

**GLENVIEW PARK DISTRICT
1930 PRAIRIE STREET
GLENVIEW, IL 60025
847-657-3215
www.GlenviewParks.org**

The Glenview Park District, incorporated in 1927, is a local taxing body whose primary purpose, through exceptional experiences, is to strive to build a sense of community, enhance people's lives and contribute to enrichment of the individual, family and the community and to provide a community in which everyone enjoys happiness, health and an appreciation of the environment on a daily basis.

REQUESTS FOR INFORMATION

Requests for Information and Public Records under the Freedom of Information Act are to be submitted **in writing** to the FOIA Officer. The Glenview Park District does not require that you complete a standard form for this purpose. You may submit your written request by mail, fax, email or in person. If sending your request by email, please indicate FOIA in the subject line to properly identify your request. The request must specify whether the intended use of the information is for commercial purposes, whether you would like to inspect the records or request that copies be provided and whether any copies need to be certified. Please be as specific as possible in your description of the information being requested so that the appropriate information can be provided efficiently and cost effectively. The Freedom of Information Act is designed to allow you to inspect or receive copies of records. It is not designed to require a public body to create new records or as a forum for asking questions. If you have a question about the Glenview Park District, please contact the Administration office at 847-657-3215 or send us an e mail at info@glenviewparks.org.

Freedom of Information Act (FOIA) Officers:

John Kiwala, Deputy Executive Director (primary)

Phone: 224-521-2244 Fax: 224-521-2245 Email: John.Kiwala@glenviewparks.org

Michael D. McCarty, Executive Director (alternate)

Phone: 224-521-2250 Fax: 224-521-2251 Email: Michael.McCarty@GlenviewParks.org

Joanne Capaccio, Executive Assistant (alternate)

Phone: 224-521-2282 Fax: 224-521-2283 Email: Joanne.Capaccio@GlenviewParks.org

Fees for providing copies of requested information:

- No fees will be charged for the first 50 pages of black and white, letter or legal sized copies
- 15 cents per page for additional black and white, letter or legal sized copies
- 50 cents per page for color, letter or legal sized copies
- \$1.00 for each certified document
- Photographs, plats, maps, specifications and other documents greater than 8 ½ x 14 will be reproduced at the market rate
- Fees for electronic records for voluminous requests, as defined by the Freedom of Information Act, are \$20 for not more than 20 megabytes of data, \$40 for more than 2 but less 4 megabytes of data and \$100 for more than 4 megabytes of data.
- In addition to the above fees, commercial requests are charged \$10 per hour (after the first 8 hours) for personnel costs incurred for searching, retrieving and examining the records.
- You may request a waiver of the of copying fees but you must include a specific explanation as to why your request for information is in the public interest, not simply your personal interest, and merits a fee waiver.

Public Records: This is a list of commonly requested documents; it is not to be construed as exhaustive or limiting., Audit Reports, Approved Board and/or Committee Meeting Minutes, Bids for Equipment or Services, Annual Budget, Cancelled Checks, Bank Statements, Comprehensive Master Plan, Strategic Plan, Ordinances and Resolutions, Intergovernmental Agreements, Plats of Survey for Parks, Program Brochures, Annual Treasurer's Report, Cash Records, Check Stubs and Copies of Contracts for Construction Projects, District Mission and Vision Statement, Insurance Policies, Monthly Financial Statements, Paid Bills and Invoices, Administrative Policies.

Please Be Sure to include your Name, Address, Phone Number and/or Email so that we can contact you with any questions and respond to your request.

Please email this form to: info@glenviewparks.org.

or to a FOIA Officer listed on page 1.

It can also be mailed to: The Glenview Park District, 1930 Prairie Street, Glenview, IL 60025

GLENVIEW PARK DISTRICT

Suggested Freedom of Information Act Request Form

For Inspection or Copying of Public Records

A written Glenview Park District Freedom of Information Act request must be presented. You do not need to use this specific form although all required information must be included in any written request. The Glenview Park District reserves the right to charge a fee for reproduction of public records consistent with the schedule of fees (5 ILCS 140/1, et seq.) on the reverse of this form. Payment for copying or certifying public records is due at the time records are copied or certified.

1. Name of person making request: _____

2. Address of person making request: _____

City: _____ State: _____ Zip: _____ Telephone _____

Describe in detail, below, the public records you are requesting and state whether you wish to inspect and/or copy such records. Also, please state whether such public records are to be certified.

The Glenview Park District will respond to the above non-commercial request within five (5) working days from the above date. The District may, however, extend the time for an addition (5) working days for specific reasons which are outlined in the Freedom of Information Act.

CERTIFICATION THAT RECORDS REQUESTED WILL NOT BE USED TO FURTHER A COMMERCIAL PURPOSE

I, _____ hereby certify that neither the information sought, nor any part thereof, will be used in any form for the purpose of furthering any commercial enterprise, as defined in 5 ILCS 140/2 of the Act.

Date: _____

Signature of person making request.

(FOR OFFICE USE ONLY)

Date Received: _____

Request Denied: _____

Date Completed: _____

Denied By: _____

FEE SCHEDULE FOR DUPLICATION OF PUBLIC RECORDS

- No fees will be charged for the first 50 pages of black and white, letter or legal sized copies
- 15 cents per page for additional black and white, letter or legal sized copies
- 50 cents per page for color, letter or legal sized copies
- \$1.00 for each certified document
- Photographs, plats, maps, specifications and other documents greater than 8 ½ x 14 will be reproduced at the market rate
- Fees for electronic records for voluminous requests, as defined by the Freedom of Information Act, are \$20 for not more than 20 megabytes of data, \$40 for more than 2 but less 4 megabytes of data and \$100 for more than 4 megabytes of data.
- In addition to the above fees, commercial requests are charged \$10 per hour (after the first 8 hours) for personnel costs incurred for searching, retrieving and examining the records

You may request a waiver of the of copying fees but you must include a specific explanation as to why your request for information is in the public interest, not simply your personal interest, and merits a fee

All fees for copying or certification of documents are payable at the time copies are made or certified.

GENERAL INFORMATION ABOUT THE GLENVIEW PARK DISTRICT

Highlights

- Operating Budget (2025-2026): \$57,828,939. (including capital and debt service).
- Full-time Employees: 122
- Part-time Employees: 944 (fluctuates seasonally)

Board of Park Commissioners: Catherine Basic, William Casey (President), Jen Adams(Vice President), Dave Dillon, Steve Morgan, Dave Tosh, Kimberly Vazquez

Officials: Laura Price (Treasurer), Derke Price, associate at Ancel Glink (Attorney)
Executive Director Michael D. McCarty(Secretary)

**Glenview Park District
Committee Appointments – 2025/2026 Fiscal Year
Bill Casey, President Jen Adams, Vice President**

<p>Finance and Administrative Operations & Marketing</p> <p><i>(Budget/Audit/Tax levy/Human Resources/Technology/Training/Planning/Legislative/Marketing/Public Relations)</i></p> <p>Chair: Jen Adams Commissioners: Kim Vazquez, Steve Morgan Staff: John Kiwala/Amy Cordova-Martinez/Anna Ables Attorney: Derke Price Treasurer: Laura Price</p>
<p>Park & Facility Services/Environmental</p> <p><i>(Parks Maintenance/Renovations/Building Maintenance/Setting Future Direction for Stewardship and Protection of Open Space, Recycling-Eco Policy)</i></p> <p>Chair: Dave Dillon Commissioners: Cathy Basic, Steve Morgan Staff: Jim Warnstedt</p>
<p>Recreation, Swimming Pools and Museums & Historical Preservation</p> <p><i>(Recreation Services/Park Center/Swimming Pools/Grove/Wagner/Schram/Tyner)</i></p> <p>Chair: Cathy Basic Commissioners: Jen Adams, Dave Dillon Staff: Steve Neill</p>
<p>Special Revenue Facilities</p> <p><i>(Tennis/Golf/Ice/Fitness)</i></p> <p>Chair: Kim Vazquez Commissioners: Dave Tosh, Dave Dillon Staff: Amy Murrin</p>
<p>Youth Sports Affiliate</p> <p>Chair: Dave Tosh Commissioner: Dave Dillon Staff: Steve Neill and Jim Warnstedt</p>

Special Liaisons

Local Government: Bill Casey
Glenview Park Foundation: Kim Vazquez
Senior Center: Dave Tosh
NSSRA: Steve Morgan

*The President of the Board shall serve as ex-officio voting member of all committees.

MAJOR ORGANIZATIONAL DIVISIONS

(CHART IS ATTACHED)

The Glenview Park District has 5 functional subdivisions:

1. **Administrative Services** - includes Accounting, Technology, Human Resources, Payroll, Risk Management, and General Administrative Operations
2. **Park & Facility Services** - includes parks, playgrounds, sports fields and general park district infrastructure
3. **Special Facilities** - includes Golf, Racquet Sports, Health & Fitness Center and Ice Center operations
4. **Recreation & Museum Services** - includes Park Center, Aquatics, Schram Memorial Museum, The Grove, Wagner Farm and Evelyn Pease Tyner Center and Air Station Prairie operations
5. **Marketing**

Major Facilities

Administration Building	1930 Prairie Street, Glenview, IL 60025
Glenview Ice Center	1851 Landwehr Road Glenview, IL 60026
Glenview Prairie Club Golf & Paddle	2800 West Lake, Glenview, IL 60025
Glenview Park Golf Club	800 Shermer Road, Glenview, IL 60026
Glenview Tennis Club	1800 Wagner Road, Glenview, IL 60025
Flick Pool	3600 Glenview Road, Glenview, IL 60025
Roosevelt Pool	2239 Fir Street , Glenview, IL 60025
The Grove	1421 Milwaukee Ave. Glenview, IL 60025
Park Center	2400 Chestnut, Glenview, IL 60026
Schram Memorial Museum	1799 Patriot Blvd., Glenview, IL 60026
Wagner Farm	1510 Wagner Road, Glenview, IL 60025
Kent Fuller Air Station Prairie/Evelyn Pease Tyner Center	2400 Compass Road, Glenview, IL 60026

GLENVIEW PARK DISTRICT – Organizational Structure

