

Geneva Park District

Municipal Directory

2024

18.0 FREEDOM OF INFORMATION ACT POLICY AND INFORMATION DIRECTORY

The Geneva Park District Board of Commissioners has developed this policy to make public records available for inspection by members of the public. It is necessary that safeguards be imposed on the record review process to protect the privacy of individuals and to prevent unreasonable disruption of the conduct of the business of the Geneva Park District. This policy and the attached Information Directory create the Freedom of Information Packet that is to be made available to the public at the Stephen D. Persinger Recreation Center and the Sunset Community Center. The packet provides general information about Park District board and staff members, committees, facilities, parks, meeting dates and FOIA forms.

18.01 Inspection of Records:

Inspection of public records of the Geneva Park District shall be subject to the provisions of the Freedom of Information Act (5ILCSs 120, et seq.) including requirements of Illinois Public Act 96-0542. The Geneva Park District shall designate the Superintendent of Finance and Personnel & the Executive Director as the Freedom of Information Act Officers for the District. The staff members in this position must maintain proper compliance certification. The following requirements are hereby established for the inspection of records required to be made available to public inspection:

- 1. Any notice in writing may be submitted to the FOIA Officers, the Park District's Superintendent of Finance and Personnel & Executive Director.
- 2. The notice submitted must specify with reasonable particularity, which records are to be inspected.
- 3. The records to be inspected shall be available for inspection at the Geneva Park District office, 710 Western Avenue, Geneva, IL 60134, or if specified, can be copied and made available for delivery or pick up from the office. Records shall be available within five (5) days after the day of receipt of the request.
- 4. At the discretion of the FOIA Officers or other custodian of the records sought to be inspected, such records may be inspected only in the presence of an appropriate employee of the Park District. Records shall be available for public inspection during regular office hours. For this purpose, regular office hours shall be between the hours of 8:30 a.m. and 5:00 p.m. Monday-Friday except holidays. Records may not be inspected on any one occasion for more than three hours.

18.02 Extension of Response:

Consistent with applicable law, the Park District can extend your request for information for an additional five (5) days.

18.03 Limitations on Access:

Consistent with applicable law, a request to inspect records may be denied as provided in Section 7 of "The Freedom of Information Act" and the District may extend the time for compliance to the request to inspect or copy records in accordance with said Act.

18.04 Copies:

Records subject to public inspection may be reproduced, copied or photographed at the Park District's office by the person inspecting such records or by park district personnel. However, the custodian of the records shall be entitled to approve the manner and method in which records are reproduced, copied or photographed to assure that the records are not thereby damaged or the operations of the Park District unreasonably interfered with or disrupted. Except as otherwise required by law, copies of records available for public inspection will be made and provided to persons requesting the same only at the discretion of the Board of Commissioners, FOIA Officers or other custodian of such records. No obligation is undertaken to make and provide copies of reports and records available for public inspection except when required by law. To the extent copies are provided, a fee will be charged as noted in the Fee Schedule within the Freedom of Information Act Directory, payable in advance, consistent with current applicable law.



18.05 GENEVA PARK DISTRICT INFORMATION DIRECTORY

The Geneva Park District is a unit of local government incorporated and organized under the laws of the State of Illinois, which has the purpose of providing leisure services, leisure facilities, and open space for the residents of the Geneva Park District.

The Geneva Park District has certain functional subdivisions, which are shown on the sheet attached hereto. The approximate amount of the operating budget of the Geneva Park District is \$15 million. The park district's office is located at 710 Western Avenue. The Park District has 41 full-time and approximately 500 part-time/seasonal employees.

GENEVA PARK DISTRICT BOARD OF COMMISSIONERS

John Frankenthal	President
Jay Moffat	Vice President/Assistant Treasurer
Bre Cullen	Treasurer
Peter Cladis	Commissioner
Doug Jones	Commissioner

GENEVA PARK DISTRICT MISSION STATEMENT

The mission of the Geneva Park District is to provide recreational programs, facilities, and open space that will enhance the quality of life for residents of all age groups and abilities.



GENEVA PARK DISTRICT OFFICE FACILITIES & ADMINISTRATIVE STAFF

Offices of the park district are as follows:

Administrative and Recreation Office Executive Director of Parks and Recreation Superintendent of Recreation Assistant Superintendent of Recreation Superintendent of Finance and Personnel Facility Manager 710 Western Avenue Geneva, IL 60134 630-232-4542

Park District Maintenance Facility Superintendent of Parks & Properties 410 Wheeler Drive Geneva, IL 60134 630-232-8670

<u>Peck Farm Park</u> Manager of Peck Farm Park Interpretative Center 4038 Kaneville Road Geneva, IL 60134 630-262-8244

<u>Stephen D. Persinger Recreation Center</u> Facility Manager 3507 Kaneville Road Geneva, IL 60134 630-232-4501

<u>Geneva Park District Attorney</u> Ancel Glink 140 S. Dearborn Street, 6th Floor Chicago, IL 60603 312-782-7606



GENEVA PARK DISTRICT COMMITTEE APPOINTMENTS 2023-2024

<u>Finance</u> John Frankenthal Jay Moffat Nicole Vickers

Land Acquisition, Building & Grounds, Facilities Bre Cullen Peter Cladis Nicole Vickers

Long Range Planning Peter Cladis John Frankenthal Nicole Vickers

<u>Personnel and Policies</u> Jay Moffat Doug Jones Nicole Vickers

<u>Recreation</u> Bre Cullen Doug Jones Elliott Bortner

<u>Special Recreation Board</u> Nicole Vickers Alternates: Elliott Bortner, Christy Powell

<u>School / Park</u> Peter Cladis John Frankenthal Nicole Vickers

Open Meetings Act & FOIA Officers: Executive Director, Supt. of Finance & Personnel

Safety Coordinator: Operations & Safety Manager

ADA Coordinator: Supt. of Parks & Properties, Operation & Safety Manager



December, 2023

In compliance with section 42.02 of the Illinois Open Meetings Act, the following dates are scheduled for the Geneva Park District regular board meetings for 2024, which are held at the Geneva Community Center, 710 Western Avenue, Geneva, IL at 7:00 p.m.:

January 15, 2024

February 19, 2024

March 18, 2024

April 15, 2024

May 20, 2024

June 17, 2024

July 15, 2024

August 19, 2024 – Held at Peck Farm Park Orientation Barn

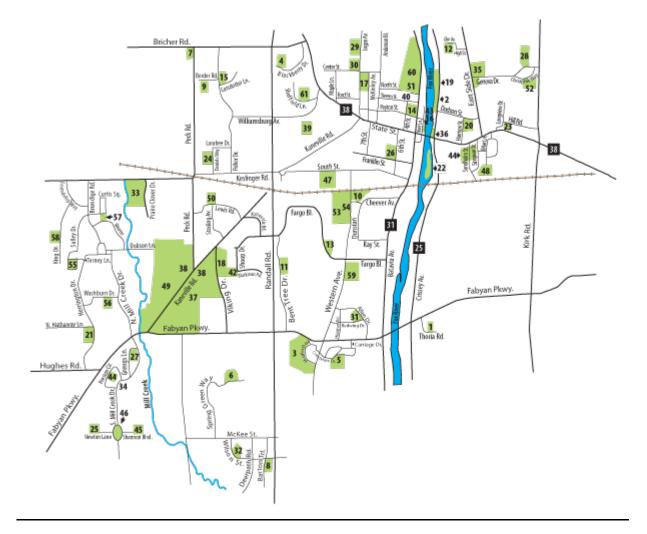
September 16, 2024

October 21, 2024

November 18, 2024

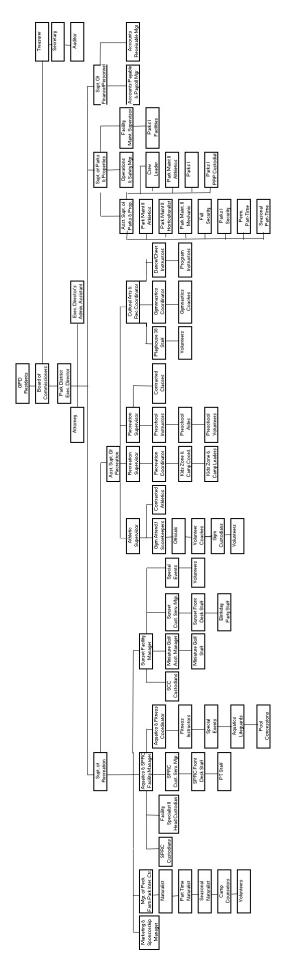
December 9, 2024

GENEVA PARK DISTRICT FACILITY & PARKS MAP



			ible	Administrative Offices	Baseball Diamond	Court	ouse	Fishing Fitness Center - Restl ife	d would	2 _		Ice Skating (Outdoor)	om	Miniature & Disc Golf Natural Area	ter			l Court	Recreation Building	lion				Р	Pool	2	
		age	ADA Accessible	inistral	ball Di	Basketball Court	Butterfly House	ng sefente	Foothall Field	Gymnasium	Horseshoes	kating	Meeting Room	Miniature & E Natural Area	Nature Center	PichicArea	Playground	luetbal	eation	Rental Pavilion	0	Skate Park	Soccer Field	Sprayground	Swimming Pool Tamia Careta	IIS LUUI Iter	
MAP	PARK / FACILITY NAME	Acreage	ADA	Adm	Base	Bask	Butt	Fishing Fitness(fe	Foot	Gym	Hors	Ice S	Mee	Mini Nati	Natu	Pian	Play	Racc	Rea	Rent	School	Skat	Socc	Spra	Swir	Thea	Trail
1	Batavia Highlands Park	1	\checkmark			√										\checkmark	√										
2	Bennett Park / Bennett North	9.5	✓				v	(_	-	_	-		✓ ✓		✓ ✓			_		-	_	-	_	-	-	✓ ✓
3 4	Braeburn Park Bricher Park	5.5 1.9	✓ ✓		✓	√	-	-	-	-	_	-	_	√	-	✓ ✓	√ √		_		-	_	+	_	-	-	✓ ✓
5	Carriage Crest Park	3.8	• √		-			-	-	-	_	-			-		• √		-		-	_	1			-	V
6	Clover Hills Park	4.1	√							-		-			-		✓									-	\checkmark
7	Community Gardens at Prairie Green	2	\checkmark											~													\checkmark
8	Deerpath Park	2.5	\checkmark														✓										
9	Don Forni Park	8.5				✓						_			_	√	✓				_		_				\checkmark
10	Dryden Park	5.7			_	√	-	_	_	-		_		_	-	✓			_		_	_	4		v		_
11 12	Eaglebrook Park Elm Park	5.4 4.2	✓ ✓		✓ ✓		-	-	-	-		-	_	-	-	✓ ✓	✓ ✓		_		-	_	-		-	-	_
12	Eim Park Fargo Park	4.2	✓ ✓		~		-	-	-	-		-	_	-	-	 ✓ 			_		-	-	+		-	-	_
13	Fourth Street School Park	2	v √	_	-	_				-	_	-			-	•	• √		_		-	-	1	-			
15	Frank K. Burgess Park	2.2	✓							F					-	~	_				-		1				
16	Garden Club Park	.6												~													
17	Geneva High School		\checkmark							√											√						
18	Geneva Middle School Campus		✓			√				✓											\checkmark						
19	Good Templar Acquisition	6												~													\checkmark
20	Harrison Street School	8			✓	√	_			√		4				1	✓				✓		4		v	1	
21	Hathaway Park	13.8			-		-	/	_	-		-	_	 ✓ ✓ 	_	✓ ✓	✓ ✓		_	/	-	_	-		_	-	V
22 23	Island Park Jaycee Park	11.5 1	✓ ✓		-	 ✓ 	`	·	-	-		-	_	~	-	~	✓ ✓		_	~	-	_	+		-	-	~
23	Kay Lovett Park	5	v	_	✓	•	-	-	-	-	_	-	_	-	-	_	▼ √		-		-	-	+		-	-	1
25	Levi Newton Park	2.5	-	_	•			-		-	_	-	-	-	-	~	•		_		-	-	1	-	-	-	$\overline{\checkmark}$
26	Library Park - (Formerly Seventh Street)	.17	~							-			-		-		~										
27	Linden Park	1.2															~										
28	Lions Park	5.3	\checkmark		\checkmark	\checkmark										\checkmark	✓								v	1	\checkmark
29	Logan Street Fields				✓							_			_						_		_				
30	Marjorie Murray Park	1.5			_		-		_			_	_		_		✓		_	-	-	_	4		v		
31	Meadows Park	1.5	✓	_	-	√	-	_	_	-		-	_	-	-	~	✓ ✓		_	_		_	-		-	-	
32 33	Michael Arbizzani Park Mill Creek Community Park	2 34.1	~		√	√	-	-	~		~	-		~		~	_		_		-	_	+		v		\checkmark
34	Mill Creek Pool	54.1	v	_	v	v			•	-	•	✓	~	•	-	•	v		_	-	-	-		√ ·	1000		V
35	Moore Park	13.7		_	-	_				-			-	-	-	~	~			_			-	√	-	-	-
36	Old Mill Park	1.2					v	1		-						\checkmark											\checkmark
37	Peck Farm Park	384.1	\checkmark				✓						√	\checkmark	 Image: A start of the start of	\checkmark	✓			\checkmark							\checkmark
38	Peck Farm Park Athletic Fields		\checkmark		\checkmark																		\checkmark				
39	Pepper Valley Park		✓									_			_	~	✓				_		_				\checkmark
40	Playhouse 38		-		-		-	_	_	-		-		-	-				_			_	-		-	√	_
41	Preston Park	1			_	√	-	_	_	-		-	_	-	-		✓ ✓		_		-	_	/		-	-	
42 43	Randall Square Park River Park	6 2.7	✓ ✓		✓		-	-	-	-		-	_	~		~	~		_	-	-	_	✓		-	-	\checkmark
44	Sandholm Woods	5.5	• ✓							-			_	• √	_								1				v V
45	Shannon Park	1.8	-							F				-	-		√				-						\checkmark
46	Somerset Park	2.8								-													1				
47	South Street Athletic Fields	17	✓		✓																	✓	√				
48	Stanley A. Esping Park	8	✓		✓	~								\checkmark		\checkmark	✓										\checkmark
49	Stephen D. Persinger Recreation Center / Foundation Park		~	√		~		~		√			~	~			~		~				~				~
50	Sterling Manor Park	4.9	\checkmark		\checkmark	√										\checkmark	✓								v	1	\checkmark
51	Stone Creek Miniature Golf & Links Disc Golf		✓											✓													
52	Sunrise Park	4.4												\checkmark													\checkmark
53	Sunset Community Center / Sunset Park	18	 ✓ 	~	\checkmark		_	~		-		_	✓		-	,		~	✓		_		4	1	_	-	\checkmark
54	Sunset Pool	1	✓ ✓		-					H		-			-	✓	✓ ✓		_		4		-	√ ·	v	-	
55 56	Terney Park Washburn Park	2.8	✓ ✓		-	√				H		+			H	~	✓ ✓		_		-		+		-	-	
57	Weaver Park	2.8	▼ √		_	× √				H		-		~		v	× √				+		+			-	\checkmark
58	Wellington Park	.5														√	• •				-						
59	Western Avenue School	13	~		✓	√				√							✓				✓						
60	Wheeler Park	57.3	\checkmark		\checkmark							√		✓			√			\checkmark					v	(\checkmark
61	Williamsburg Park	4.5	\checkmark													~	✓										\checkmark

GENEVA PARK DISTRICT ORGANIZATIONAL CHART



10