

WINNETKA PARK DISTRICT  
FREEDOM OF INFORMATION ACT  
REQUESTS

Prepared by:  
FOIA officer:  
Terry Schwartz Executive Director  
Winnetka Park District  
540 Hibbard Rd.  
Winnetka, IL 60093  
[tschwartz@winpark.org](mailto:tschwartz@winpark.org)

## ILLINOIS FREEDOM OF INFORMATION ACT (FOIA)

### HOW TO MAKE A FOIA REQUEST:

I need information from the Winnetka Park District, but I am not quite sure where to start or what to request. What can I do?

If you would like to obtain information from the Winnetka Park District, you should begin by thinking through and writing down a list of the information you are seeking. Then prepare a letter to the FOIA officers:

Terry G. Schwartz, Executive Director: [tschwartz@winpark.org](mailto:tschwartz@winpark.org)

Or

Marianne Schaum, Administrative Assistant: [mschaum@winpark.org](mailto:mschaum@winpark.org)

540 Hibbard Road, Winnetka, Illinois 60093

**The Winnetka Park District requires that all FOIA requests be submitted in writing** Your letter should include your name, your address, the date and a daytime phone number so that the Winnetka Park District can contact you if they have any questions. Describe the information you are seeking with sufficient detail so that the Winnetka Park District can find the requested records. Providing as much information as possible in your request on the subject matter may expedite the Winnetka Park District's search process. You do not need to describe the document specifically and accurately by the same name the Winnetka Park District uses. The Winnetka Park District will accept requests by mail, personal delivery, fax, e-mail, or other means available. The Winnetka Park District may accept verbal FOIA requests, but is not required to do so by law.

The Winnetka Park District also maintains a current list of all types or categories of records under its control, and it is available to aid persons in obtaining access to public records. This list is available for inspection and copying. Continue to scroll down to view a general list of records.

#### **What should I include in the FOIA request?**

On your written request, include your name, address, the date and a daytime phone number so that the Winnetka Park District can contact you if they have any questions. Provide as much information as possible on the subject matter. This will help expedite the search process.

#### **Does the Winnetka Park District require that a FOIA request must be submitted on a certain form or in a certain format?**

No. All requests must be submitted in writing. The park district also accepts requests by mail, personal delivery, fax, e-mail, or other means available.

#### **What if I don't use the same name for a document that the Winnetka Park District uses? Can they deny my request for that reason?**

No, the Winnetka Park District cannot deny the request just because you called the document by a different name. You do not need to describe the document specifically and accurately by the same name the Winnetka Park District uses. As long as the Winnetka Park District understands

what you are requesting, they must release that information, even if you do not call it by the same name the Winnetka Park District uses.

**How many days does the Winnetka Park District have to respond to my FOIA request?**

The Winnetka Park District must respond to a FOIA request within 5 business days *after* it receives the request. Day 1 of the 5-day timeline is the first business day *after* the request is received by the Winnetka Park District. The date that the request was received by the Winnetka Park District does not count as "Day 1" That time period may be extended for an additional 5 business days from the date of the original due date if

- The requested information is stored at a different location:
- The request requires the collection of a substantial number of documents:

**WINNETKA PARK DISTRICT  
CATEGORIES OF INFORMATION AVAILABLE  
THROUGH THE FREEDOM OF INFORMATION ACT**

**I. ORDINANCES**

- A. Financial Ordinances
  - 1. Tax Levy
  - 2. Budget & Appropriations
  - 3. Abatement
  - 4. Bond
- B. Other General Information

**II. RESOLUTIONS**

- A. Financial
- B. Other

**III. BOARD MINUTES**

**IV. BOARD MEETING PACKETS**

**V. BOARD MEETING NOTICE**

**VI. COMMITTEE MINUTES**

**VII. DIRECTOR'S REPORTS**

**VIII. CONTRACTS**

- A. Leases (as lessee)
- B. Leases (as lessor)
- C. Maintenance/Service Contracts
- D. Intergovernmental Agreements
- E. Real Estate Contracts
- G. Employment Contracts

**IX. FINANCIAL RECORDS**

- A. Annual Audit Reports
- B. Annual Treasurer's Reports
- C. Voucher Lists
- D. Receipt and Disbursement Ledgers
- E. Bills (filed by vendor)
- F. Other

**X. CORRESPONDENCE**

**XI. MEMORANDA**

- A. Staff (included in board packet)
- B. Other (Filed by subject matter)

**XII. ASSEST RECORDS**

- A. Property Records
- B. Fixed Assest Inventory
- C. Asset Purchase Records
- D. Assest Maintenance Records
- E. Maps, Aerial Photographs, Surveys
- F. Exempt Property Affidavits
- G. Tax Divisions
- H. Applications for Exemption

**XIII. PLANNING DOCUMENTS**

- A. Long Range Plan
- B. Master Plan
- C. Strategic Plan
- D. Other

**XIV. CAPITAL PROJECTS DOCUMENTS**

- A. Bid Packages
- B. Plans & Specifications
- C. Bid Proposals (after contract award)
- D. Bid Recommendations
- E. Contracts
  - 1. Architect
  - 2. Contractor
  - 3. Engineer
  - 4. Payment Applications & Supporting Documents
  - 5. Surety Bonds

**XV. LISTS, NAMES, SALARIES, TITLE, DATE OF EMPLOYMENT OF EMPLOYEES**

**XVI. BOARD POLICY MANUAL**

**XVII. GRANTS**

- A. Applications

- B. Agreements
- C. Reports

**XVIII. REPORTS**

- A. Grant Reports
- B. Consultant Reports
- C. Other

**XIX. ELECTION INFORMATION**

- A. Abstract of Votes
- B. Certification of Results
- C. Referenda Materials
- D. Oath of Office
- E. Nominating Petitions

**XX. INSURANCE DOCUMENTS**

- A. Policies
- B. Certificates of Insurance
- C. Other

**XXI. COMPLETED LITIGATION**

## WINNETKA PARK DISTRICT COMPOSITION

### DESCRIPTION

The Winnetka Park District is a special district of local government with its own financial and legal responsibilities, established in 1904 for the purpose of providing park and recreational opportunities to residents of the community and public at large. It is governed by seven elected Park Commissioners of Winnetka, who serve a four year term without remuneration. Regular Board meetings are generally held on the second and fourth Thursday of each month at 6:30 PM. Please check with the main office for particulars 847-501-2040.

### BOARD OF PARK COMMISSIONERS

Richard Pierce, President

Brad McLane, Vice President

John DiCola

Ed Harney

Gerri Kahnweiler

Susan Snyder

Bob Vanden Bosch

Charlene Holtz, Park District Attorney

Bob Farmer, Treasurer

Terry Schwartz, Secretary

### OPERATING BUDGET

The total operating budget for fiscal year 2008/09 is approximately \$9,000,000.

### OFFICES OF THE PARK DISTRICT

Administration and Facilities Offices

1. Administrative Office  
540 Hibbard Road (501-2040)
2. A.C. Nielsen Tennis Center  
530 Hibbard Road (501-2065)
3. Winnetka Ice Arena  
490 Hibbard Rd. (501-2060)
4. Winnetka Golf Club  
1300 Oak St. (501-2050)

### STAFF

The Park District employs 38 full-time employees and 125-400 additional part-time employees, depending on the season. Full time employees are those working at least 30 hours per week year round.

## **WINNETKA PARK DISTRICT ORGANIZATION**

### **MANAGING AUTHORITY**

The Park District is an autonomous governmental agency, responsible directly to the people through the election and referendum process. The District receives its operating authority from the Illinois Park District Code, (Illinois Revised Statutes, Chapter 105, Sections 1 - 13). Through the Code, the Park District is empowered to levy taxes within specified limits, acquire and develop parks, build and operate recreation facilities, and conduct recreation programs.

### **PARK BOARD**

The Park Board is made up of seven (7) elected commissioners who serve four (4) year terms. It is the responsibility of the Park Board to acquire, develop, maintain and protect park and recreation areas in Winnetka. This is accomplished by the development of policies and ordinances which govern the operation of the Park District and by the adoption of an operating budget. The Park Board meets on the second and fourth Thursday of every month at the Administrative Building, 540 Hibbard Rd., Winnetka.. The Park Board employs a Director of Parks and Recreation to carry out the policies of the Board.

**NAMES AND LOCATIONS OF PARKS (both owned & leased)**

<b><u>NAME OR PARK</u></b>	<b><u>ACRES</u></b>	<b><u>LOCATION</u></b>
1. Arbor Vitae Park	.09	N.W. Corner Elm St. and Arbor Vitae
2. Bell Woods	3.5	Bell Lane and Tower Road
3. Bradstreet Park	.23	Green Bay Road and Church Street
4. Centennial Park	5.5	225 Sheridan Road
5. Commons (V)	3.36	Elm to Oak, Maple to Cedar Street
6. Crow Island Park	17.31	Willow to Sunset, Euclid to Glendale
7. Dunbaugh Park	1.52	Northside of Hubbard Place
8. Dwyer Park	1.22	Elm to Oak, Birch to Dwyer Court
9. Nick Corwin Park	6.18	West of Grove at Edgewood Lane
10. Elder Lane Park	4.23	East of Sheridan at Elder Lane
11. Glencoe Park	.77	Woodlawn and Glenwood
12. Happ Road Park	.33	Happ Road and Holder Lane, Northfield
13. Hill Road Park	.17	Green Bay Road to Railroad at Hill Road
14. Hubbard Woods Park	1.84	Merril to Gage, Linden to Railroad
15. Indian Hill Park	3.60	Hill to Winnetka Ave., east of Railroad
16. Maple Park	2.76	East of Sheridan at Maple Street
17. Library Park	.26	Oak to Green Bay, east of Library
18. Lloyd Park	9.77	East of Sheridan at Lloyd Place
19. Merrill Park	.13	Merril Street and Gordon Terrace
20. Northfield Park	1.99	Edens Pkwy. to Lockwood at Sunset
21. Sheridan Park	1.83	Park Lane to Maple at Sheridan Road
22. Skokie Playfield	141.96	West of Hibbard, Pine to Oak
23. Tower Road Park	4.04	East of Sheridan at Tower Road
25. West Elm Street Park	3.74	Spruce to Elm, Berkeley to Glendale
25. Winnetka Station Park	.69	Elm to Oak at Green Bay Road
26. Green Bay Trail	2.25(miles)	Wilson Ave. and Maple St.

**Freedom of Information Act Request to the Winnetka Park District**

Note to Requester. This form is designed to provide you with helpful guidance on how to submit a FOIA request to the Attorney General's Office. You do not need to use this form. You may submit a FOIA request in any written format that you choose. You should retain a copy of your FOIA request for your files.

Request Submitted to:

FOIA Officer – Terry Schwartz, Executive Director/  
Marianne Schaum, Administrative Assistant  
Winnetka Park District  
540 Hibbard Rd.  
Winnetka, Illinois 60093  
Fax: (847) 501-5779  
[mschaum@winpark.org](mailto:mschaum@winpark.org)

Date Requested: \_\_\_\_\_

Request Submitted by: \_\_\_\_\_ E-mail \_\_\_\_\_ U.S. Mail \_\_\_\_\_ Fax \_\_\_\_\_ In Person

Name of Requester: \_\_\_\_\_

Street Address: \_\_\_\_\_

City.State/Zip: \_\_\_\_\_

Telephone (Optional): \_\_\_\_\_ E-mail: \_\_\_\_\_

Fax (Optional): \_\_\_\_\_

Records Requested: Provide as much specific detail as possible to help identify the information that you are seeking. Additional pages may be attached, if necessary.

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Do you want to receive copies of the documents? -\_\_ YES \_\_NO