



## **MUNICIPAL DIRECTORY**

The Batavia Park District is a special district 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 community and public at large. It is governed by five elected Park Board of Commissioners, who serve six-year terms.

The budget of the Batavia Park District is \$8,916,770. The Park District's administrative offices are located at 327 W. Wilson Street. The Park District has 39 full-time employees, approximately 40 part-time employees and 150 seasonal employees. The Batavia Park District serves the recreational needs of the residents and surrounding communities.

There are currently no standing Board committees.

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

John Tilmon – President  
Julie Larson – Vice President  
Sam Bell – Treasurer  
Anique Drouin – Commissioner  
Amanda Slaiher – Commissioner

### **Park District Office Locations**

- Civic Center (Administrative Office) - 327 W. Wilson St - 630-879-5235
- Eastside Community Center - 14 N. Van Buren St. - 630-406-5282
- Harold Hall Quarry Beach - 400 S. Water St. - 630-406-5275
- Maintenance Building - 700 S. River St. - 630-879-5235
- Batavia Depot Museum - 155 Houston St. - 630-406-5274
- Callahan Community Center – 150 Houston St – 630-239-0999



## RECORD REQUESTS

### HOW TO REQUEST A PUBLIC RECORD PURSUANT TO THE ILLINOIS FREEDOM OF INFORMATION ACT

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](mailto: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](http://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.

### ALLOWABLE FEES UNDER THE FOIA (5 ILCS 140/6)

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](mailto:allisonn@bataviaparks.org)

Brent Strumpf  
Director of Finance  
327 W. Wilson St.  
Batavia, IL 60510  
[brents@bataviaparks.org](mailto:brents@bataviaparks.org)

Lindsey Williams  
Talent Resources Generalist  
327 W. Wilson St.  
Batavia, IL 60510  
[lindseyw@bataviaparks.org](mailto:lindseyw@bataviaparks.org)



## REQUEST FOR PUBLIC RECORDS

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

Today's Date: \_\_\_\_\_

From:

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Name

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Address

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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 \_\_\_\_\_

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Date received: \_\_\_\_\_ Response due date: \_\_\_\_\_

Office Notes: