MUNICIPAL DIRECTORY

The Batavia Park District is a unit of local government incorporated and organized under the laws of the State of Illinois which has the purpose of providing leisure services, leisure facilities and open space for the residents of the Batavia Park District.

The approximate amount of the budget of the Batavia Park District is $8.2 million. The Park District's administrative offices are located at 327 W. Wilson Street. The Park District has 41 full-time employees and approximately 200 part-time employees. The Batavia Park District serves the recreational needs of the residents and surrounding communities.

The Park District is governed by the following Board of Commissioners:

- Pat Callahan  President
- John Tilmon  Vice President
- Sam Bell  Treasurer
- Julie Larson  Secretary
- Tara Gray  Commissioner

Park District Office Locations
Administrative Office
Civic Center
327 W. Wilson St.
Batavia, IL 60510

Eastside Community Center
14 N. Van Buren St.
Batavia, IL 60510

Maintenance Facility
700 S. River St.
Batavia, IL 60510

Depot Museum
155 Houston St.
Batavia, IL 60510
2023 Organizational Chart

Board of Commissioners

Executive Director

Executive Assistant

Director of Parks
  Superintendent of Parks
    Grounds Crew Leader (East)
    Grounds Crew Leader (West)
    Athletic Fields Crew Leader
    Park Specialist
    Park Technician (8)

Director of Facilities & Trades
  Superintendent of Facilities & Trades
    Trades Crew Leader
    Trades Technician II

Director of Finance
  Customer Relations Manager
    Customer Relations Advisor (2 FT, 1 PT)
    A/P and Payroll Coordinator

Director of Talent & Culture
  Athletics Supervisor
  Facilities & Aquatics Supervisor
  Recreation Supervisor Kids Club/Camps
  Recreation Supervisor Active Adult
  Recreation Supervisor Fitness

Director of Community Recreation
  Assistant Director of Community Recreation
  Director of the Depot Museum
  Curator
  Strategic Communications Specialist

Director of Creative Development & Community Engagement
  Community Engagement Specialist
RECORD REQUESTS

Any person requesting records of the Batavia Park District may do so in person or in writing at the administrative offices located at 327 W. Wilson Street. Such requests should be made to Allison Niemela, FOIA Officer, at said address. Requests may also be emailed to allisonn@bataviaparks.org, faxed to the attention of Allison Niemela at 630-879-9537, or mailed to Batavia Park District, Attention: FOIA Officer, 327 W. Wilson Street, Batavia, IL 60510. Please specify in particular the records requested to be disclosed and copied. A FOIA request may also be submitted online at www.bataviaparks.org. All requests must be in writing and should be addressed to the FOIA Officer. If you desire that any records be certified, you must indicate that in your request and specify which records must be certified.

The fees for any such records, if the person requesting the records wishes them to be copied, are as follows:

- First 50 pages, black and white, letter or legal size copies, no cost.
- Additional pages, black and white, letter or legal, actual cost to $0.15.
- Electronic records will be formatted subject to reimbursement for costs of recording medium.
- Color copies or copies in a size other than letter or legal shall be reimbursed to actual costs.
- The cost of certifying a record will be $1.00.

Records may be furnished without charge or at a reduced charge, as determined by the Batavia Park District, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.

Pursuant to Section 3.5 of the Freedom of Information Act (FOIA), the FOIA Officers have designated the following documents or categories of records that shall be immediately disclosed to the public upon request:

1. Ordinances/Resolutions maintained in printed form
2. Approved open meeting minutes
3. Most recently approved budget and audit reports

FOIA Officers

Allison Niemela
Executive Director
327 W. Wilson St.
Batavia, IL 60510
allisonn@bataviaparks.org

Brent Strumpf
Director of Finance
327 W. Wilson St.
Batavia, IL 60510
brents@bataviaparks.org

Lindsey Williams
Executive Assistant
327 W. Wilson St.
Batavia, IL 60510
lindseyw@bataviaparks.org
REQUEST FOR PUBLIC RECORDS

To: Allison Niemela
FOIA Officer
327 W. Wilson St.
Batavia, IL 60510

Today’s Date: _______________

From:

Name

Address

Phone  E-mail

Description of requested record(s):

Please indicate how you would like to view the above captioned records:

_____Inspect  _____Copy  _____Both

Would you like the above captioned records to be certified? Yes_____  No _____

Date received: _______________  Response due date: _______________

Office Notes: