

*Branka Poplonski, Town Clerk*  
BLOOMINGDALE TOWNSHIP  
County of DuPage  
123 N. Rosedale Avenue  
Bloomingtondale, IL 60108

Telephone: (630) 529-7715  
FAX: (630) 529-8074

**BLOOMINGDALE TOWNSHIP**  
**ILLINOIS FREEDOM OF INFORMATION ACT**  
**and**  
**OPEN MEETINGS ACT**

**BLOOMINGDALE TOWNSHIP**  
**DUPAGE COUNTY, ILLINOIS**

**April 1, 2020**

**NOTICE GIVEN PURSUANT TO ILLINOIS  
FREEDOM OF INFORMATION ACT and OPEN MEETINGS ACT  
BLOOMINGDALE TOWNSHIP  
DuPAGE COUNTY, ILLINOIS**

This Notice is given pursuant to the Illinois Freedom of Information Act (FOIA) (5 ILCS 140/1 et seq.) and the Illinois Open Meetings Act (OMA) (5 ILCS 120/1 et seq.) Under the new law, is the codification of the Public Access Counselor (PAC) at 217-558-0486 or their website: [www.illinoisattorneygeneral.gov](http://www.illinoisattorneygeneral.gov)

**NAME OF PUBLIC BODY:** Bloomingdale Township (Town of Bloomingdale), County of DuPage, Illinois.

**SUMMARY OF PURPOSE:** This body exists pursuant to the Illinois Constitution and Chapter 60 of the Illinois Compiled Statutes. It carries out the duties and powers set forth for Illinois townships under the Illinois Constitution and the Statutes of Illinois.

**FUNCTIONAL SUBDIVISIONS OF THE PUBLIC ENTITY:** This Town of Bloomingdale operates through its officers. The Town of Bloomingdale includes the Assessor's Department, the General Assistance Department, and a Special Police for the unincorporated areas of Bloomingdale Township. The Bloomingdale Township Road District is a separate public entity.

**OFFICERS OF BLOOMINGDALE TOWNSHIP:** The officers are as follows:

Supervisor and Treasurer.....	Michael D. Hovde Jr.
Clerk .....	Branka Poplonski
Assessor.....	John T. Dabrowski
Trustees.....	Robert Tolentino
.....	Mike McGinn
.....	Cindy Franceschini
.....	Heather Pransky
Highway Commissioner.....	Robert Czernek

**OPERATING BUDGET:** The full budget and appropriation ordinance of this Township may be obtained from the Township Clerk. In summary, the total amount of each fund budget for the current fiscal year is the following:

General Town Fund .....	3,758,000
Mental Health Board .....	1,662,400
General Assistance Fund .....	177,460
Special Police District Fund.....	173,080
Road & Bridge Fund.....	1,143,000
Special Hard Road Fund.....	2,262,300
Construction of Bridges Fund.....	170,000
Equipment & Building Fund.....	120,000

**LOCATION OF OFFICES:** Bloomingdale Township has three offices, namely:

1. OFFICES OF THE TOWN OF BLOOMINGDALE: SUPERVISOR AND CLERK

123 N. Rosedale Avenue  
Bloomingdale, IL 60108  
(630) 529-7715

2. OFFICE OF THE ASSESSOR

6N050 Rosedale Avenue  
Bloomingdale, IL 60108  
(630) 529-6927

3. OFFICE AND GARAGE OF THE HIGHWAY COMMISSIONER

6N030 Rosedale Avenue  
Bloomington, IL 60108  
(630) 529-5221

**APPROXIMATE NUMBER OF FULL- AND PART-TIME EMPLOYEES:** 27 Full-Time and 4 Part-Time (including the Highway Department).

**IDENTIFICATION AND MEMBERSHIP OF ADVISORY BOARD, COMMISSIONS, ETC:** The Township has a seven member mental health board under the Community Mental Health Act (405 ILCS 20/0.1 et seq.).

**TYPES OR CATEGORIES OF RECORDS AVAILABLE FOR PUBLIC REVIEW:** The Township maintains many records including those listed below. Many are additionally available through our website. Disclosure of this information is subject to the exemptions from inspection and copying provided in the Illinois Compiled Statutes, Chapter 5, Paragraph 140/6.

- Meeting Minutes and Agendas
- Annual Budgets
- Annual Tax Levies
- Audited Financials
- Annual Treasurer's Reports
- Officials Bonds
- Organizational Charts
- Ordinances, Resolutions, and Proclamations
- Contracts and Intergovernmental Agreements
- Monthly Revenues Collected and Expenses Paid
- Revenue Receipts Journals
- Payables Check Registers (Board Audit Reports)
- Vendor Invoices
- Check Stubs
- Bid Records
- Permit and Bond Records

**DESCRIPTION OF METHODS WHEREBY THE PUBLIC MAY REQUEST INFORMATION AND PUBLIC RECORDS:** See attached.



Branka Poplonski, Town Clerk

# BLOOMINGDALE TOWNSHIP

## PROCEDURE FOR REQUESTING INFORMATION RELATIVE TO THE TOWNSHIP FOR INSPECTING TOWNSHIP RECORDS, AND TO OBTAIN COPIES OF TOWNSHIP RECORDS (CERTIFIED UPON REQUEST)

Under the Illinois Freedom of Information Act (FOIA), and the Illinois Open Meetings Act (OMA), effective January 1, 2010, the Township is required to maintain a single central office file of written requests to inspect or copy Township records and also to maintain a file for denials of access to records should they be exempt under Section 7 of the Act; therefore, the Township asks that **all** requests be addressed to the **TOWNSHIP CLERK'S OFFICE**, 123 N. Rosedale Avenue, Bloomingdale, IL 60108 (630) 529-7715, where such central file will be maintained. A public body must respond to a non-commercial FOIA request within 5 business days after the public body receives the request.

Any member of the general public may inspect records, obtain copies of records, certified upon request, and obtain information by:

1. Coming in person to the Township Clerk's Office, 123 N. Rosedale Avenue, Bloomingdale Illinois 60108, between the hours of 8:30 a.m. until 4:30 p.m., Monday thru Friday and filling out a FOIA form.
2. Writing the Township Clerk's Office or calling (630) 529-7715 between the hours of 8:30 a.m. until 4:30 p.m., Monday thru Friday, to request a FOIA form be mailed to you.

→ See our Links page to download a FOIA Request Form as a PDF file.

The Township will respond electronically via email upon request when feasible to do so. We do ask however that no FOIA requests be made electronically in that we cannot ensure timely receipt of emails.

If you wish other information, such as: Township organization charts, budget information, location of offices, numbers of employees in the Township, inventory list of the types and categories of the records maintained by the Township, requests for same may be made in person, or in writing, to the Township Clerk's Office.

The Freedom of Information Act (FOIA) Officers:

- (1) Ray Wanders, Administrator
- (2) Karen Kramer, Administrative Assistant
- (3) Jodi Uszler, Administrative Assistant

Address: 123 N. Rosedale Avenue  
Bloomingdale, IL 60108

Phone: (630) 529-7715

## BLOOMINGDALE TOWNSHIP

### REGULATIONS & FEE SCHEDULE FOR INSPECTION OF PUBLIC RECORDS

The right to inspect public records is subject to reasonable rules and regulations, which are listed below (5 ILCS 140).

1. Inspection is allowed only during regular office hours.
2. A twenty-four (24) hour written notice is required to inspect specified records.
3. Persons exercising official duties, which require use of those records, do not allow inspection when in immediate use.
4. A public custodian or employee is required to be present while right is exercised.
5. Period of time for inspection is limited to one hour.
6. Equipment or method by which copies of records are to be made is subject to approval in order to prevent damage.
7. Fees for photo copying information are as follows:

For Black & white, letter or legal sized copies (8 1/2 x 11 or 11 x 17), the first 50 pages are free, any additional pages will cost 0.15 (cents) per page.

For color copies or abnormal size copies the charges will be the actual cost of copying.

Bloomingtondale Township requires receipt of payment before making the requested copies.