

## 2022 MUNICIPAL DIRECTORY

In compliance with the Illinois Freedom of Information Act, the River Trails Park District provides the following information to assist citizens who ask for access to records authorized under the Act.

The request for access to public records must be made in writing. A written request does not have to be made on a standard form, though the River Trails Park District does provide a [Freedom of Information Act form](#) on its website (rtpd.org) or at the Park District's Administration Office – 401 E. Camp McDonald Rd., Prospect Heights, IL 60070. You may submit your written request in person at the address listed below - or via mail, fax, or e-mail.

Please submit your request to:

Bret Fahnstrom – FOIA Officer  
River Trails Park District  
401 E. Camp McDonald Road  
Prospect Heights, IL 60070  
Fax: 847-788-1248  
Email: [foiarequest@rtpd.org](mailto:foiarequest@rtpd.org)

When submitting your written request, please be as specific as possible. The Freedom of Information Act is designed to allow you to receive and/or inspect copies of records. It is not designed to require a public body to answer questions.

When a written request for records has been submitted, the Park District must provide access to those records and/or copies of them within five (5) business days. Under certain circumstances, this time limit may be extended for five (5) more business days. Notice of this five-day extension must be sent to the person requesting the records.

Please indicate if your request is for a commercial purpose. If so, the Park District must provide access to the records and/or copies of them within twenty-one (21) business days. (It is a violation of the Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.) Please let us know if you would like a copy of the requested records or if you would like to examine the records in person (at the address listed above). There is no fee for up to 50 pages of standard paper copies. For more than 50 copies, there is a fee of .15 cents per page. You are permitted to ask for a waiver of copying fees. To do so, please include the following statement on your written request, "I request a waiver of all fees associated with this request." You must include a specific explanation as to why your request for information merits a fee waiver. Please include your full name, telephone number(s), mailing address and/or e-mail address with your request.

[River Trails Park District information](#)

[List of Records Maintained by the River Trails Park District](#)

[Records Immediately Available from River Trails Park District](#)

## RIVER TRAILS PARK DISTRICT PROFILE

### Established

In July 1965 River Trails Park District was formed with Commissioners George M. Reiss, Hiram C. Hanson, Marvin S. Goldsmith, Patrick J. Link and Eugene L. DiBlasi.

### Philosophy

The River Trails Park District was created by the will of the people in August of 1965 to develop and maintain an organized park and recreation agency specifically serving the River Trails community.

The Board of Commissioners and staff are dedicated to fulfilling that mandate to the best of their abilities within the statutory and financial limitations under which the park district must operate according to the law.

### Mission Statement

**To responsibly enrich the lives of our diverse community**

### Vision

**To become the Recreational Choice in everything you do**

### Purpose and Objectives

The River Trails Park District's values, purpose and objectives are as follows:

#### Sustainability

We dedicate ourselves to the stewardship of the district's physical, financial, personnel resources and the conservation of our environment.

#### Social Equity

We are committed to social justice, equity and creating a community of belonging.

#### Ethical

We ensure a high level of trust and respect within the community through integrity, reliability, honesty, accountability, and compassion.

#### Innovation

We develop new ideas for community health and wellness through fun, creative and critical thinking.

#### Service Oriented

We provide a high level of service and safety in our parks, facilities, and programs

#### Teamwork

We strive to develop positive relationships and partnerships through collaboration with community stakeholders and organizations.

#### Continued Learning

We recognize the importance for professional growth, continued learning, mentoring and empowerment for the agency's team.

### Governed

By a community-elected, five member, Board of Commissioners:

President	Jen Rezek (P)	<a href="mailto:Jrezek@rtpd.org">Jrezek@rtpd.org</a>
Vice President	Leah Lussem	<a href="mailto:Llussem@rtpd.org">Llussem@rtpd.org</a>
Treasurer	Nancy Parra	<a href="mailto:Nparra@rtpd.org">Nparra@rtpd.org</a>
Commissioner	Edward W. Rechner (VP)	<a href="mailto:Erechner@rtpd.org">Erechner@rtpd.org</a>
Commissioner	Robert Hoban III	<a href="mailto:Rhoban@rtpd.org">Rhoban@rtpd.org</a>

**Boundaries**

The 3 square mile District is located in northern Cook County, 25 miles northwest of downtown Chicago. It encompasses a portion of northeast Mount Prospect and southeast Prospect Heights in Wheeling Township.

**Population**

The Park District's population is approximately 17,500.

**Real Estate**

The equalized assessed value of real estate for 2020 is \$581,370,345 (most recent available)

**Tax Rate**

The tax rate for 2020 is .637 per \$100 of assessed value (most recent available)

**Taxes**

The Park District collects real estate property taxes to fund the general operation of the government.

**Fiscal Year Budget**

The operating budget for 2022 is \$10,307,889. The fiscal year budget begins January 1 and concludes on December 31.

**Employees**

The District currently has 20 full-time employees and up to 200 part-time employees depending on the season.

**Administrative Office**

401 E. Camp McDonald Rd., Prospect Heights, IL 60070 847-788-0551

**Recreation Operations Offices**

Marvin S. Weiss Community Center, 1500 E. Euclid Ave., Mt. Prospect, IL 60056	847-255-1200
Burning Bush Community Center, 1313 Burning Bush Ln., Mt. Prospect, IL 60056	847-255-1200
Parks Department, 1500 E. Euclid Ave., Mt. Prospect, IL 60056	847-394-0540
Rob Roy Golf Operations, 505 E. Camp McDonald Rd., Prospect Heights, IL 60070	847-253-4544
The Zone, 550 Business Center Drive, Mt. Prospect, IL 60056	847-255-1200

**Public Records**

The request for access to public records must be made in writing. A written request does not have to be made on a standard form, though the River Trails Park District does provide a Freedom of Information Form online or at the following District Offices: Administrative Office, 401 E. Camp McDonald Rd., Prospect Heights, IL 60070; Marvin S. Weiss Community Center, 1500 E. Euclid Ave., Mt. Prospect, IL 60056. You may submit your written request in person or via mail, fax or e-mail.

**Administration**

It is the purpose of the Park District Administration to assist the Board of Commissioners in formulating policy and to carry out those policies once established, implement sound management and financial practices, maintain accurate business and financial records and insure that quality park and recreation services are provided for the residents of the District.

**Executive Director's Office**

The Executive Director's Office is charged with the responsibility of providing for the management of the total Park District through coordinating and implementing Board policies, supervising the Departments of Parks, Finance and Recreation Operations and implementing a process of comprehensive planning and acting as the chief staff liaison between the District and citizens, community groups and other agencies.

### **Finance and Personnel Department**

The Finance Department maintains financial and personnel records of the Park District. The Department staff develops necessary reports and forecasts which are provided to the Board of Commissioners and staff including financial and statistical data pertinent to the sound management of Park District programs and facilities and to long range planning. In addition, the Department staff maintains all personnel and payroll records and contributes limited personnel management assistance. The Department oversees the District's total insurance portfolio.

### **Parks Department**

It is the expressed purpose of the Parks Department to provide leisure time opportunities to the community, through the acquisition, design, development, maintenance and renovation of attractive functional parks, facilities and open space.

The District owns 130 acres, leases 8 acres of land and has 9 parks comprised of community parks and neighborhood parks. Recreational facilities include 1 outdoor swimming pool, 3 community centers, Rob Roy Golf Course and Clubhouse, 1 golf driving range, 1 miniature golf course, The Zone, 5 softball diamonds, 4 soccer fields, 2 football fields, 13 playgrounds, 10 tennis courts, 6 sand volleyball courts and 6 basketball courts.

The Parks Department is involved with new park construction and park renovation work from the early planning stage through construction, inspection and the approval of payments to contractors.

### **Recreation Operations Department**

The purpose of the River Trails Park District's Recreation Operations Department is to provide the opportunity for wholesome recreational activities that relate to the needs and desires of the entire community. These leisure services should appeal to all age segments of the community and be conducted in an efficient and economical manner.

The Recreation Operations Department of the River Trails Park District provides the community with comprehensive recreational programs and facilities. Leisure programs and activities include athletic leagues and classes; health and exercise activities; cultural arts programming in dance, drama, music and crafts; preschool programs; older adult programs; special events; trips; aquatic lessons and activities; summer camps; a before and after school program; general programs such as cooking, dog obedience and martial arts; tennis instruction and league play; racquetball; golf lessons, league and general play.

Revenue Facilities include: Rob Roy Golf Course; Woodland Trails Driving Range.

## **LIST OF RECORDS MAINTAINED BY THE RIVER TRAILS PARK DISTRICT**

### **Administration Files**

Board Meeting Minutes, Committee of the Whole Meeting Minutes, Ordinances, Resolutions, Policies, Site Reservations, Freedom of Information Requests, Election Information, Referendum Information, Comprehensive Plan, Bid Documents, Annexation Information, Intergovernmental Agreements, Parks/Facilities Information, Certified Payrolls.

### **Finance Department Files**

Financial Records, Budget, Tax Levy, Annual Audit, Payroll, Human Resources, Registration, Accounts Payable, Accounts Receivable, Training Reports.

### **Recreation Operations Department Files**

Registration Statistics, Participation Reports, Bid Documents, Annual Reports.

### **Revenue Facility Files**

Rob Roy Golf Course Statistics and Woodland Trails Driving Range Statistics.

### **Parks Department Files**

Parks Plans, Building Plans, Bid Documents.

## **LIST OF RECORDS IMMEDIATELY AVAILABLE FROM THE RIVER TRAILS PARK DISTRICT**

### **Administration Files**

Board Meeting Minutes (approved)  
Committee of the Whole Meeting Minutes (approved)  
Ordinances  
Resolutions  
Policies  
Comprehensive Plan

### **Finance Department Files**

Budget  
Tax Levy

### **METHOD FOR REQUESTING RECORDS:**

All requests for records from any member of the public must be presented or addressed to Bret Fahnstrom, Executive Director, River Trails Park District, 401 E. Camp McDonald Road, Prospect Heights, IL 60070, in writing. This written request must contain the following information.

1. Date of request
2. The exact information requested must be identified.
3. The name and address of the requestor must be included in this written request.
4. The form for making a request is available through the park district and also attached at the end of this manual.

**PROCEDURE:**

1. The River Trails Park District will either comply with or deny such request for information in writing within five (5) working days after receipt. Should additional time be needed to collect the information or determine exemption from disclosure, an additional five (5) days for compliance will be allowed.
2. All records will be made available for inspection at the River Trails Park District Administration Office from 9:00 a.m. until 5:00 p.m., Monday through Friday, unless during official holidays where the office is not open.
3. All requests for information must be addressed to Bret Fahnstrom, Executive Director, 401 E. Camp McDonald Road, Prospect Heights, IL 60070. Forms for requesting information are available at this location.

**FEES:**

1. Should the requesting individual desire to receive copies of the information requested, these copies will be available for the following fees:

Budget Document	\$ 5.00 per copy
Personnel Policy Manual	\$10.00 per copy
Audit Report	\$10.00 per copy
Regular photocopying	\$ .20 per sheet
Microfilm copies	\$ .35 per sheet

2. No fees shall be charged for any staff costs involved in researching and/or copying.

**RIVER TRAILS PARK DISTRICT  
REQUEST FOR PUBLIC RECORDS**

Submit Request to:

**Bret Fahnstrom – FOIA Officer**  
**River Trails Park District**  
**401 E. Camp McDonald Road**  
**Prospect Heights, IL 60070**  
**Fax: 847-788-0551**  
**E-mail: [foiarequest@rtpd.org](mailto:foiarequest@rtpd.org)**

FOR OFFICE USE ONLY

Date Rec'd \_\_\_\_\_

Date Due \_\_\_\_\_

Name of Requester \_\_\_\_\_ Signature \_\_\_\_\_

Street Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax (optional) \_\_\_\_\_

E-mail (optional) \_\_\_\_\_

**Description of requested record(s):** *(Please be specific. Additional pages may be attached, if necessary)*

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Is this request for a commercial purpose? \_\_\_\_\_ YES \_\_\_\_\_ NO  
*It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose. 5 ILCS 140.31(c)*

Do you want to receive copies of the documents? \_\_\_\_\_ YES \_\_\_\_\_ NO

Do you want the copies certified? \_\_\_\_\_ YES \_\_\_\_\_ NO

Do you want to review the documents? \_\_\_\_\_ YES \_\_\_\_\_ NO

If you would like to receive copies of the documents, would you like paper or electronic copies?

\_\_\_\_\_ Paper \_\_\_\_\_ Electronic

If you would like electronic copies, please indicate the format in which you would like to receive them.

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*(The River Trails Park District will provide documents in the format requested, if feasible)*

Are you requesting a fee waiver? \_\_\_\_\_ YES \_\_\_\_\_ NO  
*(If you are requesting a waiver of fees for copying the documents, you must attach a statement of the purpose and whether the principal purpose is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c).)*