

Village of Lemont FOIA Director 2023-2024

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, 2024

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I: 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
Stacy Patrianakos	Human Resources Manager – Administration Department
Terri O’Neill Borders	FOIA Clerk- Community Development Department
Linda Molitor	Communications Manager -Administration Department
Janet Schatz	Deputy Clerk/Administrative Assistant - Administration Department
Jason Berry	Community Development Director – Community Development
Jim Begy	Building Commissioner - Building Division
Jerry Lehmacher	Code Enforcement Officer- Building Division
Darshana Prakash	Finance Director – Finance Department
Kate Ambrosini	Accounting Manager – 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 Manager - 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.

II: Statistical Information

- a) The Village's FY 2023-2024 operating and CIP budget of \$34.5 million of revenues and \$33.6 million of expenditures was adopted on April 10, 2023. The budget expenditures include operations, debts service, capital and pension.
- b) Three departments are located in the Village Hall at 418 Main Street:
 - a. Administration
 - b. Finance
 - c. Community Development
- c) One department and agency are located at the Lemont Police Facility at 14600 127th Street:
 - a. Lemont Police Department
 - b. Lemont Emergency Management Agency (LEMA)
- d) The Public Works Department is located at 16680 New Avenue.
- e) The Village has budgeted for 71 full-time employees as well as approximately 37 part-time/seasonal employees. These employee authorizations were effective with the approval of the Fiscal Year 2022 - 2023 Budget.

III: Municipal Officials

Elected		Appointed	
Village President	John Egofske	Village Administrator	George Schafer
Village Clerk	Charlene Smollen	Community Development Director	Jason Berry
Trustees	Janelle Kittridge	Police Chief	Marc Maton
	Dave Maher	Public Works Director	Ralph Pukula
	Ken McClafferty	Finance Director	Darshana Prakash
	Kevin Shaughnessy	Village Attorney	Michael Stillman
	Rick Sniegowski		
	Ron Stapleton		

IV: 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:	<ul style="list-style-type: none"> • 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 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 is 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.

V: [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: Janet Schatz: Deputy Clerk/Administrative Assistant
418 Main Street, Lemont, IL 60439 (630) 257-1590

HUMAN RESOURCES DIVISION

Contact: Stacy Patrianakos
418 Main Street, Lemont, IL 60439
(630) 257-1552

POLICE DEPARTMENT

Contact: Melissa Gracia, Police Records Manager
14600 127th 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
- Plans & Specifications for construction & 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: Darshana Prakash, Finance Director

418 Main Street, Lemont, IL 60439 (630) 257-1550

- Budgets
- Contracts/Audits
- Payroll Information

COMMUNITY DEVELOPMENT DEPARTMENT

Contact: Terri O'Neill Borders, Community Development Dept. FOIA Clerk

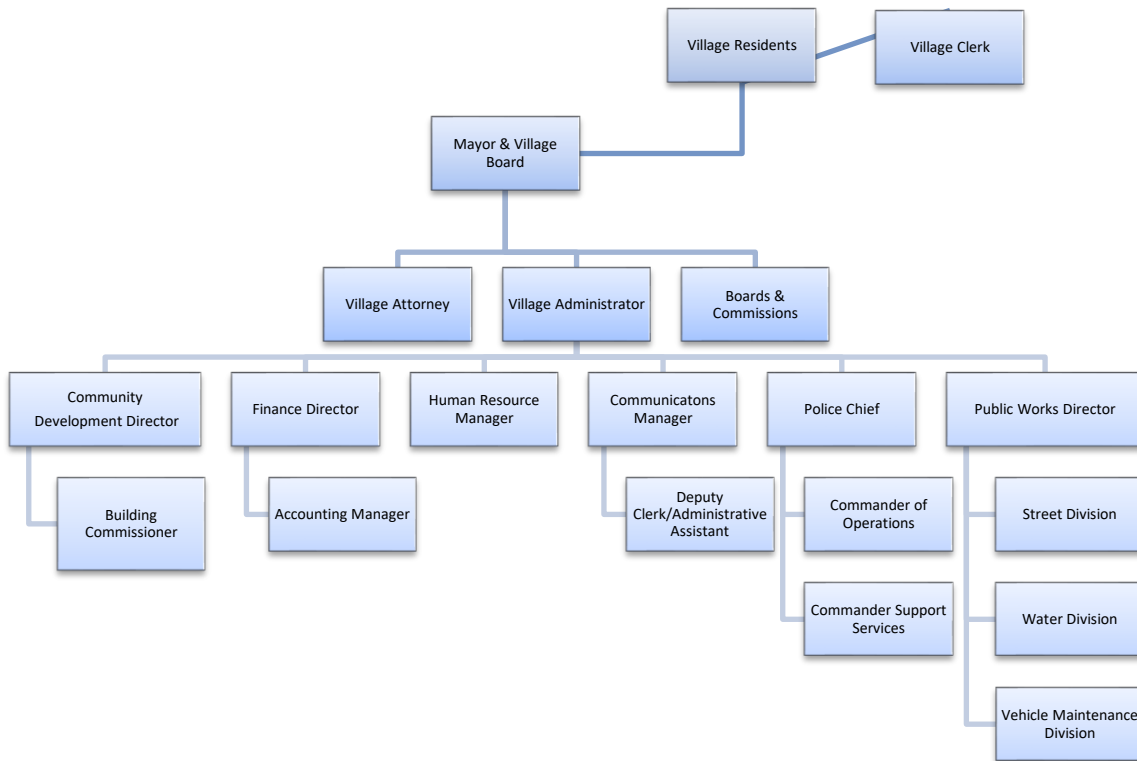
418 Main Street, Lemont, IL 60439

(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.

VI: Organization Chart of the Village of Lemont



VII: Committees, commissions, and boards of the Village of Lemont

The following committees, commissions and boards have been authorized as of January 1, 2023

Appointed

- Art & Culture Commission
- Downtown Focus Group
- Environmental Advisory 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 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.