



*Geneva Park
District*

Municipal Directory

2024

Updated: 9/17/24

18.0 FREEDOM OF INFORMATION ACT POLICY AND INFORMATION DIRECTORY

The Geneva Park District Board of Commissioners has developed this policy to make public records available for inspection by members of the public. It is necessary that safeguards be imposed on the record review process to protect the privacy of individuals and to prevent unreasonable disruption of the conduct of the business of the Geneva Park District. This policy and the attached Information Directory create the Freedom of Information Packet that is to be made available to the public at the Stephen D. Persinger Recreation Center and the Sunset Community Center. The packet provides general information about Park District board and staff members, committees, facilities, parks, meeting dates and FOIA forms.

18.01 Inspection of Records:

Inspection of public records of the Geneva Park District shall be subject to the provisions of the Freedom of Information Act (5ILCSs 120, et seq.) including requirements of Illinois Public Act 96-0542. The Geneva Park District shall designate the Superintendent of Finance and Personnel & the Executive Director as the Freedom of Information Act Officers for the District. The staff members in this position must maintain proper compliance certification. The following requirements are hereby established for the inspection of records required to be made available to public inspection:

1. Any notice in writing may be submitted to the FOIA Officers, the Park District's Superintendent of Finance and Personnel & Executive Director.
2. The notice submitted must specify with reasonable particularity, which records are to be inspected.
3. The records to be inspected shall be available for inspection at the Geneva Park District office, 710 Western Avenue, Geneva, IL 60134, or if specified, can be copied and made available for delivery or pick up from the office. Records shall be available within five (5) days after the day of receipt of the request.
4. At the discretion of the FOIA Officers or other custodian of the records sought to be inspected, such records may be inspected only in the presence of an appropriate employee of the Park District. Records shall be available for public inspection during regular office hours. For this purpose, regular office hours shall be between the hours of 8:30 a.m. and 5:00 p.m. Monday-Friday except holidays. Records may not be inspected on any one occasion for more than three hours.

18.02 Extension of Response:

Consistent with applicable law, the Park District can extend your request for information for an additional five (5) days.

18.03 Limitations on Access:

Consistent with applicable law, a request to inspect records may be denied as provided in Section 7 of "The Freedom of Information Act" and the District may extend the time for compliance to the request to inspect or copy records in accordance with said Act.

18.04 Copies:

Records subject to public inspection may be reproduced, copied or photographed at the Park District's office by the person inspecting such records or by park district personnel. However, the custodian of the records shall be entitled to approve the manner and method in which records are reproduced, copied or photographed to assure that the records are not thereby damaged or the operations of the Park District unreasonably interfered with or disrupted. Except as otherwise required by law, copies of records available for public inspection will be made and provided to persons requesting the same only at the discretion of the Board of Commissioners, FOIA Officers or other custodian of such records. No obligation is undertaken to make and provide copies of reports and records available for public inspection except when required by law. To the extent copies are provided, a fee will be charged as noted in the Fee Schedule within the Freedom of Information Act Directory, payable in advance, consistent with current applicable law.



18.05 GENEVA PARK DISTRICT INFORMATION DIRECTORY

The Geneva 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 Geneva Park District.

The Geneva Park District has certain functional subdivisions, which are shown on the sheet attached hereto. The approximate amount of the operating budget of the Geneva Park District is \$15 million. The park district's office is located at 710 Western Avenue. The Park District has 41 full-time and approximately 500 part-time/seasonal employees.

GENEVA PARK DISTRICT BOARD OF COMMISSIONERS

Jay Moffat	Vice President/Assistant Treasurer *Acting President starting 8/20/24
Bre Cullen	Treasurer
Peter Cladis	Commissioner
Doug Jones	Commissioner
Gabriel Kaven	Commissioner *Appointed 9/16/24

GENEVA PARK DISTRICT MISSION STATEMENT

The mission of the Geneva Park District is to provide recreational programs, facilities, and open space that will enhance the quality of life for residents of all age groups and abilities.



GENEVA PARK DISTRICT OFFICE FACILITIES & ADMINISTRATIVE STAFF

Offices of the park district are as follows:

Administrative and Recreation Office

Executive Director of Parks and Recreation
Superintendent of Recreation
Assistant Superintendent of Recreation
Superintendent of Finance and Personnel
Facility Manager
710 Western Avenue
Geneva, IL 60134
630-232-4542

Park District Maintenance Facility

Superintendent of Parks & Properties
410 Wheeler Drive
Geneva, IL 60134
630-232-8670

Peck Farm Park

Manager of Peck Farm Park Interpretative Center
4038 Kaneville Road
Geneva, IL 60134
630-262-8244

Stephen D. Persinger Recreation Center

Facility Manager
3507 Kaneville Road
Geneva, IL 60134
630-232-4501

Geneva Park District Attorney

Ancel Glink
140 S. Dearborn Street, 6th Floor
Chicago, IL 60603
312-782-7606



GENEVA PARK DISTRICT COMMITTEE APPOINTMENTS

2024-2025

Updated: 9/17/24

Finance

Gabriel Kaven
Jay Moffat
Nicole Vickers

Land Acquisition, Building & Grounds, Facilities

Bre Cullen
Peter Cladis
Nicole Vickers

Long Range Planning

Peter Cladis
Gabriel Kaven
Nicole Vickers

Personnel and Policies

Jay Moffat
Doug Jones
Nicole Vickers

Recreation

Bre Cullen
Doug Jones
Elliott Bortner

Special Recreation Board

Nicole Vickers
Alternates: Elliott Bortner, Christy Powell

School / Park

Peter Cladis
Gabriel Kaven
Nicole Vickers

Open Meetings Act & FOIA Officers: Executive Director, Supt. of Finance & Personnel

Safety Coordinator: Operations & Safety Manager

ADA Coordinator: Supt. of Parks & Properties, Operation & Safety Manager



December, 2023

In compliance with section 42.02 of the Illinois Open Meetings Act, the following dates are scheduled for the Geneva Park District regular board meetings for 2024, which are held at the Geneva Community Center, 710 Western Avenue, Geneva, IL at 7:00 p.m.:

January 15, 2024

February 19, 2024

March 18, 2024

April 15, 2024

May 20, 2024

June 17, 2024

July 15, 2024

August 19, 2024 – Held at Peck Farm Park Orientation Barn

September 16, 2024

October 21, 2024

November 18, 2024

December 9, 2024

GENEVA PARK DISTRICT FACILITY & PARKS MAP



