



Village of Winthrop Harbor, IL

MUNICIPAL INFORMATION

Revised 11/20/14

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 Security and Protection Service
- B. Fire Protection Service
- C. Sewer and Water Service
- D. Emergency Medical and Ambulance Service
- E. Emergency Management and Disaster Aid Service
- F. Municipal Parks and Recreation Service
- 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 \$5,890,602.00

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 Administration, Police, Fire and Community 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. **Emergency Management Agency (EMA) Office:**
1316 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 80 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, Buddy Hargett, Robert Marabella, Dana McCarthy, Richard Robards, Hartmut "Fritz" Weiss
 - a. **Trustee Standing Committees:** *Each standing committee consists of all Trustees.*
 - i. Public Works (Chair-Marabella)
 - ii. Finance (Chair-Weiss)
 - iii. Municipal Building, Grounds & Recreation (Chair-McCarthy)
 - iv. Police, Licensing & EMA (Chair-Hargett)
 - v. Fire (Chair-Robards)
 - vi. Community Development (Chair-Braden).
 - b. **Trustee Sub-Committees:** *Each standing sub-committee consists of all Trustees.*
 - i. Insurance (Chair-Weiss)
 - ii. Wage Policy (Chair-Weiss)
- c. **E911 Emergency Telephone System Board:** Joel Brumlik (Chair), Mike Bitton, Jana Lee, Timothy Fay, Terrence Isaacs, Bill Beetschen
- d. **Americans with Disabilities Committee:** Joel Brumlik, Timothy Fay, George Humphrey, Gary Powell
- e. **Economic Development Committee:** Margo Nelson (Chair), John Mazurek, Gary Powell, Fred Seaman, Carl Simmons, Kurt Melander, Cyril Race (Member at Large), Robert Long (Member at Large)
- f. **National Incident Management System (NIMS) Committee:** Joel Brumlik, Thomas Arnold, Jana Lee
- g. **Planning & Zoning Board:** Robert Mosteller (Chair), Joe Leech, Sr., Joseph McDowell, Jr., William Stried, Jennifer Levin, Fred Seamon, Kurt Melander
- h. **Police Commission:** Timothy Booth, Michael Ruchti, Bobbi Simmons
- i. **Police Pension Board:** Mike Bruno (President), Chris Willets (Secretary), Lisa Shaw (Treasurer), Bob Commons, James Vepley, Gary Pennington (clerical)
- j. **Recreation Advisory Committee:** Pam Humphres (Chair), Cindy Loy, Tanya DeBoey, Shawn DeBoey, Gina Ennesser, Diane Waldow, Chris Martinez. At-Large Members: Kathy Govekar, Paco Martinez, Jennifer Levin, Lisa Turner, Denise DeVoe
- k. **Safety Committee:** Jana Lee (Chair), Lisa Shaw, Joel Brumlik, Pat DiPersio, Justin Stried, Tim Nearingard

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

A. For all records with the exception of those kept by the Police Department, the Village of Winthrop Harbor has one appointed FOIA Officer and two Designees;

<u>VILLAGE RECORDS FOIA OFFICER</u>	<u>VILLAGE RECORDS FOIA OFFICER DESIGNEE</u>	<u>VILLAGE RECORDS FOIA OFFICER DESIGNEE</u>
Jana Lee, Village Clerk 830 Sheridan Road Winthrop Harbor, IL 60096 Ph. 847-872-3846 x1010 Fax: 847-872-0639 E-mail: jlee@winthropharbor.com	Julie Rittenhouse, Deputy Clerk 830 Sheridan Road Winthrop Harbor, IL 60096 Ph. 847-872-3846 x1012 Fax: 847-872-0639 E-mail: jrittenhouse@winthropharbor.com	Debbie Melesio, Utility Billing Clerk 830 Sheridan Road Winthrop Harbor, IL 60096 Ph. 847-872-3846 x1013 Fax: 847-872-0639 E-mail: dmelesio@winthropharbor.com

B. For all records kept by the Police Department, the Village of Winthrop harbor has one appointed FOIA Officer and two Designees:

<u>POLICE RECORDS FOIA OFFICER</u>	<u>POLICE RECORDS FOIA OFFICER DESIGNEE</u>	<u>POLICE RECORDS FOIA OFFICER DESIGNEE</u>
Mike Bitton, Commander 830 Sheridan Road Winthrop Harbor, IL 60096 Ph. 847-872-2131 x2011 Fax: 847-872-0190 E-mail: mbitton@whpd.org	Karen Larsen, Records Clerk 830 Sheridan Road Winthrop Harbor, IL 60096 Ph. 847-872-2131 x2022 Fax: 847-872-0190 E-mail: klarsen@whpd.org	Ashley Woller, Records Clerk 830 Sheridan Road Winthrop Harbor, IL 60096 Ph. 847-872-2131 x2540 Fax: 847-872-0190 E-mail: awoller@whpd.org

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

**VILLAGE PRESIDENT
(MAYOR)**
Robert D. Loy

BOARD OF TRUSTEES
Kimberly Braden, Buddy Hargett,
Robert Marabella, Dana McCarthy,
Richard Robards, Fritz Weiss

DEPT. OF ADMINISTRATION
Jana Lee, Director

**DEPT. OF COMMUNITY
DEVELOPMENT**
Pat DiPersio, Director

DEPT. OF FINANCE
Lisa Shaw, Director

DEPT. OF FIRE & EMS
Justin Stried, Chief

DEPT. OF POLICE & EMA
Joel Brumlik, Chief

**DEPT. OF PARKS &
RECREATION**
Scott Fuller, Director

DEPT. OF PUBLIC WORKS
Tim Nearing, Superintendent



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