

LAKE BLUFF PARK DISTRICT

355 W. Washington Avenue, Lake Bluff, IL 60044

Telephone: 847-234-4150 Fax: 847-234-7275

Website: www.lakebluffparks.org

F.O.I.A.

Freedom of Information Act Request for Information

Adopted July 2015 – Revised July 2015, January 2016

PURPOSE: The Lake Bluff Park District was approved by voter referendum in 1925. As a Park District, the Lake Bluff 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: As responsible stewards of community resources, the District will enhance the community through recreational experiences in a fun, safe, and healthy environment.

Created as a separate unit of government, the Lake Bluff 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 8,500 people in the Lake Bluff community and Unincorporated Knollwood areas. The Lake Bluff Park District's annual budget for the fiscal year beginning 1/1/15 and ending 12/31/15 is \$5,785,599.78. The Park District employs approximately 13 full-time employees and 74 part-time employees.

The Lake Bluff 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 Lake Bluff Park District Board of Commissioners meet regularly on the third Monday of each month at 6:30 p.m. at the Administrative Offices located at 355 W. Washington Avenue, Lake Bluff, IL 60044. A copy of the 2015 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 Lake Bluff Park District Administrative Office, 355 W. Washington Avenue, Lake Bluff, IL 60044, and the 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 per side. 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, Approved Committee Meeting Minutes, Board and Committee Meeting 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.



MISSION STATEMENT:

As responsible stewards of community resources, the District will enhance the community through recreational experiences in a fun, safe, and healthy environment.

PARK BOARD OF COMMISSIONERS

Robert Douglass, President
Brock Gordon, Vice President
Bob Wallace, Treasurer
Susan Ehrhard, Commissioner
Kurt Gronau, Commissioner
Kauri McKendry, Commissioner
Chris Mosbarger, Commissioner

PARK DISTRICT ADMINISTRATION

Ron Salski, Executive Director
Ed Heiser, Superintendent of Facility Services
Jim Lakeman, Superintendent of Community Recreation, Safety and Outreach Services
Sarah Bagley, Human Resources Manager
Rob Foster, Superintendent of Golf, Park and Facility Maintenance
Maria Ferretti, Guest Services Manager
Nathan Heffelman, Golf Greens Manager
Micah Kamin, Facility Maintenance Services Manager
Noah Mach, Park Services Manager
Eric Moran, Racquet Sports and Facility Services Manager
Jeff Spillman, Communications and Promotions Manager
Dana Hansen, Preschool and Early Childhood Director
Sandy Burke, Recreation Services Manager

ATTORNEY

Scott Puma, Ancel, Glick, Diamond, Bush, DiCianni & Krafthefer P.C.

FREEDOM OF INFORMATION OFFICERS

355 W. Washington Avenue, Lake Bluff, IL 60044

Ron Salski, Executive Director
Jim Lakeman, Superintendent of Community Recreation, Safety and Outreach Services
Sarah Bagley, Human Resources Manager

COMMITTEE APPOINTMENTS

Finance, Administration and Future Planning Committee

Brock Gordon, Chair
Bob Wallace, Member
France Pitera, Member

Parks and Beach Committee

Kauri McKendry, Chair
Susan Ehrhard, Member
George Russell, Member

Facilities and Programs Committee

Kurt Gronau, Chair
Chris Mosbarger, Member
Niki Walsh, Member

Tri-Board/Intergovernmental Committee

Rob Douglass, Chair
Brock Gordon, Member
Chris Mosbarger, Alternate

Friends of Lake Bluff Parks

Susan Ehrhard, Liaison
Open, Alternate

Approved: January 25, 2016

SCHEDULE OF REGULAR MEETINGS 2016

Recreation Center, 355 W. Washington Avenue, Lake Bluff, IL 6:30 PM

*January 25***

*February 22***

March 14*

April 18

May 16

June 20

July 18

August 15

September 19

October 17

November 14*

December 12*

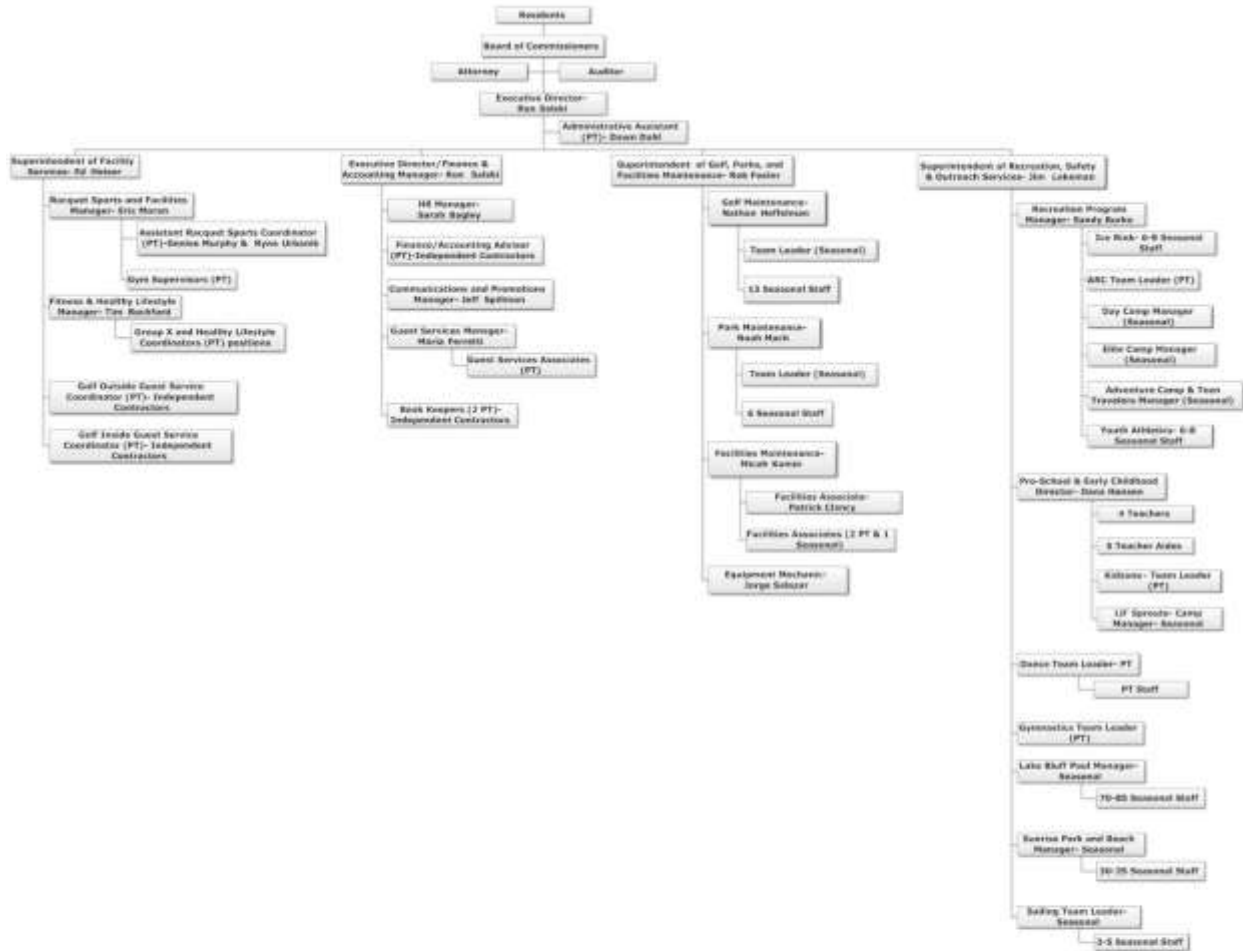
*2nd Monday of the Month

**4th Monday of the Month

Park Board of Commissioners approved 12-14-2015



Organizational Chart 2016



Name	Address	Acreage	Type
Artesian Park	10 E. Sheridan Place	11.3 Owned by LBPD	Community Parks
Belle Foret Prairie Preserve	389 Belle Foret Drive	4.0 Owned by LBPD	Natural Areas
Blair Park	355 W. Washington Ave.	14.0 Owned by LBPD	Community Parks
Carolyn Goetz Wetlands Preserve	260 Wimbledon Court (closest cross streets are Bath & Tennis Club Road / Wimbledon Rd / Wimbledon Court)	6.2 Owned by LBPD	Natural Areas
Community Bike Trail	Rockland Road	Owned by Others	Trails, Corridors and Linear Parks
Knollwood Park	12984 W. Washington Ave. (or 1099 W. Washington Ave. puts you in the parking lot)	1.9 Owned by LBPD	
Lake Bluff Golf Club	355 W. Washington Ave.	146.0 Owned by LBPD	Special Use
Lilillian Dells	599 E. North Avenue (cross streets are E. North Ave. & Maple Ave)	Owned by Others	Trails, Corridors and Linear Parks
Mawman Park	501 Mawman Ave.	4.9 Owned by LBPD	
Ravine Park	444 Evanston Ave. (cross streets are Evanston Ave. & Sylvan Rd)	11.8 Owned by LBPD	Trails, Corridors and Linear Parks
Sanctuary Park	12734 W. Atkinson Ave.	7.2 Owned by LBPD	
Sheridan Road Greenstrip	416 Sheridan Rd. South to 1 E. Sheridan Rd.	8.5 Owned by LBPD	Trails, Corridors and Linear Parks
Skokie Preserve Hiking Trail	Rockland Road	10.2 Owned by Others	Trails, Corridors and Linear Parks
Sunrise Park and Beach	1 E. Sunrise Ave.	20.8 Owned by LBPD	Community Parks
Village Green	39 E. Center Ave or 45 W. Scranton Avenue (cross streets are E. Center Ave. & W. Scranton Ave)	1.2 Owned by Others	Community Parks
West School Park	901 Muir Ave.	2.9 Owned by LBPD	Community Parks
Wetlands			Nature Preserve

LAKE BLUFF PARK DISTRICT

REQUEST FOR PUBLIC RECORDS - INSTRUCTIONS AND INFORMATION

- Section I** Describe in detail the public records that you wish to inspect or to have copied or certified. Use a separate sheet if necessary. Indicate whether you wish only to inspect the public records at the Public Body Office or to have the public records copied or certified by checking the appropriate box to the right of each record described.
- Section II** By submitting this Request Form, you are agreeing to pay to the Public Body, in advance of receiving copies of any public records, the copying and certification fees set forth in Section II below. The fees set forth in Section II may be waived or reduced by the FOIA Officer only upon proof that the purpose of your request is primarily to benefit the general public and that you will receive no significant personal or commercial benefit from your request. If you wish to be considered for a waiver or reduction, you must complete and separately sign the statement set forth in Section B of Section II.
- Section III** Indicate the purposes for which you are requesting the public records identified in Section I.
- Section IV** The Public Body will not mail copies of public records except upon satisfactory proof that it would be unduly burdensome for the Requestor to inspect or pick up the copies at the Public Body Office and then only upon advance payment of the actual cost of postage. If you wish to request mailing of the requested records, you must complete and separately sign the statement set forth in Section IV.
- Section V** You must provide the information requested in Section V.
- Section VI** You must sign the statement set forth in Section VI.

To: FOIA Officer
Lake Bluff Park District
355 W. Washington
Lake Bluff, Illinois 60044

I. Request for Records

I hereby request the right to inspect, or to obtain copies or certified copies of, the following public records of the Public Body:

Records Requested	inspect	copied	certified
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

II. Agreement to Pay Fees

A. Unless a waiver is requested and approved pursuant to Section B of this Section, I agree to pay the following fees for all public records copied or certified at my request:

1. Copies — letter or legal -- \$.15 per side.
2. Copies — color or oversize -- Actual cost of reproduction.
3. Certification -- \$1.00 per document plus copy cost.
4. Recording media -- Actual cost of media (i.e. computer media, disks, tapes, or other media).
5. Statutory Fees -- Rate authorized by statute.
6. Mailing -- Actual cost of postage.

However, there will be no charge for the first 50 pages of letter or legal size black and white copies for a Requestor, except for Requests for commercial purposes. I further acknowledge and agree that, if the services of an outside vendor are required to copy any public record, I will pay the actual reasonable charges that the Public Body incurs in connection with such copying services.

B. I request a waiver of the fees set forth in Section A of this Section, and, in support of such request, I certify and represent that I will gain no significant personal or commercial benefit from the records requested and that my principal purpose in making this request is to benefit the general public by disseminating information concerning the health, safety, welfare, or legal rights of the general public in the following specific manner:

Signature of Requestor

III. Purpose of Request

I am requesting access to the public records identified in Section I for the following purpose:

- Noncommercial Purpose
- Commercial Purpose

A "commercial purpose" is defined under the Act as the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. Please be advised that misrepresentation of the purpose of a Request is a violation of the Act.

IV. Request for Mail Delivery

I request that the Public Body mail to me at the address set forth in Section V below copies of all public records responsive to this request. I understand that I will be required to, and do hereby agree to, pay the actual postage for such mailing before the records will be mailed. It would be unduly burdensome for me to pick up the requested records at the Public Body Office because:

Signature of Requestor

V. Identification of Requestor

A. Name of Requestor: _____

B. Name of person for whom records are being requested (if not Requestor):

C. Address for Responses, Decisions, and Communications:

D. Telephone Numbers of Requestor:

Day: _____

Evening: _____

VI. Signature of Requestor

The Public Body will disclose the public records requested on this Request Form within five working days after the receipt of this Request Form (or 21 days for a Commercial Purpose Request), unless the time period is extended as provided by law or the request is denied. All extensions and denials will be in writing and will state the reasons therefor. A denial may be appealed to the Public Access Counselor within 60 working days after the date of the Notice of Denial. Judicial review is available under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* For more detailed information, please consult the Public Body's FOIA Policy, which is available from the FOIA Officer.

By signing this Request, I acknowledge and represent that I have reviewed and understood the Public Body's FOIA Policy and that all of the information provided in support of this request is true and accurate.

Signature of Requestor

Date

FOR PUBLIC BODY USE ONLY

Received by the Public Body: Date: _____ Time: _____

Response Due: _____ (Five working days after day of receipt or 21 working days for commercial purpose)

Method of Delivery:

- Personal Delivery Email
 Mail/Courier/Fax Delivery Other _____

Public Body employee receiving request:

Name: _____ Title: _____

Signature: _____
