

Public Building Commission of St. Clair County  
St. Clair County Bldg.  
5<sup>th</sup> Floor  
10 Public Square  
Belleville, IL 62220

The duties and responsibilities of the Public Building Commission of St. Clair County consist of the ownership, maintenance and operation of St. Clair County public buildings. In addition, the Public Building Commission of St. Clair County, through an intergovernmental agreement with St. Clair County, maintains and operates the MidAmerica St. Louis Airport. The Public Building Commission of St. Clair County is a separate governmental entity from St. Clair County. The Commission consists of seven Commissioners who serve without pay and generally meet on the third Thursday of each month. From time to time special meetings are called.

### **Freedom of Information Act (FOIA) requests**

How to request documents: The Public Building Commission Freedom of Information Act officers are: Commission Attorney Bernard J. Ysursa and Commission Secretary Kelly Dudley.

### **How to make a FOIA request**

In order for any member of the public to request information and/or public records from the Public Building Commission, he or she must make such a written request in written format, and must specifically request the information and/or documents requested. Furthermore, the request must be directed in either written format to:

Commission Attorney  
Bernard J. Ysursa  
12 West Lincoln Street  
Belleville, IL 62220

or to the following address either by United States Mail or in person:

Kelly Dudley  
Public Building Commission  
10 Public Square  
Belleville, IL 62220

The following records are under this Office's control and are available upon request, if not exempted or otherwise prohibited by law from disclosure:

1. All documents related to the duties and functions of the Public Building Commission as listed above.

### **Schedule of Fees**

1. The first fifty (50) pages of black and white, letter or legal sized copies are FREE.
2. Each copy after the 50<sup>th</sup> page of black and white, letter or legal sized is Fifteen Cents (15¢) per page.
3. A request of color copies or copies in a size other than legal or letter will be charged the office's **actual cost of reproduction** of these copies.
4. For documents produced in electronic format, the requestor will be charged the office's **actual cost of providing the media** (cd, dvd, diskette, etc.) which will contain the documents requested. No per page cost will be charged for documents provided only in electronic format.
5. For obtaining a certified copy an additional fee of **\$1.00 per certified document** will be assessed.

PLEASE NOTE: This office may require payment of all fees prior to the initiation of any copying of documents pursuant to Statute. Reproduction fees for requests to be used for commercial purposes require advance payment of all fees.