The Glenview Park District, incorporated in 1927, is a local taxing body whose primary purpose, through exceptional experiences, is to strive to build a sense of community, enhance people’s lives and contribute to enrichment of the individual, family and the community and to provide a community in which everyone enjoys happiness, health and an appreciation of the environment on a daily basis.

REQUESTS FOR INFORMATION

Requests for Information and Public Records under the Freedom of Information Act are to be submitted in writing to the FOIA Officer. The Glenview Park District does not require that you complete a standard form for this purpose. You may submit your written request by mail, fax, email or in person. If sending your request by email, please indicate FOIA in the subject line to properly identify your request. The request must specify whether the intended use of the information is for commercial purposes, whether you would like to inspect the records or request that copies be provided and whether any copies need to be certified. Please be as specific as possible in your description of the information being requested so that the appropriate information can be provided efficiently and cost effectively. The Freedom of Information Act is designed to allow you to inspect or receive copies of records. It is not designed to require a public body to create new records or as a forum for asking questions. If you have a question about the Glenview Park District, please contact the Administration office at 847-657-3215 or send us an e mail at www.GlenviewParks.org.

Freedom of Information Act (FOIA) Officers:

Katie Skibbe, Deputy Executive Director (primary)
Phone: 224-521-2244  Fax: 224-521-2245  Email: Katie.Skibbe@GlenviewParks.org

Michael D. McCarty, Executive Director (secondary)
Phone: 224-521-2250  Fax: 224-521-2251  Email: Michael.McCarty@GlenviewParks.org

Joanne Capaccio, Executive Assistant (secondary)
Phone: 224-521-2282  Fax: 224-521-2283  Email: Joanne.Capaccio@GlenviewParks.org

Fees for providing copies of requested information:

- No fees will be charged for the first 50 pages of black and white, letter or legal sized copies
- 15 cents per page for additional black and white, letter or legal sized copies
- 50 cents per page for color, letter or legal sized copies
- $1.00 for each certified document
- Photographs, plats, maps, specifications and other documents greater than 8 ½ x 14 will be reproduced at the market rate
- Fees for electronic records for voluminous requests, as defined by the Freedom of Information Act, are $20 for not more than 20 megabytes of data, $40 for more than 2 but less 4 megabytes of data and $100 for more than 4 megabytes of data.
- In addition to the above fees, commercial requests are charged $10 per hour (after the first 8 hours) for personnel costs incurred for searching, retrieving and examining the records.
- You may request a waiver of the copying of fees, but you must include a specific explanation as to why your request for information is in the public interest, not simply your personal interest, and merits a fee waiver.

Public Records: This is a list of commonly requested documents; it is not to be construed as exhaustive or limiting:

Administrative Policies, Audit Reports, Approved Board and/or Committee Meeting Minutes, Bids for Equipment or Services, Cancelled Checks, Bank Statements, Comprehensive Master Plan, Strategic Plan, Ordinances and Resolutions, Intergovernmental Agreements, Meeting Notes of Advisory Committees, Plats of Survey for Parks, Program Brochures, Annual Treasurer’s Report, Board and Committee Meeting Reports, Cash Records, Check Stubs and Copies of Contracts for Construction Projects, District Mission and Vision Statement, Insurance Policies, Monthly Financial Statements, Paid Bills and Invoices.

Please Be Sure to include your Name, Address, Phone Number and/or Email so that we can contact you with any questions and respond to your request.
GENERAL INFORMATION ABOUT THE GLENVIEW PARK DISTRICT

Highlights
- Operating Budget (2018-2019): $40,573,543 (including capital and debt service)
- Full-time Employees: 110
- Part-time Employees: 900 (fluctuates seasonally)

Board of Park Commissioners: David Dillon (President), Angie Katsamakis (Vice President), William Casey, Robert Patton, Dan Peterson, Jen Roberts, Dave Tosh,

Officials: William Moore (Treasurer), James Rock, associate at Ancel Glink (Attorney)

Executive Director: Michael D. McCarty

Advisory Committees (Fiscal Year 2018-2019)

Administrative Operations and Marketing
(Human Resources/Technology/Training/Planning/Legislative/Marketing/Public Relations)
Chair: Bob Patton
Commissioners: Dave Tosh
Staff: Katie Skibbe
Attorney: Jim Rock

Recreation & Swimming Pools
(Recreation Services/Park Center/Swimming Pools)
Chair: Angie Katsamakis
Commissioners: Bill Casey, Dan Peterson
Staff: Michael McCarty, Joanne Capaccio, Todd Price

Finance
(Budget/Audit/Tax levy)
Chair: Jen Roberts
Commissioners: Dan Peterson, Bill Casey
Staff: Katie Skibbe
Treasurer: Bill Moore

Special Revenue Facilities
(Tennis/Golf/Ice)
Chair: Bill Casey
Commissioners: Jen Roberts, Bob Patton
Staff: Lori Lovell

Museums and Historical Preservation
(The Grove, Wagner Farm, Air Station Prairie, Schram Memorial Museum)
Chair: Dave Tosh
Commissioners: Bill Casey, Angie Katsamakis
Staff: Jim Warnstedt, Todd Price

Special Liaisons
Local Government: Dave Dillon
Foundation: Dave Dillon, Jen Roberts
Senior Center: Dave Tosh
NSSRA: Dan Peterson

Park & Facility Services/Environmental
(Parks Maintenance/Renovations/Building Maintenance/ Stewardship and Protection of Open Space, Recycling-Eco Policy
Chair: Dan Peterson
Commissioners: Bob Patton
Staff: Jim Warnstedt

Youth Sports Task Force
(Local Youth Sports Organizations)
Chair: Dave Tosh
Commissioner: Bill Casey
Staff: Jim Warnstedt, Todd Price

*The President of the Board shall serve as an ex-officio voting member of all committees and task forces.
The Glenview Park District has 5 functional subdivisions:

1. **Administrative Services** - includes Accounting, Technology, Human Resources, Payroll, Risk Management, and General Administrative Operations
2. **Park & Facility Services** - includes parks, playgrounds, sports fields and general park district infrastructure
3. **Special Facilities** - includes Golf, Racquet Sports and Ice Center operations
4. **Leisure Services** - includes Park Center, Aquatics, Schram Memorial Museum, The Grove, Wagner Farm and Evelyn Pease Tyner Center and Air Station Prairie operations
5. **Marketing**

### Major Facilities

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Address</th>
</tr>
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<tbody>
<tr>
<td>Administration Building</td>
<td>1930 Prairie Street, Glenview, IL 60025</td>
</tr>
<tr>
<td>Glenview Ice Center</td>
<td>1851 Landwehr Road, Glenview, IL 60026</td>
</tr>
<tr>
<td>Glenview Prairie Club Golf &amp; Paddle</td>
<td>2800 West Lake, Glenview, IL 60025</td>
</tr>
<tr>
<td>Glenview Park Golf Club</td>
<td>800 Shermer Road, Glenview, IL 60026</td>
</tr>
<tr>
<td>Glenview Tennis Club</td>
<td>1800 Wagner Road, Glenview, IL 60025</td>
</tr>
<tr>
<td>Flick Pool</td>
<td>3600 Glenview Road, Glenview, IL 60025</td>
</tr>
<tr>
<td>Roosevelt Pool</td>
<td>2239 Fir Street, Glenview, IL 60025</td>
</tr>
<tr>
<td>The Grove</td>
<td>1421 Milwaukee Ave., Glenview, IL 60025</td>
</tr>
<tr>
<td>Park Center</td>
<td>2400 Chestnut, Glenview, IL 60026</td>
</tr>
<tr>
<td>Schram Memorial Museum</td>
<td>1799 Patriot Blvd., Glenview, IL 60026</td>
</tr>
<tr>
<td>Wagner Farm</td>
<td>1510 Wagner Road, Glenview, IL 60025</td>
</tr>
<tr>
<td>Evelyn Pease Tyner Center/Air Station Prairie</td>
<td>2400 Compass Road, Glenview, IL 60026</td>
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</tbody>
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Glenview Park District

Functional Organizational Structure

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<table>
<thead>
<tr>
<th>SUPERINTENDENT, LEISURE SERVICES</th>
<th>SUPERINTENDENT, SPECIAL FACILITIES</th>
<th>SUPERINTENDENT, PARK &amp; FACILITY SERVICES</th>
<th>DEPUTY EXECUTIVE DIRECTOR, ADMINISTRATIVE OPERATIONS</th>
<th>DIRECTOR OF BRAND STRATEGIES AND COMMUNITY ENGAGEMENT MARKETING</th>
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</thead>
<tbody>
<tr>
<td>PARK CENTER</td>
<td>GLENVIEW PARK GOLF CLUB</td>
<td>PARK/SPORESFIELD MAINTENANCE</td>
<td>ACCOUNTING, FINANCE</td>
<td>INFORMATION TECHNOLOGY</td>
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<td>AQUATICS</td>
<td>GLENVIEW PRAIRIE CLUB</td>
<td>FACILITY MAINTENANCE</td>
<td>HUMAN RESOURCES &amp; PAYROLL</td>
<td>HUMAN RESOURCES &amp; PAYROLL</td>
</tr>
<tr>
<td>THE GROVE</td>
<td>GLENVIEW TENNIS CLUB</td>
<td>PARK PLANNER</td>
<td>RISK MANAGEMENT</td>
<td>RISK MANAGEMENT</td>
</tr>
<tr>
<td>WAGNER FARM</td>
<td>GLENVIEW ICE CENTER</td>
<td></td>
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<tr>
<td>TYNER AIR STATION PRAIRIE</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>SCHRAM CHAPEL</td>
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