

Municipal Directory and Freedom of Information Index

5 ILCS 140/4
Approved 05/11/2017 by the
Executive Director
Last Update 07/06/2023

Carlo J. Copallo

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OUR MISSION

The Plainfield Park District seeks to enhance lives through equitable and accessible exceptional recreation opportunities for all.

OUR VISION

We aspire to be innovative, diverse, and inclusive in administration, recreation and preservation.

OUR VALUES

Our Values center on:

- **Community**
 - A commitment to working together in partnerships for betterment of the community
 - Development of an understanding of the recreational needs of the community
 - Effective communication across useful avenues to reach the community
- **Fiscal Responsibility**
 - Wise spending practices
 - Strategic budgeting process
 - An understanding of local economy
- **Stewardship of Natural Resources**
 - The preservation of open space
 - The development of parks in a respectful manner
 - A strong commitment to green and sustainable approaches and opportunities
 - To be leaders in sustainability
- **Health & Wellness**
 - Promotion of a lifestyle of fitness for different segments of the community
 - Provide programs that fulfill the needs and desires of a healthy community
 - Ensure recreational opportunities for healthy living with wellness partnerships
- **Diversity, Equitability and Inclusiveness**
 - Recognize and understand that diversity in the community brings great richness to the quality of life within our District
 - Be committed to expanding our awareness of and sensitivity to the importance of diversity
 - Continue to create an inclusive and welcoming parks system for all our residents and visitors to enjoy facilities, amenities, and programs
 - Continual commitment to actively lead, partner, and support community initiatives that promote structural change

ESTABLISHED

The Plainfield Township Park District (the “District”) was formed on October 22, 1966 after an election held on that date approved the organization of the District by a vote of 689 in favor and 338 against. The final order was entered in the record on October 25, 1966. Five (5) Commissioners were elected:

Charles F. Stansberry, Jr.	2 Year Term	Term Expired 1969
Joseph Rutten	4 Year Term	Term Expired 1971
Duane H. Maas	4 Year Term	Term Expired 1971
Frederick L. Hagerman	6 Year Term	Term Expired 1973
Robert B. Anderson	6 Year Term	Term Expired 1973

PURPOSE

The District under the provisions of the Park District Code, 70, ILCS 1205/1-1 et seq., provides open space, parks, playgrounds, recreational facilities, as well as programs, services and events to the residents of and visitors to its jurisdiction to provide safe quality recreational opportunities for a better quality of life for all.

GOVERNED

The District is governed by seven elected residents of the District who voluntarily give their services to the community. The Park Board of Commissioners (the “Board”) sets policy for the District, adopts ordinances and resolutions, approves the annual budget and approves expenditures. The day-to-day operations of the District are managed by the Executive Director. The current Board is:

Bill Thoman, President	Term Expires 2025
Syed Abedi, Vice-President	Term Expires 2025
Nuhie Faheem, Commissioner	Term Expires 2029
Debra Narducci, Commissioner	Term Expires 2029
Colette Safford, Commissioner	Term Expires 2027
Tracee Steele, Commissioner	Term Expires 2029
Heath Wright, Commissioner	Term Expires 2027

ADMINISTRATION

The District is led by its Executive Director who oversees the day to day operations of the District and reports to the Board. The Executive Director ensures that District policy is enforced and leads the staff and related operations to the priorities set forth by the District’s Comprehensive Master Plan and facilitates the efforts of staff in making sure the District operates in a fiscally responsible manner.

UNIT OF LOCAL GOVERNMENT

Created as a separate unit of government, the District is a recognized corporation by the State of Illinois and through the provisions of the Illinois Park District Code state statutes is a local taxing authority for its stated purpose. The District is authorized by legislation to annually levy and collect property taxes through Will and Kendall County Assessor’s Offices, and to establish local policy, ordinances and resolutions to enact its mission.

MEETINGS

The Board meets regularly to conduct the business of the District on the second Wednesday of each month. Meetings regularly start at 6:00 p.m. and are held at the Prairie Activity & Recreation Center, 24550 W. Renwick Road, Plainfield. All regular business meetings are open to the public and provide an agenda item for residents and general public to address the Board. All open session meetings are held in accordance to the Open Meetings Act (5 ILCS 120, et seq.) Meeting agendas are posted on the front door of the Prairie Activity & Recreation Center, front door of the Recreation Administration Center and can also be found on the District website at <http://plfdparks.org/about-board-meetings-minutes.asp>. Past approved meetings are also posted on the District website.

TRANSPARENCY

Requests for public information through the requirements of the Freedom of Information Act (FOIA) can be submitted in writing in any format or media to the appointed FOIA Officers of the District. The process, procedures, and requirements of the District's FOIA policy are located on the District's website under the Transparency Tab. The current appointed FOIA Officers are:

Heather Caldwell, Executive Assistant
caldwell@plfdparks.org

Maureen Nugent, Deputy Director
nugent@plfdparks.org

Carlo Capalbo, Executive Director
capalbo@plfdparks.org

All FOIA requests can be sent directly to one of the above appointed officers or to the general E-mail account at foia@plfdparks.org

FOIA requests can also be dropped off or mailed to:

Plainfield Park District Recreation/Administration Center
23729 W. Ottawa Street
Plainfield, IL 60544

SOCIAL MEDIA

Further information regarding the District can be found at the following social media outlets:

Website www.plfdparks.org

Social Media Accounts

Facebook	@PlainfieldParkDistrict
Instagram	@plainfieldparks
Twitter	@plainfieldparks
Linkedin	@Plainfield-Park-District
YouTube	@Plainfield Park District

Email List

Join the email list online at www.plfdparks.org
Join the email list by texting PLAINFIELDPARKS to 22828

POPULATION

As there is nor an official census taken for the District, based upon the most recent available information, the District serves a population of approximately 110,000.

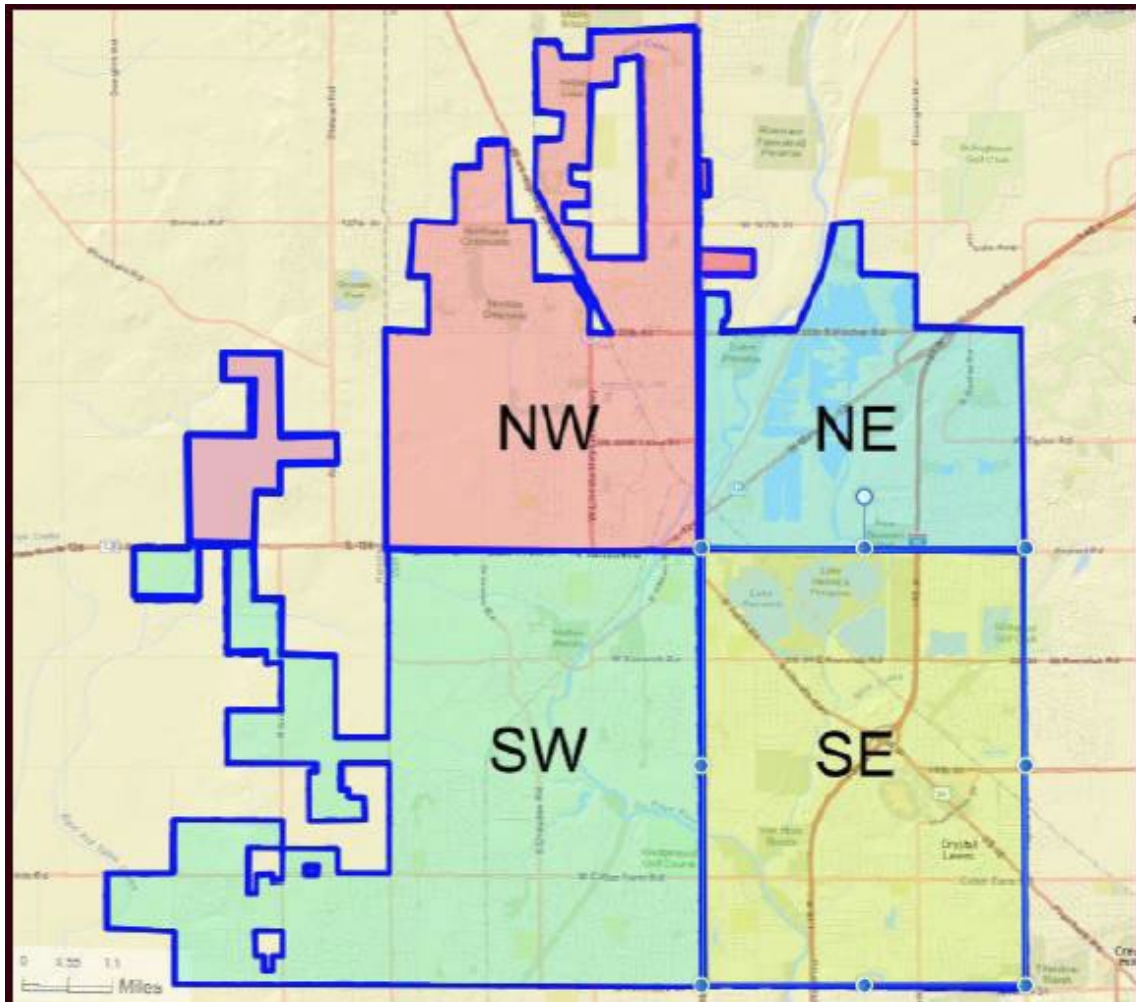
BOUNDARIES

The District encompasses all of Plainfield Township and portions of Wheatland Township in Will County and Na-Au-Say Township in Kendall County, including areas of Bolingbrook, Crest Hill, Joliet, Plainfield and Romeoville, as well as some unincorporated areas. Boundaries cover more than 43.04 square miles or approximately 27,545 acres

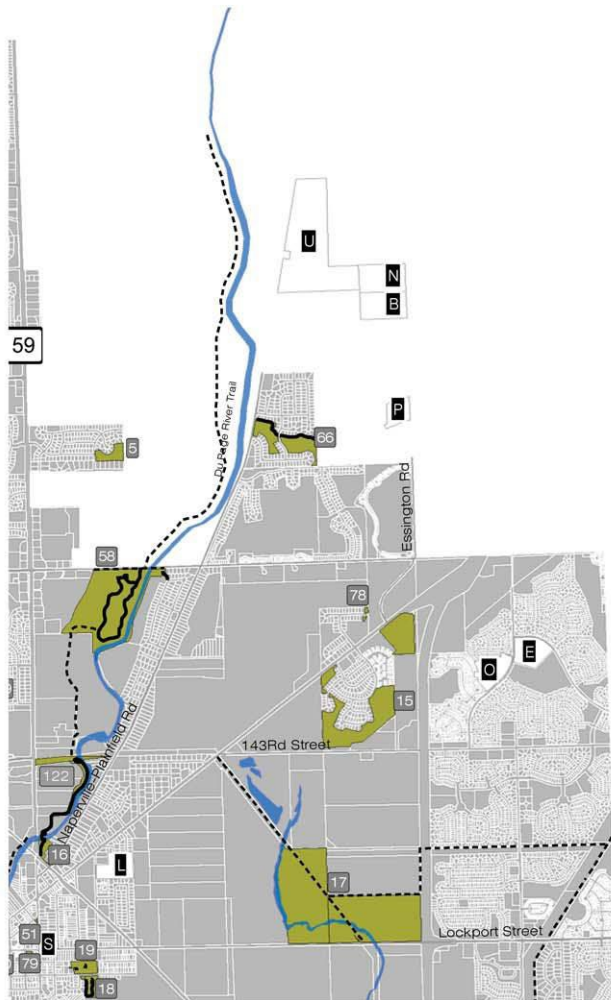
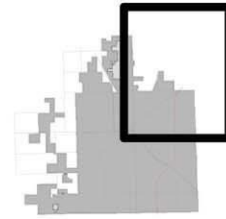
DISTRICT LAYOUT

The District is broken into 4 Quadrants:









- Northwest (10.01 square miles)
- Northeast (6.81 square miles)
- Southeast (12.08 square miles)
- Southwest (16.14 square miles)



NORTHEAST QUADRANT



Legend

-  PPD Boundary
-  Parks
-  Parks Future
-  School District 202
-  Trails
-  Trails Proposed
-  Trails Natural
-  Water Features

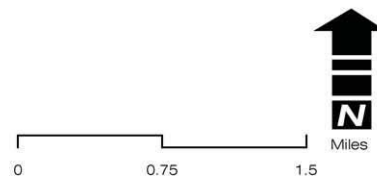
School District 202

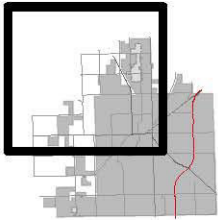
Bess Eichelberger Elementary
 Creekside Elementary
 Indian Trail Middle School
 John F. Kennedy Middle School
 Lakewood Falls Elementary
 Liberty Elementary
 Plainfield Academy
 Plainfield East High School (2008)

B
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Parks

Eaton Preserve	58
Farmstone Ridge	66
Four Seasons/Avery Preserve	17
Riverview	16
The DuPage River Trail	122
The Ponds	5
The Reserve	15
Water's Edge	78





NORTHWEST QUADRANT

School District 202

Eagle Pointe Elementary
 Freedom Elementary
 Heritage Grove Middle School
 Lincoln Elementary
 Plainfield North High School
 Walker's Grove Elementary

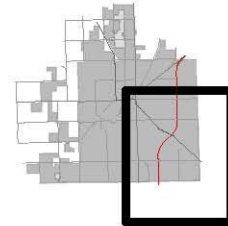
H
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Parks


Auburn Lakes	57
Canterbury Woods	67
Champion Creek	1
Crossings at Wolf Creek	113
Dayfield	70
Dunmoor Estates	69
Enclave	74
Future Development	94
Future Development	96
Future Development	98
Future Development	97
Future Development	98
Future Development	99
Future Development	100
Future Development	101
Future Development	117
Future Development	121
Golden Meadows 4	7
Golden Meadows	6
Harvest Glen	10
Heritage Green	2
Heritage Meadows	3
Heritage Oaks	56
Kelly	9
Kensington	4
King's Crossing	68
Memorial	51
Norman Greenway	13
Normantown Bike Trail	108
Normantown Trails Equ. Ctr.	72
Northwest Community	14
Patriot Square	71
Prairie Knoll	58
Quail Run	8
Walkers Grove School	11
Walkers Grove Tot	12



SOUTHEAST QUADRANT



Legend

-  PPD Boundary
-  Parks
-  Parks Future
-  School District 202
-  Trails
-  Trails Proposed
-  Trails Natural
-  Water Features

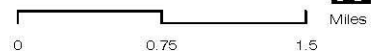
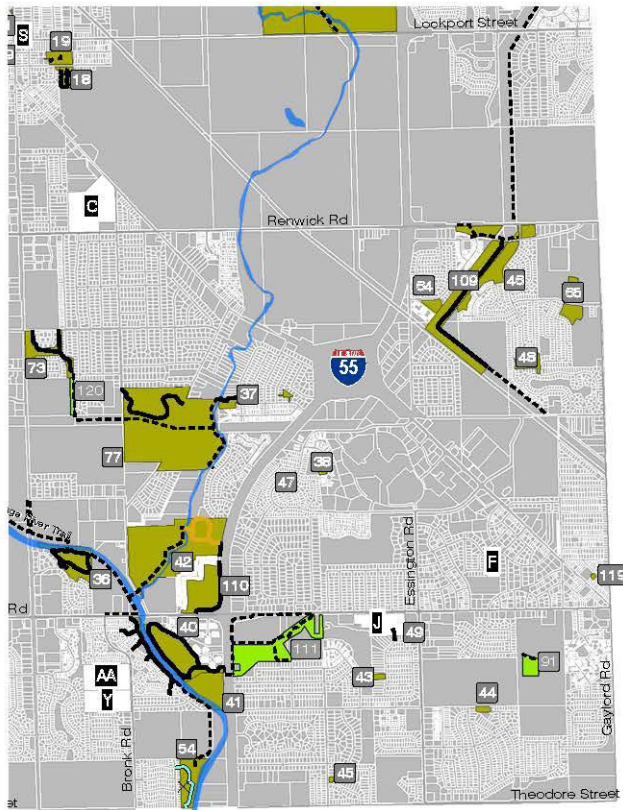
School District 202

Central Elementary
 Crystal Lawns Elementary
 Grand Prairie Elementary
 River View Elementary
 Timber Ridge Middle School

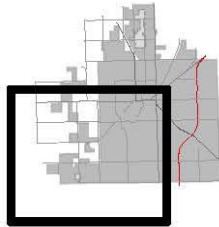
C
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 AA

Parks

Autumn Lakes	45
Boy Scout	18
Cambridge Run	66
Clow Stephens	77
Future Development	91
Future Development	111
Grand Prairie School	49
Grand Prairie Tot	47
Good Shepherd (Leased)	119
Heritage Lakes	48
John Leach Memorial	44
Lakewood Falls Village	64
Oaks at Van Horn	110
Old Renwick Trail	46
Ottawa Street	19
Parkview Meadows	73
River Edge Recreation Ctr.	41
Riverside Parkway	40
Riverwalk	36
Sunset Parkway	54
The Great Divide Bike Trail	109
Van Horn Woods	42
Wexford	43
Winding Creek	37
Woodside	38



SOUTHWEST QUADRANT



Parks

Aspen Falls
Aspen Meadows
Autumn Fields
Aux Sable
Brookside
Caton Ridge
Caton Ridge West
Clearwater Springs
Commons
Creekside North
Cumberland
Darcy
Electric Park
Fort Beggs Bike Trail
Future Development
Future Development
Future Development
Future Development
Future Development
Future Development

118
33
60
86
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59
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76
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Future Development
Future Development
Future Development
Future Development
Future Development
Future Development
Future Development
Future Development
Future Development
Future Development
Greywall Club
Heritage Professional Center
Hidden River
Indian Oaks
Kendall Green
Kendall Ridge
Kendall Small
Lakewood
Legends Soccer Fields

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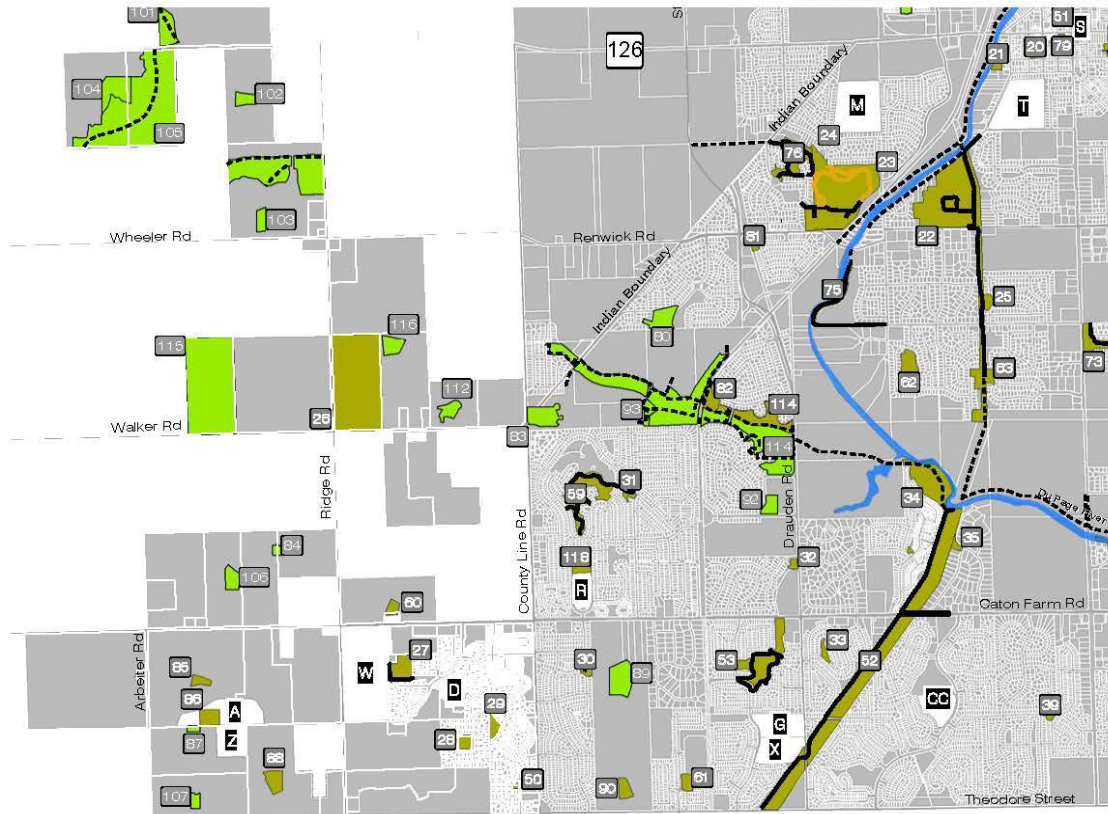
Mather Woods
Mayfair
McKenna Woods
North Point
Renwick Community Park
Ridge Road
River Point Estates
Rock Ridge
Springbank Greenway
Streams Recreation Center
Village Green
Vintage Harvest
Whisper Glen

23
31
35
81
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75
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114
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90

School District 202

Aux Sable Middle School
Charles Reed Elementary
Drauden Point Middle School
Ira Jones Middle School
Meadow View Elementary
Plainfield Central High School
Plainfield South High School
Ridge Elementary
Thomas Jefferson Elementary
Wesmere Elementary

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ASSESSED VALUATION

The equalized assessed valuation for real estate for the 2021 tax year is \$3,094,569,030

TAX RATE

The property tax rate for 2021 is .2526 per \$100 of assessed value.

CURRENT BUDGET

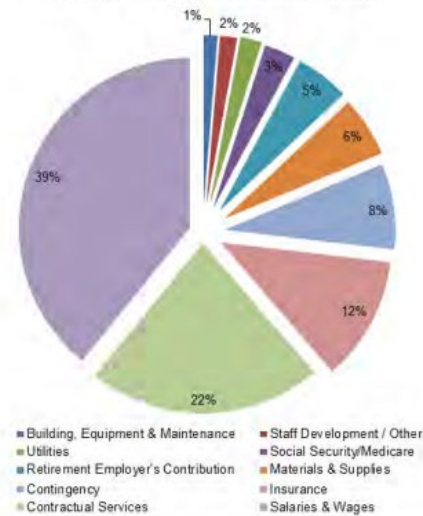
The operating budget for the fiscal year 2023 is \$7,762,592.
The fiscal year begins January 1 and ends December 31.

Operating Revenues by Source

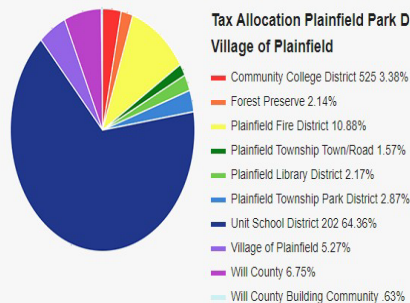


Operating Expenses by Category

Chart represents the budgeted operating expenses by category to be paid by Plainfield Park District for 2021



Tax Allocation Plainfield Park District Resident in Village of Plainfield



AFFILIATIONS

The District is a member of the National Recreation and Parks Association (NRPA), and the Illinois Association of Park Districts (IAPD).

STAFF

The District has an appointed Executive Director responsible for administration of the District. The District employees 41 full-time staff, 72 part-time regular staff and approximately 3 part-time seasonal and temporary workers.

LEADERSHIP TEAM

Carlo Capalbo, MPA, CPRE	Executive Director
Maureen Nugent, MBA, CPRP	Deputy Director
Josh Hendricks, MLS, CPRP	Director of Marketing & Community Outreach
Andrea Juricic, CPRP, CPO	Director of Recreation & Facilities
Bob Collins, RLA, ASLA, CPSI, CPRP	Director of Planning
Ken McEwen, CPO	Director of Parks

LOCATION OF OFFICES

The Plainfield Park District maintains two (2) separate offices:

Prairie Activity & Recreation Center
24550 W. Renwick Road, Plainfield, IL 6044
Phone: 815-436-8812
- Manager of Facilities

Recreation Administration Center
23729 W. Ottawa Street, Plainfield, IL 60544
Phone: 815-436-8812
Fax: 815-436-8935
- Administration

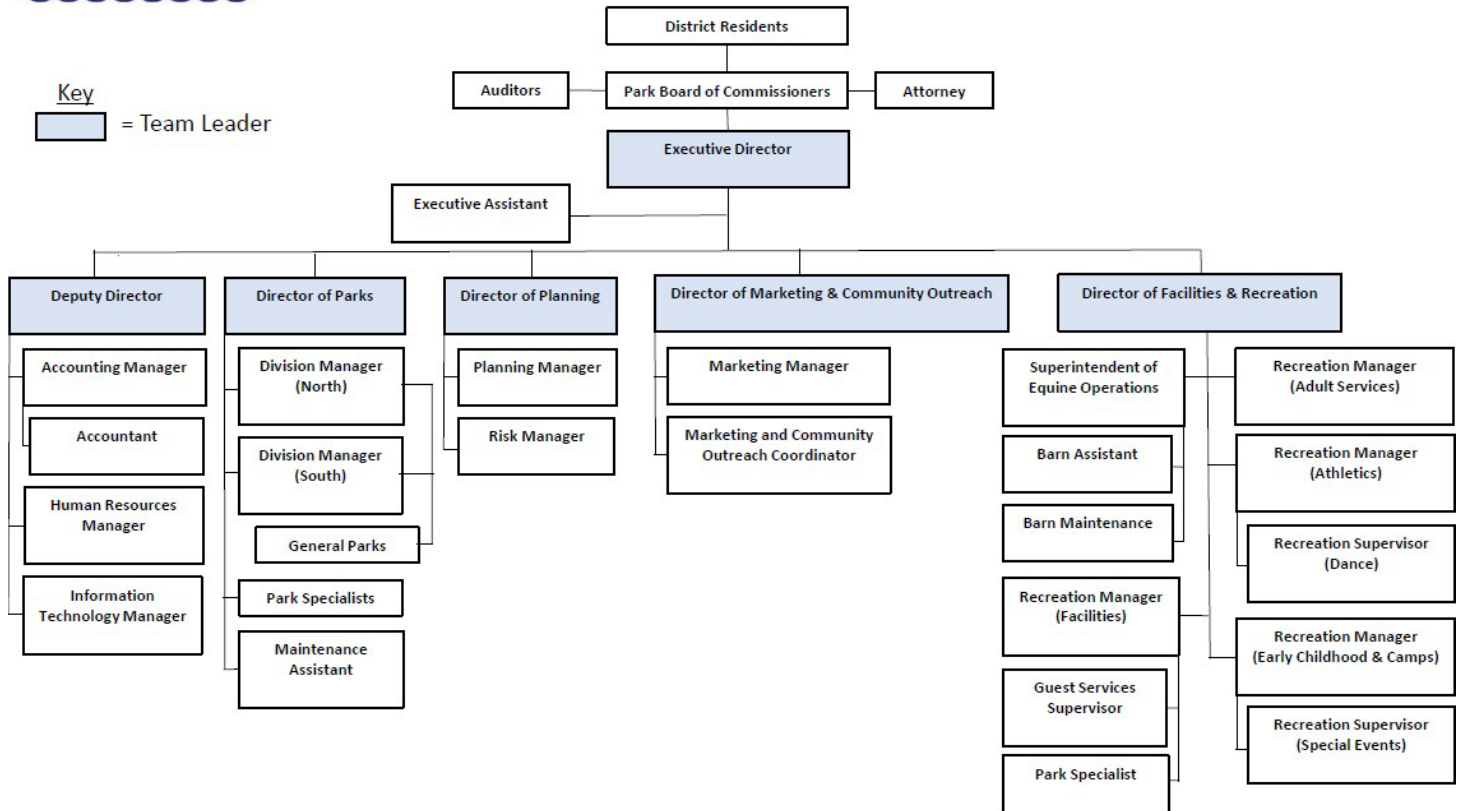
- Executive Director
- Deputy Director
- Director of Marketing & Community Outreach
- Director of Planning
- Director of Parks
- Director of Recreation & Facilities
- Human Resources Manager

E-mail: guestservices@plfdparks.org

Website: www.plfdparks.org



2023 Plainfield Park District Organization Chart



Date: 12/05/2022

Approved by: *Carlo J. Copello*

REQUESTS FOR ACCESS TO PUBLIC RECORDS – FREEDOM OF INFORMATION ACT (FOIA)

Following are instructions on how to file a Freedom of Information Act (FOIA) request with the Plainfield Park District:

1. We request that you make your request for records in writing. The Plainfield Park District does not require the completion of a standard form for this purpose although a form is available at our website www.plfdparks.org or from the Recreation Administration Center, 23729 W. Ottawa Street, Plainfield, IL 60544. You may submit your written request by dropping it off, mail, fax or E-mail. Please direct your request to:

FOIA Officer
Plainfield Park District
23729 W. Ottawa Street
Plainfield, IL 60544
Fax: 815-436-8935
E-mail: foia@plfdparks.org

Please be as specific as possible when describing the records you are seeking. Remember, the Freedom of Information Act is designed to allow you to inspect or receive copies of records. It is not designed to require a public body to answer questions. For questions, please contact the Recreation/Administration Center 815-436-8812 to be directed to the proper person.

Please tell us whether you would like copies of the requested records, or whether you wish to examine the records in person. You have the right to either option.

2. There is no fee for up to 50 pages of standard paper copies. For pages beyond 50, there is a fee. See fee schedule.
3. You are permitted to ask for a waiver of copying fees. To do so, please include the following statement (or a similar statement) in your written FOIA request: "I request a waiver of all fees associated with this request." In addition, you must include a specific explanation as to why your request for information is in the public interest—not simply your personal interest—and merits a fee waiver.
4. Please indicate if the request is being made for commercial purposes.
5. Please include your name, preferred telephone number(s), mailing address, and, if you wish, your electronic mail address.
6. All requests will be responded to in accordance with the guidelines set in the Freedom of Information Act, 5 ILCS 140/1, (*et seq.*)

FOIA OFFICERS

The District appointed FOIA Officers are Heather Caldwell, Executive Assistant, Maureen Nugent, Deputy Director, and Carlo Capalbo, Executive Director. Their contact information can be found on Page 4 of this Directory. Their responsibilities include receiving information requests from the public and sending responses in compliance with FOIA.

PLAINFIELD PARK DISTRICT
FREEDOM OF INFORMATION REQUEST FORM
23729 West Ottawa Street, Plainfield, Illinois 60544
Telephone: (815)436-8812 Fax: (815)436-8935
Email: foia@plfdparks.org

Request Submitted By: ____ E-mail ____ U.S. Mail ____ Fax ____ In Person

Name of Requester: _____

Street Address: _____

City/State/County Zip (required): _____

Telephone (Optional): _____ E-mail (Optional): _____

Records Requested: **Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.* _____

Do you want copies of the documents? YES or NO

--Do you want Electronic Copies or Paper Copies? _____

--If you want Electronic Copies, in what format? _____

Is this request for a Commercial Purpose? YES or 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, if requested to do so by the public body. 5 ILCS 140.3.1I).

Are you requesting a fee waiver? YES or NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6I).

*****Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.*****

Signature of Person Making the Request

Date

The Park District will respond to the request within five (5) working days from the date received unless a reason for a time extension as found in 5 ILCS 140/3(d) is invoked by the Park District

Accepted on Behalf of the Park District by:

Freedom of Information Act Officer

Date Received

FEE SCHEDULE FOR PUBLIC RECORDS

When a person requests a copy of a record maintained in an electronic format, the District shall furnish it in the electronic format specified by the requestor, if feasible. If it is not feasible to furnish the public records in the specified electronic format, then the District shall furnish it in the format in which it is maintained by the District.

Paper Format

The fee schedule for duplication of public records is as follows:

The first fifty (50) pages for black & white, letter or legal-sized copies shall be provided free of charge.

The charge for any additional black & white, letter or legal-sized pages shall be \$0.15 per page.

Other Paper Sizes / Finishes

Copies – color or oversized	Actual cost of reproduction
Plat copies up to 36" x 48" – black & white only (Needs at least two (2) business days notice)	Actual cost of duplicating from Fed/Ex/Kinko's (Approximately \$15.00 per sheet)
Plat copies up to 60" x 60" (Needs at least two (2) business days notice)	Actual cost of duplicating from FedEx/Kinko's (Approximately \$200.00 per sheet)

Recorded Format

Actual cost of the media (i.e. computer media, disks, tapes, flash drive, or other media..

Certification / Notarizing Documents

The charge for certifying or notarizing records shall be \$1.00 per item, which is *in addition* to the copying fee.

Statutory Fees

Rate authorized by statute, if applicable (i.e. archival retrieval, reconfigure to a different format that what is maintained by District)

Inspection of Records

There will be no fees charged for the visual inspection of records.

Copies will be mailed via certified mail at the current rate of the United States Postal Service. All Fees must be prepaid.

The Plainfield Park District intends to disclose public records in compliance with the Freedom of Information Act (5 ILCS, 140/1, et seq.)

WHAT DOCUMENTS ARE IMMEDIATELY AVAILABLE?

Many documents are available on the District website, www.plfdparks.org, which you may download at this time (no FOIA request required):

- Americans with Disabilities Act Grievance Procedure
- Annual Report
- Bid Results
- Board Meeting Agendas, Minutes and Board Packets
- Board of Commissioners Listing
- Budget
- Comprehensive Annual Financial Report
- Comprehensive Master Plan
- Levy
- Mission, Vision, Value Statements
- Projects for Bid
- Public Social Media Policy
- Salary Information

Examples of Information Available through the FOIA

- Accounts Payable and Receivable Records
- Bids for Equipment or Services
- Bill, Check, Invoice, Voucher and Warrant Listings
- Bond Records
- Certificates of Publications, Meeting Notices, Legal Notices and Press Releases
- Contracts for Construction Projects
- Election Records
- Employee Manuals
- Insurance Policies
- Ledgers, Journals and Registers (General, Utilities, Accounts Payable and Receivable, etc.)
- Safety Data Sheets
- Officials' Oaths
- Ordinances
- Policies
- Plats of Survey for Parks
- Program Brochures
- Resolutions
- Safety Manuals
- Vendor Records

The above list is merely a listing of the most commonly requested documents. It is not to be construed as exhaustive or limiting.

OTHER INFORMATION REQUESTS

For information or questions related to facility rentals, program dates and times, brochure questions, instructor questions, program registrations and payments, the individual should call or visit the Guest Services Counter in the main lobby of the Prairie Activity & Recreation Center or email the general E-mail account.

Plainfield Park District Prairie Activity & Recreation Center
24550 W. Renwick Road Plainfield, IL 60544
Phone: 815-436-8812
Fax: 815-436-8935
E-mail: guestservices@plfdparks.org
Office Hours: Monday – Friday 8:30 am to 4:30 pm