

FREEDOM OF INFORMATION ACT
5 ILCS 140
DIRECTORY

VILLAGE OF WESTVILLE
201 N. STATE STREET
WESTVILLE, IL 61883

Phone: 217-267-2507
Fax: 217-267-7830
Email: Westville@nwcable.net

Village of Westville Website
www.villageofwestville.com

Visit us on Facebook!

View the Village's Code of Ordinances on the Internet

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

LOCATION OF OFFICES

Village Hall	201 N. State St. Westville, IL 61883 (217) 267-2507 Mon-Fri 7:00am-1:00pm
Police Dept.	200 Washington Westville, IL 61883 (217) 267-2131 (217) 442-0153 Dispatch
Gas & Water (offices)	201 N. State St. Westville, IL 61883 (217) 267-7911 Mon-Fri 8:00am-5:00pm
Water Plant	3004 Georgetown Rd. Westville, IL 61883 (217) 267-7911

BUDGET

The Village of Westville has a total budget (including Gas, Water, WWDZ) of \$2,518,698.00 for fiscal year 2021-2022, which began May 1, 2021 and ends April 30, 2022.

EMPLOYMENT

The Village of Westville employs full-time police officers, part-time police officers, full-time Streets & Alleys Dept. employee, full-time Gas & Water employees.

OTHER BODIES FUNDED BY THE CITY

Westville Depot
Zamberletti Park

VILLAGE COUNCIL

Mayor (a.k.a. Village President) Mike Weese (2017) cell: 304-8382
Term Expires 2021

Terms Expire 2025

Jeff Ellis
Vic McFadden
Chris Gallion

Terms Expire 2023

Robert "Porky" Sandlin
Gary Delhaye
Mary Ann Hughes

APPOINTED OFFICIALS

OFFICE

NAME/TITLE

Village Clerk/Collector
Finance
Deputy Clerk

Vickie Slavik, Clerk/Collector
Mike Larson, Treasurer
Connie Rhoden, Dep. Clerk

TRUSTEES

Porky Sandlin
Home: 267-3487

Jeff Ellis
Cell: 304-1130

Gary Delhaye
Cell: 304-917-1823

Vic McFadden
Cell: 304-2243

Mary Ann Hughes
Cell: 597-1021

Chris Gallion
Cell: 474-3100

EXHIBIT B. - DIAGRAM OF FUNCTIONAL SUBDIVISIONS

**VILLAGE OF WESTVILLE
ORGANIZATIONAL CHART**

MAYOR

Zoning

Clerk

Treasurer

**Public Works Director
Gas & Water/Streets & Alleys**

**Police Chief
3 Full-Time, PT Officers**

TRUSTEES

Bob "Porky" Sandlin

Gary Delhaye

Mary Ann Hughes

Jeff Ellis

Vic McFadden

Chris Gallion

VILLAGE OF WESTVILLE COMMITTEES APPOINTED BY MAYOR

STREETS & ALLEYS Phone

Chairman	DELHAYE	304-917-1823
<i>Member</i>	Sandlin	
<i>Member</i>	Hughes	

SEWERS

Chairman	DELHAYE	304-917-1823
<i>Member</i>	Sandlin	
<i>Member</i>	Hughes	

POLICE

Chairman	ELLIS	217-304-1130
<i>Member</i>	Sandlin	
<i>Member</i>	Gallion	

GAS & WATER

Chairman	DELHAYE	304-917-1823
<i>Member</i>	Sandlin	
<i>Member</i>	Hughes	

FINANCE

Chairman	DELHAYE	304-917-1823
<i>Member</i>	McFadden	
<i>Member</i>	Hughes	

SIDEWALKS Phone

Chairman	SANDLIN	217-267-3487
<i>Member</i>	Delhaye	
<i>Member</i>	McFadden	

PARK

Chairman	GALLION	217-474-3100
<i>Member</i>	Delhaye	
<i>Member</i>	Ellis	

BUILDINGS/GROUNDS & COMMUNITY BEAUTIFICATION

Chairwoman	HUGHES	217-597-1021
<i>Member</i>	Gallion	
<i>Member</i>	McFadden	

LICENSES & INSURANCE

Chairman	MCFADDEN	217-304-2243
<i>Member</i>	Gallion	
<i>Member</i>	Hughes	

**VILLAGE OF WESTVILLE
MONTHLY MEETING SCHEDULE
VILLAGE HALL
201 N. STATE ST**

**VILLAGE COUNCIL
THIRD WEDNESDAY
7:00PM**

2021-2022 SCHEDULE OF MEETINGS

May 19

June 16

July 21

August 18

September 15

October 20

November 17

December 15

January 19

February 17

March 17

April 21

EXHIBIT C. - MUNICIPAL RECORDS DIRECTORY

**LIST OF RECORDS
BY DEPARTMENT**

Village Clerk

Village Treasurer

Police Department

Gas & Water Department

EXHIBIT D. - CATALOGING AND INDEXING OF PUBLIC RECORDS

*(The listing of records for each department does not necessarily
mean they are open and available for Public Inspection.)*

VILLAGE CLERK'S/MAYOR'S OFFICE

Accident and Injury Reports
Agendas
Agreements, Contracts & Leases
Annexations
Applications for Employment
Applications for Business/Misc. Licenses and Permits
Auction Records
Audits
Bids (Accepted and Rejected) and Bid Specifications
Board Packets
Budgets
Building Inspection Reports
Building Permits
Business Licenses
Certificates of Insurance
Certificates of Tax Levy
Claims/Vouchers
Clean-Up Days Registration Forms for Senior Citizens
Clerk Report
Committees Listing

Construction Projects Records
Contracts
Correspondence (requests must be subject- and date-specific)
Disposal Licenses (Garbage Haulers)
EPA Waste Application Permit Notices
Easements
Election Records
Employee Records & Applications/Resumes
Employee Time Records
Energy Cost Share Submissions
Equipment and Autos Files
Fine Transmittal Check Stubs
Fireworks Permits
Freedom of Information Act Requests and Denials
Illinois Commerce Commission Notices
Insurance Files (Health, Workmen's Compensation)
Inter-governmental Agreements
Job Postings and Interview Questions
Liquor Licenses
Motor Fuel Tax (MFT) Records
Maps
Minutes of Council Meetings
Municipal Code Book of Ordinances
Officials' Bonds
PNT Receipts Book
Parade Permits
Park Reservations Book
Payroll Reports
Personnel Records
Proclamations
Property Documents (Village-owned property)
Raffle Permits
Receipt Book
Receipts for Statements of Economic Interest
Records Disposal, Certificates and Applications
Replacement Tax Allocations Notices
Resolutions
Risk Management Records
Road Tax Disbursements from VC Treasurer
Safety Inspections (IL Dept. of Labor)
Safety Violations Reports (IL Dept. of Labor)
Senior Citizens Building Reservations Book
Solicitor's Permits

- Special Use Permit Requests
- Statement of Economic Interest List of Who Must File
- Street Light Repair Orders (to Ameren)
- Suits Filed Against the Village
- Surety Bonds
- Tax Exempt Certificates
- Tobacco & Gaming Licenses
- US Census Bureau Reports - Monthly
- Utility Franchise Agreements
- Vacations of Alleys and Streets
- Vehicle and Equipment Records
- Warranties
- Zoning Permits (Building Permits) Approved
- Zoning Permits (Building Permits) Denied

TREASURER/FINANCE RECORDS

- Audits
- Bank Statements & Signature Authorizations
- Budgets
- Cancelled Checks and Deposit Slips
- Employee IMRF (retirement) Information
- Fixed Asset Records
- Investment Policies
- Misc. Correspondence, including credit account applications
- Monthly Financial Reports and Annual Treasurer's Reports
- Payroll Records
- Statements of Disbursements and Receipts
- Village Financial Records, Ledgers, Printouts

POLICE DEPT.

- Administrative Files
- Adult Criminal History Files
- Background Checks
- Bicycle Registrations
- Cash Receipts
- Circuit Court Disposition Sheets
- Complaint Reports
- Correspondence
- Crime Index
- Crime Index Ledger
- Criminal History Inquiry Reports
- Criminal Record Book
- Employee Time Records

Employment Applications & Resumes
Evidence Records
Expenditure Ledger Book
Expunge Orders and Petitions
Fingerprints and Mugshots
Firearms Dealer License Applications
Gasoline Purchase Authorizations
Golf Cart Permits
General Complaint Files
Illinois Uniform Traffic Tickets
Inter-Governmental Agreements
Juvenile History Files
Ledgers of Receipts
Light Report Book
Liquor License Record Book
Mutual Aid Agreements
Notice to Appear Records
Offense/Arrest/Incident Records
Officer's Daily Activity Reports
Parade Permits (I.D.O.T.)
Parking Tickets
Police Call Summary Reports
Police Magistrate Court Record Books
Police Record Logs and Books
Record of Recovered Evidence
Records of Stolen Articles
Rosters of Agency Personnel
Shift Schedules and Calendars
Solicitor Permits
Tavern Call Statistical Reports (annual)
Tavern Call Statistical Reports (monthly)
Telephone Call Logs
Traffic Accident Log Sheets
Traffic Crash Reports
Traffic Citation Ledgers
Traffic Citations and Complaints
Warning Tickets

GAS & WATER DEPT.

Accident/Incident Reports
Bankruptcy Notices
Bids, Specifications, and Proposals (successful)
Bids, Specifications, and Proposals (unsuccessful)
Circular Charts

Contracts & Agreements
Control Ledger Sheets
EPA Construction Permits
EPA Lab. Test Agreements
EPA Monthly Operation & Chemical Feeding Reports
EPA Operating Permits
Chemical Sample Reports
EPA Violation Notices
Gas & Water Repair Records
Gas & Water Reports (annual)
Gas & Water Reports (monthly)
Gas Odor Complaints
Gas Valve maintenance Cards
I.D.O.T. Highway Permits
Hydrant Flow Tests
Hydrant Flushing Notices
IL State Water Surveys
Inventory Records
JULIE Dig Notices
Lawsuits
Lead and Copper Analysis Reports
Meter Installation Cards
Meter Reading Books and Cards
New Service Installation Logs
Odorization Reports
Ordinance Violation Notices
Petitions
Pipeline Inspections
Project Records (contract documents)
Telephone Message Receipt Books
Water Leak Survey Reports
Water Service Deposit Posting sheets
Water Service Installation Invoices
Work Orders
Work Schedule Calendars

FOIA Officer for VILLAGE HALL: Village Clerk Vickie L. Slavik

FOIA Officer for WESTVILLE P.D.: Police Chief Dave Booe

Freedom of Information Act Information & Request Instructions

Beginning January 1, 2010, key changes to the Act and the Open Meetings Act took effect to provide Illinois residents with a more open and accountable government. This will ensure that the public has access to information about their government and its decision-making process.

To submit a request to Village Hall for Village Business (including Gas & Water Department requests), you may write out or fill out a request form and submit to the Village Clerk, 201 N. State St., in the mailbox on her door if outside of regular business hours (Mon-Fri, 7am-1pm).

To submit a request to the Westville Police Department if they are not in at 200 Washington (behind Village Hall), just call 442-0153 to have Dispatch have the officer currently on duty call you to arrange to meet you, at 200 Washington, so that you may give your request to him.

What is FOIA? It is a state statute that provides the public the right to access government documents and records. The premise behind FOIA is that the public has a right to know what the government is doing. The law provides that a person can ask a public body for a copy of its records on a specific subject and the public body must provide those records, unless there is an exemption in the statute that protects those records from disclosure (for example: records containing information concerning trade secrets or personal privacy).

Who is subject to FOIA? Public bodies are subject to FOIA. The judiciary is not subject to FOIA, but court records and proceedings generally are open to the public.

Definition of Public Records: “all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body.” A

few examples of public records available under FOIA are orders, rules, reports or studies, contracts, names, titles and salaries of public employees, and the voting records of public bodies. Information can be available in electronic as well as paper format.

Who can file a FOIA request? Anyone. Any person, group, association, corporation, firm, partnership or organization has the right to file a FOIA request to any state or local public body, including any city, township or county office.

ORDINANCE #10-1399
ORDINANCE SETTING FORTH PROVISIONS FOR COMPLIANCE
WITH THE ILLINOIS FREEDOM OF INFORMATION ACT
FOR THE VILLAGE OF WESTVILLE

WHEREAS the Freedom of Information Act 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 Westville 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 Westville, Vermilion County, as follows:

SECTION 1: The Village Clerk was duly named as F.O.I.A. Officer for the Village of Westville by a majority vote at the January 12, 2010 Regular Meeting and is therefore hereby designated as the FOIA Officer to whom all initial requests for access to the records of the Village, except for Westville Police Department records, are to be referred. Such requests are to be made at the offices of the Village Clerk at Westville, Illinois, between the hours of 7:00 a.m. and 1:00 p.m., Monday through Friday at 201 N. State St. Westville, IL 61883, or by regular mail or by e-mail to westville@nwcable.net. In the event that the Village Clerk is not available during the times and/or methods described above or due to illness or vacation, the Village Treasurer is designated as the Deputy FOIA Officer to whom such initial requests are to be made. Except in instances when records are furnished immediately, the FOIA Officer, or her 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.

The Village of Westville Police Chief was duly named as F.O.I.A. Officer for the Westville Police Department by a majority vote at the January 12, 2010 Regular Meeting and is therefore hereby designated as the FOIA Officer to whom all initial requests for access to the records of the Police Department are to be referred. Such requests are to be made at the offices of the Westville Police Department at 200 Washington St., Westville, Illinois, 61883 between the hours of 6:00 a.m. and 2:00 p.m., Monday through Friday or by regular mail or by e-

mail to westvillepolice@nwcable.net. In the event that the Village of Westville Police Chief is not available during the times described above or due to illness or vacation, the Police Captain is designated as the Deputy FOIA Officer to whom such initial requests are to be made. Except in instances when records are furnished immediately, the FOIA Officer, or his designees, shall receive requests submitted to the Westville Police Department under the Freedom of Information Act, ensure that the Police Department responds to requests in a timely fashion, and issue responses under the Act. The FOIA Officer for the Police Department shall develop a list of documents or categories of records that the Police Department shall immediately disclose upon request.

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

- (1) note the date the written request is received;
- (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 Officers and Deputy FOIA Officers 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.

SECTION 8: THIS ORDINANCE shall be in full force and effect immediately upon its passage and approval and publication in pamphlet form, as provided by the **Illinois Compiled Statutes, Chapter 65; Section 5/1-2-4.**

NAME	AYE	NAY	ABSTAIN	ABSENT	CONFLICT
Bob Sandlin	X				
Sheldon Smith	X				
Marc Reynolds	X				
Bill Cottrell				X	
Dena Jenkins	X				
Rick Jones	X				

Approved by the Village President of the Village of Westville, Vermilion County, Illinois, this 9th day of March 2010. **JEFF M. ELLIS, VILLAGE PRESIDENT**

WESTVILLE, ILLINOIS

ATTEST:
VICKIE L. SMITH, VILLAGE CLERK
WESTVILLE, ILLINOIS

(continue to next page for convenient form for FOIA requests)

(This form is *for convenience* and not required for your request.)

APPLICATION FOR INFORMATION

(In compliance with the Freedom of Information Act, which changed January 1, 2010, you will receive a response within 5 business days)

VILLAGE OF WESTVILLE

DATE: _____ TIME: _____

NAME OF APPLICANT: _____

ADDRESS: _____

TELEPHONES: _____

IF PUBLIC BODY, BUSINESS ORGANIZATION, CIVIC ORGANIZATION OR OTHER:

NAME OF ORGANIZATION: _____

ADDRESS: _____

POSITION OF APPLICANT: _____

REQUEST IS FOR: (check one)

_____ COPIES OF RECORDS (15¢/pg. after first 50 pages)

_____ VIEWING OF RECORDS

WRITTEN DESCRIPTION OF PUBLIC RECORD REQUESTED WITH THE DESCRIPTION CLEAR ENOUGH TO HELP US IDENTIFY EXACTLY WHAT YOU ARE REQUESTING: _____

-----**BELOW THIS LINE FOR VILLAGE USE**-----

REQUEST: ALLOWED DENIED (CIRCLE ONE)

BY: _____ DATE/TIME RCVD. _____

REASON FOR DENIAL: _____

PUBLIC ACCESS COUNSELOR CONTACTED: yes no (circle one) date: _____

COPY FEES (15¢/pg. after first 50pgs) _____ pgs. Fee _____ Pd. _____

DATE DUE _____ REASON FOR EXTENSION _____

First 50 pages, black and white, letter or legal-size copies, no cost (front/back offered to reduce cost).

Additional pages, black and white, letter or legal, actual cost to \$0.10.

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.

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.