



One E. Crystal Lake Avenue Crystal Lake, IL 60014  
Telephone: 815-459-0680 Fax: 815-477-5005  
Website: [www.crystallakeparks.org](http://www.crystallakeparks.org)

## F.O.I.A. Freedom of Information Act Request for Information

**Adopted November 2001 - Revised June 2023**

**PURPOSE:** The Crystal Lake Park District was approved by voter referendum on November 21, 1921. As a Park District, the Crystal Lake Park District's purpose is to acquire and maintain land and facilities for park and recreation purposes, and to organize and supervise planned recreation programs. The Park District's mission is to work with the community to preserve and enhance recreational and open space resources.

Created as a separate unit of government, the Crystal Lake Park District is a municipal corporation and local taxing authority for its stated purpose. It is authorized by legislation to levy and collect taxes, and to establish local policy, ordinances, and resolutions to enact and complete its purpose. It serves approximately 50,000 people in the City of Crystal Lake, Village of Lakewood, and unincorporated McHenry County. The Crystal Lake Park District's annual budget for the fiscal year beginning May 1, 2023, and ending April 30, 2024 is \$26,351,014. The Park District employs approximately 58 full-time employees and 361 part-time employees.

The Crystal Lake Park District Board of Commissioners governs the agency's affairs. There are seven members on the Board, and they are elected for four-year terms of office, without compensation, pursuant to the provisions of the Park District Code found in 70 ILCS 1205/2-12; 70 ILCS 1205/12a. The Board of Commissioners approves policies and plans for the operation of the Park District.

The Crystal Lake Park District Board of Commissioners meet regularly on the 3rd Thursday of each month at 6:30 PM, at the Administrative Offices located at One East Crystal Lake Avenue, Crystal Lake, Illinois 60014. A copy of the 2023 Board Meeting schedule is included.

**FREEDOM OF INFORMATION REQUESTS:** Freedom of Information requests are accepted by personal delivery, mail, email or oral request to the Crystal Lake Park District Administrative Office, One East Crystal Lake Avenue, Crystal Lake, Illinois 60014, attention: Freedom of Information Officer. A copy of the Freedom of Information Act Request Form is included in this packet.

The Freedom of Information Officer will make a response to the requesting party within five working days of receipt, unless an extended time period is required. Requests will be responded to, in writing, by the Freedom of Information Officer and available for pick up at the Administrative Office.

There is a \$.15 charge for each copy made over 50 pages. Cost for certifying a record will be \$1.00.

**PUBLIC RECORDS:** This is a list of commonly requested documents; it is not to be construed as exhaustive or limiting. Accident Reports, Audit Reports, Approved Board Minutes, Bids for Equipment or Services, Cancelled Checks, Bank Statements, Deposit Slips, Cash Receipts Control, Comprehensive Master Plan, District Goals and Objectives, Employee Manuals, Intergovernmental Agreements, Meeting Notes of Advisory Committees, Ordinances, Plats of Survey for Parks Program Brochures, Safety Manuals, Application for Use of Park District Facilities/Equipment, Annual Treasurer's Report, Committee and Board Meeting Minutes, Board Reports, Cash Records, Check Stubs and Copies of Contracts for Construction Projects, District Mission and Vision Statement, General Ledger and Journals, Insurance Policies, Monthly Financial Statements, Paid Bills and Invoices Policies, Resolutions, Vendor Files, and Time Sheets

**Park Board of Commissioners**

Approved 06-15-2023

<b>Eric Anderson President</b>	(2025)	eanderson@crystallakeparks.org
<b>Sarah Michehl, Vice President</b>	(2025)	smichehl@crystallakeparks.org
<b>Jason Heisler, Treasurer</b>	(2027)	jheisler@crystallakeparks.org
<b>Cathy Cagle, Commissioner</b>	(2027)	ccagle@crystallakeparks.org
<b>Linda Matthias, Commissioner</b>	(2025)	lmatthias@crystallakeparks.org
<b>Karen Johnson, Commissioner</b>	(2025)	kjohnson@crystallakeparks.org
<b>Michael Jacobson, Commissioner</b>	(2027)	mjacobson@crystallakeparks.org

Board Secretary: Jason Herbster

Assistant Treasurer: Tina Becke

FOIA Officers: Jason Herbster, Anne Sandor

Open Meetings

Act Officer: Jason Herbster

Legal Counsel: Ancel Glink

**Regular Board Meeting Dates Revised 12.22**

January 19, 2023, 6:30pm

February 16, 2023, 6:30pm

March 16, 2023, 6:30pm

April 20, 2023, 6:30pm

May 18, 2023, 6:30pm

June 15, 2023, 6:30pm

July 20, 2023, 6:30pm

August 17, 2023, 6:30pm

September 21, 2023, 6:30pm

October 19, 2023, 6:30pm

November 16, 2023, 6:30pm

December 21, 2023, 6:30pm

**Committee of the Whole Meetings**

January 5, 2023, 6:30pm

February 2, 2023, 6:30pm

March 2, 2023, 6:30pm

April 6, 2023, 6:30pm

May 4, 2023, 6:30pm

June 1, 2023, 6:30pm

July 6, 2023, 6:30pm

August 3, 2023, 6:30pm

September 7, 2023, 6:30pm

October 5, 2023, 6:30pm

November 2, 2023, 6:30pm

December 7, 2023, 6:30pm

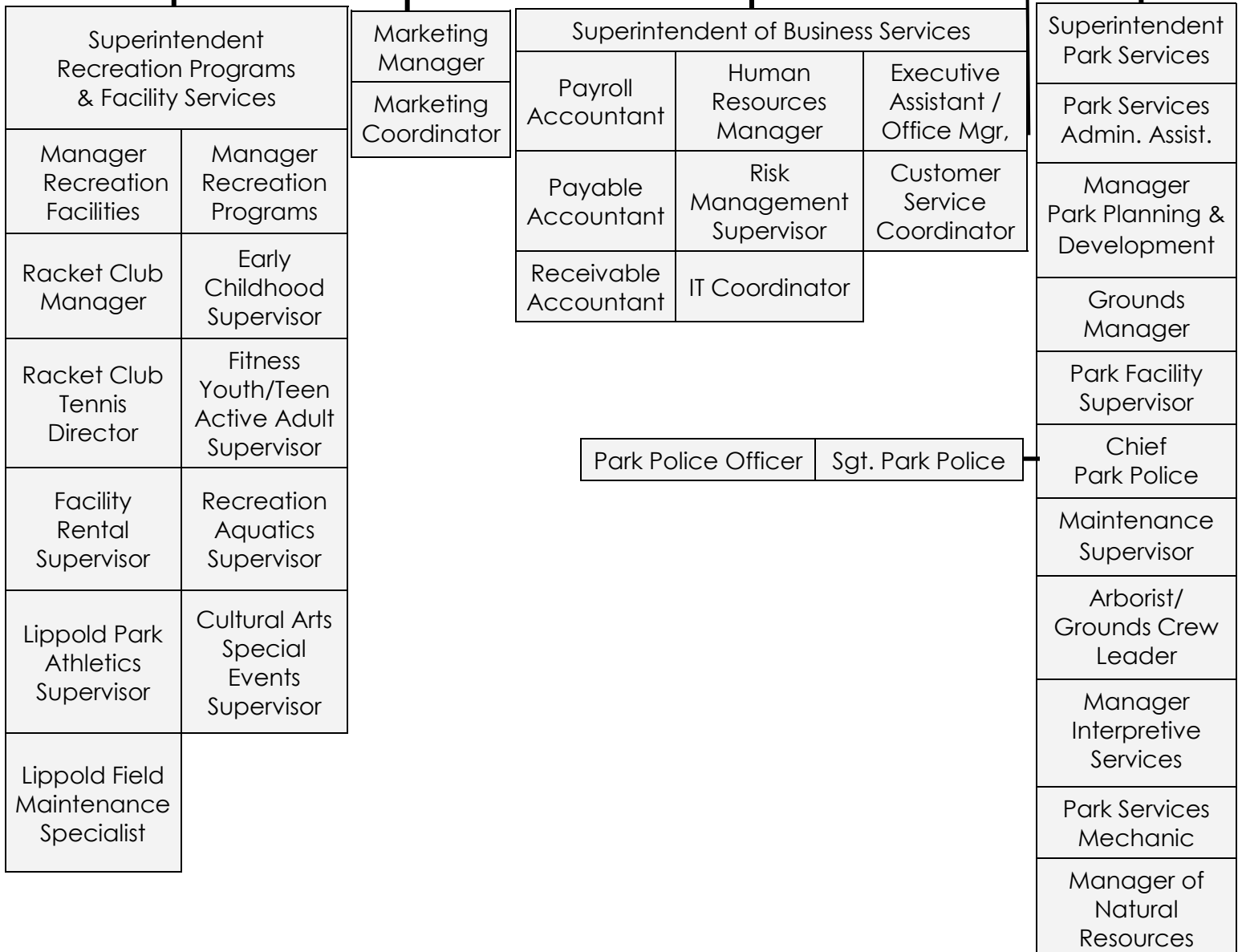
# Organizational Chart 2023

**CRYSTAL LAKE PARK DISTRICT RESIDENTS**

**PARK BOARD OF COMMISSIONERS**

**LEGAL  
COUNSEL**

**EXECUTIVE DIRECTOR**



Board Approved 03-15-18

Reviewed by staff

08-19-14, 01-23-15, 06-02-16, 06-15-17, 03-15-18, 06-14-19, 06-23-20, 06-30-20, 06-30-21, 05-20-22, 05-30-23

Name	Acreage	Type	Facilities
Administrative Office	0.25	Special Use	Business Offices, Classrooms, Board Room
Asbury Park	1.5	Mini Park	Playground
Bird Park	15	Community	Playground, Gazebo, Tennis Ct., Basketball Ct., Parking Lot, Bike Path, Backstops
Brighton Oaks Park	4	Mini Park	Playground, Tennis Ct., Basketball Ct., Parking Lot, Gazebo
Butternut Preserve	14.62	Community	Natural Areas, Trails, Bridges, Creek
Canterbury Park	6	Community	Baseball Diamonds, Playground
Colonel Palmer House	2	Special Use	Historical Museum, Offices
Cress Creek	2.5	Mini Park	Trail, Creek, Natural Area
Crystal Lake	230	Special Use	Fishing, Swimming, Water Sports
Della Street Park	0.25	Mini Park	Playground, Creek
Feinberg Park	10.25	Neighborhood	Playground, Basketball Ct., Tennis Ct., Bike Path
Fetzner Park	22	Neighborhood	Playground, Basketball Ct., Bike Path, Parking Lot, Creek, Bridge, Backstop
Four Colonies Park	19	Neighborhood	Playground, B-Ball & Tennis Courts, Pkg Lot, Backstops, Pond, Sled Hill, Gazebo, Walking Trails
Grand Oaks Rec. Center	7.8	Community	Program Building
Hampton Park	2.5	Mini Park	Passive Use (detention)
Hidden Pond Bike Path	0.3	Mini Park	Bike Path
Hill Farm Park	12.5	Community	Barlina House, Garden Plots, Playground, Storage Barn, Police Offices
Indian Prairie Park	12.5	Community	Softball Fields, Parking Lots, Sled Hill
Johns Park	8.67	Neighborhood	Playground, Bike Path, Basketball Court
Kamijima Park	2	Mini Park	Playground, Rowing Center, Pier, Parking
Knaack Park	6.6	Neighborhood	Playground, Softball Field
Ladd Park	3.5	Neighborhood	Playground, Softball Field
Lake Park/Main Beach	28.96	Community	Beach, Boat Rental, Boat Launch, Bandshell, Playground, Recreation Building, Fishing Pier, Maintenance Garage, Baseball Field, Ice Rink, Basketball Cts, Parking Lot
Lapins Park	1.5	Mini Park	Playground
Lippold Park	309	Community	Softball Fields, Baseball Fields, Soccer & Football Fields, Playground, Restrooms, Storage Building, Ponds, Wetlands, Natural Areas, Golf Center, Dog Park, Fishing Piers
North Shore Property	0.11	Mini Park	Open Space
Oak Hollow Park	3	Mini Park	Open Space
Prairie Ridge Cons. Area	57.96	Community	Trails, Natural Areas, Ponds (no public access)
Racket Club	10	Community	Indoor & Outdoor Tennis Courts
Seminary Field	7.34	Neighborhood	Trail, Bridge, Creek, Practice Fields
Shamrock Hills	23.8	Natural Resource	Fishing Ponds, Trails
Spoerl Park	6.34	Neighborhood	Recreation Building, Baseball Field, Playground, Pkg Lot, Tennis & Basketball Cts.
State Street Lots (Manor)	1.9	Mini Park	Open Space
Sterling Meadows Park	6.15	Neighborhood	Playground, Bike Path, Basketball Court
Sterne's Woods & Fen	185	Community	Illinois Nature Preserve, Trails, MCCD Bike Path, Ponds, Restroom
Sunset Meadows Park	162.2	Natural Resource	Natural Areas, farming (no public access)
Veteran Acres Park	156	Community	Wingate Prairie, Illinois Nature Preserve, Nature Center, Rotary Building, Oakwoods Lodge, Picnic Shelters, Restrooms, Splash Pad, Pond, Trails, Natural Areas, Bike Path, Sled Hills, Tennis & Basketball Courts, Baseball & Softball Diamond, Fishing Pier
West Park	2.5	Community	Beach, Recreation Building, Ice Rink, Boat Launch, Fishing Piers, Playground, Parking Lot, Sailboat Storage
Willows Edge Park	44	Community	Bike Trail, Bridge, Ponds, Fishing Pier, Natural Areas
Winding Creek Bike Path/Park	11.24	Neighborhood	Bike Path, Ponds
Woodland Estates Park	13.5	Neighborhood	Playground, Backstop, Tennis Ct., Basketball Ct., Bike Path, Parking Lot, Pond, San Volleyball Ct., Gazebo
Woods creek Park	40.46	Community	Tennis Ct., Bike Path, Pond, Fishing Pier, Basketball Ct., Playground, Parking Lot, Practice Fields, Backstop, Sand V-Ball Ct, Rec. Building
Wyndwood Park	5	Neighborhood	Tennis Court, Playground, Practice Field
Haligus Road Park	10	Natural Resource	Open Space

**44 Properties / Total Acreage 1472.5**