

## VILLAGE OF KILDEER

### FREEDOM OF INFORMATION ACT

### POLICY



The Illinois Freedom of Information Act (FOIA) allows the public access to records maintained by local government with certain limitations (5 ILCS 140). The Village Board has designated the Chief Village Officer as the Freedom of Information Officer. It is the policy of the Village of Kildeer that all requests under FOIA be delivered to the Village Hall located at 21911 Quentin Road, Kildeer, IL 60047 by mail or personal delivery, or transmitted by facsimile to 847-438-1531.

#### How to Obtain Information under the Freedom of Information Act:

1. All requests must be in writing. It is not necessary to complete the Freedom of Information Request form that is available in the Kildeer Village Hall or on-line, however, all requests must be in writing and contain all pertinent information necessary to comply with FOIA. A request may be submitted to the Village Hall by hand delivery, fax or mail.
2. All non-commercial requests will be processed by the Village of Kildeer within five working days of the actual filing with the Village. You must indicate on the request if the request is for a commercial purpose. In some instances additional time may be needed to comply depending on the nature of the request. You will be notified in writing if a time extension is required.
3. Non-Exempt documents are available for inspection without charge. There is a fee of \$5.00 for a copy of a Police Accident Report. There is no fee for copies of other standard sized documents, unless the documents are 50 pages or over, and in that instance, a fee of \$.15 per page will be charged. Copies of non standard sized documents or documents in a special format are available for the actual cost of making the copies.
4. Occasionally some information may be denied pursuant to FOIA. You will be notified in writing if information is denied. You may discuss the denial with the FOIA Officer. You may also appeal any denial to the Illinois Attorney General. The FOIA Officer or the Illinois Attorney General can assist you in explaining the appeal process.
5. You may request the information and the records available to the public in the following manner:
  - A. Use the attached request form (preferred method).
  - B. Your request should be directed to the following individual: FOIA officer.
  - C. You must indicate whether or not you have a “commercial purpose” in your request.
  - D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.

E. Agree to reimburse the Village the actual costs for reproducing non-standard records and certifying (if requested) the records. The fee schedule is as follows:

There is a \$1.00 charge for each certification of records;

There is no charge for the first fifty (50) pages of black and white text either letter or legal size;

There is a \$.15 per page charge for copied records in excess of 50 pages;

The actual copying cost of color copies and other sized copies will be charged;

If the records are kept in electronic format, you may request a specific format and, if feasible, they will be so provided, but if not; they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.

6. The office will respond to a written request within five (5) working days or sooner, if possible. An extension of an additional five (5) working days may be necessary to properly respond.

7. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

8. The place and times where the records will be available Monday through Friday, 9:00 a.m. to 4:00 p.m. at the Kildeer Village Hall.

9. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control are listed in Exhibit A:

Exhibit A

FREEDOM OF INFORMATION ACT RECORD INDEX

Agreements

Agreements - Intergovernmental

Audit - Annual Financial

Bids

Board of Trustees - Agendas, Minutes, Packets

Bonds - Special Service Area

Budgets - Annual

Business Registrations / Licenses

Certificates of Insurance

Complaints and Concerns - Residential

Comprehensive Plan

Contracts

Drainage - Engineering

Election - Local

Finance

Freedom of Information Act Requests

Health and Sanitation

Illinois Department of Transportation

Illinois Municipal League

Inspections

Lake County

Letters of Credit / Maintenance Bonds

Licenses - Liquor

Loan - Municipal Debt

Motor Fuel Tax

Municipal Code - Ordinances and Resolutions

Newsletter

Park Property

Permits - Building (Commercial and Residential)

Permits - Sign

Personnel

Plan Commission / Zoning Board of Appeals - Agendas and Minutes

Police Records

Police Pension Board - Agenda and Minutes

Public Safety

Public Utilities  
Purchasing Records

Risk Management / Insurance  
Roads and Streets - Engineering

Sales Tax Revenue  
Sewer Service  
Solid Waste Agency of Lake County - SWALCO  
Special Service Areas  
Subdivisions - Residential

Zoning Maps

### BASIC VILLAGE INFORMATION

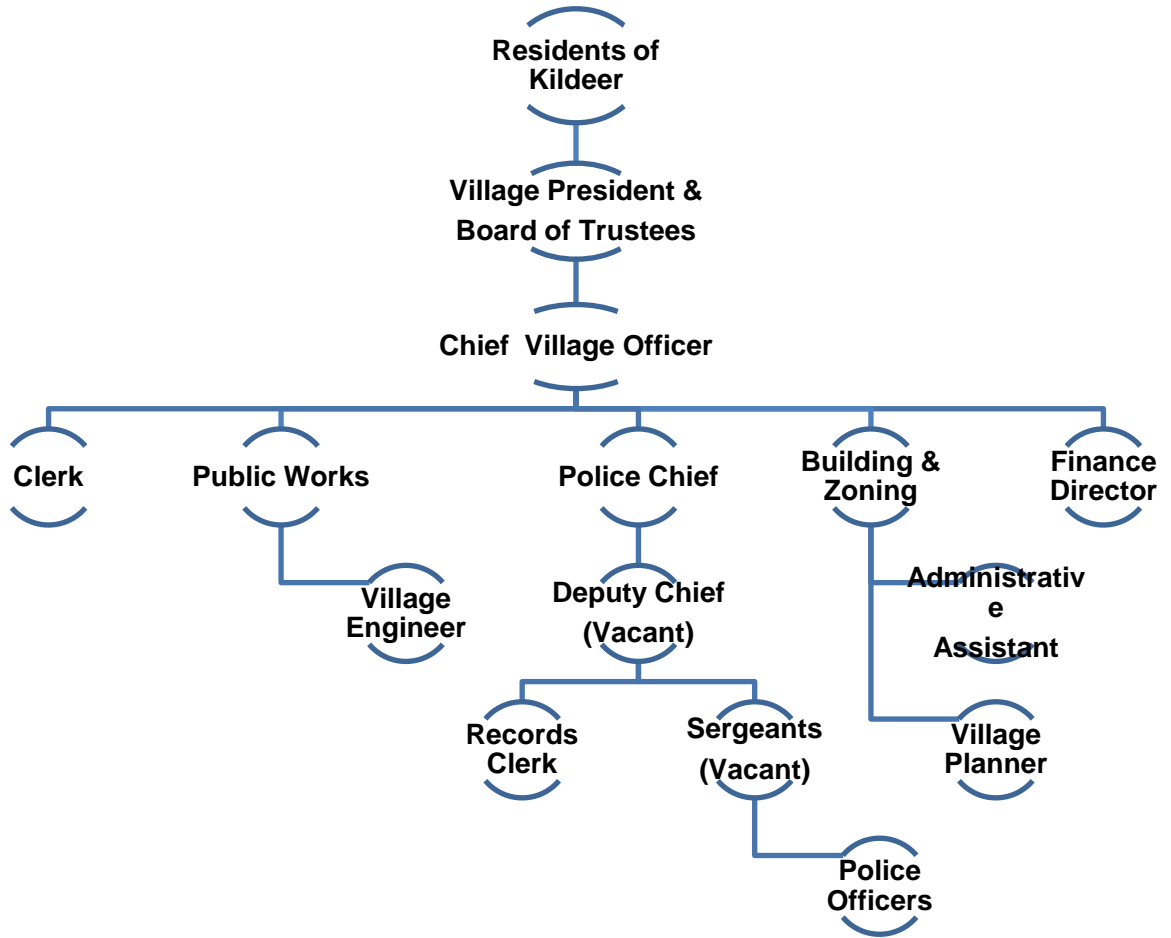
Information pertaining to the Village of Kildeer is available on the Village's Website – [www.villageofkildeer.com](http://www.villageofkildeer.com). Please browse through the information provided by the Village, as this information sets forth the basic operations, functions, and services provided by the Village. Basic information pertaining to all Village Boards and Commissions is as follows:

The Village of Kildeer is a municipal corporation established in 1958 which provides public services in the area of police and public safety; maintenance of public streets, drainage systems, and sewer facilities; planning and zoning; general administrative and finance; and other services which the Village is authorized to provide as a non-home rule unit under the Constitution of the State of Illinois and the statutes thereof.

The Village employs one full-time Chief Village Officer, one full-time Finance Manager, one full-time Police Chief, one full-time Police Records Clerk, one full-time administrative employee and approximately six full-time Police Officers.

The Kildeer Village Board meets on the third Tuesday of each month at 7:30 p.m. at the Kildeer Village Hall and exercises control over Village policies and procedures.

ORGANIZATIONAL CHART



## VILLAGE COMMITTEE/BOARD MEMBERS

Architectural Review  
Committee:

Ken Wolter, Chairman  
Alissa Adler  
Rick Blasgen  
John Conrad  
James Meehan

Plan Commission:

Michael Aretos, Chairman  
Rich Barbour  
Larry Bowman  
Mike Flynn  
Kevin Osburn  
Mary Kay Scott  
Paul Stavropoulos

Police Commission:

Richard Mueller, Chairman  
Frank Cupello  
John Willems

Police Pension Board:

Jim Singshank  
Steve Walsh  
Paul Seekings  
Scott Warren  
Mike Dalbiak

Village Board Members:

Nandia Black, President  
William Johnson, Trustee  
Keith Kovanda, Trustee  
Ralph A. Liberatore, Trustee  
Les Sokolowski, Trustee  
Barbara Stavropoulos, Trustee  
Basel Tarabein, Trustee

## VILLAGE OFFICIALS

Chief Village Officer:

Michael Talbett

Attorney:

Bryan Winter

Building:

Michael Talbett

Clerk:

TBD

Administrative Asst.:

TBD

Engineer:

Gewalt Hamilton and Associates

Planner:

Brian Nagorsky

Police Chief:

Steve Balinski

Prosecutor:

William Franks

Public Works:

Michael Talbett

Treasurer:

Michael Talbett

# BUDGET SUMMARY

## VILLAGE OF KILDEER, ILLINOIS

### All Governmental Funds Combined

#### Schedule of Revenues, Expenditures and Changes in Fund Balance

	FY 17	FY 18	FY 19
	Actual	Estimate	Budget
<b>Revenues</b>			
Taxes	\$ 3,246,444	3,689,850	3,782,692
Intergovernmental	156,783	113,098	105,000
Charges for Services	111,508	105,268	106,500
Licenses and Permits	649,098	373,000	285,000
Fines and Forfeits	223,359	230,373	215,000
Interest	16,239	45,884	33,000
Miscellaneous	168,541	173,909	175,808
Transfers In	135,000	100,000	-
Bond Preceeds	-	1,380,000	-
<b>Total Revenues</b>	<b>4,706,972</b>	<b>6,211,382</b>	<b>4,703,000</b>
<b>Expenditures</b>			
General Government	1,082,589	1,405,029	1,315,500
Public Safety	2,003,429	2,164,391	2,315,600
Public Works and Transportation	654,174	798,151	1,100,000
Capital Outlay	64,490	45,000	64,400
Principal Retirement	80,000	1,414,040	105,000
Interest and Fiscal Charges	79,506	76,706	49,500
Transfers Out	135,000	-	-
<b>Total Expenditures</b>	<b>4,099,188</b>	<b>5,903,317</b>	<b>4,950,000</b>
<b>Net Change in Fund Balance</b>	<b>607,784</b>	<b>308,065</b>	<b>(247,000)</b>
<b>Fund Balance - Beginning</b>	<b>5,446,025</b>	<b>6,053,809</b>	<b>6,361,874</b>
<b>Fund Balance - Ending</b>	<b>6,053,809</b>	<b>6,361,874</b>	<b>6,114,874</b>
<b>% Change in Fund Balance</b>	<b>11%</b>	<b>5%</b>	<b>-4%</b>