

CITY OF VILLA GROVE  
DOUGLAS COUNTY, ILLINOIS

ORDINANCE NO. 2026-MC02

**AN ORDINANCE REVISING A POLICY  
GOVERNING ACCESS TO PUBLIC RECORDS UNDER  
THE FREEDOM OF INFORMATION ACT**

PASSED BY THE CITY COUNCIL AND  
APPROVED BY THE MAYOR OF THE  
CITY OF VILLA GROVE, ILLINOIS  
THIS FIFTH DAY OF JANUARY 2026

---

PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF THE MAYOR AND CITY COUNCIL OF THE CITY OF VILLA GROVE, DOUGLAS COUNTY, ILLINOIS, THIS SIXTH DAY OF JANUARY 2026.

CITY OF VILLA GROVE  
DOUGLAS COUNTY, ILLINOIS

ORDINANCE NO. 2026-MC02

January 5, 2026

**AN ORDINANCE REVISING A POLICY  
GOVERNING ACCESS TO PUBLIC RECORDS UNDER  
THE FREEDOM OF INFORMATION ACT**

---

**WHEREAS**, the City of Villa Grove, Douglas County, Illinois, is a municipality as contemplated under Article VII, Section 7 of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of City's powers and functions as granted in the same; and

**WHEREAS**, under the Freedom of Information Act (ILCS Chapter 5, Act 140) the City of Villa Grove upon request must provide public access to public records in its possession; and

**WHEREAS**, at the same time the City has a duty to protect legitimate privacy interests and maintain administrative efficiency; and

**WHEREAS**, in an effort to establish guidelines and implement the provisions of the Freedom of Information Act, the City wishes to update and re-adopt a Policy Governing Access to Public Records under the Freedom of Information Act, a copy of which is attached hereto as Exhibit A; and

**NOW, THEREFORE BE IT ORDAINED BY THE MAYOR AND COUNCIL, CITY OF VILLA GROVE, DOUGLAS COUNTY, ILLINOIS that the Policy Governing Access to Public Records under the Freedom of Information Act, in the manner and form which is attached hereto, is hereby adopted and approved for use by the City of Villa Grove.**


**PRESENTED, PASSED, APPROVED AND ADOPTED** BY THE MAYOR AND CITY COUNCIL OF THE CITY OF VILLA GROVE, ILLINOIS, at its regular meeting on this fifth day of January, A.D., 2026, by a roll call vote as follows:

ELECTED OFFICIAL NAME	AYE	NAY	ABSTAIN	ABSENT
Clark, Wayne R.				X
Elston, Christopher R.	X			
Fulk, Andrew J.	X			
Hooker, Anthony L.	X			
Nieto, Gilbert III	X			
Taylor-Sanford, Clay D.	X			
<i>If required, Mayoral vote:</i> Rasmussen, Derek L.				

APPROVED:

  
DEREK L. RASMUSSEN  
Mayor

ATTEST:

  
MICHELLE L. OSBORNE  
City Clerk

SEAL





## POLICY GOVERNING ACCESS TO PUBLIC RECORDS UNDER THE FREEDOM OF INFORMATION ACT

### 1. SUMMARY AND PURPOSE

This policy Governing Access to Public Records is established to implement provisions of the Freedom of Information Act. (5 ILCS 140). The purpose of these rules is to support the policy of providing public access to the public records in the possession of the City while, at the same time, protecting legitimate privacy interest and maintaining administrative efficiency.

### 2. DEFINITIONS

"FOIA" means the Freedom of Information Act.

"Public business" means any activity, decision, discussion, or transaction carried out by a public body or public official within their official authority, using public resources, or for the purpose of governing, administering, or delivering public services. Public business shall not include personal or social communications, political or campaign activities or any private activity with no use of public resources or public impact.

"Public Records" means 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 the City.

"Requestor" means a person who submits a request for public records in accordance with these Policy Rules.

“Subsidiary Body” means any department or board appointed by and serving the City Council.

### **3. DESIGNATION OF FOIA OFFICERS**

There shall be at least one full-time employee within the City Administrator’s Office (City Hall) who will be named the FOIA officer for primarily non-police requests. A second FOIA officer shall be named in the Police Department for the handling of requests specific to law enforcement. Such officers shall complete annual training as required by FOIA, and shall be responsible for the coordination of response carried out for fulfilling each request received.

As of January 2026, designated FOIA officers are City Administrator Jacki Athey and Police Secretary Beth Elston.

The City FOIA officers and related staff shall utilize its Illinois Municipal League membership and the Public Access Counselor’s office of the Illinois Attorney General’s office for resources and updates to FOIA laws.

### **4. PROCEDURES FOR REQUESTING PUBLIC RECORDS**

Requests for non-police public records shall be submitted to the office of the City Administrator at the following address:

City of Villa Grove City Hall  
612 East Harrison Street  
Villa Grove, Illinois 61956-1120

Requests for public records specific to law enforcement activities can be made at City Hall or directly to the Police Department at the following address:

City of Villa Grove Police Department  
1020 North Sycamore Street  
Post Office Box 133  
Villa Grove, Illinois 61956-0133

Requests can be emailed to the City for either department using the address: [foia@villagrove.org](mailto:foia@villagrove.org)

## **5. FORM AND CONTENT OF REQUESTS**

Requests in accordance with the FOIA and the City of Villa Grove Policy Governing Access to Public Records shall be made in writing. These requests may be submitted on FOIA request forms provided by the City, a copy of which is attached as Attachment A, or updated from time to time.

The requestor shall provide the following information in a request for public records, regardless of form used:

- A. The requestor's full name, address and telephone number.
- B. A brief, detailed description of the public records being sought.
- C. Whether the request is for inspection or copies of public records, or both.

Requests made on anything other than said request forms shall be accepted so long as they are written legibly, preferably in ink, and are on material capable of being immediately photocopied or scanned for preservation.

## **6. TIMELINE FOR CITY RESPONSE TO REQUEST FOR PUBLIC RECORDS**

The City shall respond to a written (non-commercial) request for public records within five (5) working days after receipt of such request. The date that the request is submitted to City staff or email shall be day zero.

The City may give notice of an extension of time to respond which does not exceed an additional five (5) working days. Such an extension is allowable only if written notice is provided within the original five (5) working days' time limit and only for the reasons provided in Section 3(e) of the FOIA. Such notice of extension shall state the reason(s) why the extension is necessary and the date by which the records will be available or the denial will be forthcoming.

The City shall respond to a written commercial request for public records within twenty-one (21) days.

## **7. TYPE OF CITY RESPONSES TO REQUEST FOR PUBLIC RECORDS**

The City shall respond to requests for public records in one of four ways:

- A. Approve the request.
- B. Approve in part and deny in part.
- C. Deny the request.
- D. Redirect the requestor to websites where records are provided for full public access.

Upon approval of a request for public records, the City may either provide the materials immediately, give notice that the materials shall be made available upon payment of reproduction costs, or give notice of the time and place for inspection of records.

A denial of a request for public records shall be made in writing. It shall state the reasons for the denial and the names and titles of individuals responsible for the decision. If the denial is pursuant to an exemption set forth in Section 7 of the Act, the notice of denial shall specify the exemption. It shall also give the notice of the requestor's right to review by the Illinois Public Access Counselor (PAC) as well as judicial review.

Categorical requests creating an undue burden upon the City shall be denied only after extending to the requestor an opportunity to confer in an attempt to reduce the request to manageable proportions in accordance with Section 3(g) of the FOIA.

Failure to respond to a written request within five (5) working days shall be considered by the requestor a denial of the request.

## **8. EXEMPTIONS**

Sections 7 and 7.5 of FOIA specify records and categories of records that are exempt from public disclosure. Care shall be taken to ensure that any redactions necessary on public documents are specifically allowed, and that each such redaction is justified in writing with the response to the requestor.

## **9. PROCEDURES FOR REQUESTOR INSPECTIONS**

Inspection of records at City Hall – public records will be made available for inspection during normal business hours of City Hall, located at 612 East Harrison Street, Villa Grove, Illinois.

Unless otherwise arranged, the inspection of records shall take place at City Hall.

Documents which the requestor wishes to have copied shall be segregated during the course of inspection. An employee of the City of Villa Grove shall be present throughout the inspection.

All copying shall be done by a City employee. A requestor may be prohibited from bringing bags, brief cases or other containers into the inspection room/area.

Copies of public records shall be provided to the requestor only upon payment of any charges which are due.

Charges for copies of public records shall be assessed in accordance with the “Fee Schedule for Duplication of Public Records” attached as Attachment B, or as updated from time to time.

Charges may be waived in any other case where the City Administrator determines that the waiver serves the public interest, pursuant to Section 6 of the Act.

## **10. GENERAL MATERIALS AVAILABLE**

The City of Villa Grove through City Hall shall make available to the public at no charge for the following material:

1. A brief description of the means for requesting information and public records.
2. A brief description of the organizational structure and budget of the City as well as all other information required by Section 140/4 of the Act.
3. A list of public records by classification maintained by the City, Attachment C, as updated from time to time.

*Freedom of Information forms are available at City Hall located at 612 East Harrison Street, Villa Grove, Illinois 61956.*

**CITY OF VILLA GROVE  
FREEDOM OF INFORMATION ACT REQUEST**

**TO BE COMPLETED BY REQUESTOR**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Is this request for commercial purposes?  yes  no (check appropriate box)

Method to receive documents:  inspect only  pick-up  fax  mail  e-mail

E-Mail Address/Fax Number: \_\_\_\_\_

I, the undersigned, am hereby requesting those records maintained by the City of Villa Grove which pertain to: ***Please specify department and records sought. Please print legibly.***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the fees set forth in the "Schedule of Duplication" which is on the reverse side/second page of this form. Postage will be charged in accordance with the First Class rates set by the U.S. Postal Service. I also understand that all fees must be prepaid.

I understand that the City of Villa Grove has five (5) working days from the date of receipt to respond to the above request, unless one or more of the seven (7) reasons for an extension of time provided for in Section 3(e) of the Act are invoked by the City.

\_\_\_\_\_  
Signature Printed Name Date

**TO BE COMPLETED BY CITY PERSONNEL**

Date Request Received: \_\_\_\_\_ Date Request Due for Completion: \_\_\_\_\_

Cost(s): Copies: \_\_\_\_\_ Payment(s):  Cash  Check  Other:

Postage: \_\_\_\_\_

Certification: \_\_\_\_\_ Receipt Date: \_\_\_\_\_

Total Cost: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Date Records Personally Given: \_\_\_\_\_ or Mailed/Faxed/Emailed: \_\_\_\_\_

Denied/Reason Why & Date Letter Mailed: \_\_\_\_\_

Deferred/Reason Why & Date Letter Mailed: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature FOIA Officer Signature Date

## SCHEDULE FOR DUPLICATION OF PUBLIC RECORDS

COPYING	Per page	\$0.15 after the first 50 pages
CERTIFICATION	Per document	\$1.00
AUDIT REPORT	Per document	\$25.00
BUDGET	Per document	\$25.00
ZONING OR BUILDING ORDINANCE	Per document	\$5.00
ACCIDENT REPORT	Per document	\$4.00

**CITY OF VILLA GROVE  
INDEX OF RECORDS**

**BUILDING INSPECTOR/  
PLANNING & ZONING BOARD**

Annual building reports  
Board meeting minutes  
Building permit applications  
Certificates of Occupancy  
Demolition permit applications  
Fence permit applications  
Maps  
Miscellaneous permits  
Monthly building reports  
Special use permits  
Street & alley vacations  
Variance applications

**POLICE DEPARTMENT**

Abandoned/junk/towed vehicles  
Activity reports  
Criminal reports  
Department of Agriculture license  
Equipment records  
Illinois Law Enforcement Standards  
and Training Board  
Juvenile reports  
Officer body camera files  
Officer certification/training records  
Ordinance violations  
Radar certification  
Restricted Fund expenditure  
Sex offender registration  
Traffic accident reports  
Uniform crime reports

**COMMUNITY PROGRAMS  
& SERVICES**

Program fliers  
Short-term rental agreement  
Member applications  
Sports programming documents

**FIRE DEPARTMENT**

Business meeting minutes  
Fire reports  
Member applications  
Training records

**PUBLIC WORKS DEPARTMENT**

Stormwater main information  
Work orders  
J.U.L.I.E.'S  
Maps  
Equipment records

## **CITY ADMINISTRATION/CLERK**

Agreements/ Contracts  
Bankruptcy notices  
Census  
Central Management Service (CMS)  
City Council:  
    Agendas  
    Claims report  
    Minutes-Open Session  
    Minutes-Released Closed Session  
    Ordinances  
    Proclamations  
    Resolutions  
Collections  
Correspondence  
Elections  
Employee benefits elections  
Employee union contracts  
Franchise Agreements:  
    Ambulance  
    Garbage  
Freedom of Information Act request records  
Illinois Department of Employment Security  
Illinois Department of Transportation records  
    General  
    MFT  
Illinois Department of Revenue tax records  
Illinois Municipal League membership  
IML Risk Management Association membership  
Illinois Municipal Retirement Fund (IMRF)  
    participation records  
Incident reports  
Internal Revenue Service tax records  
Job descriptions  
Licenses and permits  
Mayoral appointments  
Oaths of office  
Personnel Files  
Policies/Procedures  
Prevailing rate of wages  
Tax Increment Financing

## **CITY TREASURER**

Audit:  
Annual treasurer's report  
Bank statements  
Budget  
General ledger  
Monthly treasurer's report  
Payroll:  
    Reports  
    Taxes

### **Exempt from release under the Freedom of Information Act per language in Act:**

Criminal history information on  
    applicants  
Employee home addresses  
Employee medical information  
Minutes of closed session meetings  
    per the Open Meetings Act  
Various portions of employee  
    recruitment