

From: Eric Olsauskas
Sent: Saturday, August 9, 2025 1:02 PM
To: cityclerk@cityofmarseilles.com
Subject: Illinois FOIA Request – Financial Records, Credit Card Information, and Membership/Subscription Details

Freedom of Information Act Request

Submitted by:
Eric Olsauskas

Date: August 9, 2025

To:
Lesley Hart, FOIA Officer
City of Marseilles
200 Riverfront
Marseilles, IL 61341
cityclerk@cityofmarseilles.com

RE: Illinois FOIA Request – Financial Records, Credit Card Information, and Membership/Subscription Details

Pursuant to the **Illinois Freedom of Information Act** (5 ILCS 140), I hereby request the following public records:

1. **All payments to Roberts HR from January 1, 2022 through the date of fulfillment** of this request.
2. **All Amazon orders from January 1, 2020 through the date of fulfillment**, including:
 - o Complete order statements/invoices,
 - o The individual(s) who authorized each purchase, and
 - o The line item in the City's warrant report to which the purchase was assigned.
3. **All memberships or subscriptions paid on a yearly basis** by the City of Marseilles from January 1, 2020 through the date of fulfillment, including:
 - o The name of the organization or service,
 - o Annual costs associated, and
 - o The person(s) authorized to use the membership/subscription.
(Example: Rotary Club – but this request is for **all** memberships/subscriptions, not just Rotary.)
4. **Information on all credit cards** used by the City of Marseilles, including:
 - o The company name issuing the credit card,
 - o All authorized users or individuals assigned to extend credit payable by the City, and

- All statements for each credit card from January 1, 2020 through the date of fulfillment.
 - 5. **All warrant sheets from January 1, 2020 through the date of fulfillment showing all payments made by the City of Marseilles.**
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Pursuant to FOIA requirements:

- Under **5 ILCS 140/3(d)**, you are required to respond to this request within **5 business days** from receipt (or 21 days for recurrent requestors), either by providing the requested records, denying the request in whole or in part (with specific legal exemptions cited), or notifying me in writing of the need for an extension under **5 ILCS 140/3(e)**.
- Under **5 ILCS 140/3(g)**, you may not require that I submit a separate FOIA for each item; this is a single request.
- Under **5 ILCS 140/6(a)**, if fees are assessed, you must provide me the option to inspect the records at no charge before incurring costs for copies.
- Under **5 ILCS 140/3.1**, any designation of me as a “recurrent requestor” still requires that you provide responsive records within the statutory timeframe.

Fee Waiver Request:

In accordance with **5 ILCS 140/6(c)**, I request a waiver of all fees for this request. The disclosure of these records is in the public interest, will contribute significantly to the public’s understanding of municipal operations and expenditures, and is not being sought for commercial purposes. Public transparency is the sole purpose of this request.

Additional Instructions:

- Please notify me immediately via email at the time/date this FOIA request is received for my documentation of statutory deadlines.
- If any portion of this request is denied, please provide a written denial citing the specific exemption under **5 ILCS 140/7** and explaining how it applies.
- If the records are maintained electronically, I request them in electronic format to avoid copying fees. (Credit card company’s have on line access, Amazon is only ordered online)

Thank you for your prompt attention to this matter.

Sincerely,
Eric Olsauskas