
**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: SCOTT KOEPPPEL, VILLAGE ADMINISTRATOR
ALISON MURPHY, ASSISTANT TO THE VILLAGE ADMINISTRATOR/
VILLAGE CLERK
SUBJECT: RESOLUTION: UPDATING THE VILLAGE'S FOIA FEE SCHEDULE
AGENDA: JUNE 6, 2023 REGULAR BOARD MEETING
DATE: MAY 26, 2023

ISSUE

Should the Board approve a resolution updating the Village's FOIA fee schedule.

DISCUSSION

The Illinois Freedom of Information Act (5 ILCS 140/1 et seq.) provides that a public body may establish a fee schedule to recover certain costs related to responding to requests. The Village previously adopted a fee schedule, however, the schedule does not include allowable fees for current technology utilized in responding to requests. The proposed ordinance adds fees for recording medium (flashdrives, etc.) and for data used for voluminous requests. For reference in the past three months, Village staff has responded to six FOIA requests with responses totaling between 20 MB and 114 MB.

COST

There is a \$250 cost for attorney's fees.

RECOMMENDATION

That the Village Board approves a Resolution Updating the Village's Fee Schedule Pursuant to the Illinois Freedom of Information Act.



**VILLAGE OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

Resolution No. 20230606A

**A Resolution Updating the Village's Fee Schedule
Pursuant to the Illinois Freedom of Information Act
(5 ILCS 140/1 *et seq.*)
Village of Sugar Grove
Kane County, Illinois**

Adopted by the
Board of Trustees and President
of the Village of Sugar Grove, Kane County, Illinois
this 6th day of June, 2023.

Published in Pamphlet Form
by Authority of the Board of Trustees and President
of the Village of Sugar Grove, Kane County, Illinois
this 6th day of June, 2023.

RESOLUTION 20230606A

**A RESOLUTION UPDATING THE VILLAGE'S FEE SCHEDULE
PURSUANT TO THE ILLINOIS FREEDOM OF INFORMATION ACT
(5 ILCS 140/1 *ET SEQ.*)
VILLAGE OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

WHEREAS, The Village of Sugar Grove (“**Village**”) is not a home rule municipality within Article VII, Section 6A of the 1970 Constitution of the State of Illinois; and,

WHEREAS, the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*) (“**FOIA**” or the “**Act**”) provides that a public body may establish a fee schedule to recover certain costs related to responding to requests pursuant to the Act; and,

WHEREAS, the Village has previously adopted a fee schedule, however, finds that said schedule is outdated and does not reflect current technology utilized in responding to requests pursuant to the Act; and,

WHEREAS, the Village wishes to update its fee schedule in the manner set forth in Section 6 of the Act (5 ILCS 140/6).

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Sugar Grove, as follows:

1. That the Preambles of this Resolution are hereby incorporated into this Paragraph 1 by reference.
2. That pursuant to 5 ILCS 140/6, the Village hereby adopts the fee schedule set forth on **Exhibit A**, attached hereto and incorporated herein by reference.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, on this 6th day of June, 2023.

Jennifer Konen
President of the Board of Trustees
of the Village of Sugar Grove, Kane County, Illinois

ATTEST:

Alison Murphy
Clerk, Village of Sugar Grove

	Aye	Nay	Absent	Abstain
Trustee Heidi Lendi	_____	_____	_____	_____
Trustee Matthew Bonnie	_____	_____	_____	_____
Trustee Sean Herron	_____	_____	_____	_____
Trustee James F. White	_____	_____	_____	_____
Trustee Sean Michels	_____	_____	_____	_____
Trustee Michael Schomas	_____	_____	_____	_____
Village President Jennifer Konen	_____	_____	_____	_____

Exhibit A

Document Request Fee Schedule

Applicable to All Requests:

Recording Medium (e.g., disc, diskette, tape, flashdrive)	Actual cost of purchase
Black and White Copies (letter of legal size)	No charge for first 50 pages; \$0.15 per page thereafter
Color Copies	\$0.50 per page
Maps (e.g., zoning, comprehensive plan, etc.)	\$30.00 large \$15.00 small
Comprehensive Zoning Plan/Book	\$10.00
Mailing	Actual cost of postage
Certifying Records	\$1.00
Retrieval of Off-Site Records Stored by Third-Party	Actual cost of retrieval

Applicable to Voluminous Requests (as defined in 5 ILCS 140/6):

Electronic Records (non-PDF)	Up to 2 MB of data - \$20.00 Between 2 MB and 4 MB - \$40.00 More than 4 MB - \$100.00
Electronic Records (PDF)	Up to 80 MB of data - \$20.00 Between 80 MB and 160 MB - \$40.00 More than 160 MB - \$100

Note: If request contains both PDF and non-PDF documents, the Village may separate the fees and the requester may be charged under both fee scales.

Applicable to Commercial Requests:

Staff Review Time (e.g., searching, retrieving, examining records)	No charge for first 8 hours; \$10.00/hour for every hour thereafter
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