

**VILLAGE OF PRINCEVILLE
ILLINOIS FREEDOM OF INFORMATION ACT DIRECTORY
PURSUANT TO THE ILLINOIS FREEDOM OF INFORMATION ACT
(5 ILCS 140/1 et seq)
THROUGH PUBLIC ACT 96-542
EFFECTIVE JANUARY 1, 2010**

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**Attention: FOIA REQUEST
Village of Princeville
206 N. Walnut Ave.
P.O. Box 200
Princeville, Illinois 61559
Telephone: 309-385-4765
Email: villagehall@princeville.org**

**VILLAGE OF PRINCEVILLE
FOIA REQUIREMENT/PROCEDURES**

STATEMENT OF PURPOSE

The Village of Princeville works to maintain a friendly, safe, clean, diverse and growing community large enough to remain economically viable and provide its residents a modern infrastructure, yet small enough to maintain a strong sense of family and community.

FOIA OFFICERS: Sarah Cordis, Village Clerk
Jeff Troutman, Village President
Julie Delbridge, Records

Requesting Information or Public Records

Anyone who would like to request information or public records must submit their request in writing, in person, by mail or by email. For convenience, a form is available at Village Hall or on our website, www.princeville.org

In Person:

Village Hall Hours:

Monday-Friday, 8am-5pm (closed daily from 12pm-1pm)

By Mail:

Village of Princeville, P.O. Box 200, Princeville, Illinois 61559

By Email:

villagehall@princeville.org

FEE SCHEDULE:

Black and white copies: (legal or letter), no charge for first 50 pages, \$0.15 per page thereafter.

Certification: \$1.00

Maps: \$5.00

Mailing: Cost of Package

All fees must be paid prior to the release of records. All fees must be paid in cash by cashier's or certified check or by money order prior to the copying, certification and/or mailing of any public record.

Municipal Offices

Princeville Village Hall, 206 N. Walnut Ave., Princeville, Illinois 61559

Employees:

Full-Time Employees 5

Part-Time Employees 3

Municipal Officials:

Elected:

Mayor	Jeff Troutman
Village Clerk	Sarah Cordis
Village Trustees	Andrew Ehnle
	Ron Delbridge
	Lisa Hughes
	Donald Peterson Jr.
	Teresa Gilroy
	Spencer Wilson

Appointed:

Superintendent of Public Works	Chad Gardner
Village Treasurer	Julie Delbridge
Office Manager	Julie Delbridge

**VILLAGE OF PRINCEVILLE
FOIA REQUIREMENT/PROCEDURES**

Village Board Committees

PROPERTY

Andrew Ehnle, Ron Delbridge, Lisa Hughes

FINANCE

Jeff Troutman, Spencer Wilson, Teresa Gilroy

LICENSE

Spencer Wilson, Teresa Gilroy, Jeff Troutman

STREETS

Ron Delbridge, Andrew Ehnle, Donald Peterson Jr.

WATER/SEWER

Ron Delbridge, Jeff Troutman, Lisa Hughes

POLICE

Jeff Troutman, Teresa Gilroy, Donald Peterson Jr.

HEALTH

Andrew Ehnle, Spencer Wilson, Lisa Hughes

POOL

Teresa Gilroy, Donald Peterson Jr., Andrew Ehnle

PERSONNEL

Jeff Troutman, Andrew Ehnle, Spencer Wilson

TIF PROJECTS

Teresa Gilroy, Ron Delbridge, Lisa Hughes

CODIFICATION

Spencer Wilson, Donald Peterson Jr., Ron Delbridge

Commissions & Boards

Zoning Board of Appeals-7 Required

Dan Huss-Chair

Phil Albertson, Jim Bayless, David Sutherland, Randy Long, Phil Webster & Jake Wilson

**VILLAGE OF PRINCEVILLE
FOIA REQUIREMENT/PROCEDURES**

CATALOGUE OF RECORDS

Agreements: Executed agreements between the Village of Princeville and various governmental agencies, corporation companies and private individuals.

Annexations: Records compiled for property incorporated into Village Limits.

Audits: Independent audits performed on Village of Princeville financial statements and activities at the conclusion of the fiscal year.

Bids: Bids and specifications for various Village projects.

Bonds: General Obligation Bonds, Revenue Bonds, Special Service Area Bonds, Tax Increment Allocation Bonds.

Budgets: Annually approved budgets for all Village funds and departments.

Contracts: Executed contracts between the Village and various governmental agencies, corporations, companies and private individuals.

Deeds: For property which has been deeded to the Village of Princeville.

Easements: Rights of Easement granted by persons to the Village for various Municipal improvements along with rights of Easement granted by the Village to individuals for various reasons.

Insurance: Records of insurance claims and correspondence with the Illinois Municipal League Risk Management Association (IMLRMA).

Invoices: Invoices sent by the Village for various services rendered as well as for goods, services and equipment purchase for Village operational needs.

Licenses & Permits: All approved licenses and permits for which applications have been received.

Maps: Various mapping products such as street and zoning maps.

Minutes: Minutes for all commissions, committees and boards as well as Village Board meetings.

Motor Fuel Tax: Documentations relating to Motor Fuel Tax projects.

Ordinances: As passed by the Village of Princeville.

Plats: All documents of this nature related to properties located within the Village.

Petitions: As received for consideration by various Departments, Committees, Commissions or Boards, including the Village Board. Also, filed by residents.

**VILLAGE OF PRINCEVILLE
FOIA REQUIREMENT/PROCEDURES**

Proclamations: As issues by the Village Board.

Publications: Printed documents of the Village for both internal as well as external use by the general public. Would include, but not be limited to, Comprehensive Plan and Zoning Ordinance.

Resolutions: As passed by the Village of Princeville.

Utilities: Documents related to the Village of Princeville's water and sewer utility.

The foregoing are records to be found in the Village Clerk's office.

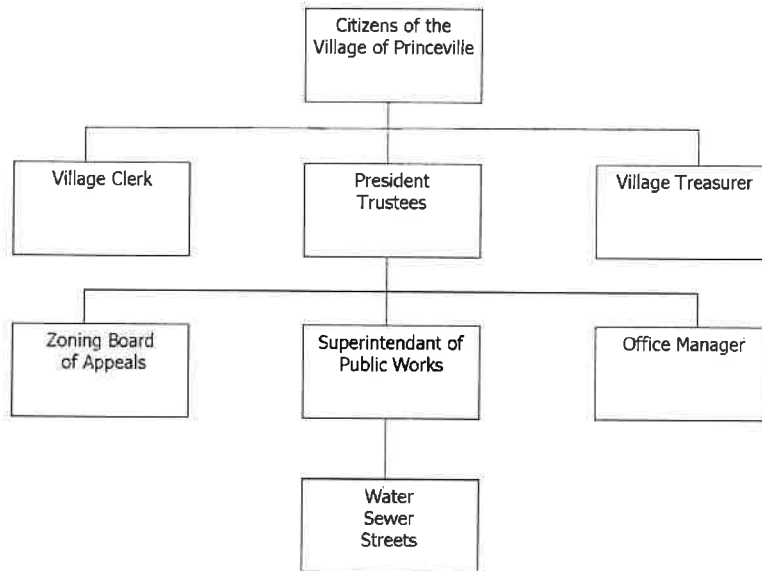
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The above catalogue of records is to be considered a representative example of records maintained by the Village and are not meant to be all inclusive or limited to what are noted.

The Village of Princeville affirms to follow the compliance requirements of the Act. However, the Act is not intended to require that the Village interpret or advise requestors as to the meaning or significance of any public records. The Act does not unreasonably require the Village to create a record that does not exist.

The Village of Princeville Municipal Code is available for public review. The code contains all ordinances which have been codified.

Village of Princeville Organizational Chart



**Village of Princeville
FOIA Requirements/Procedures**

Freedom of Information Request

Village of Princeville under the Illinois Freedom of Information Act.

Date: _____

Name: _____

Street address: _____

City/State/Zip Code: _____ Phone: _____

I hereby request to inspect the following records (list records sought. Please be specific)

The Village of Princeville will respond to the above request within the appropriate time frame in which the Freedom of Information Act allows.

Signature of person making request: _____

For Official Use Only

The records requested have been reviewed and are appropriate for release under the guidelines of the Illinois Freedom of Information Act, except for the following records:

Reasons access was denied to the above records (specify section of the Illinois FOIA which applies):

The records requested were presented for inspection to the applicant on: _____

_____ Signature of employee presenting records for inspection

Of the records requested, copies were provided to the applicant on: _____

_____ Signature of employee presenting records for inspection

Fee collected: _____ See fee schedule for appropriate costs.