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 part-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

Residents of Kildeer

Village President & Board of Trustees

Chief Village Officer

Clerk

Public Works

Police Chief

Building & Zoning

Finance Director

Village Engineer

Commander (Vacant)

Records Clerk

Sergeant

Administrative Assistant

Village Planner

Police Officers
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
   Kevin Osburn
   Mary Kay Scott
   Paul Stavropoulos

Police Commission: Richard Mueller, Chairman
   Frank Cupello
   John Willems

Police Pension Board: Steve Walsh, President
   Jim Singshank
   Scott Warren
   Paul Seekings
   Michael 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
Finance Director: Annette Zborowski
Administrative Assistant: Mary Derda
Attorney: Bryan Winter
Building & Public Works: Michael Talbett
Acting Clerk & Treasurer: Michael Talbett
Engineer: Geoff Perry
Planner: Brian Nagorsky
Police Chief: Steve Balinski
Police Records Clerk: Tammy Dryer
Prosecutor: William Franks
# BUDGET SUMMARY

## By Revenue Type

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<td><strong>4,297,134</strong></td>
<td><strong>4,706,972</strong></td>
<td><strong>6,262,089</strong></td>
<td><strong>4,923,125</strong></td>
<td><strong>4,955,000</strong></td>
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## By Fund

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Revenues
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<td>4,099,188</td>
<td>5,948,481</td>
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<td><strong>Total Expenses</strong></td>
<td>15,289,893</td>
<td>4,364,438</td>
<td>4,099,188</td>
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