
- 4/3 Family Egg Hunt at Lake Park from 9-11:30am.
- 4/11 Fairy Fest at Arndt Park Fieldhouse from noon-1:30pm.
- 4/25 Earth Day at Arndt Park Fieldhouse from 11am-2pm.

Annie Milschewski, Aquatics Supervisor

- Added 48 New Spots to Enroll for Swim Lessons.
- Planned for Easter Egg Hunt.
- Events at Prairie Lakes Aquatic Center: Swim Meet and Lifeguard Recertification Course.
- Looked into New Software to make signups for Swim Lessons easier for the public.

- February rentals at Prairie Lakes Aquatic Center: Scuba, MNASR, Mongolian Talent Academy, and Alligator Aquatics.
- Hosted Warriors Swim Team Divisional Championship, our Warriors came in 3rd place. And we had a total of 22 New Team Records!
- Attended IPRA Aquatics Committee Round Table on Swim Lessons.
- Planned for and attended Job fair at Maine South.
- Attended PDRMA Training A Supervisor's Role in Risk Management.

Swim School -- Year-over- Year Comparison

Membership Type	February 2025	February 2026
EFT	474	521
Punch Pass	18	38
Total Swim School	492	559

Membership Snapshot- Year-over- Year Comparison

Membership Type	February 2025	February 2026
PLAC (Aquatic Only)	1134	1170
Prairie Pass (All Access)	628	723
Total Aquatic Members	1762	1893

Joseph Weber, Superintendent of Revenue Facilities

Prairie Lakes Fitness Expansion project

- Prepared for Fitness Center soft opening 2/10 and was onsite for operations for the week.
- Communicated with vendors Scharm, Commercials Specialties, and Landmark Architect.
- Working with Alec & Mike on fresh landscape plan preparate for the Grand Opening.

Revenue Facilities

- Met with Max and Dylan on multi-level evaluation and communication. Discussed IPRA Conference takeaways.
- Finalized budgets reviews for Lake Park, Mt. View, Golf Center, Prairie Lakes Site, and Capital with Annette, Max, Dylan, and Alec.
- Updated Golf Center contracts and invoices in accordance with each lease and terms for GolfTEC, Club Casa, and Dream Golf.
- Met with Nilco multiple times on an Action Plan for the Golf Courses. The machines are in the Nilco shop getting serviced for the upcoming season.
- Working with vendors Nilco, Sunrise, Charcoal Delights and Guiseppe's to receive Cert. of Ins.
- Drive & Dine saw 26 golfers on 2/21. Love and Golf Balls were in the air!
- Assisting with hiring as staff changes for sites.
- Reviewed Facilities and Program submittals for Summer Spectrum.

Golf Center Tee Up

- Used 3rd Floor new system with manual log in mode with customer.
- Continue to review Golf Center App and meet with AVDevs on development.
- Recommended TeeUp front desk dashboard edits and changes.

Golf Center Facility

- Drive & Dine saw 26 golfers. Surveys responded with a 100% satisfaction rate.
- March "More Bang for your Buck" promotion begins at the Golf Center March 1.
- Reviewed drainage site plan and options for future course improvements.
- Continuing discussion with Club Casa and staff on All Night event on Friday in Late July.
- Scheduled course greens maintenance dryjecting in April.

Lake Park

- Bingo and Bonding was held with 23 guests on 2/16
- Purchased a new rescue boat for the lake.
- Began reviewing a Grant for Marina Pier and Boat purchasing.
- Worked with Assurant Fire Protection to upload the inspection results to the Brycer Compliances Engine for City filing.

Mountain View

- Lights will be on at the skate park with nicer weather before MVAC opens April 1

Kiwanis

- Coordinated delivered Food to the Self Help Closet on 2/19 in hopes to be the top award winner in the Food Fight Challenge.
- Delivered Birthday Bags to Plainfield kindergarteners with a book reading on 2/20.
- Attended: Family Egg Hunt and Kiwanis Cup Special Events meeting 2/11, Distinguished Agency Review with Mentor 2/12 and with Liz 2/23 Golf Center Course Nilco Maintenance meeting 2/15, Recreation and Revenue Meeting 2/24, ERC Events Committee 2/25, Kiwanis Bi-Weekly, TeeUp meeting weekly, Admin meetings weekly.
- Upcoming: Glow Yoga 3/27 6-9p Shoreline Rm, Family Egg Hunt 4/3 @ Lake Park, Fishing Derby 5/9 @ Mt. View, Kiwanis Cup & Family Day 5/30 @ Lake Park

Dylan Kuffell, Revenue Facilities Manager

- Interviewed and hired Mountain View and Lake Park staff.
- Went to Maine West's career center to recruit staff with Alec.
- Attended budget meeting with Annette for Lake Park, Mountain View, and Lakeview Center.
- Added social posts and signage needed to basecamp Marketing schedule.
- Booked Mountain View Group Reservations and Lake Park Golf Course Outings.
- Met with Sunrise Grill and Joe to discuss Family Day and Summer Staff Kickoff events catering.
- Booked entertainment and bouncy houses for Family Day.
- Invited Optimist Club, History Center, and Garden Club to family day. All will be in attendance.
- Hosted our first Bingo Event in the Shoreline Room on February 16th. We had 23 people in attendance and we received positive feedback.
- Held the Royal Ball at the Shoreline Room on February 21st. Lizzie and her event team did an awesome job setting up and running the event.
- Our second winter session for yoga classes kicked off on February 19th. My March report will include registration and drop in numbers for this session.
- Many dates for the Shoreline Room have been booked through end of June, and one for 2027. Updated Shoreline Room rental list:

Date	Event Type
Friday, March 27	DPPD Glow Yoga
Saturday, March 28	Baby Shower
Saturday, April 11	1st B-Day Party
Sunday, April 12	Birthday Party
Thursday April 16	Retirement Party
Saturday, April 18	Elmhurst University Formal
Saturday, May 2	Family Party
Thursday, May 21	DPPD Staff Training
Friday, May 22	Wedding Reception
Saturday, May 23	Graduation Party
Sunday, May 24	Graduation Party

Thursday, May 28	DPPD Staff Training
Saturday, May 30	Retirement Party
Sunday, May 31	Graduation Party
Saturday, June 6	Baby Shower
Sunday, June 7	Family Party
Sunday, June 14	Graduation Party
Saturday, June 20	Celebration
Saturday, June 27	Art Guild - Masquerade Ball
Saturday, July 25	Chipman Company Picnic
Saturday, October 10	Wedding Reception
Sunday, September 13	Birthday Party
Saturday, November 20, 2027	Anniversary Party

Alec Logan, Landscape Maintenance Supervisor

Lake Park

- Removed and installed new filters on roof top units.
- Michael Keane and I mended service entrance door to Foxtail.
- Paddle boat maintenance continued. Improved maintenance strategies for paddle boats to increase efficiency.
- Shoreline railing fixed by Tim White.
- South garage breakroom fresh drywall and paint.
- Building checks completed by Paul Cathey.
- Set up and break down of the clubhouse patio for photos.
- Perennial planting plans started.
- Geared up for Mulch March Mania.

Prairie Lake Park

- Took soil samples of soccer field.
- pH test is good, Nitrogen adequate, Potassium deficient and Phosphorus deficient.
- Butterfly garden plans started.
- Perennial planting plans started.
- Geared up for Mulch March Mania.
- Soccer fields will be ready to be set up for spring play.

Other

- Attended Maine West Recruitment Event
- Attended budget meeting with Annette
- Sams Club donation pickup
- Attended Landscape Convention and learning seminars
- Held Bi-monthly staff meeting and presented PDRMA and NRPA training to staff.
- "Slip, Trip and Fall Prevention" "PDRMA Injury Prevention Program" "A 12 – Point Playground Safety Checklist"
- Interviewed for PT IMRF position.
- Transitional Work Program (TWP) was improved. Created Student Handbook and Certifications for Workers.

Max Henley, Golf and Facility Supervisor: Golf Center

- Working on TeeUp with IT
    - Testing hitting kiosks, mobile app, and confirming front desk app information.
    - Attended Meetings on 2/3 and 2/12.
- Drive and Dine hosted on 2/21
    - 28 participants.

- Working with Joe and NILCO on Golf Course and Grass Tee maintenance.
    - Working with Joe on a Spring plan.
    - Ordering Course Supplies for 2026 Season.
    - Working with Marketing on a 2026 Social Media Calendar for Golf Center.
- Hosting Maine East Vocational Group on Thursdays through April.
- Recruiting for Spring seasonal positions at the Golf Center.
- Scheduled staff for rental building open and closings.
- Attended Golf Center Budget Meeting.
- Attended Revenue Facilities Meetings.

	2025	2026	Change
Range Balls Hit (Automated Tees)	788,086	965,889	+177,803
Course Rounds	0	192	+192

April Lohr, Superintendent of Recreation and Marketing

Prairie Lakes Community Center (PLCC) – Fitness Expansion

- Final punch-list work is nearing completion.
- Pay Application #6 has been reviewed; revisions—including DPPD credits—have been returned to Kandu Construction.
- All new wayfinding signage has been installed by Signarama.

Recreation & Capital Budgets

- Recreation staff completed budget development and review with the Business Department.
- Capital budget proposals for PLCC and ALC have been submitted and reviewed by the Executive Director.

Recreation Software Search

- Contacted Xplore and ActiveNet for more information.
- Meeting with Xplore on March 17 to discovery our needs and wants

Program Planning & Department Oversight

Spectrum, Playbook & Camp Guide

- Summer program entry is underway; production remains on schedule for early April completion.
- The 2027 production schedule has been finalized.
- Targeted, purpose-driven marketing initiatives continue to promote district achievements and our culture of belonging.

Preschool & Camps

- Nature-based preschool class demand continues to grow; all sessions will run.
- 2026 Summer Camp handbooks are now online; staff versions have been updated by Candice to reflect current inclusion guidelines.

Dance

- Dance has 194 participants across 41 classes.

Special Events

- Royal Ball drew 99 participants and received highly positive feedback.
- Final planning is in progress for the Easter Egg Hunt, Fairy Fest, Fishing Derby, and Earth Day.
- New event *Leashes & Lattes* (June 20 at Blackhawk Dog Park) has confirmed five vendors, with additional outreach underway.

Fitness

- Grand Opening scheduled for March 14, featuring vendors, giveaways, raffles, challenges, tours, demos, and special promotions.
- Membership trends: 189 new memberships and 61 renewals.
- Average daily attendance is 202, with a peak of 297.
- The fitness survey launched March 4 has generated 110 responses to date; early feedback is strongly positive.

Athletics

- Basketball concludes a successful season March 14
- Soccer registration is being heavily promoted across all marketing channels. Rates are pacing similarly to last year; late registrations remain a challenge. Field prep is underway.
- Flag Football and Adult Summer Leagues are receiving expanded marketing support to drive increased participation.

Des Plaines Friends of the Parks

- March 4 meeting held.
- Planning has begun for the October 3 *Glow Golf* fundraiser.
- Meeting time change starting in April, 6:30-7:30 to accommodate work schedules
- To date, $23,600 in scholarship given

Meetings Attended

- Catch Corner
- John Yost Drumming
- Little Noise Theater program opportunity
- PLCC Grand Opening planning
- Recreation Staff Meeting
- Recreation/Revenue Leadership Meeting
- IMRF Meeting
- Spring Special Events Planning
- Weekly Administrative Meetings
- Weekly PLCC Construction Meetings
- Monthly Friends of The Parks Meeting

Bonnie Cichanski, Marketing and Communications Manager

Spring Publications & Registration

The *2026 Spring Spectrum* has been printed and delivered to all facilities, and the *Spring Playbook* was mailed to all households. Spring program registration is underway, supported by facility signage, digital promotion, and social media outreach. Marketing has also continued seasonal promotions for Summer Camp, including Daily Herald advertising.

Email Marketing Performance

Three major e-blasts were deployed in February, reaching more than 14,000 community contacts per send:

- February E-blast (Feb 20): Promoted the new Spectrum Guide and key upcoming programs and events, achieving a 43.6% open rate (14,164 recipients).
- Spring Guide Online Release (Feb 16): Announced the online version of the guide with a 37% open rate (14,202 recipients).
- Spring Registration (Feb 23): Registration-focused communication with a 39% open rate (14,145 recipients).

Prairie Lakes Fitness – Opening Preparation

Completed design and coordination of all Prairie Lakes Fitness signage in advance of the soft opening and grand opening.

This includes column wraps, giveaways, material coordination, and multiple on-site walkthroughs with Signarama Des Plaines. An acrylic lobby logo sign has also been purchased for installation.

Budget & Administrative Work

Marketing budget research and preparation were finalized. The Wellness Team budget was also completed and submitted, following meetings with the Director of Business and BS&A entry.

Program Support & Department Collaboration

- Conducted marketing strategy meeting with the Dance Supervisor, developing a new tagline and discussing campaign opportunities and giveaways.
- Continued district-wide support for Golf Center, Mountain View, Lake Park, and Lakeview Center.
- Coordinated collateral for Lake Park includes stand-alone banners, tri-fold brochures, and event signage.
- Produced raffle baskets for multiple departmental events (Royal Ball, Aquatics, Creative Corners Open House, Prospect Band Boosters).
- Filming underway for district risk-management videos on hazard spill procedures.
- Ongoing monitoring of social media coverage and online articles featuring the dance program.

Press & Public Relations

Press releases issued for:

- Royal Ball
- IAPD/IPRA Marketing Showcase Awards
- Shoreline Award
- Prairie Lakes Fitness Grand Opening
- Stickers/branding updates
- New acrylic lobby sign

Strategic Projects & Planning

- Sponsorship brochure redesign is in progress, with multiple meetings held with staff.
- Summer Playbook planning is underway with the Marketing Supervisor.
- Continued leadership of the Wellness Team, including monthly wellness communications and a district book club.
- Completed a 6-month review meeting with the Marketing Supervisor.

Meetings & Cross-Department Coordination

Attended bi-weekly Marketing meetings, PR Council of Des Plaines, Aquatics and Dance meetings, and Prairie Lakes Fitness Grand Opening planning sessions.

Ongoing Responsibilities

Maintained all district digital and physical communication updates, including the website, electronic signs, district sign boards, business cards, name tags, and various giveaway materials.

Shelly Holmes, Marketing Supervisor

Instagram Analytics

Instagram engagement and visibility saw strong month-over-month growth in February:

- Current Followers: 4,138 (up from 4,045) — +2.3%
- Page Views: 69.8K — +38.3%
- Monthly Reach: 21.3K — +93.9%
- Content Interactions: 1.6K — +216.3%
- Link Clicks: 426 — +40.1%
- Profile Visits: 1.2K — +16.4%
- Follows: 130 new followers — +64.6%

Top Performing Instagram Content:

- Most Viewed: *Drive & Dine Promo Video* – 14.7K views
- Most Liked: *Prairie Lakes Fitness Reopen Video* – 240 likes

Facebook Analytics

Facebook experienced major increases in visibility and engagement, despite declines in a few metrics:

- Current Followers: 9,217 (up from 9,167) — +0.55%
- Page Views: 324.5K — +127.4%
- Monthly Viewers: 55.3K — +72.8%
- Content Interactions: 1.1K — +120.6%
- Link Clicks: 936 — -30.2%
- Page Visits: 4K — +5.2%
- New Follows: 46 — -23.3%

Top Performing Facebook Content (Organic):

- Most Viewed: *Lake Opeka Award – IPRA* – 5.3K views
- Most Liked: *Chili Open Recap* – 76 likes

Paid Facebook Performance:

- Paid Reach: 153K
- Amount Spent: $52.29
- Link Clicks: 243
- Viewers: 26.2K

Graphic Design Production

Graphic assets produced in February included:

- Summer Camp materials
- Splash Pad Closure notice
- Shoreline Banquet Room collateral
- DPDA New Classes promotions
- *Inspired by the Masters* artwork
- Prairie Lakes Fitness membership promos & fitness class promos
- Mountain View Adventure Center promo
- Swim Conference posters
- Prairie Lakes Fitness Grand Opening sponsor form
- Nature Classes poster
- Birthday Party poster
- Youth Soccer poster
- Spring Guide posters
- Pool Rules signage

Social Media Posting

- Posted consistently across Park District channels to promote district programs and events.
- Total Posts: 26

Photography

Captured, edited, and archived photos to support marketing, program documentation, and community engagement:

- Lake Opeka Award staff photo
- Staff headshot – Alexis Mitchell
- Royal Ball
- Northern Illinois Swim Conference

Video Production

Completed and published promotional and recap videos:

- Nature Classes Promo (with Alexis)
- Drive and Dine Promo (with Max & Joe)
- Preschool Open House Promo
- Spring Registration (with Lizzie)
- Royal Ball Recap
- NISC Recap

TV Screens – Prairie Lakes Community Center Lobby

- Updated displays to highlight the Spring Program Guide

Meetings Attended

- Marketing Team Meetings
- ERC Committee Meeting

Website Updates

- Updated Spring program and event information across the district website

Tyler Fuchs, Assistant Superintendent of Recreation

Fitness Center Operations & Expansion

- The Prairie Lakes Fitness Center officially opened on February 10, launching with a successful soft opening and strong community response. Both existing and new members have expressed positive feedback regarding the upgraded fitness space and equipment.
- Continued planning for the Grand Opening Event on March 14, including coordination of operations, staffing, and event logistics.
- Met with AudioFetch to implement new audio-streaming capabilities for members. Conducted a site visit to Lake Bluff Park District with April to test the system. Equipment has been purchased, and installation is now underway for member use.
- Received quotes and placed an order for four Precor treadmills through Direct Fitness as part of ongoing equipment enhancements.

Budget & Administrative Support

- Completed FY 26/27 budgets with Jenny and Chris; both presented budget details to Annette and performed well in their reviews.

Sports & Program Development

- Collaborated with Chris on Sports Camp planning, including staffing needs and field trip coordination.
- Met with Better Stretch to explore a potential partnership to introduce new stretching services for fitness members and broader community programming opportunities.
- Met with Lady Warriors feeder program staff to discuss upcoming spring offerings and training structure.
- Held a joint discussion with Chris and representatives from the Chicago Stars to consider adding optional Friday training sessions for recreational-league soccer players.

Staffing & Front Desk Coordination

- Conducted front desk interviews with Jenny to support expanded staffing needs associated with the new fitness center. Additional hires are anticipated to ensure adequate coverage.

Meetings Attended

- Safety Committee Meeting
- ERC Committee Meeting
- Budget Meetings

Membership Type	Feb-25	Feb-26	Change	Change %
PLAC (Aquatic Only)	1,134	1,170	36	3.2%

Membership Type	Feb-25	Feb-26	Change	Change %
PLCC (Fitness, Gym, Track)	1,716	1,789	73	4.3%
Prairie Pass (All Access)	628	723	95	15.1%
ALC (Health Club)	62	47	-15	-24.2%
Total Members	**3,540**	**3,729**	**189**	**5.3%**

Overall membership is up 5.3% YOY (+189).
Prairie Pass led growth both in absolute gain (+95) and rate (+15.1%).
PLCC posted solid growth (+73; 4.3%) and now accounts for 48.0% of total members.
PLAC grew modestly (+36; 3.2%).
ALC declined -24.2% (−15).

Jennifer Boys, Assistant Superintendent of Recreation

Cultural Arts

- Continued working closely with Natalie as she acclimates into her new role as Recreation Supervisor, providing onboarding support and program guidance.
- Met with Natalie, Lizzie, Bonnie, and Shelly to coordinate marketing plans for both Dance Academy and Dance Camp.
- Responded to ongoing dance refund inquiries to ensure accurate financial documentation and timely customer service.
- Added three new students to the current Music session and met with the music instructor to discuss new marketing ideas to support future enrollment growth.
- Attended the Community Concert Band performance on March 15 to support program visibility and community engagement.

Special Events

- Assisted Lizzie with the Royal Ball event, including set-up, day-of event support, and post-event clean-up.
- Began preparations for upcoming major spring events:
    - Family Egg Hunt – April 3
    - Earth Day – April 11
    - Kiwanis Cup – May 30

Budget & Administrative Support

- Made final adjustments to the FY 26/27 budget, incorporating staff input and follow-up discussions with April and Annette.
- Assisted Aquatics with uniform orders for upcoming seasonal operations.

ALC Operations

- Coordinated the ALC basement clean-out, organizing supplies and improving storage efficiency.

Cross-Department Collaboration

- Supported the Prairie Lakes Fitness team with grand opening preparations and will assist at the event on March 14.
- Added the Optimist Summer Movies in the Park Series to the Summer Spectrum, enhancing seasonal community offerings.
- Met with Tyler, Brian, and April to begin planning for the Spring Volunteer Appreciation Event, including early logistics and program considerations.

Jenny Fairman, Fitness Supervisor

Fitness Expansion Project

The Prairie Lakes Fitness Center successfully opened to the public on February 10, marking a major milestone for the district. The soft opening featured snacks and refreshments for members, and from 2/10–3/3 the facility averaged 200 member visits per day. Additional project highlights include:

- Distributed a Constant Contact update to all Prairie Pass and Fitness members regarding the soft opening.
- Finalized fitness machine layout and completed full cleaning and preparation of the center in advance of opening.
- The Prairie Lakes Fitness Grand Opening is scheduled for Saturday, March 14 from 10am–12pm.
- Ongoing coordination for grand opening logistics including giveaways, sponsorships, staffing, fitness class demonstrations, and youth activities.
- Ordered staff apparel for the event.
- Coordinated equipment repairs with Direct Fitness Solutions and console/treadmill repairs with The Fitness Connection.
- Organized free fitness machine orientation sessions led by personal trainers on Tuesdays, Thursdays, and Saturdays. Six sessions have been held with 7–10 participants each.
- Launched an opening membership promotion: annual Prairie Pass or Fitness Pass purchasers receive a 13th month free. The first 50 new members also receive a Prairie Lakes Fitness t-shirt.
    - Membership activity from 2/12–3/1: 188 new memberships and 61 renewals.
- Coordinated welcome messaging and promotional posts for soft and grand openings with the Marketing Team.
- Continued work on new facility signage with marketing staff and Signarama.
- Updated the district's fitness equipment inventory and tagged all equipment for tracking.
- Continued organization of the fitness studio closet and storage areas.

Fitness Operations & Program Delivery

Winter fitness programming remains strong, outperforming previous years:

- Winter session currently includes 240 registered participants and 562 drop-ins, compared to 235 registered and 361 drop-ins during the same period in 2025 — a 2% increase in enrollment and a 55% increase in drop-ins year-over-year.
- Coordinated a promotion for Spring fitness classes: first 25 registrants receive a free yoga mat.
- Hosted the second session of the Chair Yoga Workshop Series on February 28 (12 participants).
- Attended FY 26/27 Budget Meeting on February 24 to review goals and budget projections for fitness and Prairie Lakes operations.
- Reviewed and updated Summer 2026 fitness programming for Spectrum submission.
- Communicated updated FY 26/27 revenue policies to fitness independent contractors.
- Met with Better Stretch (2/26) to discuss adding contracted stretch classes and individual flexibility sessions.
- Conducted market research on personal training rates at neighboring park districts.

Facility Oversight

- Performed daily walkthroughs to ensure standards for safety, cleanliness, equipment readiness, and customer service were consistently met.

Staff Development

- Promoted Kathleen Medina to Prairie Lakes Lead Front Desk Associate (IMRF).
- Continued hiring for part-time front desk associates; Isabella Masini hired and scheduled to begin the week of March 9.
- Expanded front desk coverage to meet the operational demands of the new fitness center.
- Collaborated with the Lead Front Desk Associate to create a comprehensive list of training topics for new staff.
- Ordered new name tags to ensure consistency in staff presentation.

Cross-Departmental Collaboration

- Provided instructional coverage for Des Plaines Dance Academy tap classes on February 24.
- Participated in filming a Staff Spotlight video with the Marketing Team.

Meetings Attended

- Construction OAC Meeting – February 17
- ERC Events Committee Meeting – February 25
- Recreation Staff Monthly Meeting – March 3

- Fitness Grand Opening Planning Meeting – March 4

Chris Nesterowicz, Recreation Supervisor – Athletics

Basketball Program Management
The youth basketball season is progressing through its final two weeks. End-of-season medals have been ordered, and coordination with coaches and facility staff continues to ensure a smooth program wrap-up. All logistics for the closing weeks are being finalized to support a positive participant experience.
Adult League Programming
Marketing efforts for Adult Summer Softball Leagues have been expanded to increase early awareness and drive stronger registration numbers. Outreach channels were reviewed to refine messaging and improve overall engagement heading into the season.
Winter In-House Programs & Contracted Classes
Winter program offerings concluded successfully across several areas:

- Adult Pickleball Clinics wrapped up with strong attendance and positive participant feedback.
- Youth Pickleball Lessons finished with high engagement and favorable evaluations from families.
- A Gymnastics survey was distributed for Fall and Winter sessions to gather participant insights and help guide adjustments for next season.
- Instructor feedback was also reviewed to identify curriculum enhancement opportunities.

Upcoming Programming
Preparations for spring and summer athletics are well underway:

- Marketing initiatives for the upcoming soccer season were launched early to build momentum.
- Soccer registrations surpassed 170 participants by the end of February, reflecting strong early interest.
- A newly redesigned Sports Camp Guide was developed to better highlight offerings and support parents in selecting programs.

Candice Morden, Recreation Supervisor - Early Childhood

Meetings & Department Involvement
Participated in key internal meetings to support planning, program operations, and budget alignment. Attendance included:

- Monthly Recreation Department Meeting
- ERC Events Committee
- Preschool Lead Instructor Meeting

Program Operations & Staff Coordination
Program delivery and seasonal planning continued throughout February:

- Preschool Snowy Series: The second class, *Snow Sculptures and Painting*, was held on February 16 and served 7 participants.
- Upcoming Enrollment Snapshot:
  - *Science and Snow* (3/12): Currently 3 enrollees.
- Collaborative planning with Recreation Assistant Haley Becker is underway for Summer 2026 programming, which will feature expanded science, art, music, and nature offerings.
- Hosted multiple preschool tours for prospective families interested in the 2026–2027 school year.
- Assisted with event setup for the Royal Ball family event.
- Partnered with the Des Plaines Public Library for Read for the Record within the Creative Corners Preschool program.
- Worked with the Recreation Assistant to finalize Camp Opeka field trip scheduling.

Staff Engagement & Development
Staff development and engagement initiatives included:

- A Preschool Instructor Valentine's Day staff event on February 16 to support team bonding and workplace culture.
- Hosted a training session for recreation supervisors and IT staff on *Class Dojo* and *ePACT* program applications.
- Scheduled summer camp counselor training, including CPR and First Aid, planned for late May and early June.

Inclusive Practices & Coordination
Collaborative work continued to strengthen district-wide inclusion practices:

- Participated in a February 19 session with MNASR and member districts to discuss committee structure and provide feedback on the inclusion manual and operational practices.
- Coordinated an upcoming MNASR and District Summer Leadership Meeting scheduled for Tuesday, May 26, focused on Summer 2026 updates and procedural changes.

Administrative Support

Operational and seasonal hiring preparations progressed throughout the month:

- Initiated communication with returning seasonal staff to prepare for upcoming summer hiring needs.
- Collaborated with the Recreation Supervisor to order summer camp staff uniforms through Creative Promotional Apparel and Breakaway Branding.
- Began reviewing applications and conducting interviews for summer camp counselor positions.
- Partnered with the Marketing Team to create an online promotional video for the Creative Corners Open House on Wednesday, March 11 (5:30–7:30 pm).

Preschool Enrollment Snapshot – 2026–2027 School Year

- Preschool Prep: 5 registrations
- Terrific 3's: 7 registrations
- Fabulous 4's & 5's: 5 registrations
- Nature Explorers: 2 registrations
- Spanish Immersion: 3 students

Haley Becker, Assistant Recreation Supervisor

Meetings & Department Involvement

Actively participated in departmental and professional development meetings to support planning and operations:

- Monthly Recreation Department Meeting
- Preschool Lead Instructor Meeting
- ERC Events Committee
- Attended the IPRA Virtual AI Lunch and Learn for continuing education and industry awareness

Program Operations & Staff Coordination

Operational planning and preschool coordination continued throughout February:

- Met with multiple program partners to expand early childhood offerings beginning Summer 2026.
- Contacted and finalized arrangements with various businesses to schedule summer camp field trips for the upcoming season.
- Coordinated with the Des Plaines Public Library to schedule classroom visits for all preschool rooms.
- Participated in training on Class Dojo and ePACT, providing input on implementation and use.

Nature Programming Coordination

Nature programming development grew significantly this month:

- Taught the second class in the Preschool Snowy Series, *Snow Sculptures and Painting*, on February 16, with 7 participants.
    - *Science and Snow* (3/12) currently has 3 enrollees.
- Worked with Nature Instructor Alexis Mitchell to plan, budget, and coordinate Spring and Summer nature programs.
- Partnered with the Marketing Department to begin development of a new Nature Program tab on the district website, including an instructor bio and a promotional video.

Programming Involvement & Teamwork

Supported district programming and teamwork across multiple initiatives:

- Assisted with event setup for the Royal Ball.
- Worked with the ALC Recreation Team to organize and assess basement supply inventory.
- Served as Head Coach for the 6th-grade Lady Warriors Basketball Team.
- Supported Recreation Supervisor Natalie Sanchez in preparing costumes for Dance programs.
- Served as Assistant Teacher in the Terrific 3's preschool classroom to cover staff absences.

Administrative Support

- Collaborated with supervisor to update program information and content across district website pages.

- Supported the Marketing Team in producing an online promotional video for the Creative Corners Open House on March 11 (5:30–7:30 pm).

New Program Snapshot – 2026 Programming Development

Haley worked extensively on developing a diverse slate of new programs to enhance early childhood and nature-based offerings. New program concepts include:

- Butterfly Garden
- Creatures of the Night
- Space Explorers
- Weather Watchers with a Meteorologist
- Trash Busters
- Painting in the Park
- Can I Compost?
- Dino Digs
- Sustainable Designs
- Stormproof Structures
- Hikes with a Nature Specialist
- Watercolor Adventures
- Lego Adventures – Right Brain Curriculum
- Lego Architecture Lab – Right Brain Curriculum
- Lego City Creators – Right Brain Curriculum
- Art & Music – Bubbles Academy
- Family Music – Bubbles Academy

Elizabeth Karras, Recreation Supervisor – Special Events/Youth Programs

Special Events Planning & Execution

Significant progress was made in planning and delivering major spring events:

- Successfully organized a sold-out Royal Ball with 100 total participants.
- Executed full event setup in the Shoreline Room, including décor, table/chair covers, red carpet, and photo backdrop.
- Purchased new supplies for the Family Egg Hunt, including an updated photo backdrop.
- Booked a reptile demonstration for the upcoming Earth Day celebration.
- Coordinated with Bass-Schuler Entertainment to secure bands for the *Live at the Lake* series.
- Met with Brian, April, Jenn, Joe, and Dylan to coordinate upcoming Lake Park events:
    - Family Egg Hunt
    - Kiwanis Cup
    - Family Day
- Reorganized the Prairie Lakes supply closet to better support special events, youth programs, and birthday parties.

Youth Programs & Birthday Parties

Youth programming and birthday party operations remained strong throughout February:

- Planned and organized five birthday parties serving over 100 participants.
- Purchased necessary decorations and supplies to support enhanced party experiences.
- Assisted with hosting three birthday parties.
- Scheduled four additional birthday parties for March through May.
- Booked all School Days Off Spring Break field trips and purchased related art supplies.
- Secured ingredients and supplies for Kids Can Cook programming.
- Completed current Kids Can Cook sessions, with additional monthly sessions scheduled.

Community Outreach & Marketing Support

- Represented the district at Chippewa Middle School Literacy Night, providing families information on upcoming programs and events.
- Supported the Marketing Team by assisting Shelly with production of the Spring Spectrum marketing video.

Meetings & Professional Development

- Attended the monthly Recreation Department Meeting.

- Participated in weekly planning meetings with Jenn to review progress on special events, youth programs, and birthday parties.
- Attended the Fiscal Year 2027 budget meeting for Special Events, Youth Programs, and Birthday Parties.

Upcoming Programs & Events

Youth Programming:

- Kids Can Cook
- School Days Off Spring Break

Special Events:

- Family Egg Hunt
- Fairy Fest
- Earth Day

Natalie Sanchez, Dance Program Supervisor

Event Wrap-Up & Costume Closet Maintenance

- Distributed the Winter Showcase photo link to all participating families and shared additional behind-the-scenes photos collected during the event.
- Continued maintenance and organization of the costume closet to support upcoming programming and performances.

Dance Academy Classes & Program Administration

- Sent an outreach email to DPDA families announcing new Monday class offerings and providing a one-time free trial opportunity.
- Updated the Participant Waiver & Release Form and ensured both digital and physical versions were accessible for all participants.
- Oversaw winter session administrative adjustments, including processing refunds, transfers, and prorated late enrollments to maintain accurate enrollment and budget records.
- Collected Dance Academy staff time-off requests through August to ensure adequate substitute coverage.
- Implemented newly developed class offerings by submitting final program data for RecTrac setup and SharePoint updates for marketing.
- Assisted with Royal Ball event setup at Lakeview Center and coordinated a Dance Academy demo class during the event to enhance program visibility and drive interest for Spring enrollment.
- Collaborated with the Aerial Silks instructor on movement development for June recital performers, including transitions and floorwork.
- Updated ALC dance posters and worked on additions to the dance hallway photo boards.

Des Plaines Poms

- Provided scheduling updates for Starbound National Talent Competition and coordinated an additional rehearsal to support readiness.
- Organized and facilitated the ALC “Rhinestone Rally” session to embellish the DP Poms Elites competition pants, including setup and detailed design guidelines.
- Sent registration links for the winter session directly to fall participants to promote continued engagement.
- Attended the Starbound National Talent Competition where:
    - Elites received an *Elite Gold* award
    - Petites received a *High Gold* award

Summer Dance Preparation

- Collected all staff availability, preferred genres, teaching days, and comfort levels by age group to support development of the Summer Dance schedule.
- Created the visual summer schedule and submitted all required information for Summer Spectrum entry.

- Updated the Dance and Arts Camp Manual, ensuring all content aligned with public-facing standards and included required program details.

Meetings, Staff Support & Supervisor Coordination

- Received training on Paycom, including pay period approval workflows and Personnel Action Form submission.
- Assisted with collecting apparel sizes, selecting new DPDA staff apparel, and distributing items upon arrival.
- Attended the Dance IT Budget Meeting to discuss communication platforms, social media systems, instructor access needs, and music-sharing tools.
- Participated in a follow-up meeting to evaluate:
    - *Class Dojo* as a potential BandApp replacement
    - *ePACT* for emergency communication
    - Alternatives to Google Drive for staff file access
- Completed New Hire Orientation and Benefits training.
- Attended the Cultural Arts Budget Review Meeting to evaluate upcoming program needs, funding priorities, and department direction.
- Participated in the Dance & Marketing Meeting discussing spring and summer promotional plans, headshots, Basecamp requests, branding, SharePoint updates, and classroom photo needs.
- Completed additional PDRMA Online Learning Center training.

DES PLAINES PARK DISTRICT
DIRECTOR OF PARKS AND PLANNING REPORT
MARCH 16, 2026

Aurelio Marquez, Director of Parks and Planning

- Oversaw department operations and project coordination across Parks, Facilities, Golf Center, and Aquatics.
- Supported supervisors on capital projects, staffing needs, and scheduling.
- Reviewed progress on PLCC renovation, landscape improvements, and mechanical maintenance tasks.
- Provided guidance on emergency responses, event support, and operational priorities.
- Attended Distinguished Agency Mentor review meeting.
- Supported Staff with interviews to bring in extra hands.
- Scheduling subcontractors to finish punch list items for the PLCC renovation project.
- Followed up with ComEd to review our energy consumption data after making energy adjustments.
- Coordinated with Easy Archive to give a tutorial with staff of our database of prints.
- Attended Capital Budget meeting with Executive Director and the Director of Business for the upcoming fiscal year budget.
- Attended IMRF Semi-annual meeting with staff at PLCC.
- Sent some staff to 10-hour OSHA training and other staff to CPO training.

Dennis Wodka, Special Projects Supervisor

- Ordered and installed door closures for PLCC renovation.
- Ordered and installed access panels for PLCC Fitness Center.
- Ordered and installed material for wainscotting in fitness center locker room hallway.
- Began light post rebuilds for MVM concession area.
- Installed sign at entrance to new Fitness Center.
- Installed outlet covers for Fitness Center flooring.
- Spin Center fan installations.
- Continued Park ID sign restoration (Central, Craig Manor, Cheyenne Parks).
- Identified and scheduled for the next Park ID restoration. (Lake Park signs).
- Made repairs to doors and locks at PLCC.
- Assisted in performing maintenance repairs with Fox Valley Fire at PLCC.
- Completed weekly basecamp assignments.
- Vandalism- No Vandalism to report.

Esteban Cardenas, Mechanical Maintenance Supervisor

- PLAC daily operation.
- Whirlpool at PLCC drained, cleaned and filled every Monday.
- HVAC systems checked at all buildings on Mondays, Wednesdays and Fridays.
- Held Interviews for Mechanic I Position.
- PLCC fitness center project continued.
- Floor drain installed at PLAC Splashpad and Life floor installed in party room.
- Floor drains cored and lowered in PLCC locker rooms.
- Replaced bearing housing for Arndt Park fieldhouse boiler pump.
- PLCC whirlpool mechanical room electrical. Added electrical outlet for whirlpool HVAC unit.
- Assisted with Swim meet at PLAC as needed.

- ALC Room 102 Heater inoperable. Inspected and isolated. Needs replacement.
- Serviced Kubota ball pickers as needed.
- Toro Z turns major services started.
- Serviced Toro blower and replaced carburetor.
- Vehicle #11 4x4 Inoperative. Front hub was replaced by Ford.
- Serviced Kubota #3. Replaced head gasket and piston rings.

Patrick Barton, Landscape Supervisor

- Finish cleanup of invasive plants/overgrowth and dormant pruning at Mohawk Park.
- Spring cleanup and dormant pruning at Northshire Park.
- Spring cleanup and dormant pruning at Kylemore Greens.
- Spring cleanup, dormant pruning, and edge garden beds at Arndt Park.
- Paper pick and clean up the back of the sled hill at Arndt Park.
- Spring cleanup at Apache Park.
- Spring cleanup and edge garden beds at Central Park.
- Routine trash removal from all parks.
- Clean up retention beds at Blackhawk Park.
- Clean Oakwood breakroom and bathroom regularly.
- Assess and sharpen all landscape tools as well as making a tool inventory list.
- Assist Mechanical Maintenance with concrete installation at splash pad in Prairie Lakes Aquatic Center.
- Met with Marco Clay to discuss infield renovation process and training of staff.
- Acquired pricing and approved dormant tree pruning and removals at Woodlawn Park, Potawatomi Park, Willow Park, Menominee Park, North Golf Cul-De-Sac Park, South Golf Cul-De-Sac Park, Yale Court, and Prairie Lakes. – work is complete.
- Acquired pricing for removing and rebuilding landscape retaining wall at Golf Center.
- Acquired pricing for topdressing/overseeding and temporary irrigation setup at Craig Manor Park.
- Approved proposal agreement with Marty's Landscaping for the 2026 mowing season.
- Approved proposal agreements with Trugreen for fertilizer applications at parks and facilities.
- Opened the side panels of all ice rinks to allow water to drain.
- Began taking down all ice rinks due to weather. Started at Arndt Park. (All ice rinks are currently down.)
- Attended iLandscape conference to learn new practices and skills and met with vendors to acquire the best pricing of materials for the 2026 landscape season.

Marcin Irla, Assistant Building Services Supervisor

- Painted locker room doors/walls at PLCC; assisted with drain repairs.
- Managed full swim meet setup, support, teardown, and equipment return.
- Completed fitness center cleaning, setup, and signage installation.
- Repaired hoop rod; replaced all basketball hoop padding.
- Removed old signage, patched and painted wall.
- Performed weekend bathroom cleaning and room setups.
- At Golf Center built/replaced targets; completed spring cleaning and pond bubbler/fountain reinstall.
- Painted interior doors and performed wall touch-ups.
- Replaced elevator flooring.
- Responded to emergency sewer backup and ballroom elevator issues.
- Cleared drain backup in Club Casa bar area.
- Provided ongoing operational support: preventive maintenance, T-mac repairs, ball supply, picker repairs, and daily bathroom cleaning.
- At ALC we cleaned and organized receiving area; continued basement organization.

- Removed gym banner; patched and touched up wall.
- Performed whirlpool maintenance and cleaning.
- At satellite locations completed weekend bathroom cleaning and room setups.
- Completed weekend rental setups at Cumberland Terrace, West Park, and Arndt Park.
- Conducted building safety inspections.
- Completed OSHA 10 certification.

DES PLAINES PARK DISTRICT
BUSINESS DEPARTMENT OPERATIONS REPORT
MARCH 16 2026

Annette Curtis, Director of Business

Projects and Meetings:

- Submitted Sales Tax.
- Ran installment billing for Memberships, Swim school, Dance, Preschool.
- Held scholarship program registration.
- Spring registration and early bird pool pass sales began.
- Attended Tee up meetings to discuss system design. Began software testing and backend set up of POS and GL numbers.
- Budget 2027, attended budget meetings for aquatics, revenue facilities, fitness, athletics, marketing and capital.
- Assisted with FOIA requests.
- Held onboarding training for HR Coordinator and Aquatic Supervisor
- Updated and reviewed policies for distinguished agency.
- Began search for Accounts Receivable Associate.
- Attend History Center Finance committee meeting, review of 2025 and budgeting for 2026. Attended History Center Board meeting.

Business Department Statistics: (January)

- Payrolls:
  - Payrolls run: 2
  - Checks/Direct Deposit Issued: 486
- Accounts Payable:
  - Checks issued: 77
  - EFT/ACH: 118
  - Purchase Orders: 422
  - Invoices: 662
- Reservations (fields, gym, theater, pool and outside rentals):
  - New: 165
  - Confirmed: 182 (indoor pool, outdoor pool, fields, gym & rentals)
- Installment Bills Proofed & Processed: (Quantity and Total Dollar Amount)
  - Prairie Lakes Memberships: 595; $16,283
  - Prairie Lakes Aquatic Memberships: 504; $7159.75
  - ALC Fitness memberships: 23; $303.25
  - Swim School: 521; $22,935.30
  - Golf Center memberships: 52; $8,320
  - Preschool: 88; $14,415.00
  - Dance: 10; $507

Peter Demski–IT Manager

- Board Meeting Report – IT Department by Peter Demski, IT Manager

IT Projects/Other

- Working on developments for the TeeUp Project
- Upgraded legacy audio system for the fitness TVs

- Installed new audio system for the fitness TVs (patrons will be able to connect to listen via app)
- Troubleshooted and resolved configuration change to TeeUp system
- Installed camera system at Chippewa Pool
- Attended PLCC Reno/OAC Meeting on 2/18
- Attended IGFOA Records Management Meeting on 2/19
- Attended IMRF Semi-Annual Meeting on 3/5

Back-up Systems/Other

- ALC & GC Daily backups – Completing 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 cloud storage (SNI)
- Full anti-virus network scans scheduled weekly – Sundays nights.
- Weekly/Monthly server maintenance & security patches & storage evaluation

IT Services Provided

- Working with marketing and staff to verify and update website for ADA Compliance
- Working on updating Administrative Policies
- Provided support and information for FOIA(s)
- Setup new workstations, printers, phones, and tablets
- Supported users by troubleshooting and fixing computers, phones, and printers
- Computer and security updates and patches
- Created user accounts for New Hires and assisted with onboarding
- Migrated and disabled user accounts and access for inactive or terminated employees
- Provided TeeUp Hitting Station reports
- Verified sites were functional over the weekends and provided support for issues
- Continuous monitoring metrics of networking equipment and logging events

Financials

REVENUE AND EXPENDITURE REPORT
DES PLAINES PARK DISTRICT
FEBRUARY 28, 2026

	ACTIVITY FOR MONTH 02/28/2026	ACTIVITY FOR MONTH 02/28/2025	YTD BALANCE 02/28/2026	YTD BALANCE 02/28/2025	2025-26 ORIGINAL BUDGET
Fund 11 - CORPORATE:					
TOTAL REVENUES	1,128,925.65	752,704.71	3,422,089.64	4,083,283.45	6,548,850.00
TOTAL EXPENDITURES	332,616.20	208,428.78	3,654,382.11	3,548,249.01	5,982,064.00
NET OF REVENUES & EXPENDITURES	796,309.45	544,275.93	(232,292.47)	535,034.44	566,786.00
Fund 21 - RECREATION:					
TOTAL REVENUES	616,251.54	478,002.25	4,566,226.80	5,159,598.25	6,512,174.00
TOTAL EXPENDITURES	299,877.98	480,535.81	4,124,656.24	4,188,987.91	6,303,215.00
NET OF REVENUES & EXPENDITURES	316,373.56	(2,533.56)	441,570.56	970,610.34	208,959.00
Fund 22 - AUDIT:					
TOTAL REVENUES	4,481.95	2,968.54	10,714.14	14,078.63	21,900.00
TOTAL EXPENDITURES	0.00	0.00	31,665.00	30,605.00	34,350.00
NET OF REVENUES & EXPENDITURES	4,481.95	2,968.54	(20,950.86)	(16,526.37)	(12,450.00)
Fund 23 - TORT IMMUNITY:					
TOTAL REVENUES	45,515.90	30,232.89	120,132.87	149,492.56	281,765.00
TOTAL EXPENDITURES	139,471.38	0.00	282,462.27	242,684.63	321,488.00
NET OF REVENUES & EXPENDITURES	(93,955.48)	30,232.89	(162,329.40)	(93,192.07)	(39,723.00)
Fund 24 - SPECIAL RECREATION:					
TOTAL REVENUES	188,321.94	123,318.76	455,502.01	555,886.97	900,258.00
TOTAL EXPENDITURES	11,996.18	2,480.93	553,761.18	522,671.76	951,850.00
NET OF REVENUES & EXPENDITURES	176,325.76	120,837.83	(98,259.17)	33,215.21	(51,592.00)
Fund 25 - ILLINOIS MUNICIPAL RETIREMENT:					
TOTAL REVENUES	69,057.39	46,276.83	182,213.25	230,477.54	199,826.00
TOTAL EXPENDITURES	17,298.60	22,237.01	238,291.46	214,185.30	380,000.00
NET OF REVENUES & EXPENDITURES	51,758.79	24,039.82	(56,078.21)	16,292.24	(180,174.00)
Fund 26 - SOCIAL SECURITY:					
TOTAL REVENUES	106,677.13	69,495.25	250,377.15	297,104.20	656,501.00
TOTAL EXPENDITURES	32,707.20	31,716.87	459,423.40	450,543.85	587,000.00
NET OF REVENUES & EXPENDITURES	73,969.93	37,778.38	(209,046.25)	(153,439.65)	69,501.00
Fund 27 - MUSEUM:					
TOTAL REVENUES	25,776.44	16,800.31	60,839.61	74,463.42	132,360.00
TOTAL EXPENDITURES	9,833.34	9,281.00	108,166.74	102,091.00	123,000.00
NET OF REVENUES & EXPENDITURES	15,943.10	7,519.31	(47,327.13)	(27,627.58)	9,360.00
Fund 38 - GO BONDS SERIES:					
TOTAL REVENUES	431,906.63	279,041.31	994,245.79	1,243,582.60	2,057,554.00
TOTAL EXPENDITURES	59,125.00	0.00	2,059,816.31	1,934,940.85	2,000,691.00
NET OF REVENUES & EXPENDITURES	372,781.63	279,041.31	(1,065,570.52)	(691,358.25)	56,863.00
Fund 44 - CAPITAL:					
TOTAL REVENUES	954,000.23	1,061,252.14	1,225,516.07	4,386,961.03	3,611,682.00
TOTAL EXPENDITURES	225,390.48	124,074.49	2,394,823.95	5,582,656.40	8,264,594.00
NET OF REVENUES & EXPENDITURES	728,609.75	937,177.65	(1,169,307.88)	(1,195,695.37)	(4,652,912.00)
Fund 51 - MYSTIC WATERS AQUATIC CENTER:					
TOTAL REVENUES	1,253.05	1,998.79	1,337,072.75	1,280,947.38	1,326,100.00
TOTAL EXPENDITURES	12,093.37	8,467.26	1,190,151.46	1,110,320.71	2,434,650.00
NET OF REVENUES & EXPENDITURES	(10,840.32)	(6,468.47)	146,921.29	170,626.67	(1,108,550.00)

	ACTIVITY FOR MONTH 02/28/2026	ACTIVITY FOR MONTH 02/28/2025	YTD BALANCE 02/28/2026	YTD BALANCE 02/28/2025	2025-26 ORIGINAL BUDGET
Fund 52 - LAKE PARK GOLF COURSE:					
TOTAL REVENUES	24,386.40	22,262.79	638,079.92	577,234.67	795,850.00
TOTAL EXPENDITURES	76,307.23	32,268.57	632,173.85	533,771.26	938,523.00
NET OF REVENUES & EXPENDITURES	(51,920.83)	(10,005.78)	5,906.07	43,463.41	(142,673.00)
Fund 53 - MT. VIEW ADVENTURE GOLF:					
TOTAL REVENUES	2,217.86	2,308.68	304,764.02	375,006.63	379,800.00
TOTAL EXPENDITURES	8,690.25	9,376.36	188,972.43	296,126.80	411,162.00
NET OF REVENUES & EXPENDITURES	(6,472.39)	(7,067.68)	115,791.59	78,879.83	(31,362.00)
Fund 54 - GOLF CENTER DES PLAINES:					
TOTAL REVENUES	173,933.50	146,051.96	2,852,887.80	2,953,191.18	3,674,867.00
TOTAL EXPENDITURES	232,052.20	96,031.40	1,669,300.18	1,413,642.00	3,205,129.00
NET OF REVENUES & EXPENDITURES	(58,118.70)	50,020.56	1,183,587.62	1,539,549.18	469,738.00
TOTAL REVENUES - ALL FUNDS	3,772,705.61	3,032,715.21	16,420,661.82	21,381,308.51	27,099,487.00
TOTAL EXPENDITURES - ALL FUNDS	1,457,459.41	1,024,898.48	17,588,046.58	20,171,476.48	31,937,716.00
NET OF REVENUES & EXPENDITURES	2,315,246.20	2,007,816.73	(1,167,384.76)	1,209,832.03	(4,838,229.00)

CASH BALANCE BY FUND REPORT
DES PLAINES PARK DISTRICT
FEBRUARY 28, 2026

FUND ACCOUNT	DESCRIPTION	ACTIVITY FOR MONTH 02/28/2026	BALANCE 02/28/2025	END BALANCE 02/28/2026
Assets				
11 100-000	CASH & INVESTMENTS	778,928.32	6,387,883.03	6,611,562.58
21 100-000	CASH & INVESTMENTS	590,673.27	6,942,373.77	7,113,963.71
22 100-000	CASH & INVESTMENTS	4,481.95	30,553.81	16,560.62
23 100-000	CASH & INVESTMENTS	(94,052.47)	482,770.37	429,824.41
24 100-000	CASH & INVESTMENTS	176,325.76	971,390.49	969,668.13
25 100-000	CASH & INVESTMENTS	51,995.30	981,489.71	900,593.58
26 100-000	CASH & INVESTMENTS	73,969.93	252,076.18	224,179.25
27 100-000	CASH & INVESTMENTS	15,943.10	67,308.61	60,922.43
38 100-000	CASH & INVESTMENTS	431,906.63	1,321,999.47	1,061,344.30
44 100-000	CASH & INVESTMENTS	721,959.87	4,601,683.48	5,287,893.49
51 100-000	CASH & INVESTMENTS	(15,932.93)	649,575.90	664,809.99
52 100-000	CASH & INVESTMENTS	(50,960.56)	375,299.84	356,489.62
53 100-000	CASH & INVESTMENTS	(6,896.63)	734,123.42	819,209.71
54 100-000	CASH & INVESTMENTS	(45,425.04)	6,503,174.73	7,000,102.83
TOTAL ASSETS		2,632,916.50	30,301,702.81	31,517,124.65
Total - All Funds:		2,632,916.50	30,301,702.81	31,517,124.65

Des Plaines Park District
Comparative Statement of Cash and Investments

Account Description	Number/ Investment	Maturity Date	Interest Rate	02/28/26	02/28/25
Payroll Account	1401268817			$ 283,984.25	$ 254,890.59
MaxSafe	9265819863		3.910%	2,734,059.85	3,134,085.25
Total Village Bank & Trust				3,018,044.10	3,388,975.84
Voucher Account	574600995		3.820%	9,044,593.08	11,021,403.90
Refund Account	576006175		3.820%	$5,791.35	(1,723.93)
Total Old National Bank				9,050,384.43	11,019,679.97
Illinois Funds Money Market	7139141183		3.815%	8,901,303.99	7,971,968.32
Money Market	1272		3.520%	1,556,618.36	1,023,165.51
CD Total				5,493,000.00	3,787,000.00
Total Illinois Park District Liquid Asset Fund				7,049,618.36	4,810,165.51
Checking Account	300000924		3.550%	544,464.58	281,027.08
Certificate of Deposit #6541	06/30/21	06/30/26	3.941%	698,912.03	668,674.42
Certificate of Deposit #6542	09/30/21	09/30/26	3.455%	753,851.39	721,822.61
Certificate of Deposit #6543	12/31/20	12/31/26	3.455%	754,407.40	723,129.76
Certificate of Deposit #6544	03/31/21	03/31/26	3.941%	746,138.37	716,259.30
Total Millenium Bank				3,497,773.77	3,110,913.17
				$ 31,517,124.65	$ 30,301,702.81



Investment Holdings

For the Month Ending **February 28, 2026**

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							
09/03/24	09/03/24	CD - First Internet Bank Of Indiana, IN	03/02/26	4.56	234,000.00	15,903.29	249,932.52
03/27/25	03/27/25	CD - The First National Bank Of Tom Bean, TX	03/27/26	4.30	239,000.00	9,544.94	249,277.00
03/27/25	03/27/25	CD - Tioga-Franklin Savings Bank, PA	03/27/26	4.30	239,000.00	9,544.94	249,277.00
03/27/25	03/27/25	CD - Bank Of China, NY	03/27/26	4.40	239,000.00	9,766.92	249,516.00
03/27/25	03/27/25	CD - Eastbank, Na, NY	03/27/26	4.30	239,000.00	9,544.94	249,277.00
03/27/25	03/27/25	CD - Mission National Bank, CA	03/27/26	4.35	239,000.00	9,655.93	249,396.50
04/24/25	04/24/25	CD - Nano Banc, CA	04/24/26	4.35	239,000.00	8,858.39	249,396.50
04/28/25	04/28/25	CD - First Pryority Bank, OK	04/28/26	4.26	239,000.00	8,563.53	249,181.40
11/20/24	11/20/24	CD - Gbank, NV	05/19/26	4.40	234,000.00	13,145.03	249,373.48
05/27/25	05/27/25	CD - Riverbank, AR	05/27/26	4.30	239,000.00	7,827.41	249,277.00
05/28/25	05/28/25	CD - North American Banking Company, MO	05/28/26	4.35	239,000.00	7,889.95	249,396.50
06/17/25	06/17/25	CD - American Commercial Bank & Trust, IL	06/17/26	4.35	239,000.00	7,320.28	249,396.50
06/17/25	06/17/25	CD - First Western Trust Bank, CO	06/17/26	4.35	239,000.00	7,320.28	249,396.50
07/30/25	07/30/25	CD - Farmers & Merchants Union Bank, WI	07/30/26	4.40	239,000.00	6,165.55	249,516.00
07/30/25	07/30/25	CD - Solera National Bank, CO	07/30/26	4.48	239,000.00	6,277.65	249,707.20
08/19/25	08/19/25	CD - Bank Of Montgomery, LA	08/19/26	4.40	239,000.00	5,589.33	249,516.00
09/03/25	09/03/25	CD - Financial Federal Savings Bank, TN	09/03/26	4.30	239,000.00	5,039.95	249,277.00
09/22/25	09/22/25	CD - Nexbank, Ssb, TX	09/22/26	4.05	240,000.00	4,260.82	249,720.00
09/23/25	09/23/25	CD - Loyal Trust Bank, GA	09/23/26	4.00	240,000.00	4,181.92	249,600.00
11/20/25	11/20/25	CD - First State Bank Of Dequeen, AR	11/20/26	4.05	240,000.00	2,689.64	249,720.00
12/22/25	12/22/25	CD - Cornerstone Bank, Nebraska, NE	12/22/26	3.95	240,000.00	1,792.11	249,480.00
12/22/25	12/22/25	CD - First Guaranty Bank, LA	12/22/26	3.95	240,000.00	1,792.11	249,480.00
02/19/26	02/19/26	CD - Cfg Community Bank, MD	02/19/27	3.95	240,000.00	259.73	249,480.00
Total					**$5,493,000.00**	**$162,934.64**	**$5,737,590.10**

DES PLAINES PARK DISTRICT
REAL ESTATE & REPLACEMENT TAXES
February 28, 2026

	FISCAL 2024/25		FISCAL 2025/26	
Month	**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	2,035,989.74	76,197.65
January	8,905.32	86,167.84	1,022,648.31	92,257.80
Year-to-date	5,128,059.67	533,904.69	3,122,760.37	502,367.31
February	1,549,561.54	-	2,398,447.40	-
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	5,521,207.77	502,367.31

	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	11,357,977.79	96.48%	of extended
2024 Levy Receipts		10,957,804.41	98.68%	of approved

DES PLAINES PARK DISTRICT
GOLF CENTER REVENUE REPORT
February 28, 2026

	February 2026	February 2025	2025/2026 YTD	2024/2025 YTD	2025/2026 Budget
Driving Range					
Pre-Paid Cards	$ 116,864.28	$ 89,477.04	$ 1,561,530.27	$ 1,589,394.85	$ 2,100,000.00
Grass Tees	$ -	$ -	$ 74,990.00	$ 66,157.00	$ 85,000.00
Short Game Area	$ 198.00	$ 9.00	$ 30,483.00	$ 35,025.50	$ 44,000.00
Range Memberships	$ 9,104.01	$ 10,880.68	$ 122,704.02	$ 148,869.30	$ 180,000.00
Group/School Fees	$ -	$ -	$ 32,441.33	$ 35,683.90	$ 42,000.00
Other Range Fees	$ 220.00	$ 168.00	$ 18,085.03	$ 5,198.00	$ 6,500.00
Total Driving Range Revenue	**$ 126,386.29**	**$ 100,534.72**	**$ 1,840,233.65**	**$ 1,880,328.55**	**$ 2,457,500.00**
Greens Fees					
Greens Fees	$ 3,716.00	$ -	$ 451,427.36	$ 472,657.00	$ 550,000.00
Leagues/Special Events	$ 300.00	$ -	$ 43,546.00	$ 42,617.50	$ 55,000.00
Course Memberships	$ -	$ -	$ 5,950.00	$ 4,677.33	$ 11,000.00
Golf Center Pull Carts	$ 124.00	$ -	$ 24,556.00	$ 28,420.00	$ 34,000.00
Total Greens Fees	**$ 4,140.00**	**$ -**	**$ 525,479.36**	**$ 548,371.83**	**$ 650,000.00**
Rentals					
Pro Shop	$ 3,475.00	$ 3,412.00	$ 35,246.00	$ 35,918.00	$ 42,396.00
Restaurant	$ 12,438.40	$ 11,960.00	$ 120,078.40	$ 115,460.00	$ 144,955.00
Golf Tec Rent	$ 8,424.31	$ 8,259.13	$ 83,417.20	$ 81,388.50	$ 100,266.00
Total Rentals	**$ 24,337.71**	**$ 23,631.13**	**$ 238,741.60**	**$ 232,766.50**	**$ 287,617.00**
Miscellaneous					
Investment Interest	8,424.31	8,259.13	83,417.20	81,388.50	100,266.00
Bank Reconciliation	$ -	$ -	$ -	$ -	$ -
Mat Lease Fees	$ 625.00	$ 1,875.00	$ 26,250.00	$ 21,450.00	$ 23,750.00
Park District Programs	$ -	$ -	$ 12,320.00	$ 17,769.00	$ 18,000.00
Insurance Claims	$ -	$ -	$ -	$ -	$ -
Transfer In	$ -	$ -	$ -	$ -	$ -
Total Miscellaneous	**$ 9,049.31**	**$ 10,134.13**	**$ 121,987.20**	**$ 120,607.50**	**$ 142,016.00**
Grand Totals	**$ 163,913.31**	**$ 134,299.98**	**$ 2,726,441.81**	**$ 2,782,074.38**	**$ 3,537,133.00**

	February 2026	February 2025	2025/2026 YTD	2024/2025 YTD
Total Number of Rounds	**203**	**9**	**22,223**	**23,640**
# of Balls Hit Automatic Tees	**965,889**	**788,086**	**13,124,850**	**14,306,069**
# of Balls Hit Grass Tees		**-**	**364,125**	**363,095**
Total Ball Hits	**965,889**	**788,086**	**13,488,975**	**14,669,164**

DES PLAINES PARK DISTRICT
LAKE PARK REVENUE REPORT
February 28, 2026

	February 2025	February 2024	2025/2026 YTD	2024/2025 YTD	2025/2026 Budget
CLUB HOUSE					
Passes/Fees					
Green Fees	$ 100.00	$ -	$ 160,310.00	$ 162,015.25	$ 170,000.00
Memberships	$ -	$ 400.00	$ 3,700.00	$ 2,800.00	$ 2,900.00
Investment Interest	$ 894.82	$ 1,154.80	$ 13,251.20	$ 17,156.65	$ 11,700.00
Bank Reconciliation	$ (700.00)	$ (700.00)	$ -	$ -	$ 700.00
FootGolf Fees	$ -	$ -	$ 15,730.00	$ 18,177.00	$ 15,000.00
Total Passes/ Fees	**$ 294.82**	**$ 854.80**	**$ 192,991.20**	**$ 200,148.90**	**$ 200,300.00**
Instruction/Leagues					
Special Events	$ -	$ -	$ 845.00	$ 350.00	$ 300.00
Instruction - Golf	$ -	$ -	$ 7,066.00	$ 6,977.76	$ 7,400.00
Youth Golf Leagues	$ -	$ -	$ -	$ -	$ 1,000.00
Boating Lessons	$ -	$ -	$ 6,447.00	$ 7,626.60	$ 7,000.00
Total Instruction/Leagues	**$ -**	**$ -**	**$ 14,358.00**	**$ 14,954.36**	**$ 15,700.00**
Pro shop					
Club/Cart Rentals	$ -	$ -	$ 6,416.00	$ 7,192.00	$ 7,500.00
Equipment Sales	$ -	$ -	$ 901.50	$ 738.00	$ 1,200.00
Soccer Ball Rentals	$ -	$ -	$ 542.60	$ 822.00	$ 750.00
Total Pro Shop	**$ -**	**$ -**	**$ 7,860.10**	**$ 8,752.00**	**$ 9,450.00**
Rentals					
Optimist Pavilion	$ -	$ 2,640.00	$ 21,626.30	$ 19,515.00	$ 25,000.00
Total Rentals	**$ -**	**$ 2,640.00**	**$ 21,626.30**	**$ 19,515.00**	**$ 25,000.00**
Boats/Mooring					
Boat Rentals	$ -	$ -	$ 63,314.50	$ 61,046.00	$ 70,000.00
Mooring/Launching	$ 1,965.00	$ -	$ 21,717.00	$ 13,725.00	$ 24,000.00
Total Boating/Mooring	**$ 1,965.00**	**$ -**	**$ 85,031.50**	**$ 74,771.00**	**$ 94,000.00**
Food Service Sales					
Clubhouse Beverages	$ -	$ -	$ 8,242.69	$ 7,598.00	$ 8,000.00
Clubhouse Ice Cream	$ -	$ -	$ 4,532.00	$ 5,331.00	$ 6,000.00
Clubhous Snacks	$ -	$ -	$ 2,570.70	$ 3,239.75	$ 5,000.00
Clubhouse Sandwiches	$ -	$ -	$ 1,282.50	$ 1,677.50	$ 2,500.00
Vending Machines	$ -	$ -	$ 4,274.75	$ 3,486.50	$ 4,000.00
Clubhouse Alcohol	$ -	$ -	$ 17,091.60	$ 18,338.00	$ 19,000.00
Total Food Service Sales	**$ -**	**$ -**	**$ 37,994.24**	**$ 39,670.75**	**$ 44,500.00**
TOTAL CLUB HOUSE	**$ 2,259.82**	**$ 3,494.80**	**$ 359,861.34**	**$ 357,812.01**	**$ 388,950.00**
LAKEVIEW CENTER					
Passes/Fees					
Yoga Fees	$ 3,894.00	$ 2,872.00	$ 23,729.45	$ 12,798.37	$ 35,000.00
Total Passes/ Fees	**$ 3,894.00**	**$ 2,872.00**	**$ 23,729.45**	**$ 12,798.37**	**$ 35,000.00**
Rentals					
Other Rentals	$ 400.00	$ 400.00	$ 5,301.65	$ 2,700.00	$ 6,700.00
Lakeview Center Building	$ 15,832.58	$ 15,273.99	$ 226,071.98	$ 204,085.17	$ 250,000.00
Shoreline Room Rental	$ 1,038.00	$ -	$ 12,747.50	$ 462.50	$ 37,500.00
Total Rentals	**$ 17,270.58**	**$ 15,673.99**	**$ 244,121.13**	**$ 207,247.67**	**$ 294,200.00**
Food Service Sales					
Shoreline Beverages	$ 30.00	$ -	$ 1,406.40	$ (700.00)	$ 4,000.00
Shoreline Food Services	$ 250.00	$ -	$ 858.80	$ -	$ 3,500.00
Shoreline Mixed Drink	$ 168.00	$ 2.00	$ 4,756.00	$ 20.00	$ 10,000.00
Beer	$ 354.00	$ 4.00	$ 1,713.00	$ 26.00	$ 15,000.00
Wine	$ 16.00	$ -	$ 1,154.00	$ 6.00	$ 5,000.00
Beverage Package	$ -	$ -	$ 235.80	$ 6.62	$ 20,000.00
Total Food Service Sales	**$ 818.00**	**$ 6.00**	**$ 10,124.00**	**$ (641.38)**	**$ 57,500.00**
TOTAL LAKEVIEW CENTER	**$ 21,982.58**	**$ 18,551.99**	**$ 277,974.58**	**$ 219,404.66**	**$ 386,700.00**
F52 GRAND TOTAL	**$ 24,242.40**	**$ 22,046.79**	**$ 637,835.92**	**$ 577,216.67**	**$ 775,650.00**

	February 2026	February 2025	2025/2026 YTD	2024/2025 YTD
Number of Golf Rounds	**-**	**-**	**9,620**	**10,344**
Number of Foot Golf Rounds	**-**	**-**	**1,157**	**1,471**
				-
Total Number of Rounds	**-**	**-**	**10,777**	**11,815**

DES PLAINES PARK DISTRICT
MT. VIEW REVENUE REPORT
February 28, 2026

	February 2026	February 2025	2025/2026 YTD	2024/2025 YTD	2025/2026 Budget
Mt. View Adventure Center Revenues					
Investment Interest/Other	$ 2,167.86	$ 25,459.77	$ 30,800.00	$ 29,910.20	$ 30,800.00
Insurance Claims	$ -	$ -	$ -	$ -	$ -
Miscellaneous Income	$ -	$ -	$ -	$ -	$ -
Bank Reconciliation	$ -	$ -	$ -	$ -	$ -
Admissions	$ -	$ -	$ 215,566.50	$ 260,550.00	$ 260,000.00
Group Reservations	$ -	$ -	$ 7,648.00	$ 10,353.50	$ 13,000.00
Batting Cages	$ -	$ -	$ 35,820.00	$ 46,989.00	$ 48,000.00
Total Mt. View Revenues	**$ 2,167.86**	**$ 25,459.77**	**$ 289,834.50**	**$ 347,802.70**	**$ 351,800.00**
Concession Sales					
Beverage	$ -	$ -	$ 5,981.75	$ 7,257.00	$ 8,300.00
Ice Cream	$ -	$ -	$ 10,711.00	$ 12,705.00	$ 13,200.00
Snacks	$ -	$ -	$ 3,527.00	$ 4,833.25	$ 6,500.00
Total Concession Sales	**$ -**	**$ -**	**$ 20,219.75**	**$ 24,795.25**	**$ 28,000.00**
Grand Totals	**$ 2,167.86**	**$ 25,459.77**	**$ 310,054.25**	**$ 372,597.95**	**$ 379,800.00**

	February 2026	February 2025	2025/2026 YTD	2024/2025 YTD
Total Number of Rounds	**-**	**-**	**24,035**	**28,104**

DES PLAINES PARK DISTRICT
ADMINISTRATION REPORT
MARCH 16, 2026

Nicole Dale, Director of Administration & HR

Human Resources

- Assisted with staff personnel problems & concerns
- Completed monthly IMRF and BLS reporting
- Working with staff to respond to FOIA requests timely: 10 requests since last meeting
- New Benefit: We are now offering a Roth option through our MissionSquare 457b Plan. This was communicated to staff at our Semi-Annual IMRF Staff Meeting.
- Hosted the IMRF Semi-Annual Staff Meeting at PLCC – Stumm Insurance covered benefit renewal, Don covered the State of the District, Liz covered safety, IT covered cyber security, and I covered retirement benefits and policies.
- Lester Caramba, HR Coordinator, started on 2/23/26 and we've been training a lot.
    - Paycom: Lester has a lot of experience in Paycom and has been improving our processes already. He's putting together a training for supervisors. He has been posting positions, sending offers, hiring, rehiring, processing terminations, etc.
    - Payroll: successfully completed one payroll cycle – reviewing each timesheet, working with supervisors and employees to resolve errors.
    - Various HR: FMLA, Interviews, Job Descriptions, completing onboarding appointments for new hires
- Attended a Paycom Roundtable
- Open Enrollment: following up with staff on benefit paperwork for our April 1 renewal. Communicated benefits to retirees that are still on our plan and updated IMRF with new health premiums. Updated our COBRA vendor with new rates.
- Finished Salary and Benefit budget with the assistance of Trish Romza.
- Completed CPR training.

Recruitment

- Recruiting for Mechanic I – we are continuing to interview candidates
- Recruiting for Accounts Receivable Associate – due to an upcoming retirement in the business department. First round interviews are scheduled.
- Recruiting for Facility Maintenance I – due to a retirement in the mechanical maintenance department.
- Job Fairs: 3/4 Maine South, 3/11 Maine East, 3/18 Maine West

Risk Management

- The Risk Management Meeting was rescheduled for March – we will meet on a new day/time and invite new members to join.
- Attended PDRMA kick off meeting to discuss 2026 SMART goals

Liz Vinakos, Superintendent of Administration

General

- Distinguished agency phase one documents have been completed and will be presented to the Joint Commission on March 23rd. Final preparation for onsite review is being completed, including staff preparation and facility compliance walkthroughs. Staff across sites have been very helpful and working hard throughout the entire process.
- Completed baskets for community donations.
- Assisted with FOIA requests.
- Received and reviewed calls from outside agencies for various requests including using our parks for research projects and other partnerships.
- Ensure all expiring agreements are scheduled to be reviewed in 2026.

- General work for preparation of Board meetings and general documentation.
  Assisted with various event registrations.

Risk Management & Safety (as Safety Coordinator)

- PDRMA kick off meeting for 2026 SMART goal was completed. Currently working on first draft version of goal, and closed out goals from 2025.
- Continuously review and maintain all COIs and Park District agreements.
- Completed safety training presentation for IMRF bi-annual staff meeting.
- Multiple upcoming training and webinars for legal and Aquatics safety upcoming.

Inclusion Update (as ADA Coordinator)

- Progress continues on the committee with member agencies and M-NASR on updating the inclusion handbook and procedures. Received updates on all inclusion staffing requests through March.
- Internal procedures are being streamlined, and working with supervisors to begin process for training DPPD on staff inclusion assistants.
- Inclusion training has been scheduled for the summer staff, including camp directors, topics. Presentations and topics currently being finalized.
- Responded to resident requests for ADA information and accommodations.
- Attended the Liponi Spring Gala.

Committees

- The Safety Committee is currently being updated with new members, due to loss of prior members due to retirement. No committee will reconvene in March.
- The Green Team (Environmental Committee) has scheduled its first meeting with new members for March 31st.

Scholarship application update

- The Dual Agency Scholarship program for 2026 opened on January 2nd, 2026, with funds still currently available for those who qualify.
- District 62 registration day was on February 20th.

Scholarship	Calendar Year Budget	Amount Awarded	Remaining Awards	Amount Redeemed
Des Plaines Park District	$21,600.00	$16,900.00	$4,700.00	$5,502.00
DP Friends of the Parks	$28,000.00	$23,700.00	$4,300.00	$11,032.50

Agenda Item 8

Unfinished Business

Agenda Item 9

New Business

None

Agenda Item 10

Correspondence



Your thoughtfulness
is appreciated!

Thank you for your
generous donation
to the Association
of Horizon. It was
greatly appreciated.
the murder
mystery committee

Agenda Item 11

Commissioner Comments

Agenda Item 12

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.

Agenda Item 13

Return to Open Session

Agenda Item 14

Adjournment