

**NILES PARK DISTRICT
6676 W. HOWARD STREET
NILES, IL 60714
847-967-6633
www.niles-parks.org**

The Niles Park District, incorporated in 1954, 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 Niles 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 Niles Park District, please contact the Administration office at 847-967-6633 or send us an email at info@niles-parks.org.

Freedom of Information Act (FOIA) Officers:

Heather Petrie, Executive Administrative Assistant(primary)

Phone: 847-583-2712 Fax: 847-967-6639 Email: heather@niles-parks.org

Tom Elenz, Executive Director (secondary)

Phone: 847-583-2722 Fax: 847-967-6639 Email: tome@niles-parks.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 of copying 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., Audit Reports, Approved Board and/or Committee Meeting Minutes, Bids for Equipment or Services, Annual Budget, Cancelled Checks, Bank Statements, Ordinances and Resolutions, Intergovernmental Agreements, Plats of Survey for Parks, Program Brochures, Annual Treasurer's Report, 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, Administrative Policies.

Records Available Immediately: Organization Chart, Current Budget, Current Annual Audit, Park District Locations

Please Be Sure to include your Name, Address, Phone Number and/or Email

GENERAL INFORMATION ABOUT THE NILES PARK DISTRICT

Highlights

- Operating Budget (2024): \$20,645,332 (including capital and debt service).
- Full-time Employees: 33
- Part-time Employees: 391 (fluctuates seasonally)

Board of Park Commissioners: Dennis O'Donovan (President), Scott O'Brien (Vice President), Julie Genualdi (Treasurer) , Jim Hynes, Ronnie Strzelecki

Major Facilities

Howard Leisure Center	6676 W. Howard, Niles, IL 60714
GolfView Recreation Center	7800 N. Caldwell, Niles, IL 60714
Grennan Heights Gymnasium	8255 Oketo, Niles, IL 60714
Iceland Ice Rink	8435 Ballard Rd, Niles, IL 60714
LoVerde Sports and Rec Center	7847 Caldwell, Niles, IL 60714
Howard Street Inn	6700 Howard, Niles, IL 60714
Oasis Fun Center	7877 Milwaukee, Niles, IL 60714
Tam O'Shanter Golf Course	6700 Howard, Niles, IL 60714
Tam Tennis Club	7686 Caldwell, Niles, IL 60714
Tam Golf Learning Center	7680 N. Caldwell, Niles, IL 60714