

**Village of Rantoul
Freedom of Information Act
Public Service Directory**

Village Freedom of Information Office
333 South Tanner Street, Room 102
Rantoul, IL 61866
(217) 892-6823

I, the undersigned, hereby certify that I am the duly qualified and acting Clerk of the Village of Rantoul, Illinois, and that as such officer I am the custodian of the records and files for said Village;

I do further certify that the document hereto attached is a full, true, and correct copy of the Freedom of Information policies and procedures implemented by the Village of Rantoul; and that the information contained herein is provided in accordance with Section 4 of the Illinois Freedom of Information Act, 5 ILCS 140/4, and in compliance with the provisions of Resolution No. 9-09-1081 of the Village of Rantoul.

Mike Graham
Rantoul Village Acting Clerk

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Village of Rantoul Government Information

Government Structure
Community Demographics
Government Facilities
Organizational Chart
Boards, Committees & Commissions
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VILLAGE OF RANTOUL GENERAL VILLAGE INFORMATION

Mission Statement

It is the mission of the Village of Rantoul to enhance the economic, physical, cultural, and spiritual qualities of life for citizens, businesses, and industries of Rantoul by meeting today's challenges and focusing on the future.

Vision Statement

Rantoul is a multicultural community that values its citizens, community groups, schools, and businesses. A community with a strong emphasis on quality education and one that enjoys a positive image among our citizens and visitors. Rantoul is a vibrant, growing community with safe, attractive residential areas and profitable commercial and retail establishments. Rantoul is considered a center for Technology Development firms, a home for a variety of national, regional and local sporting events and a regional center for Aviation-related services.

General Government Information

The Village of Rantoul is a home rule municipality operating under a village president/board of trustees form of government.

The Village President (commonly referred to as the "Mayor") is elected for a four-year term. The Village President serves as the presiding chairman at all Village Board meetings and is entitled to full voting rights only to break ties or when items require a special majority for approval. The President also retains veto power over certain actions of the Board, which can only be overridden by a two-thirds majority of the village trustees. The Village President appoints the Administrative Officer and all department heads, subject to the approval of the Village Board.

The Village Board of Trustees is the legislative body of Village government, determining all matters of Village policy and approving all Village ordinances, resolutions, and major contracts and expenditures. The Village Board is comprised of six trustees, each of whom is elected at-large for four-year overlapping terms. The Village Board meets regularly on the first and second Tuesdays of each month at 6:15 P.M. All meetings are held in the Louis B. Schelling Memorial Board Room (Room 400) of the Rantoul Municipal Building, unless otherwise noted.

The Village Clerk is elected at-large for a four-year term during the same election cycle as the Village President. The Village Clerk is the official custodian of all Village records and the chief official responsible for the administration of all Village elections. The Village Clerk serves as secretary to the Village Board, attending all meetings to keep a permanent record of its proceedings in the form of a journal. By the appointment of the Village Board, the Village Clerk is also designated as the Freedom of Information Officer for the Village of Rantoul and is responsible for processing all requests for public information in accordance with state statutes and local policies.

The Village of Rantoul is presently staffed by 129 full-time and 3 permanent part-time employees. Currently, the Village has a total annual operating budget of approximately \$34.2 million (FY 2010-2011).

Demographics

According to the 2000 census, the population of Rantoul is 12,918. Of that population, the racial makeup of the Village is as follows: 76.7% White; 16.9% African American; 2.7% Hispanic or Latino; 1.8% Asian; 0.5% Native American; 0.05% Pacific Islander; and 0.9% from other races. The population is spread out with 28.6% under the age of 18; 9.5% from 18 to 24; 32.2% from 25 to 44; 18.2% from 45 to 64; and 11.4% who are 65 years of age and older.

The median household income in the Village is \$36,904, with a median family income of \$43,543. Per capita income is \$17,948. Approximately 10.7% of the population falls below the poverty line. The Village has 6,161 housing units with an 86.5% occupancy rate. Of the occupied housing units, 50.8% are owner-occupied and 49.2% are rental units.

Rantoul is located 122 miles south of the City of Chicago, with a total land area of 7.3 square miles. The Village is situated along Interstate 57 and is also served by U.S. Route 45 and U.S. Route 136, as well as the Canadian National Railroad.

Facilities

The operations of the Village of Rantoul are housed in several facilities located throughout the community:

Village of Rantoul Municipal Building

Location: 333 South Tanner Street
Rantoul, IL 61866
Phone: (217) 893-1661
Divisions: Administrative Offices; Finance; Utility Billing; Information Technology; Code Enforcement; Inspection, Planning & Zoning; Community Development; Human Resources; Village Board Room; Village Clerk's Office

Rantoul Business Center

Location: 601 South Century Boulevard
Rantoul, IL 61866
Phone: (217) 892-6881
Divisions: Economic Development; Property Management; Aviation

Rantoul Electric Plant

Location: 200 West Grove Avenue
Rantoul, IL 61866
Phone: (217) 892-6510
Divisions: Public Works Administration; Electric; Gas; Streets

Village of Rantoul Water Treatment Facility

Location: 101 Belle Avenue
Rantoul, IL 61866
Phone: (217) 892-6540
Divisions: Water

Village of Rantoul Water Pollution Control Facility

Location: 1625 East Grove Avenue
Rantoul, IL 61866
Phone: (217) 892-6563
Divisions: Wastewater; Systems Maintenance; Animal Pound

Rantoul Police Department

Location: 109 East Grove Avenue
Rantoul, IL 61866
Phone: (217) 892-2103
Divisions: Police; Animal Control; ESDA

Rantoul Recreation Department Administrative Offices

Location: 100 East Flessner Avenue
Rantoul, IL 61866
Phone: (217) 893-5702
Divisions: Recreation; Central Maintenance

Forum Fitness Center

Location: 200 West Flessner Avenue
Rantoul, IL 61866
Phone: (217) 893-5752

Rantoul Youth Center

Location: 1306 Country Club Lane
Rantoul, IL 61866
Phone: (217) 893-5779

Hap Parker Family Aquatic Center

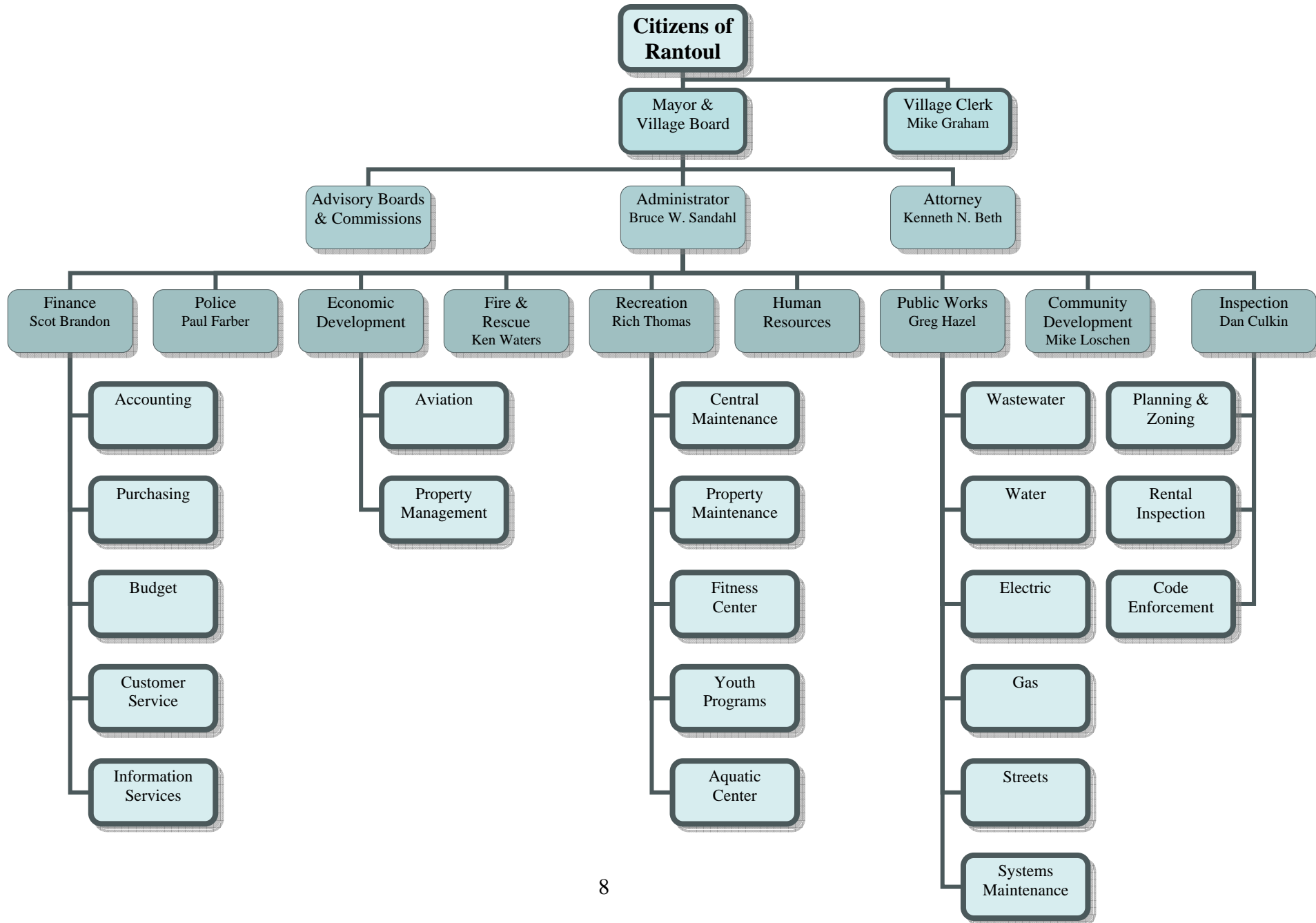
Location: 200 West Flessner Avenue
Rantoul, IL 61866
Phone: (217) 893-5780

Rantoul Fire Department Facilities

Locations: Station No. 1 – 101 East Grove Avenue
Station No. 2 – 500 North Maplewood Drive
Station No. 3 – 1008 South Perimeter Road
Phone: (217) 892-8401
Divisions: Fire Protection

Frank Elliott Field – Airport

Location: 2 Aviation, Suite A110
Rantoul, IL 61866
Phone: (217) 892-6895



**VILLAGE OF RANTOUL
BOARDS, COMMITTEES & COMMISSIONS
MEMBER LIST AS OF MARCH 2011**

(Click Names for Email Link)

Rantoul Village Board of Trustees

All members are elected at-large for 4-year terms. The Village Board regularly meets on the first and second Tuesdays of each month at 6:15 PM in the Louis B. Schelling Memorial Board Room of the Rantoul Municipal Building, 333 South Tanner Street.

Mayor: [Neal Williams](#)
Residence: 512 N. Sheldon, Rantoul
Home Phone: 892-2525
Village Office: Municipal Building Room 220
Office Phone: 892-6802
Took Office: May 2001; reelected in 2005 and 2009
Current Term Expires: May 2013

Village Clerk: [Mike Graham](#)
Residence: 216 B E. Sangamon, Ave, Rantoul
Home Phone: 893-1722
Village Office: Municipal Building Room 102
Office Phone: 892-6823
Took Office: October 2010
Current Term Expires: May 2011

Trustee: [Joe Bolser](#)
Residence: 706 E. Grove Avenue, Rantoul
Home Phone: 892-4365
Took Office: May 2007
Current Term Expires: May 2011

Trustee: [Tony Brown](#)
Residence: 428 Fox Ridge Drive, Rantoul
Home Phone: 893-9288
Took Office: May 2009
Current Term Expires: May 2013

Trustee/Mayor Pro Tem: [Margurette Carter](#)
Residence: 1044 Englewood Drive, Rantoul
Home Phone: 893-0490
Took Office: April 2003; reelected in 2005 and 2009
Current Term Expires: May 2013

Trustee: [J. Roger Jones](#)
Residence: 500 W. Champaign Avenue, Rantoul
Home Phone: 892-4276
Took Office: May 2009
Current Term Expires: May 2013

Trustee: [Charles “Chuck” Smith](#)
Residence: 1800 Gleason Drive, Rantoul
Home Phone: 893-1427
Took Office: May 1999; reelected in 2003 and 2007
Current Term Expires: May 2011

Trustee: [Jim Stubblefield](#)
Residence: 420 Moraine Drive, Rantoul
Home Phone: 893-4309
Took Office: May 2007
Current Term Expires: May 2011

Rantoul Library Board of Trustees

All members are elected at-large for 6-year terms. The Library Board meets on the second Tuesdays of each month at 7:00 PM in the Rantoul Public Library, 106 W. Flessner Avenue.

President: [Frances Biederman](#)
Residence: 1601 Symington, Rantoul
Home Phone: 893-1304
Took Office: 1989
Current Term Expires: 2011

Trustee: [Anita J. Hochberger](#)
Residence: 1608 Symington, Rantoul
Home Phone: 893-3047
Took Office: 2005
Current Term Expires: 2011

Trustee: [Donna Miner](#)
Residence: 321 N. High Street, Rantoul
Home Phone: 893-9522
Took Office: 2002
Current Term Expires: 2013

Trustee: [Johnny Waterman](#)
Residence: 1029 Englewood Drive, Rantoul
Home Phone: 892-9524
Took Office: 1995
Current Term Expires: 2013

Trustee: [John Brotherton](#)
Residence: 408 Fox Ridge Drive, Rantoul
Home Phone: 893-3670
Took Office: 1997
Current Term Expires: 2015

Trustee: [Hal Loebach](#)
Residence: 587 Pinecrest Place, Rantoul
Home Phone: 893-9519
Took Office: 2000
Current Term Expires: 2011

Trustee: [Michelle Clayton](#)
Residence: 1013 Ascot Drive, Rantoul
Home Phone: 893-9144
Took Office: 2009
Current Term Expires: 2011

Champaign County Housing Development Corporation

All members are appointed by the Mayor with the approval of the Village Board for 5-year terms.

Member: **Charlotte Klestinski**
Address: 101 Mitchell Court, Rantoul
Phone: 893-9105
Term Expires: 2013

Member: **Randy Davis**
Address: 341 E. Sangamon Avenue, Rantoul
Phone:
Term Expires: 2012

Member: **Vacancy****
Address:
Phone:
Term Expires: 2011

Citizens Advisory Board

All members are appointed by the Mayor with the approval of the Village Board for 4-year terms.

Chairman: [Jewell Kelly](#)
Residence: 1625 Golfview Drive, Rantoul
Phone: 893-0845
Term Expires: 2013

Member: [Beatrice M Estes](#)
Address: 1529 Marcia Drive, Rantoul
Phone: 892-9453
Term Expires: 2013

Member: [Susan Combest](#)
Address: 1212 Aspen Drive, Rantoul
Phone: 892-3059
Term Expires: 2013

Member: [Warren Manley](#)
Address: 309 W. Champaign Avenue, Rantoul
Phone: 215-9227
Term Expires: 2013

Economic Development Commission

All members are appointed by the Mayor with the approval of the Village Board for 5-year terms.
Commission meets quarterly.

Chairman: [Kirk Harney](#)
Address: 712 Lucy Goff Drive, Rantoul
Phone: 365-4655
Took Office: 1996
Term Expires: 2011

Member: [Dennis Long](#)
Address: 201 E. Champaign Avenue, Rantoul
Phone: 892-2143
Took Office: 2002
Term Expires: 2012

Member: [Jeffray Greene](#)
Address: 500 Church Drive, Rantoul
Phone: 892-2512
Took Office: 2006
Term Expires: 2013

Member: [Bruce W. Sandahl](#)
Address: 333 S. Tanner Street, Rantoul
Phone: 892-6801
Took Office: 2008
Term Expires: 2013

Member: [John Peck](#)
Address: 1954 CR 3000 N, Rantoul
Phone: 892-8500
Took Office: 2003
Term Expires: 2014

Member: **Vacancy****
Address:
Phone:
Took Office:
Term Expires:

Board of Fire & Police Commissioners

All members are appointed by the Mayor with the approval of the Village Board for 3-year terms. Commission meets on an as-needed basis.

Chairman: [Gary Hardin](#)
Address: 777 Oakcrest, Rantoul
Phone: 892-9104
Took Office: 2005
Term Expires: 2011

Commissioner: [Ron Luna](#)
Address: 404 Eden Park Drive, Rantoul
Phone: 493-1987
Took Office: 2009
Term Expires: 2013

Commissioner: [Sam Hall](#)
Address: 401 E. Sangamon Avenue, Rantoul
Phone: 892-5214
Took Office: 2009
Term Expires: 2012

Human Relations Committee

All members are appointed by the Mayor with the approval of the Village Board for 4-year terms. Committee meets on an as-needed basis.

Chairman: [Kenneth Calhoun](#)
Address: 1617 Symington, Rantoul
Phone: 892-2989
Took Office: 1999
Term Expires: 2013

Member: [Wendell Golston](#)
Address: 907 North Drive, Rantoul
Phone: 892-4235
Took Office: 2004
Term Expires: 2013

Member: [Herman Fogal](#)
Address: 1622 Golfview Circle, Rantoul
Phone: 893-0068
Took Office: 1999
Term Expires: 2013

Member: [Mike Gottlieb](#)
Address: 1633 Symington, Rantoul
Phone: 893-0586
Took Office: 2005
Term Expires: 2013

Member: [Marcia Jackson](#)
Address: 405 Moraine Drive, Rantoul
Phone: 892-9766
Took Office: 1999
Term Expires: 2013

Member: [Monica Rittenhouse](#)
Address: 607 E. Perimeter Road, Rantoul
Phone: 215-4477
Took Office: 1999
Term Expires: 2013

Liquor Advisory Committee

All members are appointed by the Mayor with the approval of the Village Board for 4-year terms. Committee meets on an as-needed basis.

Chairman: [Ron Loy](#)
Address: 505 W. Champaign Avenue, Rantoul
Phone: 893-9180
Term Expires: 2013

Member: [Lance Kerney](#)
Address: 2003 E. John Drive, Mahomet
Phone: 892-2103
Term Expires: 2013

Member: [Wayne Mathis](#)
Address: 586 Hazelcrest, Rantoul
Phone: 893-1884
Term Expires: 2013

Micro Loan Fund Review Committee

All members are appointed by the Mayor with the approval of the Village Board for 3-year terms. Committee meets on an as-needed basis.

Chairman: [Eddie Carter](#)
Address: 1044 Englewood Drive, Rantoul
Phone: 893-0490
Term Expires: 2011

Member: [Bruce W. Sandahl](#)
Address: 333 S. Tanner Street, Rantoul
Phone: 892-6801
Term Expires: 2013

Member: [John Vasquez](#)
Address: 1500 E. Grove Avenue, Rantoul
Phone: 893-1800
Term Expires: 2012

Member: [Connie Nelson](#)
Address: 426 E. Champaign Avenue, Rantoul
Phone: 892-4887
Term Expires: 2012

Member: [Dennis Long](#)
Address: 201 E. Champaign Avenue, Rantoul
Phone: 892-2143
Term Expires: 2013

Member: [Brian Schurter](#)
Address: 404 Moraine Drive, Rantoul
Phone: 893-3322
Term Expires: 2011

Member: [Jim Stubblefield](#)
Address: 420 Moraine Drive, Rantoul
Phone: 893-4309
Term Expires: 2012

Member: [Mike Loschen](#)
Address: 333 S. Tanner Street, Rantoul
Phone: 892-6824
Term Expires: 2013

Member: [Tony Brown](#)
Address: 428 Fox Ridge Drive, Rantoul
Phone: 893-9288
Term Expires: 2012

Plan Commission

All members are appointed by the Mayor with the approval of the Village Board for 4-year terms. Commission meets on the fourth Monday of each month, or as otherwise noted.

Chairman: [Mike Daugherty](#)
Address: 400 Moraine Drive, Rantoul
Phone: 893-8201
Term Expires: 2015

Vice Chairman: [Jeff Schlueter](#)
Address: 609 Glenwood Drive, Rantoul
Phone: 359-7945
Term Expires: 2013

Commissioner: [Lori Shields](#)
Address: 350 W. Champaign Avenue, Rantoul
Phone: 892-2155
Term Expires: 2013

Commissioner: [Herman Fogal](#)
Address: 1622 Golfview Circle, Rantoul
Phone: 893-0068
Term Expires: 2012

Commissioner: [Doyle Beesley](#)
Address: 1608 Harper Drive, Rantoul
Phone: 893-4809
Term Expires: 2015

Commissioner: [Louis Smith](#)
Address: 421 Fox Ridge Drive, Rantoul
Phone: 892-8931
Term Expires: 2015

Commissioner: [Dennis Stubblefield](#)
Address: 608 W. Champaign Avenue, Rantoul
Phone: 893-0313
Term Expires: 2012

Police Pension Board

Two members are appointed by the Mayor with the approval of the Village Board. Two members are elected by the members of the Police Department. One member is elected by the pensioners of the Police Department. All members serve 2-year terms. Board meets quarterly.

President: [Sgt. Sean Arie](#)
Address: 109 E. Grove Avenue, Rantoul
Phone: 893-0988
Term Expires: 2012

Vice President: [Ofc. Justin Bouse](#)
Address: 109 E. Grove Avenue, Rantoul
Phone: 893-0988
Term Expires: 2012

Member: [Mike Tittle](#)
Address: 408 W. Morris, Thomasboro
Phone: 841-1757
Term Expires: 2012

Member: [Mike Daugherty](#)
Address: 400 Moraine Drive, Rantoul
Phone: 893-8201
Term Expires: 2011

Member: [Larry Harmon](#)
Address: 1019 Thomas Court, Rantoul
Phone: 892-2143
Term Expires: 2012

Revolving Loan Fund Review Committee

All members are appointed by the Mayor with the approval of the Village Board for 3-year terms. Committee meets on an as-needed basis.

Member: [Bruce W. Sandahl](#)
Address: 333 S. Tanner Street, Rantoul
Phone: 892-6801
Term Expires: 2013

Member: [Jon Vasquez](#)
Address: 1500 E. Grove Avenue, Rantoul
Phone: 893-1800
Term Expires: 2012

Member: [Connie Nelson](#)
Address: 426 E. Champaign Avenue, Rantoul
Phone: 892-4887
Term Expires: 2012

Member: [Dennis Long](#)
Address: 201 E. Champaign Avenue, Rantoul
Phone: 892-2143
Term Expires: 2013

Member: [Brian Schurter](#)
Address: 404 Moraine Drive, Rantoul
Phone: 893-3322
Term Expires: 2011

Member: [Eddie Carter](#)
Address: 1044 Englewood Drive, Rantoul
Phone: 893-0490
Term Expires: 2011

Member: [Mike Loschen](#)
Address: 333 S. Tanner Street, Rantoul
Phone: 892-6824
Term Expires: 2013

Scholarship Committee

All members are appointed by the Mayor with the approval of the Village Board. Committee meets on an as-needed basis.

Member: [Bruce W. Sandahl](#)
Address: 333 S. Tanner Street, Rantoul
Phone: 892-6801

Member: [Margurette Carter](#)
Address: 1044 Englewood Drive, Rantoul
Phone: 893-0490

Member: [Dennis Long](#)
Address: 201 E. Champaign Avenue, Rantoul
Phone: 892-2143

Member: [Carl Meyer](#)
Address: 2400 W. Bradley Avenue, Champaign
Phone: 351-2464

Member: [Herman Fogal](#)
Address: 1622 Golfview Circle, Rantoul
Phone: 893-0068

Senior Citizens Advisory Committee

All members are appointed by the Mayor with the approval of the Village Board for 4-year terms. Committee meets on an as-needed basis.

Chairman: [Gene Ryan](#)
Address: 500 Malsbury Drive, Rantoul
Phone: 893-1723
Term Expires: 2013

Member: [June Ryan](#)
Address: 500 Malsbury Drive, Rantoul
Phone: 893-1723
Term Expires: 2013

Member: [David Netterfield](#)
Address: 1527 Fairway Drive, Rantoul
Phone:
Term Expires: 2013

Member: [Ardith Goodwin](#)
Address: 615 Meadows Court, Rantoul
Phone: 892-9302
Term Expires: 2013

Member: [Frances Biederman](#)
Address: 1601 Symington, Rantoul
Phone: 893-1304
Term Expires: 2013

Member: [Muriel Cullen](#)
Address: 1356 Briarcliff, Rantoul
Phone: 892-9735
Term Expires: 2013

Member: [Joe Bolser](#)
Address: 706 E. Grove Avenue, Rantoul
Phone: 892-4365
Term Expires: 2013

Storm Drainage Committee

All members are appointed by the Mayor with the approval of the Village Board for 4-year terms. Committee meets on an as-needed basis.

Chairman: [Ron Loy](#)
Address: 505 W. Champaign Avenue, Rantoul
Phone: 893-9180
Term Expires: 2013

Member: [Jeff Schlueter](#)
Address: 609 Glenwood Drive, Rantoul
Phone: 359-7945
Term Expires: 2013

Member: [John Reale](#)
Address: 1625 Carolina Drive, Rantoul
Phone: 893-1280
Term Expires: 2013

Member: [Charles "Chuck" Smith](#)
Address: 1800 Gleason Drive, Rantoul
Phone: 893-1427
Term Expires: 2013

Member: [Greg Hazel](#)
Address: 200 W. Grove Avenue, Rantoul
Phone: 892-6512
Term Expires: 2013

Member: [Dan Culkin](#)
Address: 333 S. Tanner Street, Rantoul
Phone: 892-6825
Term Expires: 2013

Tree Commission

All members are appointed by the Mayor with the approval of the Village Board for 2-year terms. Commission meets on an as-needed basis.

- Commissioner:** [Leonard Wirges](#)
Address: 931 Briarcliff, Rantoul
Phone: 892-2318
Term Expires: 2012
- Commissioner:** [Rich Thomas](#)
Address: 100 E. Flessner, Rantoul
Phone: 893-5701
Term Expires: 2011
- Commissioner:** [Pete Passarelli](#)
Address: 200 W. Grove Avenue, Rantoul
Phone: 892-6513
Term Expires: 2011
- Commissioner:** [John Brackemyre](#)
Address: 605 Glenwood Drive, Rantoul
Phone: 892-4262
Term Expires: 2011
- Commissioner:** [Lorraine Wirges](#)
Address: 931 Briarcliff, Rantoul
Phone: 892-2318
Term Expires: 2012

Zoning Board of Appeals

All members are appointed by the Mayor with the approval of the Village Board for 5-year terms. Board meets on an as-needed basis.

- Member:** [Larry E. Mullins](#)
Address: 1440 Pine Avenue, Rantoul
Phone: 892-4479
Term Expires: 2014
- Member:** [Joseph E. Whalen](#)
Address: 300 Twin Lakes #15, Rantoul
Phone: 893-3333
Term Expires: 2014
- Member:** [Bruce Johnson](#)
Address: 211 N. Penfield, Rantoul
Phone: 892-4137
Term Expires: 2015

Member: [Allen Jones](#)
Address: 583 Pinecrest Place, Rantoul
Phone: 893-4338
Term Expires: 2015

Member: [Jeremy Reale](#)
Address: 308 Eden Park Drive, Rantoul
Phone: 417-5063
Term Expires: 2015

Member: [Ken Waters](#)
Address: 582 Hazelcrest, Rantoul
Phone: 892-2396
Term Expires: 2012

Member: [Linda Finger](#)
Address: 332 Highland Drive, Rantoul
Phone: 893-3715
Term Expires: 2011

**VILLAGE OF RANTOUL
DEPARTMENT CONTACT INFORMATION**

Department	Contact	Location	Telephone
Accounting	<u>Angela Wascher</u>	333 S. Tanner, Room 204	892-6831
Administration	<u>Bruce W. Sandahl</u>	333 S. Tanner, Room 101	892-6801
Airport	<u>Bill Clayton</u>	2 Aviation, Suite A110	892-6895
Community Development	<u>Mike Loschen</u>	333 S. Tanner, Room 404	892-6824
Comptroller	<u>Scot Brandon</u>	333 S. Tanner, Room 200	892-6828
Economic Development	<u>Diane Shields</u>	601 S. Century	892-6881
ESDA	<u>Dan Russell</u>	109 E. Grove	893-0988
Fire	<u>Ken Waters</u>	333 S. Tanner	892-8401
Human Resources	Vacant	333 S. Tanner, Room 214	892-6858
Information Technology	<u>Christopher Huston</u>	333 S. Tanner, Room 104	892-6803
Inspection	<u>Dan Culkin</u>	333 S. Tanner, Room 408	892-6825
Mayor	<u>Neal Williams</u>	333 S. Tanner, Room 102	892-6802
Police	<u>Paul Farber</u>	109 E. Grove	893-0988
Public Works	<u>Greg Hazel</u>	200 W. Grove	892-6512
Recreation	<u>Rich Thomas</u>	100 E. Flessner	893-5701
Utility Billing	<u>Carla Toliver</u>	333 S. Tanner, Room 106	892-6857
Village Clerk/ FOI Office	<u>Mike Graham</u>	333 S. Tanner, Room 102	892-6823

Village of Rantoul
FOIA Policies & Procedures

Village of Rantoul
Request for Inspection or Copying of Public Records
Rules & Regulations in Accordance with the Freedom of Information Act
(5 ILCS 140)
REVISED SEPTEMBER 2009

Sec. 1 Introduction

The Illinois Freedom of Information Act (5 ILCS 140 et. seq.), as supplemented and amended since its effective date of July 1, 1984, requires all public bodies in the state to make non-exempt public records available for inspection and copying. The Village of Rantoul not only strives to comply with this law, but also fully endorses the fundamental concept that all persons are entitled to full, accurate, and complete information regarding the affairs of the Village and the official acts and policies adopted by Village officials and public employees. The Village of Rantoul recognizes that its desire for the active and informed participation of its citizens in the public policy process necessitates as full and as free an access to this information as possible. In determining the parameters of public access to information, the Village of Rantoul also understands its obligations to protect legitimate privacy interests and maintain the efficiency of its administrative operations.

Pursuant to Section 3 of the Act, the Rantoul Village Board shall have the authority to promulgate rules and regulations pertaining to the availability of records and procedures to be followed in conformity with the provisions of the Freedom of Information Act. The rules and regulations contained herein have thus been established by the Village of Rantoul to ensure that its obligations under the law and its philosophical obligation to its citizens to promote openness and transparency are satisfactorily met. These rules are intended to serve as procedural guidelines for citizens and employees and officers of the Village in expediting the process of obtaining access to public records. In any instance in which these procedures shall conflict with language contained in the Illinois Freedom of Information Act as now existing or hereafter amended, the terms of the Act shall prevail.

Sec. 2 Procedures for the Request of Inspection or Copying of Records

Requests for the inspection and copying of non-exempt public records pursuant to FOIA may be made in person at the Rantoul Municipal Building, 333 S. Tanner Street, Rantoul, Illinois, Mondays through Fridays, between the hours of 8:00 A.M. and 5:00 P.M., except on holidays. Requests for the inspection and copying of Village Police Department records may be made in person at the Rantoul Police Department, 109 E. Grove Avenue, Rantoul, IL.

The Village of Rantoul shall also accept FOIA requests received via facsimile, [electronic mail](#), and through the United States mail. The Village is only responsible for responding to requests that it actually receives and is not responsible for transmission or delivery errors for FOIA requests that are submitted through these alternative means. Any requests received by the Village after normal business hours shall be considered received on the following business day.

All requests for public records must be made in writing, preferably upon a Village of Rantoul Freedom of Information Request Form. If a requesting party is unable to obtain one of these forms, the Village will accept any legible written request, provided that such written request is clearly and concisely stated and contains the name, address, and telephone number of the requestor.

To ensure that each FOIA request is acted upon in a complete and timely fashion, the requestor should ensure that the public record being sought is clearly identified in his/her request. Requestors should provide as much known information about the requested record as possible (e.g. type of record, approximate date of record, department where record may be located, etc.). The request should indicate whether the records are to be inspected, copied, and/or certified. The Village of Rantoul is not obligated to respond to requests that are overly broad or that would place an undue burden upon its operations; nor is the Village obligated to interpret or advise requestors as to the meaning or significance of public records that may be provided.

If the request is being made for a commercial purpose, the requestor must disclose that fact to the Village at the time the request is made. It is a violation of the Act to knowingly obtain a public record for a commercial purpose without such disclosure.

Sec. 3 Fee Schedule

Pursuant to 5 ILCS 140/6, the Village of Rantoul is given the authority to charge reasonable fees for the duplication and/or certification of public records produced in compliance with FOIA requests. The Freedom of Information Officer is given the authority to grant a waiver or reduction of fees for copying records if the requestor's stated purpose is to obtain information regarding the health, safety, and welfare of the general public and is not for the principal purpose of personal or commercial benefit. In determining the amount of any such waiver or fee reduction, the Village will also consider the number of records requested and the actual costs of copying.

Unless otherwise waived, copying fees must be paid in advance of the records being made available to the requestor. Fees are as follows:

8.5" x 11" documents:	\$0.15/page
8.5" x 14" documents:	\$0.15/page
11" x 14" documents:	\$0.15/page
Audio Tape:	\$5.00/unit
Compact Disc:	\$5.00/unit
Microfilm:	\$1.00/page
Certification:	\$1.00/document

For each request form filed, citizens shall be furnished with the first fifty (50) pages of standard, black and white copies at no charge. Fees will not be waived for the first fifty (50) pages of colored copies or copies exceeding 11" x 14" in area, unless a waiver or fee reduction is granted by the Freedom of Information Officer as a means of furthering the public interest.

Fees to copy blueprints, oversized documents, pamphlets, manuals and any other records which are to be copied by an outside service shall be based on the actual costs incurred by the Village. Information regarding these fees will be provided to the requestor before copying. Additional fees for accident records may apply, as allowable by law.

Sec. 4 Village Response to Requests for Inspection or Copying of Records

In accordance with the law, the Village of Rantoul will respond to all non-commercial requests within five (5) working days of receipt. Responses will be provided to any commercial requests within twenty-one (21) working days of receipt. In processing requests for information made under the Act, the Village shall give priority first to any non-commercial requests pending before it. The Village must respond in one of the following methods:

A. Approval of Request

If the requested records are available and determined to be non-exempt, the Village will advise the requestor of the documents which are available and the cost to copy the records. For commercial requests, the Village response will include an estimate of the time required to locate and compile the records requested, as well as the estimated fees to be assessed to the requestor.

If the requestor has asked to inspect the documents, the Village will provide the requestor with notice of a time and location in which the records will be made available for inspection. Any inspection of public records will be conducted during normal business hours at the Rantoul Municipal Building, unless another location is otherwise agreed upon by the Village and the requesting party. The Village may require that an officer or employee of the Village be present during any inspection of public records. A requestor may also be prohibited from bringing bags, brief cases, or other containers into the room in which the inspection takes place. Documents made available for inspection will be held for fourteen (14) working days from the date of the Village's response and, thereafter, will be re-filed.

Fees for copies of records, unless waived, must be paid in advance. All copying of documents shall be done by an officer or employee of the Village of Rantoul. Upon written request, the Village will mail copies of public records to the requestor.

B. Notice of Extension

Under certain circumstances, the Freedom of Information Act allows the Village to provide notice of an extension of time for response to a request. This time period shall not exceed an additional five (5) working days, or a total of ten (10) working days from the receipt of the original request. Any notice of extension must cite the reason why the extension is necessary.

C. Denial of Request

Any denial of any part of a request shall be made in writing and shall state the reason(s) for the denial in accordance with Section 3(g), or if the record is determined to be exempt, pursuant to Section 7 of the Freedom of Information Act.

Section 3(g) of the Act allows the Village to deny a request for a category of records if compliance with the request would place an undue burden upon the Village and there is no way to narrow the scope of the request, and/or the burden on the Village outweighs the public interest in the information. Before denying a request on the basis of this exemption, the Village will contact the requestor to offer him/her an opportunity to confer with the Village in an attempt to reduce the scope of the request to a manageable proportion. Any denial pursuant to Section 3(g) shall specify the reason(s) why it would be unduly burdensome to the Village and the extent to which compliance with the request would burden the operation of the Village. Repeated requests for the same public records by the same person shall be deemed unduly burdensome and shall be denied accordingly.

Section 7 of the Act enumerates a series of records that are considered exempt from public disclosure and, therefore, need not be produced by the Village.

All denials shall include the name and title of the individual or individuals responsible for the denial of the request, and shall include a detailed factual basis for the application of any exemption claimed. Any denial must also include a notice of the requestor's statutory right to petition the office of the Public Access Counselor in the office of the Illinois Attorney General for review of the denial, as well as the right to judicial review under Section 11 of the Act. In accordance with the provisions of the Act, copies of all denials shall be retained by the Freedom of Information Officer and will be indexed according to the type of exemption asserted and, to the extent feasible, according to the type of records requested.

If the Village determines that a FOIA request should be denied by claiming an exemption under subsection (1) (c) or (1) (f) of Section 7 of the Act, the Freedom of Information Officer shall provide written notice to both the requestor and the Public Access Counselor of the Village's intent to deny the request in whole or in part. This notice shall include: a copy of the original FOIA request; the proposed

response from the Village; and a detailed summary of the Village's basis for asserting the exemption. Upon receipt of the notice of intent to deny, the Public Access Counselor shall determine whether or not further inquiry is warranted. Within five (5) working days after receipt of the notice of intent to deny, the Public Access Counselor shall notify the Village and the requestor whether further inquiry is warranted.

Sec. 5 Administrative & Judicial Review Procedures

Any requestor whose request for information has been denied by the Village may exercise his/her statutory right to petition the Public Access Counselor in the office of the Illinois Attorney General for review of said denial. A request for review must be filed with the Public Access Counselor not later than sixty (60) days after the date of the final denial. Any such request for review must be in writing, signed by the requestor, and include copies of the original FOIA request and any responses received from the Village.

Upon receipt of a request for review, the Public Access Counselor shall determine whether further action is warranted. If the Public Access Counselor determines that the alleged violation of the Act is unfounded, he/she shall so advise the requestor and the Village and no further action will be taken with respect to the complaint. In all other cases, the Public Access Counselor shall forward a copy of the request for review to the Village within seven (7) working days after receipt and shall specify the records or other documents that the Village shall furnish to facilitate the review. Within seven (7) working days after receipt of the request for review, the Freedom of Information Officer must provide copies of the records requested and shall otherwise fully cooperate with the Public Access Counselor. To the extent that records produced by the Village for the purposes of review contain information that is claimed to be exempt, the Public Access Counselor shall not further disclose that information.

Within seven (7) working days after it receives the request for review and request for production of records from the Public Access Counselor, the Village may provide an answer to the allegations of the request for review in the form of a letter, brief, or memorandum. The Public Access Counselor shall forward a copy of any such written answer to the person submitting the request for review and the requestor may respond in writing to such answer within seven (7) working days. If the requestor chooses to file a written response to the Village's answering of the allegations, he/she must also provide a copy of that response to the Village.

The Attorney General shall examine the issues and records submitted in conjunction with any request for review and shall, within sixty (60) days, issue to the requestor and to the Village an opinion in response to the request for review. The opinion shall be binding upon both the requestor and the Village, subject to administrative review under Section 11.5. The Public Access Counselor may opt to extend the 60-day time period by up to twenty-one (21) additional working days, provided that he/she sends written notice of such extension to both the requestor and the Village. The Attorney General may exercise his/her discretion and choose to resolve a request for review by mediation or by a means other than the issuance of a binding opinion.

Upon receipt of a binding opinion concluding that a violation of the Act has occurred, the Freedom of Information Officer shall either take necessary action immediately to comply with the directive of the opinion, or shall initiate administrative review under Section 11.5. If the opinion concludes that no violation occurred, the requestor may initiate administrative review under Section 11.5.

Any person denied access to inspect or copy any public record shall also have the right to file suit for injunctive or declaratory relief in the Circuit Court of Champaign County.

Sec. 6 Village of Rantoul FOIA Administrative Procedures

In accordance with Section 3.5 of the Act, the Village Board shall designate an employee or officer of the Village to serve as Freedom of Information Officer. The designated Freedom of Information Officer may, from time to time, designate additional employees or officers to serve as deputy freedom of information officers for particular departments or divisions of the Village as necessary to expedite the FOIA process. Freedom of Information officers and deputies shall be charged with the responsibility for implementing these policies and procedures and processing all requests for information in accordance with the terms of the Act. Deputy Freedom of Information officers shall, at the discretion of the Freedom of Information Officer, be given the authority to act as the primary freedom of information officer for each department or division in which they have been assigned. Each individual designated as a freedom of information officer or deputy shall successfully complete an annual training curriculum through the State of Illinois, as provided in the Act.

All FOIA requests shall be date stamped upon receipt by the Village. Upon receipt, the Freedom of Information Officer shall forward a copy of the request to the appropriate contact employee for the department in which the records are located. Upon forwarding the request to the appropriate department, the Freedom of Information Officer shall also indicate the date by which the request must be approved or denied (five working days from the date of receipt).

The employee responsible for providing the information on behalf of his/her department shall promptly either comply with or deny the request. The employee shall notify the Freedom of Information Officer of his/her action on the request no later than five (5) working days after its receipt. The Freedom of Information Officer shall then respond in writing to the requestor accordingly. If denying the request, the official responsible for the denial must include, in writing, the following information:

1. The statutory exemption used as the basis for the denial and the specific reasons for the denial, including a detailed factual basis and citation to supporting legal authority;
2. The names/titles of each person responsible for the denial;
3. The notice of the requestor's statutory right to petition the Public Access Counselor for review of the denial; and
4. The notice of the requestor's statutory right to judicial review under section 11 of the Act.

If any public record exempt from disclosure contains material which is not exempt, the Village shall delete the exempt information and make the remaining information available for inspection and copying.

If the responsible employee determines that there is not adequate time to gather the requested information, the time limit may be extended by an additional five (5) working days. Extensions should be reserved only for extenuating circumstances. Appropriate reasons for extension include:

1. The requested record is in a place other than the office at which the record is being requested
2. The request requires the collection of a substantial number of specified records
3. The request is understood in categorical terms and requires an extensive search for the records responsive to it
4. The requested records have not been located in the course of routine search and additional efforts are being made to locate them
5. The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if the records are exempt from disclosure under Section 7 of the Act, or should be revealed only with appropriate deletions
6. The request for records cannot be complied with by the public body within the time limits prescribed by Section 3 of the Act without unduly burdening or interfering with the operations of the public body
7. There is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request

When additional time is required for any of the aforementioned reasons, the responsible employee shall notify the Freedom of Information Officer as soon as possible, but no later than four (4) working days after receipt of the request. The Freedom of Information Officer shall then immediately send written notice of extension to the requestor, stating the reasons for the extension and the date by which the records will be available or that a denial will be forthcoming. Extensions will not be granted for a period exceeding five (5) working days, except in the most unusual circumstances; provided that any such extraordinary period for extension will first be agreed upon in writing by both the requestor and the Freedom of Information Officer.

All requests for public records made under the FOIA shall be maintained in a file in an office designated by the Freedom of Information Officer and preserved in accordance with the provisions of the Local Records Act. Documents maintained in this file shall include, but not be limited to, the following: the original request, a copy of the written response, a record of written communications with the requestor, and a copy of all other communications. Additionally, all denials of FOIA requests shall, by law, be indexed according to the statutory basis for the individual denial. To the extent practicable, these records should be further subdivided by type or category of record requested.

In accordance with the provisions of Section 4 of the Act, the Freedom of Information Officer shall be responsible for publishing and maintaining a local FOIA manual, pamphlet, or other substantially similar document containing the following information:

1. A brief description of the Village of Rantoul, including, but not limited to:
 - a. a short summary of its purpose
 - b. a block diagram of its functional subdivisions
 - c. the total amount of its operating budget
 - d. the number and location of each of its separate offices
 - e. the approximate number of full- and part-time employees
 - f. the identification and membership of any board, commission, committee or council which operates in an advisory capacity relative to the operation of the public body, or which exercises control over its policies or procedures
2. A brief description of the methods whereby the public may request information and public records
3. A directory designating by titles and addresses those employees to whom requests for public records should be directed
4. A schedule of local fees, as allowable under Section 6 of the Act
5. A reasonably current list of all types or categories of records maintained by the Village of Rantoul
6. A listing of all documents or categories of records that the Village shall immediately disclose upon request
7. A description of the manner in which public records stored by means of electronic data processing may be obtained in a format comprehensible to persons lacking knowledge of computer language or printout format.

All of the foregoing general information shall also be made available for public access on the Village of Rantoul website.

**VILLAGE OF RANTOUL
FREEDOM OF INFORMATION STAFF CONTACT LIST**

FREEDOM OF INFORMATION OFFICER

Mike Graham

333 S. Tanner Street, Room 102
Rantoul, IL 61866
Phone: (217) 892-6823
Fax: (217) 892-4794

DEPUTY FREEDOM OF INFORMATION OFFICER FOR ADMINISTRATION

Janet Gray

333 S. Tanner Street, Room 102
Rantoul, IL 61866
Phone: (217) 892-6802
Fax: (217) 892-4794

DEPUTY FREEDOM OF INFORMATION OFFICER FOR THE POLICE DEPT.

Lt. Jeffrey Wooten

109 E. Grove Avenue
Rantoul, IL 61866
Phone: (217) 893-0988

DEPUTY FREEDOM OF INFORMATION OFFICER FOR THE POLICE DEPT.

Sara Simpkins

109 E. Grove Avenue
Rantoul, IL 61866
Phone: (217) 893-0988

Village of Rantoul Index of Public Records

List of Records by Department
List of Records Available Immediately Upon Request

Airport Department

For more information, contact Airport Manager [Bill Clayton](#) (892-6895) or FOIA Officer [Mike Graham](#) (892-6823).

<u>Record Types</u>	<u>Approximate Dates</u>
Airport Inspection Reports (IDOT)	1993-
Airport Operating Certificates (IDOT)	1973-
Airport Rules and Regulations	2000-
Backflow Prevention Device Inspection Records	2009-
Building Code Inspection Records	2006-
Construction Project Records	1992-
Emergency Plans	2007-
Emergency Training Exercise Records	2008-
Event Listings	2007-
Federal Fish & Wildlife Permits	1999-
Special Event Project Files	2003-
Tenant Lease Listings	2002-

Inspection, Planning & Zoning Department

For more information, contact Administrative Assistant [Brenda Runyon](#) (892-6826) or FOIA Officer [Mike Graham](#) (892-6823).

<u>Record Types</u>	<u>Approximate Dates</u>
Airbase Hazardous Material Storage Records	1997-
Airbase Housing Occupancy Permits	1995-2005
Airbase Housing Utility Connection Orders	1992-2005
Annexation Records	1965-
Blueprints, Plans, Plats, and Engineering Drawings	1925-
Building Permit Files	1999-
Code Enforcement Daily Inspection Schedules	2007-
Code Enforcement Violation Records	2000-
Comprehensive Plan Development Records	2002-
Contract Licensing Records	1968-
Daily Activities Reports	1985-
Federal Census Records	2008-
Fees/Fines Submittal Ledger Sheets	2008-
Food Handlers Inspection Reports	1985-1998
HVAC Work Orders	2000-
Inspection Fees Ledgers	1966-
Inspection Violation Records	2007-
License Stubs	1993-
Mobile Home Inspection Records	1968-

Inspection, Planning & Zoning Department (continued)

<u>Record Types</u>	<u>Approximate Dates</u>
Ordinances	2006-
Owner-Occupied Exemption Forms (Rental Inspection)	2007-
Plan Commission Meeting Audio Tapes	1997-
Plan Commission Minutes Notes	1996-
Plan Commission Meeting Sign-in Sheets	1996-
Plan Commission Minutes & Agendas	1962-
Project Manuals	1972-
Requests for Variance	1969-
Residential Rental Annual Registration Applications	2007-
Residential Rental Inspection Records	2007-
Special Use Permit Requests	1971-
Storm Sewer Project Records	1940-
Subdivision Files	1947-
Taxpayer Location Verifications	1999-
Wastewater Plant Project Records	1984-
Zoning Board of Appeals Minutes	1969-
Zoning Board of Appeals Meeting Audio Tapes	1997-

Village Clerk's Office

For more information, contact Deputy Clerk [Janet Gray](#) (892-6802) or FOIA Officer [Mike Graham](#) (892-6823).

<u>Record Types</u>	<u>Approximate Dates</u>
Applications for Authority to Dispose of Local Records	1977-
Base Caretaker Meeting Tape Recordings	1993-1997
Bond Issue Records	1978-
Building Condemnation Records	1964-
Business License Applications & Records	1993-
Election Records	2007-
Freedom of Information Requests & Denials	2007-
Freedom of Information Policies & Procedures	2007-
Freedom of Information Annual Reports	2008-
Group Insurance Enrollment Records	1995-2000
Lawsuit Records	1979-
Legal Correspondence	1967-
Mechanic's Liens	1989-
Micro Loan Fund Records	1994-
Official Oaths & Bonds	2006-
Ordinances and Resolutions	1890-
Personnel Committee Meeting Minutes	1966-2000

Village Clerk's Office (continued)

<u>Record Types</u>	<u>Approximate Dates</u>
Petitions	1915-
Railroad Easement Records	1946-
Records Disposal Certificates	2009-
Revolving Loan Fund Records	1994-
Strategic Planning Records	2007-
Utility Franchise Agreements	1965-
Village Board Meeting Audio Recordings	1977-
Village Board Meeting Video Recordings	1998-
Village Board Meeting Minutes	1906-
Village Board Meeting Agendas	1987-
Village Board Information Packets	1997-
Village Code Books (1931, 1960, 1977 editions)	1931-
Village Real Estate Records	1930-

Community Development Department

For more information, contact Director [Mike Loschen](#) (892-6824) or FOIA Officer [Mike Graham](#) (892-6823).

<u>Record Types</u>	<u>Approximate Dates</u>
Capital Improvement Plans	1968-
Community Development Resolutions	1975-
Consolidated Plans	1985-
Consultant Interview Files	1989-
E. Central Illinois Area Agency on Aging Records	1987-1988
Engineering Studies	1967-
Enterprise Zone Applications to Illinois DCEO	1986-
Enterprise Zone Project Files	1986-
Enterprise Zone Quarterly Financial Reports	1986-
Environmental Review Records	1974-
Grant Administration Files	1974-
Grant Construction Project Files	1992-
Property Demolition Records	2003-
Rehabilitation Project Records (Housing & Rental)	1978-
Rental Rehabilitation Monthly Payment Records	1983-
Telephone Logs	1983-
TIF District Files	1991-

Finance Department

For more information, contact Comptroller [Scot Brandon](#) (892-6828) or FOIA Officer [Mike Graham](#) (892-6823).

<u>Record Types</u>	<u>Approximate Dates</u>
Account Reclassification Approvals	2000-
Airbase Closure Reimbursement Records	1993-
Annual Audits and Financial Statements	1920-
Bankruptcy Notices	1983-
Billed Entity Applicant Reimbursement (BEAR) Records	2008-
Cancelled Bonds and Coupons	1997-
Cancelled Checks, Bank Statements & Deposit Slips	1987-
Cash Post Listings – Utility Billing	2000-
Comprehensive Annual Financial Reports (CAFRs)	1985-
Credit Card Billing Receipt Records	2007-
Employee Earnings Records	1956-
Employee Evaluation Duplicates	1996-
Employee Leave Use Reports	1997-
Employer’s Contribution and Wage Reports	1978-
End-of-Month Reports (Trial balance, revenue, expense)	2006-
Expenditure Approval Listings	2000-
Financial Journals, Ledgers, Registers and Reports	1932-
Flexible Spending Account Disbursements Histories	2007-
Fuel Usage Reports	1996-
Hotel/Motel Tax Monthly Receipts Records	2005-
IMLRMA Annual Payroll Audit Records	2001-
IMLRMA Quarterly Man-hour Reports	2001-
Illinois Municipal Retirement Fund (IMRF) Records	1983-
Insurance Policies and Claims	1995-
Interdepartmental Billing Sheets	2007-
Low-Income Home Energy Assistance Program Records	2006-
Motor Fuel Tax (MFT) Allotment, Audits, and Projects	1966-
Paid Bills and Invoices	1991-
Parking Ticket Log Sheets	2000-
Parking Violation Records	2000-
Payroll Insurance Audits	2003-
Police Fines Collection Log Sheets	2008-
Police Pension Fund Contribution Ledgers	1961-
Quarterly Payroll Tax Reports	1997-
Replacement Tax Allocation Notices	1980-
Requests for Proposal	1990-
Requests for Taxpayers I.D. (W-9)	1997-
Security Light Agreements and Work Orders	1969-

Finance Department (continued)

<u>Record Types</u>	<u>Approximate Dates</u>
State/Federal Tax Statements and Reports	1995-
Storm Drainage Tax Billing Records	2001-
Treasurer's Reports	1981-
Utility Billing History Records	1969-
Utility Deposit Paid-out Records	1975-
Void Check Approvals	2007-
Workers Compensation Case Files	1995-

Economic Development Department

For more information, contact Administrative Assistant [Diane Shields](#) (892-6881) or FOIA Officer [Mike Graham](#) (892-6823).

<u>Record Types</u>	<u>Approximate Dates</u>
Airbase Maps and Plans	1920-
Airbase Property Lease Inquiry Records	1998-
Airbase Property Tax Number Lists	1998-
Alarm System Agreements	1998-
Asbestos Abatement Project Records	2002-
Biweekly Bill Summary Lists	1997-
Bid Tabulations	2001-
Boiler Inspection Records	2003-
Building Operations Audits	1999-
Certificates of Insurance	1960-
Construction Project Records	1988-
Economic Development Commission Minutes	1984-
Elevator Inspection Records	2001-
Engineering Studies	1993-
EEOC Assurance Records	1999-
Equipment Records	1998-
Fire Alarm Emergency Notification Records	2001-
Insurance Claim Report Copies	2000-
Insurance Policies	1993-1998
Invoice Duplicates	2003-
Key Issue Logs	2004-
Knox Box Location Lists	2008-
Lease Payment Request Records	1994-2005
Precision Aviation Finance Reports	2007-2009
Property Detail Lists	1990-
Property Lease Duplicates	1992-

Economic Development Department (continued)

<u>Record Types</u>	<u>Approximate Dates</u>
Rent Calculation Records	1996-
Security Systems Billing Lists	2002-
Security Systems Description Records	2005-
Utility Bills	2001-2003

Fire Department

For more information, contact Fire Chief [Ken Waters](#) (892-8401) or FOIA Officer [Mike Graham](#) (892-6823).

<u>Record Types</u>	<u>Approximate Dates</u>
Aerial Ladder Test Records	1985-
Agreements	1953-
Air Base Emergency Contact Lists	1993-
Boiler Inspection Records	1999-
Building Pre-Plan Reports	2003-
By-Laws	1978-
Civil Defense Reimbursement Records	1952-1954
Commercial Building Fire Sprinkler Inspection Records	2007-
Compressed Air Sample Test Reports	1983-
Dispatch Tickets	2000-
Duty Schedules	1999-
Eligibility Lists	2001-
Employee Injury Reports	1978-
Equipment Inventory Lists	1997-
Equipment Issue Records	1999-
FCC Licenses	1989-
Fire Alarm Inspection Records	1992-
Fire Extinguisher Inspection Records	1981-
Fire Hydrant Testing Records	2007-
Fire Protection Billing Records	1991-
Fire Protection Contract Address Lists	1989-
Fire Station Construction Project Records	1973-
Firefighter Application and Testing Records	1980-
Firefighter Individual Training Records	2002-
Firefighter Medical Evaluations	1996-
Firefighter Resignations	1983-
Firefighter Service Record Lists	1983-
Gasoline Reports (Monthly fuel usage)	1997-
Hose Testing Records	1961-

Fire Department (continued)

Record Types	Approximate Dates
Incident Reports and Investigation Records	1961-
Insurance Rating Inspection Records	1961-1963
Job Descriptions	2000-
Liability Waivers	1992-
Maps and Commercial Building Plans	1973-
Material Safety Data Sheets	1997-
Mutual Aid Box Alarm System Cards	1989-
National Fire Incident Reporting System Reports	1991-1998
National Fire Protection Association Surveys	1987-
OSHA Safety Violation Notices	1992-
Paid Bills and Invoices	1954-
Personnel Immunization Records	1999-
Personnel Rosters	1990-
Radio Station Logs	1964-1966
Reimbursement Claims to State Fire Marshal	1985-
Requests for Fire Reports (Insurance Companies)	1990-
Retirement Home Records	
Specialized Training Reports	1985-
Standby Duty Signup Sheets	1999-
Tier II Hazardous Materials Storage Location Records	2007-
Training Schedules	2000-
Underground/Aboveground Tank Records	1980-
Vehicle and Equipment Records	1982-

Human Resources Department

For more information, contact Human Resources Manager [Bruce W. Sandahl](#) (892-6858) or FOIA Officer [Mike Graham](#) (892-6823).

Record Types	Approximate Dates
Affirmative Action Data Record Sheets	2007-
Employee Medical Records	1975-
Employee Vaccination Sign-in Sheets	2008-
Official Personnel Records	1959-
Position Descriptions	1998-

Information Technology Department

For more information, contact IT Manager [Christopher Huston](#) (892-6803) or FOIA Officer [Mike Graham](#) (892-6823).

<u>Record Types</u>	<u>Approximate Dates</u>
Computer Use Authorization Records	1997-
Software Licenses	1996-

Mayor and Administrative Offices

For more information, contact Executive Assistant [Janet Gray](#) (892-6802) or FOIA Officer [Mike Graham](#) (892-6823).

<u>Record Types</u>	<u>Approximate Dates</u>
Aviation Property Leases	1993-
Liquor License Files	1985-
Miscellaneous License Applications	1993-
News Clippings	1984-

Police Department

For more information, contact Police Chief [Paul Farber](#) (893-0988) or Deputy FOIA Officers [Sara Simpkins](#) or [Lt. Jeffrey Wooten](#) (893-0988).

<u>Record Types</u>	<u>Approximate Dates</u>
Applications for Authority to Dispose of Local Records	1976-
Abandoned Vehicle Logs	2000-
Administrative Correspondence Files	2004-
Adult Arrest Cards	1970-
Adult Arrest Jackets (including: individual information, fingerprints, photo, booking information, arrest card, arrest reports and court dispositions)	1956-
Adult Case Files	1974-
Adult Prisoner Jail Reports to Dept. of Corrections	1992-
Alarm Notifications Records	2000-2003
Bicycle Registration Records	2004-
Bond Money Transmittals to Circuit Clerk	2003-
Case Files and Shift Summary Microfilm Records	1954-1997
Cash Receipts	2002-
Citizen Ride-Along Release Records	2001-
Confidential Source Files (Police Informants)	1998-
Criminal History Background Checks	2000-
Employment Applications	1999-

Police Department (continued)

<u>Record Types</u>	<u>Approximate Dates</u>
Evidence Photography	1959-
Expungement Orders	1989-
Freedom of Information Act Requests & Denials	2002-
Illinois Uniform Crime Report Management Info. Reports	2003-
Juvenile Arrest Jackets	1981-
Juvenile Case Files	1981-
Juvenile Contact Cards	1994-
Juvenile Prisoner Jail Reports to Dept. of Corrections	2000-
Mug Shot Negatives	2000-
Paid Parking Tickets	2003-
Parking Ticket Logs	2000-
Pawn Shop Receipts	1981-
Personnel Records	1954-
Prison Jail Record Cards	1970-
Radio Transmission Logs	1993-
Radio Transmission Tapes	2004-
Sex Offender Registrations (including: picture, registration form, address verification, criminal history, correspondence)	1996-
Shift Summaries (Incident Logs)	1998-
Solicitor Applications	2001-
State's Attorney 911 Tape Requests	1998-
Stolen Bicycle Reports	1989-
Taxi Cab License Records	2001-
Traffic Accident Reports	1998-
Traffic Citation Records	1998-
Traffic Warrant Bond Ledger	1977-1987
Transient Assistance Records	1994-
Vacation Watch Cards	2004-
Village Complaints	2002-
Warning Tickets	2005-

Recreation Department

For more information, contact Office Manager [Debbie Briggs](#) (893-5702) or FOIA Officer [Mike Graham](#) (892-6823).

<u>Record Types</u>	<u>Approximate Dates</u>
Baseball Program Registration Cards	2009-
Cash Distribution Summaries	2003-
Daily Receipts Balance Sheets	2003-

Recreation Department (continued)

<u>Record Types</u>	<u>Approximate Dates</u>
Facility Rental Agreements	2009-
Fleet Maintenance Work Orders	2005-
Income Receipts	2003-
Invoice Payment Listings	
Program Registration Rosters	1998-
Rantoul Kids' Foundation Vouchers	2009-
Season Pass Payment Records	2008-
Scheduling Calendars	2007-
Summer Schedules	1978-
Vehicle Maintenance Reports	2000-
Vehicle Records (all Village vehicles)	1991-

Utility Billing Office

For more information, contact Customer Service Supervisor [Carla Toliver](#) (892-6857) or FOIA Officer [Mike Grahame](#) (892-6823).

<u>Record Types</u>	<u>Approximate Dates</u>
Utility Connection Applications	1958-
Utility Customer Cards	1980-
Utility Disconnect Records	2008-
Utility Payment Receipt Envelopes	2009-
Delinquent Utility Account Collection Records	1981-
Meter Exception Listings	2008-
Meter Readings	1997-
Paid Bill Stubs	1996-
Work Orders	1985-

Public Works Department

For more information, contact Director [Greg Hazel](#) (892-6512), Administrative Supervisor [Jo Peavler](#) (892-6510), or FOIA Officer [Mike Graham](#) (892-6823).

<u>Record Types</u>	<u>Approximate Dates</u>
<i>Administration</i>	
Application for Authority to Dispose of Local Records	2007-
Answering Service Call Transmittal Records	1995-
FCC Licenses	1994-

Public Works Department (continued)

Record Types	Approximate Dates
Grant Records	2000-
HVAC Billing Report Printouts	1995-
Public Works Monthly Department Reports to Board	1998-
Storm Water Pollution Prevention Plan	2003-

Common Files – All Public Works Divisions

Accounts Payable/Receivable Invoices	1983-
Administrative Correspondence Files	1987-
Bids, Specifications, and Proposals	1991-
Boiler Inspection Records	1993-
Budget Records	1999-
Chain of Custody Records	1995-
Construction Project Records	1985-
Contracts and Agreements	1986-
Employee Leave Requests	1978-
Employee Time Records	1996-
J.U.L.I.E. Notices	1996-
Maps, Plans, Engineering Drawings, and Blueprints	1937-
Material Safety Data Sheets	1987-
Operations Manuals	1987-
Personnel Records (training, evaluations, certifications)	1991-
Policy and Procedures Manuals	1995-
Purchase Orders and Requisitions	1999-
Safety Inspection Records	1995-
Vehicle and Equipment Records	1996-
Work Orders	1993-

Chanute Air Force Base Caretaker (Base Closure)

Administrative Correspondence	1993-2001
Caretaker Budget Records	1993-2001
Caretaker Cash and Investment Record Printouts	1993-1994
Fuel Card Ledgers	1993-2001
Fuel Usage Reports	1993-2001
Vehicle Accident Reports	1994-1996

Public Works Department (continued)

Record Types Approximate Dates

Chanute Air Force Base Redevelopment

Building Demolition Lists	2004-
Contracts and Agreements	1986-
Environmental Audits	2006-
Hazardous Material Removal Records	2004-
Site Inspection Records	2006-

Electric Division

Bargaining Contract/Negotiation Records – IBEW	1997-
Biweekly Bill Listings	1981-
Bridge Inspection Reports (IDOT)	2000-
Cash Receipts	1994-
Closed Job Records (Labor and Materials Lists)	1988-
Commercial Utility Rate Change Applications	2004-
Contractor’s Certificates of Insurance	2000-
Customer Incident/Complaint Records	1999-
Daily Shift Schedules	2006-
Daily Work Schedule Logs	1994-
Electric Plant Monitoring Charts	1968-
Electric Service Connection Logs	1995-
Electricity Sales Charts	1997-
Employee Policy Receipt Certificates	1995-
Engineering Surveys	1995-
E.P.A. Air Pollution Control Annual Emissions Reports	1996-
Equipment Inspections, Inventory, and Testing Records	1999-
Equipment Maintenance Logs	1988-
Grant Records	2004-
Hazardous Waste Disposal Records	1994-
Job Number Logs (Project Code)	1976-
Joint Trenching Accounts Receivable Records	1993-
IBEW Apprenticeship Program Agreements	1997-
Illinois Commerce Commission Orders	1999-
Legal Correspondence	1991-
Meter Reading Reports for Village Properties	1996-
Meter Testing Records	1997-
Noise Level Readings –IMLRMA	2000-
Scrap Metal Disposal Records	1979-
Substation and Electric Transformer Testing Records	1986-

Public Works Department (continued)

Record Types	Approximate Dates
Substation Monitoring Record Printouts	1996-
Telephone Call Logs	1981-
Timed Detail Reports	2002-
Utility Bills for Village Properties	1995-
Utility Rate Studies	1999-

Gas Division

Abandoned/Removed Valve Reports	1995-
Atmospheric Corrosion Surveys	1995-
Combustible Gas Detection Equipment Calibration Records	1996-
Combustible Gas Detection Records	1996-
Customer Service Orders	1996-
Gas Leak and Repair Reports	1995-
Gas Leak Survey Reports	1995-
Gas Line Evacuation and Inspection Reports	1995-
Gas Line Pressure Test Records	1995-
Gas Main Rectifier Reading Records	1995-
Ill. Commerce Commission Gas Distribution System Reports	1995-
Instrument Inspection/Calibration Reports	1995-
Inventory Records	2005-
Meter Test Records	1995-
Pipe Line Fusion Records	1995-
Rebuilt Meter Proving Records	1995-
Regulator Station Inspection Reports	1995-
System Patrol Reports	1995-

Landfill Division

Administrative Warning Notices	1992-
E.P.A. Groundwater Analysis Records	1994-
E.P.A. Landfill Annual Reports	1995-
E.P.A. Landfill Inspection Records	1978-
E.P.A. Violation Records	1981-
Landfill Closure Plans	1990-

Public Works Department (continued)

Record Types	Approximate Dates
<i>Streets Division</i>	
Aboveground/Underground Tank Records	1998-
Brush Collection Records	2005-
Construction Project Dewatering Records	2002-
Highway Utility Permits (IDOT)	1991-
Motor Fuel Tax (MFT) Records	2001-
Traffic Count Reports	2000-
<i>Wastewater Division</i>	
Acute Toxicity Test Reports	2003-
Anaerobic Digester Inspection Reports	2003-
Backflow Valve Installation Tracking Logs	2006-
Chanute Air Force Base Street Address Conversion Log	1993
Commercial Building Annual Backflow Valve Test Records	1996-
Consumer Confidence Reports	2000-
Daily Monitoring Reports	1982-
Delinquent Accounts Receivable Records	1995-
Employee Time Accrual Registers	2005-
EPA and IDPH Permits	1992-
EPA Boundary Change Records	2003-
EPA Complaint Records	1999-
EPA Effluent Sampling Records	1975-
Feasibility Studies	2003-
Fecal Coliform Test Logs	1989-
Filter Run Time Sheets	1987-
Flow Logs (Influent, Effluent, Sludge, etc.)	2000-
Industrial Pre-Treatment Permits	1998-
Industrial Sewage Pump Hours Billing Records	2001-
Laboratory Analysis Reports	1992-
Lead and Copper Sampling Reports	1992-
Lift Station Logs	1997-
Monitoring Well Water Sampling and Testing Records	1977-1992
NPDES Discharge Monitoring Reports	1983-
NPDES Intergovernmental Cost Sharing Records	2003-
NPDES Permittee Fiscal Reports	2004-
Operational Charts	1990-
Plant Maintenance Records	1987-
Plant Operations Reports	1983-
Protective Equipment Requirement Lists	1999-
Pump Motor Vibration Analysis Records	1988-

Public Works Department (continued)

Record Types	Approximate Dates
Run-Hour Logs (pump station, storm, nitrification)	1987-
Safety and Health Survey Self-Check Records	1988-1995
Safety Committee Meeting Minutes	1988-
Sewage Treatment Plant Demolition Records	1999-
Sewer Inspection Video Recordings	2002-
Sludge Dewatering Logs	1988-
Sludge Flow Monitoring Reports	1989-
Sludge Land Application Rate Records	2000-
Sludge Maintenance Reports	1987-
Sludge Pumpage Logs	1988-
Storm Drainage Committee Minutes	2000-
Storm Drainage Fee Schedules	2001-
Storm Water Pollution Prevention Plan	2003-
Systems Maintenance Records	1987-
Systems Maintenance Stock Requisitions	2002-
Visitor Logs	1954-
Wastewater Analysis Report Correspondence	1990-
Waste Hauling Manifests (Non-hazardous)	1991-
Water Pressure Flow Charts/Recording Graph Charts	1987-
Water Quality Management Plans	1992-
Water Tap Records	2003-
Water Treatment and Analysis Control Reports	2001-
Water Use Surveys	1990-

Water Division

Asbestos Monitoring Program Records	1999-
Consumer Confidence Reports	2000-
Employee Respirator Medical Clearance Certification Records	2004-
EPA Inspection Reports	1998-
EPA Laboratory Analysis Reports	1986-
EPA Operating Permits	1992-
EPA Public Water Supply	1986-
EPA Radiochemistry Analysis Reports	1989-
EPA Sampling Reports	1994-
EPA Sludge Management Reports	1992-
EPA Source Water Assessment Records	1992-
EPA Special Exemption Permits	1995-
Fluoride Reports	1994-
Groundwater Pesticide Analysis Records	1991-
Lead and Copper Sampling Records	1999-
Safety Surveys	1988-

Public Works Department (continued)

Record Types	Approximate Dates
Water Treatment and Control Analysis Reports	2002-
Well Abandonment Records	1992-
Well Pumpage Reports	1999-
Well Pumping Levels Reports	1987-
Well Water Analysis Records	1994-

Common Files

This list contains general records that are stored in several departments. For more information about these types of files from specific departments or offices, contact the department representative(s) previously listed. For general information about these records, contact FOIA Officer [Mike Graham](#) (892-6823).

Record Types	Approximate Dates
Administrative Files (including: ordinance duplicates, minutes duplicates, reference documents, working files, and miscellaneous correspondence)	1946-
Appointment & Scheduling Calendars	1999-
Bids, Specifications and Proposals	1946-
Budget Records	1973-
Certificates of Publication	1970-
Contracts, Agreements and Leases for Goods & Services	1972-
Employee Time Records	1953-
Employment Applications	1980-
Grant Records	1963-
Notices of Hearings, Lettings, Newspaper Publications	1970-
Performance and Surety Bond Records	1981-
Policy Acknowledgement Receipts	1986-
Purchase Orders and Requisitions	1986-
Reports to Village Board	1960-
Telephone Message Receipts	2004-

**VILLAGE OF RANTOUL
RECORDS AVAILABLE IMMEDIATELY UPON REQUEST**

In accordance with the Freedom of Information Act, the Village of Rantoul will provide the following documents/records immediately upon request without the initiation of a formal written FOIA request. For more information, please contact FOIA Officer [Mike Graham](#) at (217) 892-6823.

- (1) Approved Meeting Minutes – Village Board
- (2) Approved Meeting Minutes – Various Committees
- (3) Meeting Agendas – Village Board
- (4) Village Board Informational Packets
- (5) Village of Rantoul Ordinances
- (6) Village Board Resolutions
- (7) Audio Tape Recordings – Village Board**
- (8) Audio Tape Recordings – Plan Commission**
- (9) Audio Tape Recordings – Zoning Board of Appeals**
- (10) Video Tape Recordings – Village Board**
- (11) Village Board Meeting Action Reports
- (12) Freedom of Information Public Service Directory
- (13) Freedom of Information Files – Requests & Denials
- (14) Freedom of Information Annual Reports
- (15) Chapters/Sections of Village Code
- (16) Village Budget Documents
- (17) Village of Rantoul Strategic Plan
- (18) Village Emergency Preparedness Plan
- (19) Village of Rantoul Comprehensive Plan
- (20) Comprehensive Annual Financial Reports (CAFRs)
- (21) Filed Candidate Nominating Petitions
- (22) Election Ballot Certifications
- (23) Oaths of Office – Elected & Appointed Officials
- (24) Issued Business License Certificates
- (25) Local Records Disposal Certificates
- (26) Applications for Authority to Dispose of Local Records

** **NOTE:** These records will be made available immediately for inspection only. Standard FOIA procedures and timelines will apply to requests for copies of these records.