

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

Comprehensive Annual Financial Reports

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. 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:

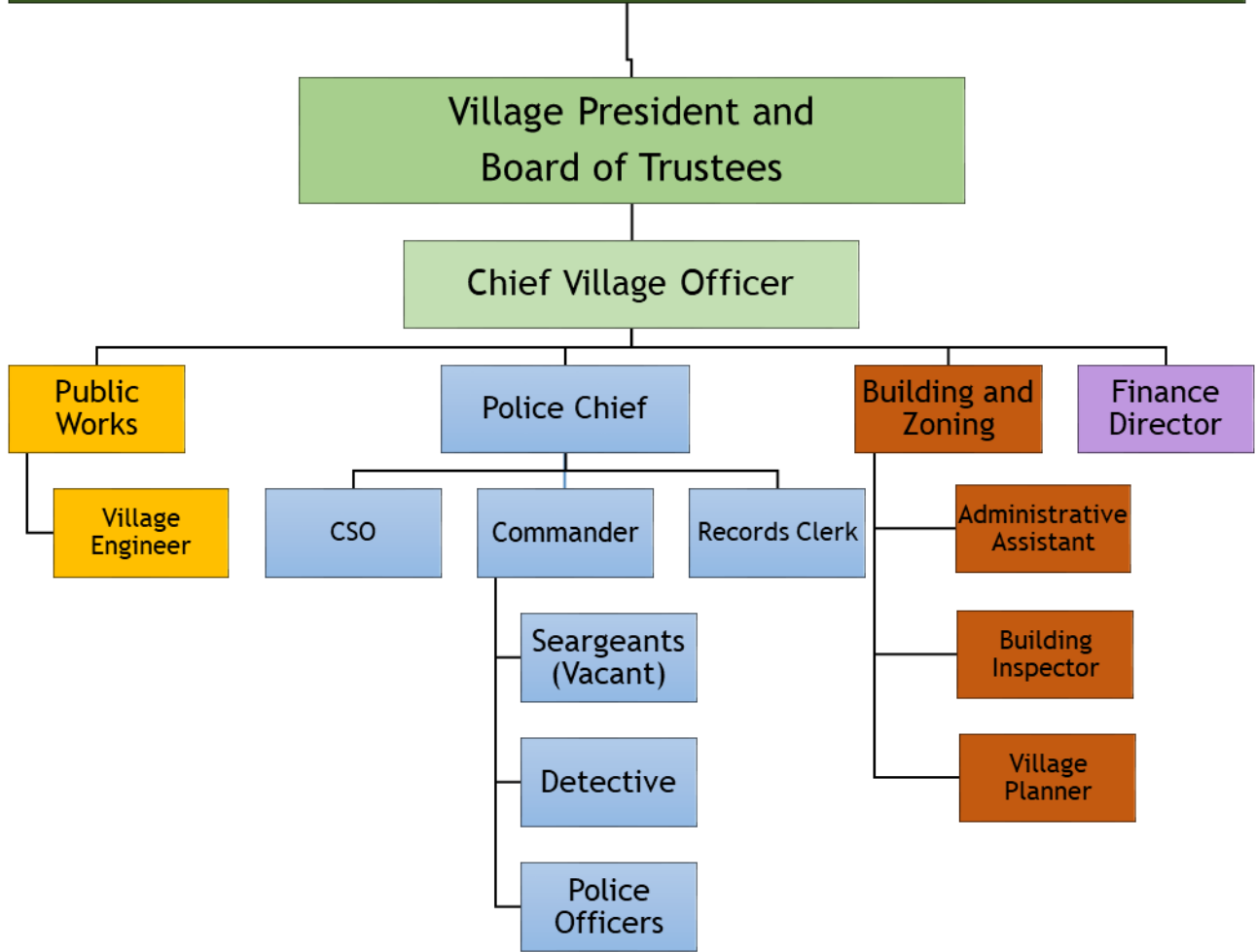
The Village of Kildeer is a municipal corporation established in 1958 which provides public services in the area of police and public safety; maintenance of public streets, drainage systems, and sewer facilities; planning and zoning; general administrative and finance; and other services which the Village 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 seven 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 COMMITTEE/BOARD MEMBERS

Archetectrual Review
Committee:

Ken Wolter, Chairman
Alissa Adler
Rick Blasgen
Jeffrey Marks
James Meehan

Plan Commission:

Michael Aretos, Chairman
Rich Barbour
Larry Bowman
Robert Perrye
Mary Kay Scott
Paul Stavropoulos

Police Commission:

Richard Mueller, Chairman
Frank Cupello
John Hoffman

Police Pension Board:

Steve Walsh, President
Jim Singshank
Paul Seekings
Aaron Santiago
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:

David Del Rey

BUDGET SUMMARY

VILLAGE OF KILDEER, ILLINOIS

All Governmental Funds Combined

Schedule of Revenues, Expenditures and Changes in Fund Balance

	FY 21	FY 22	FY 23
	Actual	Estimate	Budget
Revenues			
Taxes	\$ 3,457,159	4,114,106	4,127,721
Intergovernmental	395,136	374,106	376,057
Charges for Services	103,251	92,000	443,000
Licenses and Permits	383,885	413,093	410,000
Fines and Forfeits	180,392	187,397	165,000
Interest	11,585	4,189	6,416
Miscellaneous	268,729	259,654	252,422
Population Impact Fees	170,000	170,000	200,000
Transfers In	100,000	300,000	140,000
Total Revenues	5,070,137	5,914,545	6,120,616
Expenditures			
General Government	1,257,627	1,304,044	1,339,100
Public Safety	2,438,951	2,527,542	2,902,000
Public Works and Transportation	748,209	800,000	1,280,000
Capital Outlay	52,170	140,000	163,000
Principal Retirement	115,000	120,000	120,000
Interest and Fiscal Charges	37,737	33,300	30,900
Transfers Out	100,000	300,000	140,000
Total Expenditures	4,749,694	5,224,886	5,975,000
Net Change in Fund Balance	320,443	689,659	145,616
Fund Balance - Beginning	6,760,373	7,080,816	7,770,475
Fund Balance - Ending	7,080,816	7,770,475	7,916,091
% Change in Fund Balance	5%	10%	2%