



VILLAGE OF PINGREE GROVE
FREEDOM OF INFORMATION ACT POSTING

	VILLAGE MUNICIPAL CENTER	VILLAGE POLICE DEPARTMENT
Address:	555 Reinking Rd Pingree Grove, IL 60140	1 Police Plaza Pingree Grove, IL 60140
Phone:	(847) 464-5533	(847) 464-4600
Email:	info@pingreegrove.org	info@pingreepolice.org
Website:	https://www.villageofpingreegrove.org/	https://www.villageofpingreegrove.org/155/Police-Department
FOIA:	FOIA@pingreegrove.org	FOIA@pingreepolice.org

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, with a population of 10,365 as of the 2020 Census. 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, which includes Village administration, finance and public works, Village police station, and adjacent water plant and wastewater treatment plant. Fire protection and EMS services are provided by the Pingree Grove & Countryside Fire Protection District, which operates as a separate governmental entity.

The Village is a non-home rule municipality and operates under the direction of the Village President and six-member Board of Trustees, who are elected at large, serving staggered 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.

ADMINISTRATION & DEPARTMENT HEADS

Andy Ferrini, Village Manager x1501
Laura Ortega, Village Clerk, Customer Service Supervisor x1507
Patrick Doherty, Public Works Director x1502
Albert Walczak, Finance/Human Resources Director x1504

Chris Harris, Chief of Police x1417

Nick Partipilo, Assistant to Village Manager and Development Services Director

ELECTED AND APPOINTED BOARDS, COMMISSIONS AND COMMITTEES

Village Board of Trustees:

President: Amber Kubiak (term through April 2027)

Trustees: Ed Tarnow (term through April 2025)
Kevin Pini (term through April 2025)
Joe Hirschbein (term through April 2025)
Brook Carey (term through April 2025)
Luke Hall (term through April 2027)
Adam Hagg (term through April 2027)

Planning and Zoning Commission:

Chair: Brian DeSalle (term through June 2024)

Members: Steve Ninow (term through June 2027)
Kory Hintzsche (term through June 2026)
Mac Sutton (term through June 2025)
Jack Schliesmann (term through June 2025)
Patrick McDonald (term through June 2026)

Liquor Commission:

Chair: Amber Kubiak

Members: Joe Hirschbein (term through April 2026)
Luke Hall (term through April 2026)

Board of Police Commissioners:

Members: Joe Stevens (term through April 30, 2027)
Daniel O'Shea (term through April 30, 2026)
Dennis Walker (term through April 30, 2026)

Police Pension Board:

Members: Josh Kubiak (term through April 30, 2026)
Kyle Colson (term through April 30, 2025)

Community Events Committee:

Chair: Melissa Hirschbein (term through April 2027)

Members: Judith Triano
Brianna Hagg

VILLAGE DOCUMENTS

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

Village Clerk's Office

Board Meeting Agendas and Minutes

Ordinances

Resolutions

Committee Meeting Agendas and Minutes

Election Documents

Agreements/Contracts Board, Commission, and Committees Records Petitions

Annexation Case Files

Municipal Code Book

Supplements

Certificates of Publication

Citizen Complaints

Loyalty Oath/Oath of Office Statements

Litigation Files

Statement of Economic Interest

Addressing Files

Detailed and Final Grading Plans

Permit Files

Planning & Zoning Commission Case Files

Building and Code Violations

Project Files

Grant Applications

Public Utility Infrastructure

Bids, Specs, and Proposals

Resident Service Requests

Capital Improvement Projects and Plans

Snow Removal Records

Liquor License Applications/Records

Village-owned Property Files

Vehicle and Equipment Maintenance

Contracts

Intergovernmental Agreements

EPA Reports

Water Quality Monitoring

Lab Data Sheets

Total Volatile Solid Reduction

JULIE Location Results Wastewater and Water Supply

Annexation Maps

IEPA Permits

Restoration of Residents' Land or Village Property Disturbed by Work
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
Resident Utility Billing Account Files

Finance/Human Resources Department

Timesheets
Manpower Records
Budget Books (Copies)
Invoices for County Recordings
Certified Payroll Records
Consultant Payment Records
Letters of Credit
Purchasing Records
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
Insurance Premium Statements
Worker's Compensation Records
Employee Grievance Records Job Audits
Employee Orientation Handbook
Job Descriptions
Monthly Expenditure Reports
Vendor Invoices
Cancelled Bonds and Coupons
Employment Applications
Unemployment Comp. Claims
Check Requests
Collective Bargaining Files

Police Department

Computer Hardware Fixed Asset Inventory
Software License Agreements
Software Maintenance Agreements
Computer System Back-up Tapes
Case Photos
Gang Add-on Sheets
Police Blotters
Traffic Grant Documents
Grant Documents
Emergency / Unplanned Activity
Police Case Reports
Arrest Jackets
Inactive Sex Offenders
Police Training Files
Overtime Cards
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
Police-related 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 under Transparency Portal -

<https://www.villageofpingreegrove.org/335/Transparency-Portal>

- 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

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 in accordance 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:

Visit the Village website FOIA page at <https://www.villageofpingreegrove.org/467/Freedom-of-Information-Act-FOIA> for additional information. FOIA requests may be requested via US mail, email, or in-person.

Non-Commercial and Commercial FOIA Requests

Laura Ortega, FOIA Officer
Village of Pingree Grove
555 Reinking Road
Pingree Grove, IL 60140
Phone: 847-464-5533 x1507
Email: FOIA@pingreegrove.org

Police-Related FOIA Requests

Pingree Grove Police Department
One Police Plaza
Pingree Grove, IL 60140
Phone: 847-464-4600
Email: FOIA@pingreepolice.org

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 Clerk'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.

Fees for Paper Copies

No charge for the first 50 pages of black/white, letter or legal sized copies.
Fifteen cents (\$0.15) per page 51+. Size other than letter or legal, or request for color copies are charged actual cost of reproducing the records. An estimate will be given, and confirmation required prior to reproducing.

Fees for Electronic Copies Not Maintained in PDF

If request is for electronic records and those records are not normally maintained in a portable document format (PDF), the Village may charge up to \$20 for up to 2mb data; \$40 for over 2mb not more than 4mb; \$100 for 4mb+ of data. An estimate will be given, and confirmation required prior to reproducing.

Fees for Police Records

Charge for copy of traffic crash reports is \$5.00. (Requests for photographs or reconstructed crashes have separate fee schedule.)

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:

Leah Bartlett, Public Access Counselor
Office of the Illinois Attorney General
500 S. 2nd St.
Springfield, IL 62701
public.access@ilag.gov

Contact the Village FOIA Officers for additional information:

Commercial and Non-Commercial

Laura Ortega,
lortega@pingreegrove.org
(847) 464-5533 x1507

Police-Related

Police Chief, Chris Harris
charris@pingreepolice.org
(847) 464-4600