

FOIA PACKET

LOCKPORT TOWNSHIP PARK DISTRICT

FEBRUARY 18

Lockportpark.org



What is FOIA?

FOIA is the Illinois Freedom of Information Act. Under the Illinois Freedom of Information Act (5 ILCS 140/1 et. Seq.), records in possession of public agencies may be accessed by the public upon written request.

The following documents are available on the District website which you may view or download (no FOIA request required):

- Municipal Directory
- Comprehensive Master Plan
- Strategic Plan
- 2025 Budget
- 2024 Tax Levy Ordinance
- 2023 Tax Levy Extension
- 2023 Annual Financial Report
- 2023 Comptroller's Report
- 2023 Popular Annual Financial Report
- Board Agendas/Minutes and Special Notices
- Inclusion Statement
- Invitation to Bid / Bid Results

Scan the QR codes below to be taken directly to the associated documents:

Administrative:  Board Minutes:  Bid Information: 

Pursuant to Section 5 of the Freedom of Information Act, the District maintains a reasonably current list of all types or categories of records under its control. The types and categories of records are as follows:

- Meeting Packets
- Ordinances
- Resolutions
- Policies
- Correspondence
- Payroll Records
- Accounting Records
- Grants
- Staff Reports
- Election Information
- Insurance Documents
- Asset Records

Lockport Township Park District

List of Principal Officials

Board of Commissioners

President	Jeff Rigoni
Vice President	Paul Nobis
Treasurer	Don Bauer
Secretary	Max Woods
Commissioner	Patrick Maier

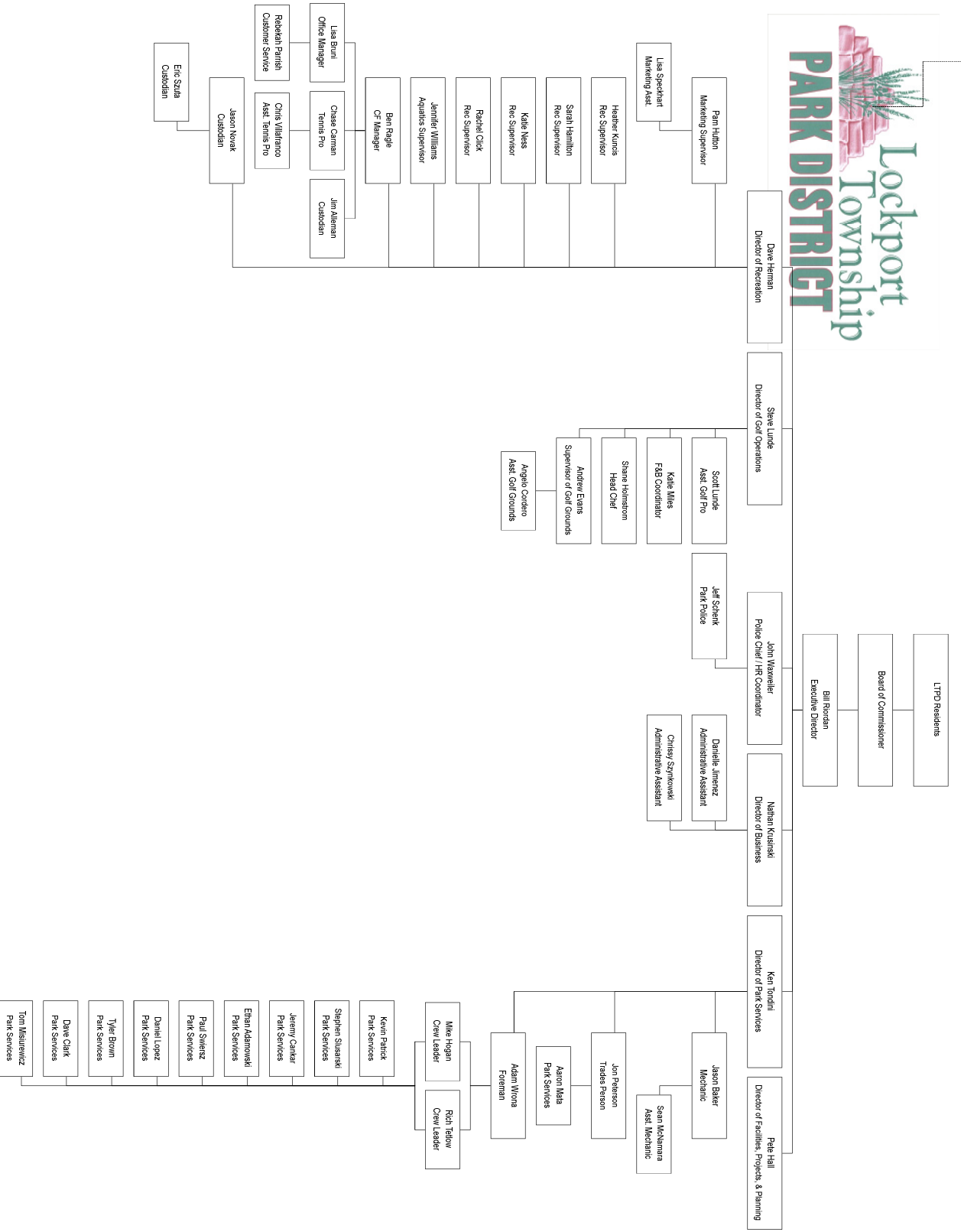
Administration

Executive Director	Bill Riordan
Director of Recreation	Dave Herman
Director of Public Safety	John Waxweiler
Director of Parks Services	Ken Tondini
Director of Golf Operations	Steve Lunde
Director of Facilities, Projects, and Planning	Pete Hall
Director of Business	Nathan Krusinski

Mission Statement



Organizational Chart



Staff List

Administrative

- Bill Riordan – Executive Director
- Pete Hall – Director of Projects
- Danielle Jimenez – Administrative Assistant
- Nathan Krusinski – Business Manager
- Chrissy Szykowski – Administrative Assistant

Recreation

- Dave Herman – Director of Recreation
- Lisa Bruni – Registration Supervisor
- Rachael Click – Recreation Supervisor
- Sarah Hamilton – Recreation Supervisor
- Pam Hutton – Marketing Supervisor
- Heather Kuncis – Recreation Supervisor
- Katie Ness – Recreation Supervisor
- Jason Novak – Custodian
- Rebekah Parrish – Administrative Assistant
- Lisa Speckhart – Marketing Assistant
- Eric Szuta – Custodian
- Jen Williams – Aquatics Supervisor

Challenge Fitness

- Ben Ragle – Facility Manager
- James Alleman – Custodian
- Chase Carman – Racquet Sports Pro
- Chris Villafranco – Assistant Tennis Pro



Prairie Bluff Golf Course

- Steve Lunde – Director of Golf Operations
- Angelo Cordero – Assistant Superintendent of Golf Grounds
- Andrew Evans – Superintendent of Golf Grounds
- Shane Holmstrom – Head Chef
- Scott Lunde – Assistant Golf Pro
- Katie Miles – Food and Beverage Coordinator

Park Services

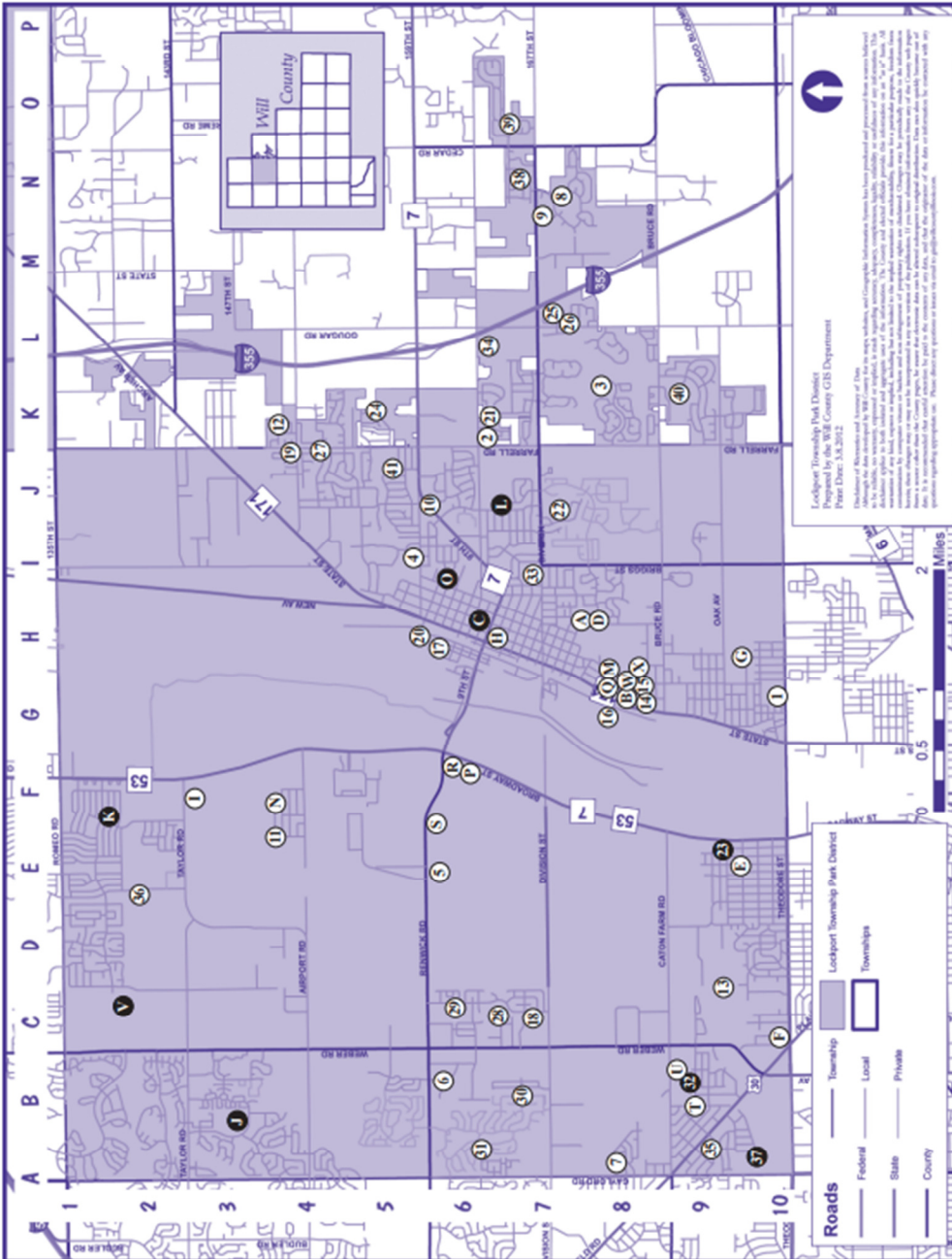
- Ken Tondini – Director of Park Services
- Ethan Adamowski – Maintenance
- Jason Baker – Mechanic
- Tyler Brown – Maintenance
- Jeremy Cankar – Maintenance
- Dave Clark – Maintenance
- Mike Hogan – Crew Leader
- Daniel Lopez – Maintenance
- Aaron Mata – Maintenance
- Sean McNamara – Assistant Mechanic
- Tom Misuierewicz - Maintenance
- Kevin Patrick – Maintenance
- Jon Peterson – Trades Person
- Stephen Slusarski – Maintenance
- Paul Swiersz – Maintenance
- Rich Tetlow – Crew Leader
- Adam Wrona – Foreman

Park Police

- John Waxweiler – Police Chief
- Jeff Schenk – Police Officer

Park & Facility Locations

Visit our website to view our interactive map for more park details



Circles highlighted in this color indicate an affiliation w/ other entities

PARKS		
1	A. F. Hill Park (G, 10)	Green Garden Ave.
2	Adelmann Park (J-K, 6-7)	Farrell Road & Weis Lane
3	Arrowhead Park (K-L, 8)	Broken Arrow & Mostauk
4	Bonnie Brae Park (I, 5-6)	Earl Street
5	Brest Hassert Park (I, 5-6)	19623 Renwick Rd., Crest Hill
6	Brislin Park (B-C, 5-6)	Aberdeen & Renwick
7	Cambridge Crest Park (A, 8)	Gaylord & Carlton Streets
8	Cedar Ridge (Ridge Park) (N, 7)	Cedar Ridge & Ashton
9	Cedar Ridge (Cedar Park) (M-N, 7)	Pinewood & Ivy
10	Clover Ridge Park (J, 5-6)	Lacoma Drive
11	Collegeview Park (E-F, 3-4)	Techni & Dawson
12	Creekside Park (K, 3-4)	Hunters Way & Doe Trail
13	Crest Hill Memorial Park (C-D, 9-10)	Marlboro Lane
14	Dellwood Disc Golf Course (G, 8-9)	309 W. Dell Park Ave.
15	Dellwood Park (G-H, 8-9)	Route 171 & 101 E. Woods Lane
16	Dellwood West (G, 7-8)	South Canal Road
17	Dominic Frascaro Park (H, 6)	Davies & 6th St.
18	Fields of Longmeadow (C, 7)	Borio & Coventry, Crest Hill
19	Hawthorn Preserve Park (J-K, 4)	151st & Farrell Rd., Lockport
20	I & M Canal (H, 5-6)	2nd St. to Dellwood Park
21	Karen Springs Park (K, 6-7)	Lakeview & Lakeside Dr.
22	Lago Vista (I-J, 7-8)	Division & Reed St.
23	Lions Park (E, 9-10)	Elsie & Center
24	Maple Hill Park (K, 5)	McDonald Dr.
25	Parker Ridge (L, 7-8)	Parker Ridge Dr. & Morel St.
26	Parkside Estates (K-L, 7-8)	Crimson & Lilac Ln., Lockport
27	Red Oaks Park (J-K, 4)	Farrell Rd. & Marc Ln.
28	Remington Lakes Park (C, 6-7)	McGilvray Drive & Huron St.
29	Remington Park (C, 6)	Borio & Tahoe
30	Renaissance Crossing Park (B, 6-7)	Zausa Dr. & Longmeadow, Crest Hill
31	Renwick Club (A, 6-7)	Rookery Dr. & Vesper, Crest Hill
32	Richland Park (B, 9)	Caton Farm Rd.
33	Rotary Park (Garfield Park) (I, 7)	Garfield & Division
34	Sagebrook (K-L, 6-7)	16418 S. Thatcher Dr.
35	Stanley Gustafson Park (A-B, 9)	Webb & Parkrose
36	Sunset Park (D-E, 2)	Murphy & Belmont
37	Theodore Marsh Playground (A, 9-10)	Noonan & Gaylord
38	Victoria Crossings (N, 6-7)	Long Meadow Dr. & Abbey Ln.
39	Victoria Lake Park (O, 6-7)	Victoria Crossing & Dorchester
40	Willow Walk Park (K, 9)	Cagwin Dr.
41	Woodland Park (J, 5-6)	Wellwood & Woodside
FACILITIES & OTHER ENTITIES		
A	Administrative Office (H, 7-8)	222 E. Ninth St.
B	Caneva Performing Arts Center (G, 8)	Dellwood Park
C	Central Square (H, 6)	222 E. Ninth St.
D	Challenge Fitness (H, 7-8)	2021 S. Lawrence Ave
E	Chaney Pool (E, 9-10)	410 Rose St.
F	Crest Hill Office (B-C, 10)	Theodore & Knapp
G	Fairmont Community Center (G-H, 9-10)	525 Berry Ave.
H	Gladys Fox Museum (H, 6-7)	231 E. Ninth St.
I	Heritage Falls Water Park (F, 2-3)	101 Troxel Road
J	Friendship Center at High Point (A-B, 3)	175 Highpoint Dr., Romeoville
K	Irene King School (E-F, 12)	Murphy & Troxel
L	Kelvin Grove School (J, 6-7)	8th & Adams
M	Meador House (G-H, 8)	1826 S. Jefferson
N	Miller Fieldhouse (E-F, 3-4)	19330 Dawson Ave.
O	Milne Grove School (H-I, 5-6)	7th St.
P	Parks Department (F, 6)	16210 Route 53
Q	Police Office (G, 8)	127 E. Woods Dr.
R	Prairie Bluff Maintenance (F, 6)	16206 Route 53
S	Prairie Bluff Public Golf Club (E-F, 5-6)	19433 Renwick Road
T	Richland Center (B, 9)	2200 Lynnwood
U	Richland Fieldhouse (B-C, 8-9)	Caton Farm Rd.
V	Volunteer Park (C, 1-2)	1100 Murphy Dr.
W	Volz Fieldhouse (G-H, 8)	199 E. Woods Dr. (in Dellwood Park)
X	Wedding Gazebo (G-H, 8)	Dellwood Park

FOIA REQUEST

How do I submit a FOIA request?

Requests for public records made in accordance with the FOIA and this Policy shall be made in writing. Such requests may be submitted, but are not required to be submitted, on a FOIA Request Form maintained by the Park District. The Park District's FOIA Request Forms shall be available on the Park District's website at www.lockportpark.org, and the Administration Office, 1811 S. Lawrence Avenue, Lockport, Illinois.

Requests for public records made in accordance with the FOIA and this Policy shall include the following information:

1. The requestor's full name, address and phone number;
2. A description of the public records sought; and
3. Whether the request is for the inspection of public records, copies of public records, or both.

FOIA Officers:

Bill Riordan – Executive Director

John Waxweiler – Police Chief/HR Coordinator

Danielle Jimenez – Administrative Assistant

Chrissy Szykowski – Administrative Assistant

Response to Request for Public Records

- (a) Timeliness of Response: Except for requests made for a commercial purpose which shall be responded to within twenty-one (21) working days after receipt of the request, the Park District shall respond to other written requests for public records within five (5) business days after receipt of the request, unless the time for response to the request is properly extended pursuant to the FOIA. The time for response to such a request for public records may be extended for not more than five (5) business days from the original due date for any of the reasons set forth in Section 3(e) of the FOIA. When additional time is required, the Park District shall, within five (5) business days of receipt of the request, notify the requester of the reasons for the extension and date by which the response will be forthcoming. The time for response to any request for public records may also be extended by written agreement of the requester and the Park District. Failure to timely respond to a request for public records or properly extend the time for such response shall be considered a denial of the request.
- (b) Form of Response: The Park District shall respond to requests for public records by (i) approving the request (ii) approving the request in part and denying the request in part; (iii) denying the request. Upon approval of a request for public records, the Park District shall immediately provide the requested materials, give notice that the materials shall be made available upon payment of applicable reproduction costs if any, or give notice of the time and place for inspection of the records. Denial in whole or part of a request for public records shall be made to the requester in writing and shall set forth the reasons for the denial, including a detailed factual basis for the application of any exemption claimed by the Park District, and the name, title or position of each person responsible for the denial. Each notice of denial

shall also inform the requester of his/her right to review by the Office of the Attorney General Public Access Counselor, shall provide the address and phone number of the Public Access Counselor, and shall inform the requester of his/her right to judicial review.

If the reason set forth for the denial of the request is that the records are exempt under subsection (1)(c) of (1)(f) of Section 7 of the FOIA, the Park District shall, within the time periods provided for responding to a request, provide written notice to the requester and the Attorney General's Public Access Counselor of its intent to deny the request in whole or in part. The Notice shall include (i) a copy of the request for access to records; (ii) the proposed response from the Park District; and (iii) a detailed summary of the Park District's basis for asserting the exemption.

- (c) Availability of Records: The production of records of their inspection, pursuant to a proper request for public records, shall occur Monday through Friday between 8:00 a.m. and 4:00 p.m. at Administration Office, 1811 S. Lawrence Avenue, Lockport, Illinois. An employee of the Park District shall be present during the inspection of all public records.
- (d) Request for Records in Electronic Format: Public records requested in an electronic format shall be produced in the electronic format specified by the requester, if feasible. If not feasible, the Park District shall produce the public records in the format in which the records are maintained by the Park District, or in a paper format at the option of the requester.

How do I appeal a denial?

In the event of a denial, you may either file a Request for Review with the Attorney General's Public Access Counselor (PAC), or file a lawsuit in court. For complete information, contact the PAC at:

Leah Bartlett, Public Accessor Counselor
Office of the Illinois Attorney General
500 South 2nd Street
Springfield, IL 62701
Public.access@ilag.gov

FEE FOR DUPLICATION AND/OR CERTIFYING OF RECORDS OR COST OF RECORDING MEDIUM.

No fees shall be charged for the first fifty (50) pages of letter or legal sized copies of timely produced requested records. No fees shall be charged if the Park District fails to timely respond to a public record request, but thereafter provides the requester with copies of the requested documents.

**Fees for copies in excess of fifty (50) pages shall be \$0.15 per side
Certification per document \$1.00**

Plats & Maps larger than 11x17 (Actual cost of outsourced duplication)

All Copying shall be performed by an employee of the Park District. Copies of public records shall be provided to the requester upon payment of any charges due for reproduction of the documents.

Lockport Township Park District
Written Request Form for Inspection
Or Copying of Public Records

Requester's Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

FAX: _____

E-Mail: _____

Date of Request: _____

Describe in detail below the public records you are requesting and state whether you wish to inspect and/or copy such records or whether you would want the documents e-mailed to you. (Legal or letter-sized documents will only be e-mailed to you if less than 50 pages.)

The Lockport Township Park District will respond to the above request within five (5) business days from the date unless one or more of the seven (7) reasons for an extension of time provided for in Section 3 (e) of the Freedom of Information Act are invoked by the Park District. Some records requested may be exempt under 5 ILCS 140/7.

The Park District hereby requests that you disclose whether this request is for a commercial purpose. It is a violation of the 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 Park District. 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 sale or services except by the news media.

I hereby state that I am not making this request for commercial purposes.

Requester Signature

Office Use Only

Date Received Request: _____

Time Received Request: _____

Request granted : Yes _____ No _____

Date Picked up: _____

Extension Request: Yes _____ No _____

New Extension Date: _____

Request denied : Yes _____ No _____

Reason _____

Processed by: _____