

From: Melissa Pointer
Sent: Thursday, December 4, 2025 7:41 AM
To: cityclerk@cityofmarseilles.com; deputyclerk@cityofmarseilles.com; Christina M. Cantlin; Keith R. Leigh; mcampbell@kggllc.com; Megan Cantlin; financecommissioner@cityofmarseilles.com
Subject: FOIA Request 12/4/2025

FREEDOM OF INFORMATION REQUEST

Dear FOIA Officer,

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq., I respectfully request access to and copies of the following records:

- **Any and all invoices, warrant lists, and accounts payable entries where Burton, Fuller, and Associates is listed as the biller, payee, or remitter.**
- **Any investigative reports, summaries, notes, findings, or related documentation generated or maintained by the City of Marseilles, its elected officials, and/or its current or past corporate counsel.**

This request specifically covers the time period from **October 1, 2022 through December 31, 2022.**

Please provide these records in electronic format (e.g., .pdf, .csv, or .msg) via email or secure download link. If any portion of this request is denied, please provide a written explanation citing the specific exemption(s) under FOIA and include the name and title of the person responsible for the denial.

For avoidance of doubt, this request includes any HR investigation reports, findings, or related documentation that were generated, commissioned, or reviewed by corporate counsel. Such records cannot be withheld on the basis of attorney-client privilege or internal work-product claims where the subject matter involves elected officials or was funded in whole or in part with taxpayer resources. These records are presumptively public under FOIA and must be disclosed.

If this request is denied in whole or in part due to confidentiality or other reasons, please take this as formal notice to preserve those records, without alteration or destruction, as they will likely be subject to subpoena in federal litigation. This preservation obligation is consistent with 5 ILCS 140/3(d).

I am requesting these records for non-commercial purposes and am willing to pay any reasonable duplication fees. Please inform me in advance if the cost will exceed \$25.

Thank you for your attention to this matter. I look forward to your response within the statutory time frame.

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Regards,
Melissa Pointer