



www.pingreegrove.org

555 Reinking Road, Pingree Grove, IL 60140

847/464-5533

Freedom of Information Act Posting

September 2019

The information within the following packet has been posted by the Village of Pingree Grove in accordance with the following guidelines:

(5 ILCS 140/4) (from Ch.116, par. 204) Sec. 4. Each public body shall prominently display at each of its administrative or regional offices, make available for inspection and copying, and send through the mail if requested each of the following:

(a) A brief description of itself, which will include, but not be limited to, a short summary of its purpose, a block diagram giving its functional subdivisions, the total amount of its operating budget, the number and location of all of its spate offices, the approximate number of full and part-time employees, and the identification and membership of any board, commission, committee, or council which operates in an advisory capacity relative to the operation of the public body, or which exercises control over its policies or procedures, or to which the public body is required to report and be answerable for its operations; and

(b) A brief description of the methods whereby the public may request information and public records, a directory designating the Freedom of Information officer or officers, the address where requests for public records should be directed, and any fees allowable under Section 6 of this Act. A public body that maintains a website shall also post this information on the website.

GENERAL INFORMATION

The Village of Pingree Grove is located 40 miles west of Chicago and is adjacent to the City of Elgin. Pingree Grove is traversed by Illinois Route 20, 47 and 72, and offers ready access to Interstate I-90.

The Village is a residential community with a number of community parks and amenities. The Village prides itself on high-quality public services and offers a full-service Police Department, Public Works Department and administration. Village services are coordinated and provided through the Village's Municipal Campus, comprising the Municipal Center (555 Reinking Road, Pingree Grove, IL), Police Station (1 Police Plaza, Pingree Grove, IL) and adjacent water plant and wastewater treatment plant. Fire protection and EMS services in the Village are provided by the Pingree Grove & Countryside Fire Protection District, which operates as a separate governmental entity.

The Village operates under the direction of the Village Board of Trustees (6 members) and President. Trustees and the President are elected at-large, and serve for four-year terms. The day-to-day operations of the Village are managed by the Village Manager, who serves to implement the policy decisions of the Board.

OFFICE LOCATIONS

Municipal Center and Village Hall (Including Administration, Finance and Public Works)
555 Reinking Road
Pingree Grove, IL 60140
847/464-5533

Pingree Grove Police Department
1 Police Plaza
Pingree Grove, IL 60140
847/464-4600

ELECTED AND APPOINTED BOARDS, COMMITTEES AND COMMISSIONS

Village Board of Trustees:

President: Steve Wiedmeyer
Trustees: Patricia Dulkoski
Joseph Hirschbein
Amber Kubiak
Charles Pearson
Luke Hall
Raúl Lemus

Plan Commission and Zoning Board of Appeals:

Chair: Robert Smith
Members: Rich Eckert
Bill Grant
Chris Book
Joe Nowasielski
Mac Sutton

Events Committee:

Chair: Jackie Pierce
Members: Melissa Hirschbein
Mary-Anne Merchut
Karen Weeks
Frank Lech
Candace Lech
Judith Triano

Park Advisory Committee:

Chair: Robert Spieker
Members: Dan Schenone
Elizabeth Mosier-Ortman
Judy Stanhope
Steve Van Weil

Liquor Commission:

Chair: Steve Wiedmeyer
Members: Trustee Pearson
Trustee Hirschbein

INDEX OF VILLAGE DOCUMENTS

(5 ILCS 140/5) (from Ch. 116, par. 205)

Sec. 5. As to public records prepared or received after the effective date of this Act, each public body shall maintain and make available for inspection and copying a reasonably current list of all types or categories of records under its control. (Source: P.A 83-1013.)

The following items are maintained electronically and in paper copies. To request a specific item, please contact the department which maintains the document or the Village’s designated FOIA officers.

Village Clerk’s Office

Village Board Executive Session Audio/Meeting Minutes	Village Board Meeting Agendas and Minutes	Ordinances
Resolutions	Village Committee Meeting Agendas and Minutes	Election Documents

Village Manager’s Office

Agreements/Contracts	Board, Commission, and Committees Records	Petitions
Annexation Case Files	Department Studies and Surveys	Municipal Code Book Supplements
Budget Books (Copies)	Invoices for County Recordings	Press Releases, Paper Clippings
Certificates of Publication	Legal Notices	Prosecution Case Files
Citizen Complaints	Legal Opinions	Resolutions
Loyalty Oath/Oath of Office Statements	Litigation Files	
Citizen Complaints	Office Records	Statement of Economic Interest
Addressing Files	Detailed and Final Grading Plans	Permit Files
Certified Payroll Records	Consultant Payment Records	Plan Commission Case Files
Commercial and Residential Architectural Drawings (Buildings Only)	Letters of Credit	Project Files
Purchasing Records	Letters of Map Revision	Zoning Board of Appeals Case Files
Bids, Specs, and Proposals	Division Activities Highlight Reports	Service Requests

Capital Improvement Projects and Plans	Project Files	Snow Removal Records
Building Construction Files	Manpower Records	Vehicle and Equipment Maintenance
Contracts	EPA Reports	Process Control Reports
Bid Specifications (Duplicates)	Water Quality Monitoring	Timesheets
Bulk Users Licenses	Lab Data Sheets	Total Volatile Solid Reduction
Capital Improvement Records	JULIE Location Results	Wastewater and Water Supply
Emergency / Unplanned Activity	Monitoring Reports Quality	Maps, Plats and Blueprints
Annexation Maps	IEPA Permits	Traffic Signal Records
CIP Files	Private Development Project Files	Traffic Studies
Demolition Records (Duplicates)	Restoration of Residents' Land or Village Property Disturbed by Work	Transportation and Bicycle Pedestrian Case Files
Easements and Vacations (Duplicates)	Safety Reports/Material Safety Data Sheets	Water and Sanitary Sewer Commercial Plans (Duplicates)
Engineering Construction and As-Built Drawings	Sanitary Sewer Inspections and Reports	Block Party Applications
Applications for Water Service	Claims for Reimbursement	New Service Meter Reading Cards
Audits	Direct Deposit Authorization Forms	Payroll Adjustments
Bank Draft Applications	IMRF Records	Payroll Earnings Records
Investment Records	Insurance Policies and Claims	Special Assessment Records
Budget Document	Joint Utility Agreements	Statement of Investments
Budget Worksheets	Ledgers and Journals	Utility Billing Receipt Stubs
Canceled Checks, Bank Statements and Deposit Slips	Liquor License Applications	Vendor Invoices
Cancelled Bonds and Coupons	Liquor License Files	Work Requests
Village-owned Property Records	Monthly Expenditure Reports	
CDL Drug Testing Results	Employment Applications	Unemployment Comp. Claims
Check Requests	Employee Physicals	Union Contract Negotiations
Collective Bargaining Files	Insurance Premium Statements	Worker's Compensation Records
Employee Grievance Records	Job Audits	Workers Compensation Case Files
Employee Orientation Handbook	Job Descriptions/Analysis	Workers Compensation Case Files

Computer Hardware Fixed Asset Inventory	Software License Agreements	Software Maintenance Agreements
Computer System Back-up Tapes		

Police Department

Case Photos	Gang Add-on Sheets	Police Blotters
Traffic Grant Documents	Grant Documents	Police Case Reports
Arrest Jackets	Inactive Sex Offenders	Police Training Files
Overtime Cards	Intergovernmental Requests & Agreements	Property Maintenance Violation Records
Mugshots	Live Scan Arrest Sheets	Property Record Cards
Blotters – Reports on disks	Lost and Found Cards	Squad Car Recordings
Directed Patrol Sheets	Officer’s Field Training Files	Use of Force Forms
Employee Benefit Hours Report Payroll	Pedestrian Stop Cards	Written Warnings
FOIA Requests and Responses	Officer Activity Records	Traffic Tickets

INFORMATION NOT REQUIRING A FOIA REQUEST

The following information can be obtained without a Freedom of Information Act request. All of the following information is available on the Village's website at:

<http://www.pingreegrove.org>

- Budgets and Annual Reports including Financial Audits
 - Village Calendar including dates of regular and special Village Board meetings
 - Village Board Agendas and Minutes for Public Meetings
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FREEDOM OF INFORMATION OF ACT

The Freedom of Information Act (FOIA) law is used to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials. The Freedom of Information Act is also used to make sure that public employees are consistent with the terms of this Act.

This act is not intended to be used to violate individual privacy, nor for the purpose of furthering a commercial enterprise, or to disrupt the duly-undertaken work of any public body independent of the fulfillment of any of the rights of the people to access to information (5 ILCS 140/1). Unless information falls within an express statutory exemption, it must be disclosed under FOIA (5 ILCS 140/3).

How to Obtain Information: Police FOIAs

Submit requests to the Police Department using one of two methods:

1. Complete the Freedom of Information Act Request Form (PDF) available at:

<https://www.villageofpingreegrove.org/207/Freedom-of-Information-Act-Request>

Requests can be mailed, emailed or delivered in person to the address below:

Mail/deliver to: Pingree Grove Police Department
Attn: FOIA Officer
1 Police Plaza
Pingree Grove, IL 60140

Email: FOIA@pingreepolice.org

2. Submit the online form available at:

<https://www.villageofpingreegrove.org/FormCenter/Police-Department-6/Freedom-of-Information-Act-Request-Form-53>

FOIA Officers-Pingree Grove Police Department

Primary: Lieutenant Chris Harris, Administration
Secondary: Sherry Miscovich, Administration

How to Obtain Information: Non-Police FOIAs

Submit requests using the Village of Pingree Grove website at:

<https://www.villageofpingreegrove.org/207/Freedom-of-Information-Act-Request>

Requests can be mailed, emailed or delivered in person to the address below:

Mail/deliver to: Village of Pingree Grove
Attn: FOIA Officer
555 Reinking Road
Pingree Grove, IL 60140

Email: FOIA@pingreegrove.org

FOIA Officers - Village Manager's Office

Primary: Shelly Jureczek – Customer Service Supervisor

FOIA Response Timelines

Non-commercial requests received under FOIA will be processed in the manner provided by law and responded to within five (5) working days after receipt by the Village Manager's Office. If additional time is needed to research, locate or obtain records, you will be notified. Commercial requests for records will be initially responded to within twenty-one (21) working days.

Applicable Fees

If receiving paper copies of request, the first fifty (50) 8 ½ X 11 inch black and white copies are available at no charge, and additional pages are 3 cents per page thereafter. Color copies in 8 ½ X 11 inch size are available at 7 cents per page. Larger documents, maps, recordings, and other types of records are available at the cost of reproduction. If records are to be mailed, requester will be responsible for postage costs. If the specific purpose for the request is in the public interest, the Village may reduce or waive the reproduction fees. Applicable fees must be paid to the Village at the time of picking up documents or prior to documents being mailed.

Exemptions and Denials

When necessary, some requests for information may be denied pursuant to exemptions provided for in the Illinois FOIA law. Any person denied access to inspect or copy public record may seek judicial review or appeal the denial by sending a written notice of appeal to:

Public Access Counselor Office of the Attorney General
500 South 2nd Street
Springfield, IL 62706
Email: publicaccess@atg.state.il.us