

Village of



419 Richmond Road
Kenilworth, IL 60043

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

E-mail: info@villageofkenilworth.org

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

General Operating Budget:

- Expenditures: \$5,053,309
- Revenues: \$4,659,379

Location of Village offices:

Village Hall
419 Richmond Rd.
Kenilworth, IL 60043

Public Works Facility
347 Ivy Ct.
Kenilworth, IL 60043

Water Plant
1 Kenilworth Av.
Kenilworth, IL 60043

Village Board

T. Tolbert Chisum
(President)
Robert Hastings
(Clerk)
James Hughes

Thomas Terrill

Robert Smietana

Katie White

Jackie Bossu

Cristy Laier

Park District Board

Thomas Feeney
(President)
Heidi Higgins

Richmond Kenyon

Richard Peterson

Jason Hanold

Zoning Board of Appeals

Frank Cavalier
(Chairperson)
Kathy Wilson

Cary Johnson

Vicki Thompson

James Pollock

Mark Hinkamp

Kristin Casas

Barb Adams

Architectural Review Commission

Jackie Bossu
(Chairperson)
James Hughes

Robert Smietana

Mary Hartigan

Gunta Cepuritis

E-911 Board

Katie White
(Chairperson)
Earl Tuckman

Phillip Brunell

P. Randall Knowles

John Petersen

**Building Review
Commission**

Jackie Bossu
(Chairperson)
Ray Drexler

Rachel Noel

John Vitt

Tom Wiegand

Jane Hopper

Richard Schumacher

Plan Commission

Robert Smietana
(Chairperson)
James Junewicz

Thomas Feeney

Timothy Dugan

Gwen Sommers Yant

Henry Mawicke

Dirk Degenaars

Frank Cavalier

T. Tolbert Chisum

Elizabeth Bannon

**Revenue/Expenditure
Study Committee**

Steve Hoopes
(Co-Chairperson)
Fred Steingraber (Co-
Chairperson)
Lois Colberg

Steve Crawford

Dirk Degenaars

Lili Duquette

Scott Lien

Tom Prince

Denise Seminetta

Police Pension Board

David Miller
(President)
Katie White
(Vice President)
William Burns
(Secretary)
Craig Miller
(Assistant Secretary)
Allan Kaminski

Richard Cooper

Finance Committee

Thomas Terrill
(Chairperson)
Katie White

Cristy Laier

**Community Affairs
Committee**

Cristy Laier
(Chairperson)
Thomas Terril

Katie White

**Streets, Drainage,
and Public Works
Committee**

James Hughes
(Chairperson)
Cristy Laier

Jackie Bossu

**Water & Electricity
Committee**

Robert Smietana
(Chairperson)
James Hughes

Jackie Bossu

**Building, Planning,
and Zoning
Committee**

Jackie Bossu
(Chairperson)
Robert Smietana

James Hughes

**Police and Fire
Committee**

Katie White
(Chairperson)
Robert Smietana

Thomas Terrill

VILLAGE OF KENILWORTH
COOK COUNTY, ILLINOIS

REQUEST FOR PUBLIC RECORDS

INSTRUCTIONS AND INFORMATION

1. In Section I, describe in detail the public records that you wish to inspect or to have copied or certified. Use a separate sheet if necessary.

Indicate whether you wish only to inspect the public records at the Village Hall or to have the public records copied or certified by checking the appropriate space to the right of each record described.

2. 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 II below.

The fees set forth in Section II may be waived or reduced by the Village Manager of the Village upon 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 such a waiver or reduction, you must complete and separately sign the statement set forth in Paragraph B of Section II.

3. In Section III, indicate the purposes for which you are requesting the public records identified in Section I.

4. The Village will not mail copies of public records except upon satisfactory proof that it would be unduly burdensome for the Requestor 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 IV.

5. You must provide the information requested in Section V.

6. You must sign the statement set forth in Section VI.

The Village will disclose the public records requested on this Request Form within seven Working Days after the receipt of this Request Form, unless the seven-day 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. A denial may be appealed to the Village President within 14 Working Days after the date of the Notice of Denial. All appeals must be in writing. 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 Village Manager.

To: Village Manager
 Village of Kenilworth
 419 Richmond Road
 Kenilworth, Illinois 60043

I. Request for Records

I hereby request the right to inspect, or to obtain copies or certified copies of, the following public records of the Village:

Records Requested	inspect	copied	certified
_____	—	—	—
_____	—	—	—
_____	—	—	—
_____	—	—	—

II. Agreement to Pay Fees

A. Unless a waiver is requested and approved pursuant to Paragraph B of this Section, I agree to pay the following fees for all public records copied or certified at my request:

1. Copies — 8 ½ x 11 -- \$0.25 per side.
2. Copies — Oversize -- \$0.25 per side.
3. Certification -- \$2.00 per document plus copy cost.

I further acknowledge and agree that, if the services of an outside vendor are required to copy any public record, I shall pay the actual charges that the Village incurs in connection with such copying services.

B. I request a waiver of the fees set forth in Paragraph A of this Section, and, in support of such request, I do hereby certify and represent 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:

 Signature of Requestor

III. Purpose of Request

I am requesting access to the public records identified in Section I above for the following purpose:

- ___ Research Personal Information
 - ___ Commercial Use
 - ___ News Coverage
 - ___ Other (Please Specify) _____
- _____

IV. Request for Mail Delivery

I request that the Village mail to me at the address set forth in Section V below copies of all public records responsive to this request. I understand that I will be required to, and do hereby agree to, pay the actual postage for such 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

Signature of Requestor

V. Identification of 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: _____

VI. Signature of Requestor

By signing this Request, I acknowledge and represent that I have reviewed and understood 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

FOR VILLAGE USE ONLY

Received by the Village of Kenilworth, Cook County, Illinois:

Date: _____ Time: _____

- Method of Delivery: Personal Delivery during Business Hours
- Personal Delivery after Business Hours
- Mail Delivery during Business Hours
- Mail Delivery after Business Hours

Village employee receiving request:

Name: _____ Title: _____

Signature: _____

Response Due: _____ (Seven Working Days after day of receipt)

Village employee responsible for compiling response:

Name: _____ Title: _____