

**VILLAGE OF MUNDELEIN
440 EAST HAWLEY STREET
MUNDELEIN, ILLINOIS 60060**

Freedom of Information Act Directory
Pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.)
Through Public Act 96-542 Effective January 1, 2010

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STATEMENT OF PURPOSE

The Village of Mundelein was incorporated as an Illinois municipal corporation on February 9, 1909. The Village of Mundelein is a full service community with municipal services second to none. The Village provides for the health, safety and welfare of its residents through the various departments of the Village that provide fire and police protection, water delivery, wastewater treatment, building inspection, engineering design and inspection, street maintenance, and economic development assistance. Customer service is every department's highest priority.

The Village of Mundelein operates under the President-Trustee form of government. There are six elected Trustees and one elected President (Mayor). The President is the Chief Executive Officer. The Village Board and the Mayor, by majority vote, appoint the Village Administrator who is the Chief Administrative Officer.

The Board of Trustees of the Village of Mundelein is committed to providing services to the community which ensure maintenance of its rich traditions and a high quality of life for all who live and work in the community.



FREEDOM OF INFORMATION PROCEDURES

All records in the custody or possession of the Village of Mundelein are presumed to be open to public inspection. Village Ordinance No. 10-01-01 establishes the Village Policy with respect to FOIA requests. (See ordinance on page 18).

The information provided herein details the Village’s Freedom of Information procedures. This booklet is intended to serve as a guide to allow citizens to conveniently access public records.

REQUESTS FOR PUBLIC RECORDS

Freedom of Information request forms are available online at www.mundelein.org, at the Village Hall, at the Police Department, and at the Fire Department. Requests for medical records should be filed through the Fire Department. Requests for police-related records should be filed through the Police Department. All other requests for records should be filed through the Administration Department. (See sample request form on page 17.)

FREEDOM OF INFORMATION OFFICERS

The following individuals are designated Freedom of Information Officers for the Village of Mundelein.

Administration Department	Mike Flynn, Assistant Village Administrator 440 East Hawley Street Mundelein, IL 60060 Phone: (847)949-3200 Fax: (847) 949-0143
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Police Department	Raymond Rose, Police Chief 221 North Lake Street Mundelein, IL 60060 Phone: (847) 968-4600 Fax: (847) 949-3254
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Police Pension Board	Donovan Hansen, Secretary Eric Butt 221 North Lake Street Mundelein, IL 60060 Phone: (847) 968-4600 Fax: (847) 949-3254
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Fire and Police Commission

Richard Rothmann
221 North Lake Street
Mundelein, IL 60060
Phone: (847) 968-4600
Fax: (847) 949-3254

Fire Department
(For medical records)

Timothy Sashko, Fire Chief
1000 N. Midlothian Road
Mundelein, IL 60060
Phone: (847)949-3260
Fax: (847) 949-0410

Fire Pension Board

John Peters, Secretary
1000 N. Midlothian Road
Mundelein, IL 60060
Phone: (847)949-3260
Fax: (847) 949-0410



PUBLIC RECORDS UNDER THE CUSTODY AND CONTROL OF THE VILLAGE BY DEPARTMENT

This information is provided to aid petitioners in obtaining access to public records.

Administration

- Administrative and Village Board policies
- Agendas of Public Meetings
- Bid Documents
- Comprehensive Plans
- Contracts and Agreements
- Deeds
- Demographic Information
- Development and Annexation Agreements
- Easements
- FOIA Handbook
- Insurance Claim Records
- Intergovernmental Agreements
- Minutes of Public Meetings
- Municipal Code Book Sections
- Ordinances
- Organization Chart
- Proclamations
- Recorded Documents
- Resolutions
- TIF District Documents
- Vehicle Titles
- Vendor and Service Agreements

Building Department

- Building Permits
- Business Licenses
- Complaints
- Contractor Licenses
- Liquor Licenses
- Massage Establishment Licenses
- Peddler & Solicitors Licenses
- Taxicab Licenses
- Tobacco Licenses
- Underground Storage Tanks



Engineering

- Benchmarks
- Capital Improvement (Public Works) Projects
- Contracts
- Land Development
- Maps
- National Pollution Discharge Elimination System Phase 2
- Watershed Development Permits

Finance

- Audits
- Annual Budget and Annual Capital Improvement Plan
- Comprehensive Annual Financial Reports
- Invoices
- Purchase Orders

Fire

- Fire Prevention
- Fire and Rescue Responses
- Inspections
- Paramedic and Emergency Medical Service Responses

Police*

- Police Reports and Investigations
- Annual Compendium Report
- Statistical Reports

Public Works

- Facilities Management
- Maintenance or Service Call Information
- Project Bids and Specifications
- Property Maintenance
- Snow Removal
- Street Repair and Reports
- Vehicle Repair
- Water and Sewer Records

(*Please direct all FOIA requests for police records to Police Chief Raymond Rose, 221 North Lake Street, Mundelein, IL 60060)



**CATEGORIES OF DOCUMENTS THAT ARE AVAILABLE
IMMEDIATELY UPON REQUEST**

Administrative and Village Board policies
Annual budget and annual Capital Improvement Plan
Agendas of Public meetings
FOIA handbook
Maps
Minutes of public meetings
Municipal code book sections
Ordinances
Resolutions
Village Newsletter (current)



STANDARD PROCEDURES FOR REQUESTS OF RECORDS

Compliance with FOIA requests does not compel the Village to interpret or advise petitioners as to the meaning or significance of the public records provided.

A request for records will be complied with or denied within five business days unless the request is determined to be for commercial purposes in which case the Village has 21 days to respond. In the event of a denial, notification to the petitioner will be made by letter. Failure of the Village to respond to a request for records will be considered a denial. If the Village needs more time to process the request, the FOIA officer will notify the petitioner within the five business days timeframe that five additional business days may be required to process the request.

In the case of the denial of a request for records, the petitioner will be notified by the FOIA official in writing of: 1) the decision to deny the request; 2) the reasons for the denial; 3) the names and titles or positions of each person responsible for the denial; 4) the right to review by the State of Illinois Public Access Counselor; and 5) the right to judicial review. In accordance with the Illinois FOIA Act, appeals of the local FOIA official's determination must be made to the Illinois Public Access Counselor. Appeals are no longer heard locally.

A requestor whose request is denied by the Village FOIA official may, within 60 days, file a written request for review with the Illinois Public Access Counselor:

Cara LeFevour Smith
Public Access Bureau
Office of the Attorney General
500 South 2nd Street
Springfield, IL 62706
Email: csmith@atg.state.il.us



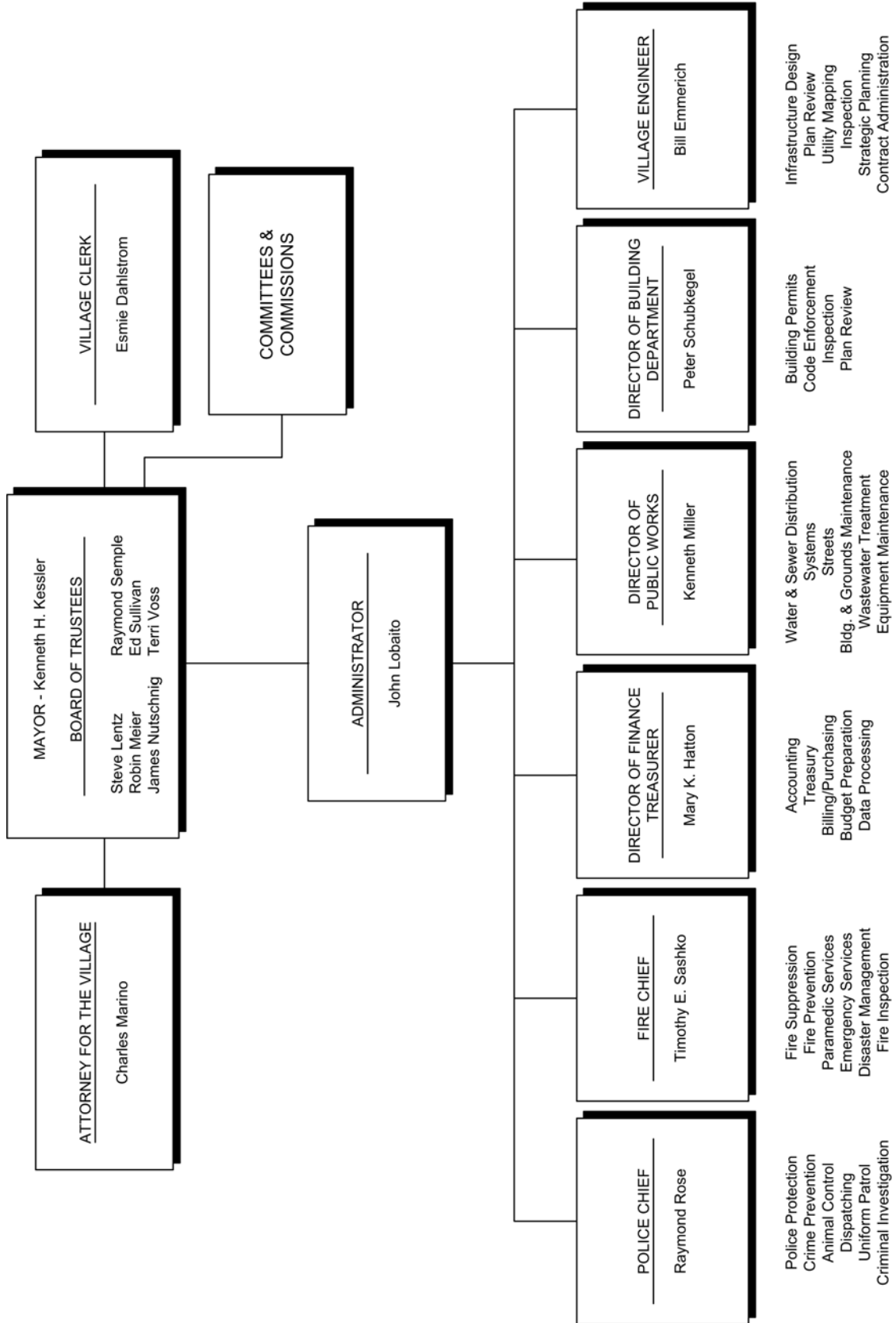
CHARGES FOR PUBLIC RECORDS

The following fees shall be assessed to FOIA requests:

1. \$.15 per page for black and white copies of letter or legal size documents. No fees shall be charged for the first 50 pages of black and white letter or legal size documents. (Double sided pages count as two (2) copies.)
2. Color copies of letter or legal size documents shall be \$.15 per page.
3. Black and white tabloid (11" x 17") size documents shall be \$.15 per page.
4. Color tabloid size documents shall be \$.16 per page.
5. CD – \$0.25 each
6. Color Zoning Map (2' x 3') – \$12.00
7. If the Village uses a copy service or other provider to copy requested records, the amount charged to the Village by the copy service to make copies is what will be charged to the customer minus charges for the first 50 pages of letter or legal size black and white documents and under.
8. The Village has purchased the following information documents for the public which are on sale in the Customer Service Office
 - a. 1990 Comprehensive Plan (with 1995 Update) – \$35.00
 - b. Downtown Comprehensive Plan – \$20.00
 - c. Southside Plan – \$20.00



BLOCK DIAGRAM OF THE VILLAGE ORGANIZATION





FISCAL YEAR END 2011 BUDGET

Operating	\$21,598,272
Water and Sewer	7,285,705
Special Funds	<u>12,578,518</u>
TOTAL Budget	<u>\$41,462,495</u>

NUMBER OF AUTHORIZED PERSONNEL

The Village has 180 full-time positions and 27 part-time positions authorized for Fiscal Year 2011.

MUNICIPAL OFFICIALS

- | | |
|---------------|--|
| Mayor | Kenneth H. Kessler
(847) 949-3209
kkessler@mundelein.org |
| Village Clerk | Esmie Dahlstrom
(847) 949-3214
edahlstrom@mundelein.org |
| Trustees | Steve Lentz
slentz@mundelein.org |
| | James Nutschnig
jnutschnig@mundelein.org |
| | Robin Meier
rmeier@mundelein.org |
| | Raymond Semple
rsemple@mundelein.org |
| | Ed Sullivan
esullivan@mundelein.org |
| | Terri Voss
tvoss@mundelein.org |



COMMITTEES OF THE BOARD

Finance:

Ed Sullivan, Chairman
Robin Meier, Vice Chairman
Steve Lentz

Public Works:

Raymond Semple, Chairman
Jim Nutschnig, Vice Chairman
Terri Voss

Community Development:

Terri Voss, Chairman
Ed Sullivan, Vice Chairman
Robin Meier

Permits:

James Nutschnig, Chairman
Terri Voss, Vice Chairman
Ed Sullivan

Public Safety:

Robin Meier, Chairman
Steve Lentz, Vice Chairman
Raymond Semple

Transportation & Infrastructure:

Steve Lentz, Chairman
Raymond Semple, Vice Chairman
Jim Nutschnig



APPOINTED COMMISSION/COMMITTEE MEMBERS

Appearance Review Commission

Ken Chapin, Chairman
Barbara Ambrus
Terry Roswick
Robert Monroe
John Salse

Centennial Committee

Wendy Frasier, Chairman
Bob Stadlman
Carl Franzen
Christa Lawrence
Cortnee Cappellania
Jennifer Sashko
John Beeson
Leisa Niemotka
Michelle Levine
Vern Lappe
Dottie Watson
Mike Flynn, Staff Liaison

Economic Development Commission

Mike Hamilton, Chairman
Ronald Boorstein
Gerald Brin
Larry Gallas
Kassandra Lewis
Rob Pipin
Donna Morrison
Jeanne Silver
Michael Flynn, Staff Liaison
John Lobaito, Staff Liaison
Ed Sullivan, Trustee Liaison



Fire Pension Board

Carl Lomastro, President
John Peters, Secretary
Mary Hatton, Treasurer
Randy Justus
Jim Carew

Fire & Police Commission

Richard Rothmann
Jeff Hill, Chairman
Matt Kennedy

Human Relations Commission

Vacant, Chairman
Vacant
Gaylene Henry
Jane Siegal
Roberta Rekus
Karen Schumann
Jesus Aguirre
Amanda Orenchuk, Staff Liaison

Liquor Control Commission

Kenneth Kessler, Commissioner
Steve Lentz
Robin Meier
Jim Nutschnig
Ray Semple
Ed Sullivan
Terri Voss

Mundelein Community Days Commission

Alex Marx, Chairman
Wally Frasier
Bill Rekus
Margaret Resnick
Shah Quaiyoom
Richard Rothmann
Walter Szatkowski
Mike Flynn, Staff Liaison



Plan Commission

Scott Black, Chairman

Charles F. Butler, Jr.

Dick Edmunds

Bill Rekus

Gary Gunther

Meghan Spina

Raymond Ladewig

Police Pension Board

Wally Frasier, President

Billy Williams

John Gallagher

Don Hansen, Secretary

Eric Butt

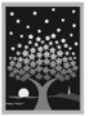


VILLAGE OFFICES AND CONTACT INFORMATION

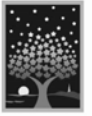
Administration	440 East Hawley Street (847) 949-3200 info@mundelein.org
Building	440 East Hawley Street (847) 949-3283 building@mundelein.org
Customer Service	440 East Hawley Street (847) 949-3283
Engineering	440 East Crystal Street (847) 949-3220 en@mundelein.org
Facility Maintenance	169 North Seymour Avenue (847) 949-3278
Finance	440 East Hawley Street (847) 949-3246 finance@mundelein.org
Fire Department Headquarters	1000 North Midlothian Road (847) 949-3260 mfd@mundelein.org
Fire Department Station 2	1300 South Lake Street (847) 949-2158
Information Technology	440 East Hawley Street (847) 949-2166 helpdesk@mundelein.org
Planning & Community Development	440 East Hawley Street (847) 949-3282 planning@mundelein.org



Police Department	221 North Lake Street (847) 968-4600 mpd@mundelein.org
Public Works	440 East Crystal Street (847) 949-3270 pw@mundelein.org
Street Division	440 East Crystal Street Mundelein, IL 60060 (847) 949-3272
Vehicle Maintenance Division	440 East Crystal Street (847) 949-3274
Wastewater Division	1610 South Milwaukee Avenue Libertyville, IL 60048 (847) 949-3275
Water Division	440 East Crystal Street (847) 949-3273



SAMPLE REQUEST FORM



ORDINANCE NO. 10-01-01