

**ORDINANCE NO. 795**

**ORDINANCE SETTING FORTH PROVISIONS FOR COMPLIANCE WITH THE  
ILLINOIS FREEDOM OF INFORMATION ACT OF THE VILLAGE OF  
TEUTOPOLIS, EFFINGHAM COUNTY, ILLINOIS**

WHEREAS, the Freedom of Information Act ("FOIA") took effect on July 1, 1984 (5 ILCS 140/1 *et seq.*) and was substantially amended by PA 96-0542 effective January 1, 2010; and

WHEREAS, such Act is intended to provide the public with greater access to the records of public bodies; and

WHEREAS, it is necessary for the Village of Teutopolis to establish practices and procedures ensuring its full compliance with said Act, so that the public policy stated therein can be carried out effectively and efficiently with respect to the records of the Village.

BE IT ORDAINED by the President and the Board of Trustees of the Village of Teutopolis, Effingham County, as follows:

SECTION 1: The Village Clerk is hereby designated as the FOIA Officer to whom all initial requests for access to the public records of the Village are to be referred. Such requests are to be made at the offices of the Village Clerk at Teutopolis, Illinois, between the hours of 9:00 a.m. and 4:30 p.m., Monday through Friday, excluding public holidays. Except in instances when records are furnished immediately, the FOIA Officer, or the officer's designees, shall receive requests submitted to the Village under the Freedom of Information Act, ensure that the Village responds to requests in a timely fashion, and issue responses under the Act. The FOIA Officer shall develop a list of documents or categories of records that the Village shall immediately disclose upon request.

SECTION 2: Upon receiving a request for a public record, the FOIA Officer shall:

- (1) note the date the Village receives the written request;
- (2) compute the day on which the period for response will expire and make a notation of that date on the written request;
- (3) maintain an electronic or paper copy of a written request, including all documents submitted with the request until the request has been complied with or denied; and
- (4) create a file for the retention of the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications.

SECTION 3: The FOIA Officer shall, within six (6) months after January 1, 2010, successfully complete an electronic training curriculum to be developed by the Public Access Counselor of the State of Illinois and thereafter successfully complete an annual training program. Whenever a new Freedom of Information Officer is designated by the Village, that person shall successfully complete the electronic training curriculum within 30 days after assuming the position.

SECTION 4: Any records which are the subject of a request under the Freedom of Information Act shall be retrieved from such place as they are stored, by the FOIA Officer, or by an employee of the Village acting under the direction of the FOIA Officer. In no event shall records be retrieved by the party requesting them or by any person who is not employed by the Village.

SECTION 5: If copies of records are requested, the fees for such copies, whether certified or not, shall be as determined from time to time by the FOIA Officer pursuant to Section 6(b) of the Freedom of Information Act. The Village Clerk shall maintain a written schedule of current fees in the Clerk's office. The fees so charged shall reflect the actual cost of copying the records, and the cost of certifying copies, if certification is requested.

SECTION 6: In the event that a request to inspect Village Records is denied by the FOIA Officer, the denial may be appealed to the Public Access Counselor of the State of Illinois.

SECTION 7: The Village Clerk shall prepare: (a) a Village Information Directory; (b) a block diagram of the functional Subdivisions of the Village; (c) a Village Records Directory; and (d) a Records Catalogue, all of which shall be substantially in the same form as the documents attached hereto and made a part hereof as Exhibits "A", "B", "C", and "D". This information shall also be posted on the Village's website, if any.

SECTION 8: This ordinance shall be in full force and effect immediately upon its passage and approval as required by law.


PASSED on March 03 2010, by the Board of Trustees of the Village of Teutopolis, County of Effingham, Illinois, by a roll call vote as follows:

AYES: 4 NAYS: 0 ABSENT: 2

APPROVED on March 03 2010, by the President of the Village of Teutopolis, County of Effingham, Illinois.

  
\_\_\_\_\_  
President

ATTEST:

  
\_\_\_\_\_  
Clerk

**ATTACHED EXHIBITS**

**EXHIBIT A - MUNICIPAL INFORMATION DIRECTORY**

**EXHIBIT B - SAMPLE BLOCK DIAGRAM OF FUNCTIONAL SUBDIVISIONS**

**EXHIBIT C - MUNICIPAL RECORDS DIRECTORY**

**EXHIBIT D - CATALOGING AND INDEXING OF PUBLIC RECORDS**

## EXHIBIT A

### MUNICIPAL INFORMATION DIRECTORY

#### Village of Teutopolis, Illinois

The Village of Teutopolis is a municipality incorporated and organized under the laws of the State of Illinois for the purpose of providing its residents with the following services:

- A. Police protection.
- B. Sewer service.
- C. Water service.

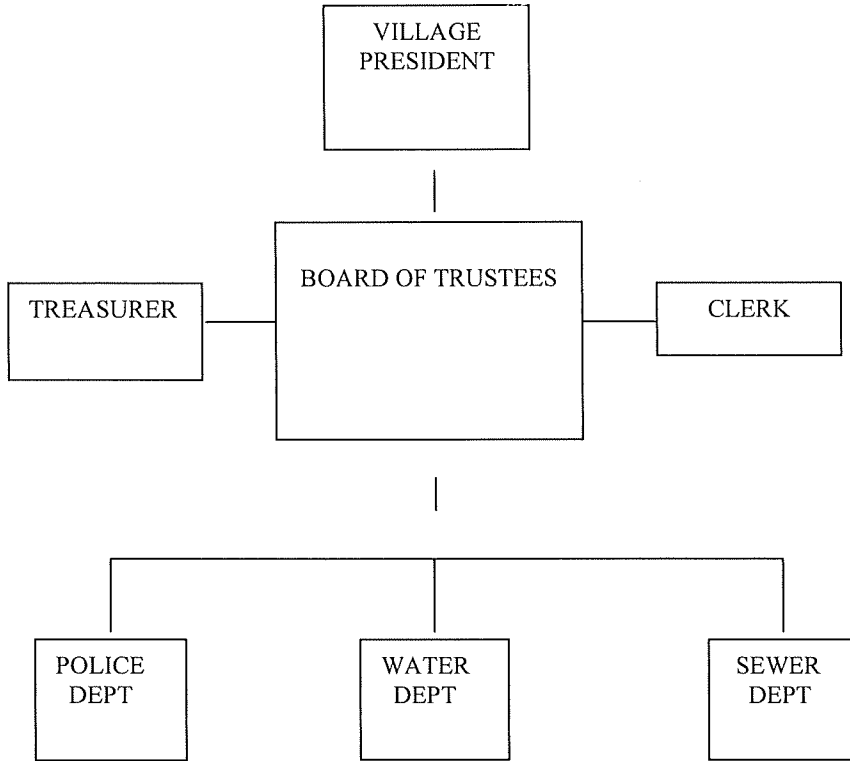
The Village of Teutopolis has certain functional subdivisions that are shown below. The approximate amount of the operating budget of the Village of is \$3,213,850.00. The Village's sole office is located at 106 West Main in Teutopolis, and the Village also has a pumping station for its water distribution system located at 205 South Oak Street, and its sewage treatment plant located along St. Francis Township Road, Teutopolis, Illinois. The Village currently employs approximately 10 full and part-time employees. The members of the boards, commissions and committees of the Village of Teutopolis are as follows:

	Member	Title
Board of Trustees:	Jerry W. Weber	President
	Joe Kroeger	Trustee
	Greg Hess	Trustee
	Kenneth Esker	Trustee
	John J. Mette	Trustee
	Greg Oseland	Trustee
	David Tegeler	Trustee
Board of Appeals:	James Waldhoff	Chairman
	Paul Westendorf	Member
	Frank Hemmen	Member
	Roy Brumleve	Member
	Paul Weber	Member
	John Burford	Member
	Dan Hoelscher	Member

Planning Commission:	Paul Westendorf	Chairman
	Dan Hoelscher	Member
	Larry Habing	Member
	Roy Brumleve	Member
	Martin Hutmacher	Member
	Tim Fuesting	Member
	Jerry Brummer	Member
RLF Advisory Committee:	Ron Probst	RLF Administrator
	Jerry W. Weber	Village President
	William W. Austin	Village Attorney
	David Tegeler	Village Trustee
	Thomas Runde	Local Financial Community
	Executive Director, South Central Regional Planning and Development Commission	
Police:	Jeffrey D. Bushue	Chief
Treasurer:	Ellouise Wallin	
Building Official:	Tony Esker	
FOIA Officer:	Sharon Will	
OMA Officer:	Sharon Will	

**EXHIBIT B**

**DIAGRAM OF FUNCTIONAL SUBDIVISIONS**



The Freedom of Information Officer for the Village is:

Name:

Contact Location:

Sharon Will

106 West Main  
Teutopolis, Illinois 62467

## **EXHIBIT C**

### **MUNICIPAL RECORDS DIRECTORY**

Village of Teutopolis, Illinois

Any person requesting records of the Village of Teutopolis may make such a request either in person, orally or in writing at the Village Clerk's office located at 106 West Main. Such request should be made to Sharon Will, FOIA Officer at such address. Another method would be by mailing, faxing or emailing a written request to either Ms. Will specifying in particular the records requested to be disclosed and copied. All written requests should be addressed to the FOIA Officer at the address of the Clerk's office. If you desire that any records be certified, you must indicate that in your request and specify which records must be certified.

The fees for any such records, if the person requesting the records wishes them to be copied, are as follows:

First 50 pages, black and white, letter or legal size copies, no cost.

Additional pages, black and white, letter or legal, actual cost to \$0.15.

Electronic records will be formatted subject to reimbursement for costs of recording medium. Color copies or copies in a size other than letter or legal shall be reimbursed to actual costs.

Costs of certifying a record will be \$1.00.

Records may be furnished without charge or at a reduced charge, as determined by the Village, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.

## EXHIBIT D

### CATALOGING AND INDEXING OF PUBLIC RECORDS

The Act requires that public bodies must list (catalog) all types or categories of records under their control which are prepared or received after July 1, 1984.

(1) administrative memoranda; (2) building permits; (3) board minutes; (4) board resolutions; (5) board ordinances; (6) correspondence received by municipality; (7) correspondence from municipality; (8) bidding specifications; (9) board policies; (10) administrative rules and regulations; (11) village maps; (12) comprehensive plan; (13) zoning ordinance; (14) personnel files; (15) office equipment; (16) insurance; (17) real estate; (18) legal notices; (19) newspaper articles; (20) consulting contracts; (21) contracts for capital equipment; (22) contracts for office supplies; (23) contracts for maintenance and repair; (24) professional consultant contracts; (25) pension fund records; (26) worker's compensation records; (27) training records; (28) official bonds; (29) village vehicles; (30) village liens; (31) police department records; (32) Planning Commission records; (33) Board of Appeals records; and, (34) financial records, including: (a) budget; (b) appropriation ordinance; (c) audit; (d) bills; (e) receipts for general revenues; (f) Centennial Fund; (g) cancelled checks; (h) water bills; (i) sewer bills; (j) receipts for fines; (k) sales tax receipts; (l) real estate tax receipts; (m) liquor license fees; (n) franchise license receipts (o) building permit fees; (p) salary schedules; (q) utility bills; (r) motor fuel tax receipts; and (s) Revolving Loan Fund Advisory Committee records.