



1125

MUNICIPAL DIRECTORY

**PROCEDURES FOR REQUESTING INFORMATION
UNDER THE FREEDOM OF INFORMATION ACT**

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PROCEDURES FOR REQUESTING INFORMATION UNDER THE FREEDOM OF INFORMATION ACT (FOIA)

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<p>Date Approved by Executive Director: <u>12/2025</u></p> <p>Executive Director's Signature: <u>Kevin Romejko</u></p> <p>Revised/Reviewed: <u>05/2013; 06/2016; 08/2021; 05/2022; 02/2024;</u> <u>05/2024; 08/2024; 05/2025</u></p>
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1125 MUNICIPAL DIRECTORY PROCEDURES FOR REQUESTING INFORMATION UNDER THE FREEDOM OF INFORMATION ACT (FOIA) BARTLETT PARK DISTRICT

A. MISSION STATEMENT

We Create Fun by providing exceptional parks, programs and facilities for our community.

B. VISION STATEMENT

To inspire our community to discover the extraordinary, dream what is possible and create memorable experiences.

C. CORE VALUES

- Accountability
- Belonging
- Fun
- Innovation
- Integrity
- Teamwork

D. PURPOSE

The Bartlett Park District was created in 1964 by a vote from the residents of Bartlett in accordance with the State of Illinois Statutes. Its purpose is to:

1. Acquire, preserve, and efficiently maintain acceptable land for public parks, recreation, open space, historical and scenic purposes; and
2. Provide a wide range of opportunities for wholesome recreational experiences that relate to leisure needs and desires of all citizens through the offering of recreational programs, services, and the development of recreational facilities.

E. OPERATING BUDGET

The total annual operating budget for the fiscal year of the Bartlett Park District beginning **May 1, 2025**, and ending **April 30, 2026**, was adopted at the Annual Board Meeting on **May 13, 2025**, following a Public Hearing on the Budget that was noticed in a newspaper of local distribution no earlier than 14 days and no later than 7 days prior to said meeting; and the following sums of money in the total amount of **\$21,852,481** or so much thereof as may be authorized by law, and appropriated for the Corporate, Recreational, and other purposes of the Bartlett Park District for its said fiscal year.

F. BARTLETT PARK DISTRICT FACILITIES

Thomas C. White Administration Building
696 W. Stearns Road
Bartlett, IL 60103-4504
Phone: 630-540-4800
Fax: 630-837-6608

Apple Orchard Golf Course
692 W. Stearns Road
Bartlett, IL 60103
Phone: 630-540-4807

Bartlett Community Center
700 S. Bartlett Road
Bartlett, IL 60103
Phone: 630-540-4800
Fax: 630-540-4869

Villa Olivia
1401 W. Lake Street
Bartlett, IL 60103
Phone: 630-289-1000
Fax: 630-289-2934

Bartlett Nature Center
James 'Pate' Philip State Park
2054 W. Stearns Road
Bartlett, IL 60103
Phone: 847-608-3100

G. BOARD OF COMMISSIONERS

Policy making and legislative authority are vested in the Bartlett Park District Board, which is comprised of seven duly elected or appointed Park District residents. The Board is elected on a nonpartisan, at large basis. Each Commissioner is elected to a term of six (6) years. This governing body is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and hiring the Park District Executive Director. The Executive Director is responsible for carrying out the policies and ordinances of the Board, for overseeing the day-to-day operations of the Park District, and for hiring and managing the Superintendents of the Park District departments.

Officers are selected at the Annual Board Meeting in May by vote from the Board of Park Commissioners. The President of the Board assigns the various Committee Responsibilities to the Commissioners.

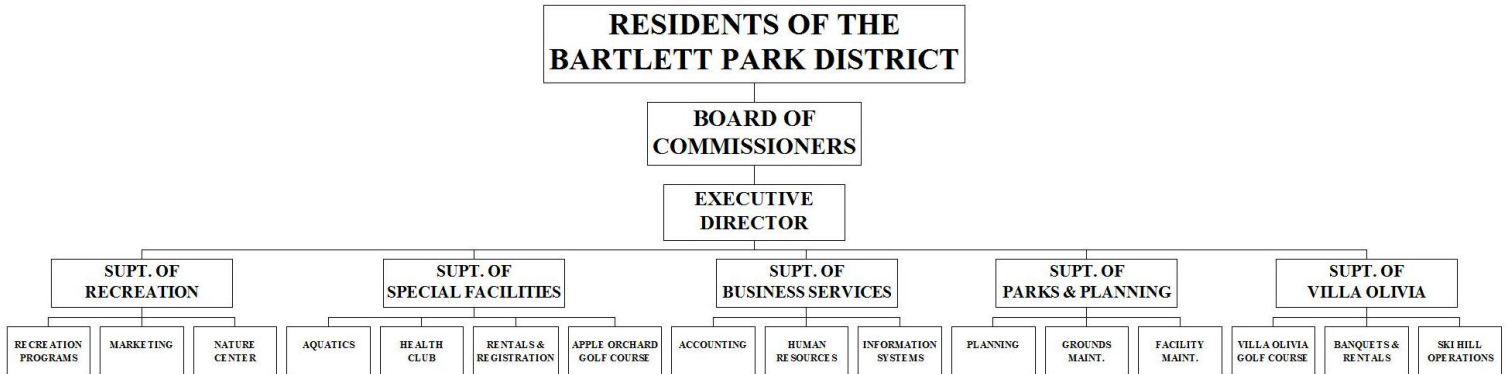
BARTLETT PARK DISTRICT BOARD OF COMMISSIONERS (2025-26 Officers Listed):

<u>BOARD OF COMMISSIONERS</u>	<u>TITLE</u>	<u>TERM EXPIRES</u>
Stephen M. Eckelberry	President	2027
Lori A. Palmer	Vice President	2027
Diana Gunsteen	Treasurer	2029
Susan M. Stocks	Commissioner	2029
Dale Ann Kasuba	Commissioner	2027
Jody E. Fagan	Commissioner	2031
Nathan Botkin	Commissioner	2031

H. EMPLOYEES

The Bartlett Park District employs: 63 full-time, and approximately 240 part-time and 353 seasonal employees for a total of approximately 656 employees.

I. ORGANIZATIONAL CHART – Functional Subdivisions



J. REQUESTS FOR PUBLIC RECORDS

All FOIA requests must go through the Executive Director’s Office at the Administration Building, 696 W Stearns Road, Bartlett, IL 60103

1. Each public body shall make available to any person for inspection or copying all public records, except as otherwise provided in Section 7 of this Act. Notwithstanding any other law, a public body may not grant to any person or entity, whether by contract, license, or otherwise, the exclusive right to access and disseminate any public record as defined in the Act (5 ILCS 140/3)
2. Subject to the fee provisions of Section 6 of the FOI Act, each public body shall promptly provide, to any person who submits a request, a copy of any public record required to be disclosed by subsection (a) of Section 3 and shall certify such copy if so requested.
3. Requests for inspection or copying of public records shall be made in writing and directed to the Bartlett Park District. Written requests may be submitted to a public body via personal delivery, mail, email, telefax, or other means available to the District. The public body may honor oral requests for inspection or copying. A public body may not require that a request be submitted on a standard form or require the requester to specify the purpose for a request, except to determine whether the records are requested for a commercial purpose or whether to grant a request for a fee waiver. All requests for inspection and copying received by a public body shall immediately be forwarded to its FOIA officer or designee.

K. FOIA OFFICER

Bartlett Park District FOIA Officer:

Kevin Romejko, Executive Director
Bartlett Park District
T. C. White Administration Building
696 W. Stearns Road
Bartlett, IL 60103-4504

Phone: 630-540-4886
Fax: 630-837-6608
kromejko@bartlettparks.org

Thomas C. White Administration Building: Office hours are as follows:

Monday through Friday
Saturday, Sunday & Holidays

8:30 a.m. to 4:30 p.m.
Closed

L. REQUESTS FOR COMMERCIAL PURPOSES

1. “Commercial purpose” means 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 academic organizations shall not be considered to be made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a “commercial purpose” when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.
2. A public body shall respond to a request for records to be used for a commercial purpose within twenty-one (21) working days after receipt. The response shall (i) provide to the requester an estimate of the time required by the public body to provide the records requested and an estimate of the fees to be charged, which the public body may require the person to pay in full before copying the requested documents; (ii) deny the request pursuant to one or more of the exemption set out in the FOI Act; (iii) notify the requester that the request is unduly burdensome and extend an opportunity to the requester to attempt to reduce the request to manageable proportions; or (iv) provide the records requested. (5 ILCS 140/3.1)
3. Unless the records are exempt from disclosure, a public body shall comply with a request within a reasonable period considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes.
4. It is a violation of the FOI Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body.

M. OTHER INFORMATION REQUESTS

For information or questions related to facility rentals, program dates and times, brochure questions, instructor questions, program registrations and payments, the individual should call or visit the Guest Services Counter in the main lobby of the Bartlett Community Center.

Bartlett Community Center
700 South Bartlett Road
Bartlett, IL 60103
Phone: 630-540-4800
Fax: 630-540-4870

GUEST SERVICES OFFICE hours are as follows:

Monday through Friday	9:00 a.m. to 6:00 p.m.
Saturday, Sunday, Holidays	Closed

N. FEE SCHEDULE FOR PUBLIC RECORDS

When a person requests a copy of a record maintained in an electronic format, the District shall furnish it in the electronic format specified by the requestor, if feasible. If it is not feasible to furnish the public records in the specified electronic format, then the District shall furnish it in the format in which it is maintained by the District.

1. Paper Format:

The fee schedule for duplication of public records is as follows:

The first fifty (50) pages for black & white, letter or legal-sized copies shall be provided free of charge.

The charge for any additional black and white, letter or legal-sized pages shall be \$0.08 per page.

2. Other paper sizes / finishes

The charge for copies in color, or in a size other than letter or legal, will be the Park District’s actual cost for reproducing said colored or oversized records. Currently the cost is as follows:

Ledger-size copies; black & white only (11”x17”)	\$0.10 per page
Letter-sized Color copies	\$0.10 per page
Legal-sized Color copies	\$0.10 per page
Plat copies up to 40”x60” (Needs at least 2 business days’ notice)	Actual cost of duplicating from FedEx/Kinko’s (Approximately \$75 per sheet)

3. Recorded Format:

The charge for recorded formats on computer disks or audio tapes will be at the Park District’s actual cost of said disk or tape.

4. Certification / Notarizing Documents

The charge for certifying or notarizing records shall not exceed \$1.00 per item, which is *in addition* to the copying fee. Certifications can only be provided by the Secretary, as official recorded keeper, for the Bartlett Park District Board of Commissioners.

5. Inspection of Records

There will be no fees charged for the visual inspection of records.

