

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 REQUIREMENTS/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** – Summer Rice, Village Clerk  
Sidney Stahl, 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](http://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 \$718,438.00

VILLAGE OF PRINCEVILLE  
FOIA REQUIREMENTS/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 – 1

**MUNICIPAL OFFICIALS**

Elected

President	Sidney Stahl
Village Clerk	Summer Rice
Village Trustees	Dave Sutherland
	Janet Rasmussen
	Eugene Koller
	Aaron Barrington
	Ron Delbridge
	Jeff Troutman

APPOINTED

City Treasurer	Sue Hofer
Office Manager	Sue Hofer
Superintendant of Public Works	Chad Gardner

VILLAGE OF PRINCEVILLE  
FOIA REQUIREMENTS/PROCEDURES

**VILLAGE BOARD COMMITTEES**

PROPERTY

Janet Rasmussen, Chair  
Ron Delbridge  
Aaron Barrington

FINANCE

Dave Sutherland, Chair  
Jeff Troutman  
Aaron Barrington

LICENSE

Aaron Barrington, Chair  
Jeff Troutman  
Gene Koller

STREETS

Ron Delbridge, Chair  
Gene Koller  
Janet Rasmussen

WATER/SEWER

Dave Sutherland, Chair  
Gene Koller  
Jeff Troutman

POLICE

Sid Stahl, Chair  
Janet Rasmussen  
Dave Sutherland

HEALTH

Gene Koller, Chair  
Jeff Troutman  
Ron Delbridge

POOL

Jeff Troutman, Chair  
Ron Delbridge  
Aaron Barrington

PERSONNEL

Sid Stahl, Chair  
Gene Koller  
Dave Sutherland

TIF PROJECTS

Janet Rasmussen, Chair  
Dave Sutherland  
Sid Stahl

CODIFICATION

Janet Rasmussen, Chair  
Ron Delbridge  
Aaron Barrington

**COMMISSIONS & BOARDS**

Zoning Board of Appeals – 7 Required

Dan Heinz, Chair  
Peter Gill  
Teresa Gilroy  
Art Baurer  
Randy Long  
Chris Warren  
Terry Rasmussen

VILLAGE OF PRINCEVILLE  
FOIA REQUIREMENTS/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  
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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](mailto:villageprinceville@frontier.com)

The above catalogue are 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 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

