

**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, instructions, and forms for obtaining Village public records. This document provides only a brief summary of the FOIA Rules.

All requests to inspect, copy, or certify public records must be submitted to the Village in writing. Request Forms may be obtained from the Village. The Village will respond to each written request to inspect, copy, or certify public records within five Business Days after receipt of the request.

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. Copies of public records will not be mailed except upon pre-payment of a fee equal to the actual cost of postage and copying.

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:

Freedom of Information Officer  
Village of Lake in the Hills  
600 Harvest Gate  
Lake in the Hills, Illinois 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 and forms, for orderly compliance with the Illinois Freedom of Information Act, 5 ILCS 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 written 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 shall be sent 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.

**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 Officer: The Village Administrator and Deputy Clerk.
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 Hall 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 calculate the due date and document it on the written request. The Freedom of Information Officer will maintain the original request, along with copies of the response and any correspondence with the requestor, unless the response letter clearly documents the material supplied and it was not redacted so that it can be easily found. 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 with the Freedom of Information Officer in writing. The form attached hereto as FORM 1 can be used, but is not required.

Completed requests may be filed with the Village 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 at the Village Hall. Request Forms submitted by mail or other means shall be addressed to the Freedom of Information Officer at the Village Hall 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**

The Freedom of Information Officer shall stamp each 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 in writing of such determination.
- (b) Such notice shall be given by use of FORM 2 attached hereto or a substantially similar writing.

- (c) 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.
- (d) Public records may not be removed from the Village Hall at any time.
- (e) Public records may be inspected, or copies of public records obtained, during Business Hours at the Village Hall.
- (f) 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.
- (g) Copies of public records will be mailed to the Requestor only if the Freedom of Information Officer reasonably determines that it is unduly burdensome for the Requestor to arrange for inspection of the original public records, or for pick up of copies of the public records, at the Village Hall or if the petitioner specifically requests and pays for other delivery or arranges for electronic delivery, if reasonably feasible.
- (h) 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.
- (i) Unless otherwise exempt, the Requestor shall be required to pay all copying (if applicable), certification, electronic media, and postage fees (if applicable), upon receiving copies of any public records. However, before reproducing any documents for Commercial requests, the Village may require prepayment of any applicable fees.
- (j) Upon inspection or delivery of copies of the requested public records, the Freedom of Information Officer shall acknowledge such fact by execution of FORM 2 and the Requestor shall acknowledge such fact by execution of FORM 3 attached hereto or a substantially similar writing.

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 by use of FORM 4 attached hereto or a substantially similar writing.

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 by use of FORM 5 attached hereto or substantially similar writings.
- (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 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 by use of FORM 6 attached hereto or a substantially similar writing.

**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, certification, and mailing 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. Mailing -- Actual cost of Postage.
6. If request includes reproduction on electronic media, the actual cost of this media
7. 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, by cashier's or certified 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 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 REQUEST FOR PUBLIC RECORDS

### INSTRUCTIONS AND INFORMATION

1. In Section 1, describe in detail the public records that you wish to inspect or to have copied or certified. Use a separate sheet if necessary. Please be very specific about the documents that you are requesting.

Please indicate whether you wish to inspect the public records at the Village Hall or if you wish to have them copied or certified by checking the appropriate space to the right of each record described. 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 below.

#### CHARGES:

First 50 letter/legal pages (black & white copies): Free

Over 50 letter/legal pages: \$0.15 per page

Color and oversized Copies shall be charged the actual cost of the reproduction

Certification: \$1.00 per document, plus copy costs

Actual Postage Cost for Mailing

Traffic Accident Reports: \$5.00 each (per the Illinois Vehicle Code Section 5/11-416 Furnishing copies - Fees)

If request includes reproduction on electronic media, the actual cost of this media

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

2. In Section 2, indicate if this request is for a commercial purpose.
3. You must provide the information requested in Section 3.
4. Indicate whether you are requesting a waiver of the fees outlined above. The principal purpose in making the request must be for the benefit of the general public through the dissemination of information concerning the health, safety, welfare, or legal rights of the general public.
5. You must sign the statement set forth in Section 5.
6. 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 6.

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The Village will disclose the public records requested on this Request Form within five Business Days after the receipt of this Request (non-commercial requests only), unless the five-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 therefore. A denial may be appealed to the Public Access Counselor, 500 S. Second St., Springfield, IL 62705. 217-558-0486 within 60 Business 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 Lake in the Hills Rules and Regulations for Implementation of the Illinois Freedom of Information Act, which are available from the Freedom of Information Officer.  
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**Please Return Completed Forms to:**

Freedom of Information Officer  
Village of Lake in the Hills  
600 Harvest Gate  
Lake in the Hills, IL 60156  
Fax: (847) 960-7415

FORM 1

**VILLAGE OF LAKE IN THE HILLS  
REQUEST FOR PUBLIC RECORDS**

**1. 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:      Inspect      Copied      Certified

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Purpose of Request**

I am requesting access to the public records identified in Section 1 above for a commercial purpose:

Commercial Use   Yes            No

(c-10, "Commercial purpose" means the use of any part of a public record or records, or information derived from public records in any form for sale, resale or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit scientific or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.)

**3. Identification of Requestor**

Requestor Name: \_\_\_\_\_

Name of person/organization for which records  
are being requested (if not Requestor): \_\_\_\_\_

Contact Information for Responses, Decisions, and Communications:

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

**4. Waiver of Fees**

Yes      No

I am requesting a waiver of the fees, as my principal purpose in making the request is for the benefit of the general public through the dissemination of information concerning the health, safety, welfare, or legal rights of the general public. If a waiver is not granted, I understand that I will be responsible for the payment of all fees associated with the request.

**5. Signature of Requestor**

By signing this Request, I acknowledge and represent that I have reviewed and understood the Village of Lake in the Hills 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

**6. Request for Mail Delivery**

I request that the Village mail to me, at the address set forth in Section 3, 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 Date

-----  
**FOR VILLAGE USE ONLY**

Received by the Village of Lake in the Hills, McHenry 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  
\_\_\_ Facsimile during Business Hours            \_\_\_ Facsimile after Business Hours

Village employee receiving request:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Response Due: \_\_\_\_\_  
(5 Business Days after day of receipt, non-commercial requests only)

Village employee responsible for compiling response:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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VILLAGE OF LAKE IN THE HILLS
APPROVAL OF REQUEST FOR PUBLIC RECORDS

Name of Requestor: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Copies/Charges

Number of copies or certified copies of the Specified Records will not be provided to you until the following applicable fees have been paid. Fees must be paid in cash, cashiers or certified check, money order or credit card.

First 50 letter/legal pages (black & white) are Free: \_\_\_\_\_

Over 50 letter/legal pages at \$0.15 each: \_\_\_\_\_ \$ \_\_\_\_\_

Number of certified copies at \$1.00 each: \_\_\_\_\_ \$ \_\_\_\_\_

Outside Vendor/oversized/color copies/electronic media (actual cost): \$ \_\_\_\_\_

Postage: \$ \_\_\_\_\_

Traffic Accident Reports at \$5.00 each: \_\_\_\_\_ \$ \_\_\_\_\_

(Per the Illinois Vehicle Code Section 5/11-416 Furnishing copies - Fees)

TOTAL CHARGE: \$ \_\_\_\_\_

Approval of Request Your request for the following public record(s) has been approved:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

The following portion(s) of your request have been denied for the reason(s) cited:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

These records have been: [ ] made available for inspection [ ] copied [ ] certified [ ] e-mailed

Notice of the Right to Appeal

You have the right to have a denial of your request reviewed by the Public Access Counselor (PAC) at the office of the Illinois Attorney General. 5/ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to: Public Access Counselor, Office of the Attorney General, 500 S. Second St., Springfield, IL 62706, Fax: 217-782-1396 or e-mail publicaccess@atg.state.il.us. If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this denial letter. 5 ILCS 140/9.4(a). Please note that you must include a copy of your original FOIA request and this denial letter when filing a Request for Review with the PAC. You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court. 5 ILCS 140/11.

By: \_\_\_\_\_
Freedom of Information Officer, Village of Lake in the Hills

Receipt of Payment

The charges listed above have been paid in full to the Village of Lake in the Hills related to the aforesaid request.

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

**PROOF OF SERVICE**

I, \_\_\_\_\_, state that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, on or about the hour of \_\_\_\_\_ .m, I personally delivered the foregoing document entitled "**APPROVAL OF REQUEST FOR PUBLIC RECORDS**" by:

- \_\_\_ personally handing it to the person to whom it is addressed.
- \_\_\_ e-mailed to the person to whom it is addressed.
- \_\_\_ placing it in an envelope addressed to the person to whom it is addressed at the address to which it is addressed and depositing said envelope, with proper postage affixed, in the United States post office or mail box located at:  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_



**VILLAGE OF LAKE IN THE HILLS  
ACKNOWLEDGEMENT OF RECEIPT/INSPECTION OF PUBLIC RECORDS**

**THE FOLLOWING IS TO BE COMPLETED UPON RECEIPT/INSPECTION OF DOCUMENTS**

I, \_\_\_\_\_, have received/inspected the documents listed in the foregoing document entitled "**APPROVAL OF REQUEST FOR PUBLIC RECORDS**". In the event that I have been denied the right to inspect or copy other public records, this acknowledgement shall in no way affect my right to appeal such denial.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

VILLAGE OF LAKE IN THE HILLS  
McHENRY COUNTY, ILLINOIS

NOTICE OF EXTENSION OF TIME TO RESPOND  
TO REQUEST FOR PUBLIC RECORDS

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On \_\_\_\_\_, the Village of Lake in the Hills received your written request for the inspection, copying, or certification of certain Village public records ("Your Request").

**I. Extension of Time to Respond**

Pursuant to Section 3(e) of the Illinois Freedom of Information Act, 5 ILCS 140/3 (e), the Village hereby notifies you that the time to respond to Your Request is extended for \_\_\_\_\_ Business Days as to all records identified in Section II below (the "Specified Records").

Accordingly, the Village will respond to Your Request as it relates to the Specified Records on or before \_\_\_\_\_, a date that is not more than 10 Business Days after the date on which Your Request was originally received by the Village.

**II. Specified Records**

This extension applies to the following public records included in Your Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You will receive a separate response from the Village regarding Your Request as it relates to any public records that are not listed above.

III. **Justification for Extension**

This extension is necessary because:

\_\_\_ The Specified Records are stored in whole or in part at a location other than the office in charge of the Specified Records.

\_\_\_ Your Request requires the collection of a substantial number of Specified Records.

\_\_\_ Your Request is couched in categorical terms and requires an extensive search for responsive records.

\_\_\_ The Specified Records have not been located in the course of routine search and additional efforts are being made to locate them.

\_\_\_ The Specified Records require examination and evaluation by personnel having the necessary expertise and discretion to determine if they are exempt from disclosure under Section 7 of the Illinois Freedom of Information Act, 5 ILCS 140/7, or should be disclosed only with appropriate deletions.

\_\_\_ Your Request requires consultation with another public body or among two or more bodies of the Village that have a substantial interest in the response to, or the subject matter of, Your Request.

\_\_\_ The Specified Records cannot be produced within the time prescribed by the Act without unduly burdening or interfering with the operations of the Village because:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ The Specified Records cannot be produced within the time prescribed by the Act because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Freedom of Information Officer, Village of Lake in the Hills

STATE OF ILLINOIS     )  
  )  
COUNTY OF McHENRY )     SS.

**PROOF OF SERVICE**

I, \_\_\_\_\_, being duly sworn on oath state that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, on or about the hour of \_\_\_\_\_ .m. I personally delivered or mailed the foregoing document entitled "**NOTICE OF EXTENSION OF TIME TO RESPOND TO REQUEST FOR PUBLIC RECORDS**" by:

\_\_\_ Personally handing it to the person to whom it is addressed.

\_\_\_ Placing it in an envelope addressed to the person to whom it is addressed at the address to which it is addressed and depositing said envelope, with proper postage affixed, in the United States post office or mail box located at:

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_



**PROOF OF SERVICE**

I, \_\_\_\_\_, being duly sworn on oath state that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, on or about the hour of \_\_\_\_\_ .m. I personally delivered or mailed the foregoing document entitled "**NOTICE TO MEET AND CONFER TO NARROW CATEGORICAL REQUEST FOR PUBLIC RECORDS TO MANAGEABLE PROPORTIONS**" by:

\_\_\_ Personally handing it to the person to whom it is addressed.

\_\_\_ Placing it in an envelope addressed to the person to whom it is addressed at the address to which it is addressed and depositing said envelope, with proper postage affixed, in the United States post office or mail box located at:

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

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

**DENIAL OF REQUEST FOR PUBLIC RECORDS**

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On \_\_\_\_\_, the Village of Lake in the Hills received your written request for inspection, copying, or certification of certain Village public records (“Your Request”).

**I. Denial of Request**

After review, Your Request is hereby denied as to the following records (the “Specified Records”):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. Justification for Denial**

Your Request is being denied with respect to the Specified Records because the Specified Records are exempt from disclosure pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*, for the following reason or reasons (references are to sections of the Act):

- \_\_\_ To the Village’s knowledge the Specified Records do not exist.
- \_\_\_ Your Request, couched in categorical terms, is unduly burdensome because the burden on the Village of complying with Your Request outweighs the public interest in providing the Specified Records, and efforts to reduce Your Request to manageable proportions have been unsuccessful. § 3(f)
- \_\_\_ Your Request is unduly burdensome because you have repeatedly requested the Specified Records or similar public records and we have responded to or denied that request. § 3(g)
- \_\_\_ Disclosure is prohibited by Federal or State law or rules and regulations implementing Federal or State law. § 7(1)(a)
- \_\_\_ Disclosure of the specified records involves release of private information not otherwise required to be released. § 7(1)(b)
- \_\_\_ Disclosure of the Specified Records would constitute a clearly unwarranted invasion of personal privacy. § 7(1)(c)
- \_\_\_ Disclosure of the Specified Records would or could interfere with a pending or actually and reasonably contemplated law enforcement proceedings conducted by any law enforcement or correctional agency that is the recipient of the request; interfere with active administrative enforcement proceedings conducted by the Village; create a substantial likelihood that a person will be deprived of a fair trial or an impartial hearing; unavoidably disclose the identity of a confidential source, confidential information furnished only by the confidential source, or persons who file complaints with or provide information to administrative, investigative, law enforcement, or penal agencies; except that the identities of witnesses to traffic accidents, traffic accident reports, and rescue reports shall be provided by the Village, except when disclosure would interfere with an active criminal investigation conducted by the Village; disclose unique or specialized investigative techniques other than those generally used and known or disclose internal documents of correctional agencies related to detection, observation or investigation of incidents of crime or misconduct and disclosure would result in

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demonstrable harm to the Village; endanger the life or physical safety of law enforcement personnel or any other person; or obstruct an ongoing criminal investigation by the Village.  
§ 7(1)(d)

\_\_\_ The Specified Records relate to the security of correctional institutions and detention facilities.  
§ 7(1)(e)

\_\_\_ The Specified Records are preliminary drafts, notes, recommendations, memoranda, or other records in which opinions are expressed or policies or actions are formulated and have not otherwise been publicly cited by head of the public body. § 7(1)(f)

\_\_\_ The Specified Records contain trade secrets, or proprietary, privileged, or confidential commercial or financial information or were furnished under such claims. § 7(1)(g)

\_\_\_ The Specified Records constitute proposals or bids for a contract, grant, or agreement that has not been finally awarded and executed or would, if disclosed, frustrate or compromise the Village's procurement procedures. § 7(1)(h)

\_\_\_ The Specified Records are valuable formulae, computer geographic systems, designs, drawings, or research data. § 7(1)(i)

\_\_\_ Disclosure of the Specified Records would or could compromise the security of a public building. The Specified Records are Architects' plans, engineers' technical submissions and other construction related technical documents for projects not constructed or developed in whole or in part with public funds. § 7(1)(k)

\_\_\_ The Specified Records are minutes of closed meetings of the Village and are not subject to public inspection pursuant to the Open Meetings Act. § 7(1)(l)

\_\_\_ The Specified Records are communications between a public body and an attorney or auditor representing the public body that would not be subject to discovery in litigation, and materials prepared or compiled by or for a public body in anticipation of a criminal, civil or administrative proceeding upon the request of an attorney advising the public body, and materials prepared or compiled with respect to internal audits of public bodies. § 7(1)(m)

\_\_\_ The Specified records relate to the Village's adjudication of employee grievances or disciplinary cases, and not final outcome in which discipline is imposed has been reached.

\_\_\_ Disclosure of the Specified Records would jeopardize the security of a data processing system or the data contained therein. § 7(1)(o)

\_\_\_ The Specified Records relate to employee collective bargaining matters and do not constitute a final collective bargaining agreement. § 7(1)(p)

\_\_\_ The Specified Records relate to the testing or examination of qualifications of an applicant for a license or employment. §7(1)(q)

\_\_\_ The Specified Records relate to pending negotiations for the purchase or sale of real estate. § 7(1)(r)

\_\_\_ The Specified Records relate to pending or contemplated eminent domain proceedings and are not subject to discovery pursuant to the rules of the Illinois Supreme Court. § 7(1)(r)

\_\_\_ The Specified Records are proprietary information related to the operation of an intergovernmental risk management association, self-insurance pool, or jointly self-administered health and accident cooperative or pool. Insurance or self insurance (including any intergovernmental risk management association or self insurance pool) claims, loss or risk management information, records, data advice or communications. § 7(1)(s)

\_\_\_ The Specified Records are information that would disclose or might lead to the disclosure of secret or confidential information, codes, algorithms, programs, or private keys intended to be used to create electronic or digital signatures. § 7(1)(u)

\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. Responsible Official**

The Freedom of Information Officer is the official responsible for this denial.

**IV. Notice of the Right to Appeal**

You have the right to have a denial of your request reviewed by the Public Access Counselor (PAC) at the office of the Illinois Attorney General. *5/ILCS 140/9.5(a)*. You can file your Request for Review with the PAC by writing to: Public Access Counselor, Office of the Attorney General, 500 S. Second St., Springfield, IL 62706, Fax: 217-782-1396 or e-mail [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us).

If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this denial letter. *5 ILCS 140/9.4(a)*. Please note that you must include a copy of your original FOIA request and this denial letter when filing a Request for Review with the PAC.

You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court. *5 ILCS 140/11*.

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Freedom of Information Officer, Village of Lake in the Hills

STATE OF ILLINOIS     )  
                                  )     SS.  
COUNTY OF McHENRY )

**PROOF OF SERVICE**

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I, \_\_\_\_\_, being duly sworn on oath state that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, on or about the hour of \_\_\_\_\_ .m. I personally delivered or mailed the foregoing document entitled "**DENIAL OF REQUEST FOR PUBLIC RECORDS**" by:

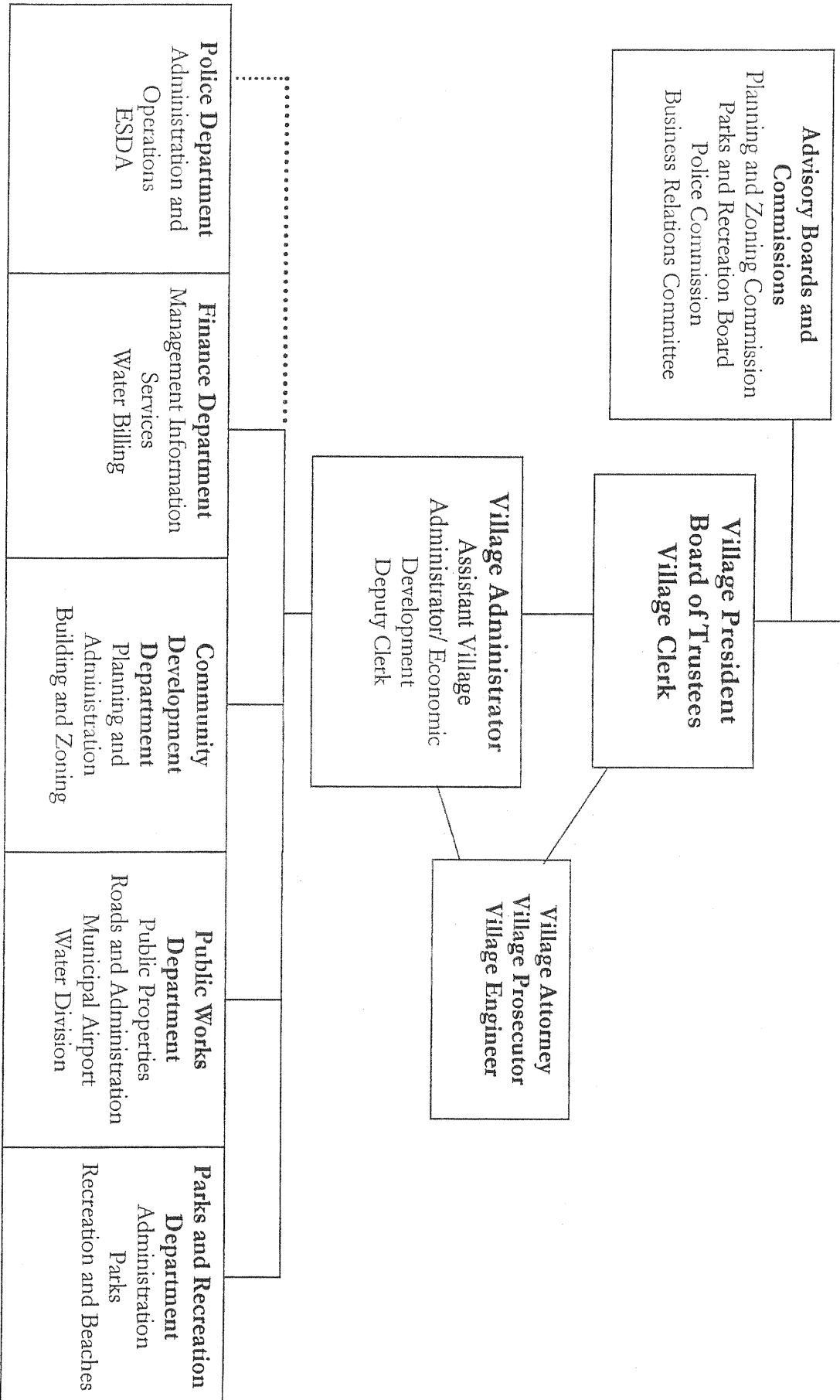
\_\_\_ Personally handing it to the person to whom it is addressed.

\_\_\_ Placing it in an envelope addressed to the person to whom it is addressed at the address to which it is addressed and depositing said envelope, with proper postage affixed, in the United States post office or mail box located at:

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

# Citizens of the Village of Lake in the Hills





## **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  
600 Harvest Gate  
Lake in the Hills, IL 60156  
847-960-7410

Public Works  
9010 Haligus Road  
Lake in the Hills, IL 60156  
847-960-7500

Police Department  
1115 Crystal Lake Road  
Lake in the Hills, IL 60156  
847-658-5676

## **FREEDOM OF INFORMATION OFFICERS**

- Gerald D. Sagona
- Nancy Sujet

## **2010 STATISTICS**

### **Operating Budget**

\$30,175,870

### **Employee's**

Full Time	123
Part Time	6
Seasonal	50

# Village of Lake in the Hills

## Village Board and Commissions

### Village Board

Village President - Ed Plaza  
Village Clerk - Denise Wasserman  
Village Trustee - Stephen Harlfinger  
Ray Bogdanowski  
Paul Mulcahy  
Bob Hunckins  
Denise Barreto  
Russ Ruzanski

### Business Relations Committee

Chairperson – John Andrea  
Commissioners – Mary Siewenie  
Colin Taheny  
Jean Murawski  
Tracy Snow  
Lauren Tredore

### Parks & Recreation Board

Chairman - Sue Koch  
Board Members - Diane Murphy  
Carlton Ames  
Jill Cross  
Diane Tredore  
Dave Roberts  
Elizabeth Fritz

### Planning and Zoning Commission

Chairman - Tom Stock  
Commissioners - Dennis Zepka  
Brent Borkgren  
Anna Siakel  
Frank Covone  
Joe DeMay  
Bill Dustin

### Police Commission

Chairperson - Dennis Walters  
Commissioner - Travis Wilbert  
Secretary - Elaine Krohn  
Recording Secretary – Alice Brandt

### Police Pension Fund

President - Dan Hudson  
Vice President – Stan Helgerson  
Secretary - Ted Ziarkowski  
Trustee - Mary Frake  
Lawrence E. Howell  
Treasurer - Pete Stefan

## **Village of Lake in the Hills Categories of Records**

Following is a summary of the categories of records under our control. All 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 or Fax: 847-960-7415.

- 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
- Incident and Police Reports
- Traffic Accident Reports