

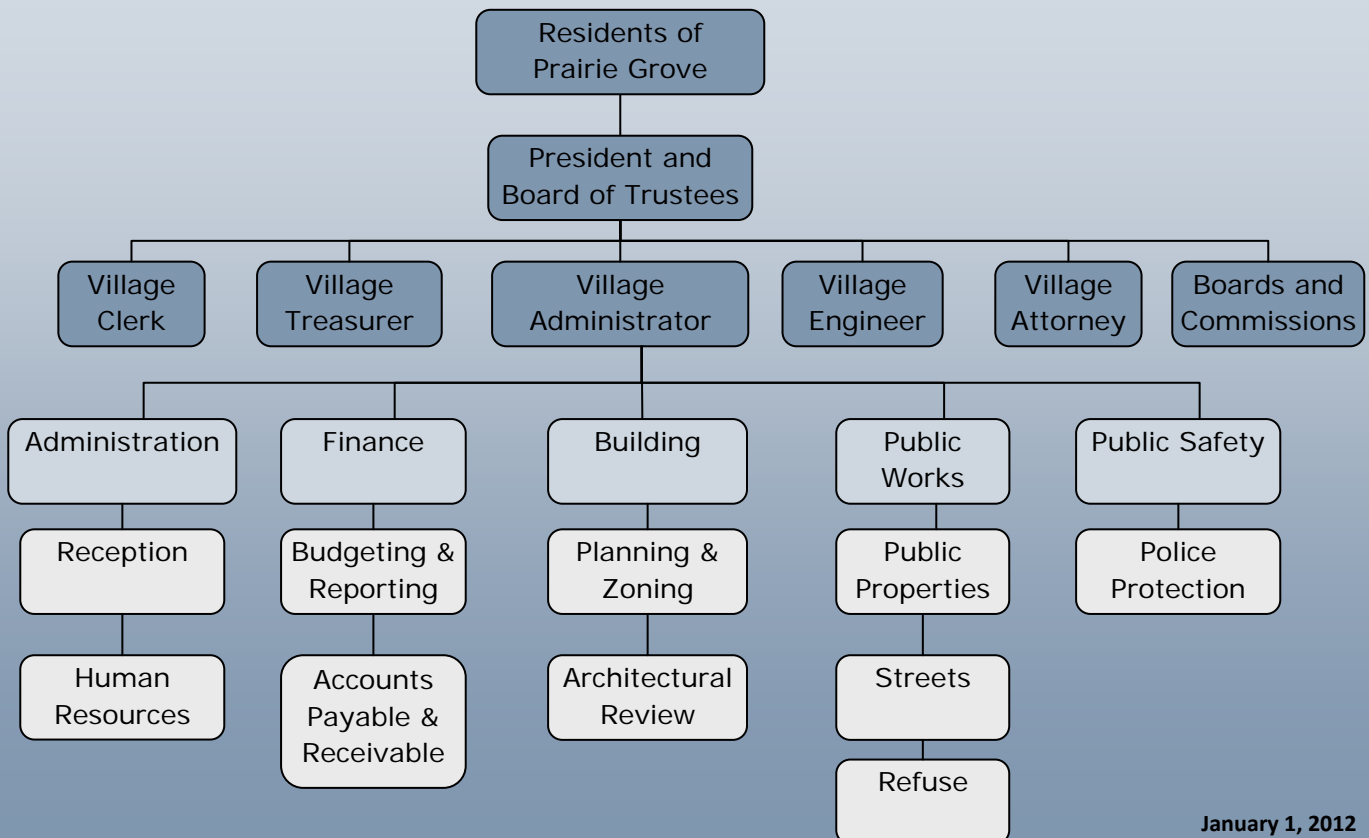


The Village and the Illinois Freedom of Information Act
As required by Section 4 of the Act ("FOIA")

Summary of Purpose

The Village of Prairie Grove exists to support its residents by providing quality public facilities and services; to accommodate the orderly growth and sustainable development of the community by attracting and retaining diverse residential and business stakeholders who enhance the Village's tax base and compliment the rural character of the Village; and to instill in its residents an active interest in the future of the Village and its community functions through proactive and meaningful methods of communication.

Village of Prairie Grove
Organizational Chart



January 1, 2012

Village of Prairie Grove, Illinois



Village Government

Operating Budget

Village of Prairie Grove 2011/2012 Operating Budget

General Fund		
Administrative	\$	889,525
Village Hall		12,640
Public Works		312,211
Parks & Rec		309,000
Police		301,931
Building		68,411
Total General Fund	\$	<u>1,893,718</u>
MFT Fund		
Total MFT Fund	\$	<u>39,958</u>
Total Operating Budget	\$	<u><u>1,933,676</u></u>

Locations of Village Offices

Village Hall & Police
3125 Barreville Road
Prairie Grove, IL 60012

Public Works Facility
4507 Gracy Road
McHenry, IL 60050

815-455-1411 Village Hall
815-455-3918 Police

815-477-3665 Public Works

Village Employees

The Village of Prairie Grove currently has 5 full-time employees and 13 part-time employees. The Village has the following Boards, Committees, and/or Commissions:

Village Board

Village President:	Stanley C. Duda
Village Clerk:	Kimberly D. Minor
Village Trustees:	Randal W. Baudin II, Lisa Behm, Michael E. Breseman, Todd Greenwald, Everett H. Pratt, Jr. and David K. Robak
Village Administrator:	Jeannine M. Smith

Village of Prairie Grove, Illinois



ARC Commission

ARC Chairman: Edward Radwanski
ARC Commissioners: Peter Davies and Mike Magnussen

Economic Development Commission

EDC Chairman: Colleen Clavesilla
Commissioners: Bob Gray, Jean L. Smith and Ryon Yemm

Parks and Recreation Committee

Parks Chairman: Trustee Lisa Behm
Committee Members: Lindsey Halpern-Givens and Ronee Haisler

Planning & Zoning Commission

P&Z Chairman: Bob Gray
Commissioners: Paul Ciezak, Chris Kremer, Robert Moravec, Robin Pendergrast and Bob Saley

HOW TO REQUEST PUBLIC INFORMATION AND/OR RECORDS

FOIA Officers

Kim Minor, Village Clerk
Jeannine M. Smith, Village Administrator
Laura Jonasen, Police Records Clerk

Requesting Public Records

All requests to inspect or copies shall be made in writing, directed to the public body and submitted via personal delivery, mail, fax or other means available to the public body in accordance with Section 3(c) of the Act. The Village prefers to use the Freedom of Information Request Form attached to this document, but the Village will honor all requests lawfully submitted to the public body even if it is not submitted on the preferred form. Any written request submitted to the Village for a public record shall be deemed to be a FOIA request and treated accordingly.

2012 FOIA & Miscellaneous Fees

Unless fees are waived or reduced, each Requestor must pay the following fees for copies made by the Village, certification, and mailing of public records:

- | | | |
|-------------------------------|----|---|
| 1. Copies - letter or legal | -- | \$.15 per side. |
| 2. Copies - color or oversize | -- | Actual cost of reproduction. |
| 3. Certification | -- | \$1.00 per document plus copy cost. |
| 4. Recording Media | -- | Actual Cost of media (i.e. computer media, disks, tapes, or other media). |
| 5. Statutory Fees | -- | Rate authorized by statute. |
| 6. Mailing | -- | Actual cost of postage. |

However, there will be no charge for the first 50 pages of letter or legal size black and white copies for a Requestor, except for requests made for commercial purposes. When the services of an outside vendor are required to copy any public record, the actual charges of the outside vendor will be the fees for copying such records, notwithstanding the fees stated above. In the event that the Village provides records in response to a Request but fails to respond within the requisite periods, such copies shall be provided free of charge in accordance with Section 3(d) of the Act.



3125 Barreville Road
Prairie Grove, IL 60012
815.455-1411 Office
815-455-0783 Fax

Freedom of Information Request Form (FOIA)

Date Requested:

Request Submitted By: _____ E-mail _____ U. S. Mail _____ Fax _____ In Person

Requestor's Name: _____

Requestor's Address: _____

Requestor's Telephone #: _____

Requestor's E-mail: _____

Requestor's Fax: _____

Records Requested (Please provide as much detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary): _____

Do you want copies of the documents? _____ yes _____ no

--Do you want Electronic Copies or Paper Copies? _____

--If you want Electronic Copies, in what format? _____

Is this request for a Commercial purpose? _____ yes _____ no

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for commercial purposes without disclosing that it for a commercial purpose.)

Are you requesting a fee waiver? _____ yes _____ no

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c).)

(FOR VILLAGE USE ONLY)

Response from the Village of Prairie Grove:

Records made available: Yes _____ No: _____ Date: _____

Number of Copies Made: _____ Total Amount Due _____

Village Comments: _____

Request Denied: Why: _____

FOIA Officer's Signature: _____