

KENDALL COUNTY FOREST PRESERVE DISTRICT

110 WEST MADISON STREET

YORKVILLE IL 60560

630 553-4025

FREEDOM OF INFORMATION ACT POSTING

The purpose of the Freedom of Information Act ("FOIA") is to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials (5 ILCS 140/1). Pursuant to FOIA, the following information is made available to the general public:

BACKGROUND ABOUT THE KENDALL COUNTY FOREST PRESERVE DISTRICT

PURPOSE: The Kendall County Forest Preserve District has statutory authority provided through the Downstate Forest Preserve Act (70 ILCS 805/).

The mission of the Kendall County Forest Preserve District is to preserve and manage natural areas and open spaces, provide environmental education, and offer recreational opportunities for Kendall County residents.

OFFICE: The contact information for the offices of the Kendall County Forest Preserve District is:

110 West Madison Street

Yorkville IL 60560

Phone: 630 553-4025

Fax: 630 553-4023

Email: kcforest@co.kendall.il.us

The Kendall County Forest Preserve District currently employs approximately 11 full-time and 11 part-time employees. A block diagram of the Kendall County Forest Preserve District functional subdivisions is attached as Exhibit 1.

BUDGET: The total amount of the Kendall County Forest Preserve District's operating budget for this fiscal year is \$881,971.

BOARDS: The ten member Kendall County Forest Preserve District Commission exercises control over policies, procedures, and operations of the District.

PROCEDURE FOR REQUESTING INFORMATION AND PUBLIC RECORDS FROM THE KENDALL COUNTY FOREST PRESERVE DISTRICT

FOIA REQUESTS: Any person may obtain public records for inspection or copying by submitting a completed Public Records Request form (Exhibit 2) or a written request to any of the below designated FOIA Officers for the Kendall County Forest Preserve District. The Kendall County Forest Preserve District will respond to all FOIA requests in accordance with the procedures set forth in FOIA and all other applicable federal and state laws.

FOIA OFFICERS:

All FOIA requests to the Kendall County Forest Preserve District should be given to the following FOIA Officer(s):

Jason Pettit, Director
110 West Madison Street
Yorkville IL 60560
Phone: 630 553-4025
Fax: 630 553-4023
Email: foiaforestpreserve@co.kendall.il.us

COPY COSTS:

Except when a fee is otherwise fixed by statute, the Kendall County Forest Preserve District will charge the following rates for copies of requested records:

TYPE OF DOCUMENT	FEE
Black and white, letter or legal sized copies	No charge for the first 50 pages and 15 cents per page thereafter
Color copies and odd-sized copies (letter up to 11" x 17")	50 cents per page for the first 500 pages and 45 cents per page thereafter
Black and White 24" x 36"	\$1.00 a page
Color 24" x 36" and other oversized copies	The actual cost charged to County by area printers
Computer disc, tape-cassette, compact disc, and/or any other recording medium	The actual cost for the computer disc, tape-cassette, compact disc, and/or other recording medium

Kendall County
Forest Preserve District
Commission

Director

Lead Naturalist

Superintendent

Accounts Payable &
Volunteer Coord

Part-time
Office Assistant

Assistant Naturalist

Grounds Maintenance

Grounds Maintenance

Ellis House & Equestrian Center

Barn Manager/
Instructor

House Manager

Temporary/Seasonal
Naturalist

Part-time
Grounds Maintenance

Part-time
Grounds Maintenance

Part-time
Instructor

Part-time
Office Assistant

Exhibit 1

KENDALL COUNTY FOREST PRESERVE DISTRICT

110 WEST MADISON STREET

YORKVILLE IL 60560

630 553-4025

REQUEST FOR PUBLIC RECORDS

NAME:

ADDRESS:

TELEPHONE NO.:

E-MAIL ADDRESS:

DATE OF REQUEST:

In the space below, please describe the public records you are requesting. In order to expedite the search for records, please be as specific as possible.

Do you wish to inspect or receive a copy of the requested records?

Inspect _____ Copy _____ Both _____

Do you wish to receive the requested records in hard copy or electronic form, if available?

Hard Copy _____ Electronic Form, if available _____

Is your request made for a commercial purpose as defined by the Freedom of Information Act (i.e., do you intend to sell the requested records or use the records in advertisement)?

Yes _____ No _____

Signature of Requestor

Date

FOR OFFICE USE ONLY

Date and Time of Receipt _____

How Request Was Sent _____

FOIA Officer's Initials _____

Date and Time of Response _____

Exhibit 2