



925 Burlington Avenue
Lisle, Illinois 60532

VILLAGE OF LISLE FREEDOM OF INFORMATION ACT (FOIA)

Per Village Code Title 1, Chapter 17, Section 1(A), "The Village of Lisle shall provide access to public records as required by the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq., as amended".

The Illinois Freedom of Information Act is the principal Illinois law governing access to public records. The Act is based on the principle that people should be able to access public records and information about the workings of government. Unless information contained within a public record falls under an express statutory exemption, it must be disclosed.

All requests, including those for police records, are to be submitted in writing to the Freedom of Information Officer at the Village of Lisle Business Office located at 925 Burlington Avenue, Lisle, Illinois 60532. Requests may be faxed to 630-271-4104, submitted online at www.villageoflisle.org, or emailed to foiarequest@villageoflisle.org.

The Village of Lisle Business Office provides FOIA request forms as a convenience, but the form is not required when submitting a request. Requests may be in any written form, as long as they provide the requestor's contact information, a description of the desired records, whether or not the records are to be inspected prior to copying, and whether or not copies should be certified.

Many records can be found on the Village's website, www.villageoflisle.org. These records include the Village Code Book, ordinances, resolutions, agendas, minutes, tax levies, budgets and audited financial statements. FOIA requests for records mentioned in this paragraph need not be in writing unless asking for a large number of these records, or records that are more than five years old. For a listing of various types of public records maintained by the Village of Lisle, please see **Exhibit 1**.

The public body may not inquire about the reason for the request, but may ask if the request is for a commercial purpose. If the request is for a commercial purpose, the requestor is required to disclose that information.

Public bodies must respond to all FOIA requests other than commercial requests within 5 business days. Certain circumstances allow an extension of up to five additional business days. Requests that are for a commercial purpose must be responded to within 21 business days.

The Village does not charge for the first 50 pages of black and white copies on letter or legal size paper. After 50 pages, the cost is 15 cents each. DVD's and CD's are 50 cents each. There is no charge for certification. Other fees are as enumerated in the Annual Fee Ordinance. When possible documents will be emailed or faxed free of charge.

Profile of the Village of Lisle

The Village of Lisle was incorporated in 1956. It is a non-home rule municipality located in DuPage County about 30 miles west of downtown Chicago. The Village covers approximately 8 square miles, and has a population of 22,390.

The governing board of the Village of Lisle is composed of a mayor and 6 trustees. All are elected on an at-large basis to four-year staggered terms. Elections are held in odd-numbered years.

Village Board regular meetings are held at 7:00 p.m. on the first and third Mondays of each month. Village Board workshop meetings are held the second Monday of each month, also at 7:00 p.m. Planning and Zoning Commission meetings are held the third Wednesday of each month at 7:00 p.m. Unless indicated otherwise on the meeting notice, all meetings are held in the Village Hall Board Room at 925 Burlington Avenue. Village Board regular meetings and Planning and Zoning meetings are televised live on cable channel 10. They are also rebroadcast at various times until the next meeting is held. Village Board workshop meetings are not televised.

The Village Board has several advisory boards and commissions in addition to the Planning and Zoning Commission. A listing of current members of each Board/Commission is provided in **Exhibit 2**.

The Village Board appoints a Village Manager who is responsible for the daily operations of the Village. There are approximately 102 full-time and 15 part-time and temporary employees. Please see **Exhibit 3** for an organizational diagram and list of department heads.

The Village has facilities at 3 separate locations: Police Department, 5040 Lincoln Avenue; Public Works Department, 4905/4907 Yackley Avenue; Village Hall, 925 Burlington Avenue.

The Village of Lisle provides a wide range of services including police protection, construction and maintenance of streets and other infrastructure, water and sewer services, planning, zoning, stormwater and floodplain management, code compliance, economic development, garbage and recycling, cemetery operation and maintenance, commuter parking, and general administrative services. The Village's total operating budget is approximately \$22.2 million.

The Village's main phone number is 630-271-4100. The website is www.villageoffisle.org. The government access channel is cable channel 10. Public hearing and other legal notices are published in the Daily Herald.

The following are taxing entities separate from the Village of Lisle. Requests for their public records must be made directly to them.

- Lisle Woodridge Fire Protection District – phone number 630-353-3000
- Lisle Library District – phone number 630-971-1675
- Lisle Park District – phone number 630-964-3410
- Lisle Township (& tax assessor) – phone number 630-968-1183
- Lisle School District 202 – phone number 630-493-8000
- Milton Township (& tax assessor) – phone number 630-653-5220
- Naperville School District 203 – phone number 630-420-6300
- DuPage County – phone number 630-407-6500

Should you have any questions regarding the Illinois FOIA or this correspondence, please feel free to contact me.

Kristine Curran, Freedom of Information Officer
Village of Lisle
925 Burlington Avenue
Lisle, IL 60532
630-271-4102
kcurran@villageoffisle.org

EXHIBIT 1

RECORDS MAINTAINED BY THE VILLAGE OF LISLE

This list is by no means meant to be exhaustive and is merely for reference or descriptive purposes. Per the Illinois Freedom of Information Act, various records or portions of these records may be exempt from inspection and copying. Depending on the type of request, copies are available on paper, CD, DVD or emailed in pdf.

- Agendas
- Agreements
- Application for Authority to Dispose of Public Records
- Audit Reports
- Bids
- Budgets
- Building Permits and Applications
- Building / Zoning Violations
- Business Registrations
- Business/Tobacco / Liquor Licenses
- Certificates of Compliance
- Certificates of Occupancy
- Commuter Parking Records
- Contracts
- Correspondence
- Dog Licenses
- Easements
- Election Records
- Financial Records
- FOIA Requests
- Hearing Files
- Inspection Reports
- Invoices
- Maps
- Minutes
- Ordinances
- Personnel Files
- Plans/Exhibits/Plats
- Police Reports
- Public Hearing Files
- Public Hearing Notices
- Public Hearing Transcripts
- Raffle Licenses
- Records Disposal Certificates
- Resolutions
- Sewer Permits
- Solicitation Permits
- Special Assessment Information
- Treasurer's Reports
- Videos of Televised Meetings
- Village Code Book
- Warrants
- Water permits
- Water Quality Reports

Please make inquiries for those not appearing on this list.

Village of Lisle
Boards and Commissions Members
2011 / 2012

EXHIBIT 2

First Name	Last Name	Position	Board/Commission	Start Term Date	End Term Date	Term Length
Dennis	Hoorstra	Commissioner	Board of Fire and Police Commissioners	5/1/2010	4/30/2013	3
Richard	Brom	Commissioner	Board of Fire and Police Commissioners	5/4/2009	4/30/2012	3
Thomas A.	Marcet	Chairman	Board of Fire and Police Commissioners	5/1/2011	4/30/2014	3
Eric	Ertmoed	Village Liaison	Board of Fire and Police Commissioners			
Richard	Cooke	Commissioner	Economic Development Commission	5/4/2009	4/30/2012	3
Richard	Brink	Commissioner	Economic Development Commission	5/1/2010	4/30/2013	3
Lou	O'Brien	Commissioner	Economic Development Commission	5/1/2010	4/30/2013	3
Scott	Fotre'	Chairman	Economic Development Commission	5/1/2010	4/30/2013	3
Bret	Richter	Commissioner	Economic Development Commission	5/1/2011	4/30/2014	3
Randy	Russell	Commissioner	Economic Development Commission	5/4/2009	4/30/2012	3
Tom	Maschmeier	Commissioner	Economic Development Commission	5/4/2009	4/30/2012	3
Michael	Siurek	Commissioner	Economic Development Commission	5/1/2011	4/30/2014	3
Joe	Knott	Commissioner	Economic Development Commission	5/1/2011	4/30/2014	3
Cathy	Schuster	Village Liaison	Economic Development Commission			
Ed	Young	Advisor/Trustee	Lisle Convention & Visitors Bureau			
Joseph	Broda	Advisor/Trustee	Lisle Convention & Visitors Bureau			
Randall	Johnson	Emergency Coordinator	Lisle Emergency Management Agency	5/1/2011		
Charles	Rego	Chairperson	Planning and Zoning Commission	5/1/2011	4/30/2014	3
Richard	Gaven	Member	Planning and Zoning Commission	5/1/2011	4/30/2014	3
Gary	Farrar	Member	Planning and Zoning Commission	5/1/2010	4/30/2013	3
Kitty	Murphy	Member	Planning and Zoning Commission	5/20/2009	4/30/2012	3
Richard	Thorn	Member	Planning and Zoning Commission	5/1/2010	4/30/2013	3
Rob	Getz	Member	Planning and Zoning Commission	5/20/2009	4/30/2012	3
Brad	Hettich	Member	Planning and Zoning Commission	5/20/2009	4/30/2012	3
Josh	Potter	Village Liaison	Planning and Zoning Commission			
Tony	Budzikowski	Village Liaison	Planning and Zoning Commission			
Mike	Damico	Member	Police Pension Fund	5/1/2011	4/30/2013	2
Barb	Sassen	Member	Police Pension Fund	5/17/2010	4/30/2012	2
Brett	Lauten	Member	Police Pension Fund	5/1/2011	4/30/2013	2
Jeff	Simeral	Secretary	Police Pension Fund	5/1/2011	4/30/2013	2
Jim	Pielsticker	Member	Police Pension Fund	5/1/2011	4/30/2013	2
Kim	Schiller	Village Liaison	Police Pension Fund			
Bill	Ossler	Member	Technology Committee	5/1/2010	4/30/2012	2
Greg	Scriba	Member	Technology Committee	5/1/2011	4/30/2013	2
Brian	Jablonski	Member	Technology Committee	5/1/2011	4/30/2013	2
Dan	Grecco	Member	Technology Committee	5/1/2010	4/30/2012	2
Open			Technology Committee			
Jim	Arnold	Member	Technology Committee	5/1/2010	4/30/2012	2
Vince	Lombardo	Member	Technology Committee	5/1/2011	4/30/2013	2
Dennis	Gilbertson	Village Liaison	Technology Committee			

Village of Lisle
Boards and Commissions Members
2011 / 2012

EXHIBIT 2

First Name	Last Name	Position	Board/Commission	Start Term Date	End Term Date	Term Length
Yvonne	Richine	Member	Transportation Committee	5/1/2010	4/30/2012	2
Chuck	Johnwick	Member	Transportation Committee	5/1/2011	4/30/2013	2
Mary Jean	Houde	Member	Transportation Committee	5/1/2011	4/30/2013	2
David	Heyson	Member	Transportation Committee	5/1/2011	4/30/2013	2
John	Mueller	Member	Transportation Committee	5/1/2010	4/30/2012	2
Lee	Herrera	Member	Transportation Committee	5/1/2010	4/30/2012	2
A. Patrick	Cawiezel	Member	Transportation Committee	5/2/2011	4/30/2013	2
Tim	Dempsey	Village Liaison	Transportation Committee			
Ed	Young	Trustee	Village Board	5/2/2011	4/30/2015	4
Tim	Seeden	Clerk	Village Board	5/4/2009	4/30/2013	4
Joseph	Broda	President/Mayor	Village Board	5/4/2009	4/30/2013	4
Leon	LaFond	Trustee	Village Board	5/4/2009	4/30/2013	4
Joe	Schmitt	Trustee	Village Board	5/4/2009	4/30/2013	4
Kenneth	Modaff	Trustee	Village Board	5/4/2009	4/30/2013	4
Catheryn	Cawiezel	Trustee	Village Board	5/2/2011	4/30/2015	4
Mark	Boyle	Trustee	Village Board	5/2/2011	4/30/2015	4
William	Murray, Jr	Lisle Representative	West Suburban Mass Transit District	1/1/2010	12/31/2011	2
Mary Lou	Kalsted	Village Liaison	West Suburban Mass Transit District			



ORGANIZATION CHART

Exhibit 3

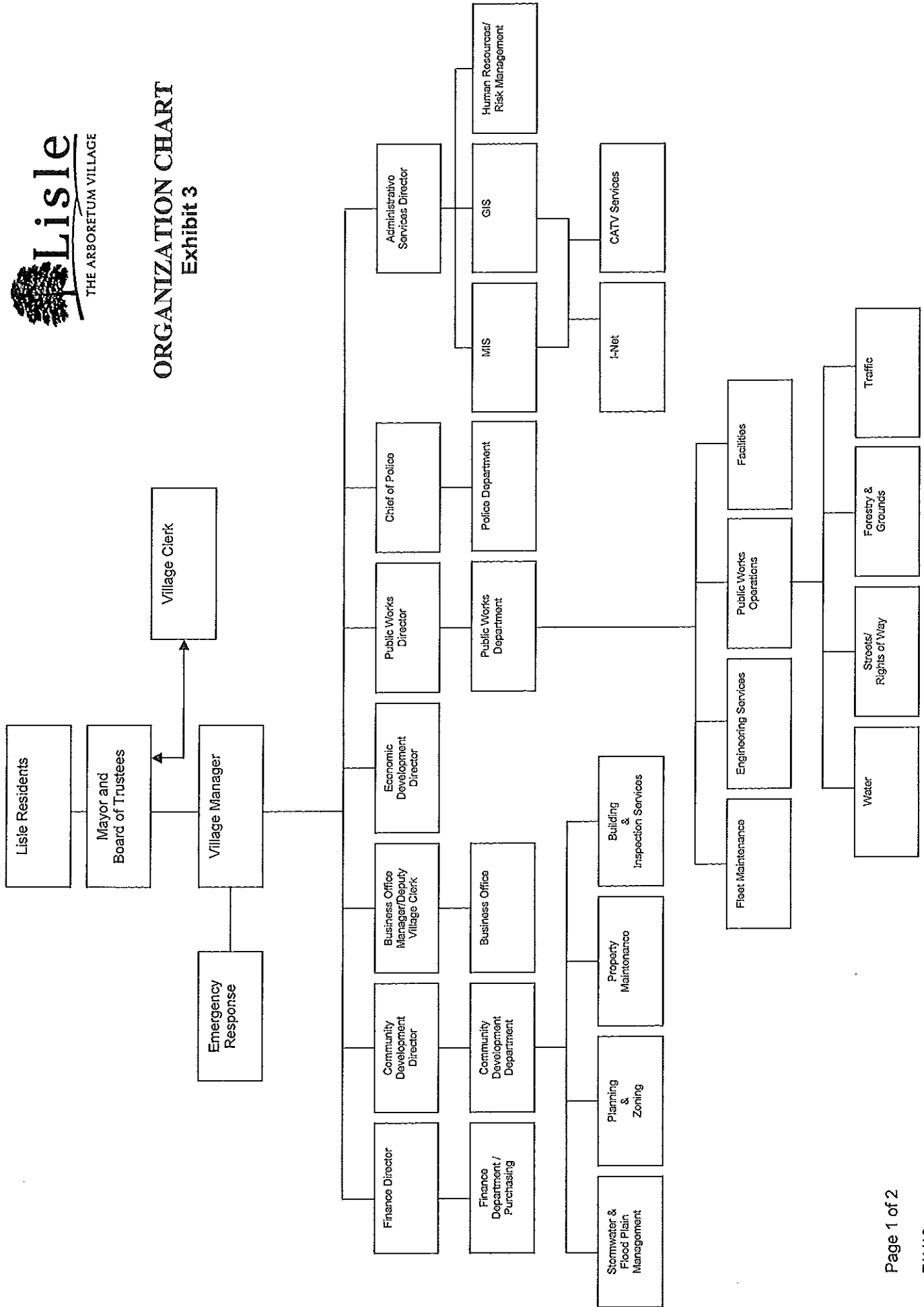


EXHIBIT 3
VILLAGE OF LISLE
DEPARTMENT HEADS

Gerald Sprecher, Village Manager

Eric Ertmoed, Administrative Services Director

Jim Kosatka, Chief of Police

Tony Budzikowski, Community Development Director

Mary Lou Kalsted, Staff Engineer/Stormwater Administrator

Kristine Curran, Business Office Manager/Deputy Village Clerk/FOIA Officer

Cathy Schuster, Economic Development Director

Jason Elias, Public Works Director

Kim Schiller, Finance Director