

Village of Lemont, Illinois  
418 Main Street  
Lemont, IL 60439

Village of Lemont  
Illinois Freedom of Information Act Directory  
Pursuant to the Illinois Freedom of Information Act  
(5 Illinois Compiled Statutes 140/1 et seq)  
Through Public Act 96-542 Effective January 1, 2010

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Statement of Purpose

The Village of Lemont was incorporated as an Illinois municipal corporation in 1873. The purpose of the Village is to provide for the health, safety and welfare of its residents through the various departments of the Village that provide police protection; water and sewer service; building, zoning, health and engineering inspection; public works services; general administration; and other traditional public services.

Freedom of Information Officers

The following are designated Freedom of Information Officers, as that position has been identified and defined in 5 ILCS 140/3.5.

George J. Schafer	Village Administrator- Administration Department
Linda Molitor	Executive Assistant/ Community Relations Manager- Administration Department
Shaeera Salauddin	Administrative Assistant/Analyst - Administration Department
Kay Argo	Human Resources Manager – Administration Department
Jason Berry	Community Development Director – Community Development Department
Mark Herman	Community Development Manager- Community Development Department
Joe Ostapchuk	Chief Building Official - Building Division
Jerry Lehmacher	Code Enforcement Officer- Building Division
Mary Lesnieski	Building Dept. FOIA Clerk- Building Division
Chris Smith	Finance Director – Finance Department
Darshana Prakash	Accounting Manager – Finance Department
Meg Machacek	Accounts Payable Clerk – Finance Department
Ralph Pukula	Public Works Director- Public Works Department
Ted Friedley	Procurement Coordinator - Public Works Department
Val Hennebry	Utility Billing Supervisor- Public Works Department
Richelle Loburgio	Administrative Assistant- Public Works Department
Chief Marc Maton	Police Chief- Police Department
Commander Thad Mezyk	Police Commander- Police Department
Commander Dan Dykshorn	Police Commander- Police Department
Judy Radomski	Office Manager- Police Department
Melissa Gracia	Police Records Supervisor - Police Department

While the Act requires the designation of a Freedom of Information Officer or Officers, the Village can also provide for designees within each of its operating departments to assist in complying with the act.

### Statistical Information

1. The Village's Budget for Fiscal Year 19-20 was adopted on April 15, 2019. The anticipated revenue for Fiscal Year 2020 for all funds is estimated to be \$24,356,762 with approved expenses or expenditures equal to \$23,554,702.
2. Three departments are located in the Village Hall at 418 Main Street:
  - a. Administration
  - b. Finance
  - c. Community Development
3. Two departments are located at the Lemont Police Facility at 14600 127<sup>th</sup> Street:
  - a. Lemont Police Department
  - b. Lemont Emergency Management Agency (LEMA)
4. The Public Works Department is located at 16680 New Avenue.
5. The Village has 61 full time employees as well as approximately 34 part-time/seasonal employees. These employee authorizations were effective with the approval of the Fiscal Year 2019 - 2020 Budget.

### Municipal Officials

#### Elected

Village President	John Egofske
Village Clerk	Charlene Smollen
Trustees	Janelle Kittridge
	Ryan Kwasneski
	Dave Maher
	Ken McClafferty
	Rick Sniegowski
	Ron Stapleton

#### Appointed

Village Administrator	George J. Schafer
Chief Building Official	Joe Ostapchuk
Community Development Director	Jason Berry
Police Chief	Marc Maton
Public Works Director	Ralph Pukula
Finance Director	Chris Smith
Village Attorney	Michael Stillman

## Catalogue of Records

AGREEMENTS	Executed agreements between the Village of Lemont and various governmental agencies, corporations, companies and private individuals.
ANNEXATIONS	Records compiled for property incorporated into Village limits.
AUDITS	Independent audits performed on Village financial statements and activities at the conclusion of the fiscal year.
BIDS	Bids and specifications for various Village projects.
BONDS	General Obligation Bonds Revenue Bonds Special Service Area Bonds Tax Increment Allocation Bonds
BUDGETS	Annually approved budgets for all Village funds and departments.
CONTRACTS	Executed contracts between the Village and various governmental agencies, corporations, companies and private individuals.
DEEDS	For property which has been deeded to the Village.
EASEMENTS	Rights of Easement granted by persons to the Village for various municipal improvements along with Rights of Easement granted by the Village to individuals for various reasons.
INSURANCE	Records of insurance claims and correspondence with the Intergovernmental Risk Management Agency (IRMA). Files also contain correspondence from group personal benefits providers.
INVOICES	Invoices sent by the Village for various services rendered as well as for goods, services and equipment purchased for Village operational needs.
LICENSES & PERMITS	All approved licenses and permits for which applications have been received.
MAPS	Various mapping products such as street and zoning maps.
MINUTES	Minutes for all Commissions, Committees and Boards as well as the Village Board.
MOTOR FUEL TAX	Documentation relating to Motor Fuel Tax projects.
ORDINANCES	As passed by the Village Board.

PLATS	All documents of this nature related to properties located within the Village.
PETITIONS	As received for consideration by various Departments, Committees, Commissions or Boards, including the Village Board. Also, petitions filed by residents.
PROCLAMATIONS	As issued by the Village President.
PUBLICATIONS	Printed documents of the Village for both internal as well as external use by the general public. Would include, but not be limited to, Comprehensive Plan, Zoning Ordinance, Unified Development Ordinance and Sign Code.
RECORDED DOCUMENTS	Any and all documents required to be recorded in Cook, Will and/or DuPage County.
RESOLUTIONS	As passed by the Village Board.
UTILITIES	Documents related to the Village's water and sewer utility as well as those related to regulated utilities such as electric, gas, phone and cable television.

The foregoing records normally are to be found in the Village Clerk's Office, unless otherwise directed.

Attention: Village Clerk  
Village of Lemont  
418 Main Street  
Lemont, IL 60439  
Telephone: 630-257-1590  
Fax: 630-243-0958  
vlemont@lemont.il.us

They are to be considered a representative example of records maintained by the Village and are not meant to be all inclusive or limited to what are noted.

The Village of Lemont affirms to follow the compliance requirements of the Act. However, the Act is not intended to require that the Village interpret or advise requestors as to the meaning or significance of any public record. The act does not unreasonably require the Village to create a record that does not exist.

The Village of Lemont Municipal Code is available for public review. The Code contains all ordinances which have been codified and is updated quarterly. Non-codified ordinances are also available for review and an index of all adopted ordinances are listed within the Municipal Code

## **CATALOG OF DEPARTMENTAL RECORDS**

Requests for departmental public records shall be directed as indicated within the Catalogue of Departmental Records. A representative example of departmental documents, and not intended to be all inclusive, are as follows:

### **ADMINISTRATION/GENERAL SERVICES**

Contact: Linda Molitor, Executive Assistant/ Community Relation Manager  
418 Main Street, Lemont, IL 60439  
(630) 257-1590

### **HUMAN RESOURCES DIVISION**

Contact: Kay Argo  
418 Main Street, Lemont, IL 60439  
(630) 257-1552

### **POLICE DEPARTMENT**

Contact: Melissa Gracia, Police Records Supervisor  
14600 127<sup>th</sup> Street, Lemont, IL 60439  
(630) 257-2229  
Police Reports and Investigations

### **PUBLIC WORKS DEPARTMENT**

Contact: Ralph Pukula, Director of Public Works  
16680 New Avenue, Lemont, IL 60439  
(630) 257-2532  
Engineering Drawings  
Plan and Specifications for construction and for development in Village  
Plats  
Traffic Studies  
Water and Sewer Records  
Snow Removal  
Street Repair and Reports  
Vehicle Titles  
Vehicle Repair  
Facilities Management

### **FINANCE**

Contact: Chris Smith, Finance Director  
418 Main Street, Lemont, IL 60439  
(630) 257-1550  
Budgets  
Contracts/Audits  
Payroll Information

**COMMUNITY DEVELOPMENT DEPARTMENT**

Contact: Mary Lesniewski, Community Development Dept.

FOIA Clerk

418 Main Street, Lemont, IL 60439

(630) 257-1580

Land use development applications GIS

Data and mapping applications

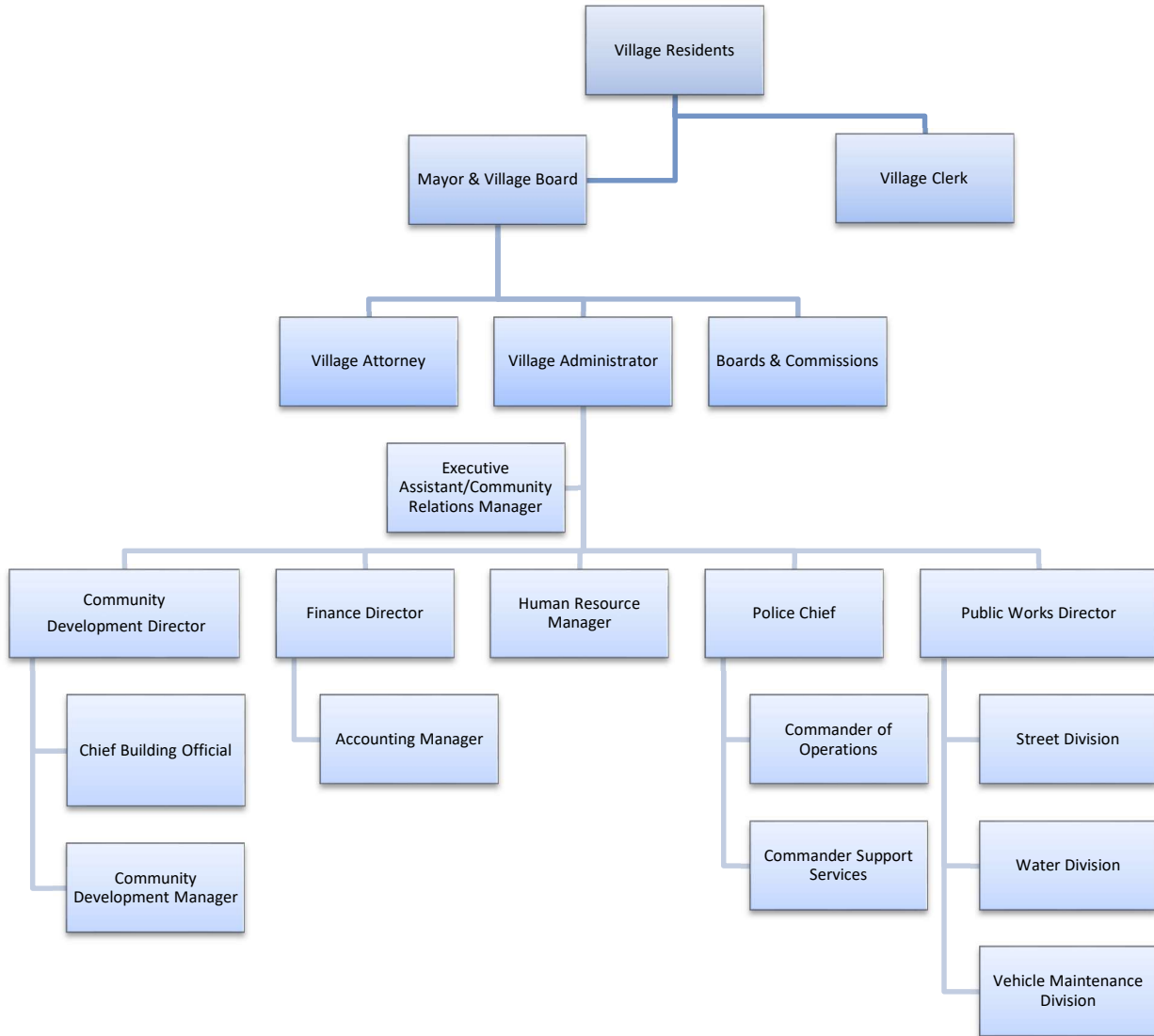
Development reports/Community Profile

Subdivision Plats

Inspections & Permits (building,  
electrical, plumbing, mechanical;  
applications and inspections)

The foregoing records normally are to be found in the possession of the Departments noted. They are to be considered a representative example of records maintained and are not meant to be all inclusive or limited to what are noted.

**Village of Lemont  
Functional Organizational  
Structure FY20**





COMMITTEES, COMMISSIONS AND BOARDS OF THE VILLAGE OF LEMONT

The following committees, commissions and boards have been authorized as of January 1, 2019

Appointed

Art & Culture Commission  
Environmental Advisory Commission  
Ethics Commission  
Heritage Corridor & Outdoor Recreation Commission  
Historic Preservation Commission  
Liquor Control Review Board  
Planning & Zoning Commission  
Police Commission  
Police Pension Board

Elected

Village Board of Trustees

Members of appointed Village committees, commissions and boards are appointed by the Village President by and with the advice and consent of the Board of Trustees. An appointment hereunder shall not exceed the full term to which the Village President has been elected.