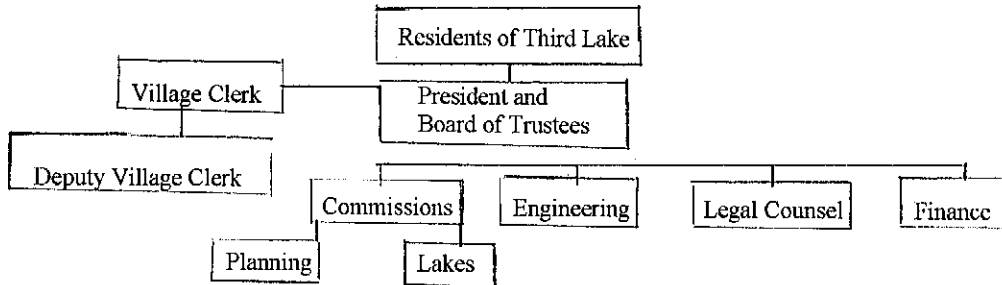


**Village of Third Lake
Organization Chart
2014-2015**



Total Operating Budget - \$458,897 for Fiscal Year May 2014 – April 2015

Number and Location of Separate Offices - One office at 87 North Lake Avenue,
Third Lake 60030

Approximate Number of Full and Part-time Employees-
Two (2) part-time employees.
No full time employees.

Purpose of the Village of Third Lake

The purpose of the Village of Third Lake is to improve the lives of its citizens.

Village Board of Trustees

| | |
|---------------|-----------------|
| President | Gary Beggan |
| Trustee | Dan Penny |
| Trustee | Harold Hoppe |
| Trustee | Wendy Kotulla |
| Trustee | Bob Kowalke |
| Trustee | Jim Rogers |
| Trustee | Thomas Van Zeyl |
| Village Clerk | Patricia Beggan |
| Deputy Clerk | Diane Hope |

Planning Commission

| | |
|--------------|----------------|
| Chairman | Jamie Reap |
| Commissioner | Open Chair |
| Commissioner | Jim Goldman |
| Commissioner | Rose Lick |
| Commissioner | Bob Ruwitch |
| Commissioner | Rob Lizzo |
| Commissioner | Sheila Bourque |

Lakes Commission

Chairman Morthorst
Commissioner Rob Rohrer
Commissioner Matthew DeLacluyse
Commissioner Teri Kortenkamp
Commissioner Michael DeLacluyse
Commissioner Patt Kure
Commissioner One Open Chair

Process for Making a Freedom of Information Act (FOIA) Request

Requests in accordance with the Freedom of Information Act and the Village of Third Lake shall be in writing. For your convenience, the Village has a FOIA request form available for your use (either on our web site or in the Village Hall).

The following information is requested when submitting a FOIA request:

1. The requestor's full name, address and phone number.
2. A brief description of the public records being sought, being as specific as possible. Please do not pose questions - if you do not know what document you are seeking please state which specific information is being sought.
3. Whether the request is for inspection of public records, copies of public records, or both.
4. Whether the request is for a commercial purpose.

Directory of Freedom of Information Officers

Patricia Beggan Village Clerk, Building Officer and FOIA Officer
87 North Lake Avenue
Third Lake, Ill 60030

Diane Hope Deputy Village Clerk, Deputy FOIA Officer
87 North Lake Avenue
Third Lake, Ill 60030

Fee Schedule For Duplication Of Public Records

| | |
|---|---|
| Electronic Copies | No Charge (except for recording medium if used) |
| Black & White Copies 8 ½" X 11" | First 50 sheets free of charge \$0.10/sheet each additional sheet. |
| 8 ½" x 14" | First 50 sheets free of charge. \$0.15/sheet each additional sheet |
| 8 ½" x 17" | \$0.15/sheet |
| Color Copies/abnormal sized | All sizes actual cost of copying. |
| Compact Discs | Charges for electric copies are limited to the actual cost of the recording medium (tape, CD, disk, etc.) |
| Document Certification | \$1.00 |
| Large Format Copies | – billed at cost for outsourced production (Includes documents such as plans, plats, etc.). |

REQUEST FOR PUBLIC RECORDS

TO: VILLAGE CLERK
Village of Third Lake
87 North Lake Avenue
60030

Phone: 847-223-8422
Fax: 847-223-9356
E-mail: thirdlake@comcast.net

FROM: _____
Name

Street Address

City State 60030

E-mail Address

SPECIFIC DESCRIPTION OF REQUESTED RECORD(S):

(NOTE: Requests may be exempt under the provision of the Freedom of Information Act (FOIA.)

Is this request being made for commercial purpose? Yes No

(NOTE: IT IS A VIOLATION OF THE FREEDOM OF INFORMATION ACT FOR A PERSON TO KNOWINGLY OBTAIN A PUBLIC RECORD FOR A COMMERCIAL PURPOSE WITHOUT DISCLOSING THAT IT IS FOR A COMMERCIAL PURPOSE.)

Please indicate if you wish to inspect the above referenced record(s) and/or what type of copies you would like to receive:

Inspection Printed Copy Electronic Copy Certified Copy

FOR CLERK'S OFFICE USE ONLY

Date Received: _____ Date Response Due: _____

Comments: _____

Date: _____

My signature confirms that I have received the response to my Freedom of Information Request.

Printed Name

Signature