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## 1. District's Core Values:

- Customer Focus
- Fun
- Innovation
- Environmental Stewardship

**Vision Statement:** To be recognized in the DeKalb area as a premier choice for parks and recreation opportunities.

**Mission Statement:** To connect the community, enhance the quality of life, and improve the environment, by conserving and protecting natural resources, and providing recreational and wellness opportunities for all members of our diverse community.

## 2. Key Strategies

- Enhance the Workplace Environment
- Improve the District's Financial Sustainability
- Determine Plan for Replacement or Renovation of Hopkins Pool
- Develop Innovative Programming to Meet Community Needs
- Build Community and Customer Loyalty
- Improve Trail Network
- Improve and Update Existing Facilities, Parks, and Trails
- Lead Efforts in Community Conservation of Energy and Natural Resources, Environmental Protection, and Sustainability
- Update District Comprehensive Master Plan

### 3. History

In the early 1930's, the League of Women Voters proposed the idea that DeKalb should have its own park district. The advantages of the park district system were apparent to the League, with one of them being the ability of an elected park board to pursue its own goals. Thus, in 1935, the DeKalb Park District was born, with the first significant improvement project being a community swimming pool in Hopkins Park. The City of DeKalb gave the first four parks to the District: Annie's Woods, Huntley Park, Liberty Park and Hopkins Park.

By 1960, the district had eight parks and by 1970 twelve. At first, the main services provided focused on swimming and use of the outdoor parks. But as lifestyles changed, so did the district.

In 1970, the park district hired its first full time executive director. And by 1980 the district had rebuilt the swimming pool, acquired Haish Gymnasium and Buena Vista, a nine-hole golf course. In 1985, the park district purchased River Heights, a second nine-hole golf course, which was developed into an 18-hole course over the next 10 years.

The park district now operated year-round athletic and recreation programs. These programs included summer day camps, adult softball leagues, swimming lessons, golf lessons and many others. Winter programs included adult basketball leagues, and fitness classes to name a few. But lifestyles in DeKalb continued to demand more services and growth of the late 1980's and 1990's would force further expansion of the park system to 40 parks totaling over 700 acres.

New parks were acquired as conservation areas in order to preserve floodplain lands and wildlife habitat. Other parks were active recreation facilities designed to serve all types of recreational needs. Combining this system of parks with the Kishwaukee Kiwanis pathway system totaling over 8 miles in length, connecting DeKalb with Sycamore and the Great Western Trail to the east, the DeKalb Park District has come a long way in its first 75 years!

### 4. District Profile

#### **Governed**

The District is governed by a five-member elected Board of Commissioners, each of whom serves a six-year term. The Board establishes Park District policy, formulates strategic plans, and appoints the Executive Director. Current board commissioners are President Phil Young, Vice President Dean Holliday, Secretary Gail A. Krmenech, Treasurer Dag Grada, and Commissioner Doug Eaton.

#### **Boundaries**

The 12.6 square mile district is located in DeKalb County, 60 miles west of Chicago and 40 miles southeast of Rockford.

#### **Staff**

An appointed Executive Director, who reports directly to the Board of Commissioners, is responsible for the administration of the District. There are 23 authorized, full-time staff positions. The district also employs about 150 seasonal workers each year. Four Superintendents, reporting to the Executive Director, each have oversight of the functional areas of the District: Finance & Administration, Parks & Development, Recreation, and Golf Operations.

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## Real Estate

The rate setting equalized assessed value of real estate for 2018 is \$550,164,429 and 2019 is estimated at \$575,339,048.

## 5. Operating Budget

### Summary of Funds Fiscal Year 2020-21 Operating & Capital Budget

<b><u>SUMMARY OF FUNDS</u></b>	<b>Budget</b>
I. CORPORATE FUND	1,731,154
II. RECREATION FUND	920,901
III. INSURANCE FUND	146,926
IV. AUDIT FUND	31,252
V. SOCIAL SECURITY FUND	165,200
VI. ILLINOIS MUNICIPAL RETIREMENT FUND	350,218
VII. MUSEUM FUND	325,900
VIII. SPECIAL RECREATION FUND	497,590
IX. CAPITAL PROJECTS FUND - 2017 ISSUANCE	436,936
X. CAPITAL PROJECTS FUND - 2018 ISSUANCE	422,304
XI. CAPITAL PROJECTS FUND - 2019 ISSUANCE	1,734,838
XII. DEBT SERVICE FUND	1,317,673
XIII. GOLF COURSE FUND	761,763
XIV. AQUATICS FUND	271,345
<b>SUMMARY OF FUNDS TOTAL</b>	<b>\$9,114,000</b>

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## 6. DeKalb Park District Facilities

	<p><b>Hopkins Park Community Center</b>          Administration Office, Terrace Room          1403 Sycamore Road          P: 815.758.6663          F: 815.758.4081</p>
	<p><b>Ellwood House Museum &amp; Visitor's Center</b>          509 North First Street          P: 815.756.4609  <a href="http://www.ellwoodhouse.org">www.ellwoodhouse.org</a></p>
	<p><b>Sports and Recreation Center</b>          1765 South 4th Street          P: 815.758.7756          F: 815.758.7956</p>
	<p><b>Haish Gymnasium</b>          303 South 9th Street          P: 815.756.8560          F: 815.758.6210</p>
	<p><b>Hopkins Pool</b>          1403 Sycamore Road          P: 815.75808853</p>

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 A photograph of a golf course green with a red and white flag on a pole in the center. The background shows a line of trees under a blue sky with scattered clouds.	<p><b>River Heights Golf Course</b> 1100 South Annie Glidden Road P: 815.758.1550 <a href="http://www.riverheightsgc.com">www.riverheightsgc.com</a></p>
 A photograph of a golf course sign that reads "BUENA VISTA GOLF COURSE". The sign is set in a landscaped area with pink flowers. In the background, there are trees and a clear blue sky.	<p><b>Buena Vista Golf Course</b> 131 Buena Vista Drive P: 815.758.4812 <a href="http://www.buenavistagc.com">www.buenavistagc.com</a></p>

## 7. DeKalb Park District Board of Commissioners

President: Phil Young [pyoung@dekalbparkdistrict.com](mailto:pyoung@dekalbparkdistrict.com)  
Vice President: Dean Holliday [dholliday@dekalbparkdistrict.com](mailto:dholliday@dekalbparkdistrict.com)  
Secretary: Gail A. Krmenech [gkrmenech@dekalbparkdistrict.com](mailto:gkrmenech@dekalbparkdistrict.com)  
Treasurer: Dag Grada [dgrada@dekalbparkdistrict.com](mailto:dgrada@dekalbparkdistrict.com)  
Commissioner: Doug Eaton [deaton@dekalbparkdistrict.com](mailto:deaton@dekalbparkdistrict.com)

To contact a board commissioner by regular mail, please send correspondence to:

Board Commissioner's Name, DeKalb Park District  
1403 Sycamore Road  
DeKalb, IL 60115



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## 8. DeKalb Park District Staff

### Administration

#### **Amy Doll**

Executive Director

815.758.6663 x7265

[adoll@dekalbparkdistrict.com](mailto:adoll@dekalbparkdistrict.com)

#### **Heather Collins**

Superintendent of Finance & Administration

815.758.6663 x7277

[hcollins@dekalbparkdistrict.com](mailto:hcollins@dekalbparkdistrict.com)

#### **Jenny Anderson**

Accounting & Administrative Assistant

815.758.6663 x7280

[accounting@dekalbparkdistrict.com](mailto:accounting@dekalbparkdistrict.com)

#### **Mark Copple**

HR & Payroll Manager

815.758.6663 x7283

[mcopple@dekalbparkdistrict.com](mailto:mcopple@dekalbparkdistrict.com)

### Parks & Development

#### **Mat Emken**

Superintendent of Parks & Development

815.758.6663 x7276

[memken@dekalbparkdistrict.com](mailto:memken@dekalbparkdistrict.com)

#### **Dave Kessen**

Park Maintenance and Special Projects Team  
Leader

815.756-9939

[dkessen@dekalbparkdistrict.com](mailto:dkessen@dekalbparkdistrict.com)

#### **Kevin Bock**

Landscape and Horticulture Team Leader

815.756.9939

[kbock@dekalbparkdistrict.com](mailto:kbock@dekalbparkdistrict.com)

#### **Linda Gerace**

Administrative Assistant

815.756.9939 x7289

[lgerace@dekalbparkdistrict.com](mailto:lgerace@dekalbparkdistrict.com)

### Recreation & Athletics

#### **Greg Bruggeman**

Superintendent of Recreation

815.758.7756 x7263

[bryder@dekalbparkdistrict.com](mailto:bryder@dekalbparkdistrict.com)

#### **Position Vacant**

Recreation Supervisor

815.756.8560 x7270

#### **Jeff Myles**

Athletic Coordinator

815.758.7756 x7264

[jmyles@dekalbparkdistrict.com](mailto:jmyles@dekalbparkdistrict.com)

#### **Wendy Hayes**

Recreation Office Coordinator

815.758.7756 x7262

[whayes@dekalbparkdistrict.com](mailto:whayes@dekalbparkdistrict.com)



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## Golf Operations

### **Steve Moore**

Superintendent of Golf Operations

815.758.6663 x7274

[smoore@dekalbparkdistrict.com](mailto:smoore@dekalbparkdistrict.com)

### **Adam Anderson**

Golf Maintenance Superintendent

779.777.7260

[aanderson@dekalbparkdistrict.com](mailto:aanderson@dekalbparkdistrict.com)

### **Position Vacant**

Asst. Golf Maintenance Superintendent

### **Cindy Slinkard**

Clubhouse Manager

815.758.1551

[cslinkard@dekalbparkdistrict.com](mailto:cslinkard@dekalbparkdistrict.com)

## **9. Organizational Structure**

In 2019, the DeKalb Park District employed 24 full-time employees, three part-time employees, and approximately 150 seasonal employees. The organization chart below includes all IMRF-eligible positions.



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## 10. Freedom of Information Act (FOIA)

The Freedom of Information Act (FOIA) is an Illinois state statute that provides the public the right to access government documents and records. The law provides that a person can ask a public body for a copy of its records on a specific subject and the public body must provide those records, unless there is an exemption in the statute that protects those records from disclosure. The DeKalb Park District has appointed a FOIA Officer to provide public records as expeditiously and efficiently as possible under the law. The District's FOIA Officer is Mark Copple, HR & Payroll Manager.

1. All requests must be submitted in writing. You may use the District's FOIA form (see the following pages) but you are not required to use a specified form. The request may be delivered in person, by mail, by fax or by e-mail.

In person or via postal mail to the following:  
Freedom of Information Officer  
DeKalb Park District  
1403 Sycamore Road  
DeKalb, IL 60115

Fax to: 815.758.4081 Attn: FOIA Officer

E-mail to: [foiaofficer@dekalbparkdistrict.com](mailto:foiaofficer@dekalbparkdistrict.com)

2. Be as specific as possible with identifying the documents you wish to obtain, so that the District can find the requested records. Providing as much information as possible in your request on the subject matter may expedite the search process.
3. Let the District know whether you wish to examine the records in person, have paper copies made, or receive the records in electronic format (if they already exist in electronic format).
4. Include your name, address, the date and a daytime phone number, so that the District can contact you if there are questions.

Questions regarding the FOIA process can be answered by calling the FOIA Officer at the DeKalb Park District: 815.758.6663.

The District must respond to a FOIA request within five (5) business days after the District receives the request. Day one (1) of the five (5)-day timeline is the first business day after the request is received.

If additional time is needed, the District must notify the requestor in writing within five (5) business days after the receipt of the request. The statutory reasons for the extension and when the requested information will be produced shall be stated in the notification.

The following records are immediately available to the public on the District's website (no FOIA request required):

- Park Board Meeting Agendas (2015-current calendar year)
- Park Board Meeting Minutes (2011-current calendar year)
- Park Board Meeting Packets and handouts (2018-current calendar year)
- Budget Documents (past two years)

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- Budget & Appropriation Ordinance (past five years)
- Total Compensation Package (past five years)
- Annual Treasurer's Report (past five years)
- Comprehensive Annual Financial Report (past five years)
- List of Park District Officials
- Park Ordinance Codes

Other categories of records available (this is a list of commonly requested documents; it is not to be construed as exhaustive or limiting):

- Ordinances 2000- present
- Resolutions 2000- present
- Park Board Meeting Agendas and Minutes 2000-present
- Board Packets 2005- present
- Current Accounts Payable Report
- Monthly Financial Reports
- Board of Commissioners Policies & Procedures Manual
- Employee Personnel Policy Manual
- Job Descriptions
- Administrative Correspondence Files
- Agreements and Leases
- Bid Records
- Bond Records
- Building and Facility Usage
- Calendar of Events
- Cancelled Bonds, checks, bank statements and deposit slips
- Certificates of Insurance
- Crisis Communication Plan
- Department Operations Manuals
- Donation records
- Election records
- Emergency Response Plan
- Facility Rental Fee Schedule
- Grant records
- Health Department Inspection/Permits
- Independent Contractor Agreements
- Inspections reports
- Insurance Policies
- Intergovernmental Agreements
- Inventory of Fixed Assets
- Maps, plats and blueprints of parks and buildings
- Master Plan
- Material Safety Data Sheets



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- Minutes and Agendas
- Ordinances and Resolutions
- Paid Invoices
- Park District brochures
- Payroll reports and records
- Personnel Policy and Procedures Manual
- Prevailing Wage
- Program Records and Registration
- Purchase Orders
- Referendum Records
- Rental Agreements
- Safety Committee Agendas/Minutes
- Safety Manuals
- Safety Training
- Studies (ex. Pool, compensation)
- Surveys, questionnaires and participant feedback
- Tax Levies
- Time sheets
- Vehicle and Equipment maintenance files
- Vendor list
- Work orders

The District can charge for copies made after the first 50 copies (black and white, letter-sized or legal-sized). Additional copies will be 15 cents each. For color copies or abnormal size copies, the District will charge the actual cost of copying. The District will charge the cost of a CD, if requested and available, in electronic format.

If the FOIA request is denied, you will receive written notice with a specific legal reason under the Freedom of Information Act to justify the denial. You may contact the Public Access Counselor (PAC) in the Attorney General's office if you wish to file a Request for Review of the issue. [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us)

See next page for the DeKalb Park District's FOIA request form.



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**Public Records Request Form**  
**Pursuant to the Illinois Freedom of Information Act**  
(PLEASE PRINT)

**Date of Request** \_\_\_\_\_

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Telephone** \_\_\_\_\_

**Email** \_\_\_\_\_

Is this request for commercial purposes? \_\_\_\_\_yes \_\_\_\_\_no

Information being requested and in what format? Be as specific as possible.

\_\_\_\_\_  
\_\_\_\_\_

If we have questions concerning your request, what is the best way to contact you?

\_\_\_\_\_

Signature of requestor \_\_\_\_\_

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To be completed by the District's FOIA Officer:

Date request received \_\_\_\_\_

Request fulfilled date \_\_\_\_\_

(if denied, attached letter of explanation)

Description of documents provided \_\_\_\_\_

\_\_\_\_\_

Charges for requested information \$ \_\_\_\_\_ Date paid \_\_\_\_\_

Signature of FOIA officer \_\_\_\_\_