

Village of



419 Richmond Road
Kenilworth, IL 60043
E-mail: info@villageofkenilworth.org

Phone: 847-251-1666
Fax: 847-251-3908

All Freedom of Information Act (FOIA) requests will be directed to the Village Manager, Bradly J. Burke. FOIA request packets are available at the Village Hall or online at villageofkenilworth.org.

General Operating Budget:

- Expenditures: \$4,508,816
- Revenues: \$4,307,896

Location of Village offices:

Village Hall
419 Richmond Rd.

Public Works Facility
347 Ivy Ct.

Water Plant
1 Kenilworth Av.

<u>Village Board</u>	<u>Park District Board</u>	<u>Zoning Board of Appeals</u>	<u>Architectural Review Commission</u>
Fred G. Steingraber (President) Scott Lien (Clerk)	Thomas Feeney (President) Heidi Higgins	Vicki Thompson (Chairperson) Kathy Wilson	Jackie Bossu (Chairperson) Avani Mehta
James Hughes	Richmond Kenyon	Cary Johnson	Mary Glerum
Thomas Terrill	Richard Peterson	Frank Cavalier	Rose Latter
Robert Smietana	Jason Hanold	Dr. James Pollock	Anne Bird
Thomas Nahrwold		Chris Caywood	Mary K. Hartigan
Robert Hastings		Mark Hinkamp	Gunta Cepuritis
Michael Thomas			

Request Form

E-911 Board

Robert A. Hastings
(Chairperson)

Earl Tuckman

Lt. Phillip P. Brunell

P. Randall Knowles

Chief John Petersen

**Building Review
Commission**

Ray Drexler
(Chairperson)

Jackie Bossu

Rachel Noel

Dick Schumacher

Dierdre Von Moltke

Jane Hopper

Ann Potter

Plan Commission

Cary Johnson
(Chairperson)

Vicki Thompson

Robert A. Smietana

Dan Noel

John Mangel

Dirk Degenars

Elizabeth Bannon

Sunil Chopra

Eileen Madigan

Gwen Sommers
Yant

**Police Pension
Board**

Dave Miller
(President)

Stephen D. Hoopes

Craig Miller

Bill Burns

Al Kaminski

**Finance
Committee**

James Hughes
(Chairperson)

Thomas Terril

Michael Thomas

**Community
Affairs & Public
Safety Committee**

Robert Hastings
(Chairperson)

Thomas Terril

Thomas Nahrwold

**Public Works
Committee**

Michael Thomas
(Chairperson)

Robert Smietana

Thomas Nahrwold

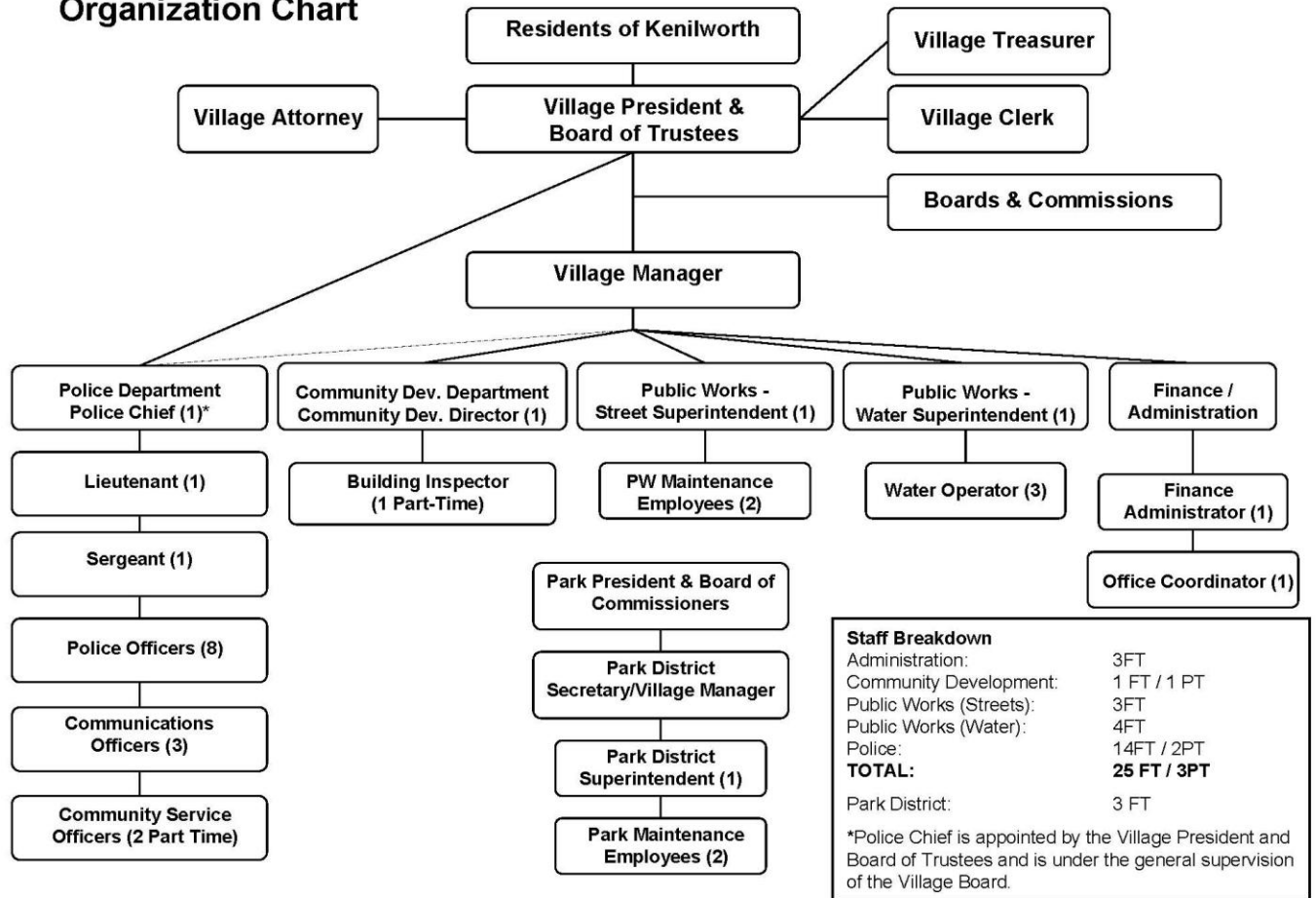
**Building, Planning,
and Zoning
Committee**

Robert Smietana
(Chairperson)

Robert Hastings

James Hughes

**Village of Kenilworth
Organization Chart**



Staff Breakdown	
Administration:	3FT
Community Development:	1 FT / 1 PT
Public Works (Streets):	3FT
Public Works (Water):	4FT
Police:	14FT / 2PT
TOTAL:	25 FT / 3PT
Park District:	3 FT

*Police Chief is appointed by the Village President and Board of Trustees and is under the general supervision of the Village Board.

VILLAGE OF KENILWORTH

REQUEST FOR PUBLIC RECORDS
OFFICIAL REQUEST FORM

INSTRUCTIONS AND INFORMATION

- a. In Section 1, describe the public records that you wish to inspect or to have copied or certified. Please be precise about what records you seek. You may use a separate sheet if necessary.

Indicate whether you request only to inspect the public records at the Village Hall or whether you also request to have the public records copied or certified by checking the appropriate spaces.

- b. By submitting this Request Form, you are agreeing to pay to the Village, in advance of receiving copies of any public records, the copying and certification fees set forth in Section 2.

The fees set forth in Section 2 may be waived or reduced by the Freedom of Information Officer on determination and proof that the purpose of your request is primarily to benefit the general public and that you will receive no significant personal or commercial benefit from your request. If you wish to be considered for a fee waiver or reduction, you must complete and sign the statement set forth in Subsection 2.B.

- c. In Section 3, indicate the purposes for which you are requesting the public records identified in Section 1. You must provide the information in this Section.

- d. The Village will not mail copies of public records except upon satisfactory proof that it would be unduly burdensome for you to inspect or pick up the copies at the Village Hall and then only upon advance payment of the actual cost of postage. If you wish to request mailing of the requested records, you must complete and separately sign the statement set forth in Section 4.

- e. You must provide the information requested in Section 5.

- f. You must sign the statement set forth in Section 6.

The Village will disclose the public records requested on this Request Form within 21 Business Days after the receipt of this Request Form for all requests made for commercial purposes, and within five Business Days for all other requests, unless the applicable response period is extended as provided by law or the request is denied. All extensions and denials will be in writing and will state the reasons therefor. The Requestor may seek review of a denial by the Public Access Counselor of the Office of the Illinois Attorney General. Judicial review is available under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* For more detailed information, please consult the Village of Kenilworth Rules and Regulations for Implementation of the Illinois Freedom of Information Act, which are available from the Freedom of Information Officer.

To: Freedom of Information Officer
 Village of Kenilworth
 419 Richmond Road
 Kenilworth, Illinois 60043-1199
 Phone: (847) 251-1666
 Facsimile: (847) 251-3908
 E-mail: info@villageofkenilworth.org

1. Request for Records

I request the following public records of the Village:

Records Requested	<u>inspect</u>	<u>copy</u>	<u>certify</u>
_____	—	—	—
_____	—	—	—
_____	—	—	—
_____	—	—	—
_____	—	—	—
_____	—	—	—
_____	—	—	—

2. Agreement to Pay Fees

A. Unless I have requested and received a waiver under Subsection B of this Section, I will pay the following fees for the public records copied or certified at my request:

1. Copies – 8½ x 11 or 8½ x 14, Black and White

First 50 pages	Free
Additional pages	\$0.15 per side
2. Copies – Oversize \$ 0.25 per side
3. Certification \$1.00 per record,
plus copy cost

I agree that I will pay the actual charges that the Village incurs in connection with the copying services, and that the fees stated in items 1 through 2 above will not apply, if: (i) the Village must use an outside vendor to copy a public record that is not 8½ x 11 or 8½ x 14, Black and White; or (ii) the requested records are of a type not listed above. I further agree that the fees stated in items 1 through 2 above will not apply if the fee for the requested records is otherwise fixed by statute. If the requested records are produced on an electronic medium, I agree to pay the actual cost of purchasing the medium.

B. I request a waiver of the fees set forth in Subsection A above, and in support of my request I hereby certify that I will gain no significant personal or commercial benefit from the public records herein requested and that my principal purpose in making this request is to benefit the general public by disseminating information concerning the health, safety, welfare, or legal rights of the general public in the following specific manner:

3. Purpose of Request

Please check Yes or No for each of the following questions:

	<u>Yes</u>	<u>No</u>
A. I am requesting the public records identified in Section 1 above to use the records, or the information derived therein, for sale, resale, solicitation, or advertisement for sales or services.	___	___
B. I am, or represent, news media or a non-profit, scientific or academic organization.	___	___
C. The principal purpose of this Request for Public Records is to access and disseminate information concerning news and current or passing events.	___	___
D. The principal purpose of this Request for Public Records is for articles of opinion or features of interest to the public.	___	___
E. The principal purpose of this Request for Public Records is academic, scientific, or public research or education.	___	___

Pursuant to Section 3.1(c) of the Freedom of Information Act, it is a violation of the Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.

4. Request for Mail Delivery

___ I request that the Village mail copies of the requested public records to me at the address set forth in Section 5 below. I hereby agree to pay the actual postage for mailing before the records will be mailed. It would be unduly burdensome for me to pick up the requested records at the Village Hall because:

___ I do not request mail delivery of any of the requested public records.

5. Requestor

A. Name of Requestor: _____

B. Name of person for whom records are being requested (if not Requestor):

C. Address for Responses, Decisions, and Communications:

D. Telephone Numbers of Requestor:

Day: _____

Evening: _____

E. E-mail: _____

6. Signature of Requestor

By signing this Request, I acknowledge and represent that I have reviewed, and that I understand, the Village of Kenilworth Rules and Regulations for Implementation of the Illinois Freedom of Information Act and that all of the information provided in support of this request is true and accurate.

Signature of Requestor

Date