

**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 www.GlenviewParks.org

Freedom of Information Act (FOIA) Officers:

Katie Skibbe, Deputy Executive Director (primary)

Phone: 224-521-2244 Fax: 224-521-2245 Email: Katie.Skibbe@GlenviewParks.org

Michael D. McCarty, Executive Director (secondary)

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

Joanne Capaccio, Executive Assistant (secondary)

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.

GENERAL INFORMATION ABOUT THE GLENVIEW PARK DISTRICT

Highlights

- Operating Budget (2021-2022): \$ 32,178,606. (including capital and debt service).
- Full-time Employees: 99
- Part-time Employees: 755 (fluctuates seasonally)

Board of Park Commissioners: Daniel Peterson (President), Joe Sullivan (Vice President), Catherine Basic, William Casey, Dave Dillon, Jen Roberts, Dave Tosh

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

Glenview Park District
Committee Appointments – 2021/2022 Fiscal Year
Dan Peterson, President Joe Sullivan, Vice President

Finance and Administrative Operations & Marketing
<i>(Budget/Audit/Tax levy/Human Resources/Technology/Training/ Planning/Legislative/Marketing/Public Relations)</i> Chair: Bill Casey Commissioners: Jen Roberts, Dave Dillon Staff: Katie Skibbe/Erin Ryan/Jena Johnson Attorney: Derke Price Treasurer: Bill Moore
Park & Facility Services/Environmental
<i>(Parks Maintenance/Renovations/Building Maintenance/Setting Future Direction for Stewardship and Protection of Open Space, Recycling-Eco Policy)</i> Chair: Dave Tosh Commissioners: Bill Casey Dave Dillon Staff: Jim Warnstedt
Recreation, Swimming Pools and Museums & Historical Preservation
<i>(Recreation Services/Park Center/Swimming Pools/Grove/Wagner/Schram/Tyner)</i> Chair: Jen Roberts Commissioners: Cathy Basic, Dave Tosh Staff: Melissa Rimdzius Marsh
Special Revenue Facilities
<i>(Tennis/Golf/Ice)</i> Chair: Dave Dillon Commissioner: Joe Sullivan, Cathy Basic Staff: Lori Lovell
Youth Sports Task Force
<i>(Local Youth Sports Organizations)</i> Chair: Joe Sullivan Commissioners: Dave Tosh, Bill Casey Staff: Jim Warnstedt, Joe Pollina

Special Liaisons

Local Government: Dan Peterson
Glenview Park Foundation: Joe Sullivan
Senior Center: Cathy Basic
NSSRA: Jen Roberts

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

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
Evelyn Pease Tyner Center/Air Station Prairie	2400 Compass Road, Glenview, IL 60026

Glenview Park District

Functional Organizational Structure

