Woodridge
PARK DISTRICT



MUNICIPAL DIRECTORY & FREEDOM OF INFORMATION ACT

AUGUST 2026

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The Woodridge Park District is a local government agency incorporated on October 21, 1969 and is located in the southeast corner of DuPage County and northeastern Will County.

SUMMARY OF PURPOSE

The District is organized as a general park district under the Illinois Park District Code to provide park and recreation services for a resident population of approximately 35,000.

MISSION STATEMENT

We create community, connections and belonging through exceptional parks, facilities and recreation experiences.

LONG TERM GOALS

#1 The Woodridge Park District will provide safe, diversified, creative, and value based recreational programs, special events and leisure services responsive to the needs of the community.

#2 The Woodridge Park District will commit to operational excellence through responsive, effective, efficient governance and management practices that provides value to the community.

#3 The Woodridge Park District will achieve its mission in a fiscally responsible manner by implementing best financial management practices in accordance with generally accepted accounting principles.

#4 The Woodridge Park District will cultivate an effective system of communication and cooperation with other community service providers to facilitate joint activities, services and programs avoiding where possible duplication of effort.

#5 The Woodridge Park District will be a leader in fostering a sense of community through the wise use of leisure time by developing and embracing community relations programs designed to advance a positive image and identity of the District and community.

#6 The Woodridge Park District will be an employer of choice that 1. Strives for excellence by fostering a collaborative work culture and workplace environment that values the well-being of its employees and volunteers; 2. That attracts, recruits, and retains employees and volunteers that are talented, competent, motivated, dedicated, respectful, accountable and engaged; 3. Equips employees and volunteers with essential resources to perform one's job responsibilities and increase opportunities for potential promotion within.

#7 The Woodridge Park District will plan, guide, and provide a diversified system of safe, accessible, and well-maintained parks, facilities, and equipment of exceptional quality responsive to the needs of the community.

#8 The Woodridge Park District will actively promote and implement strategies and actions to improve environmental quality and achieve sustainable results.

CORE VALUES



SAFETY FIRST
Think Safe, Work Safe, Play Safe, Be Safe!



TEAM WOODRIDGE
Collaborate together to create a unique identity through recreational experiences.



MODEL THE WAY
Progressively lead by means of cooperative, flexible, innovative and sustainable initiatives.



INTEGRITY WE TRUST
Principled in fiscal responsibility, employment practices and community service.



LIVE FOR FUN
Creating impactful experiences for a fun & healthy life.



DRIVEN BY EXCELLENCE
Establish “Best of the Best” facilities, parks, programs and services through creativity, passion, and commitment to high standards.



EVERYONE COUNTS
Champion for inclusivity, diversity and respect.

WOODRIDGE PARK DISTRICT
BOARD OF PARK COMMISSIONERS

The Woodridge Park District is governed by an elected five-person Board of Commissioners.

NAME	TITLE	TERM EXPIRES
Bill Cohen	President	April 2027
Brian P. Coleman	Vice President	April 2031
Jack C. Mahoney	Secretary	April 2029
Sam Venouziou	Treasurer	April 2031
Ken Perry	Commissioner	April 2029



BOARD OF COMMISSIONERS LEFT TO RIGHT: SAM VENOUZIOU, JACK MAHONEY, BILL COHEN, BRIAN COLEMAN, KEN PERRY

WOODRIDGE SOCCER ASSOCIATION
BOARD OF DIRECTORS

The Woodridge Soccer Association (hereafter referred to as the WSA) is a Woodridge Park District (hereinafter referred to as WPD) parent association. A WPD parent association is an association of parents of children involved in a particular type of sports program. The WSA exists and functions with the approval and guidance of the WPD and the Board of Park Commissioners but its activities are self-directed to the extent the provisions provide in the WSA By-laws. The WSA is a subsidiary body of the Woodridge Park District, and, therefore, is subject to the requirements of the Illinois Open Meetings Act and other laws involving Public Bodies.

Governing of the WSA is vested in the Executive Council duly elected for two-year terms by the general membership of the WSA.

NAME	TITLE	TERM EXPIRES
Brian Mathews	President	December 2026
Erika Starkenburg	Vice-President	December 2027
Briane Eggert	Administrator	December 2027
Kristan Martin	Director of Operations	December 2026
Brianna Sopcak	Secretary	December 2026

FREEDOM OF INFORMATION OFFICERS



JENNY KNITTER
EXECUTIVE DIRECTOR



ASHLEY ESQUIVEL
EXECUTIVE ASSISTANT



CHRIS WEBBER
DEPUTY DIRECTOR/SUPT. OF BUSINESS SERVICES

WOODRIDGE PARK DISTRICT FACILITIES



ADMINISTRATIVE OFFICE & FRED C. HOHNKE COMMUNITY CENTER

2600 Center Drive,
Woodridge, IL 60517
Phone #: 630-353-3300
Fax #: 630-353-3310



ATHLETIC RECREATION CENTER (ARC)

8201 S. Janes Avenue,
Woodridge, IL 60517
Phone #: 630-353-3400
Fax #: 630-353-3409



CYPRESS COVE FAMILY AQUATIC PARK

8301 S. Janes Avenue,
Woodridge, IL 60517
Phone #: 630-353-3350



MAINTENANCE FACILITY

8325 S. Janes Avenue,
Woodridge, IL 60517



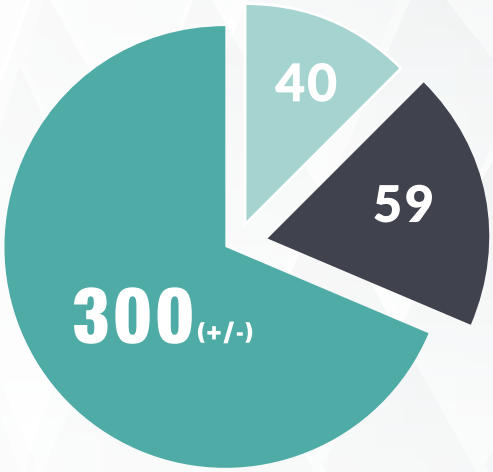
PARK LISTINGS & LOCATIONS

Refer to exhibit 'A' (Park Matrix) & 'B' (Park Map)

OPERATING BUDGET

The total annual operating budget of the Woodridge Park District for the fiscal year beginning January 1, 2026 and ending December 31, 2026 is $20,135,336
The Budget and Appropriations Ordinance was approved at the January 20, 2026 Board Meeting.





TOTAL NUMBER OF EMPLOYEES

The organization currently employs 40 full-time and 59 part-time staff members, with the seasonal workforce typically expanding to around 300 employees.



FULL-TIME & PERMANENT PART-TIME EMPLOYEES:

ADMINISTRATION

Jenny Knitter – Executive Director
Ashley Esquivel – Executive Assistant

BUSINESS SERVICES

Chris Webber – Deputy Director/Supt. of Business Services
Carrie Potts – Finance Assistant
Alex Hansen – Finance/Customer Service Coordinator (PT)

HUMAN RESOURCES

Connie Curry – Human Resource Manager
Lauren Moody – Human Resources Generalist

MARKETING & COMMUNITY ENGAGEMENT

Megan Romano – Supt. of Marketing & Community Engagement
Colleen Kane – Marketing & Design Coordinator
Lauren Clancy – Customer Service Supervisor
Sabine O'Shea – Customer Service Coordinator (PT)
Vicky Cavanaugh – Customer Service Coordinator (PT)
Rachel Martin – Customer Service Coordinator (PT)
Emma Reiter – Customer Service Coordinator (PT)
Donna Tokarski – Customer Service Coordinator (PT)

RECREATION | FHCC

Rick Knipfer – Supt. of Recreation
Amanda Widloe – Aquatic Facility Manager
Kim Passini – Recreation Supervisor-Active Adults
Kathi Wencewicz – Recreation Supervisor-Early Childhood & Youth
Amelia Lozano – Recreation Coordinator-Totschool (PT)

RECREATION | ARC

Keith Blomberg – ARC Facility Manager
Barb Larocco – Fitness Manager

RECREATION | ARC *(continued)*

Dan Peboontom – Athletic Supervisor-Adults
Nick Bacarella – Athletic Supervisor-Youth
Stephany Hoch – Recreation Supervisor - Camp & KIDZ Squad
Jose Urias – ARC Building Attendant
Cammy Graf – Camp Director/Kidz Squad Site Director
Eric McAleer – Assistant Facility Manager (PT)
Ryan Ondracek – Assistant Facility Manager (PT)
Sean Rivera – Assistant Facility Manager (PT)
Andrea Hoffman – Fitness Guest Services (PT)
Open Position – Fitness Guest Services (PT)

PARKS

Scott Norman – Supt. of Parks
Chris Blaugh – Park Maintenance Manager
Matt Adams – Playground Safety Foreman
Dan Skryd – Turf & Athletic Field Foreman
Alex Reents – Park Maintenance Mechanic
Chris Pollack – Natural Resource Specialist
Zac Cline – Park Maintenance
AJ Oskorep – Park Maintenance
James Samartano – Park Maintenance
Mark Schneider – Park Maintenance
Dan Tyson – Park Maintenance
Kevin Moriarty – Park Maintenance (PT)

FACILITIES & RISK MANAGEMENT

John Karesh – Supt. of Facilities & Risk Management
Daryl Behling – ARC Maintenance Tech
Eric Koven – Park Maintenance Tech
Carlos Ocampo – Aquatic Maintenance Supervisor
Kevin Hertko – Aquatic Maintenance Tech
Anthony Larocco – FHCC Building Attendant

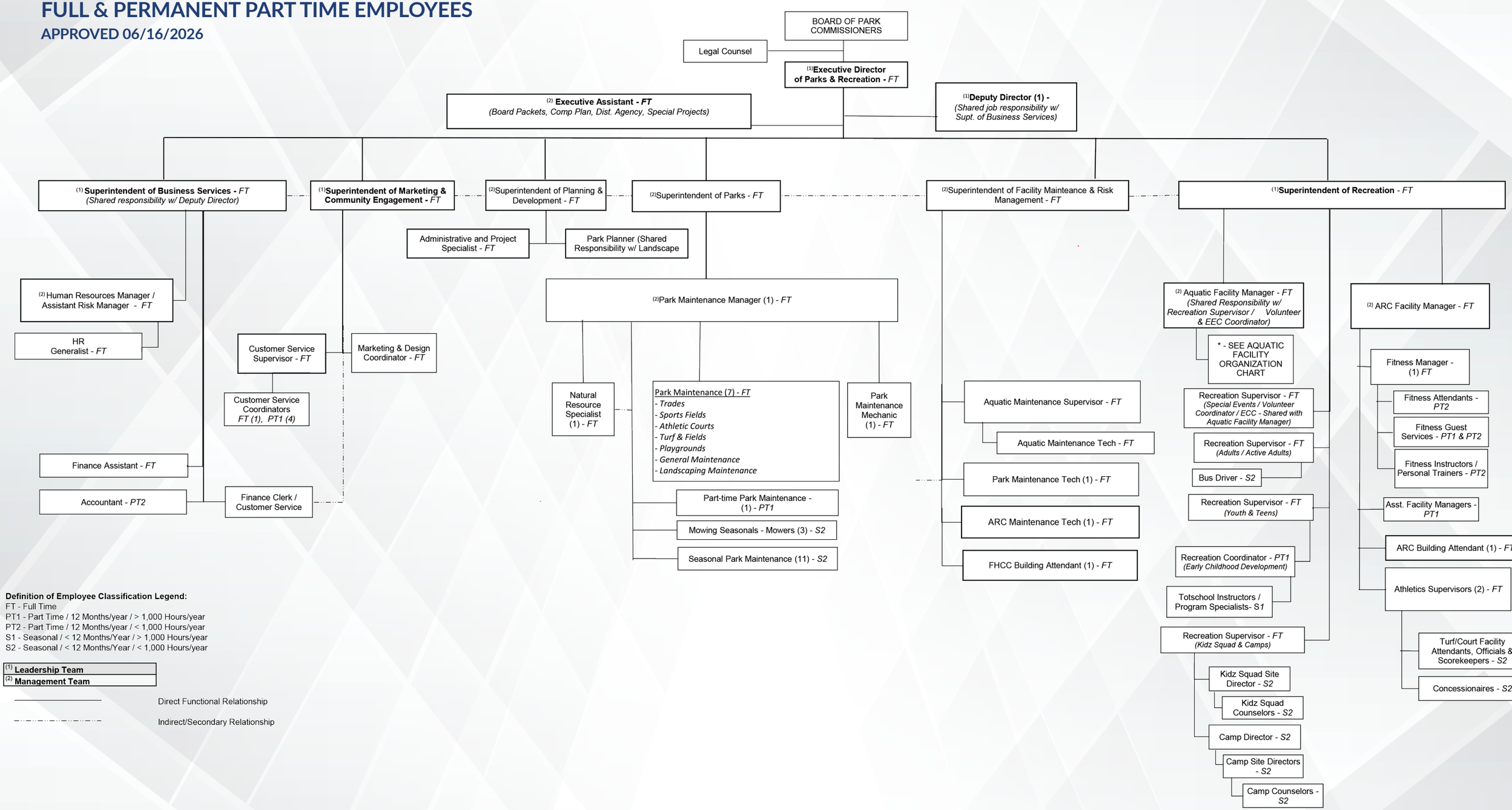
PLANNING & DEVELOPMENT

Ryan Bordewick – Supt. of Planning and Development
Abi Lesage – Park Planner
Suzy Ravasio – Administrative and Project Specialist



ORGANIZATIONAL CHARTS
(BLOCK DIAGRAM OF FUNCTIONAL SUBDIVISION)
See attached Exhibits

ORGANIZATION CHART
FULL & PERMANENT PART TIME EMPLOYEES
APPROVED 06/16/2026



Definition of Employee Classification Legend:
FT - Full Time
PT1 - Part Time / 12 Months/year / > 1,000 Hours/year
PT2 - Part Time / 12 Months/year / < 1,000 Hours/year
S1 - Seasonal / < 12 Months/Year / > 1,000 Hours/year
S2 - Seasonal / < 12 Months/Year / < 1,000 Hours/year

(1) Leadership Team
(2) Management Team

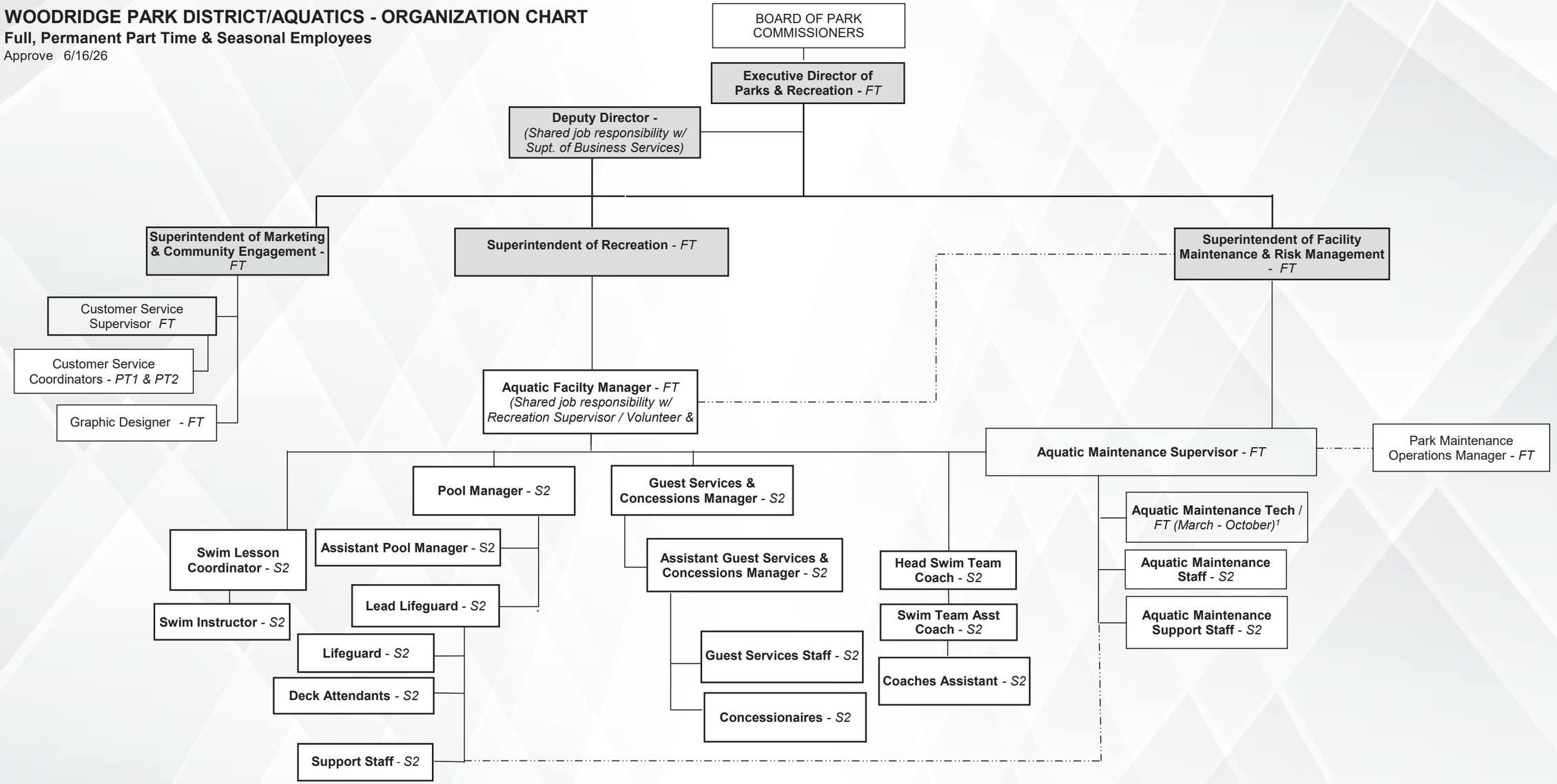
Direct Functional Relationship

Indirect/Secondary Relationship

WOODRIDGE PARK DISTRICT/AQUATICS - ORGANIZATION CHART

Full, Permanent Part Time & Seasonal Employees

Approve 6/16/26



[1] Aquatic Maintenance (FT) (Shared between Aquatics & Maintenance)

Definition of Employees Legend:

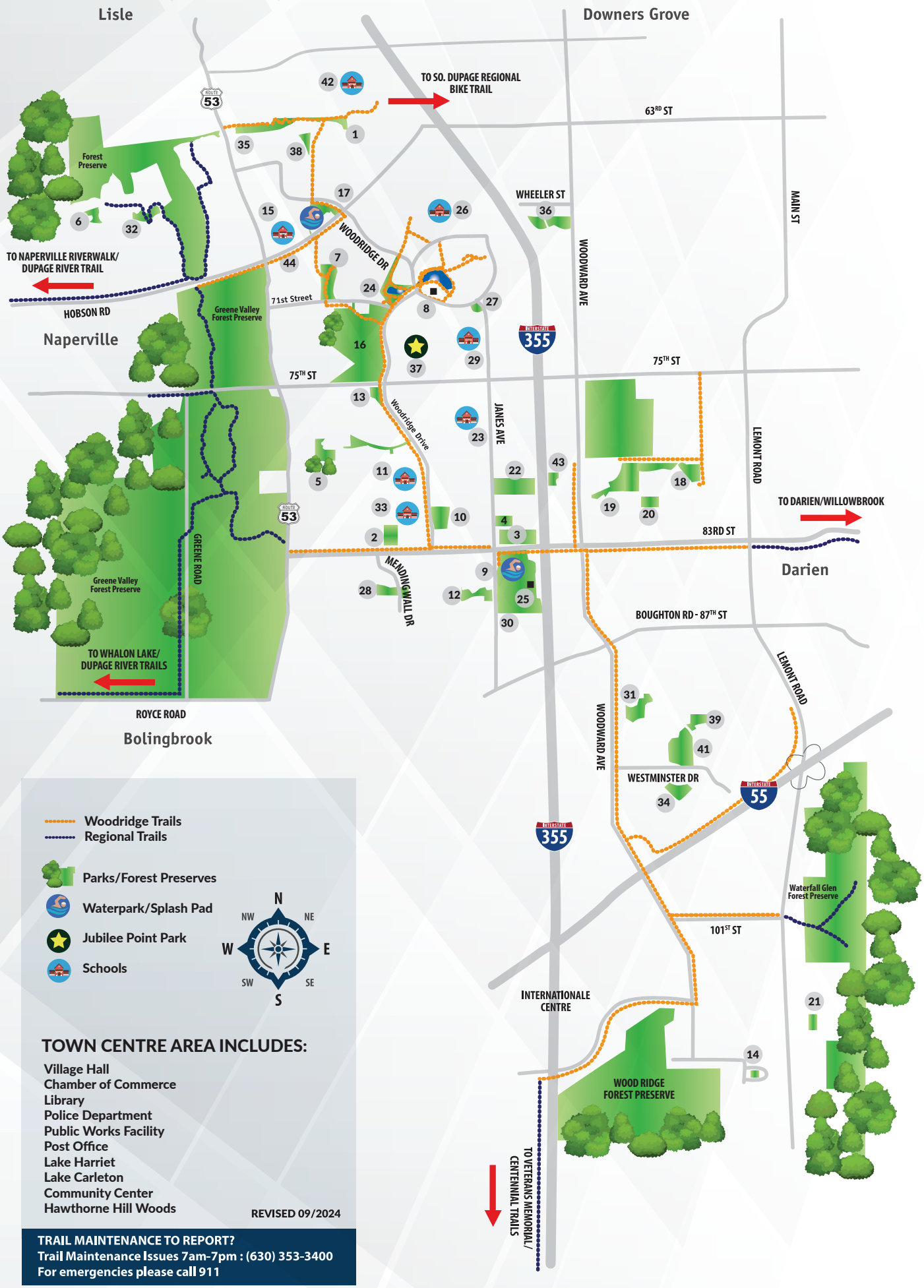
FT - Full Time

PT1 - Part

PT2 - Part Time / 12 Months/year / < 1,000 Hours/year
S1 - Seasonal / < 12 Months/Year / > 1,000 Hours/year
S2 - Seasonal / < 12 Months/Year / < 1,000 Hours/year

(1) **Leadership Team**
(2) **Management Team**

EXHIBIT A



TOWN CENTRE AREA INCLUDES:

Village Hall
Chamber of Commerce
Library
Police Department
Public Works Facility
Post Office
Lake Harriet
Lake Carleton
Community Center
Hawthorne Hill Woods

REVISED 09/2024

TRAIL MAINTENANCE TO REPORT?
Trail Maintenance Issues 7am-7pm : (630) 353-3400
For emergencies please call 911

	Owned Acres	Managed/Leased Acres	Picnic Areas	Shelters	Elementary Play Equipment	Preschool Play Equipment	Swings	Tot Swing	Baseball/Softball Fields	Basketball Courts	Tennis Courts	Sand Volleyball Courts	Soccer Fields	Outdoor Aquatic Facilities	Restroom Facilities	Portajohn (Seasonal)	Nature Trail	Biking/Walking Trail	Multi-Purpose Open Play Area	Fishing	Non-motorized Boating	Room/Park Rentals	Concessions	Parking Lot	Drinking Fountain	Undeveloped/Open Space	Woodlands	In-Line Hockey/Futsal Court	Disc Golf	Splash Pad	Skate Park	Garden Plots
■ 1. 63rd Street Park - 3000 63rd St.	4.06	1.15			●		●	●	1	2						●		●	●					●	●							
■ 2. 83rd Street Park - 2890 83rd St.	2.24		●	●									PR					●	●					●	●							
★ 3. ARC - 8201 S. Janes Ave.	4.08																															
■ 4. ARC Soccer Fields - 8101 Janes Ave.	6.0			●									3																			
■ 5. Boundary Hill Woods - Boundary Hill Rd. cul-de-sac	8.66																●							●			●					
■ 6. Caddie Corner Park - between Green Trails Dr. & Green Rd.	2.47				●		●	●										●	●						●							
■ 7. Castaldo Park - 3024 71st St.	11.64		●	●	●		●	●				1				●		●	●			●		●	●				●			
★ 8. Fred C. Hohnke Community Center /Lake Carleton - 2600 Center Dr.	17.21		●		●	●	●	●							●			●	●	●	●	●		●	●							
★ 9. Cypress Cove Family Aquatic Park - 8301 S. Janes Ave.														●	●			●		●		●	●	●	●							
■ 10. Echo Point Park - 8115 Woodridge Dr.	6.15		●	●	●		●	●				1				●		●	●			●		●	●							
● 11. Edgewood School - 7900 Woodridge Dr.		9.35			●		●		1	1			PR			●			●					●								
■ 12. Falconridge Park - 8400 Janes Ave.	7.95		●		●								1			●			●					●			●					
■ 13. Forest Glen Park - 2908 Forest Glen Parkway	2.14		●	●	●		●				4					●		●	●					●	●							
■ 14. Forest View Park - 1200 Alexander Dr.	0.18				●																											
● 15. Goodrich School - 3450 Hobson Rd.		8.23			●		●		1	1			PR			●			●					●								
■ 16. Hawthorne Hill Woods - 22W221 71st St.	71.34																●	●	●								●					
■ 17. Hobson Corner Park - 2910 Hobson Rd.	5.42		●	●					INF		5					●			●					●	●					●		
■ 18. Ide's Grove East Park - 8127 Meadowwood Ave.	4.49		●	●	●	●	●	●				1						●	●	●					●							
■ 19. Ide's Grove West Park - 1825 Compton Rd.	6.48				●		●	●											●	●												
■ 20. Ide's Legacy Park - 1509 Hartford Lane	.68			●																					●	●						
■ 21. Internationale Estates Park - 10515 Aspen Lane	0.52		●	●															●													
■ 22. Janes Avenue Park - 7927 Janes Ave.	10.03	3.0	●	●	●				2	4H			2		●	●							●	●	●			●			●	
■ 23. Jubilee Point Park - 7101 Woodridge Dr.	22.38	22.38																	●							●						●
● 24. Jefferson Junior High School - 7200 Janes Ave.		16.28							3				3			●			●					●								
■ 25. Lake Harriet - 7000 Woodridge Dr.	9.48		●															●	●	●	●											
★ 26. Maintenance Building - 8325 S. Janes Ave.															●									●	●							
● 27. Meadowview School - 2525 Mitchell Dr.		8.2			●		●		1	2			PR			●		●	●					●								
■ 28. Memorial Park - Janes Ave. & Center Dr.		2.74																							●							
■ 29. Mending Wall Park - 8406 Mending Wall Dr.	6.96		●		●	●	●	●										●	●													
● 30. Murphy School - 7700 Larchwood Lane		6.91			●		●			1			PR			●			●					●								
■ 31. Orchard Hill Park - 8413 S. Janes Ave.	46.1		●	●					3				4			●			●					●	●							
■ 32. Rutgers/Peters Drive Site - 1700 Rutgers Dr.	8.12																		●	●						●						
■ 33. Seven Bridges Park - 6516 Greene Rd.	3.37		●	●	●	●	●	●		1	1							●	●						●		●					
● 34. Sipley School - 2806 83rd St.		8.69			●		●		1	1						●			●					●								
■ 35. Somerset Park - 1267 S. Somerset Lane	.57		●	●	●		●	●																	●							
■ 36. Summerhill Park - 3296 Parkside Dr.	6.8		●		●	●	●	●				1				●		●	●													
■ 37. Sunnydale Park - 6733 Harvest Ave.		6.95	●	●	●	●	●	●					1			●		●	●					●	●							
■ 38. Triangle Park - 3209 63rd St.	1.91																								●							
■ 39. Vicente Natural Area	29.05																								●	●						
■ 41. Westminster Park - 1320 Westminster Dr.	14.74		●	●	●	●	●	●			2		PR			●		●	●													
● 42. Willow Creek School - 2901 Jackson Dr.		7.43			●		●			1			PR						●					●								
■ 43. Windy Point Park - 2100 Egerton Dr.	7.1		●	●	●	●	●	●										●	●	●					●							
■ 44. Commonwealth Edison Bikeway - Easement from 63rd to 71st St.		29.10																●	●													
Future Park Site	7.91																								●							
Misc. Pathways	7.8																			●												
Misc. Parcels	25.96	73.25																							●							
TOTAL	376.88	208.93	18	14	24	8	21	14	14	14	12	4	21	1	5	18	2	20	30	8	2	5	3	21	18	9	5	1	1	1	1	1

Revised 5/7/2026 ■ Parks ★ Facilities ● Schools PR=Practice Fields INF=Denotes Baseball Practice Infields H=Half Court Basketball

FREEDOM OF INFORMATION REQUEST PROCEDURES

A. COMPLIANCE

It is the policy of the Woodridge Park District to permit access to as well as inspection and copying of public records in accordance with the Illinois Freedom of Information Act, hereinafter referred to as the "Act" or "FOIA" (5 ILCS 140/1 et seq.). In accord with the above stated policy, the following practices and procedures are provided and established by the Woodridge Park District.

B. FREEDOM OF INFORMATION OFFICER

1. Designation. The Executive Director is hereby designated to act as the Woodridge Park District's Freedom of Information Officer, to receive requests submitted under the Act, ensure timely responses to requests and issue responses under the Act, except in instances where records are furnished immediately. In the event that the Executive Director is not available, the Executive Assistant and the Deputy Director/Superintendent of Business Services are designated as the Deputy FOIA Officer(s) to whom such requests are to be made.
2. Procedures. The Freedom of Information Officer shall:
    a. develop a list of documents or categories of records to be immediately disclosed upon request;
    b. note the date a written request is received;
    c. compute the day on which the period for response will expire and make a notation of that date on the written request;
    d. maintain an electronic or paper copy of a written request, including all documents submitted with it, until the request is complied with or denied; and
    e. create a file for the retention of the original request, a copy of the response, a record of written communication with the requester and a copy of other communications.
3. Training.
    a. All Freedom of Information Officers shall successfully complete an annual training program developed by the Public Access Counselor.
    b. Whenever a new Freedom of Information Officer is designated by the Park District, that person shall successfully complete the electronic training curriculum developed by the Public Access Counselor within thirty (30) days after assuming the position.
    c. Successful completion of the required training curriculum within the periods provided shall be a prerequisite to continue serving as a Freedom of Information Officer.
    d. A list naming the Freedom of Information Officers shall be submitted to the Public Access Counselor.

C. REQUESTING RECORDS

1. Requests for all records must be in writing and submitted to the attention of the FOIA Officer by mail, facsimile or e-mail, or delivery during regular business hours. No oral request for records will be processed. The person orally requesting records shall be advised to put the request in writing.
2. Designated office for submission of FOIA requests:
    Freedom of Information Officer
    Woodridge Park District, 2600 Center Drive, Woodridge, Illinois 60517
    Hours: Those hours during which the Park District is open for business currently:
    9:00 am-12:00 pm and 12:30-4:00 pm - Monday through Friday
3. Content of Requests. In addition to being in writing, all requests must specify, in particular, the records requested to be retrieved and and/or inspected. Provide as much information as possible on the subject matter. This will help expedite the search process. All requests must also specify whether the records are requested for a commercial purpose as well as whether the Requester is requesting a fee waiver. If any records are to be certified, it must be so indicated in the request, specifying which records are to be certified. A written request should include the Requester's name, address, the date and a daytime telephone number so that the Park District can contact the requester if it has any questions.

4. When a person requests a copy of a record maintained in an electronic format, the Park District shall furnish it in the electronic format specified by the requester, if feasible. If it is not feasible to furnish the public records in the specified electronic format, then the Park District shall furnish it in the format in which it is maintained by the Park District or in paper format at the option of the requester. The Park District may charge the requester for the actual cost of purchasing the recording medium, whether disc, diskette, tape, or other medium. Unless the request is for a commercial purpose or a voluminous request, the Park District may not charge the requester for the costs of any search for and review of the records or other personnel costs associated with reproducing the records.

D. RESPONSES TO REQUESTS FOR RECORDS NOT SOUGHT FOR A COMMERCIAL PURPOSE, BY A RECURRENT REQUESTER OR NOT DETERMINED TO BE A VOLUMINOUS REQUEST

Within five business days from receipt of a written request for records not sought for a commercial purpose, not requested by a recurrent Requester or not determined to be a voluminous request, one or more of the following responses will be given to the person requesting records:

1. The requested inspection or copying of the records may be granted immediately if the request is for a record or records that are easily accessible and immediately available. The person releasing the records shall prepare a memorandum of the release.
2. Notify the requester that the record is available online and direct the requester to the website where the record can reasonably be accessed. If the person is unable to reasonably access the record after being directed to the website, he/she may resubmit his request stating his or her inability to reasonably access the record. In that event, the Park District will make the requested record available for inspection and/or copying in accordance with FOIA.
3. Provide a letter stating that the request for records is granted and provide copies of the records, or otherwise notify the Requester that the records are available inspection or copying at the Park District, if the Requester wanted to inspect the records.
4. Advise in writing that the request is unduly burdensome with an offer to the person making the request of an opportunity to confer with the FOIA Officer in an attempt to reduce the request to a manageable proportion.
5. Advise in writing that the request cannot be filled within five days and that it will be responded to within an additional five days from the original due date and notify the Requester of the reason(s) for the extension.
6. Agree in writing to extend the time for compliance for a period of time to be determined by the parties and notify the requester of the reason(s) for the extension and response delay.
7. Deny, in whole or in part, the request in writing, stating the reasons for the denial, including a detailed factual basis for the application of any exemption claimed, and the names and titles or positions of each person responsible for the denial. A partial denial shall provide any redacted documents or documents that are not withheld. Each notice of denial shall also inform the requester of the right to review by a Public Access Counselor and the Public Access Counselor's address and phone number. Each notice of denial shall inform the requester of his or her right to judicial review under Section 11 of the Act. Any denial shall be made in writing and mailed or given personally within the five-day period or any extension thereof. When a request for public records is denied on the grounds that the records are exempt under Sections 7 or 7.5 of the Act, the notice of denial shall specify the exemption claimed to authorize the denial and the specific reasons for the denial, including a detailed factual basis and a citation to supporting legal authority. Copies of all notices of denial shall be retained by the Park District in a single central office file that is open to the public and indexed according to the type of exemption asserted and, to the extent feasible, according to the types of records requested.

E. RESPONSES TO REQUESTS FOR RECORDS SOUGHT FOR A COMMERCIAL PURPOSE

Within 21 working days from receipt of a written request for records sought for a commercial purpose, one or more of the following responses shall be given to the person requesting this record:

1. The requester's inspection or copying of the records may be granted immediately if the request is for a record or records that are easily accessible and immediately available. The person releasing the record shall prepare a memorandum of the release.
2. Provide a letter stating that the request for records is granted and provide copies of the records, or otherwise notify the Requester that the records are available inspection or copying at the Park District, if the Requester wanted to inspect the records.
3. Notify the requester that the record is available online and direct the requester to the website where the record can reasonably be accessed. If the person is unable to reasonably access the record after being directed to the website, he/she may resubmit his request stating his or her inability to reasonably access the record. In that event, the Park District will make the requested record available for inspection and/or copying in accordance with FOIA.
4. Advise in writing that the request is unduly burdensome with an offer to the person making the request of an opportunity to confer with the FOIA Officer in an attempt to reduce the request to a manageable proportion.
5. Deny, in whole or in part, the request in writing stating the reasons for the denial, including a detailed factual basis for the application of any exemption claimed, as well as both the right to review by a Public Access Counselor and the Public Access Counselor's address and phone number. Any denial shall be made in writing and mailed or given personally. It shall include the name and title of the person responsible for the denial. Each notice of denial shall inform the Requester of his right to judicial review under Section 11 of the Act. When a request for public records is denied on the grounds that the records are exempt under Sections 7 or 7.5 of the Act, the notice of denial shall specify the exemption claimed to authorize the denial and the specific reasons for the denial, including a detailed factual basis and a citation to supporting legal authority. Copies of all notices of denial shall be retained by the Park District in a single central office file that is open to the public and indexed according to the type of exemption asserted and, to the extent feasible, according to the types of records requested.
6. Provide, in writing, to the Requester an estimate of the time required to provide the requested records and an estimate of the fees to be charged, which must be paid in full before copying the requested document. Unless the records are exempt from disclosure, the Park District shall comply with the request within a reasonable time period considering the size and complexity of the request and giving priority to records requested for non-commercial purposes.

F. COMPLIANCE

1. A voluminous request is a request that:
    a. (i) includes more than five individual requests for more than five different categories of records or a combination of individual requests that total requests for more than five different categories of records in a period of 20 business days; or (ii) requires the compilation of more than 500 letter or legal-sized pages of public records unless a single requested record exceeds 500 pages. "Single requested record" may include, but is not limited to, one report, form, e-mail, letter, memorandum, book, map, microfilm, tape or recording.

    As with commercial requests and recurrent requesters, the definition of voluminous requests does not include requests made by news media and non-profit, scientific, or academic organizations if the principal purpose of the request is (1) to access and disseminate information concerning news and current or passing events; (2) for articles of opinion or features of interest to the public; or (3) for the purpose of academic, scientific or public research or education.

2. Within five business days of the receipt of a voluminous request, the Freedom of Information Officer must inform the requester of the following:
    a. the Park District is treating the request as a voluminous request;
    b. the reasons why the Park District is treating the request as a voluminous request;
    c. that the requester must respond to the District within 10 business days after the District's response was sent and specify whether the requester would like to amend the request in such a way that the District will no longer treat the request as a voluminous request;
    d. that if the requester does not respond within 10 business days or if the request continues to be a voluminous request following the requester's response, the Park District will respond to the request and assess any fees the Park District may charge under FOIA;
    e. that the Park District has five business days after the receipt of the requester's response or five business days from the last day for the requester to amend his or her request, whichever is earlier, to respond to the request;
    f. that the Park District may request an additional 10 business days to comply with the request
    g. that the requester has a right to a review of the Park District's determination by the Public Access Counselor ("PAC") and provide the address and phone number for the Public Access Counselor; and that if the requester fails to accept or collect the responsive records, the District may still charge the requester for its response pursuant to the Freedom of Information Act and the requester's failure to pay will be considered a debt due and owing to the District and may be collected in accordance with applicable law.
3. If the request continues to be voluminous following the Requester's response or the requester fails to respond to the Park District's initial notification, the Park District shall respond to the voluminous request within five business days after (1) it receives the requester's response; or (2) the final day for the requester to respond to the initial notification.

The Park District's response to a voluminous request shall do one of the following:

a. Provide an estimate of the fees to be charged, which the District may require the person to pay in full before copying the requested documents
b. Provide the records requested;
c. Notify the requester that the request is unduly burdensome and extend an opportunity to the requester to attempt to reduce the request to manageable portions;
d. Deny, in whole or in part, the request in writing stating the reasons for the denial, including a detailed factual basis for the application of any exemption claimed, as well as both the right to review by a Public Access Counselor and the Public Access Counselor's address and phone number. Any denial shall be made in writing and mailed or given personally. It shall include the name and title of the person responsible for the denial. Each notice of denial shall inform the Requester of his right to judicial review under Section 11 of the Act. When a request for public records is denied on the grounds that the records are exempt under Sections 7 or 7.5 of the Act, the notice of denial shall specify the exemption claimed to authorize the denial and the specific reasons for the denial, including a detailed factual basis and a citation to supporting legal authority. Copies of all notices of denial shall be retained by the Park District in a single central office file that is open to the public and indexed according to the type of exemption asserted and, to the extent feasible, according to the types of records requested.
e. Extend the time to respond by 10 business days from the final day for the requester to respond to the District's notification for any of the reasons provided in subsection (e) of Section 3 of the Act. The person making a request and the District may agree in writing to extend the time for compliance for a period to be determined by the parties. If the requester and the District agree to extend the period for compliance, a failure by the District to comply with any previous deadlines shall not be treated as a denial of the request for the records.

G. RESPONSES TO REQUESTS FOR RECORDS BY RECURRENT REQUESTERS

1. A recurrent requester is a person, who, in the 12 months immediately preceding the request, submitted to the Park District (i) a minimum of 50 requests for records; (ii) a minimum of 15 requests for records within a 30-day period, or (iii) a minimum of seven requests for records within a seven-day period. Recurrent requester does not apply to requests by news media and non-profit, scientific or academic organizations, when the principal purpose of the requests is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interests to the public, or (iii) for the purpose of academic, scientific, or public research or education. A request may identify multiple records for inspection or copying.
2. Within five business days after receiving a request from a recurrent requester, the Park District shall notify the requester (i) that the Park District is treating the request as a recurrent request under Section 2(g) of the FOIA, (ii) the reason for such treatment, and (iii) that the Park District will send an initial response within 21 business days after receipt. The Park District shall also notify the requester that it will (1) provide the public records; (2) deny the request due to exemptions; (3) treat the request as unduly burdensome; or (4) provide an estimate of the time required to provide the public records requested and an estimate of the fees to be charged, which the public body can require to be paid before copying.
3. Within 21 business days after receiving a request, the Park District shall respond to the recurrent requester by (i) providing an estimate of the time required for the Park District to provide the requested records and an estimate of the fees to be charged, which fees must be paid in full before copying; (ii) deny the request pursuant to applicable exemptions under the Act; (iii) notify the requester that the request is unduly burdensome and extend an opportunity to attempt to reduce the request to manageable portions, or (iv) provide the requested records.
4. Unless the records are exempt from disclosure, the District shall comply with a request within a reasonable period considering the size and complexity of the request.

H. INTERPRETATION/ADVISEMENT/ CREATION/ QUESTIONS

The Park District has no obligation to create or interpret public records or to advise requester of their meaning or significance or to answer questions.

I. EXEMPT RECORDS

When a request is made to inspect or copy a public record that contains information that is exempt from disclosure under Sections 7 or 7.5 of the Act, but also contains information that is not exempt from disclosure, the Park District may elect to redact the information that is exempt. The Park District shall make the remaining information available for inspection and copying.

J. RECORDS NOT IN PARK DISTRICT'S POSSESSION BUT IN POSSESSION OF CONTRACTOR PARTY

A public record that is not in the possession of the Park District but is in the possession of a party with whom the Park District has contracted to perform a governmental function on behalf of the Park District, and that directly relates to the governmental function and is not otherwise exempt under this Act, is to be considered a public record of the Park District, for purposes of the Act.

K. PUBLIC ACCESS COUNSELOR

1. Review by Public Access Counselor. Any person whose request to inspect or copy a public record is denied may file a request for review with the Public Access Counselor established in the Office of the Attorney General within 60 calendar days after the date of final denial (or the date upon which the response was due).
2. Written Request for Review. Requests for review must be written, signed by the Requester and include both a copy of the request for access to records and any response from the Park District. Upon receipt, the Public Access Counselor shall determine whether further inquiry is warranted.

3. **Further Inquiry Warranted. Upon receipt of a request for review, the Public Access Counselor shall determine whether further action is warranted. If the Public Access Counselor determines that the alleged violation is unfounded, he or she shall so advise the requester and the Park District, and no further action shall be undertaken. In all other cases, the Public Access Counselor shall forward a copy of the request for review to the Park District within seven business days after receipt and shall specify the records or other documents that the Park District shall furnish to facilitate the review. Within seven business days after receipt of the request for review, the Park District shall provide copies of records requested and shall otherwise fully cooperate with the Public Access Counselor. To the extent that records or documents produced by the Park District contain information that is claimed to be exempt from disclosure under Sections 7 or 7.5 of the Act, the Public Access Counselor shall not further disclose that information.**

   Within seven business days after it receives a copy of a request for review and request for production of records from the Public Access Counselor, the Park District may, but is not required to, answer the allegations of the request for review. The answer may take the form of a letter, brief, or memorandum. The Public Access Counselor shall forward a copy of the answer to the person submitting the request for review, with any alleged confidential information to which the request pertains redacted from the copy. The requester may, but is not required to, respond in writing to the answer within seven business days and shall provide a copy of the response to the Park District.

   In addition to the request for review, and the answer and the response thereto, if any, a requester or the Park District may furnish affidavits or records concerning any matter germane to the review.

   Unless the Public Access Counselor extends the time by no more than 30 business days by sending written notice to the requester and the Park District that includes a statement of the reasons for the extension in the notice, or decides to address the matter without the issuance of a binding opinion, the Attorney General shall examine the issues and the records, shall make findings of fact and conclusions of law, and shall issue to the requester and the Park District an opinion in response to the request for review within 60 days after its receipt. The opinion shall be binding upon both the requester and the public body, subject to administrative review under Section 11.5 of the Act.

   In responding to any request under Section 9.5 of the Act, the Attorney General may exercise his or her discretion and choose to resolve a request for review by mediation or by a means other than the issuance of a binding opinion. The decision not to issue a binding opinion shall not be reviewable. If the requester files suit under Section 11 with respect to the same denial that is the subject of a pending request for review, the requester shall notify the Public Access Counselor, and the Public Access Counselor shall take no further action with respect to the request for review and shall so notify the Park District.

4. **Violation Notice. Upon receipt of a binding opinion concluding that a violation of this Act has occurred, the Park District shall either take necessary action immediately to comply with the directive of the opinion or shall initiate administrative review under Section 11.5 of the Act.**
5. **Administrative Review. A binding opinion issued by the Attorney General shall be considered a final decision of an administrative agency, for purposes of administrative review under the Administrative Review Law. (735 ILCS 5/Art. III) An action for administrative review of a binding opinion of the Attorney General shall be commenced in Cook or Sangamon County. An advisory opinion issued to a Park District shall not be considered a final decision of the Attorney General for purposes of this Section.**

6. Pending Judicial Review. If a Requester files a lawsuit under Section 11 of the Act with respect to the same denial that is the subject of a pending request for review, the Requester shall notify the Public Access Counselor and the Public Access Counselor will take no further action with respect to the request for review and will notify the Park District.
7. Advisory Opinions. The Attorney General may issue advisory opinions to the Park District regarding compliance with the Act. A review may be initiated upon receipt of a written request from the head of the Park District or its attorney, which shall contain sufficient accurate facts from which a determination can be made. The Public Access Counselor may request additional information from the Park District in order to assist in the review. If the Park District relies in good faith on an advisory opinion of the Attorney General in responding to a request, it is not liable for penalties under the Act, so long as the facts upon which the opinion is based have been fully and fairly disclosed to the Public Access Counselor.

L. RETRIEVAL AND COPYING

Retrieval and copying of records are limited only to employees of the Park District designated by the FOIA Officer.

M. INSPECTION OF RECORDS

Inspection of records shall only be permitted by appointment, in the presence of an employee of the Park District designated by the FOIA Officer, during regular business hours.

N. CATALOG OF RECORDS

Records are catalogued by type in accord with the List of Records below:

» Budget and appropriation ordinances
» Levy ordinances
» Policies pertaining to the use of parks and facilities
» Ordinances and Resolutions adopted by the Board of Commissioners
» Agendas and minutes of meetings of the Board of Commissioners
» Intergovernmental agreements
» Contracts
» Accounts payable
» Payroll
» Final reports and studies accepted by the Board of Commissioners
» Names, salaries, titles, and dates of employment of all employees and officers of Woodridge Park District.
» Applications for grants
» Agreements pursuant to receipt of grants
» Personnel manual and procedural rules

O. CENTRAL FILE FOR DENIAL LETTERS

A central file for denial letters, indexed by the type of exception for denial, will be maintained by the FOIA Officer.

P. FEES

1. The fees for copies of records are as follows:
    a. The first 50 pages of black and white, letter or legal-size copies: Free
    b. 15¢ per page for each page in excess of 50 pages copied by a Park District employee in house.
    c. The actual cost per page for each color copy or size other than letter or legal.
    d. The actual cost per page for each page copied by a third party when the Park District is unable to copy the records in house.
    e. $1.00 per certificate if the copies are to be certified.
    f. Reproduction on disc, diskette, tape or other media: actual cost of recording media.

If the person making the request for records states that the purpose of the request is for health, safety and welfare or legal rights of the general public rather than the personal or commercial gain and requests that the fee be waived or reduced, the FOIA Officer may, upon inquiry of the precise reason for the request, grant such waiver or reduction as he/she deems appropriate.

No fee shall be charged for copies of records if the Park District fails to respond to a request within the time permitted for extension, but later provides the requested public records. No fee shall be charged for any personnel costs related to searching for, reviewing or reproducing records.

2. Commercial Requests
    For commercial requests, the Park District will charge $10.00 per hour for each hour in excess of 8 hours spent searching for or retrieving records or for examining the record for necessary redactions and will also charge the actual costs of retrieving records stored off-site by a third-party storage company, if any.

3. Voluminous Requests
    For voluminous requests for electronic records, if the records are not in a portable document format (pdf), the Park District will impose the following charges:

AMOUNT OF DATA	FEE
For up to 2 megabytes of data	$20
For more than 2 and less than 4 megabytes of data	$40
For more than 4 megabytes of data	$100

For voluminous requests for electronic records, if the records are in a portable document format (pdf), the Park District will impose the following charges:

AMOUNT OF DATA	FEE
For up to 80 megabytes of data	$20
For more than 80 and less than 160 megabytes of data	$40
For more than 160 megabytes of data	$100

For fees imposed pursuant to this section regarding voluminous requests, the Park District will provide the requester with an accounting of all fees, costs and personnel hours in connection with the request. The fees the Park District may charge for voluminous requests can be still be charged even if the requester fails to accept or collect the records. If a requester does not pay a fee charged pursuant to Section 6 of FOIA, the debt shall be considered a debt due and owing to the Park District and may be collected in accordance with applicable law.

Q. QUESTIONS

Should any person have any questions regarding access to public records or FOIA procedures of the Park District that are not answered herein, those questions may be addressed to the FOIA Officer. Please be aware that the FOIA Officer is not required to answer questions about the significance of documents under FOIA.

Revised by Board of Park Commissioners August 18, 2026

Woodridge
PARK DISTRICT

QUESTIONS REGARDING THE FOIA PROCESS?
CONTACT THE WOODRIDGE PARK DISTRICT AT 630-353-3300.

SCAN THE QR
for more info!

woodridge park district | woodridge, illinois
2600 Center Dr, Woodridge, IL 60517