

**LAN-OAK PARK DISTRICT  
FREEDOM OF INFORMATION ACT**

In order to insure that all members of the public have the right to inspect and copy public records in accordance with the Illinois Freedom of Information Act (FOIA) (P.A. 83-1013) which took effect July 1, 1984, and then amended with Public Act 96-0542 that took effect January 1, 2010. The following contains the information required to be furnished to the public and the mandates for the purpose of implementing the Act.

**I. INFORMATION - GENERAL AGENCY DESCRIPTION**

A. Type of Government

The Lan-Oak Park District is a municipal corporation organized in 1949, and is operating under the Illinois Park District Code (Chapter 105 of the Illinois Revised Statutes) as a General Park District. The governing board is comprised of five (5) elected park commissioners. At the annual meeting of the Board of Commissioners the President and Vice-President of the Park District are elected among the commissioners themselves for the ensuing year. The Treasurer and Board Secretary are appointed by the Park Board.

Members of the Board of Commissioners

James Long	708-474-8552
Kelly Hasse	708-474-8552
John Kelly	708-474-8552
Robert Tropp	708-474-8552
Pat Gulotta	708-474-8552

The administrative offices are located at 2550 178<sup>th</sup> Street, Lansing, Illinois 60438 for the elected officers, the Senior Superintendent of Strategy & Operations, and most support personnel.

B. Purpose

The Park District's purpose is to provide parks, open space, leisure programs, and other park and recreational services to the public within its territorial limits.

C. Review of Records on Premises

Individuals may review public records at the administrative offices during normal business hours – 9:30am-6:00pm - provided the request was submitted in writing and the request for public records was approved within the timeframe of the Act.

D. Time to Secure Record(s)

While the law allows five (5) business days to secure or deny information (for commercial requests the agency is allowed twenty-one (21) working days to respond), the response time for a FOIA request(s) begins the next business day

after the request(s) is received by the FOIA Officer or his/her designate. All requests will be dated, initialed and the time marked as being received.

E. Extension of Time

The Park District shall promptly comply with or deny requests for public records within 5 business days unless the time of response is properly extended 5 ILCS 140/3 3e. The time for response under the aforementioned section may be extended by the park district one time and not for more than 5 business days. Parties may extend time, more than the extension of 5 working days by agreement in writing.

F. Denials of Information Requested

Should a FOIA request be denied in whole or in part, the Park District will provide a detailed factual basis for denying the FOIA request along with the names and titles of each person responsible for the denial. If your FOIA request is denied in whole or in part, you have the right to have the denial of your request reviewed by the Public Access Counselor (PAC) at the Office of the Attorney General. You may file your Request for Review with the PAC by writing to:

Public Access Counselor  
Office of the Attorney General  
500 South 2<sup>nd</sup> Street  
Springfield, Illinois 62706  
Fax #: 1-217-782-1396  
Email: [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us)

You must file a Request for Review within 60 days of the date on which the Park District denied your FOIA request and provide a copy of all correspondence associated with your FOIA request.

You also have the right to seek judicial review of your denial by filing a lawsuit in the State Circuit Court.

G. Appeal

An appeal from a denial of request shall be directed to the PAC. Please see the Item F above for information on filing a Request for Review.

II. **PROCEDURES FOR OBTAINING INFORMATION**

All persons requesting information shall direct their requests in writing (no oral FOIA requests will be accepted) either on the forms provided by the Park District, in letter form, or by email and can address the request to the FOIA Agent:

Sharon Desjardins  
Senior Superintendent of Strategy & Operations  
Lan-Oak Park District  
2550 178<sup>th</sup> Street  
Lansing, Illinois 60438

### III. RULES AND REGULATIONS

#### A. Person Responsible

Sharon Desjardins, Senior Superintendent of Strategy & Operations, shall be the person responsible for implementation and participation in the information system. She shall prepare and have available all forms necessary for requests and serve as the Park District FOIA Agent. She may call on any department head, committee, staff, officer or employee to assist him in the implementation of these rules and regulations.

#### B. Fee Schedule for Duplication of Public Records

<u>Type of duplication</u>	<u>Per page charge</u>
Paper from paper original, black & white, up to legal size	First 50 copies – free 15 cents per page
Pages 51 and up	Billed at actual cost
Other copies (color, large size)	A charge equal to the cost of any media used (i.e. cost of disk, CD, etc.)
Copies provided in non-paper form	
Copies sent by email (No production costs involved In the FOIA request)	No charge

#### C. Lan-Oak Park District Organizational Chart

Organizational Chart is included

#### D. Operating Budget

The operating budget is contained within the annual appropriation ordinance. The appropriation is for the fiscal year beginning May 1 and ending April 30 of the following year. The total budget for the fiscal year 2016-2017 is \$3,112,749.00. This includes all operational funds, capital improvement funds and other funds associated with the operation of the Lan-Oak Park District.

#### E. Number and Location of all its Separate Offices

The Park District Maintenance Office is located as follows:

*Lan-Oak Park District  
17551 Chicago Avenue  
Lansing, Illinois 60438*

The Park District Administrative Office is located as follows:

*Lan-Oak Park District  
2550 178<sup>th</sup> Street  
Lansing, Illinois 60438*

The Park District Recreation Office is located as follows:

*Eisenhower Center  
Lan-Oak Park District  
2550 178<sup>th</sup> Street  
Lansing, Illinois 60438*

F. Approximate Number of Full-Time Employees

Full-Time. . . . . 11

Part-Time. . . . . 5

Seasonal Employees & Program Instructors. . 40+/- throughout the year

G. Park Board, Committees and Appointed Officials of the Park Board

**Committee Meetings**

The Board of Commissioners holds a Committee of the Whole meeting on the third (3<sup>rd</sup>) Monday of the month at 6:30pm at the Eisenhower Center, 2550 178<sup>th</sup> Street, Lansing, Illinois. At these meetings board members and staff discuss various projects, need for policy statements and many other matters that have an impact on the operation and services of the Park District. In addition to the Committee of the Whole meetings, park board members may elect to hold individual committee meetings when there is a need. At these individual committee meetings commissioners and staff discuss their activities, proposed projects and plan for future programs, special events and land acquisition and park development. Public notices listing monthly Committee of the Whole meetings and any individual committee meetings are posted at the Eisenhower Fitness & Community Center, the Maintenance Office, and on the Park District web site, [www.lanoakparkdistrict.org](http://www.lanoakparkdistrict.org).

The standing committees are:

Planning Committee: Recreation Committee: Building & Grounds: Finance & Personnel: Bike Path Committee

**Park Board Meeting**

The Board of Commissioners meets monthly on the third Monday at 7:30pm, or immediately after the Committee of the Whole at the Administration Office, 2550 178<sup>th</sup> Street, Lansing, Illinois to take action on various matters relating to the policy operation of the Park District. The annual meeting of the park board is held in May of each year. A public notice listing monthly board meetings is posted at the Eisenhower Fitness & Community Center, the Maintenance Office, and on the Park District web site,

[www.lanoakparkdistrict.org](http://www.lanoakparkdistrict.org).

H. Appointments of the Park Board

**Legal Counsel**

*Mr. Andrew Paine  
Tressler LLP*

**Auditor**

*Lauterbach & Amen, LLP*

27W457 Warrenville Road  
Warrenville, Illinois 60555  
630-393-1483

**Treasurer**

Beverly Meekins  
The Meekins Group  
4749 Lincoln Hwy # 503  
Matteson, IL 60443

**Board Secretary**

Sharon Desjardins  
Lan-Oak Park District  
2550 178<sup>th</sup> Street  
Lansing, Illinois 60438  
708-474-8552

I. Judicial Review

Any person denied access to information requested via a FOIA request has the right to seek judicial review of your denial by filing a lawsuit in the State Circuit Court.

K. Copies of Rules & Regulations

The Park District FOIA Agent or the agent to the Park District FOIA Agent shall give to any person on request without charge, a copy of this document, *Lan-Oak Park District, Freedom of Information Act*.

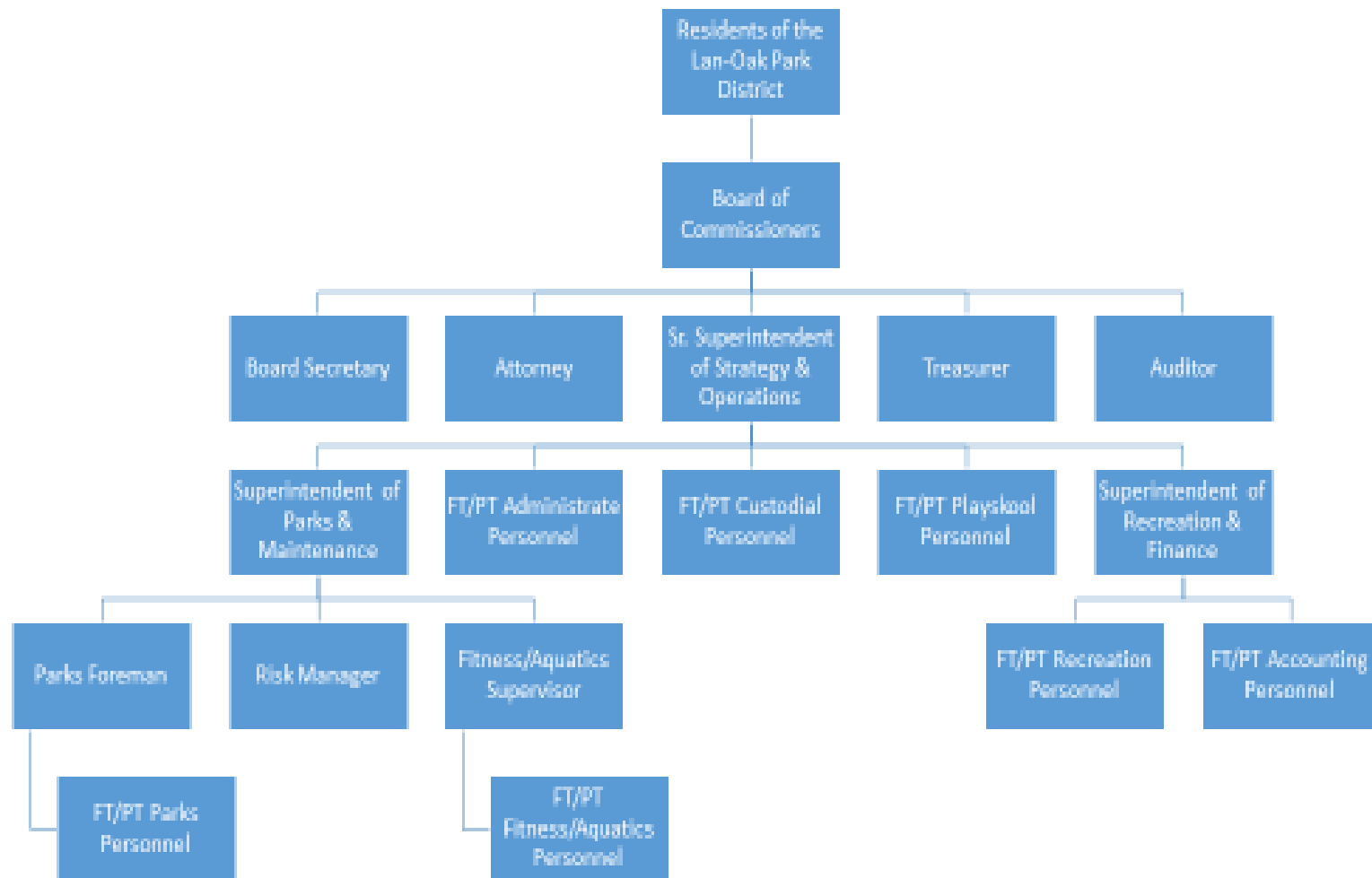
**Files in Storage / Employee File Index**

In storage, at the park district Park & Maintenance Center, are various record(s) dating back to the formation of the Park District. This naturally includes such record(s) as vouchers, park board meeting minutes and park office files no longer used.

These files are categorized as specified by the Illinois Local Record(s) Commission and are retained for the years specified by the Commission. Various record(s) eventually will be destroyed on an annual basis as provided and approved by the Illinois Local Records Commission and the Park Board of Commissioners. A record of all files destroyed is on file at the Park & Maintenance Center.

Approved July 19, 1999  
Revised July 29, 2011  
Revised 6.25.2012  
Revised 6.19.13  
Revised 7.26.2015  
Revised 2.1.2017

# LOPD ORGANIZATIONAL CHART



# FOIA REQUEST

**\*\*Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor you will need to submit a copy of your FOIA request \*\***

Name and Address of Public Body Receiving Request:

Lan-Oak Park District, 2550 178<sup>th</sup> Street, Lansing, Illinois 60438

---

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

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

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

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

City/State/County/ Zip (required): \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Records Requested: *\*Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you want copies of the documents? YES or NO

--Do you want Electronic Copies or Paper Copies? \_\_\_\_\_

--If you want Electronic Copies, in what format? \_\_\_\_\_

Is this request for a Commercial Purpose? YES or NO

*(It is a violation of the Freedom of Information 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. 5 ILCS 140.3.1(c)).*

Are you requesting a fee waiver? YES or NO

*(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).*

# FOIA - REQUEST FOR REVIEW BY PUBLIC ACCESS COUNSELOR (PAC)

\*\*\*Note to Requester: You must file a Request for Review within 60 days of the date on which the public body denied your FOIA request. If your FOIA request was denied more than 60 days ago, the PAC will not accept your Request for Review. \* \* \*

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

Requester's Contact Information:

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

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

I hereby submit this request for the Public Access Counselor to review the denial of my FOIA request.

Date on Which the Public Body Denied the FOIA Request: \_\_\_\_\_

Name of the Public Body: Lan-Oak Park District, 2550 178<sup>th</sup> Street, Lansing, Illinois 60438

Attach the following documents:

Copy of FOIA Request. *\*\*\*Note: The Public Access Counselor will NOT accept this Request for Review unless a copy of the FOIA Request denied by the public body is attached. \* \* \**

AND

Any response from the Public Body. *\*\*\*Note: In order to facilitate the Public Access Counselor's review of this issue, please provide a copy of the public body's complete response to the FOIA request. This may include documents or correspondence from the public body, as well as a written summary of any oral communications. \* \* \**

OR

The Public Body never responded.

Signature of Requester: \_\_\_\_\_