



As directed by 5 ILCS 140/4 (from Ch. 116, par. 204) this packet includes:

- A brief description of the Village of Plainfield including:
  - a short summary of its purpose,
  - the total amount of its operating budget, and
  - the approximate number of full and part time employees.
- A block diagram identifying the functional divisions of the Village.
- The number and location of Village Offices.
- 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.
- Identification of FOIA Officers, Procedures for requesting Public Documents, and addresses where FOIA requests should be submitted.
- A Freedom of Information Request Form.
- Schedule of Fees for Duplication of Public Records.
- Index of Records.



## **GENERAL INFORMATION**

The mission of the government of the Village of Plainfield is to promote a friendly, safe and diverse community; offering a variety of cultural opportunities and a high quality of living. Plainfield will maintain its commitment to strengthening community spirit and embrace its historic character while improving transportation options, increasing access to services, and enhancing open space.

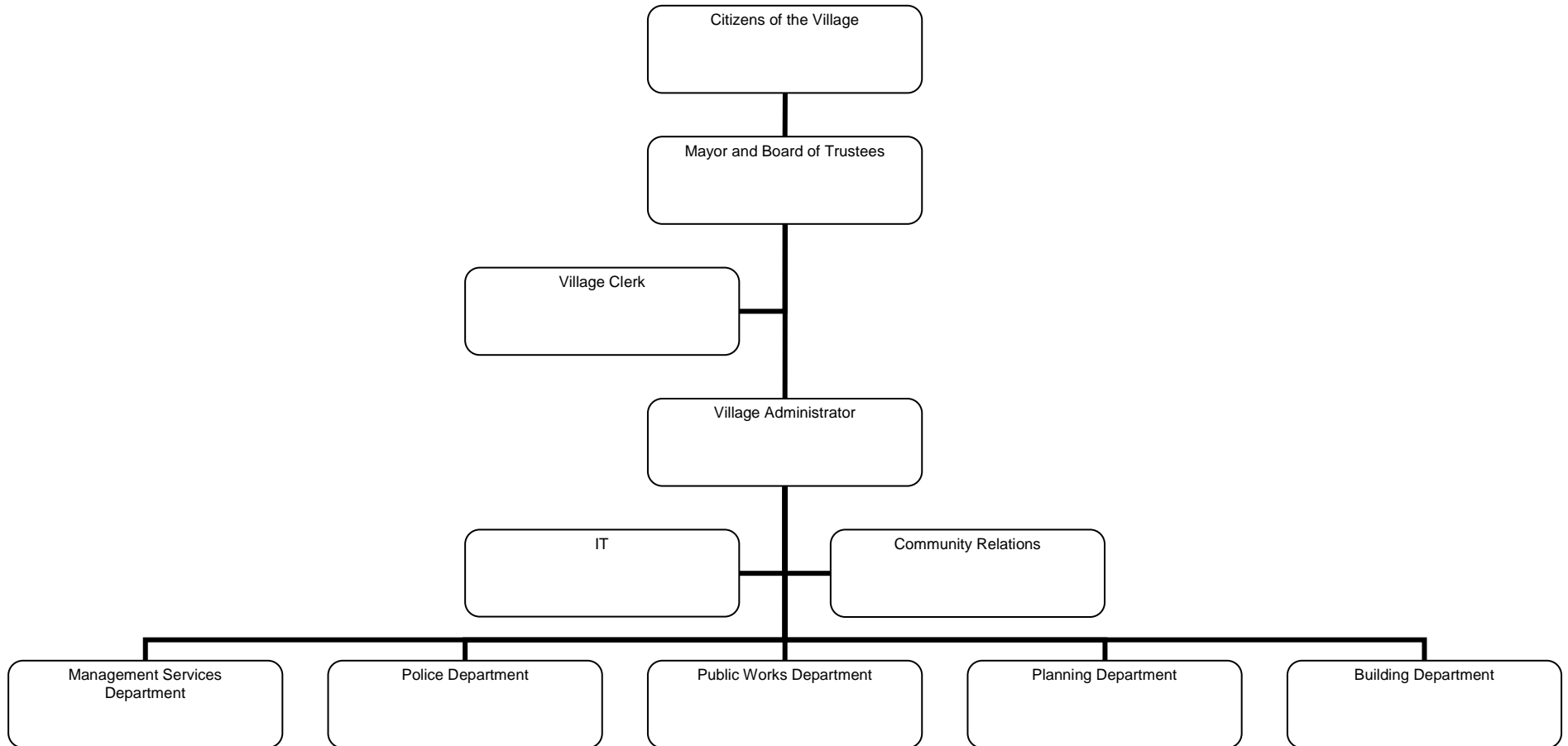
Plainfield is a prosperous and bustling Village, located 35 miles southwest of Chicago, with a population of 39,581 residents. Easily accessible, the Village is close to several interstates and state highways making it an excellent place to live, own a business, or simply spend the day shopping and dining in our historic downtown.

As one of the fastest growing communities in the State of Illinois, Plainfield continues to build upon its already rich history, and the Village Government is well positioned to accommodate growth and welcomes new commercial and industrial development to help parallel the success of its residential expansion.

The Village of Plainfield is governed by a Village President and Board of Trustees. Six trustees are elected at large to sit on the Village Board. The Board sets policy for the Village, adopts ordinances and resolutions, approves the annual budget (FY 17-18 \$59.1 million), and approves all expenditures. The day-to-day operations of the Village are managed by the Village Administrator.

The Village currently retains 147 employees (129 full time and 18 part-time). The Organizational Chart on the next page identifies the functional division of the Village's employees.

# VILLAGE OF PLAINFIELD ORGANIZATIONAL CHART



## LOCATION OF OFFICES

The Village of Plainfield maintains three (3) separate offices

**Village Hall**  
24401 W. Lockport St.  
Plainfield, IL 60544  
(815) 436-7093

### Administration

- Mayor's Office
- Administrator
- Clerk
- Planning

### Management Services:

- Finance
- Water Billing
- Information Technology
- Human Resources

**Public Works Building**  
14400 S. Coil Plus Drive  
Plainfield, IL 60544  
815-436-3577

### Public Works

- Administration
- Engineering
- Streets
- Water
- Wastewater

### Building Department

- Administration
- Inspections

**Plainfield Law Enforcement Facility**  
14300 S. Coil Plus Drive  
Plainfield, IL 60544  
815-436-6455

### Administration

- Police Chief
- Code Enforcement
- Courts and Licensing
- Crime Prevention
- Records
- Emergency Services
- Patrol
- Traffic Unit
- Park Unit
- Bicycle Unit
- Canine Unit
- Investigations
- Evidence Tech
- Community Service Officers

## VILLAGE BOARD & COMMISSIONS

<b><u>Village Board</u></b>	<b>Appointment</b>	<b>Term Expires</b>
<b>Michael P. Collins (President)</b>	05/01/17	04/30/21
Margie Bonuchi	05/01/17	04/30/21
Bill Lamb	05/04/15	04/30/19
Cally Larson	05/01/17	04/30/21
Larry D. Newton	05/01/17	04/30/21
Edward O'Rourke	05/04/15	04/30/19
Brian Wojowski	05/04/15	04/30/19

<b><u>Plan Commission</u></b>		
<b>Richard Kiefer</b>	04/20/15	04/30/18
Daniel F. Seggebruch	05/01/17	04/30/20
John Renzi	05/01/17	04/30/20
Andrew N. Heinen	05/02/16	04/30/19
Brian Minnis	07/18/16	04/30/19
Brandon Womack	07/18/16	04/30/18
John Green	05/01/17	04/30/20

<b><u>Police Pension - 2 year terms</u></b>		
Jeff Cook	05/01/17	04/30/19
Steve Cousins	05/02/16	04/30/18

<b><u>Fire &amp; Police Commission</u></b>		
Michael Nott	05/02/16	04/30/19
Greg Chapman	05/01/17	04/30/20
James Gardner	09/19/16	04/30/19

<b><u>Historical Commission</u></b>		
<b>Michael Bortel (Chairman)</b>	10/06/14	10/18/17
Suzanne Derrick (Vice-Chair)	10/06/14	10/18/17
David Schmidt	12/05/16	10/18/19
Debra Olsen	12/05/16	10/18/19
Kenneth Barvian	09/15/14	10/18/17
George Rapp	12/05/16	10/18/19
Lief Hendricksen	10/06/14	10/18/17
Michael R. Lucas	12/21/15	10/18/18
David Hagen	12/05/16	10/18/19

<b><u>Advisory Task Force</u></b>		
Cassie Vaughn	02/01/16	04/30/20
Harold Oliver	05/04/15	04/30/19
Greg Schaefer, Chairman	05/04/15	04/30/19
Michael Konrad	05/15/17	04/30/21
Troy Strange	05/15/17	04/30/21
Steve Preze	05/15/17	04/30/21
Annette Kenney	02/01/16	04/30/20
Ed O'Rourke, Ex-Officio	05/04/15	04/30/19

## **FOIA OFFICERS**

Michelle Gibas, Chief FOIA Officer – Village Hall  
Tracey Erickson, Planning Department – Village Hall  
DeAnn Snodgrass, Building Department – Village Hall  
Nancy Mazurek, Public Works – Village Hall  
Linda Hagar, Police Department – Law Enforcement Center  
Sgt. Jen Myers, Police Department – Law Enforcement Center

## **PROCEDURES FOR REQUESTING PUBLIC RECORDS**

Any request for public records in accordance with the FOIA and this Policy, shall be submitted to the Chief FOIA Officer, or any other FOIA Officer so designated. All requests for Police Department information shall be submitted to the following address:

Office of the Chief of Police  
Village of Plainfield Law Enforcement Center  
14300 S. Coil Plus Drive  
Plainfield, IL 60544  
815-436-9681 (fax)

Requests for public records other than Police Department information shall be submitted to the following address:

Office of the Village Clerk  
Village of Plainfield  
24401 W. Lockport Street  
Plainfield, IL 60544  
815-436-1950 (fax)

## **FORM AND CONTENT OF REQUESTS**

Requests for public records made in accordance with the FOIA and this Policy shall be made in writing. Such requests may be submitted, but are not required to be submitted, on a FOIA Request Form maintained by the Village. The Village's FOIA Request Forms shall be available on the Village's website at [www.plainfield-il.org](http://www.plainfield-il.org) and at the Village Hall, 24401 W. Lockport Street, Plainfield, Illinois, and the Plainfield Law Enforcement Center, 14300 S. Coil Plus Drive, Plainfield, Illinois.

Requests for public records made in accordance with the FOIA and this Policy shall include the following information:

1. The requester's full name, address and phone number;
2. A description of the public records sought; and
3. Whether the request is for the inspection of public records, copies of public records, or both.

**VILLAGE OF PLAINFIELD  
FREEDOM OF INFORMATION REQUEST FORM**

<b>To Be Completed By Requestor</b>
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**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

I, the undersigned, do hereby request to  examine and/or  copy (check appropriate blank) those records maintained by the Village of Plainfield, which pertain to: (Please specify department and records sought.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is this request for commercial use?       Yes               No

I have read and understand the fees set forth in the Schedule of Duplication of Public Records. Copies may be mailed to me via certified mail at the current rate of the United States Postal Service. I also understand that all fees must be prepaid.

I do  do not  want the copies mailed to me at the above-listed address.

\_\_\_\_\_  
**Signature**                                      **Date**

The Village of Plainfield will respond to your FOIA request within five (5) working days after the date of receipt unless one or more reasons for an extension of time as provided for in Section 3(d) of the FOIA are invoked by the Village. If the request is for commercial use, the Village may take up to twenty (21) working days to respond.

<b>To Be Completed by Office</b>
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**Date Request Received** \_\_\_\_\_  
**Date Request Due** \_\_\_\_\_  
 Cost:    Copies: \_\_\_\_\_  
             Certification: \_\_\_\_\_  
             Certified Mail: \_\_\_\_\_  
             Total Cost: \_\_\_\_\_  
 Date Records either Personally Given \_\_\_\_\_ Mailed \_\_\_\_\_ Faxed \_\_\_\_\_  
 Denies/Reason Why \_\_\_\_\_  
 Deferred/Reason Why \_\_\_\_\_

\_\_\_\_\_  
**Employee Signature**                                      **Date**



## **SCHEDULE OF FEES FOR DUPLICATION OF PUBLIC RECORDS**

### **Fees for copies in excess of fifty (50) pages:**

#### **Copies (Black & White) per side**

8 ½ x 11	\$0.10
8 ½ x 14	\$0.15
11 x 17	\$0.25

#### **Copies (Color) per side**

8 ½ x 11	\$0.25
8 ½ x 14	\$0.30
11 x 17	\$0.35

**Certification per document \$1.00**

**Plats & Maps larger than 11x17 (Actual cost of outsourced duplication)**

**Meeting DVD's - \$15.00**

**Accident Report** \$5.00 (Request shall be submitted to the Police Department)

All copying shall be performed by an employee of the Village. Copies of public records shall be provided to the requester upon payment of any charges due for reproduction of the documents.

**VILLAGE OF PLAINFIELD  
INDEX OF RECORDS**

**BUILDING DEPARTMENT**

Annual Building Reports  
Building Code  
Building Contractor's List  
Certificates of Occupancy  
Demolition Permits  
Electrical Permits  
Electrical Contractor's List  
Miscellaneous Permits  
Monthly Building Reports  
Notice of Dangerous Buildings  
Permits (commercial & residential)  
Permit Fees  
Plumbing contractor's List  
Plumbing Permits

**PLANNING DEPARTMENT**

Village Comprehensive Plan  
Commercial Plans  
Flood Damage Prevention & control  
Flood Zone Determination  
Land Use Maps  
Plan Commission  
Historic Preservation  
Street Addresses  
Street Vacations  
Zoning Board of Appeals  
Zoning Ordinance  
Zoning Maps  
Zoning Enforcement  
Zoning Verifications

**VILLAGE CLERK**

Accounts Payable Reports  
Annual Audit Report  
Annual Treasurer's Report  
Agreements  
Audit Reports  
Audit Correspondence  
Bid Bonds  
Board of Commissions  
Cable TV

Campaign Disclosure  
Capital Improvements

**VILLAGE CLERK CONT'D**

Census  
Village Budget  
Village Board:  
    Agenda  
    Minutes - Open Session  
    Minutes - Released Closed  
    Bills Payable  
Village Investment Policy  
Reports  
Comprehensive Plan  
Collections  
Computers  
Copiers  
Correspondence  
Deferred Compensation  
Drug & Alcohol Policy  
Elections  
Equal Employer Opportunity  
Commissions  
Family & Medical Leave Act  
Financial Institutions  
Fire Department  
Franchise Agreements  
Fleet Management  
Freedom of Information Act  
Liquor Licenses  
Municipal Code  
Oaths of Office  
Ordinances  
Payroll Reports  
Payroll Tax Returns  
Police Pension Annual Report  
Prevailing Rate of Wages  
Public Hearings  
Resolutions  
Tax Increment Financing  
Tax Levy  
Training

Utility Franchises  
Utility Tax

**POLICE DEPARTMENT**

Accident Reports  
Activity Reports  
Alarms  
Annual Reports  
Bicycle Registrations  
Bicycles  
Budget  
Business Licenses  
Community Based Policing  
Contracts  
Crime Stats  
DARE  
Department Forms  
Eligibility Lists  
Equipment  
Grievances  
Incident Reports  
Injured Officer Files  
Job Descriptions  
Labor/Management Committee  
News Releases  
Ordinances  
Overtime  
Policy Manual  
Ride-Along  
Safety Committee  
Sex Offenders  
Uniform Crime Reports

**STREET DEPARTMENT**

Stop Signs  
Street Light  
Street Maintenance  
Pot Holes

**WATER DEPARTMENT**

Billing  
Purchasing  
Inventory  
Memos  
EPA Reports  
Meter Readings  
Safety Meetings

**WASTEWATER TREATMENT  
PLANT**

Annual "503" Report  
BI-Monthly IEPA Sampling  
BI-Weekly Sampling  
Monthly "DMR'S"  
Monthly Analysis Worksheet  
Quarterly Federal EPA Sludge  
Semi-Annual Sludge Application  
Sludge Quantity and Concentration  
Sludge User Information Sheets

**EXEMPT FROM RELEASE UNDER THE FREEDOM OF INFORMATION ACT  
PER LANGUAGE IN ACT:**

Employee Grievance Background  
Collective Bargaining Materials  
Employee Home Addresses  
Employee Medical Information  
Competitive Bids  
Minutes of Meetings Closed  
Criminal History Information on Applicants  
Various Portions of Police and Fire and Other Employee Recruitment