

## **Freedom of Information Act (FOIA)**

### **Public Act 96-542 (SB 189)**

The Illinois Freedom of Information Act (FOIA) is designed to ensure that the public has access to information about their government and its decision-making process.

#### How to File a Freedom of Information Act Request

1. Please make your request for information in writing. The park district has a form available through the FOIA officer and on the web site at <http://www.freeportparkdistrict.org>. We will honor all written requests submitted through personal delivery, mail, or email. Please direct your request to:

FOIA Officer – Executive Director or Office Manager  
Freeport Park District  
1122 S. Burchard Avenue  
Freeport, IL 61032  
[Contact@freeportparkdistrict.org](mailto:Contact@freeportparkdistrict.org)

2. Be as specific as possible describing the information you seek.
3. Do you wish to inspect or receive copies of the information? You are entitled to either.
4. The first 50 pages of information (standard black and white copies) is free. For pages beyond 50, there is a .15¢ per page fee. All color or oversized copies are the actual cost of reproduction.
5. Include your name, mailing address, phone number where you can be reached and if you wish, email address.
6. Payment of all fees must be made in cash, cashiers, certified or personal check, or money order prior to copying.

#### Types of Records Available from the Park District

Ordinances  
Resolutions  
Meeting agendas and minutes  
Annual Audits  
Tax Levy information  
Accounts payables and receivables  
Salary Schedules  
Board Policies  
Inspection results

License information  
Internal Communications  
Letters received by the district  
Letter sent by the district  
Personnel Policies  
Personnel Files  
Insurance information  
Workers Comp information  
Weekly reports to the Board

Once a FOIA request is received, with some exceptions, the Park District will fulfill the request within five working days. The district will notify the requestor in writing within five working days if additional time is warranted or needed.

## Freeport Park District Agency Profile

The Freeport Park District is a unit of local government authorized under Chapter 70 of the Illinois Compiled Statutes (ILCS) and founded on June 6, 1911.

*“The mission of the Freeport Park District is to promote the use of recreation in generating an exciting, dynamic quality of life by providing the highest quality facilities and programs to meet the ever-changing needs and interests of individuals of all ages and abilities. The Park District will preserve and protect land and resources for the enrichment of the community and future generations.”*

The Park District Administrative offices are located in Read Park at 1122 S. Burchard Avenue. The phone number is 815-235-6114. Our email address is [Contact@freeportparkdistrict.org](mailto:Contact@freeportparkdistrict.org)

The Freeport Park District is governed by a five-member Board of Park Commissioners who are elected to six-year terms by the residents of the district. The following five currently serve as commissioners:

<u>Elected Commissioner</u>	<u>Commission Expires</u>
Denise McIlwain	2027
Dana Stewart	2027
Debbie Schwartz	2029
Sally Petersen	2029
George Yarzak	2031

Park Board meetings are held the third Tuesday of the month at 6:30 pm at the Park District Administrative Office. The public is invited to attend.

The Board hires the Executive Director to manage the day-to-day operations of the District. The District has four operating divisions: Parks, Recreation, Golf and Administration. The following individuals manage the respective divisions. Their contact information is listed:

<u>Name</u>	<u>Title</u>	<u>Phone</u>
Bruce Cubberley	Executive Director	815-235-6114 ext. 103
Lindsey Minkie	Office Manager	815-235-6114 ext. 102
Berin Jackson	Superintendent of Parks	815-235-6114 ext. 109
Jeff Hartman	Golf Course Manager/Pro	815-235-3611 ext. 192
Ian Booker	Superintendent of Recreation	815-235-6114 ext. 105

The District's operating budget is approximately \$6.8 million dollars for 2024-25. The population of the Park District is 23,413 (2022).

