

VILLAGE OF DUNLAP

ILLINOIS FREEDOM OF INFORMATION ACT DIRECTORY

PURSUANT TO THE ILLINOIS FREEDOM OF INFORMATION ACT

(5ILCS 140/1 ET SEQ)

THROUGH PUBLIC ACT 96-542

EFFECTIVE JANUARY 1, 2010

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STATEMENT OF PURPOSE

The Village of Dunlap works to maintain a friendly, safe, clean, diverse and growing community large enough to remain economically viable and provide its residents a modern infrastructure, yet small enough to maintain a strong sense of family and community.

FOIA OFFICER- Fraser Engerman, Village Clerk

Requesting Information or Public Records

Anyone who would like to request information of public records must submit their request in writing, in person, by mail, e-mail, or fax. For convenience, a form is available at Village Hall or on our website.

FEE SCHEDULE

The fee for records is as follows:

Black and white copies (Legal or letter), no charge for first 50 pages, \$0.15 per page thereafter.

Certification: \$1.00

Maps \$5.00

Mailing: Cost of Postage

All fees must be paid prior to the release of records. All fees must be paid in cash by cashier's or certified check or by money order prior to the copying, certification and/or mailing any public record.

STATISTICAL INFORMATION

Fiscal year operating budget \$922,335.00

VILLAGE OF DUNLAP
FOIA REQUIREMENT/PROCEDURES

Municipal Offices

Dunlap Village Hall
104 N. Second Street
Dunlap, IL 61525

EMPLOYEES

Full Time Employees – 2
Part Time Employees – 5

MUNICIPAL OFFICIALS

Elected

President	Jack Fennell
Village Clerk	Fraser Engerman
Village Trustees	Jack Esterdahl
	Sheila Taylor
	Jeff Dixon
	Colleen Slane
	Lori Parkhill
	Greg Micklos

APPOINTED

Treasurer	Dwight Johnson
Water Billing	Luann Esterdahl
	Ora Johnson
Village Superintendent	Dale Bishop
Assistant Superintendant	Marcus Loser

VILLAGE OF DUNLAP
FOIA REQUIREMENTS/PROCEDURES

VILLAGE BOARD COMMITTEES

Annexation/Census

Lori Parkhill

Community Development

Sheila Taylor

Equipment

Jack Esterdahl

Ethics Officer

Sheila Taylor

Festivals

Colleen Slane

Liquor Commission

Jack Fennell

Parks/Buildings

Jack Esterdahl

Personnel

Jack Fennell

Plat Officer

Jeff Dixon

Police

Colleen Slane

Publicity

Colleen Slane

Sidewalks

Sheila Taylor

Jeff Dixon

Streets

Jack Esterdahl

Greg Micklos

Water/Sewer

Sheila Taylor

Jeff Dixon

VILLAGE OF DUNLAP
FOIA REQUIREMENTS/PROCEDURES

CATALOGUE OF RECORDS

Agreements: Executed agreements between the Village of Dunlap and various governmental agencies, corporation companies and private individuals.

Annexations: Records compiled for property incorporated into Village Limits

Audits: Independent audits performed on Village of Dunlap financial statements and activities at the conclusion of the fiscal year.

Bids: Bids and specifications for various Village projects

Bonds: General Obligation Bonds, Revenue Bonds, Special Service Area Bonds.

Budgets: Annually approved budgets for all Village funds and departments

Contracts: Executed contracts between the Village and various governmental agencies, corporations, companies and private individuals.

Deeds: For property which has been deeded to the Village of Dunlap.

Easements: Rights of Easement granted by persons to the Village for various Municipal improvements along with Rights of Easement granted by the Village to individuals for various reasons.

Insurance: Records of insurance claims and correspondence with the Illinois Municipal League Risk Management Association (IMLRMA).

Invoices: Invoices sent by the Village for various services rendered as well as for goods, services and equipment purchased for Village operational needs.

Licenses & Permits: All approved licenses and permits for which applications have been received.

Maps: Various mapping products such as street and zoning maps.

Minutes: Minutes for all commissions, committees and boards as well as Village Board meetings.

Motor Fuel Tax: Documentations relating to Motor Fuel Tax projects.

Ordinances: As passed by the Village of Dunlap.

VILLAGE OF DUNLAP
FOIA REQUIREMENTS/PROCEDURES

Plats: All documents of this nature related to properties located within the Village.

Petitions: As received for consideration by various Departments, Committees, Commissions or Boards, including the Village board. Also file by residents.

Proclamations: As issued by the Village Board.

Publications: Printed documents of the Village for both internal as well as external use by the general public. Would include, but not be limited to, Comprehensive Plan and Zoning Ordinance.

Resolutions: As passed by the Village of Dunlap.

Utilities: Documents related to the Village of Dunlap's water and sewer utility.

The foregoing are records to be found in the Village Clerk's office.

Attention: Village Clerk
Village of Dunlap
204 N. Second Street
Dunlap, IL 61525
Telephone: 309-243-7500
Fax: 309-243-5382
villagedunlap.com

The above catalogue are records are to be considered a representative example of records maintained by the Village and are not meant to be all inclusive or limited to what are noted.

The Village of Dunlap affirms to follow the compliance requirements of the Act. However, the Act is not intended to require that the Village interpret or advise requestors as to the meaning or significance of any public record. The act does not unreasonably require the Village to create a record that does not exist.

The Village of Dunlap municipal code is available for public review. The code contains all ordinances which have been codified.

Village of Dunlap Organizational Chart

