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, Illinois**

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**Village Government**

**Operating Budget**

Village of Prairie Grove  
2017/2018 Operating Budget

<table>
<thead>
<tr>
<th>Fund</th>
<th>Administrative</th>
<th>Village Hall</th>
<th>Public Works</th>
<th>Parks &amp; Rec</th>
<th>Police</th>
<th>Building</th>
<th>Total General Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>951,703</td>
<td>12,510</td>
<td>273,263</td>
<td>4,200</td>
<td>368,457</td>
<td>35,870</td>
<td>1,986,451</td>
</tr>
</tbody>
</table>

MFT Fund  
Total MFT Fund  
96,170

Total Operating Budget  
2,082,621

**Locations of Village Offices**

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Village Hall &amp; Police</td>
<td>3125 Barreville Road, Prairie Grove, IL 60012</td>
<td>815-455-1411 Village Hall, 815-455-3918 Police</td>
</tr>
<tr>
<td>Public Works Facility</td>
<td>4507 Gracy Road, McHenry, IL 60050</td>
<td></td>
</tr>
</tbody>
</table>

**Village Employees**

The Village of Prairie Grove currently has 4 full-time employees and 13 part-time employees.  
The Village has the following Boards, Committees, and/or Commissions:

**Village Board**

- Village President: David K. Robak
- Village Clerk: Kimberly D. Minor
- Village Trustees: Lisa Behm, Michael E. Breseman, Stanley C. Duda, Paula Dorion-Gray, Charlotte Kremer, Charlotte Kremer and David F. Underwood

**Village Administrator:** Vacant

**ARC Commission**

- ARC Chairman: Edward Radwanski
HOW TO REQUEST PUBLIC INFORMATION AND/OR RECORDS

FOIA Officers
Kim Minor, Village Clerk
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.

2017 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 -- $0.15 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.

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.
Village of Prairie Grove, Illinois

Date Requested: __________________________

Date Response is Due: __________________________

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: __________________________________________