



Freedom of Information Act Packet

Since 1976, the Lincolnway Special Recreation Association (LWSRA) has provided recreation services for individuals with disabilities through a cooperative agreement with its eight-member park districts: Crete, Frankfort, Frankfort Square, Manhattan, Mokena, New Lenox, Peotone and Wilmington Park Districts. Participants enjoy active, healthy and more independent lifestyles through a variety of recreational and social opportunities.

LWSRA operates out of one location with offices located at the Lincolnway Special Recreation Center, 1900 Heather Glen Drive in New Lenox, Illinois. The association employs 10 full-time employees and 125 part-time/seasonal employees.

The association is governed by the LWSRA Board of Directors, which consists of the Executive Directors or representative from each of its eight-member park districts.

Current Board of Directors

Mokena Community Park District – Greg Vitale, President

New Lenox Community Park District – Greg Lewis, Vice-President

Peotone Park District – Kelly LaMore, 2nd Vice-President/Treasurer

Frankfort Park District – Gina Hassett, Secretary

Crete Park District – Andy Biesterfeld

Frankfort Square Park District – Audrey Marcquenski

Manhattan Park District – Jay Kelly

Wilmington Park District – Kirsten Van Duyne

Freedom of Information Act (FOIA)

The Freedom of Information Act (FOIA) is a state statute that provides the public the right to access government documents and records. The law provides that a person can ask a public body for a copy of its records on a specific subject and the public body must provide those records, unless there is an exemption in the statute that protects those records from disclosure (for example: records containing personal private information). The FOIA provides access to all “agency records”, except those which are specifically exempted within the Act. Exemptions are listed in Section 7 of the FOIA.

Section 3.5(a) of the act requires the Lincolnway Special Recreation Association to make available a list of documents or categories of records that can be disclosed immediately upon request. The items listed below constitute many but not all of the records that are immediately available.

Board Meeting Minutes (online – dated to April 2020) [ref: <https://lwsra.org/board-of-directors>]
Annual Financial Report/Audit (online – dated to 2015) [ref: <https://lwsra.org/finance>]

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Pursuant to Section 5 of FOIA, the Association maintains a reasonably current list of all types of categories of records under its control. The types and categories of records are as follows:

- Board Meeting records
- Resolutions
- Policies
- Correspondence
- Accounting Records
- Payroll Records

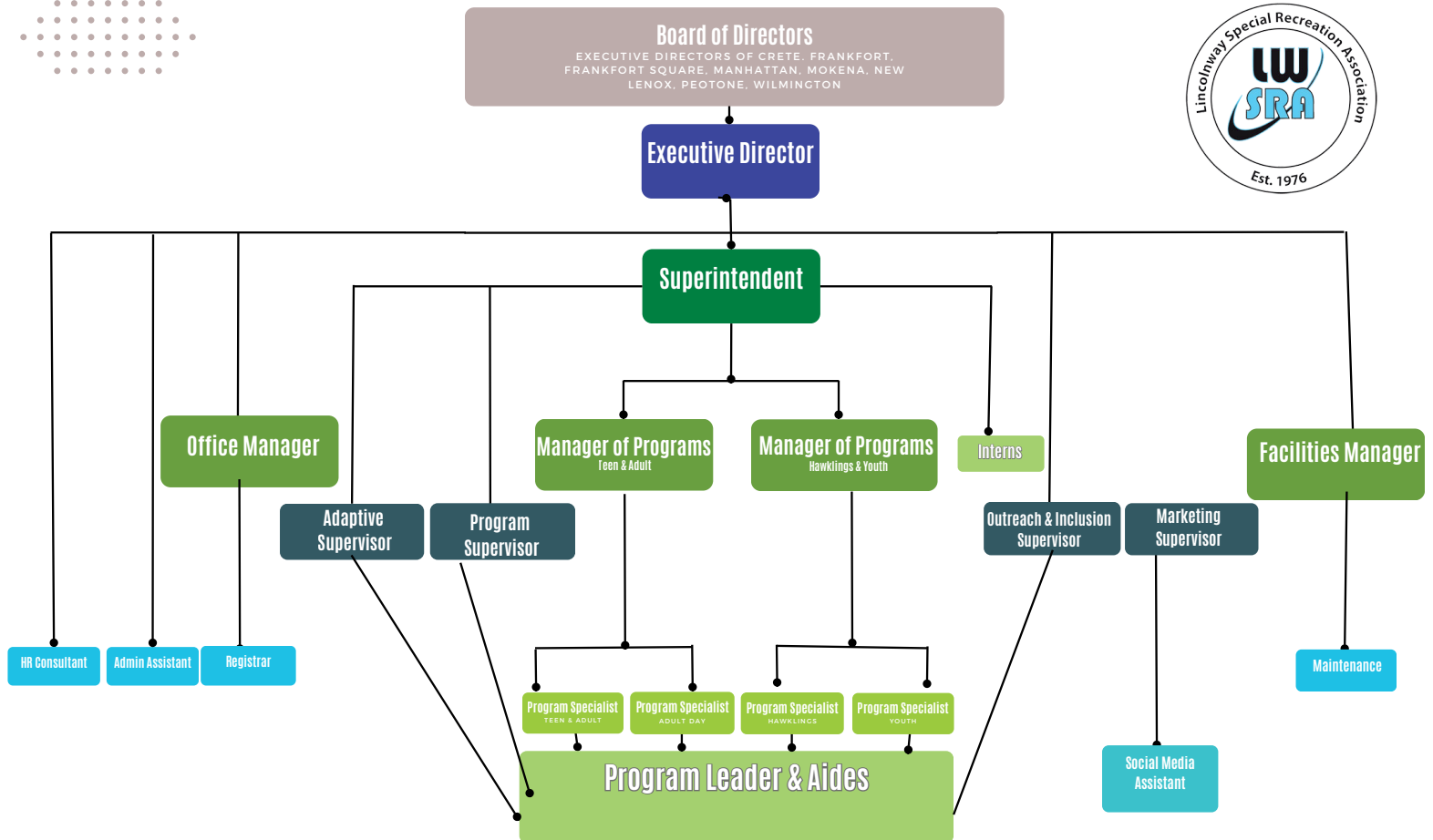
Annual Operating Budget FY26

Revenues:
\$2,555,130.03

Fiscal Year Calendar:
June 1, 2025 through May 31, 2026

Expenditures:
\$2,541,265.89

Reserve Contribution: \$13,864.14





Request for Public Records under the Freedom of Information Act

To: LWSRA
Attn: FOIA Officer
1900 Heather Glen Dr.
New Lenox, IL 60451
815-320-3500
foia@lwsra.org

DO NOT WRITE IN THIS SPACE	
Date received by LWSRA:	_____
Response due by:	_____
Date Responded:	_____
Response provided by:	_____

Primary Officer:
Tom Krauss, Office Manager
Secondary Officers by Department:
Executive Services: Keith Wallace, Executive Director
Recreation Department: Melissa Jensen, Superintendent of Recreation

I hereby request to inspect copy* the following records:
(Please describe requested records as specifically as possible, attach additional sheet if needed.)

**There is no copying fee for the first 50 black and white standard-sized copies. Additional copies will be charged \$0.15 per page. Actual cost will be charged for copies of documents not of standard size, and for the recording medium (e.g., compact disk, tape, DVD), when applicable.*

Is this request for a commercial purpose? Yes No
Are you requesting a waiver or reduction of copying fees? Yes** No

Requester's (Printed) Name	Requester's Signature
Address	
Email Address	Phone Number