

City of Freeport



Freedom of Information Act Directory

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How to File a Freedom of Information Act Request

1. Please make your request for records in writing. The City of Freeport prefers that a Requestor use the form available through a FOIA Officer or from the City's website at <http://www.cityoffreeport.org>. We will honor all requests lawfully submitted to the Municipality through personal delivery, mail, fax, or email. Please direct your request to:

City of Freeport:

FOIA Officer – City Clerk
City of Freeport
524 West Stephenson Street
Freeport, Illinois
Fax: 815-235-8874
[FOIA Request Form – City of Freeport](#)

Freeport Police Department:

FOIA Officer – Deputy Chief of Police
Freeport Police Department
320 West Exchange Street
Freeport, Illinois
Fax: 815-235-8235
[FOIA Request Form – Freeport Police Department](#)

Freeport Fire Department:

FOIA Officer – Fire Administration
Freeport Fire Department
524 West Stephenson Street
Freeport, Illinois
Fax: 815-599-5830
[FOIA Request Form – Freeport Fire Department](#)

An email address is also available: foia@cityoffreeport.org

2. Please be as specific as possible when describing the records you are seeking. Remember, the Freedom of Information Act is designed to allow you to inspect or receive copies of records. It is not designed to require a public body to answer questions.
3. Please tell us whether you would like copies of the requested records, or whether you wish to examine the records in person. You have the right to either option.
4. There is no fee for up to 50 pages of standard paper copies. For pages beyond 50, there is a \$.15 per page charge (see next page for fees established or the FOIA Request Form for additional information).
5. Please include your name, preferred telephone number (s), mailing address, and if you wish, your electronic mail address.
6. The City's Freedom of Information Policy is available upon request.

Fees Established

The Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* provides for the following fees to be charged by public bodies. Unless fees are waived or reduced as stated in “Waiver of Fees” below, each Requestor must pay the following for copying, certification, and mailing of the public records:

1. Copies – letter or legal --- \$.15 per side.
2. Copies – color or oversize --- Actual cost of reproduction.
3. Certification --- \$1.00 per document plus copy cost.
4. Recording media --- Actual cost of media (i.e. computer media, disks, tapes, or other media).
5. Statutory Fees --- Rate authorized by statute.
6. Mailing --- Actual cost of postage.

However, there will be no charge for the first 50 pages of letter or legal size black and white copies for a Requestor. When the services of an outside vendor are required to copy any public record, the actual charge of the outside vendor will be the fees for copying such records, notwithstanding the fees stated above.

In the event that the Municipality provides records in response to a Request but fails to respond within the requisite periods, such copies shall be provided free of charge in accordance with Section 3(d) of the Act.

Method and Time of Payment

Payment of all required fees must be made in cash, by cashier’s or certified check, or by money order prior to the examination, copying, or certification of any public record.

Waiver of Fees

The fees provided above may be waived or reduced by the FOIA Officer if the Requestor states the specific purpose of the request on the Request Form and establishes to the reasonable satisfaction of the FOIA Officer that a fee waiver or reduction would be in the public interest. Any request for fee waiver or reduction must be indicated on the Request Form at the time the Request Form is filed. A fee waiver or reduction will be considered to be in the public interest only if the principal purpose of the request is to disseminate information regarding the public 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 FOIA 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.

Summary of the Municipality's Purpose

The mission of the City of Freeport is to provide sound municipal leadership and efficient, high quality services that enhance the safety, economic prosperity, quality of life, and public health of our community.

The City of Freeport is a home rule unit which operates under an Aldermanic-City form of government. The City Council is comprised of the Mayor and eight (8) aldermen who are all elected for four-year terms.

The Mayor is the chief executive officer and is elected at large to a four-year term; the City Clerk, and City Treasurer are also elected at large for a four-year term. All other offices and vacancies are filled by appointment by the Mayor with the consent of the City Council.

City Council Meetings

The legislative body of the municipality is the City Council. The City Council meets the first and third Mondays each month (except on legal holidays and then the meetings will be held on Tuesday) at 6:00 p.m. Council Meetings are held in the City Hall Building, 524 West Stephenson Street on the third floor in Council Chambers. Please enter the building using the rear parking lot entrance.

Individuals with disabilities who plan to attend and require certain accommodations (refer to American with Disabilities Act of 1990) in order to allow them to observe and/or participate in the meetings, or who have questions regarding accessibility should contact Human Resources at 815-235-2065 promptly to allow the City of Freeport to make reasonable accommodations.

Agendas and minutes of the Freeport City Council meetings are readily available on our website at <http://www.cityoffreeport.org> following the quick links on the home page to Meeting Calendar or E-Packets.

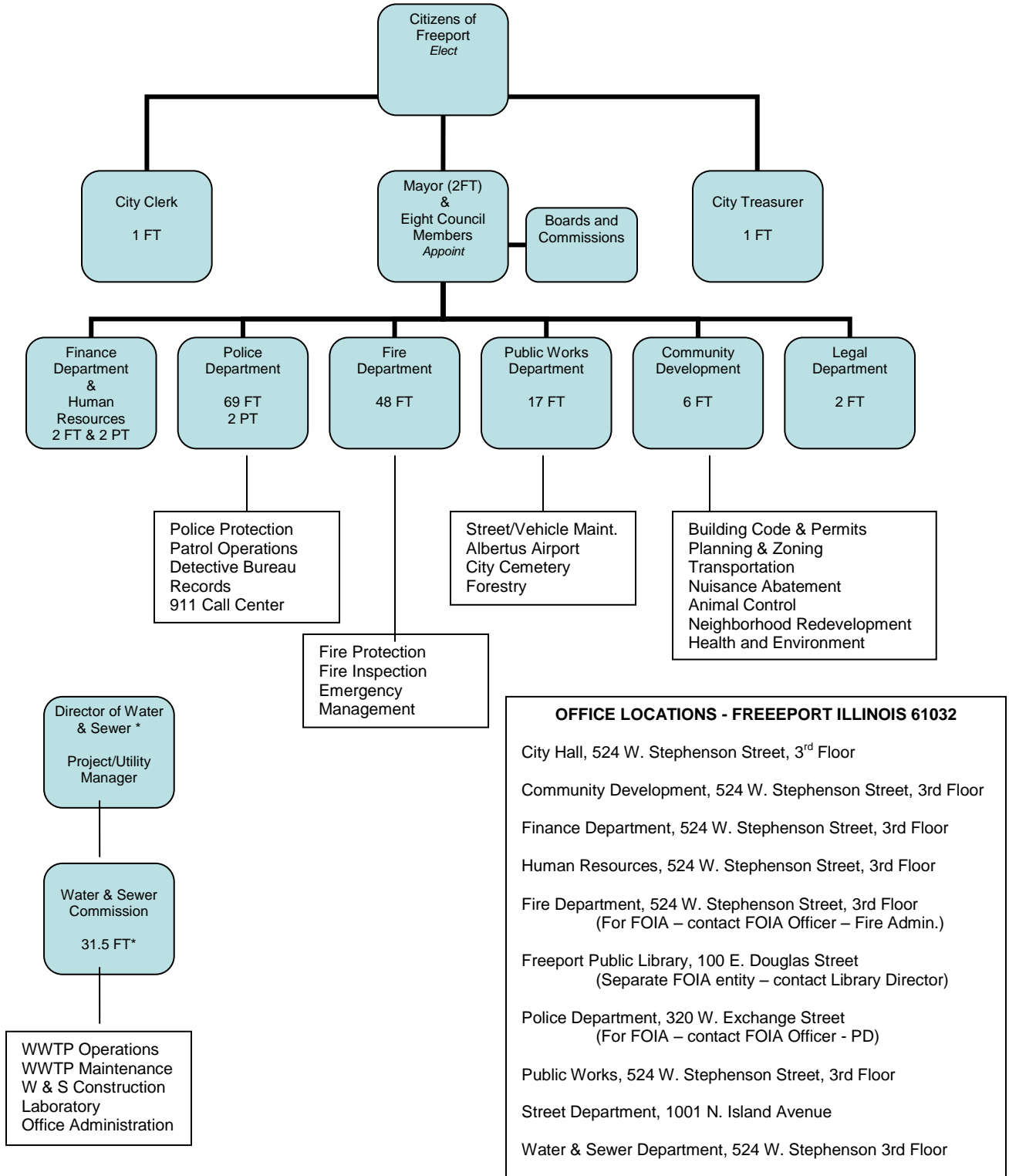
City Operating Budget

The City currently has an operating budget of approximately \$16,400,000.

City Census Population

The population of the City is 25,638 (2010 Census).

City of Freeport Block Diagram of Functional Subdivisions



* Duties of Finance Director (35%) and Director of Water & Sewer (65%)

Employee Count as of 5/01/2011

Types of Records by Department

Ordinances - these are public documents that should be immediately available to the public without a FOIA request. The City of Freeport provides the codified ordinances through a link to website: http://www.amlegal.com/freeport_il/

Administration – annual financial reports; sales tax receipts; liquor license fees; other license fees; accounts payables and receivables; salary schedules; administrative memoranda; correspondence received by the City; correspondence sent for the City; board policies, administrative rules and regulations; personnel policies; personnel files; office equipment; insurance records; capital equipment; workers compensation records; vehicle files

City Clerk – council agendas and minutes; resolutions; ordinances; tax levy ordinance; proclamations, newspaper publications and certifications; council and commission meeting calendars; agreements and contracts; communications to council; activity reports from departments including City Treasurer, Community Development, Fire Department, Police Department, and Water & Sewer; appointments and re-appointments; bids specifications and tabulations; cemetery billing statements; petitions for annexation; general licenses; liquor licenses; temporary liquor licenses; mechanical games and devices; taxi licenses; special event permits; official bonds and oaths of office, general election records; freedom of information requests and indexes; records disposal listing

City Treasurer – annual treasurer’s reports; annual statements of police and fire pension funds; motor fuel tax reported and collected; motor fuel tax allotments

Community Development – lists of registered contractors; fees for building and zoning permits; building inspection reports; building, electrical and plumbing permits; HVAC permits; sign permits; site plans; building plans; zoning maps; comprehensive plan, zoning ordinances, building ordinance, petitions for annexation; newspaper publications and certifications; demolition files; notices of violation of ordinances; grants applications and supporting documents including housing and transportation grants; public transportation system records; landfill records; Brownfields program records

Fire – department activity reports and record of alarms

Legal – agreements and contracts; legal notices; lawsuits; court orders; subpoenas; motions; claims against City; claims by City; liens on property; insurance claims; delinquent tax records

Police – department activity reports; accident reports; arrest records; alarm reports

Please refer to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.; some of these records may be exempt from disclosure.

**Identification And Membership Of Officials, Department Heads,
Advisory Board, Commissions, Committees Or Council**

Officials

Mayor	George W. Gaulrapp (term expires 2013)
City Treasurer	Linda L. Buss (term expires 2013)
City Clerk	Martha E. Zuravel (term expires 2013)

City Council

Aldersperson Ward #1	Thomas Klemm (term expires 2015)
Aldersperson Ward #2	Shawn Boldt (term expires 2015)
Aldersperson Ward #3	Ronnie Bush (term expires 2015)
Aldersperson Ward #4	Jennie DeVine (term expires 2015)
Aldersperson Ward #5	Dennis Endress (term expires 2015)
Aldersperson Ward #6	Scott Helms (term expires 2015)
Aldersperson Ward #7	Michael Koester (term expires 2015)
Aldersperson-At-Large	Andrew Crutchfield (term expires 2015)

Department Heads

Chief of Police	Jerry Whitmore
Fire Chief	Kevin Countryman
Corporation Counsel	Sarah Griffin
Water & Sewer/Finance Director	Craig Joesten
Community Development Director	Shelly Griswold
Library Director	Carole Dickerson
Public Works Director/Street Supt.	Tom Dole

Freedom of Information Act Officers

Martha E. Zuravel, City Clerk
Debra Milliman, Human Resources Mgr
Jeff Davis, Deputy Chief of Police
Denise Scudder, Fire Department
Administrative Assistant

Open Meetings Act Designees

Martha E. Zuravel, City Clerk
Debra Milliman, Human Resources Mgr

**Identification And Membership Of Officials, Department Heads,
Advisory Board, Commissions, Committees Or Council**

<u>Name</u>	<u>Term Expires</u>
Airport Commission	
Jesse Arndt	11/30/14
Marg Blum	11/30/13
Gary Erdmier	11/30/13
Victor James Ferrar	11/30/13
John Ginger	11/30/14
Sally McMahon	11/30/14
John Staben	11/30/15
Americans with Disabilities Act (ADA) Compliance Commission	
Deborah Harms	
Grace Irene Meyers	
Steve Nye	
Alderpersion Jennie DeVine (council representative)	
Joan Snapp	
Tiffany Vondra	
Kay Woods	
Board of Fire & Police Commissioners	
Brian Borger	4/30/14
Elliott Franklin Cooper	4/30/13
Daneice Davis	4/30/13
Michael Dore	4/30/14
Roland Munda	4/30/14
Board of Zoning Appeals	
Harry Carlisle	6/30/12
Troy Collier	6/30/15
Casey Meyers	6/30/16
Jeff Ogden	5/30/15
Cecil Pearson	6/30/13
Bridget Sheriff	6/30/16
Lloyd Smith	4/30/14
Building Commission	
Phil Copus	4/30/13
Suzanne Gitz	4/30/15
Jon Green	4/30/14
Tom Klemm (council representative)	4/30/15
Jim Lemanski	4/30/14
Wayne Schoefield	4/30/13
Stan Zuravel	4/30/15

**Identification And Membership Of Officials, Department Heads,
Advisory Board, Commissions, Committees Or Council**

Name	Term Expires
Community Development Revolving Loan Fund Committee	
Craig Joesten	Linda Buss
Tom Klemm	Gary Quinn
Doug Cross	Rick Wolfe
Shelly Griswold	Mark Wright
Ethics Commission	
Mary Boyer	2/22/13
Patrick Hardy	2/22/12
Steve Trosley	2/22/13
Ethics Advisor; Chief of Police J. Whitmore	Appointed
Firefighters Pension Fund Board of Trustees	
Jeremy Marsh	4/17/13
Linda Buss, City Treasurer	4/17/12
Larry Moshure	4/17/13
Bill Senneff	4/17/12
Blair Senneff	4/17/14
Foreign Fire Insurance Board	
Dan Bower	
Randy Seffrood	
Scott Stykel	
Curtis Timmer	
Historic Preservation Committee	
Rhonda Becker	2/28/12
Cathy Drucker Basaraba	2/28/14
Mike Meade	2/28/12
David Monigold	2/28/14
Carol Morrisett	2/28/13
Patricia Pasch	2/28/12
Paul Wimmer	2/28/14
Connie Witte	2/28/13
Shelly Griswold, Community Development Director	
Housing Authority	
Don Beckington	10/31/13
Sally Brashaw	10/31/15
Rev. Kevin M. Cooley	10/31/15
Deborah Harms	10/31/11
Pastor Frankie Ramos	10/31/12
William Smull	10/31/13
Tiffany Vondra	10/31/14

**Identification And Membership Of Officials, Department Heads,
Advisory Board, Commissions, Committees Or Council**

Name	Term Expires
Library Board	
Judith Barney	5/31/12
Nicole Bauer	5/31/13
Luke Beggin	5/31/14
James Bienlien	5/31/13
Betty Carroll	5/31/13
Robert T. Clark	5/31/12
Jill Collin	5/31/14
Barbara Green	5/31/14
Scott Haugh	5/31/12
Liquor Commission - Commissioner Mayor George Gaulrapp	
Elizabeth Bowen	5/31/13
Robert Dahms	5/31/14
Luann Davis	5/31/13
Ralph Lenoir, Sr.	5/13/13
Planning Commission	
Jennifer Birkholz	10/31/13
Sally Brashaw	10/31/13
Phillip Copus	10/31/12
Tim Davenport	10/31/12
Terry Feinberg	10/31/13
Dr. Ahmed Rasheed	10/31/14
Roy Sellers, Jr.	10/31/13
Sally Spudich	10/31/12
Mark Winter	10/31/12
Ald. Tom Klemm (council representative)	
Police Pension Board	
James Drehoble	Elected
Tom Dyra	Elected Retiree
Forest Senn	Elected
Bob Smith	4/30/12
Jeff Williams	4/30/13
Linda Buss, City Treasurer	non-voting member
Stephenson County Convention & Visitors Bureau	
Candy Allen-Smith	12/31/13
Peggy Altoff	12/31/11
Ald. Dennis Endress (council representative)	12/31/11
Kay Halbin	12/31/12
Rose Kaseeska	12/31/12
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**Identification And Membership Of Officials, Department Heads,
Advisory Board, Commissions, Committees Or Council**

<u>Name</u>	<u>Term Expires</u>
Stephenson County Convention & Visitors Bureau (continued)	
Tim Mellentine	12/31/11
Jeff Mikkelsen	12/31/13
Tyson Terhune	12/31/12
Sharon Welton	12/31/13
Water & Sewer Commission	
Brad Hartog	11/30/12
Jim Medendorp	11/30/13
Christopher Schneiderman	11/30/13
Mark Winter	11/30/13
Bobbie Yount	11/30/15