

From: Eric Olsauskas <
Sent: Friday, June 13, 2025 7:56 AM
To: cityclerk@cityofmarseilles.com
Subject: Communications Concerning Commissioner Melissa Small

Eric Olsauskas

June 13, 2025

FOIA Officer – Lesley Hart
City of Marseilles
209 Lincoln Street
Marseilles, IL 61341
cityclerk@cityofmarseilles.com

RE: FOIA REQUEST –

Communications Concerning Commissioner Melissa Small

Dear FOIA Officer Hart,

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq., I respectfully request the following public records. This request is made in full compliance with the law and is written to ensure compliance standards consistent with the Illinois Attorney General's Public Access Counselor (PAC).

Please note this request is written clearly and specifically so that **any omission, redaction, or improper denial** may be subject to a **PAC Request for Review under 5 ILCS 140/9.5(a)**.

RECORDS REQUESTED

Please provide **all emails sent to or from any and all official City of Marseilles email accounts used by or assigned to Mayor James (Jim) Hollenbeck**, which include any of the following names or references **anywhere in the email (including subject line, body content, CC, BCC, or attachments)**:

- Melissa Small
- Commissioner Small
- Ms. Small
- Mrs. Small

This request is limited to emails sent or received from **January 1, 2020 through June 13, 2025**.

SEARCH SCOPE

This request applies to **all official city email addresses, aliases, and electronic accounts used by Mayor Hollenbeck** in his official capacity, including but not limited to any city-issued domain addresses and personal accounts used for public business (as required by 5 ILCS 140/2.5 and applicable court rulings).

DELIVERY & FORMAT

Please provide responsive records electronically in native format (e.g., .msg, .eml, .pdf, or .pst archive). Include all email headers, full message text, attachments, and metadata.

LEGAL REQUIREMENTS & FOIA COMPLIANCE NOTICE

If any portion of this request is denied or redacted, the City must:

- Identify **each specific exemption claimed** under 5 ILCS 140/7
- Provide a **Vaughn Index or exemption log** identifying the withheld records and explaining the legal basis for withholding
- Notify me of my right to appeal through the **Illinois Attorney General's Public Access Counselor** under 5 ILCS 140/9.5

If the City believes this request is unduly burdensome or unclear, it must notify me **before denying it**, as required by 5 ILCS 140/3(g). Failure to do so may constitute a **per se FOIA violation**.

Please confirm receipt of this FOIA request and provide an anticipated response date.

Sincerely,
Eric Olsauskas