

RESOLUTION NO. R2021-51

**A RESOLUTION DESIGNATING FREEDOM OF INFORMATION OFFICERS
AND OPEN MEETINGS ACT DESIGNEES**

WHEREAS, Section 3.5 of the Illinois Freedom of Information Act, 5 ILCS 140/3.5 (“**Freedom of Information Act**”), requires a public body to designate one or more Freedom of Information Act officers (“**FOIA Officers**”); and

WHEREAS, FOIA Officers, or their designees, receive requests submitted to the public body pursuant to the Freedom of Information Act, ensure that the public body responds to the requests in a timely fashion, and issue responses under the Freedom of Information Act; and

WHEREAS, Section 1.05 of the Illinois Open Meetings Act, 5 ILCS 120/1.05 (“**Open Meetings Act**”), requires a public body to prepare a list of the employees, officers, and members of the public body who must complete an online training program provided by the Public Access Counselor (“**Open Meetings Act Designees**”); and

WHEREAS, the Mayor and City Council have determined that it is in the best interest of the City and the public to designate the City’s Freedom of Information Act officers and Open Meetings Act Designees in accordance with this Resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WARRENVILLE, DUPAGE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Recitals. The recitals listed above are incorporated in this Resolution as if fully set forth in this Resolution.

SECTION 2: Designation of Freedom of Information Act Officers. The following individuals are hereby designated as FOIA Officers for the City of Warrenville:

Julie Clark, City Clerk
 Dawn R. Grivetti, Deputy City Clerk
 Kevin Dahlstrand, Finance Director
 Marie Lupo, Community Development Department Administrative Assistant
 Debra Swinden, Community Development Department Administrative Assistant
 Jeff Jacobson, Deputy Chief of Police Operations
 Ken Dawson, Deputy Chief of Police Investigations and Administration
 Donna Kubilius, Police Records Clerk
 Angie Ferback, Police Records Assistant
 Kristin Youngmeyer, Management Analyst

SECTION 3: Designation of Open Meetings Act Designees. The individuals listed on **Exhibit A** attached to and, by this reference, made a part of this Resolution are hereby designated as Open Meetings Act Designees.

SECTION 4: Training.

A. All FOIA Officers must complete the electronic training curriculum required by and in accordance with the Freedom of Information Act.

B. All Open Meetings Act Designees must complete the electronic training curriculum required by and in accordance with the Open Meetings Act.

SECTION 5: This resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED THIS ___ day of _____, 2021.

AYES:

NAYS:

ABSENT:

APPROVED THIS ___ day of _____, 2021.

MAYOR

ATTEST:

CITY CLERK

EXHIBIT A

OMA DESIGNEES – subject to one-time OMA training:

- All elected and appointed members of the following public bodies:
 - City Council
 - Community Development Committee
 - Public Safety and Finance Committee
 - Public Works and Infrastructure Committee
 - Plan Commission/Zoning Board of Appeals
 - Tourism and Arts Commission
 - Bicyclist and Pedestrian Advisory Commission
 - Environmental Advisory Commission
 - Inclusion, Diversity, Equity, Awareness Commission
 - Police Pension Board
 - Board of Fire and Police Commissioners
 - Electrical Commission

OMA DESIGNEES – subject to annual OMA training:

- Julie Clark
- Dawn Grivetti
- Kevin Dahlstrand
- Laura Schwarting
- Debra Swinden
- Marie Lupo
- Kristin Youngmeyer
- Leo Beltran
- David Romero
- Cristina White
- Sarah Schwerdtner