

DeKalb Park District FY2018-19 Municipal Directory



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1. Mission Statement

It is the mission of the DeKalb Park District to provide diverse, high quality, active and passive recreational facilities and services to all residents of DeKalb.

2. Goals

- Offer quality recreation programs and facilities
- Provide a comprehensive park system
- Care for the facilities, parks, and trails
- Strengthen our operations and increase visibility in the community

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!


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4. Operating Budget

Summary of Funds Fiscal Year 2018-19 Operating & Capital Budget

I.	Corporate Fund	\$1,524,833
II.	Recreation Fund	818,612
III.	Audit Fund	27,183
IV.	Insurance Fund	159,430
V.	Social Security Fund	167,000
VI.	Illinois Municipal Retirement Fund	355,765
VII.	Museum Fund	228,529
VIII.	Special Recreation Fund	247,482
IX.	Capital Project Fund	1,092,133
X.	Debt Service Fund	1,620,617
XI.	Golf Course Fund	761,060
XII.	Hopkins Pool Fund	254,573
Total Summary of All Funds		\$7,257,217

5. DeKalb Park District Facilities

	<p>Hopkins Park Community Center Administration Office, Terrace Room 1403 Sycamore Road P: 815.758.6663 F: 815.758.4081</p>
	<p>Ellwood House Museum & Visitor's Center 509 North First Street P: 815.756.4609 www.ellwoodhouse.org</p>

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	<p>Sports and Recreation Center 1765 South 4th Street P: 815.758.7756 F: 815.758.7956</p>
	<p>Haish Gymnasium 303 South 9th Street P: 815.756.8560 F: 815.758.6210</p>
	<p>Hopkins Pool 1403 Sycamore Road P: 815.75808853</p>
	<p>River Heights Golf Course 1100 South Annie Glidden Road P: 815.758.1550 www.riverheightsgc.com</p>
	<p>Buena Vista Golf Course 131 Buena Vista Drive P: 815.758.4812 www.buenavistagc.com</p>

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Nehring Center for Culture & Tourism
111 S. 2nd St/164 E. Lincoln Hwy.

6. DeKalb Park District Board of Commissioners

President: Phil Young pyoung@dekalbparkdistrict.com
Vice President & Treasurer: Dean Holliday dholliday@dekalbparkdistrict.com
Secretary: Keith Nyquist knyquist@dekalbparkdistrict.com
Commissioner: Dag Grada dgrada@dekalbparkdistrict.com
Commissioner: Patricia Perkins pperkins@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

7. DeKalb Park District Staff

Administration

Amy Doll

Executive Director
815.758.6663 x7265
adoll@dekalbparkdistrict.com

Heather Collins

Superintendent of Finance &
Administration
815.758.6663 x7277
hcollins@dekalbparkdistrict.com

Emily Bidstrup

Accounting & Administrative Assistant
815.758.6663 x7280
ebidstrup@dekalbparkdistrict.com

Scott deOliveira

Superintendent of Marketing & Golf
Operations
815.758.6663 x7274
sdeoliveira@dekalbparkdistrict.com

Mark Copple

HR & Payroll Manager
815.758.6663 x7283
mcopple@dekalbparkdistrict.com

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Parks & Development

Mat Emken

Superintendent of Parks & Development
815.758.6663 x7276
memken@dekalbparkdistrict.com

Dave Kessen

Park Maintenance and Special Projects
Team Leader
815.756-9939
dkessen@dekalbparkdistrict.com

Linda Gerace

Administrative Assistant
815.756.9939 x7289
lgerace@dekalbparkdistrict.com

Mike Mascali

Facilities Team Leader
815.758.9939
mmascali@dekalbparkdistrict.com

Kevin Bock

Landscape and Horticulture Team Leader
815.756.9939
kbock@dekalbparkdistrict.com

Recreation & Athletics

Bill Ryder

Superintendent of Recreation
815.758.7756 x7263
bryder@dekalbparkdistrict.com

Jeff Myles

Athletic Coordinator
815.758.7756 x7264
jmyles@dekalbparkdistrict.com

Rachel Schmit

Recreation Supervisor
815.756.8560 x7270
rschmit@dekalbparkdistrict.com

Wendy Hayes

Recreation Office Coordinator
Administration
815.758.7756 x7262
whayes@dekalbparkdistrict.com

Golf Operations

Jeff Cameron

Golf Maintenance Superintendent
779.777.7260
jcameron@dekalbparkdistrict.com

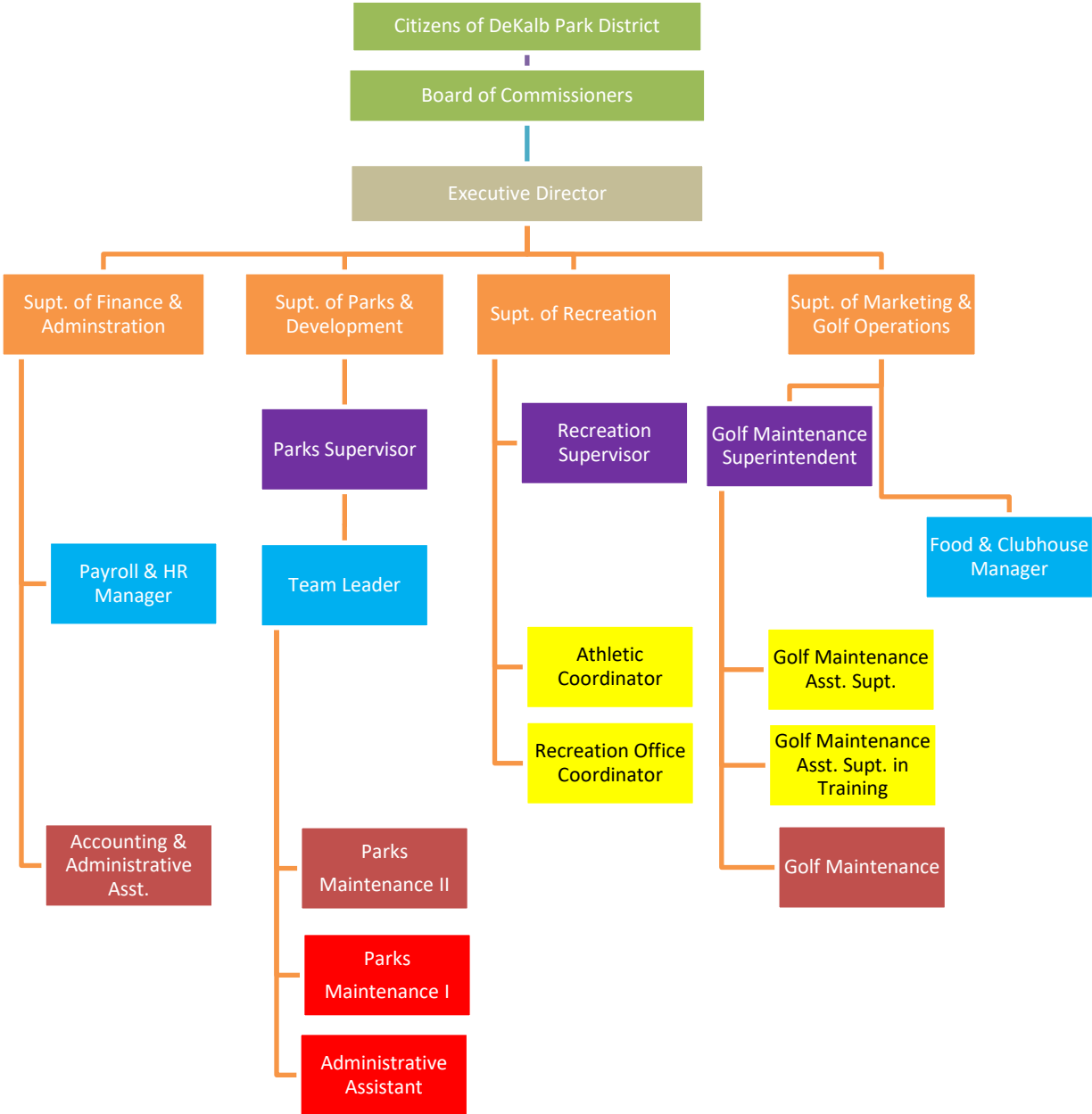
Jane Holdridge

Golf Clubhouse Operations Manager
815.758.1551 x1551
jholdridge@dekalbparkdistrict.com

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8. Organizational Structure

In 2017, the DeKalb Park District employed 26 full-time employees, two part-time employees, and approximately 100 seasonal employees. The organization chart below includes all IMRF-eligible positions.



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9. 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 Heather Collins, Superintendent of Finance & Administration.

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

2. Be as specific as possible when 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.

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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)
- 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

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

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 _____

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 _____