

Rachelle Leuty

To: Sandy Fedden
Subject: FW: Online Form Submittal: FOIA Request (Non-Police)

Due 11/17/14
REQUEST FOR PUBLIC RECORDS
UNDER THE ILLINOIS FREEDOM OF INFORMATION ACT

*emailed
11/11*

Requestor's Name: Diane
Address: Benjamin
City: Ellsworth
State: IL
Zip: 61737
Telephone Number (s): 309-724-8520
Email Address: blnnews@yahoo.com
Person/Business Represented:



Report Options Will Pick up Report (We will notify you when ready) E Mail Report
 Mail Report

Request is for Commercial Purposes Yes No

Signature (Please Type your Name): Diane Benjamin
Date of Request: 11/8/2014

***FEE: 10 Cents per Page AFTER the First 50 Pages**

Report Number (if any):
Date (s) Pertaining to Record: October 23-24 ?
Location:

Type of Public Records (Be Specific) I am requesting the following: List of all persons attending the retreat held in October 2014 at Starved Rock. Location of the retreat at Starved Rock. Total cost including lodging, transportation, and meals for all participants. Agenda for the retreat. Minutes of the retreat, if any.

Unless otherwise notified, your request for public records will be complied with within five (5) working days after its receipt. Commercial requests will be complied with within 21 working days. *PLEASE NOTE some public records may be exempt and will be redacted or denied under the Illinois Freedom of Information Act.



NOTICE OF DENIAL

Your request for copies of public records received on 11/10/14 has been partially denied on 11/11/14, as there are no minutes available for the 2014 Town of Normal Management Team Retreat.

By:

Wendell J. B. J.
Town Clerk
[Signature]
Deputy Clerk

APPEAL RIGHT

Pursuant to law, you are entitled to appeal the decision denying your request for certain information. You may appeal by requesting a review by the Attorney General's Public Access Counselor within 60 calendar days from the date of this denial. Here is the contact information of the Public Access Counselor:

Office of the Attorney General
Public Access Bureau
500 S. 2nd Street
Springfield, Illinois 62706
217-558-0486
publicaccess@atg.state.il.us

You also have the right to judicial review. Suit may be filed in the Circuit Court for McLean County:

Law and Justice Center
Circuit Clerk
104 W. Front St.
Bloomington, IL 61701
309-888-5301
www.co.mclean.il.us/circuitclerk

AGENDA

2014 Town of Normal Management Team Retreat

**Starved Rock State Park Lodge, Utica, IL
October 23 & 24, 2014**

Thursday, Oct. 23 (Utica Room)

- 10:00 am Review retreat agenda & rules (Mark Peterson)
- 10:05 Warm-up activity
- 10:30 Coping With Growing Work Demands and Job Stress (Discussion Leader: Pamela Reece)
- 11:30 Team building activity
- 12:00 pm Lunch (soup & salad buffet)
- Quick topics:
- Special Olympics
 - Employee Activities
 - Employee Committees
 - Other items
- 1:00 Strategic Plan Update (Discussion Leader: Mark Peterson)
- 2:00 Financial Forecast and Discussion of FY2015/16 Budget Priorities and Issues (Discussion Leaders: Mark Peterson & Andrew Huhn)
- 3:30 Break
- 4:00 Emergency Preparedness and Planning (Discussion Leader: Sally Heffernan)
- 6:00 Dinner (Dining Room)
- 7:30 Team building activity (Utica Room)

Retreat Agenda
Page 2

Friday, Oct. 23 (Utica Room)

- 8:00 am Breakfast (Dining Room)
- 9:00 Internal Customer Service...Can we do better? (Discussion Leader: Mark)
- 10:00 Identifying and Cultivating Future Leaders Within the Organization
(Discussion Leader: Pam)
- 10:45 Team building activity
- 11:30 Lunch (boxed lunch)
- 12:00 pm Policies That Need to be Reviewed or Reconsidered ... or, What Are
We Doing That Doesn't Make Sense? (Discussion Leader: Mark)
- 2:00 Other Items of Discussion – follow up on previous items or other
items to be initiated by participants
- 3:30 Adjourn

Town of



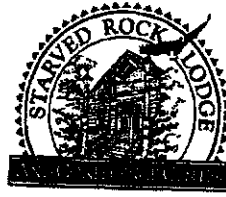
Normal

**Rooming List
Fall Department Head Retreat
Fall 2014**

Mark Peterson	City Manager
Pamela Reece	Deputy City Manager
Sally Heffernan	Assistant City Manager
Heather Wagner	Communications Manager
Brian Day	Corporation Counsel
Wendellyn Briggs	Town Clerk
Andrew Huhn	Director of Finance
Teri Legner	IT Manager
Rick Bleichner	Chief of Police
Mick Humer	Fire Chief
Greg Troemel	Building Commissioner
Wayne Aldrich	Director of Public Works
Mercy Davison	Town Planner
Brian Chase	Library Director
Gene Brown	Town Engineer
Steve Gerdes	Water Department Director
Garry Little	Director of Parks and Recreation

"Committed to Service Excellence"

11 Uptown Circle • Post Office Box 589 • Normal, Illinois 61761-0589
Telephone (309) 454-2444 • Fax (309) 454-9609 • TDD (309) 454-9630
www.normal.org



F56014
[Signature]

Guest Name: Group Master Town of Normal
Town of Normal
100 E. Phoenix
Normal, IL 61761 USA

Room #: GROUP
Folio#: RSRL4E2B4
Group #: 11010
Guests: 0
Clerk:

TOWN NORM

Arrive: 10/23/14 Time: 02:32 AM Depart: 10/28/14 Time: 08:53:53 Stat: FOL

Date	Description	Reference	Comment	Charges	Credits
10/23/14	HOTEL MOTEL TAX	217t	Huhn Andrew 217	\$6.75	
10/23/14	ROOM CHARGE	124	Heffernan Sally 124	\$135.00	
10/23/14	OCCUPANCY TAX	124t	Heffernan Sally 124	\$7.61	
10/23/14	HOTEL MOTEL TAX	124t	Heffernan Sally 124	\$6.75	
10/23/14	ROOM CHARGE	123	Reece Pamela 123	\$135.00	
10/23/14	OCCUPANCY TAX	123t	Reece Pamela 123	\$7.61	
10/23/14	HOTEL MOTEL TAX	123t	Reece Pamela 123	\$6.75	
10/23/14	ROOM CHARGE	122	Davison Mercy 122	\$135.00	
10/23/14	OCCUPANCY TAX	122t	Davison Mercy 122	\$7.61	
10/23/14	HOTEL MOTEL TAX	122t	Davison Mercy 122	\$6.75	
10/23/14	ROOM CHARGE	116	Aldrich Wayne 116	\$135.00	
10/23/14	OCCUPANCY TAX	116t	Aldrich Wayne 116	\$7.61	
10/23/14	HOTEL MOTEL TAX	116t	Aldrich Wayne 116	\$6.75	
10/23/14	ROOM CHARGE	109	Little Garry 109	\$125.00	
10/23/14	OCCUPANCY TAX	109t	Little Garry 109	\$7.05	
10/23/14	HOTEL MOTEL TAX	109t	Little Garry 109	\$6.25	
10/24/14	RESTAURANT ROOM CHARGE	337570	Rest..Dining Room/VIRest	\$190.25	
10/24/14	BANQUET AUDIO VISUAL	BEO 1-21930	BANQUET AUDIO VISUAL	\$10.00	
10/24/14	BANQUET FOOD	BEO 1-21930	BANQUET FOOD	\$250.25	
10/24/14	BANQUET MEETING ROOM	BEO 1-21930	BANQUET MEETING ROOM	\$175.00	
10/24/14	BANQUET GRATUITY	BEO 1-21930	BANQUET GRATUITY	\$50.05	

Folio Balance: **\$3,110.42**

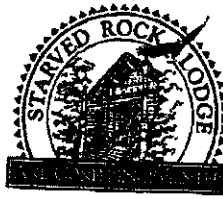
Guest Signature: _____
Reflects charges as of midnight.

-INVOICE-
Please pay **HIGHLIGHTED** amount.
This is your balance due.
Thank you for your business.

001-1010-413-3035

Starved Rock Lodge and Conference Center
P.O. Box 570, Rt. 178 & 71Utica, IL 61373
Telephone 1-800-868-ROCK (7625) or 815-667-4211
Fax: 815-667-4455

QPA2



Guest Name: Group Master Town of Normal
 Town of Normal
 100 E. Phoenix
 Normal, IL 61761 USA

Room #: GROUP
 Folio#: RSRLAE2B4
 Group #: 11010
 Guests: 0
 Clerk:

TOWN NORM

Arrive: 10/23/14

Time: 02:32 AM

Depart: 10/28/14

Time: 08:53:53

Stat: FOL

Date	Description	Reference	Comment	Charges	Credits
08/08/14	DEP CHECK	08088010	advanced dep ck#41156-Town of Nor		
10/23/14	RESTAURANT ROOM C	337539	Rest..Dining Room/VI Rest		(\$1,250.00)
10/23/14	BANQUET FOOD	BEO 1-21644	BANQUET FOOD	\$428.81	
10/23/14	BANQUET AUDIO VISU	BEO 1-21644	BANQUET AUDIO VISUAL	\$452.50	
10/23/14	BANQUET MEETING RC	BEO 1-21644	BANQUET MEETING ROOM	\$10.00	
10/23/14	BANQUET GRATUITY	BEO 1-21644	BANQUET GRATUITY	\$175.00	
10/23/14	ROOM CHARGE	233	Gerdes Steve 233	\$90.50	
10/23/14	OCCUPANCY TAX	233t	Gerdes Steve 233	\$135.00	
10/23/14	HOTEL MOTEL TAX	233t	Gerdes Steve 233	\$7.61	
10/23/14	ROOM CHARGE	232	Day Brian 232	\$6.75	
10/23/14	OCCUPANCY TAX	232t	Day Brian 232	\$135.00	
10/23/14	HOTEL MOTEL TAX	232t	Day Brian 232	\$7.61	
10/23/14	ROOM CHARGE	231	Brown Gene 231	\$6.75	
10/23/14	OCCUPANCY TAX	231t	Brown Gene 231	\$135.00	
10/23/14	HOTEL MOTEL TAX	231t	Brown Gene 231	\$7.61	
10/23/14	ROOM CHARGE	227	Troemel Greg 227	\$6.75	
10/23/14	OCCUPANCY TAX	227t	Troemel Greg 227	\$135.00	
10/23/14	HOTEL MOTEL TAX	227t	Troemel Greg 227	\$7.61	
10/23/14	ROOM CHARGE	226	Humer Mick 226	\$6.75	
10/23/14	OCCUPANCY TAX	226t	Humer Mick 226	\$135.00	
10/23/14	HOTEL MOTEL TAX	226t	Humer Mick 226	\$7.61	
10/23/14	ROOM CHARGE	225	Bleichner Rick 225	\$6.75	
10/23/14	OCCUPANCY TAX	225t	Bleichner Rick 225	\$135.00	
10/23/14	HOTEL MOTEL TAX	225t	Bleichner Rick 225	\$7.61	
10/23/14	ROOM CHARGE	223	Peterson Mark 223	\$6.75	
10/23/14	OCCUPANCY TAX	223t	Peterson Mark 223	\$135.00	
10/23/14	HOTEL MOTEL TAX	223t	Peterson Mark 223	\$7.61	
10/23/14	ROOM CHARGE	222	Legner Teri 222	\$6.75	
10/23/14	OCCUPANCY TAX	222t	Legner Teri 222	\$135.00	
10/23/14	HOTEL MOTEL TAX	222t	Legner Teri 222	\$7.61	
10/23/14	ROOM CHARGE	221	Chase Brian 221	\$6.75	
10/23/14	OCCUPANCY TAX	221t	Chase Brian 221	\$135.00	
10/23/14	HOTEL MOTEL TAX	221t	Chase Brian 221	\$7.61	
10/23/14	ROOM CHARGE	220	Briggs Wendellyn 220	\$6.75	
10/23/14	OCCUPANCY TAX	220t	Briggs Wendellyn 220	\$135.00	
10/23/14	HOTEL MOTEL TAX	220t	Briggs Wendellyn 220	\$7.61	
10/23/14	ROOM CHARGE	219	Wagner Heather 219	\$6.75	
10/23/14	OCCUPANCY TAX	219t	Wagner Heather 219	\$135.00	
10/23/14	HOTEL MOTEL TAX	219t	Wagner Heather 219	\$7.61	
10/23/14	ROOM CHARGE	217	Huhn Andrew 217	\$6.75	
10/23/14	OCCUPANCY TAX	217t	Huhn Andrew 217	\$135.00	
10/23/14				\$7.61	

Starved Rock Lodge and Conference Center
 P.O. Box 570, Rt. 178 & 71 Utica, IL 61373
 Telephone 1-800-868-ROCK (7625) or 815-667-4211
 Fax: 815-667-4455

**Banquet Check
Starved Rock Lodge**

Name of Meeting: Town of Normal
Thursday, October 23, 2014

2 DAY MEETING, DAY 1

Check # 1-21644

Name of Group: Town of Normal
Contact Name: Ms. Sandy Fedden
Address: 11 Uptown Circle

Utica Room

Telephone: Normal, IL 61761
(309)454-9503 Ext:

Summary of Charges	
Function Room Charge	175.00
AV Charge	10.00
Miscellaneous Charge	0.00
Beverage Charge	83.50
Food Charge	369.00
Subtotal	637.50
Service Charge	90.50
Sales Tax	0.00
Total	728.00
Deposit Received	1250.00
Amount Due	- 522.00

Thank you for selecting our services. Please contact our Sales and Catering Office at Starved Rock Lodge for assistance in planning your next function.

Signature _____

Date _____

Beverage Details	
2 DAY MEETING, DAY 1	
22 BOTTLED WATER @ \$1.75	\$38.50
3 CAN SODA COKE @ \$1.50	\$4.50
26 CAN SODA DIET COKE @ \$1.50	\$39.00
1 CAN SODA SPRITE @ \$1.50	\$1.50
Beverages SubTotal	\$83.50
Gratuity	\$16.70
Beverages Total	\$100.20

Menu Details	
18 SOUP AND SALAD BUFFET @ \$13.25 PERSON	\$238.50
18 DEATH BY CHOCOLATE BREAK @ \$7.25 PERSON	\$130.50
Food SubTotal	\$369.00
Gratuity	\$73.80
Food Total	\$442.80

Signature _____

Date _____

**Banquet Check
Starved Rock Lodge**

Name of Meeting: Town of Normal
Friday, October 24, 2014

2 DAY MEETING, DAY 2

Check # 1-21930

Name of Group: Town of Normal
Contact Name: Ms. Sandy Fedden
Address: 11 Uptown Circle

Utika Room

Telephone: Normal, IL 61761
(309)454-9503 Ext:

Summary of Charges	
Function Room Charge	175.00
AV Charge	10.00
Miscellaneous Charge	0.00
Beverage Charge	35.25
Food Charge	215.00
Subtotal	435.25
Service Charge	50.05
Sales Tax	0.00
Total	485.30
Deposit Received	0.00
Amount Due	485.30

Thank you for selecting our services. Please contact our Sales and Catering Office at Starved Rock Lodge for assistance in planning your next function.

Signature _____

Date _____

Beverage Details	
2 DAY MEETING, DAY 2	
5 BOTTLED WATER @ \$1.75	\$8.75
2 CAN SODA COKE @ \$1.50	\$3.00
9 CAN SODA DIET COKE @ \$1.50	\$13.50
CAN SODA SPRITE @ \$1.50	\$0.00
1 FRESHLY BREWED COFFEE REGULAR 1/2 GALLON @ \$10.00	\$10.00
Beverages SubTotal	\$35.25
Gratuity	\$7.05
Beverages Total	\$42.30

Menu Details	
2 COOKIES @ \$13.00 DOZEN	\$26.00
6 BOX LUNCH W/ BEEF @ \$10.50 PERSON	\$63.00
6 BOX LUNCH W/ HAM @ \$10.50 PERSON	\$63.00
6 BOX LUNCH W/ TURKEY @ \$10.50 PERSON	\$63.00
Food SubTotal	\$215.00
Gratuity	\$43.00
Food Total	\$258.00

Signature _____

Date _____