

To:

Lesley Hart, City Clerk & FOIA Officer

City of Marseilles

200 Riverfront Dr.

Marseilles, IL 61341

Email: cityclerk@cityofmarseilles.com

From: An illinois resident whom does not live in your city and or county.

THIS IS AN EMAIL ASSOCIATED WITH NOONE ASSOCIATED WITH ANYTHING TO DO WITH THE CITY JUST A CITIZEN WHO WANTS TO SEE WHAT YOUR MAYOR IS UP TO

Illinois Freedom of Information Act Request — Records Regarding Mayor Jim Hollenbeck

Dear FOIA Officer Lesley Hart,

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*), I hereby request access to and copies of the following public records pertaining to the Mayor of Marseilles, Jim Hollenbeck, for the timeframe of **[Insert Start Date, e.g., January 1, 2023] to the present:**

1. Communications & Digital Correspondence

- Any and all emails, text messages, instant messages, and social media direct messages sent or received by Mayor Jim Hollenbeck—**whether on city-issued or personal devices or personal email accounts**—pertaining to public business, city policy, city contracts, land development, zoning, ordinance enforcement, or municipal operations.
- Keyword search parameters for email/text searches to include, but not be limited to: *[Insert specific project, property address, vendor name, or phrase if applicable].*

2. Calendars, Schedules, & Travel Records

- The official electronic calendar(s), logs, daily agendas, and meeting schedules for Mayor Jim Hollenbeck.
- Records of all city-funded travel, lodging, mileage reimbursements, conferences, and event registration expenses incurred by or on behalf of the Mayor.

3. Financial Records, Expenses, & Contracts

- Copies of all city credit card statements, receipts, expenditure logs, reimbursement requests, and discretionary funds associated with the Office of the Mayor.
- Copies of any active contracts, consulting agreements, or settlement agreements entered into by the City of Marseilles involving the Office of the Mayor.

4. Personnel, Ethics, & Disciplinary Records

- Records of any ethics complaints, state or local board disclosures, Statement of Economic Interests forms, or conflict-of-interest filings submitted by or involving Mayor Jim Hollenbeck.

- o Any final determination letters, formal findings, or public outcome documentation related to administrative investigations or disciplinary matters, as disclosable under 5 ILCS 140/7(1)(n).

5. Wages, titles, job description, length of tenure of all employees of the city.

Format & Processing:

I request that these records be provided electronically in their native digital format (PDF, Excel, .eml, or Word) via email to [Your Email Address].

Pursuant to 5 ILCS 140/6(c), public records requested for non-commercial purposes shall be provided free of charge or at cost for copy fees (with no fees for electronic transfers). If any portion of this request is denied or redacted under statutory exemptions, please provide the specific legal exemption cited for each redaction or withholding, along with contact details for the Illinois Public Access Counselor (PAC) for appeal purposes.

Under Illinois law, a response to this request is required within **five (5) business days**.

Thank you for your assistance.