

# City of Freeport



## Freedom of Information Act Directory

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## How to File a Freedom of Information Act Request

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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, Deputy City Clerk, Executive Assistant  
City of Freeport  
314 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  
1650 S. Walnut Avenue  
Freeport, Illinois  
Fax: 815-599-5830  
[FOIA Request Form – Freeport Fire Department](#)**

**An email may be directed to: [foia@cityoffreeport.org](mailto: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 on 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 a managerial form of government. The City Council is comprised of the Mayor and eight (8) Alderpersons – seven (7) are elected from wards and one (1) at-large position. Alderpersons 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 City Manager.

## **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 City Hall Council Chambers, 314 West Stephenson Street, Freeport, Illinois 61032-4327.

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 either the Meeting Calendars or E-Packets.

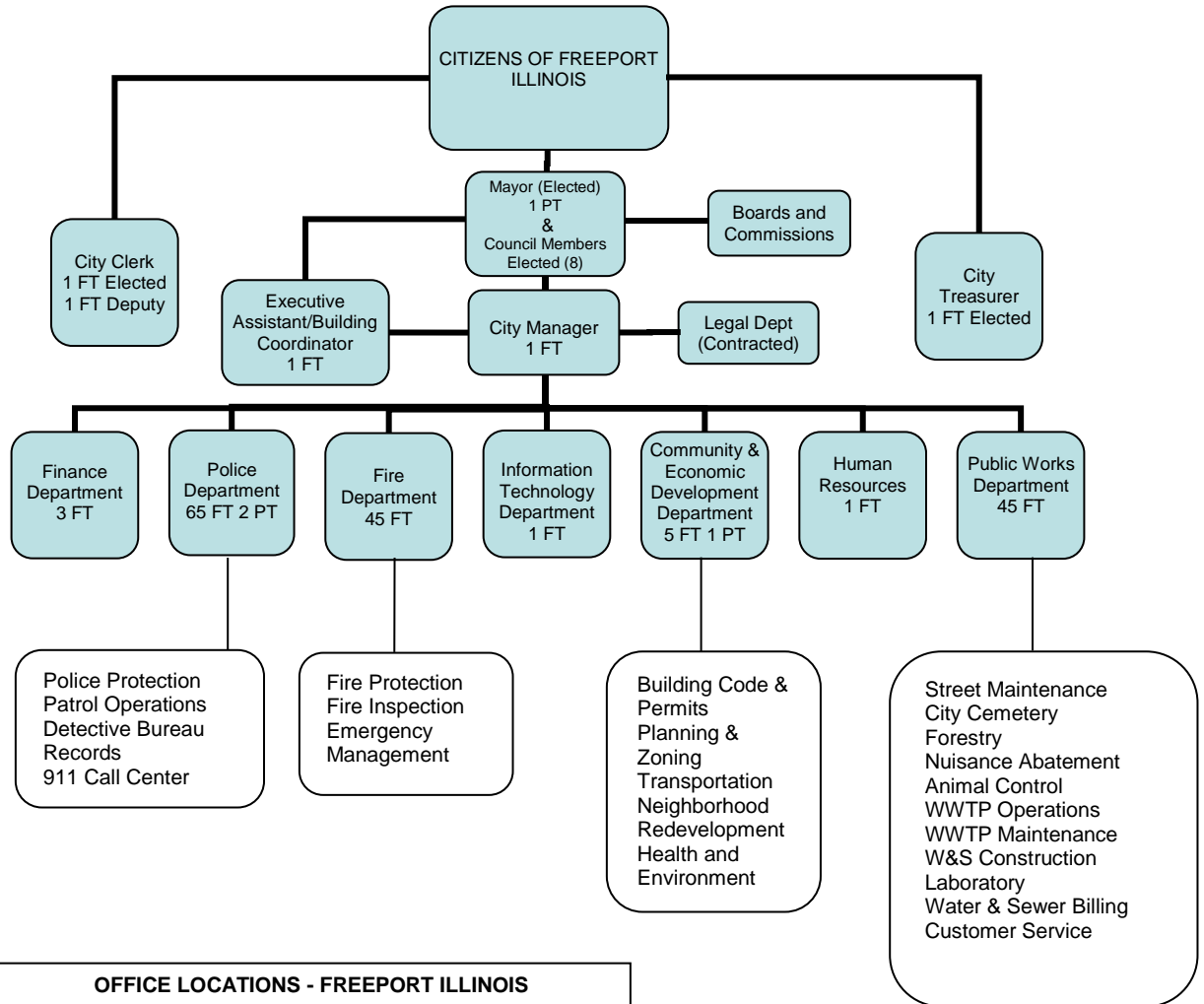
## **City Operating Budget**

The City's appropriation ordinance was adopted on April 23, 2018 through Ordinance #2018-18. The City appropriated \$18,600,830 in revenue and \$18,600,221 in expenditure/restricted revenue.

## **City Census Population**

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

## City of Freeport Organizational Chart



**OFFICE LOCATIONS - FREEPORT ILLINOIS**

City Hall, 314 W. Stephenson Street, Freeport IL 61032-4327

Community & Economic Development, 314 W. Stephenson Street, Ste 100

Finance Department, 314 W. Stephenson Street, Ste 100

Human Resources, 314 W. Stephenson Street, Ste 200

Fire Department, Central Fire Station, 1650 S. Walnut Avenue  
(For FOIA: contact FOIA Officer – Fire Administration)

Freeport Public Library, 100 E. Douglas Street  
(Separate FOIA entity – contact Library Director)

Police Department, 320 W. Exchange Street  
(For FOIA: Contact FOIA Officer – Police Department)

Public Works/Street Department, 1001 N. Island Avenue

Water & Sewer Department, 314 W. Stephenson, Ste 010

Employee Counts in FY 2018-2019 Appropriation Ordinance

## 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/](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, Finance, Community & Economic Development, Public Works Department, Fire Department, and Police Department; 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 license; special event permits; official bonds and oaths of office, general election records; freedom of information requests; 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

Finance – department activity reports

Community & Economic 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

Public Works – department projects and activities reports

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	Jodi Miller (term expires 2021)
City Manager	Lowell Crow
City Clerk	Dovie Anderson (term expires 2021)
City Treasurer	Open Position

**City Council**

Aldersperson Ward #1	Thomas J. Klemm (term expires 2019)
Aldersperson Ward #2	Peter McClanathan (term expires 2021)
Aldersperson Ward #3	Art R. Ross (term expires 2019)
Aldersperson Ward #4	Don Parker (term expires 2021)
Aldersperson Ward #5	Patrick R. Busker (term expires 2019)
Aldersperson Ward #6	Sally A. Brashaw (term expires 2021)
Aldersperson Ward #7	Michael Koester (term expires 2019)
Aldersperson-At-Large	Andrew Chesney (term expires 2019)

**Department Heads**

Chief of Police	Todd Barkalow
Fire Chief	Todd Allen
Director of Finance	Randy Bukas
Director of Community and Economic Development	Nancy McDonald
Director of Public Works	Dennis Carr
Director of Information	
Director of Utility Operations	Tom Kopanski
Technology/GIS Specialist	Curt Suttman
Library Director	Emily Klonicki

**Freedom of Information Act Officers**

Dovie L. Anderson, City Clerk  
Dawn E. Pontius, Deputy City Clerk  
Diane Kahly, Executive Assistant  
Matthew Summers, Deputy Chief of Police  
Lynne Cuplin, Documents Coordinator of  
Police Department  
Denise Scudder, Fire Department  
Administrative Assistant

**Open Meetings Act Designees**

Dovie L. Anderson, City Clerk  
Dawn E. Pontius, Deputy City Clerk  
Diane Kahly, Executive Assistant



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

<b>Name</b>	<b>Term Expires</b>
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**Board of Fire & Police Commissioners**

Elliott Franklin Cooper	4/15/19
Denise McIlwain	4/01/19
Billy W. Shroyer	4/15/20
Brian Borger	4/15/20
Mark Gridley	4/30/21

**Board of Library Trustees**

James Bienlien	5/31/19
Gwen Crow	5/31/19
Sue Bukas	5/31/19
Larry Pittsley	5/31/19
Jennie DeVine	5/31/20
Nita White	5/31/20
Rebecca Quiggle	5/31/20
Nan McMurray	5/31/21
Victor James Ferrar	5/31/21

**Board of Zoning Appeals**

Michael Stingley	6/30/20
Bobbie Yount	9/08/20
Sara Stephenson Peska	6/30/20
Andrew J. Reeter	6/30/21
George Buss	6/30/21
Jeffrey Cutler	6/30/22
Autumn Kubatzke	6/30/22

**Building Commission**

Tom Klemm (Council representative)	4/30/19
Stan Zuravel	4/30/19
Benjamin Bushman	4/30/20
Wayne Schofield	4/30/21
Ed Faulkner	4/30/21
Lowell Crow (City Manager)	5/22/21
Jon Green	4/30/22
Jim Lemanski	4/30/22

**Community Development Revolving Loan Fund Committee**

Rick Wolfe	Mark Wright
Tom Klemm	Gary Quinn

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

<u><b>Name</b></u>	<u><b>Term Expires</b></u>
<b>Ethics Commission</b>	
Mary Boyer	2/22/13
Quincy Carter	2/22/19
Ethics Advisor; Chief of Police	Appointed
<b>Firefighters Pension Fund Board of Trustees</b>	
Derek Tessendorf	4/30/19
Jeremy Marsh	4/30/19
Open Position	4/30/20
Blair Senneff	4/30/20
William Senneff	4/30/21
<b>Foreign Fire Insurance Board</b>	
Fire Chief Todd Allen	
Hillary Broshous	
Christopher Lowery	
Mark McCullough	
Curtis Timmer	
Chad Schubert	
Adam LeFevre	
<b>Historic Preservation Committee</b>	
Mike Meade	2/28/19
Steve Schlamp	2/28/19
Jessica Modica	2/28/19
Scott Winter	2/28/20
Katie Ludwig	2/28/20
Christopher Fye	2/28/20
Nancy McDonald, Director of Community & Economic Development	
<b>Liquor Commission</b>	
Commissioner Mayor Jodi Miller	
Open Position	5/31/21
Jeffery Davis	5/31/21
Tim Mahoney	5/31/21
Stacy Knodle Fernstaedt	5/31/22

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

<u><b>Name</b></u>	<u><b>Term Expires</b></u>
<b>Planning Commission</b>	
Troy Barr	10/31/18
Blake Musser	02/21/20
Adam Holder	10/31/20
Andrea Winter	10/31/20
Nicole Bauer	02/21/21
Stephen Lafferty	10/31/21
Paulette Williams-Thomas	10/31/21
James Berberet	10/31/21
Matthew Moyer	10/31/21
<b>Police Pension Board</b>	
Jeff Williams	4/30/19
Chris Shenberger	4/30/19
Gail Clore	4/30/20
Tom Dyra (Appointed Retiree)	4/30/20
Bryan Politsch	4/30/20
<b>Residential Housing Advisory Board</b>	
Samuel Newton	10/31/18
Robert Rhymer	10/31/18
Rhonda Becker	10/31/19
Greta Harrell	10/31/20
Jennifer Smith-Norman	10/31/20
Kim Boldt	10/31/22
Gwenn Shirley	10/31/22