



THE VILLAGE OF LISLE
AND THE
ILLINOIS FREEDOM OF INFORMATION ACT

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 are to be submitted in writing.

Law Enforcement Records Requests:

Lisle Police Department – Records Division
5040 Lincoln Avenue
Lisle, Illinois 60532
Phone: 630-271-4200
Fax 630-271-4209
Email: PDFoia@villageoflisle.org.

All Other Requests:

Lisle Village Hall – Deputy Clerk's Office
925 Burlington Avenue
Lisle, Illinois 60532
Phone: 630-271-4100
Fax: 630-271-4104
Email: FOIARequest@villageoflisle.org

Requests may also be made through the Village of Lisle website: www.villageoflisle.org

FOIA request forms are provided as a convenience, but use of the form is not required. 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 or copied, and whether or not copies should be certified. Requests may be made anonymously.

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, audited financial statements, employee compensation, and crime mapping. For assistance with finding particular documents or information on the website, please call the Deputy Clerk's Office at (630)271-4100.

The public body may not inquire about the reason for a FOIA 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 FOIA requests within five 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.

There is no fee 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 Title 1, Chapter 20; Fees, Fines, Insurance, Guarantees and Regulatory Measurements, of the Lisle Village Code. When possible documents will be emailed or faxed free of charge.

Exhibit 1 provides a listing of various types of public records maintained by the Village of Lisle.

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 25 miles west of downtown Chicago. The Village covers approximately seven square miles, and has a population of 24,223.

The governing board of the Village of Lisle is composed of a mayor and six 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 Committee of the Whole meetings are also held on the first and third Mondays of each month, they start immediately following the adjournment of the regular meeting.

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 may be watched live on Comcast cable channel 10 and AT&T channel 99. These meetings are rebroadcast at various times and are available on the Village's YouTube Channel.

The Village Board has several advisory boards and commissions. 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 88 full-time employees, and 3 part-time and temporary employees. Please see **Exhibit 3** for an organizational diagram and list of department heads.

The Village has facilities at three 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, cemetery operation and maintenance, commuter parking, and general administrative services. The Village's budgeted revenues for all funds amount to \$42,112,085 and total FY 2023/24 budgeted expenditures for all funds amount to \$48,908,036.

The Village's main phone number is 630-271-4100. The website is www.villageoflisle.org. The government access channels are Comcast cable channel 10 and AT&T channel 99. Public hearing and other legal notices are published in the Daily Herald.

The following taxing entities are 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 Community Unit School District 202 – phone number 630-493-8000
- Milton Township (& tax assessor) – phone number 630-653-5220
- Naperville Community Unit School District 203 – phone number 630-420-6300
- DuPage County – main phone number 630-407-6500

Should you have any questions regarding the Illinois FOIA or this correspondence, please contact:

Karen Arnold, Freedom of Information Officer
Village of Lisle
925 Burlington Avenue
Lisle, IL 60532
630-271-4162
karnold@villageoflisle.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 records may be exempt from inspection and copying. Depending on the type of request, copies are available on paper, CD, DVD or electronically. Many of these records are posted on the Village's website at www.villageoflisle.org.

- Agendas *
- Agreements
- Bids
- Building Permits
- Building / Zoning Violations
- Business/Tobacco/Liquor Licenses
- Certificates of Compliance
- Certificates of Occupancy
- Commuter Parking Records
- Contracts
- Correspondence
- Easements
- Election Records
- FOIA Requests
- Hearing Files
- Inspection Reports
- Invoices
- Maps
- Minutes *
- Ordinances*
- Personnel Files
- Plans/Exhibits/Plats
- Police Reports
- Public Hearing Files
- Public Hearing Notices
- Raffle Licenses
- Resolutions *
- Solicitation Permits
- Special Assessment Information
- Treasurer's Reports *
- Village Audits
- Village Budgets *
- Village Code Book *
- Warrants
- Water permits
- Water Quality Reports

* = Record available immediately upon request

Village of Lisle
Boards and Commission Listing

12/27/23

Board/Commission	Last Name	First Name	Position	Start Term Date	End Term Date	Current Term
Bicyclist & Pedestrian Advisory Committee						
	Hall	Adam	Village Liaison			
	Ross	Susan	Member	5/1/2018	4/30/2020	2
	Bollendorf	Bob	Member	5/1/2018	4/30/2021	3
	Fousek	Jim	Member	8/18/2020	4/30/2022	2
Board of Fire and Police Commission						
	Anderson	Patti	Village Liaison			
	Anderson	Stephen	Commissioner	6/6/2017	4/30/2020	3
	Brom	Richard	Chairman	5/1/2018	4/30/2021	3
	Hornstra	Dennis	Commissioner	5/1/2019	4/30/2022	3
Flood Information Committee						
	Smetana	Michael	Village Liaison			
	Blaeske	Anne	Volunteer	5/1/2016	4/30/2019	3
	Grau	Kristi	Volunteer	5/1/2016	4/30/2019	3
	Tertell	Karen	Volunteer	5/1/2016	4/30/2019	3
	Burke	Meredith	Volunteer	5/1/2019	4/30/2020	1
	Henny	Marc	Volunteer	5/1/2018	4/30/2020	2
	Myslewiec	Brandi	Volunteer	5/1/2019	4/30/2020	1
	Riedl	TeeJay	Volunteer	5/1/2018	4/30/2020	2
Lisle Emergency Management Agency						
	Taylor	Dan	Emergency Coordinator	11/21/2021		

Village of Lisle
Boards and Commission Listing

12/27/23

Planning and Zoning Commission						
	Smetana	Michael	Village Liaison			
	Bauer	Steve	Member	5/1/2021	4/30/2024	3
	Lorenz	Jeremiah (JC)	Member	5/1/2022	4/30/2024	2
	Bayci	Kevin	Member	5/1/2022	4/30/2025	3
	Biederstadt	Mike	Member	5/1/2022	4/30/2025	3
	Trussell	William	Member	5/1/2023	4/30/2026	3
	Zajdel	MaryLynn	Chairperson	5/1/2023	4/30/2026	3
	Open					
Police Pension Fund						
	Mitchell	Sarah	Village Liaison			
	Ledvora	Gary	Member	5/10/2022	5/14/2024	2
	Gloede	Gus	Retired Officer Member	5/9/2023	5/8/2025	2
	Louis	Justin	Member	5/9/2023	5/8/2025	2
	Rider	Lucas	Active Officer Member	5/9/2023	5/8/2025	2
	Kmieciak	Lora	Member	5/9/2023	5/13/2025	2
Public Art Advisory Committee						
	Havlik	Matt	Village Liaison			
	Sosnowski	John	Member	11/8/2022	4/30/2024	2
	Sze	Shirley	Member	11/8/2022	4/30/2025	3
	Weiser	Shelly	Member	11/8/2022	4/30/2025	3
	Open					
	Open					

Village of Lisle
Boards and Commission Listing

12/27/23

Transportation Committee						
	Wise	William	Village Liaison	1/18/2022		
	Herrera	Lee	Member	5/1/2018	4/30/2020	2
	Heyson	David	Member	5/1/2018	4/30/2020	2
	Anderson	Mary Ann	Member	5/1/2019	4/30/2021	2
	Cawiezel	A. Patrick	Member	5/1/2019	4/30/2021	2
	Johnwick	Chuck	Member	5/1/2019	4/30/2021	2
	Lauridsen	Diane	Member	5/1/2019	4/30/2021	2
Village Board						
	Duffy	Thomas	Trustee	5/1/2021	4/30/2025	4
	Grau	Kristy	Clerk	5/1/2021	4/30/2025	4
	Grecco	Dan	Trustee	5/1/2021	4/30/2025	4
	Mullen	Mary Jo	Trustee	5/1/2021	4/30/2025	4
	Pecak	Christopher	Mayor	5/1/2021	4/30/2025	4
	Lesniak	Beth	Trustee	5/1/2023	4/30/2027	4
	Olson	Michael	Trustee	5/1/2023	4/30/2027	4
	Sima	Meg	Trustee	5/1/2023	4/30/2027	4

EXHIBIT 3
VILLAGE OF LISLE
DEPARTMENT HEADS

Eric Ertmoed, Village Manager

Kevin Licko, Chief of Police

Sarah Mitchell, CFO / Deputy Village Manager

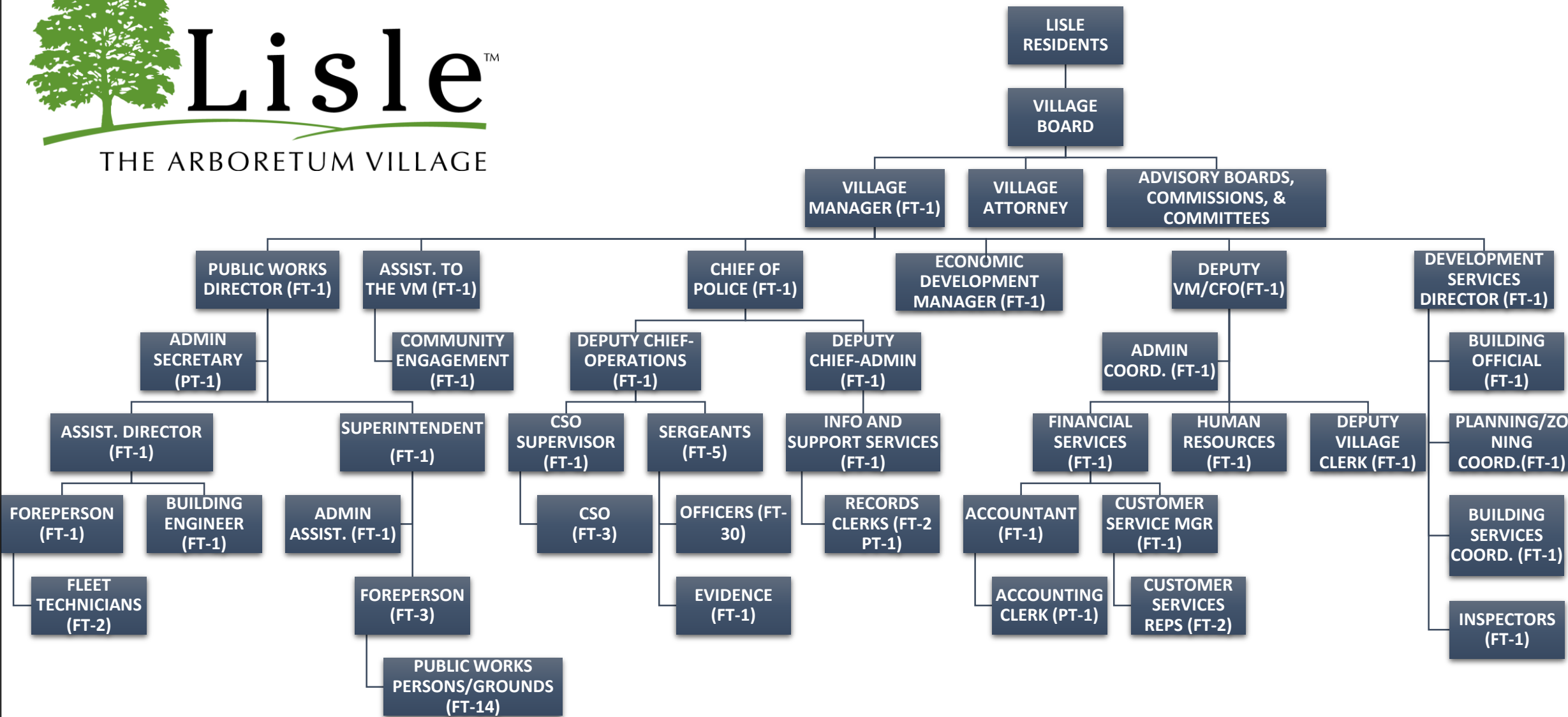
Jason Elias, Public Works Director

Michael Smetana, Development Services Director

Patti Anderson, HR Manager

George Kafka, Economic Development Manager

VILLAGE OF LISLE ORGANIZATIONAL CHART





VILLAGE OF LISLE
FOIA REQUEST FOR PUBLIC RECORDS

Submit to: Freedom of Information Officer, 925 Burlington Avenue, Lisle, IL 60532.
Requests may be faxed to 630-271-4104, or submitted via email to foiarequest@villageoflisle.org.
Online requests may be made at www.villageoflisle.org. Please call 630-271-4100 with any questions.

REQUESTOR'S CONTACT INFORMATION (Please print clearly):

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____ *FAX _____

*EMAIL _____

* If you do not want records sent via email or fax, please leave blank.

1. Do you wish to have the copies certified? [] Yes [] No

2. Is this request for a commercial purpose? [] Yes [] No

Definition of a commercial purpose: 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 of sales or services. It is a violation of IL FOIA for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if asked by the public body. The response time for a commercial FOIA request is 21 business days.

3. Description of records requested. Please be very specific.

Multiple horizontal lines for describing records requested.

OFFICE USE ONLY

Date Received

Due Date
(5 or 21 Business Days)

Extended Due Date

Date of Response

**VILLAGE OF LISLE
FOIA REQUEST FOR LAW ENFORCEMENT RECORDS**

Submit to: Lisle Police Department, Freedom of Information Act, 5040 Lincoln Avenue, Lisle, IL 60532.

Requests may be faxed to 630-271-4209, or submitted via email to PDfoia@villageoflisle.org

Online requests may be made at www.villageoflisle.org. Please call 630-271-4200 with any questions.

REQUESTOR'S CONTACT INFORMATION (Please print clearly):

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____ ***FAX** _____

***EMAIL** _____

*** If you do not want records sent via email or fax, please leave blank.**

1. Do you wish to have the copies certified? Yes No

2. Is this request for a commercial purpose? Yes No

Definition of a commercial purpose: 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 of sales or services. **It is a violation of IL FOIA for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if asked by the public body.** The response time for a commercial FOIA request is 21 business days.

3. Description of records requested. **Please be very specific.** For police reports provide as much information as possible, including report number, date & location of incident, type of incident, names. If you are not named in the report, provide your relationship to those in the report.

----- **OFFICE USE ONLY** -----

Date Received

Due Date
(5 or 21 Business Days)

Extended Due Date

Date of Response