



Village of Winthrop Harbor, IL

MUNICIPAL INFORMATION

Revised 8/23/10

1. SUMMARY OF PURPOSE OF THE MUNICIPALITY

The Village of Winthrop Harbor is municipality incorporated and organized under the laws of the State of Illinois for the purpose of providing its residents with the following services:

- A. Police Protection
- B. Fire Protection
- C. Sewer and Water Service
- D. Ambulance Service
- E. Emergency Services and Disaster Agency (Civil Defense) Services
- F. Municipal Parks
- G. Road Maintenance

2. BLOCK DIAGRAM GIVING THE MUNICIPALITY'S FUNCTIONAL SUBDIVISIONS

A block diagram of the functional subdivisions of the Village of Winthrop Harbor is provided on page 5 of this document.

3. TOTAL AMOUNT OF THE MUNICIPALITY'S OPERATING BUDGET

The Village of Winthrop Harbor's current annual operating budget is \$5,261,191.00

4. NUMBER AND LOCATION OF ALL OF THE MUNICIPALITY'S SEPARATE OFFICES

The Village of Winthrop Harbor maintains four separate offices at the following locations;

- a. **Municipal, Police, Fire, Building/Zoning & Economic Development Offices:**
830 Sheridan Road, Winthrop Harbor, IL 60096
- b. **Parks & Recreation Office:**
2700 9th Street, Winthrop Harbor, IL 60096
- c. **Public Works Office:**
940 W. Broadway Avenue, Winthrop Harbor, IL 60096
- d. **ESDA Office:**
1520 7th Street, Winthrop Harbor, IL 60096

5. APPROXIMATE NUMBER OF ALL FULL-TIME AND PART-TIME EMPLOYEES

The Village of Winthrop Harbor employs approximately 30 full-time and 70 part-time employees.

6. IDENTIFICATION AND MEMBERSHIP OF ALL MUNICIPAL BOARDS, COMMISSIONS AND COMMITTEES

- a. **Village President (Mayor):** Robert Loy

- b. **Board of Trustees:** Kimberly Braden, Kathy Luke, Robert Marabella, Tim Nearing, Richard Robards, Gene Swindle
 - a. **Trustee Standing Committees:** *Each standing committee consists of all Trustees.*
 - i. Public Works (Chair-Robards)
 - ii. Finance (Chair Nearing)
 - iii. Municipal Building, Grounds & Recreation (Chair-Marabella)
 - iv. Police, Licensing & ESDA (Chair-Luke)
 - v. Fire (Chair-Swindle)
 - vi. Community Development (Chair-Braden).
 - b. **Trustee Sub-Committees:** *Each standing sub-committee consists of all Trustees.*
 - i. Insurance (Chair-Nearing)
 - ii. Wage Policy (Chair-Nearing)
- c. **E911 Emergency Telephone System Board:** Joel Brumlik, Mike Bitton, Jana Lee, Ron Levin, Timothy Fay, Terrence Isaacs
- d. **Americans with Disabilities Committee:** Joel Brumlik, Timothy Fay, George Humphrey, Gary Powell, Jean Wollert
- e. **Economic Development Committee:** Margo Nelson (Chair), Julie Gonka, Gary Powell, Buddy Hargett, Kenneth A. Jones, Cyril Race, Carl Simmons, Kurt Melander, Shelly Walker, Robert Long (Member at Large), Terrence Isaacs (Member at Large)
- f. **National Incident Management System (NIMS) Committee:** Joel Brumlik, Ron Levin, Thomas Arnold, Jana Lee
- g. **Planning & Zoning Board:** Robert Mosteller (Chair), Joe Leech, Sr., Joseph McDowell, Jr., William Stried, Leroy Bolt, Glen Pohlman
- h. **Police Commission:** Dana McCarthy, Timothy Booth, Michael Ruchti
- i. **Police Pension Board:** Mike Bruno (President), Chris Willets (Secretary), Lisa Shaw (Treasurer), Virginia Lopez, William Taft and William Wright (Clerical),
- j. **Recreation Advisory Committee:** Pam Humphres (Chair), Cindy Loy, Tanya DeBoey, Shawn DeBoey, Gina Ennesser, Diane Waldow, Micki Chagoya. At-Large Members: Billy Luke, Kathy Govekar, John Betancourt, Chris Martinez, Paco Martinez, Jen Levin
- k. **Safety Committee:** John Hogan, Jana Lee, Lisa Shaw, Joel Brumlik, Pat DiPersio, Ron Levin, Rex Nelson

7. DESCRIPTION OF METHODS BY WHICH THE PUBLIC MAY REQUEST INFORMATION AND PUBLIC RECORDS

FOIA requests must be made in writing, and may be submitted by mail, FAX, e-mail or hand delivery to the FOIA Officer or designee as listed in Section-8 of this document. Additional information follows:

- a. The Village of Winthrop Harbor does not accept oral FOIA requests.
- b. A standard FOIA Request Form, though not required, is available for the convenience of those making such requests. The FOIA Request Form may be obtained at any municipal office, or on-line at www.winthropharbor.com.
- c. Requestors are not required to state the purpose of a FOIA request, other than indicating whether the request is for commercial purposes. **It is illegal for a requester to obtain a record for a commercial purpose without making this disclosure if asked to do so.**
 - i. A commercial request is a request in which the requester seeks to use all or part of the record for the sale or resale, or for solicitation or advertisement for services.
 - ii. Requests made by news media, not-for-profit organizations, scientific organizations, or academic organizations are not commercial requests if they are made for the purposes of journalism, research or similar purposes.
 - iii. The Village shall provide an initial response to requests for commercial purposes within 21 business days. The initial response may consist of; [a] providing the records, [b] providing the requester with an estimate as to when the records will be available and what the fees will be, [c] denying the request under an exemption; or [d] notifying the requester that the request is unduly burdensome. (see the FOIA for further details on requests for commercial purposes).
 - iv. Fees, if any, for records requested for commercial purposes must be paid in advance, as estimated in the initial response defined above.
- d. The Village shall comply with or deny requests for non-commercial purposes within five business days. The law provides for an extension of another five business days under certain circumstances, and the Village shall notify the requestor within five business days of the request if an extension is necessary.

8. DIRECTORY OF MUNICIPAL FOIA OFFICERS

The Village of Winthrop Harbor has one appointed FOIA Officer and two Designees;

<u>FOIA OFFICER:</u>	<u>FOIA OFFICER DESIGNEE:</u>	<u>FOIA OFFICER DESIGNEE:</u>
Jana Lee, Village Clerk 830 Sheridan Road Winthrop Harbor, IL 60096 Ph. 847-872-3846 ext. 245 Fax: 847-872-0639 E-mail: jlee@winthrop harbor.com	Jean Wollert, Deputy Clerk 830 Sheridan Road Winthrop Harbor, IL 60096 Ph. 847-872-3846 ext. 247 Fax: 847-872-0639 E-mail: jwollert@winthrop harbor.com	Julie Rittenhouse, Admin. Asst. 830 Sheridan Road Winthrop Harbor, IL 60096 Ph. 847-872-3846 ext. 248 Fax: 847-872-0639 E-mail: jrittenhouse@winthrop harbor.com

9. FEES FOR RECORDS REQUESTED UNDER FOIA¹

- a. Black & white copies, legal or letter size: First 50 pages are free, 15¢ per page thereafter.
- b. Color copies, legal or letter size: Actual cost for all pages.
- c. Black & white or color copies larger than legal or letter size: Actual cost for all pages.
- d. Electronic media (i.e. CD, DVD): Actual cost for each disc.
- e. Records certification: \$1.00 per record.
- f. Traffic Accident Reports: \$5.00 per report.¹
- g. Traffic Accident Reports investigated by an Accident Reconstruction Officer: \$20.00 per report.¹
- h. Traffic Accident Report Special Service fee: \$10.00 per report (additional).²

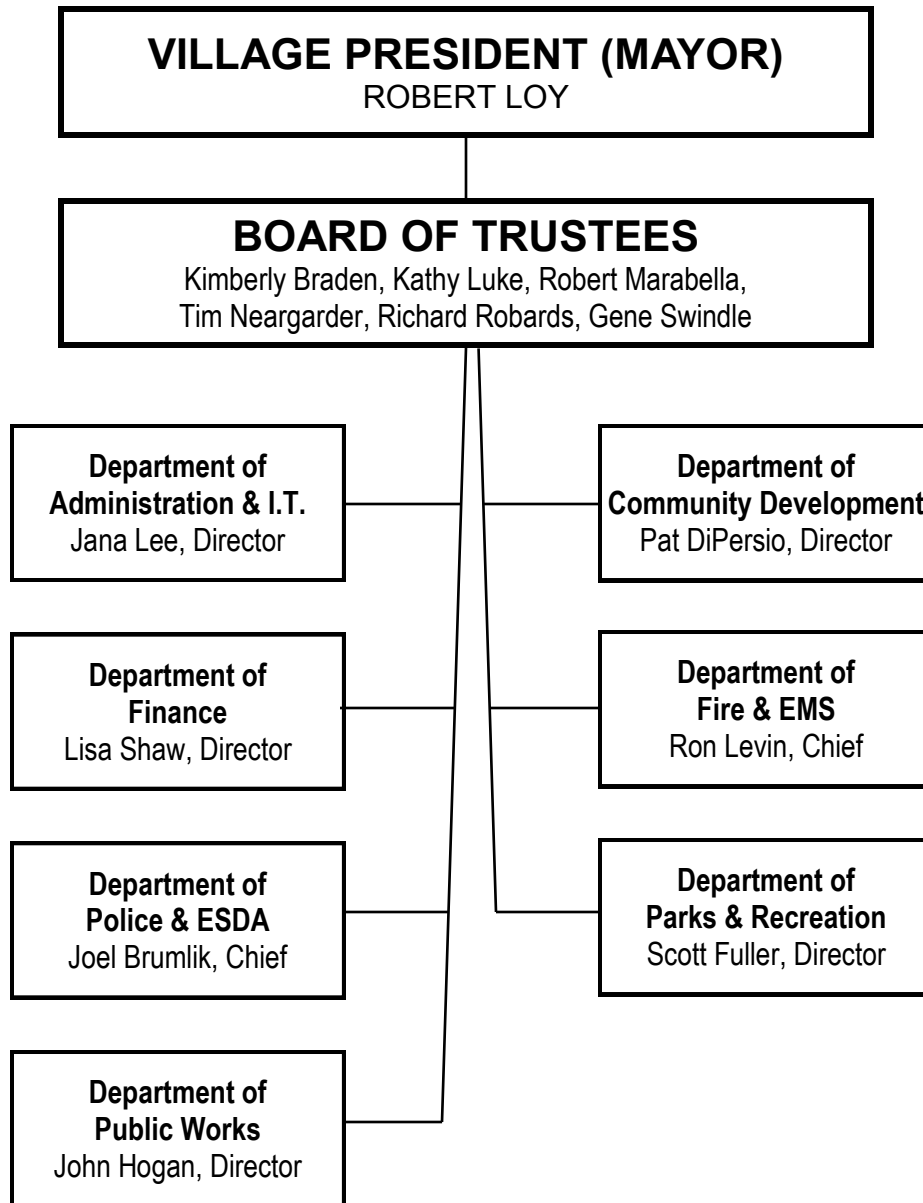
¹ Traffic Accident Report fees are set separately in Sec. 625 ILCS 5/11-416 of the IL Vehicle Code.

² Special Service fee applies when an insurance company or attorney requests that a Traffic Accident Report be mailed within 48 hours or less. This is in addition to any other applicable fees.



VILLAGE OF WINTHROP HARBOR, IL

DIAGRAM OF FUNCTIONAL SUBDIVISIONS



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A copy of this document is available from Village of Winthrop Harbor, Village Clerk's Office, 830 Sheridan Road, Winthrop Harbor, IL 60096

Phone: 847-872-3846 - Fax: 847-872-0639 - E-mail: jlee@winthrop harbor.com - Web: www.winthrop harbor.com



Village of Winthrop Harbor, IL

Catalog of Records Available for Public Inspection

1. RECORDS OF PUBLIC FUNDS – Records relating to the obligation, receipt and use of public funds:

- A) Bills
- B) Cancelled Checks
- C) Sewer & Water Stubs
- D) Receipts for Collected Fees
- E) Check Copies
- F) Daily Receipt Reports
- G) Village Office Receipt Reports
- H) Treasurer's Report
- I) Finance Reports
- J) Bank Statements
- K) Audit Report
- L) Annual Village Budget
- M) Annual Appropriation
- N) Annual Tax Levy
- O) Receipts for Fines

2. PREVAILING WAGE PAYROLL RECORDS - Certified payroll records that are submitted to the municipality under the Prevailing Wage Act are public records, but employees' private information may be redacted.

3. ARREST INFORMATION - Arrest information is a public record and must be disclosed no later than 72 hours after an arrest is made. Certain information may be redacted if it would interfere with a law enforcement proceeding, endanger safety, or be in conflict with state or federal law.

4. CRIMINAL HISTORY INFORMATION - Court records, criminal history records available under state or local law, and records in which the requester is the individual identified in the record are public records. This does not, however, include juvenile arrest records.

5. SETTLEMENT AGREEMENTS: All settlement agreements entered into or on behalf of any public body are public records.

6. ADDRESS FILES

7. BUILDING PERMIT RECORDS

- A) Applications
- B) Inspection Reports

- C) Fee Schedule
- D) Receipts

8. MINUTES OF THE BOARD OF TRUSTEES

9. SPECIAL COMMITTEE MEETING MINUTES

10. ORDINANCES

11. RESOLUTIONS

12. BID SPECIFICATIONS

13. ZONING ORDINANCE (BOOK FORM)

14. RURAL SUBDIVISIONS ORDINANCE (BOOK FORM)

15. VILLAGE COMPREHENSIVE PLAN (BOOK FORM)

16. MUNICIPAL CODE (BOOK FORM)

17. INSURANCE RECORDS

- A) Blue Cross, Blue Shield of IL
- B) Village Insurance Policies

18. PUBLISHER'S CERTIFICATES

19. VILLAGE MAPS

- A) Zoning Map
- B) Subdivision Maps
- C) Flood Plain Map
- D) Sewer & Water Maps
- E) Plat Maps

20. BONDS

21. LEGAL NOTICES

22. SEWER & WATER

- A) Utility Billing Register
- B) Meter Route & Exception Reports
- C) Information Pertaining to New Sewer or Water Mains or Extensions of Existing Mains

23. MOTOR FUEL TAX RECORDS

- A) Material Proposals
- B) Equipment Rate Sheet
- C) Control Ledger (Posted Authorizations and Allotments)
- D) Record of Expenses and Remaining Balances
- E) Bid Tabulations Sheet
- F) State of Illinois Acceptance of Proposals
- G) Illinois Dept. of Transportation Monthly Allotments & Transactions.

24. SPECIAL ASSESSMENTS

- A) Receipts
- B) Assessment Rolls

25. LIENS FILED BY VILLAGE

26. RECAPTURE FILES

27. PLANNING COMMISSION MINUTES

28. SUBDIVISIONS REGULATIONS & DESIGN & CONSTRUCTION POLICY FOR IMPROVEMENTS (BOOK FORM)

29. BUILDING SPECIFICATIONS

- A) Building Inspection Reports
- B) Building Permits
- C) Inspection Guidelines

30. RULES OF BOARD OF POLICE COMMISSIONERS (BOOK FORM)

31. A.D.A. GUIDELINE

32. E911 EMERGENCY TELEPHONE SYSTEM BOARD MINUTES

33. LIQUOR LICENSE

- A) Application
- B) Certificates (copies)

34. RAFFLE LICENSE

- A) Applications
- B) Certificates (copies)

35. SOLICITORS LICENSE

- A) Applications
- B) Certificates (copies)

36. EMPLOYEE HANDBOOK

37. POLICE DEPARTMENT RECORDS

38. FIRE DEPARTMENT RECORDS

39. PERSONNEL RECORDS

40. WAGE POLICY ORDINANCE

41. CORRESPONDENCE RECEIVED BY MUNICIPALITY

42. CORRESPONDENCE FROM MUNICIPALITY

43. OFFICE EQUIPMENT

44. REAL ESTATE

45. CONTRACTS FOR MAINTENANCE

46. PENSION FUND

47. WORKER'S COMPENSATION RECORDS

48. TRAINING RECORDS

49. OFFICIAL BONDS

50. VILLAGE VEHICLES