

VILLAGE OF LAKE IN THE HILLS

**FREEDOM OF INFORMATION ACT
COMPLIANCE PACKET**

**VILLAGE OF LAKE IN THE HILLS
McHENRY COUNTY, ILLINOIS**

REQUESTS FOR PUBLIC RECORDS

The Village of Lake in the Hills Rules and Regulations for the Implementation of the Illinois Freedom of Information Act (the “FOIA Rules”) provide comprehensive procedures, and instructions for obtaining Village public records. This document provides only a brief summary of the FOIA Rules.

All Freedom of Information requests for public documents/records can be submitted online through JustFOIA by [clicking here](#). Requestors will have the ability to track the status of the request, receive documents digitally, and access a database of public documents that have been previously requested by other individuals.

Individuals will be able to choose to route requests directly to the Police Department for police reports and other police-related documents, or submit their request to all other departments for other Village record requests.

Records requests and their responses will be processed and tracked electronically, saving on paper and time. The system also allows for the digital delivery of documents, regardless of the file size of the documents requested.

Copies of public records will be provided only upon payment of a copying fee, if any, as provided in Section 6 of the FOIA Rules.

All notices and other communications relating to a request to inspect, copy, or certify public records, all requests for copies of the FOIA Rules, and all requests for any other information relating to the Village’s implementation of the Illinois Freedom of Information Act should be directed to:

For all Non-Police Related FOIA Requests:

Freedom of Information Officer
Village of Lake in the Hills
600 Harvest Gate
Lake in the Hills, Illinois 60156

For all Police Related FOIA Requests:

Freedom of Information Officer
Lake in the Hills Police Department
1115 Crystal Lake Road
Lake in the Hills, IL 60156

**VILLAGE OF LAKE IN THE HILLS
McHENRY COUNTY, ILLINOIS**

**RULES AND REGULATIONS FOR
IMPLEMENTATION OF THE
ILLINOIS FREEDOM OF INFORMATION ACT**

These Rules and Regulations (“FOIA Rules”) outline procedures, and contain instructions for orderly compliance with the Illinois Freedom of Information Act, 5ILCS 140/1 *et seq.* (the “Act”), by the Village of Lake in the Hills (the “Village”) and any person requesting public records from the Village (a “Requestor”).

The Village will respond to requests for inspection, copying, or certification of public records in accordance with the Act, these FOIA Rules, and other applicable law. Under the Act, the Village must disclose to any Requestor for inspection or copying all requested public records except: (1) public records that would, if disclosed, violate individual privacy as contemplated by the Act; (2) public records whose production is unduly burdensome and would disrupt the duly undertaken work of the Village; or (3) public records that are specifically exempted from disclosure by the Act or other applicable law. Requests falling within any of these exemptions will be denied.

All notices and other communications in connection with a request to inspect, copy, or certify public records under the Act can be submitted [online](#). If a request is being submitted in writing and is pertaining to Non-Police Related documents please send to: Freedom of Information Officer, Village of Lake in the Hills, 600 Harvest Gate, Lake in the Hills, Illinois 60156 (the “Village Hall”). The Village Hall telephone number is (847) 960-7400. If a request is pertaining to Police Related documents please send to: Freedom of Information Officer, Lake in the Hills Police Department, 1115 Crystal Lake Road, Lake in the Hills, Illinois 60156 (the “Police Department”). The Police Department telephone number is (847) 658-5676.

I. INTERPRETATION

A. Conflicts and Invalidity

These FOIA Rules do not supersede, nor are they intended to supersede, the provisions of the Act. In the event that these FOIA Rules in any way conflict with the Act, the provisions of the Act shall govern and take precedence over these FOIA Rules and Regulations. If any provision of these FOIA Rules is deemed illegal or unenforceable, all other provisions and the application thereof shall remain unaffected to the extent permitted by law.

B. Definitions

In addition to the definitions provided in the Act, the following definitions are applicable to these FOIA Rules:

1. Freedom of Information Officers: Deputy Clerk, Nancy Sujet, Administrative Specialist I, Laura Pekovic, Deputy Chief of Support Services, Matt Mannino, and Records Supervisor, Michelle Nigro.
2. Business Hours: 8:30 a.m. to 5:00 p.m. on a Business Day.

3. Business Day: Any day on which the Village is open and staffed for regular public business during Business Hours. Business Days are generally Monday through Friday, except official state holidays.

C. **Measurement of Time**

1. Days. In counting the number of days allowed for any response or decision required to be given by the Village pursuant to the Act or these FOIA Rules, the day on which the request or notice requiring such response or decision was first received shall not be included.
2. Supplemental Requests. Supplemental, amended, or additional requests to inspect, copy, or certify public records shall not relate back to the time of receipt of the initial request. Supplemental, amended, or additional requests shall be considered new requests for purposes of determining all applicable time periods.
3. Response Date. All responses and decisions required to be issued by the Village pursuant to the Act or these FOIA Rules shall be conclusively deemed to have been given as of the date of personal delivery to the person or to the residence of the person entitled to such response or decision or, if mailed, as of the date of mailing as indicated by postmark, regardless of the date of actual receipt by such person. Each such response and decision shall include a verified proof of service evidencing the method by which, and time at which, such response or decision was delivered.

**II. REQUESTS FOR INSPECTION,
COPYING, OR CERTIFICATION OF PUBLIC RECORDS.**

A. **Officials Responsible for Responding to Requests**

The Freedom of Information Officer shall be the person administratively responsible for receiving and processing all requests to inspect, copy, or certify public records filed pursuant to the Act and these FOIA Rules. The Freedom of Information Officer will develop a list of documents or categories of records that the Village must immediately disclose upon request.

The Freedom of Information Officer shall be the person with authority on behalf of the Village to grant or deny requests to inspect, copy, or certify public records filed pursuant to the Act and these FOIA Rules, to extend the time for response, and to issue the appropriate notices with respect to such matters. The Freedom of Information Officer may consult with the Village Attorney before responding to any request to inspect, copy, or certify public records.

B. **Request Submittal**

All requests to inspect, copy, or certify public records shall be filed [online](#) or with the Freedom of Information Officer in writing. The Freedom of Information Request Form, which can be found on the Village's [website](#), can be used, but is not required.

Completed requests may be filed with the Village [online](#), by mail, overnight courier service, facsimile, in person, e-mail or other means available to the public body. Requests submitted in person shall be handed to the Freedom of Information Officer. Request Forms submitted by mail or other means shall be addressed to the Freedom of

Information Officer and shall be deemed received only upon actual receipt by the Freedom of Information Officer on a Business Day, during Business Hours, regardless of date of mailing or other means of submitting a request.

C. **Request Processing**

All written requests received for Police records/documents will be forwarded for processing to Michelle Nigro or Matt Mannino. All other written requests, including requests for multiple departments, will be forwarded for processing to Nancy Sujet. The Freedom of Information Officer shall stamp each written request with the date and time of receipt and shall compute and write the day on which the period for response will expire.

III. RESPONSES TO REQUESTS

A. **Time for Response**

The Village shall respond to any Request filed pursuant to Section II of these FOIA Rules within five Business Days after such Request is received by the Freedom of Information Officer. If the request is for commercial purposes or from a recurrent requester, the Village shall respond within 21 Business Days after receipt.

B. **Form of Response**

1. **Disclosure of Public Records.**

- (a) If the Freedom of Information Officer determines that the Act requires disclosure of all or any part or portion of any public records requested on a Request filed pursuant to Section II of these FOIA Rules, the Freedom of Information Officer shall notify the Requestor, via email for online Requests and in writing for written Requests, of such determination.
- (b) Except as otherwise specifically authorized by the Freedom of Information Officer, only Village personnel shall be permitted to search Village files, records, or storage areas; to use Village equipment; or to make copies of Village public records.
- (c) Public records may not be removed from the Village Hall and/or Police Department at any time.
- (d) Public records may be inspected, or copies of public records obtained, during Business Hours at the Village Hall and/or Police Department.
- (e) Because space is limited, Requestors must make arrangements in advance with the Freedom of Information Officer for a specific appointment to inspect public records at the Village Hall and/or Police Department.
- (f) Requests for the reproduction of any public records that are tape recordings or digital records will be honored in accordance with the provisions of the Act and these FOIA Rules.
- (g) Unless otherwise exempt, the Requestor shall be required to pay for all copying (if applicable), certification and, electronic media, upon receiving

copies of any public records. However, before reproducing any documents for Commercial requests, the Village may require prepayment of any applicable fees.

2. Extension of Time.

- (a) If the Freedom of Information Officer determines that additional time is needed and allowed under the Act to respond to a Request filed pursuant to Section II of these FOIA Rules, the Freedom of Information Officer shall notify the Requestor in writing of such determination, of the reasons requiring the extension, and of the length of the extension, which shall not in any event exceed five Business Days.
- (b) Such notice shall be given via email for online Requests and in writing for written Requests.

3. Categorical Requests.

- (a) If the Freedom of Information Officer determines that a Request filed pursuant to Section II of these FOIA Rules for all records falling within a category will unduly burden the Village and that the burden of the Village outweighs the public interest in production of the public records sought, the Freedom of Information Officer shall notify the Requestor in writing of such determination, of the reasons supporting such determination, and of the right of the Requestor to meet with the Freedom of Information Officer in an effort to narrow the request.
- (b) Such notice shall be given via email for online Requests and in writing for written Requests.
- (c) If the Requestor agrees to meet and confer with the Freedom of Information Officer regarding the request and if the request can be narrowed so that it is no longer unduly burdensome, the Freedom of Information Officer shall respond to the Request, or to the Request as narrowed at such meeting, within five Business Days following the date of the adjournment of such meeting. Such response may take any form specified in this Subsection III B.
- (d) If the Requestor does not agree to meet and confer with the Freedom of Information Officer regarding the request or if the request cannot be narrowed so that it is no longer unduly burdensome, the Freedom of Information Officer shall deny the request pursuant to Paragraph III B(4) below on or before the fifth Business Day after the date of the notice given pursuant to Paragraph III B(3)(a) above.

4. Denial.

- (a) If the Freedom of Information Officer determines that all or any part or portion of any public records requested pursuant to Section II of these FOIA Rules are not subject to disclosure under the Act or these FOIA

Rules, the Freedom of Information Officer shall notify the Requestor in writing of such determination, of the reason for the denial, the factual basis for applying any of the exemptions, the name and address of the person responsible for the denial and of the Requestor's right to a review by the Public Access Counselor, 500 S. Second St., Springfield, IL 62705, 217-558-0486, public.access@ilag.gov, or to seek judicial review in an Illinois Circuit Court pursuant to Section II of the Act. (“Notice of Denial”).

- (b) Such notice shall be given via email for online Requests and in writing for written Requests.

C. Failure to Respond

If the Freedom of Information Officer fails to respond to a Request properly filed pursuant to Section II of these FOIA Rules, the request shall be deemed to be denied as of the last day permitted for such response.

D. No Obligation to Create New Records

Except as provided in Section VI below, in responding to requests to inspect, copy, or certify public records, the Act and these FOIA Rules do not require the Village to create records that the Village does not already maintain in record form. However, if a record is maintained in an electronic format, if feasible, the Village will produce it in that format up on request. If not feasible, the Village will furnish it in the format in which it is maintained by the Village or in a paper format upon the request of the Village. Also, the Village will search a database, if feasible, to generate a response.

IV. APPEALS TO THE PUBLIC ACCESS COUNSELOR (PAC)

A. Notice of Appeal; Time to File

If a Requestor disagrees with a Notice of Denial and wishes to appeal to the Public Access Counselor (PAC), then such Requestor may file a request for review with the PAC established in the Office of the Attorney General not later than 60 days after the date of the final denial. The request for review must be in writing, signed by the requester, and include (i) a copy of the request for access to records and (ii) any responses from the public body.

A person whose request to inspect or copy a public record is made for a commercial purpose as defined in subsection (c-10) of Section 2 of this Act may not file a request for review with the Public Access Counselor. A person whose request to inspect or copy a public record was treated by the public body as a request for a commercial purpose under Section 3.1 of this Act may file a request for review with the Public Access Counselor for the limited purpose of reviewing whether the public body properly determined that the request was made for a commercial purpose.

B. Appeals to Circuit Court

An appeal of a denial also may be filed in the Circuit Court for McHenry County seeking injunctive or declaratory relief.

V. FEES

A. Fees Established

Unless fees are otherwise fixed by statute, waived or reduced pursuant to Subsection V (C) below, each Requestor shall pay the following fees for copying, and certification of public records:

1. First 50 letter/legal (black & white)-- \$ Free
2. Over 50 letter/legal -- \$0.15 per page
3. Color and oversized copies shall be charged the actual cost of the reproduction
4. Certification -- \$1.00 per document plus copy cost.
5. If request includes reproduction on electronic media, the actual cost of this media
6. Traffic Accident Reports -- \$5.00 each (per the Illinois Vehicle Code Section 5/11-416 Furnishing copies - Fees)

B. Method and Time of Payment

Payment of all required fees must be made in cash, credit card, check, or by money order prior to producing the copied or certified public record.

C. Waiver of Fees

The fees provided in Subsection V(A) above may be waived or reduced by the Freedom of Information Officer if the Requestor establishes to the reasonable satisfaction of the Freedom of Information Officer that a fee waiver or reduction would be in the public interest as defined by the Act. Any request for fee waiver or reduction should be indicated on the Request at the time the Request is filed.

A fee waiver or reduction shall be considered to be in the public interest only if the principal purpose of the request is to disseminate information regarding the health, safety, and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit to the Requestor. The Freedom of Information Officer may consider the number of requested public records and the cost and necessity of copying them in setting the fee waiver or reduction amount.

VI. VILLAGE OBLIGATIONS

A. Organizational Description

The Freedom of Information Officer shall, at least once each fiscal year, produce and make available for inspection, copying, and mailing to any person requesting it, a brief description of the Village. Such description shall identify and describe the membership of the Village Board of Trustees and of all of its standing and special committees and other advisory bodies and shall also include:

- a short summary of the Village's purpose,

- a block diagram of its functional subdivisions,
- the approximate number of its full and part-time employees,
- the total amount of its operating budget, and
- the number and location of each of its offices.

B. Index of Public Records

The Freedom of Information Officer shall create, keep current, and make available for inspection, copying, and mailing, a current index of all types or categories of public records prepared or received, and maintained, by the Village after July 1, 1984. The index shall be reasonably detailed in order to aid persons in obtaining access to the public records of the Village.

C. Records Stored by Electronic Data Processing

The Village Administrator shall prepare and furnish to any person requesting it a description of the manner in which public records of the Village stored by means of electronic data processing may be obtained in a form comprehensible to persons lacking knowledge of computer language or printout format.

D. Summary of Procedures

The Freedom of Information Officer shall create, maintain current, and make available for inspection, copying, and mailing, a brief summary of the procedures established by these FOIA Rules.

E. Posting and Mailing of Information

The Freedom of Information Officer shall keep posted at the Village Hall and Police Department, and shall mail to any person making a request therefore, copies of the Organizational Description prepared pursuant to Subsection VI(A) above, the Index of Public Records prepared pursuant to Subsection VI(B) above, and the Summary of Procedures prepared pursuant to Subsection VI(D) above.

F. Filing of Notices of Denial

The Freedom of Information Officer shall retain copies of all Notices of Denial in a single file at the Village Hall that is open to the public and indexed according to the type of exemption asserted and, to the extent such categorization is feasible, the type of records requested. Any associated documents that have been withheld because of such denials shall not be produced or be open to the public.

Village of Lake in the Hills
ORGANIZATIONAL CHART

**Citizens of
Lake in the Hills**

Elected Officials

Village President
Board of Trustees
Village Clerk

**Advisory Boards
and Commissions**

Planning & Zoning Commission
Parks & Recreation Board
Police Commission
Police Pension Board

Professional Services

Village Attorney
Village Prosecutor
Village Engineer

Village Administrator

Chief of Police

**Administration
Department**

Administration
Customer Service
Human Resources
Management Information Systems

**Finance
Department**

Administration
Water Billing

**Community
Development
Department**

Administration
Building & Zoning
Economic Development

**Parks and
Recreation
Department**

Administration
Parks
Recreation

**Public Works
Department**

Administration
Streets
Public Properties
Municipal Airport
Water

**Police
Department**

Administration
Support Services
Patrol



MISSION STATEMENT

The Village strives to protect the health, safety, welfare, and economic vitality of the citizens of the Village of Lake in the Hills through the provision of high quality services and programs. The Village President and Board of Trustees are charged with the creation of policies, laws, and regulations in the Village. In turn, the Village Administrator and Department Heads implement and administer the policies set forth by the Village President and Village Board. The Village Board is the most effective body by which public and private interests both inside and outside of the community can come together to plan for the future needs of the community. The planning process involves determining the direction, orderly growth, aesthetics, and delivery of high quality services as well as the best use of land for commercial, residential, leisure and open space purposes. The implementation of this Mission Statement is one of establishing priorities and considering the needs of the citizens of Lake in the Hills.

VILLAGE OFFICES & LOCATIONS

Village Hall	Public Works	Police Department
600 Harvest Gate	9010 Haligus Road	1115 Crystal Lake Road
Lake in the Hills, IL 60156	Lake in the Hills, IL 60156	Lake in the Hills, IL 60156
847-960-7400	847-960-7500	847-658-5676

FREEDOM OF INFORMATION OFFICERS

• Nancy Sujet • Laura Pekovic • Matt Mannino • Michelle Nigro

2024 STATISTICS

Operating Budget

\$64,752,980

Employee's

Full-Time	114
Part-Time	6
Seasonal	51

Village of Lake in the Hills Categories of Records

Following is a summary of the categories of records under our control. Requests for information under the Freedom of Information Act should be filed with the Freedom of Information Act Officer, 600 Harvest Gate, Lake in the Hills, IL 60156, online through JustFOIA by [clicking here](#), or Fax: 847-960-7415. Requestors will have the ability to track the status of the request, receive documents digitally, and access a database of public documents that have been previously requested by other individuals.

- Municipal Code
- Ordinances and Resolutions
- Minutes – Board & Commission Meetings
- Agenda – Board & Commission Meetings
- Committee of the Whole Packets
- Contracts, Agreements and Leases
- Legal Notices
- Liquor & Tobacco Licenses
- Proclamations
- Newsletter
- Press Releases
- Building Permits
- Inspection Reports
- Plats of Survey
- Zoning Ordinance
- Subdivision Control Ordinance
- Zoning Maps
- Budget
- Invoices
- Water Billing
- Audits
- Business Licenses

Requests specific to the Police Department should be filed with the Freedom of Information Act Officer, 1115 Crystal Lake Road, Lake in the Hills, IL 60156, online through JustFOIA by [clicking here](#), or Fax: 847-960-7552.

- Incident and Police Reports
- Traffic Accident Reports

Village of Lake in the Hills
Village Board and Commissions
January 1, 2024

Village Board

Village President - Ray Bogdanowski
Village Clerk - Shannon DuBeau
Village Trustee - Stephen Harlfinger
Bob Huckins
Bill Dustin
Suzette Bojarski
Diane Murphy
Wendy Anderson

Parks & Recreation Board

Chairperson - Diane Tredore
Board Members - John Andrea
Michael Cairns
Brad Wackerlin
Sai Sivakumar
Tara Donahue
Cecilia Carman

Planning and Zoning Commission

Chairperson - Michael A. Esposito Jr.
Commissioners - Craig Bolton
Anna Siakel
James. E. Dixon
Greg Walker
Adam Swanlund
John Murphy

Police Commission

Chairperson - Dean DeSantis
Commissioners - Sharon Lawson
Joe Haugk

Police Pension Fund

President - Lawrence E. Howell
Vice President – Nicholas Covarrubias
Secretary – Andrew Mannino
Asst. Secretary - James Recchia
Trustee - Brian Crow