

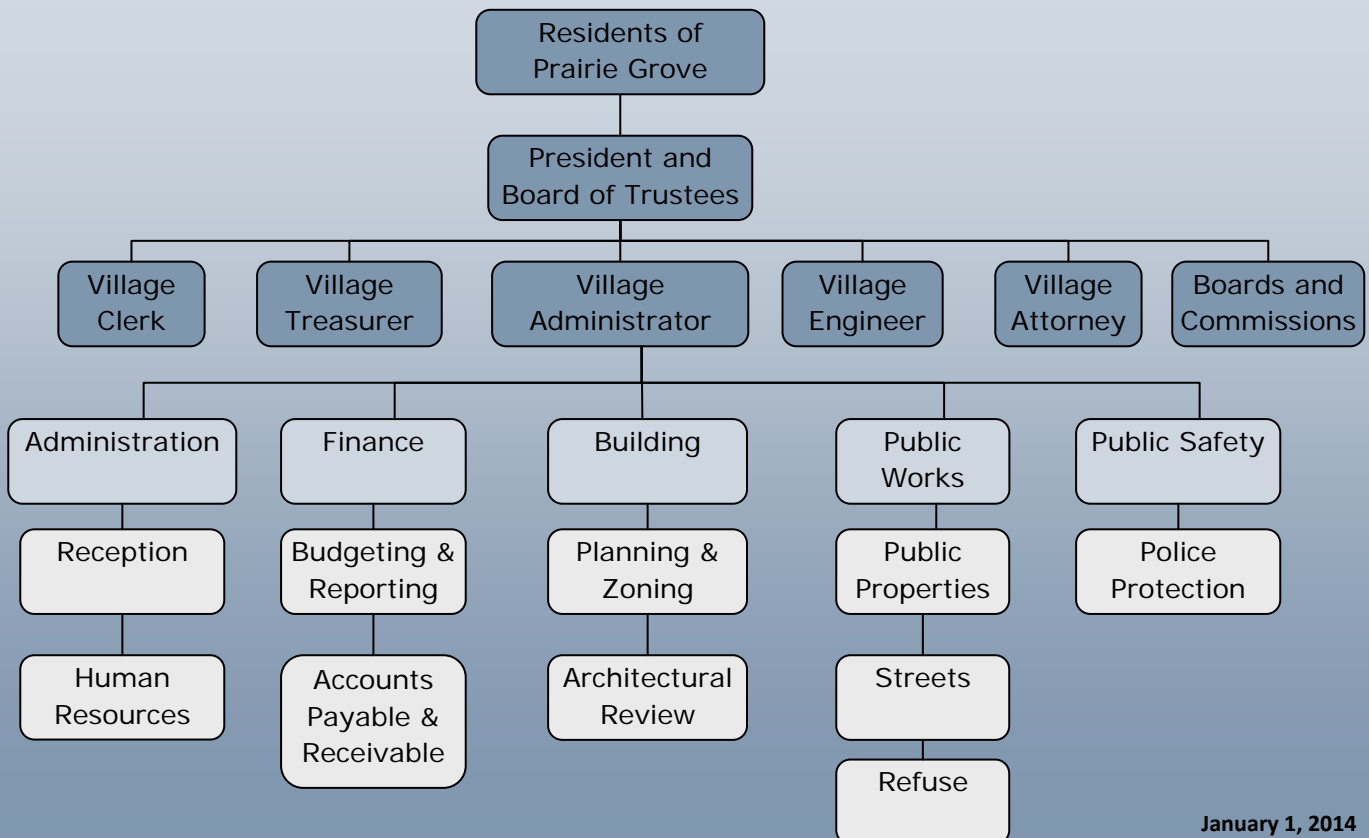


The Village and the Illinois Freedom of Information Act  
As required by Section 4 of the Act ("FOIA")

**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, 2014



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## Village Government

### Operating Budget

#### Village of Prairie Grove 2014/2015 Operating Budget

##### General Fund

Administrative	\$	841,407
Village Hall	\$	15,110
Public Works	\$	259,853
Parks & Rec	\$	7,200
Police	\$	281,755
Building	\$	44,548
Total General Fund	\$	<u>1,449,873</u>

##### MFT Fund

Total MFT Fund	\$	<u>39,400</u>
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Total Operating Budget	\$	<u><u>1,489,273</u></u>
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### 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:	Lisa Behm, Michael E. Breseman, Todd Greenwald, Charlotte Kremer, Everett H. Pratt, Jr. and David K. Robak

**Village Administrator:** Jeannine M. Smith

### ARC Commission

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

# Village of Prairie Grove, Illinois



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## **Economic Development Commission**

EDC Chairman: Vacant  
Commissioners: Bob Gray and Ryon Yemm

## **Planning & Zoning Commission**

P&Z Chairman: Bob Gray  
Commissioners: Sean Eby, Robin Pendergrast, Todd Price  
Bob Saley, Jean Smith and Jeff Wilkes

## ***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.

### **2014 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: \_\_\_\_\_