

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, Deputy City Clerk, Executive Assistance
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

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 council–manager form of government. The City Council is comprised of the Mayor and eight (8) alderpersons – seven are elected from wards and one 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

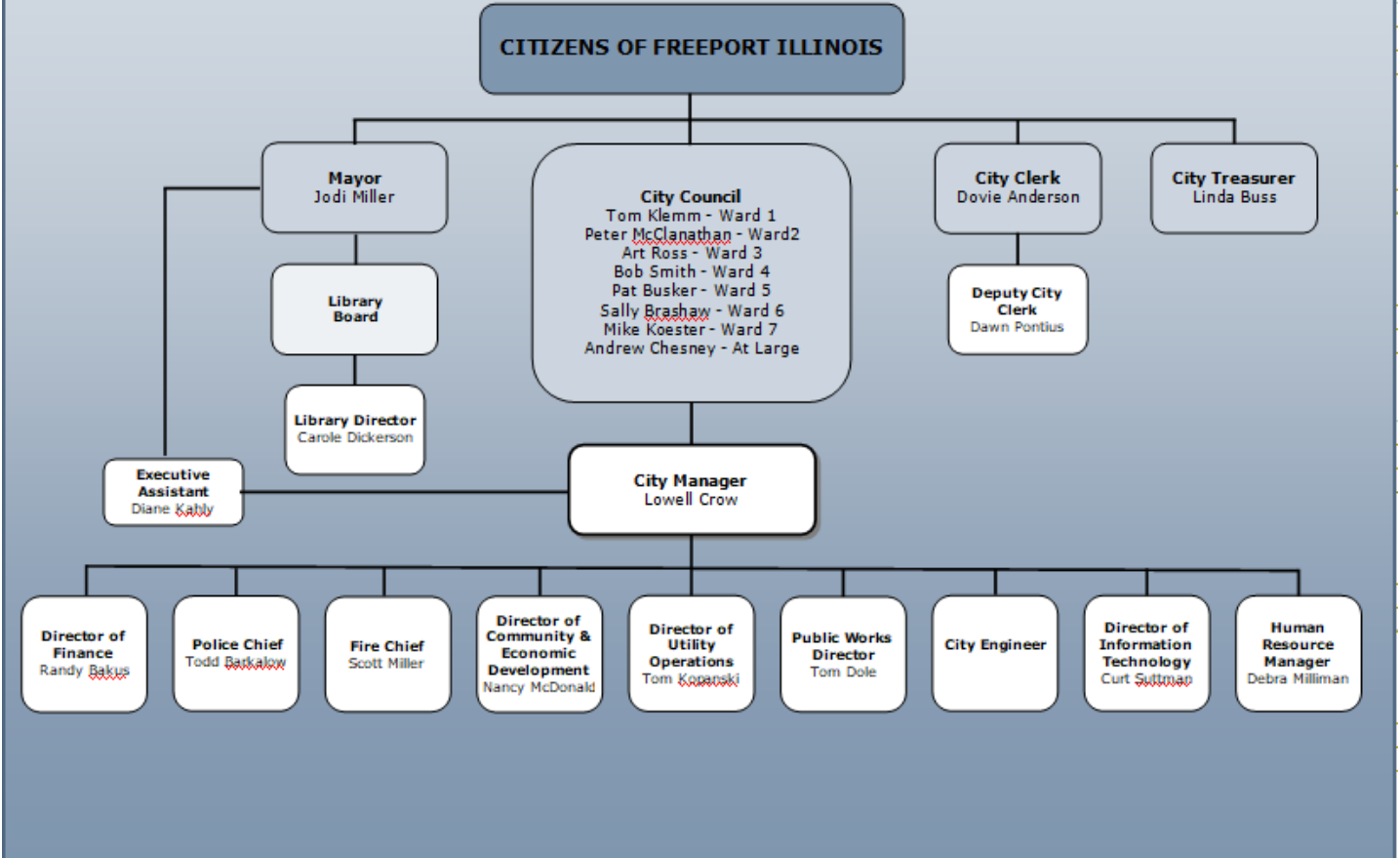
The City's appropriation ordinance was adopted on July 17, 2017 through Ordinance #2017-55. The City appropriated \$18,073,744 in revenue and \$18,527,297 in expenditure/restricted revenue.

City Census Population

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

City of Freeport Organization Chart

As of August 24, 2017



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 and Economic 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 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

Community and 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

Fire – department activity reports and record of alarms

Administration – 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

City Manager	Lowell Crow
Mayor	Jodi Miller (term expires 2021)
City Clerk	Dovie L. Anderson (term expires 2021)
City Treasurer	Linda L. Buss (term expires 2021)

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	Bob Smith (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	Scott Miller
Director of Finance	Randy Bukas
Director of Community and Economic Development	Nancy McDonald
Director of Utility Operations	Tom Kopanski
Library Director	Carole Dickerson
Director of Public Works	Tom Dole
City Engineer	Position Open
Director of Information Technology/GIS Specialist	Curt Suttman
Human Resource Manager	Debra Milliman

**Freedom of Information Act
Officers**

Dovie L. Anderson, City Clerk
Dawn E. Pontius, Deputy City Clerk
Diane Kahly, Executive Assistant/Building
Coordinator
Matthew Summers, Deputy Chief of Police
Lynn 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/Building
Coordinator

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

<u>Name</u>	<u>Term Expires</u>
Airport Commission	
Craig Joesten	11/30/20
Tim Smith	
Tom Dole (Director of Public Works)	
Gary Erdmeier	11/30/19
Jim Fox	11/30/18
Daniel Noble	11/30/19
Ruth Frankenfield	11/30/18
David Fonda	11/30/18
Board of Fire & Police Commissioners	
Brian Borger	4/15/18
Elliott Franklin Cooper	4/15/18
Denise McIlwain	4/01/18
Mark Gridley	4/01/18
Roland Munda	4/15/18
Board of Zoning Appeals	
Harry Carlisle	6/30/17
Casey Meyers	6/30/16
Jeff Ogden	6/30/15
Sarah Thompson	6/30/20
George Buss	6/30/21
Bobbie Yount	09/8/20
Jeffrey Cutler	6/30/22
Building Commission	
Ed Faulkner	4/30/21
Michael Leslie	1/19/20
Jon Green	1/04/18
Tom Klemm (council representative)	1/04/19
Jim Lemanski	1/04/18
Wayne Schofield	4/30/21
Stan Zuravel	4/30/19
Lowell Crow (City Manager)	5/22/21

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

Name **Term Expires**

Community Development Revolving Loan Fund Committee

Linda Buss
Tom Klemm
Rick Wolfe
Mark Wright
Gary Quinn

Ethics Commission

Mary Boyer	2/22/13
Quincy Carter	2/22/19
Ethics Advisor; Chief of Police	Appointed

Firefighters Pension Fund Board of Trustees

Jeremy Marsh	4/30/19
Linda Buss, City Treasurer	4/30/20
Derek Tessendorf	4/30/19
William Senneff	4/30/18
Blair Senneff	4/30/20

Foreign Fire Insurance Board

Fire Chief Scott Miller
Hillary Broshous
Christopher Lowery
Mark McCullough
Curtis Timmer
Chad Schubert
Adam LeFevre

Historic Preservation Committee

Katie Ludwig	2/28/20
Mike Meade	2/28/19
Steve Schlamp	2/28/19
Jeannie Brinkmeier	2/28/19
Scott Winter	2/28/20
Carol Morrisett	2/28/19
Pam Borowski	2/20/20
Alex Mills, Neighborhood Services Manager	

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

Name **Term Expires**

Residential Housing Advisory Board

Rhonda Becker	10/31/18
Patrick McDermott	10/31/18
Samuel Newton	10/31/18
Greta Harrell	10/31/20
Jennifer Smith-Norman	10/31/20
Robert Rhymer	10/31/18
Roger Schulz	10/31/17

Board of Library Trustees

Jennie DeVine	5/31/20
James Bienlien	5/31/19
Barbara Green	5/31/19
Victor James Ferrar	4/01/18
Scott Haugh	5/31/18
Nita White	5/31/20
Elizabeth Gridley	5/31/19
Larry Pittsley	5/31/19
Rebecca Quiggle	5/31/20

Liquor Commission

Commissioner Mayor Jodi Miller	
Don Parker	5/31/21
Stacy Knodle Fernstaedt	5/31/18
Jefftery Davis	5/31/21
Tim Mahoney	5/31/21

Planning Commission

Blake Musser	02/21/20
Nicole Bauer	02/21/21
Bill Green	10/31/18
Stephen Lafferty	10/31/17
Nikki Sands	10/31/17
Ryan Shirley	10/31/17
Andrea Winter	10/31/20
Matthew Moyer	10/31/17

**Identification And Membership Of Officials, Department Heads,
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Police Pension Board

Chris Shenberger	(Elected)	4/30/19
Tom Dyra	(Appointed Retiree)	4/30/18
Bryan Politsch	(Elected)	4/30/18
Jeff Williams		4/30/19
Linda Buss, City Treasurer		4/30/18

Stephenson County Convention & Visitors Bureau

Blake Musser	Freeport Chamber Rep
Amy Fairweather	Freeport At Large
Alderman Peter McClanathan	Freeport Council Rep
Evan Talbert	Freeport Lodging Rep
Debbie Schwartz	Freeport At Large
Loraine Plaster	Stephenson County Lodging Rep
Steve Fricke	Stephenson Co Board Rep
Ross Vehmeier	Stephenson Co At Large Rep
Sharon Welton	Stephenson Co At Large Rep