

VILLAGE OF GREEN OAKS • FREEDOM OF INFORMATION ACT PACKET

The Illinois Freedom of Information Act (FOIA) allows the public access to records maintained by local government with certain limitations (5 ILCS 140). The Village Board has designated Julie Goodman as the Freedom of Information Officer. It is the policy of the Village of Green Oaks that all requests under FOIA be delivered to the Village Hall located at 2020 O'Plaine Road, Green Oaks, IL 60048 by mail or personal delivery, or transmitted by facsimile to 847-362-5375.

How to Obtain Information under the Freedom of Information Act:

1. All requests must be in writing. It is not necessary to complete the Freedom of Information Request form that is available in the Green Oaks Village Hall or on-line, however, all requests must be in writing and contain all pertinent information necessary to comply with FOIA. A request may be submitted to the Village Hall by hand delivery, fax or mail.
2. All non-commercial requests will be processed by the Village of Green Oaks within five working days of the actual filing with the Village. You must indicate on the request if the request is for a commercial purpose. In some instances additional time may be needed to comply depending on the nature of the request. You will be notified in writing if a time extension is required.
4. Occasionally some information may be denied pursuant to FOIA. You will be notified in writing if information is denied. You may discuss the denial with the FOIA Officer. You may also appeal any denial to the Illinois Attorney General. The FOIA Officer or the Illinois Attorney General can assist you in explaining the appeal process. Contact information for the Illinois Attorney General is as follows:

Public Access Counselor
Office of the Attorney General
500 South 2nd Street
Springfield, Illinois 62706
Phone: 877-299-3642
Fax: 217-782-1396

E-mail: public.access@ilag.gov

5. You may request the information and the records available to the public in the following manner:

- A. Use the attached request form (preferred method).
- B. Your request should be directed to the following individual: FOIA officer.
- C. You must indicate whether or not you have a "commercial purpose" in your request.
- D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
- E. Agree to reimburse the Village the actual costs for reproducing non-standard records and certifying (if requested) the records. The fee schedule is as follows:

There is a \$1.00 charge for each certification of records;

There is no charge for the first fifty (50) pages of black and white text either letter or legal size;

There is a \$.15 per page charge for copied records in excess of 50 pages;

The actual copying cost of color copies and other sized copies will be charged;

If the records are kept in electronic format, you may request a specific format and, if feasible, they will be so provided, but if not; they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.

6. The office will respond to a written request within five (5) working days or sooner, if possible. An extension of an additional five (5) working days may be necessary to properly respond.

Commercial requests will be responded to within 21 working days.

7. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

8. The place and times where the records will be available Monday through Friday, 9:00 a.m. to 2:00 p.m., at the Village of Green Oaks Village Hall.

9. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control are listed in Exhibit A:

Exhibit A

FREEDOM OF INFORMATION ACT RECORD INDEX

Agreements

Agreements - Intergovernmental

Audit - Annual Financial

Bids

Board of Trustees - Agendas, Minutes, Packets

Bonds - Special Service Area

Budgets - Annual

Business Registrations / Licenses

Certificates of Insurance

Comprehensive Annual Financial Reports

Comprehensive Plan

Contracts

Drainage - Engineering

Election - Local

Finance

Freedom of Information Act Requests

Illinois Department of Transportation

Illinois Municipal League

Inspections

Lake County

Letters of Credit / Maintenance Bonds

Licenses - Liquor

Loan - Municipal Debt

Motor Fuel Tax

Municipal Code - Ordinances and Resolutions

Newsletter

Permits - Building (Commercial and Residential)

Permits - Sign

Personnel

Plan Commission / Zoning Board of Appeals - Agendas and Minutes

Public Safety

Public Utilities

Purchasing Records

Risk Management / Insurance

Roads and Streets - Engineering

Sales Tax Revenue
Sewer Service
Solid Waste Agency of Lake County - SWALCO
Special Service Areas
Subdivisions - Residential

Zoning Maps

BASIC VILLAGE INFORMATION

Information pertaining to the Village of Green Oaks is available on the Village's Website – www.greenoaks.org. Please browse through the information provided by the Village, as this information sets forth the basic operations, functions, and services provided by the Village. Basic information pertaining to all Village Boards and Commissions is as follows:

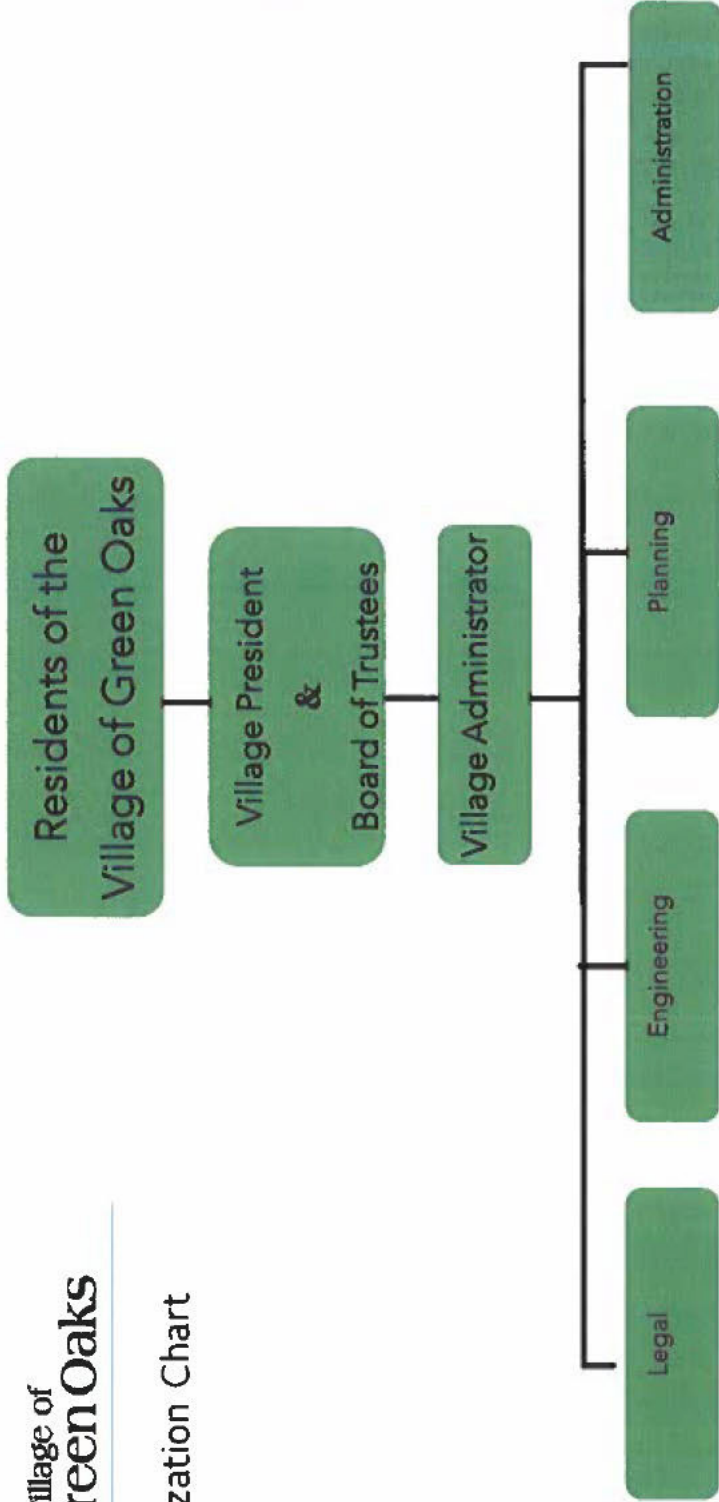
The Village of Green Oaks is a municipal corporation established in 1960 which provides public services in the area of police and public safety; maintenance of public streets, drainage systems, and sewer facilities; planning and zoning; general administrative and finance; and other services which the Village is authorized to provide as a non-home rule unit under the Constitution of the State of Illinois and the statutes thereof.

The Village employs one full-time Village Administrator, four part-time administrative employees.

The Green Oaks Village Board meets on the first, third and fourth Wednesday of each month at 7:00 p.m. at the Green Oaks Village Hall Boardroom and exercises control over Village policies and procedures.



Organization Chart



VILLAGE COMMITTEE/BOARD MEMBERS

Plan Commission/ZBA: Jeff Powers, Chairman
Greg Winters, Vice Chairman
Pamela Milroy
Dr. Anne Gordon
Tony Filippo
Scott Singer
Kate Siegel

Village Board Members: Bernard Wysocki, President
Richard Glogosky, Trustee, Chairman Annexation, Planning & Zoning
Dan Sugrue, Trustee, Chairman Streets & Roads
Pete Furlong, Trustee, Chairman Building
Kevin Griffin, Trustee, Public Affairs
Mahdi Sellami, Trustee, Finance
Jack Flaig, Trustee, Public Works

VILLAGE OFFICIALS

Village Administrator: Denise Kafkis
Treasurer: Kevin Kinnavy
Attorney: Rudolph Magna
Clerk: Clare Michelotti
Deputy Clerk: Denise Kafkis
Engineer: Ben Metzler • Clark Dietz
Planner: Jeramiah Yeksavich • Atwell
Building Commissioner: Rich Politowicz
Code Enforcement Officer: Rich Politowicz

Village of Green Oaks

Public Act 97-0609 Amendment – Employee Compensation

Budgeted Total Compensation Package over \$75,000 per Employee

**Total Compensation: Salary, Vacation, Sick Days, Stipends, Allowances, Employer paid Health Insurance, IMRF
Contribution, Other**

Fiscal Year Budget May 1, 2026 - April 30, 2027

Total Employee Annual Compensation

Denise Kafkis, Village Administrator \$124,200.00

SCHEDULE OF MEETINGS FOR THE VILLAGE OF GREEN OAKS:

Green Oaks Combined TIF & Committee of the Whole Meeting • 1st Wednesday of each month
• 7 p.m. • Village Hall Board Room • 2020 O’Plaine Road • Green Oaks, Illinois:

January 7, 2026	May 6, 2026	September 2, 2026
February 4, 2026	June 3, 2026	October 7, 2026
March 4, 2026	July 1, 2026	November 4, 2026
April 1, 2026	August 5, 2026	December 2, 2026

Green Oaks Plan Commission/ZBA • 2nd Wednesday of each month • 7:30 p.m.
• Village Hall Board Room • 2020 O’Plaine Road • Green Oaks, Illinois:

January 14, 2026	May 13, 2026	September 9, 2026
February 11, 2026	June 10, 2026	October 14, 2026
March 11, 2026	July 8, 2026	November 11, 2026
April 8, 2026	August 12, 2026	December 9, 2026

Green Oaks Committee of the Whole Meeting • 3rd Wednesday of each month • 7 p.m.
• Village Hall Board Room • 2020 O’Plaine Road • Green Oaks, Illinois:

January 21, 2026	May 20, 2026	September 16, 2026
February 18, 2026	June 17, 2026	October 21, 2026
March 18, 2026	July 15, 2026	November 18, 2026
April 15, 2026	August 19, 2026	December 16, 2026

Green Oaks Regular Board Meeting • 4th Wednesday of each month • 7 p.m.
• Village Hall Board Room • 2020 O’Plaine Road • Green Oaks, Illinois:

January 28, 2026	May 27, 2026	September 23, 2026
February 25, 2026	June 24, 2026	October 28, 2026
March 25, 2026	July 22, 2026	November 25, 2026
April 22, 2026	August 26, 2026	December 23, 2026

VILLAGE OF GREEN OAKS, ILLINOIS

STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE

GOVERNMENTAL FUNDS

FOR THE YEAR ENDED APRIL 30, 2025

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUND</u>	<u>DEBT SERVICE FUND</u>	<u>CAPITAL PROJECTS FUND</u>	<u>TOTAL</u>
<u>CASH RECEIPTS</u>					
Taxes	\$ 2,077,240	\$ 186,507	\$ 139,842	\$ 2,843,486	\$ 5,246,875
Licenses and Permits	107,704	-	-	-	107,704
Franchise Fees	48,577	-	-	-	48,577
Charges for Services	145,636	-	-	-	145,636
Fines	-	-	-	-	-
Grants	261,100	-	-	-	261,100
Interest Receipts	104,626	-	-	215,685	320,311
Other Receipts	68,914	-	-	-	68,914
	<u>\$ 2,813,797</u>	<u>\$ 186,507</u>	<u>\$ 139,842</u>	<u>\$ 3,059,171</u>	<u>\$ 6,199,117</u>
<u>CASH DISBURSEMENTS</u>					
Current					
General Government	\$ 1,066,417	\$ -	\$ 78,764	\$ 862,714	\$ 2,027,895
Public Works	429,638	-	-	-	429,638
Capital Outlay	583,824	802,212	21,679	288,256	1,505,771
Debt Service - Principal	155,000	-	100,000	555,000	810,000
- Interest	59,550	-	39,605	147,150	246,305
- Bond Fees	1,650	-	750	825	3,225
	<u>\$ 2,326,879</u>	<u>\$ 802,212</u>	<u>\$ 240,798</u>	<u>\$ 1,863,945</u>	<u>\$ 5,022,834</u>
<u>CASH RECEIPTS OVER (UNDER) CASH DISBURSEMENTS BEFORE OTHER FINANCING SOURCES (USES)</u>	<u>487,918</u>	<u>(415,705)</u>	<u>(101,156)</u>	<u>1,205,226</u>	<u>1,176,283</u>
<u>OTHER FINANCING SOURCES (USES)</u>					
Interfund Transfers - In	\$ -	\$ -	\$ -	\$ 267,882	\$ 267,882
Interfund Transfers - Out	(267,883)	-	-	-	(267,883)
Bond Proceeds	-	-	1,195,738	-	1,195,738
	<u>\$ (267,883)</u>	<u>\$ -</u>	<u>\$ 1,195,738</u>	<u>\$ 267,882</u>	<u>\$ 1,195,737</u>
<u>CASH RECEIPTS OVER (UNDER) CASH DISBURSEMENTS AND OTHER FINANCING SOURCES</u>	<u>\$ 220,035</u>	<u>\$ (415,705)</u>	<u>\$ 1,094,582</u>	<u>\$ 1,473,108</u>	<u>\$ 2,372,020</u>
<u>CHANGE IN ACCOUNTING ESTIMATE</u>	<u>130,085</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>130,085</u>
<u>CHANGE IN FUND BALANCE</u>	<u>\$ 350,120</u>	<u>\$ (415,705)</u>	<u>\$ 1,094,582</u>	<u>\$ 1,473,108</u>	<u>\$ 2,602,105</u>
<u>FUND BALANCE - MAY 1, 2024</u>	<u>2,802,393</u>	<u>1,038,536</u>	<u>(30,827)</u>	<u>2,865,419</u>	<u>6,275,521</u>
<u>FUND BALANCE - APRIL 30, 2025</u>	<u>\$ 2,952,513</u>	<u>\$ 622,831</u>	<u>\$ 1,063,755</u>	<u>\$ 4,138,527</u>	<u>\$ 8,777,626</u>

See accompanying notes to financial statements.