

## **DESCRIPTIVE INFORMATION REQUIRED BY THE ILLINOIS FREEDOM OF INFORMATION ACT (FOIA)**

According to the Act, 5 ILCS 140/4:

Each public body shall prominently display at each of its administrative or regional offices, make available for inspection and copying, and send through the mail if requested, each of the following:

- (a) A brief description of itself, which will include, but not be limited to:
  - a short summary of its purpose;
  - a block diagram giving its functional subdivisions;
  - the total amount of its operating budget;
  - the number and location of all of its separate offices;
  - the approximate number of full and part-time employees; and
  - the identification and membership of any board, commission, committee, or council which operates in an advisory capacity relative to the operation of the public body, or which exercises control over its policies or procedures, or to which the public body is required to report and be answerable for its operations; and
- (b) A brief description of the methods whereby the public may request information and public records, a directory designating the Freedom of Information officer or officers, the address where requests for public records should be directed, and any fees allowable under Section 6 of this Act.
- (c) A public body that maintains a website shall also post this information on its website.

(Source: P.A. 83-1013.)



# HUNTLEY PARK DISTRICT

## Vision Statement

*"To be a leader in providing Recreation for Generations."*

## Mission Statement

*"Connecting the Community"*

## Core Values

- Fun
- Inclusive
- People-Focused
- Sustainable

## Operating Budget & Staff

2023 Operating Budget	\$12,453,059
Full Time Employees	21
Part Time Employees	75
Seasonal Employees	173

## Number and Location of Offices

The Huntley Park District consists of 5 buildings as follows:

Huntley Park District REC Center Administration Office	12015 Mill St. Huntley, IL 60142
Ostrander Maintenance Facility	12225 Lois Ln. Huntley, IL 60142
Stingray Bay Family Aquatic Center	12219 Lois Ln. Huntley, IL 60142
Deicke Community Building	11419 IL-47 Huntley, IL 60142
Pinecrest Golf Club	11220 W Algonquin Rd. Huntley, IL 60142
Sun Valley Farm (Stowell-Deicke Farmstead)	12209 Lois Ln. Huntley, IL 60142

## **Powers and Duties of the Board**

The duty of the Board is to formulate and approve the basic policy for the operation, control, improvement, and planning, future and present, of the park and recreation facilities and activities within the park district.

Specifically included in the above are the following:

1. To select an Executive Director as its chief administrative officer and professional advisor and properly delegate to him/her the authority and responsibility to execute its policies, enforce its rules and regulations, and administer the parks and recreation facilities, programs, and services.
2. To provide for the levy of taxes in order that funds may be available for the beautification and maintenance of the parks and operation of the recreation facilities, programs, and services. To levy monies for bond and interest, insurance premiums for liabilities, audit expenses, and other special needs as allowed by the Illinois Park District Code.
3. To adopt and control a park and recreation budget to meet the community's desire for cost, quality, and the best possible facilities, programs and services.
4. To develop policies in accordance with the law, which will satisfy the needs of the community and the wishes of the people, and to approve means whereby the policies may be efficiently executed.
5. To appraise and evaluate continuously the effect of its policies and their efficiency.
6. To assume responsibility for keeping the residents of the Park District informed concerning the purposes, achievements, requirements, and financial condition of their parks, recreational facilities, and programs.
7. To study improved park and recreational facilities and practices and to assist in presenting pertinent and up-to-date information to the citizens of the Park District.
8. While discharging their responsibilities through official actions of the Board as a whole, Board members may be considered to be discharging their responsibility pursuant to the Park District Code (Chapter 105, Illinois Revised Statutes). In the discharge of their duties, Park Board members act as a Board and not as individuals. The individual has no more authority of park and recreation policies or park and recreation personnel than any other citizen. He/she has no legal or moral right to speak for the Park Board unless specifically authorized to do so by actions of the Board.
9. Park Board Commissioners should avoid making any promises in advance of a meeting relative to their vote on any proposition, which is to be considered. Also considered improper, ill advised, and unethical are pronouncements and public conjectures about Park Board matters not yet decided by the Board when made outside of official Board meetings.
10. Park Board Commissioners represent all the people of the Park District and therefore should avoid partisanship based on special interests.
11. Park Board Commissioners should make decisions involving the welfare of the community based on study and evidence rather than feelings, prejudices, personal opinions or other similar factors.
12. Park Board Commissioners should accept the principle of Board unity and the subordination of personal interests by accepting and supporting majority decisions of the Board and identifying themselves with Board policies and actions.
13. Park Board Commissioners should not interfere in the details of the work of the Director and his/her staff. Commissioners should respect the Board's commitment to work through its chief administrative officer by wholeheartedly supporting approved actions of the administration.
14. Park Board Commissioners shall not exert influence upon staff for any political purpose or beliefs and shall not seek support or help through threats or promises during elections.

## How to make a FOIA request

Any person may make a written request to review or receive copies of Huntley Park District public records.

1. All requests must be made in writing and can be submitted via letter, facsimile, e-mail, a personal visit to the Administration Office, 12015 Mill St. Huntley, IL 60142, or through the District's established [Freedom of Information Act Request](#) form.
2. Describe **in detail** the subject or document(s) containing the information requested. Please **be as specific as possible**.
3. Submit your completed request to:

Huntley Park District  
Scott Crowe, Chief FOIA Officer  
12015 Mill St.  
Huntley, Illinois 601042

[scrowe@huntleyparks.org](mailto:scrowe@huntleyparks.org)  
[mszytz@huntleyparks.org](mailto:mszytz@huntleyparks.org)

Fax: (847) 669-2836

4. If you have any questions regarding this process, please contact the Chief FOIA Officer at (847) 669-5463.

## Copy fee schedule

The first 50 pages for black and white, letter or legal sized copies (8 ½ x 11 or 11x14), are available free of charge. A fee, which is reasonably calculated to reimburse the District for the actual costs of reproducing and certifying the public records, may be charged for copies exceeding 50 pages. Such fees shall be set by a Board resolution within the guidelines of the Illinois Freedom of Information Act laws.

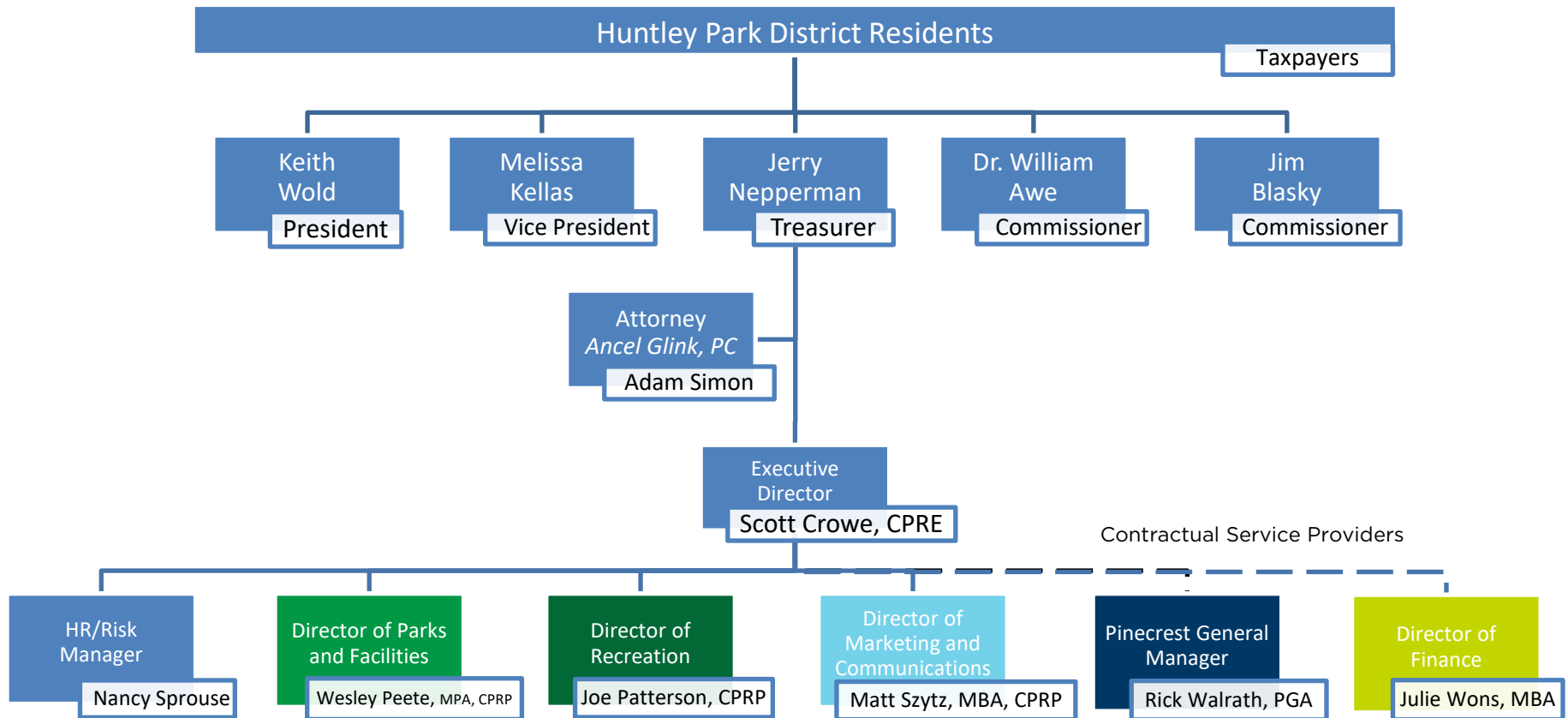
The following fees will be charged for copying District records:

8 ½" x 11" size paper	.05¢ per page	(pages 1-50 free)
8 ½" x 14" size paper	.07¢ per page	(pages 1-50 free)
11" x 17" computer printouts requiring reduction and printing on offset press	.07¢ per page	(pages 1-5 free)

If documents are to be sent by U.S. mail, applicable postage fees may be charged for items exceeding the weight of a one ounce first class mailing. Items sent via shipping companies (ex. UPS, Federal Express, etc.) or requiring special handling (overnight, 2<sup>nd</sup> business day, etc.) will incur a charge of applicable shipping fees.

# Huntley Park District

## Organizational Chart - Administration



**Professional Designations:**

**CPRP** – Certified Park and Recreation Professional

**CPRE** – Certified Park and Recreation Executive

**PGA** – Professional Golf Association

**MPA** – Masters Degree in Public Administration

**MBA** – Masters Degree in Business Administration

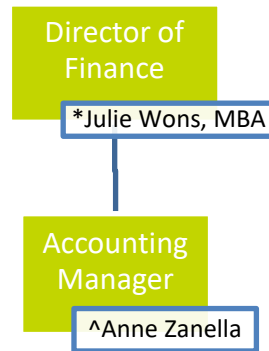
**Emeritus Staff:**

*Thom Palmer*

*Alyce Johnson*

# Huntley Park District

## *Organizational Chart – Finance Department*



\*Contractual Staff provided by Lauterbach and Amen, LLC

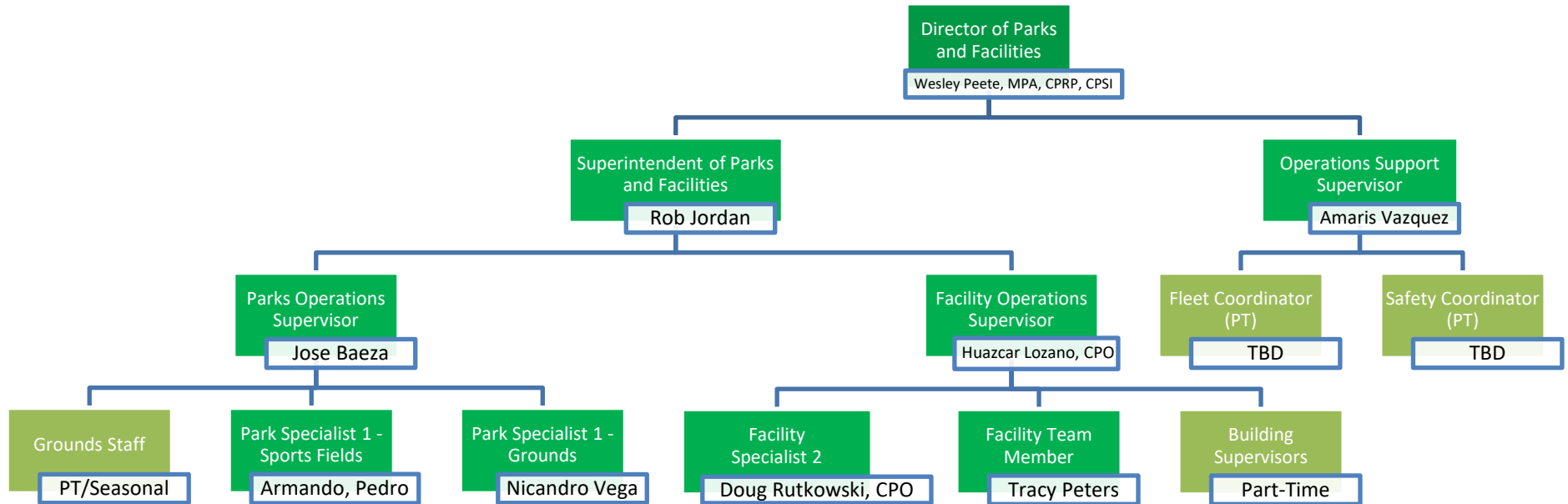
^ Huntley Park District Staff

**Professional Designations:**

MBA – Masters Degree in Business Administration

# Huntley Park District

## *Organizational Chart – Parks and Facilities Department*



**Professional Designations:**

**CPRP** – Certified Park and Recreation Professional  
**CPSI** – Certified Playground Safety Inspector

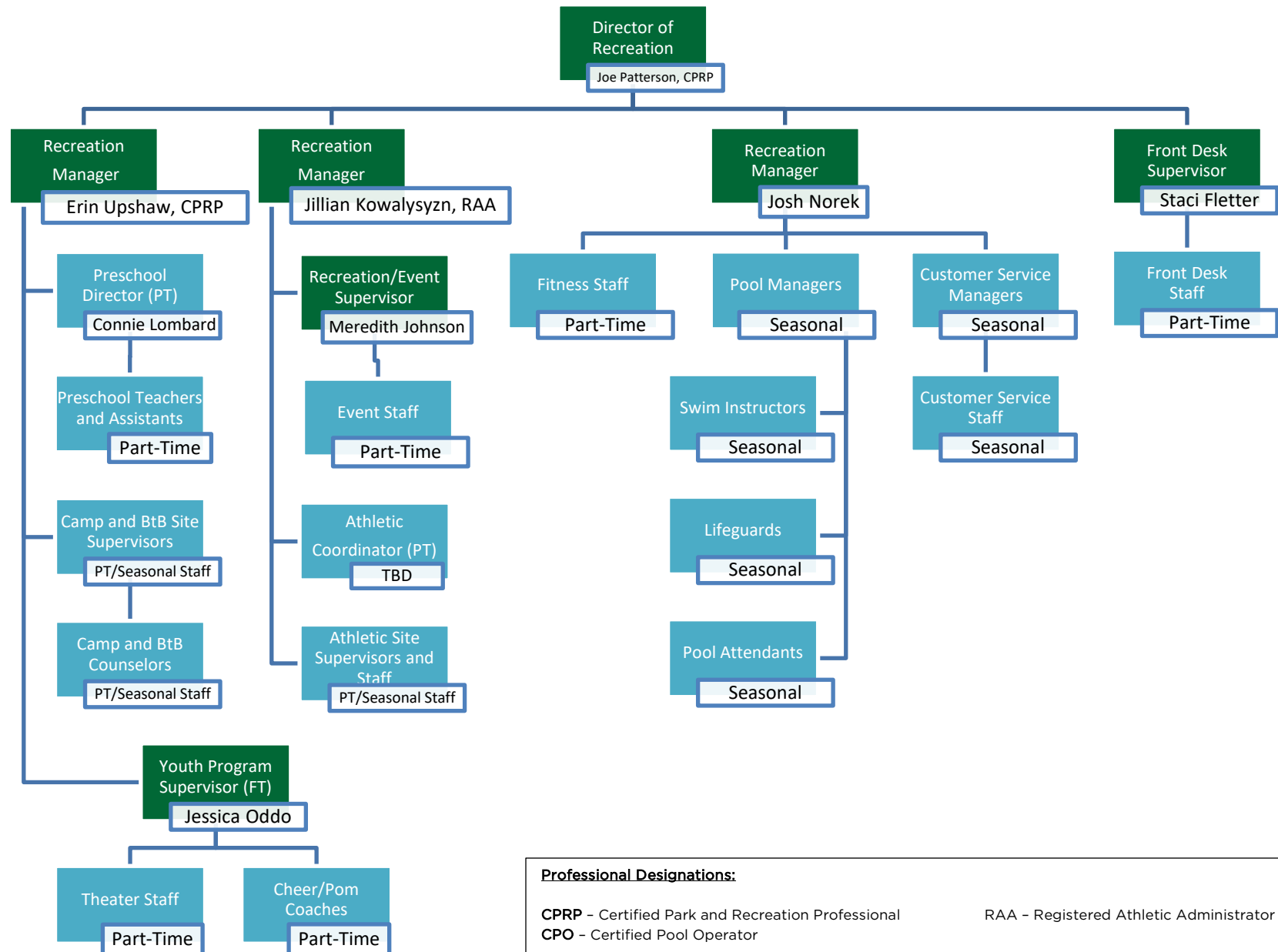
**CPO** – Certified Pool Operator  
**MPA** – Masters Degree in Public Administration

**Emeritus Staff:**

Gary Zierer

# Huntley Park District

## *Organizational Chart – Recreation Department*





Huntley Park District  
*Organizational Chart – Marketing and Communications Department*

Director of Marketing  
and Communications

Matt Szytz, MBA, CPRP

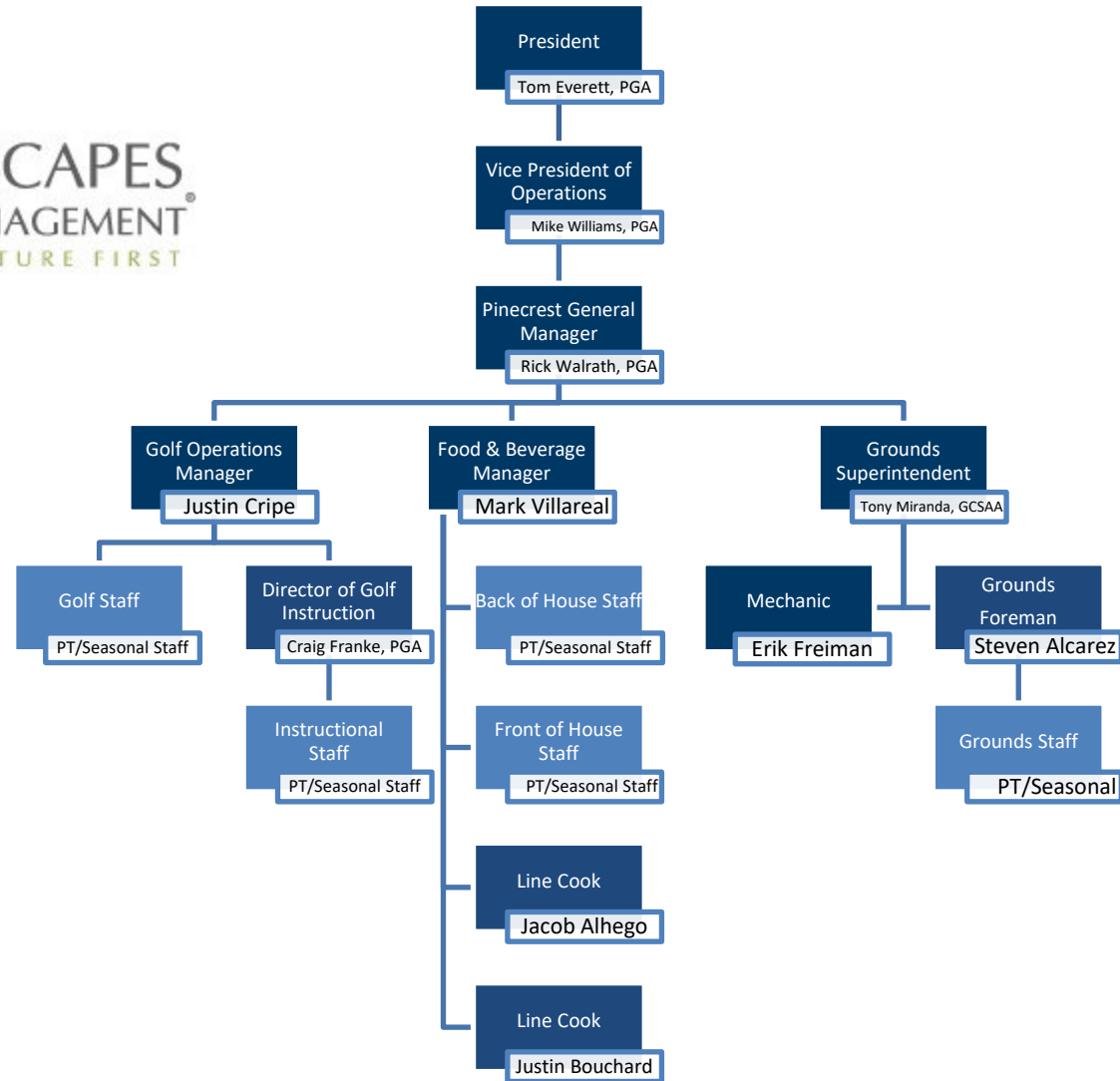
**Professional Designations:**

**CPRP** – Certified Park and Recreation Professional

**MBA** - Masters Degree in Business Administration

# Huntley Park District

## Organizational Chart – Pinecrest Golf Course via Landscapes Unlimited



### Professional Designations:

**GCSAA** – Certified Golf Course Superintendent

**PGA** – Professional Golf Association Member

### Emeritus Staff:

Mike Yackle