

**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**

TABLE OF CONTENTS

1. Statement of Purpose
2. Municipal Officers
3. Council Committees
4. Boards & Commissions
5. Catalogue of Records
6. Organizational Chart
7. Request Form

**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: Spencer Wilson, 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:

The fee for records is as follows:

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 Postage

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.

**VILLAGE OF PRINCEVILLE
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Municipal Offices

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

Employees

Full Time Employees, 5
Part Time Employees, 2

Municipal Officials

Elected

Mayor
Village Clerk
Village Trustees

Jeff Troutman
Spencer Wilson
Randy Haley
Andrew Ehnle
Ron Delbridge
Lisa Hughes
Donald Peterson Jr.
Teresa Gilroy

Appointed

Village Treasurer
Office Manager
Superintendent of Public Works

Julie Delbridge
Julie Delbridge
Chad Gardner

**VILLAGE OF PRINCEVILLE
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Village Board Committees

PROPERTY

Randy Haley, Ron Delbridge, Lisa Hughes

FINANCE

Jeff Troutman, Randy Haley, Teresa Gilroy

LICENSE

Andrew Ehnle, Teresa Gilroy, Jeff Troutman

STREETS

Ron Delbridge, Andrew Ehnle, Donald Peterson Jr.

WATER/SEWER

Ron Delbridge, Jeff Troutman, Lisa Hughes

POLICE

Jeff Troutman, Randy Haley, Donald Peterson Jr.

HEALTH

Andrew Ehnle, Teresa Gilroy, Lisa Hughes

POOL

Teresa Gilroy, Donald Peterson Jr., Andrew Ehnle

PERSONNEL

Jeff Troutman, Randy Haley, Andrew Ehnle

TIF PROJECTS

Teresa Gilroy, Ron Delbridge, Lisa Hughes

CODIFICATION

Randy Haley, 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
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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 file by residents.

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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.

Attention: Village Clerk
Village of Princeville
206 N. Walnut Ave.
P.O. Box 200
Princeville, IL 61559
Telephone: 309-385-4765
Email: villageclerk@princeville.org

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 record. 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
FOIA REQUIREMENT/PROCEDURES

Village of Princeville Organizational Chart

