

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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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 OFFICER - Spencer Wilson, Village Clerk
Jeff Troutman, Village President
Sue Hofer, 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 telefax. For convenience, a form is available at Village Hall or on our website, www.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 any public record.

STATISTICAL INFORMATION

Fiscal year operating budget \$1,352,387

VILLAGE OF PRINCEVILLE
FOIA REQUIREMENT/PROCEDURES

Municipal Offices

Princeville Village Hall
206 N. Walnut
Princeville, IL 61559

Sewer Department
811 E. Woertz
Princeville, IL 61559

Employees

Full Time Employees—5
Part Time Employees —2

Municipal Officials

Elected

Mayor	Jeff Troutman
Village Clerk	Spencer Wilson
Village Trustees	Dave Sutherland
	Adam Geiger
	Ron Delbridge
	Teresa Gilroy
	Andrew Ehnle
	Randy Haley

Appointed

Village Treasurer	Sue Hofer
Office Manager	Sue Hofer
Superintendent of Public Works	Chad Gardner

VILLAGE OF PRINCEVILLE
FOIA REQUIREMENT/PROCEDURES

Village Board Committees

PROPERTY

Teresa Gilroy, Chair
Ron Delbridge
Adam Geiger

LICENSE

Andrew Ehnle, Chair
Adam Geiger
Jeff Troutman

WATER/SEWER

Dave Sutherland, Chair
Jeff Troutman
Ron Delbridge

HEALTH

Randy Haley, Chair
Andrew Ehnle
Adam Geiger

PERSONNEL

Jeff Troutman, Chair
Dave Sutherland
Randy Haley

CODIFICATION

Teresa Gilroy, Chair
Randy Haley
Ron Delbridge

COMMISSIONS & BOARDS

Zoning Board of Appeals—7 Required

Dan Huss, Chair
Phil Webster
Phil Albertson
Lisa Hughes
Jake Wilson
Jim Bayless

FINANCE

Dave Sutherland, Chair
Jeff Troutman
Randy Haley

STREETS

Ron Delbridge, Chair
Andrew Ehnle
Teresa Gilroy

POLICE

Jeff Troutman, Chair
Randy Haley
Teresa Gilroy

POOL

Adam Geiger, Chair
Teresa Gilroy
Andrew Ehnle

TIF PROJECTS

Dave Sutherland, Chair
Ron Delbridge
Andrew Ehnle

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 purchased 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.

VILLAGE OF PRINCEVILLE
FOIA REQUIREMENT/PROCEDURES

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.

Proclamations: As issued 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
PO Box 200
Princeville, IL 61559
Telephone: 309-385-4765
Fax: 309-385-2631
villageprinceville@frontier.com

The above catalogue of records are 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 Organizational Chart

